To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: May 15, 2020

Re: Authorization to Execute a Contract for Mechanical Engineering Consulting Services

Recommendation:

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer (CEO) to execute a contract with STV, Inc. of Fairfax, VA for the provision of Mechanical Engineering Consulting Services (MEC VII) for a base year and four option years in an amount not to exceed $6 million per year for a total not to exceed amount of $30 million for the five-year term of the contract. The option years may be exercised at the discretion of the Chief Executive Officer.

Summary:

Approval of this resolution will authorize the Acting CEO to execute the MEC VII contract for the provision of Mechanical Engineering Consulting Services.

The MEC VII contract will be a task order agreement. VRE Operations Board approval is required prior to award of each task order in excess of the Chief Executive Officer’s spending authority.

Background:

In April 2015, the VRE Operations Board authorized the award of the MEC VI contract following a competitive solicitation process. The MEC VI contract will expire in May 2020.

On December 20, 2019, the VRE Operations Board authorized the Acting CEO to issue a Request for Proposals (RFP) for MEC VII. In accordance with Section 2.2-4303 of the Virginia Public Procurement Act, these services must be procured through RFP because
they include Professional Services. Upon completion of evaluation of proposals, negotiations are conducted with the highest ranked firm deemed to be fully qualified and best suited among those submitting Proposals, based on the factors specified in the evaluation criteria. Price is not a criterion for evaluation of Professional Services proposals. After receipt of the best and final offer from the top-ranked firm, an analysis is performed to compare the proposed labor rates with the independent cost estimate to determine if the proposed labor rates are fair and reasonable.

A mailing list of more than fifty prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On January 27, 2020, an RFP was issued, and proposals were due on February 26, 2020. Three responses were received.

Evaluation of the proposals received was performed by the Technical Evaluation Team (TET), which consisted of four VRE staff members.

The TET met to discuss and evaluate the Proposals using the following criteria:

- Capability and expertise of the firm and proposes team/subcontractor(s).
- Knowledge, qualifications and relevant experience of the firm’s project manager and key personnel.
- Overall project approach and understanding of the Scope of Work.
- The firm’s organization and management plan.

Interviews were conducted with each of the firms that submitted a proposal. It was determined the proposal from STV, Inc was technically compliant and unanimously selected as the highest ranked.

Below is the final ranking of firms who submitted a proposal for Mechanical Engineering Consulting Services.

<table>
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<tr>
<th>Offerors</th>
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<tr>
<td>STV, Inc</td>
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<tr>
<td>Raul V. Bravo + Associates, Inc.</td>
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<tr>
<td>LTK Engineering Services</td>
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STV, Inc has previously performed work under MEC III, MEC IV, MEC V and MEC VI contracts for VRE.
VRE staff has certified the highest ranked Offeror's labor rates are fair and reasonable based on the cost estimate for this contract.

The MEC VII contract will be a task order agreement with a not to exceed amount of $6 million per year for a term up to five years. VRE Operations Board approval is required prior to award of each task order in excess of the Chief Executive Officer’s spending authority. The contract will be for a base year and four option years, with the VRE CEO exercising the option years at his discretion.

**Fiscal Impact:**

There is no fiscal impact to executing the MEC VII contract. Funds supporting the Mechanical Engineering Consulting Services contract are budgeted through specific projects in VRE’s adopted CIP or approved annual operating budget. Each task order recommendation for authorization by the Operations Board will include specific funding information.
Virginia Railway Express
Operations Board

Resolution
8G-05-2020

Authorization to Execute a Contract for Mechanical Engineering Consulting Services

WHEREAS, VRE requirements for mechanical engineering consulting services include both specific work and system wide improvements; and,

WHEREAS, use of a mechanical engineering consultant has proven to be more efficient than executing numerous, separate procurements; and,

WHEREAS, the current mechanical engineering consulting services contract, MEC VI, will expire in May 2020; and,

WHEREAS, this mechanical engineering consulting services contract will include tasks to develop standards and maintain existing equipment in a state of good repair and support projects that expand capacity; and,

WHEREAS, it was determined that the proposal from STV, Inc. received in response to the Request for Proposals was technically compliant and unanimously selected as the highest ranked; and,

WHEREAS, the Operations Board’s approval of this procurement does not represent its independent assessment of the candidate’s responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board’s action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby find that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on May 15, 2020, and that meeting by electronic means is authorized because the items on the May 15, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board’s lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the May 15, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board
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to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to execute a contract, MEC VII, with STV, Inc. of Fairfax, VA for the provision of mechanical engineering consulting services for a base year and four option years in an amount not to exceed $6 million per year for a total not to exceed amount of $30 million for the five year term of the contract; option years may be exercised at the discretion of the Chief Executive Officer.

Approved this 15th day of May 2020

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Gary Skinner
Chairman

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Jeanine Lawson
Secretary