Agenda Item 2-D
Consent Item

To: Chair Bennett-Parker and the VRE Operations Board

From: Rich Dalton

Date: May 21, 2021

Re: Authorization to Issue a Request for Proposals for General Planning Consulting Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for General Planning Consulting Services.

Summary:

Approval of this resolution will authorize the procurement process for professional services related to planning and preliminary design activities.

Background:

VRE uses General Planning Consulting (GPC) Services contracts to provide on-call planning, environmental and preliminary engineering design services. VRE has found the use of GPC contracts to be more efficient than completing numerous, separate procurements. GPC contracts enable VRE to access specialized skills and expertise from consultants as an extension of staff on an as-needed basis. GPC contracts are not intended as a procurement mechanism for all projects, and separate procurements will continue to be issued using the RFP process when appropriate.

VRE has employed a succession of GPC contracts over the years, each awarded to multiple consultants, allowing tasks to be assigned based on specific areas of expertise and qualifications. The current GPC contracts (VRE-017-002) will expire in November 2021 and a new competitive solicitation process must be initiated.
The GPC solicitation will encompass two primary specialization areas in support of VRE’s ongoing system planning and Capital Improvement Program: 1) strategic and operations planning and 2) stations and facilities planning and preliminary design.

The GPC contracts will be awarded to teams comprised of a prime and subconsultants that provide the comprehensive suite of services VRE requires for each specialization area. The selection of a consultant team to provide strategic and operations planning services and a consultant team to provide stations and facilities planning and preliminary design services (two contracts in total) will be based on a competitive selection process that evaluates the qualifications and expertise required by VRE.

In accordance with Section 2.2-4303 of the Virginia Public Procurement Act, these services must be procured through a Request for Proposals (RFP) because they include Professional Services. Upon completion of evaluation of proposals, negotiations are conducted with the highest ranked firm in each specialization area deemed to be fully qualified and best suited among those submitting Proposals, based on the factors specified in the evaluation criteria. Cost is not a criterion for evaluation of Professional Services proposals. After receipt of the best and final offer from the top-ranked firm in each specialization area, a cost analysis is performed to compare the proposed cost with the independent cost estimate to determine the proposed cost is fair and reasonable.

Following evaluation of proposals, VRE staff will return to the Operations Board with a recommendation for award. Each contract will be a task order agreement with a not to exceed value of $6 million per year for a term of up to five years. VRE Operations Board approval of individual task orders issued under the contracts is required prior to award if the task order is in excess of the Chief Executive Officer’s spending authority.

**Fiscal Impact:**

There is no fiscal impact associated with the issuance of this solicitation. Funding for individual task orders would be drawn from federal, state and/or local funds defined for specific projects in the VRE operating and capital budgets.
Virginia Railway Express
Operations Board Resolution

2D-05-2021

Authorization to Issue a Request for Proposals for General Planning Consulting Services

WHEREAS, it is the experience of VRE that General Planning Consulting Services contracts are an efficient and cost-effective means of performing planning, environmental and preliminary engineering design services required for a limited duration or in a timely manner on an as-needed basis; and,

WHEREAS, competitive procurement for new GPC contracts to support system planning and design of capital projects must be initiated due to the pending expiration of the current GPC contracts and in order to continue to advance strategic and operational planning activities and planned system improvements; and,

WHEREAS, in accordance with Section 2.2-4303 of the Virginia Public Procurement Act, these services must be procured through a Request for Proposals;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby acknowledge that competitive negotiation is required in accordance with the Virginia Public Procurement Act; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals for General Planning Consulting Services to support planning and preliminary design activities.

Approved this 21st day of May 2021

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Elizabeth Bennett-Parker
Chair

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James Walkinshaw
Secretary