



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

**Agenda Item 9-B**  
**Consent Item**

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

**From: Rich Dalton**

**Date: April 19, 2024**

**Re: Authorization to Issue a Request for Proposals for  
Construction Management Services for the Crystal City  
Station Improvements Project**

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**Recommendation:**

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for Construction Management (CM) Services for the Crystal City Station Improvements Project.

**Summary:**

This resolution will authorize the solicitation of proposals for CM Services for the Crystal City Station Improvements Project.

**Background:**

The Crystal City Station is one of the busiest in the VRE system. However, the existing side platform is only the length of about four railcars (400 feet) and serves only one track. VRE trains currently have up to eight cars. A reconfigured station with a new island platform, approximately 780 feet in length served by two tracks, will remove an operational bottleneck, expand train capacity, and improve convenience, safety, and reliability for VRE riders.

The project will relocate the station approximately a quarter of a mile south of the existing station to a location accepted by the Arlington County Board in September 2017 and approved by the VRE Operations Board in October 2017. The relocated station will provide two grade-separated access points between the platform and Crystal Drive. The project



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Transportation Commission  
2300 Wilson Blvd., Suite 230  
Arlington, VA 22201  
703-524-3322



Virginia Railway Express  
1500 King Street, Suite 202  
Alexandria, VA 22314  
703-684-1001  
VRE.org



Potomac and Rappahannock  
Transportation Commission  
14700 Potomac Mills Road  
Woodbridge, VA 22192  
703-580-6121

will also enhance local and regional connectivity by optimizing multimodal access, especially to Metrorail, the Crystal City-Potomac Yard Transitway, local buses and shuttles, and bicycle and pedestrian facilities.

The scope of work for the RFP includes comprehensive construction management services for the Crystal City Station Improvements Project.

Following Operations Board authorization on January 19, 2024, final design commenced to progress the 60% design to final design. As final design is nearing completion, CM services are required to assist VRE with reviewing the final design prior to advertising a solicitation for construction of the station improvements. The CM will subsequently, following award of a construction contract, be responsible for assisting VRE with observing, documenting and reporting on construction activities.

In accordance with Federal Transit Administration (FTA) guidance, Construction Management is defined as a professional service. Further, Section 2.2-4303 of the Virginia Public Procurement Act requires that professional services, including professional engineering services which the CM will perform, must be procured through a Request for Proposals (RFP). Upon completion of evaluation of proposals, and discussions with two or more offerors, 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, a cost analysis is performed to compare the proposed cost with the independent cost estimate to determine whether the proposed cost is fair and reasonable.

Construction is estimated to take approximately 20 months. Therefore, the length of the CM Services contract is estimated to be 29 months, which includes the 20 months for construction, plus six months for pre-bid/pre-construction services and three months of project closeout services.

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

**Fiscal Impact:**

Funding for the Crystal City Station Improvements project is provided through a variety of previously committed sources:

- Northern Virginia Transportation Authority (NVTA);
- Northern Virginia Transportation Commission I-95/395 Commuter Choice funds;
- Commuter Rail Operating and Capital Fund (CROC);
- Federal Transit Administration (FTA) State of Good Repair Funds (Section 5337) with associated state and local matching funds;
- State REF and associated local matching funds; and
- VRE Capital Reserve.

**Virginia Railway Express  
Operations Board Resolution**

**9B-04-2024**

**Authorization to Issue a Request for Proposals for Construction  
Management Services for the Crystal City Station Improvements Project**

**WHEREAS**, the Crystal City Station is one of the busiest in the VRE system and has one of the shortest platforms; and,

**WHEREAS**, a longer island platform with grade-separated access will remove an operational bottleneck, expand train capacity, and improve convenience, safety, and reliability for VRE riders; and,

**WHEREAS**, Construction Management Services are required to assist VRE with reviewing the final design prior to advertising a solicitation for construction, and subsequently observing, documenting, and reporting on construction activities; and,

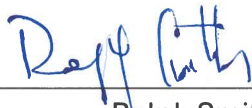
**WHEREAS**, final design is nearing completion, and the need to solicit proposals for Construction Management Services is imminent; and,

**WHEREAS**, in accordance with Federal Transit Administration guidance and Section 2.2-4303 of the Virginia Public Procurement Act, professional services must be procured through a Request for Proposals (RFP);

**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 Construction Management (CM) Services for the Crystal City Station Improvements Project.

Approved this 19<sup>th</sup> day of April 2024



Ralph Smith  
Secretary



Sarah Bagley  
Vice Chair