

ATTACHMENT A

SCOPE OF WORK



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1. OVERVIEW

- A. The selected consulting firm is referred to herein as either the “Consultant” or the “Contractor.” If the firm chooses to use the services of Subconsultants(s), they will be referred to either as the “Subconsultant(s)” or “Subcontractor(s).”
- B. The Consultant shall provide all staff, supervision, materials, supplies and transportation required to complete the Scope of Work to the satisfaction of VRE.
- C. It is the intent of VRE to select one (1) individual or team with the capacity to provide Federal Government Relations Services. The selected Consultant shall provide consulting services by assisting VRE in achieving specific Federal legislative objectives and to represent VRE’s interests regarding Federal legislative matters that do or may impact VRE.

2. GENERAL REQUIREMENTS

The Consultant shall be responsible for the following tasks:

- A. Serve as the primary point of contact for VRE with the Federal level audience and manage the interests of VRE.
- B. Coordinate any additional VRE activities, such as legislative forums, meetings, and other events as deemed appropriate.
- C. Maintain an office within the Washington-Baltimore Metropolitan Area as defined by the Office of Management and Budget (OMB) for the purposes of this Contract to ensure constant and immediate contact with all relevant entities (e.g. Congressional members and staff, Executive Branch principals, and staff, etc.).

3. SPECIFIC REQUIREMENTS

- A. **Government Relations** – The Consultant shall be responsible for, but not limited to, the following tasks:
 - 1. Establish and maintain good working relationships with the Virginia Congressional delegation, other members of Congress, especially chairs and members of relevant committees and subcommittees, their staff, and committee staffers.
 - 2. Establish and maintain working relationships with the U.S. Department of Transportation (DOT), the Federal Transit Administration (FTA), the Federal Railroad Administration (FRA), the Surface Transportation Board (STB), the National Transportation Safety Board (NTSB), and other relevant Executive Branch and Independent Federal agencies.



3. Monitor, track, and inform VRE of rail or transit issues and rulemaking within the Administration, Federal agencies and Congress that may directly or indirectly impact VRE, its parent Commissions or member jurisdictions, under the direction of VRE's Director of Government and Community Affairs.
 4. Assist VRE with implementing its adopted legislative agenda to include drafting of legislation, regulations, policy statements, and position papers consistent with the issues of concern and interest.
 5. Review and comment on proposed legislation, authorizations, appropriations, regulations, rules, and issues of interest to VRE.
 6. Provide political and policy analysis and research, critical feedback, and comments on issues and activities impacting rail and transit.
 7. Recommend and coordinate meetings for VRE staff, its Operations Board and members of its parent Commissions with legislative leadership, committee chairmen and members to discuss, advocate or oppose, inform, and educate on issues of concern and interest to VRE.
 8. Attend legislative committee meetings and any relevant task force or sub-committee meetings considering legislation or involving discussion of issues of concern and interest to VRE.
 9. Prepare materials for VRE staff, members of the Operations Board and Commissions for testimony on VRE's behalf at legislative committees concerning issues of concern and interest to VRE.
 10. Report on legislative activities and prepare reports on legislation, regulations and issues of concern. Work with VRE, its parent Commissions and government relations representatives from its member jurisdictions to coordinate a regional approach to transit issues.
 11. Keep abreast of Infrastructure Investment and Jobs Act/Bipartisan Law reauthorization efforts and analyze the impacts of proposed language on VRE, the rail industry, and rail and transit programs.
- B. **Strategic Planning and Analysis** – The Consultant shall be responsible for, but not limited to, the following tasks:
1. Assist with strategic planning by identifying current or potential issues of concern, proactively advising VRE on issues that may impact rail or transit policies or programs or other emerging long-range issues and provide practical plans/initiatives for addressing them. These issues include, but are not limited to, Positive Train Control (PTC), the Northeast Corridor, rail



liability insurance, safety and security as well as applicable transportation regulations and funding.

2. Develop research-based strategic plans for reducing opposition or building support for public transportation or rail related issues/projects, associated with the adopted VRE Federal legislative agenda, including preparation of actionable outreach plans that address concerns of opponents, and specify activities needed to respond to issues to achieve a favorable result.
3. Provide advice to VRE in the following general areas: statutory impediments to public transportation or rail operation, performance measures related to public transportation or rail operation, implementation of the VRE System Plan 2050, and project funding and financing opportunities and approaches.

C. **Funding and Other Assistance** – The Consultant shall be responsible for, but not limited to, the following tasks:

1. Research and provide information on opportunities available through the FRA and the FAST Act regarding Railroad Rehabilitation Improvement and Financing (RRIF); Consolidated Rail Infrastructure and Safety Improvement Grants; Freight Program Grants; and innovative financing mechanisms including those available through the National Surface Transportation and Innovative Finance Bureau.
2. Establish and maintain liaison with Federal agencies, appropriate elected officials and their staff, Congressional Committee staff, and industry groups to allow VRE the ability to discuss, advocate or oppose, inform, and educate on issues of concern and interest during the term of the Contract.
3. Coordinate meetings for VRE and its member jurisdiction officials with the above-mentioned persons and agencies.
4. Provide support, strategy, and guidance on securing Capital Investment Grants and other Federal discretionary grants.
5. Assist VRE in securing Federal funding for capital facilities, equipment and rolling stock purchases and operating assistance as requested by VRE and its parent Commissions and member jurisdictions.
6. Develop position papers and comments on regulations and policy statements consistent with the issues of concern and interest to VRE.
7. Attend interim and regular session legislative committee meetings and any relevant task force or sub-committee meetings considering legislation or which include a discussion of issues of concern and interest to VRE during the strategy period.



D. **Administrative Services** – The Consultant shall be responsible for, but not limited to, the following tasks:

1. Serve as a primary contact for VRE with congressional and executive branch staff and manage the interests of VRE.
2. Coordinate any additional VRE activities such as legislative forums, meetings, and other events as deemed appropriate.
3. Submit a Disclosure of Lobbying Activities Report as needed/required by the FTA, FRA, or DOT and be responsible for any and all required filings by the U.S. Government.
4. Submit a monthly progress report to VRE's Director of Government and Community Affairs by the fifteenth of each calendar month with the monthly invoice. The monthly progress report shall include the following:
 - a. Comprehensive narrative of the activities performed;
 - b. Projects in progress;
 - c. Activities of Subconsultants (if applicable);
 - d. Legislative activities; and
 - e. Projected activities for the next reporting period.

