To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: February 21, 2020

Re: Authorization to Issue an Invitation for Bids for VRE Headquarters Renovations

Recommendation:

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer to issue an Invitation for Bids (IFB) for VRE Headquarters Renovations.

Summary:

This resolution will authorize the solicitation for construction services to renovate VRE Headquarters, comprised of Suites 201 and 202 at 1500 King Street in Alexandria.

Background:

VRE plans to continue its renovations of the office spaces at VRE Headquarters, begun in 2016, in an effort to enhance employee safety and security, provide workspace for future additional staff, and maximize the efficiency of the office layout and flow.

An IFB is the preferred and normal method of procurement when seeking bids to provide goods and services at a firm-fixed price. This method is used when there is a complete, adequate, precise specification or purchase description. Award is made based on price alone without discussions or negotiations with the Bidders.

The scope of work for the IFB includes reconfiguring the reception area and providing emergency egress passageways to improve safety and security, converting existing half-wall cubicles and larger individual offices to modular cubicle areas to increase workspace efficiency, creating an employee break room, and modifying the kitchen, mail and supply
room and rest room. Renovation work will also require revisions to certain electrical, plumbing, HVAC and fire protection system devices and floor coverings.

Upon receipt of the bids, staff will return to the Operations Board to request authorization to execute the contract.

**Fiscal Impact:**

Funding for the VRE Headquarters Renovations Project will be provided through the VRE Capital Reserve.
Virginia Railway Express  
Operations Board  
Resolution  
8B-02-2020

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for VRE Headquarters Renovations

WHEREAS, VRE plans to continue its renovations of the office spaces at VRE Headquarters, begun in 2016; and,

WHEREAS, planned improvements will enhance employee safety and security, provide workspace for future additional staff and maximize the efficiency of the office layout and flow; and,

WHEREAS, renovation work includes modifying the reception area, creating emergency egress passageways, converting existing cubicles and larger individual offices to modular cubicles, creating an employee break room, and modifying the kitchen, mail and supply room and rest room;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to issue an Invitation for Bids for VRE Headquarters Renovations.

Approved this 21st day of February 2020

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Gary Skinner  
Chairman

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Jeanine Lawson  
Secretary