



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

ITEM 9-B
April 5, 2018
PRTC Regular Meeting

Virginia Railway Express Operations Board Meeting

March 16, 2018

Executive Committee Meeting – 8:30 am
Operations Board Meeting - 9:00 am

PRTC Headquarters
14700 Potomac Mills Road
Woodbridge, VA 22192

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Photo Session for 2018 Board Portrait
5. Approval of Minutes from the February 16, 2018 VRE Operations Board Meeting
6. Chairman's Comments
7. Chief Executive Officer's Report
8. Virginia Railway Express Riders' and Public Comment
9. Action Items:
 - A. Authorization to Issue a Request for Proposals for Facility Security Services
 - B. Authorization to Amend the Contract for Safety and Security Consulting Services



Northern Virginia
Transportation Commission
2300 Wilson Blvd. #620
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

- C. Authorization to Amend the Contract for Fare Collections Equipment and Software Maintenance
 - D. Authorization to Execute a Contract for Insurance Brokerage Services
 - E. Authorization to Issue a GPC Task Order for the FY 2018 National Transit Database Data Collection
- 10. Information Items:
 - A. Spending Authority Report
 - 11. Closed Session
 - 12. Operations Board Member's Time

The Next VRE Operations Board Meeting
April 20, 2018 - 9:00 am at PRTC



**Virginia Railway
Express**

Martin E. Nohe
Chairman

Katie Cristol
Vice-Chairman

Maureen Caddigan
Secretary

John C. Cook
Treasurer

Sharon Bulova
Mark Dudenhefer
John D. Jenkins
Matt Kelly
Wendy Maurer
Jennifer Mitchell
Suhas Naddoni
Pamela Sebesky
Gary Skinner
Paul C. Smedberg

Alternates

Ruth Anderson
Pete Candland
Jack Cavalier
Hector Cendejas
Libby Garvey
Jeanine Lawson
Tim Lovain
Jeff McKay
Michael McLaughlin
Cindy Shelton
Paul Trampe
Billy Withers
Mark Wolfe

Doug Allen
Chief Executive Officer

1500 King Street, Suite 202
Alexandria, VA 22314-2730

MINUTES

**VRE Operations Board Meeting
PRTC Headquarters – Prince William County, Virginia
March 16, 2018**

Members Present	Jurisdiction
Sharon Bulova (NVTC)	Fairfax County
Maureen Caddigan (PRTC)	Prince William County
John C. Cook (NVTC)	Fairfax County
Katie Cristol (NVTC)	Arlington County
Mark Dudenhefer (PRTC)	Stafford County
John D. Jenkins (PRTC)	Prince William County
Matt Kelly (PRTC)	City of Fredericksburg
Pamela Sebesky (PRTC)	City of Manassas
Paul Smedberg (NVTC)	City of Alexandria

Members Absent	Jurisdiction
Wendy Maurer (PRTC)	Stafford County
Jennifer Mitchell	DRPT
Suhas Naddoni (PRTC)	City of Manassas Park
Martin E. Nohe (PRTC)	Prince William County
Gary Skinner (PRTC)	Spotsylvania County

Alternates Present	Jurisdiction
Ruth Anderson (PRTC)	Prince William County
Michael McLaughlin	DRPT
Paul Trampe (PRTC)	Spotsylvania County

Alternates Absent	Jurisdiction
Pete Candland (PRTC)	Prince William County
Jack Cavalier (PRTC)	Stafford County
Hector Cendejas (PRTC)	City of Manassas Park
Libby Garvey (NVTC)	Arlington County
Jeanine Lawson (PRTC)	Prince William County
Tim Lovain (NVTC)	City of Alexandria
Jeff McKay (NVTC)	Fairfax County
Cindy Shelton (PRTC)	Stafford County
Billy Withers (PRTC)	City of Fredericksburg
Mark Wolfe (PRTC)	City of Manassas

Staff and General Public	
Doug Allen – VRE	Lezlie Lamb – VRE
Paolo Belita – Prince William County	Bob Leibbrandt – Prince William County
Nydia Blake – Prince William County	Steve MacIsaac – VRE Legal Counsel
Rich Dalton – VRE	Betsy Massie – PRTC
Greg Deibler – VRE	Kate Mattice – NVTC
John Duque – VRE	Charlotte Nourse – VRE
Lucy Gaddis – VRE	Kristen Nutter – VRE
Rhonda Gilchrest – NVTC	Aimee Perron Seibert – The Hillbridge Group
Chris Henry – VRE	Lynn Rivers – Arlington County
Tom Hickey – VRE	Scott Schenk – The Free Lance-Star
Christine Hoeffner – VRE	Bob Schneider – PRTC
Todd Horsley – DRPT	Mark Schofield – VRE
John Kerins – Keolis	Joe Swartz – VRE
Cindy King – VRE	Ciara Williams – DRPT
Mike Lake – Fairfax County DOT	

Vice-Chairman Cristol chaired the meeting since Chairman Nohe was on vacation. Vice-Chairman Cristol called the meeting to order at 9:06 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

Mr. Kelly moved, with a second by Mr. Smedberg, to approve the Agenda. The vote in favor was cast by Board Members Anderson, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Kelly, McLaughlin, Sebesky, Smedberg and Trampe.

