To: Chairman Skinner and the VRE Operations Board  
From: Rich Dalton  
Date: September 18, 2020  
Re: Authorization to Amend the GEC VII Task Order for Design Services for VRE Suite 202 Phase 2 Renovations

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to amend the current Task Order for Design Services for VRE Suite 202 Phase 2 Renovations executed with STV Incorporated (STV) under the General Engineering Consulting Services (GEC) VII contract in the amount of $49,839, plus a ten percent contingency of $4,984, for a total not to exceed $54,823. This will increase the authorization for this Task Order from $96,221 to a total amount not to exceed $151,044.

Summary:

VRE has opted to advance the reception area portion of the headquarters renovation project as a separate design, permitting and construction effort, in order to complete this work and minimize disruption prior to staff safely returning to headquarters as the COVID-19 pandemic evolves. This change in project approach has resulted in additional costs, and this action will authorize the CEO to amend the Task Order to address the increased costs.

Background:

VRE will continue its renovations of the office spaces at VRE headquarters, begun in 2016, in an effort to improve employee safety and security, provide workspace for future additional staff and maximize the efficiency of the office layout and flow.
The original project scope of work 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.

Construction work in the reception area would create a substantial disruption to office activities and the ability to greet riders and others visiting the office if headquarters were fully occupied. However, due to VRE’s response to governmental guidelines related to the COVID-19 pandemic, all non-essential headquarters staff are presently working remotely. Although VRE is developing a tentative, phased approach for employees to return to headquarters, an exact timeline is difficult to predict due to the ever-changing impacts of the pandemic.

Accordingly, VRE made the decision to advance the reception portion of the project with the goal of completion prior to staff returning to the office. This has resulted in additional costs for design, permit application and coordination, and construction support services. At VRE’s request, STV submitted a proposal to provide this additional support. A cost analysis was subsequently performed by VRE staff to compare the proposed additional cost with the independent cost estimate, and it was determined that STV’s proposed cost is fair and reasonable.

**Fiscal Impact:**

Funding for the VRE Headquarters Renovations Project is provided through the VRE Capital Reserve.
Virginia Railway Express  
Operations Board  

Resolution  
9J-09-2020  

Authorization to Amend the GEC VII Task Order for Design Services for VRE Suite 202 Phase 2 Renovations

WHEREAS, VRE will continue its renovations of the office spaces at VRE headquarters, begun in 2016; and,

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

WHEREAS, due to VRE’s response to governmental guidelines related to the COVID-19 pandemic, all non-essential headquarters staff are presently working remotely; and,

WHEREAS, VRE opted to advance the reception area portion of the project with the goal of completion prior to staff returning to the office, resulting in additional design, permit application and coordination, and construction support services costs;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the current Task Order for Design Services for VRE Suite 202 Phase 2 Renovations executed with STV Incorporated under the General Engineering Consulting Services VII contract in the amount of $49,839, plus a ten percent contingency of $4,984, for a total not to exceed $54,823. This will increase the authorization for this Task Order from $96,221 to a total amount not to exceed $151,044.

Approved this 18th day of September 2020

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Gary Skinner  
Chairman

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Jeanine Lawson  
Secretary