



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

**Agenda Item 9-A**  
**Action Item**

**To: Chair Bohmke and the VRE Operations Board**

**From: Rich Dalton**

**Date: March 15, 2024**

**Re: Authorization to Issue a MEC VII Task Order for National Transit Database and Asset Management Reporting Phase X**

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**Recommendation:**

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Mechanical Engineering Consulting Services (MEC VII) Task Order to STV Incorporated for National Transit Database and Asset Management Reporting Phase X in the amount of ***\$504,589, plus a 10 percent contingency of \$50,459, for a total not to exceed \$555,048.***

**Summary:**

Authorization of this MEC VII Task Order will permit further development, implementation, and execution of processes required for VRE's Transit Asset Management (TAM) Plan and National Transit Database (NTD) reporting compliance.

**Background:**

VRE has completed several initiatives resulting in strategies for managing VRE rolling stock and facilities assets and maintaining these assets in a continuous state of good repair. The Federal Transit Administration (FTA) requires VRE to develop methodologies and processes to perform ongoing assessments of VRE rolling stock and facilities, manage and perform State of Good Repair projects, and report transit asset management information.

Under the current Mechanical Engineering Consulting Services contract, awarded to STV Incorporated in 2020, and previous MEC contracts, STV assisted VRE in developing the



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appropriate information, methodologies, and processes for the TAM Plan and reporting to the NTD as outlined in the Final FTA Rule. This rule originated from the Moving Ahead for Progress in the 21st Century (MAP-21) federal transportation bill.

STV developed the framework and standardized processes to perform ongoing asset assessments, developed tools to prioritize funding for State of Good Repair projects consistent with the Transit Economic Requirements Model, and developed processes for reporting asset management information to the FTA via the NTD.

The scope of work for this Task Order includes the continuation of ongoing transit asset management initiatives per federal requirements stemming from the MAP-21 legislation.

Specifically, STV will maintain and enhance or support VRE in the following areas.

- **FTA Triennial Review Support:** The triennial review is one of the FTA's management tools for examining grantee performance and adherence to current FTA requirements and policies, including its TAM program. The last triennial review of VRE was conducted in 2021, with the next planned in 2024. STV will provide the following support as needed:
  - Provide TAM related documents.
  - Provide pre-review technical support.
  - Provide staff to assist during the review.
  - Review FTA's findings and developing corrective actions responses/resolutions to any issues raised by the FTA.
  
- **Estimation of Inventory Replacement Value:** VRE reports total property value annually to its insurance provider for policy update purposes. The total value is comprised of two separate line items: (1) Real and Personal Property and (2) Rolling Stock. VRE also reports the replacement value of its asset inventory in its TAM Plan, which is prepared quadrennially. The last update of this FTA-required document was completed in September 2022, and the next update is due by October 1, 2026. VRE reports asset replacement cost by asset category and class. Insurance and TAM reporting total values will differ, based on FTA's required reporting of service vehicles in an agency's asset inventory. This difference represents a comparatively small percentage of the total asset base. Therefore, recognizing the need for a more accurate asset valuation methodology, as well as the need for a single source of data that fulfills both insurance and TAM reporting requirements, STV assisted VRE to produce a new Asset Cost Valuation (ACV) Workbook and will assist VRE staff with the FY25 annual update.
  
- **Lifecycle Management Plan Development:** STV assisted VRE with the development of its first Lifecycle Management Plan aligned to FTA guidance. The Rolling Stock Maintenance Plan was finalized in 2019 and the Facilities Maintenance Plan was finalized shortly thereafter in 2020. Both plans follow the same overall document

structure, with a heavy focus on documenting existing business processes around each lifecycle phase, as well as subcomponent useful life assumptions. It has been decided that each plan should be reviewed and updated at the same frequency as VRE's TAM Plan, at least once every four years, in the year following the TAM Plan update. As such, VRE's Rolling Stock and Lifecycle Management Plans were updated for the first time in 2023. For 2024, STV will develop additional plans for the final remaining asset categories: Equipment and Infrastructure.