Approval of the Minutes of the February 16, 2018 Operations Board Meeting – 4

Ms. Caddigan moved, with a second by Mr. Kelly, to approve the Minutes. The vote in favor was cast by Board Anderson, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Kelly, McLaughlin, Sebesky and Smedberg. Mr. Trampe abstained.

Chairman's Comments –5

Vice-Chairman Cristol remarked VRE has a few things to celebrate from the recent General Assembly Session. She asked Mr. Swartz and Ms. Siebert to give an update on legislation passed in the General Assembly. Mr. Swartz reviewed VRE's three legislative priorities, which include a gas tax floor, transit capital funding to fix the fiscal cliff, and dedicated funding for VRE. Legislation was passed on a gas tax floor and \$15 million in dedicated funding for VRE as well as the creation of a Commuter Rail Operating and Capital (CROC) fund. Unfortunately, no legislation was passed to address the transit capital funding.

Ms. Siebert thanked all of VRE's partners (NVTC, PRTC, NVT, Northern Virginia Chamber of Commerce, and the jurisdictions) for all their hard work. It was a team effort. Legislation passed that provides \$154 million for WMATA, \$15 million for VRE and a gas tax floor. She stated it is important to keep working forward, as the governor will most likely amend the bills. In response to a question from Mr. Smedberg, Ms. Siebert noted the Veto Session and a Special Session on the budget will occur on April 18th. Any changes made by the governor must occur by April 9th. The two bills (HB1539 and SB856) awaiting the governor's signature are virtually identical. It is anticipated the governor will amend one version. The General Assembly cannot amend bills presented during the Veto Session.

[Ms. Bulova arrived at 9:13 A.M.]

Mr. Kelly commended VRE with developing a focused legislative agenda with specific requests, which resulted in some success. He stated the fiscal cliff still needs to be addressed since the dynamics are not going to change. Regarding the gas tax floor, much of the additional revenue will be shifted to VRE. He stated the City of Fredericksburg understands the importance of VRE, but the smaller jurisdictions don't have another funding source for local projects. Ms. Siebert explained the bill still leaves \$7.5 million in additional gas tax revenue for PRTC jurisdictions. Mr. Kelly expressed his concern that only regional funds are being used to mitigate the problem. Vice-Chairman Cristol stated VRE staff will be analyzing the implications in reductions in NVT funding.

Board members acknowledged all the hard work of Ms. Siebert, along with VRE, NVTC, PRTC and jurisdictional staff. Vice-Chairman Cristol announced the Legislative Committee will meet immediately after this meeting to discuss these legislative issues in more depth. She invited all Board Members to attend.

Vice-Chairman Cristol stated the Operations Board photo has been rescheduled to the April meeting.

Chief Executive Officer's Report –6

On behalf of the VRE staff, Mr. Allen thanked Mr. Swartz and Ms. Siebert, as well as Secretary of Transportation Valentine, Deputy Secretary Donohue and DRPT Director Mitchell and her staff, for advancing VRE's legislative interests in Richmond. He stated it is rewarding to have a good relationship with the Commonwealth.

Mr. Allen reported on March 13th an Amtrak auto train stuck a vehicle near the Lorton Station. VRE service was impacted and he thanked PRTC for providing bus bridges. He also reported on-time performance for February was 95 percent system wide and average daily ridership was 19,000.

Mr. Allen acknowledged Kristin Nutter, who was recently promoted to Manager of Purchasing and Contract Administration. He recognized VRE's Chief Safety, Security and Compliance Officer, Greg Deibler, who was selected as Railway Age's Fast Trackers – Top 10 Under 40, which identifies the top 10 rising industry stars making an impact in their respective fields and represent the "best of the best." Mr. Allen announced Jennifer Young, VRE's Senior Communications Specialist, participated as one of five finalists for the 2018 APTA Call Center Challenge, where they faced off in a national competition to test their customer services and problem-solving skills. Mr. Allen also introduced Charlotte Nourse, VRE's new Communications Specialist.

Mr. Allen gave some highlights of the Lorton Station Extension Project Ribbon Cutting Ceremony on March 15th. As part of VRE's Natural Growth Strategy, platforms will be extended at all stations. Rolling Road Station is the next station for improvements. He also reported VRE is also on track to meet the Positive Train Control deadline on December 31, 2018.