- **TAM Risk Management Support:** In 2023, STV developed an initial TAM program-level risk framework, inclusive of scoring metrics based on risk probability and severity, a custom risk register, and a companion SOP. STV will provide continued TAM risk management support by maintaining the VRE TAM Risk Register and holding biannual work sessions with VRE to review the mitigation status of existing risks and/or document newly identified risks.
- **NTD TAM Reporting Support:** The first component of annual NTD TAM-related reporting requirements involves inventory updates. STV will review and prepare updated NTD inventory submission data. Another element of the annual NTD TAM reporting requirements involves the establishment of each fiscal year's performance targets for those assets for which VRE has capital responsibility. Progress reports and descriptions of any change to the condition of the assets must be reported to the NTD annually using the Annual Narrative Report due October 2024. STV will develop this report with the assistance of VRE staff.
- **TransAM Data Entry Support:** VRE is required to report capital assets to Virginia's Department of Rail and Public Transportation (DRPT) biannually via an online reporting system known as TransAM. TransAM is an open-source asset management, grant management, and capital planning platform. VRE's goals are to provide consistency between TransAM and NTD's Asset Inventory Module (AIM) to the greatest extent possible, as well as to ensure the ability to apply for state funding towards future capital asset procurements. The reporting deadlines within TransAM are January 15th and July 15th of each year. The January deadline precedes DRPT's February grant application deadline and is used for application scoring. The July deadline is primarily for DRPT's benefit to help them keep their data current and anticipate future funding needs among the various railroad companies, public transportation systems, and commuter services programs operating within the Commonwealth of Virginia. STV will assist VRE with a review of the most recent After-Action Report, as well as data collection, analysis, interviews, and data entry updates prior to each deadline. STV will also make recommendations for future TransAM update efforts with a new After-Action Report. The report will highlight items with partial resolution and/or deferred for future reporting cycles.
- **TAM-Related SOP Updates:** STV will update the TAM related Standard Operating Procedures as required, or upon the request of VRE staff.

At VRE's request, STV submitted a proposal to accomplish the work described herein. The proposal submitted by STV was reviewed and deemed to be responsive to all aspects required. A cost analysis was also subsequently performed by VRE staff to compare the proposed cost with the independent cost estimate, and it was determined that STV's proposal is fair and reasonable.

**Fiscal Impact:**

Funding is provided through the Equipment Asset Management Program funded through VRE's annual allocation of FTA 5337 (State of Good Repair) program funding.

**Virginia Railway Express  
Operations Board Resolution**

**9A-03-2024**

**Authorization to Issue a MEC VII Task Order for National Transit  
Database and Asset Management Reporting Phase X**

**WHEREAS**, VRE has a contract with STV Incorporated for Mechanical Engineering Consulting Services; and,

**WHEREAS**, VRE has completed several initiatives resulting in strategies for managing VRE rolling stock and facilities assets and maintaining these assets in a continuous state of good repair; and,

**WHEREAS**, VRE is required by the Federal Transit Administration to develop methodologies and processes to perform ongoing assessments of VRE rolling stock and facilities, manage and perform State of Good Repair projects and report transit asset management information; and,

**WHEREAS**, STV Incorporated has developed the framework and standardized processes to perform ongoing asset assessments as well as tools to prioritize funding for State of Good Repair projects consistent with the Transit Economic Requirements Model; and,

**WHEREAS**, through this Task Order, STV Incorporated will further develop VRE's Rolling Stock and Facilities Lifecycle Maintenance Plans, maintain and enhance tools developed for the effective management of VRE assets, update SOPs, synchronize data between the NTD and TransAM, update the estimate inventory replacement values, provide TAM Risk Management support, provide FTA Triannual Review support, and provide training and internal communications support; and,

**WHEREAS**, staff requested an MEC VII Task Order Proposal from STV Incorporated for this work and has determined the proposal provided by STV is both fair and reasonable;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Mechanical Engineering Consulting Services (MEC VII) Task Order to STV Incorporated for National Transit Database and Asset Management Reporting Phase X in the amount of **\$504,589, plus a 10 percent contingency of \$50,459, for a total not to exceed \$555,048.**

Approved this 15<sup>th</sup> day of March 2024

  
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Ralph Smith  
Secretary

Sarah Bagley  
Vice-Chair

  
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Meg Bohmke  
Chair