Mr. Allen asked Ms. Hoeffner to give a presentation on the Broad Run Expansion project. Ms. Hoeffner stated VRE was awarded funding from NVTA through the I-66 Outside the Beltway Concessionaire Payment to make comprehensive improvements to the Broad Run Station, including improvements to the station, parking, and maintenance and storage facility.

Ms. Hoeffner explained the current surface parking lot has 1,081 spaces and 88 percent of passengers arrive via Piper Lane, which connects to Route 28. VRE is looking for ways to mitigate impacts to Piper Lane and distribute traffic to other roads. She reviewed the complexity of the expansion project, as well as preserving opportunities for future expansion. There are a number of constraints that impact where VRE can expand, including vertical and height restrictions associated with airport operations. To accomplish parking expansion, VRE is looking at various sites within the footprint of the existing

station site as well as adjacent to the station. She identified private land on the other side of the tracks that would provide space for additional parking as well as an additional point of access to help distribute traffic. Staff has concluded a preferred concept for the yard expansion and station platform, while parking alternatives are still being explored. Staff plans to come back with a preferred concept in April.

Mr. Cook asked why VRE is not considering a parking garage facility. Ms. Hoeffner explained with the timeframe to spend the NVTa funding by Toll Day 1 (2022) of the I-66 Outside the Beltway project, it could be a challenge to complete improvements and get through the design, engineering and construction of a parking structure. Surface parking is more achievable to meet the near-term timeline. VRE plans to present long-term alternatives for future expansion, which could include a parking structure. Mr. Cook and Mr. Smedberg both noted five years seems like enough time to construct a parking structure. Mr. Cook stated VRE does not need a new design plan and suggested using a design plan from another station, such as Burke Centre. Mr. Allen also noted other challenges, including height restrictions, with the station being so close to Manassas Airport's flight path. Mr. Allen stated staff can do more analysis on a parking garage facility and bring back more information to the Board. Vice-Chairman Cristol directed staff to return with a cost benefit analysis of a parking structure versus surface parking.

VRE Riders' and Public Comment – 8

There were no rider comments.

Authorization to Issue a Request for Proposals for Facility Security Services – 9A

Mr. Allen stated the Operations Board is being asked to authorize him to issue a Request for Proposals (RFP) for Facility Security Services for a period of a base year and four option years. Resolution #9A-03-2018 would accomplish this.

Mr. Allen explained VRE uses a multi-pronged strategy to protect its assets and personnel, including armed security officers at the maintenance and storage facilities and other locations. VRE's current contract will expire in November 2018 and there needs to be a seamless transition to a new contract. After evaluation of the proposals, staff will return to the Board to request authorization to award the contract.

Mr. Kelly moved, with a second by Ms. Bulova, to approve Resolution #9A-03-2018. The vote in favor was cast by Board Members Anderson, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Kelly, McLaughlin, Sebesky, Smedberg and Trampe.

Authorization to Amend the Contract for Safety and Security Consulting Services – 9B

Mr. Allen stated the Operations Board is being asked to authorize him to amend the current Safety and Security Consulting Contract with Kensington Consulting, LLC, of Kensington, Maryland, to increase the authorization in the amount of \$100,000 for a total amount not to exceed \$500,000. Resolution #9B-03-2018 would accomplish this.

In response to a question from Mr. Smedberg, Mr. Allen stated as design and construction work has increased, the current authorization of \$400,000 for this contract has been fully

committed at the end of December 2017 (the first month of the second-year option). The amount being requested for this amendment will allow for additional consulting services to continue through the second option year of this contract, ending November 2018, as VRE goes through the procurement process for the next Security Consulting Services contract.

Ms. Bulova moved, with a second by Ms. Caddigan, to approve Resolution #9B-03-2018. The vote in favor was cast by Board Members Anderson, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Kelly, McLaughlin, Sebesky, Smedberg and Trampe.

Authorization to Amend the Contract for Fare Collections Equipment and Software Maintenance – 9C

Mr. Allen stated the Operations Board is being asked to authorize him to execute a contract amendment with Scheidt & Bachmann for maintenance of the fare collection system equipment and software. The term of the amendment is one additional year at a cost of \$702,820, which includes a 2.6 percent escalation based on the Producer Price Index (PPI). The total amount of this amendment is \$702,820, with no contingency, bringing the total contract authorization amount from \$14,048,177, to an amount not to exceed \$14,750,997. Resolution #9C-03-2018 would accomplish this.

Mr. Jenkins moved, with a second by Ms. Bulova, to approve Resolution #9C-03-2018. The vote in favor was cast by Board Members Anderson, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Kelly, McLaughlin, Sebesky, Smedberg and Trampe.

Authorization to Execute a Contract for Insurance Brokerage Services – 9D

Mr. Allen stated the Operations Board is asked to authorize him to execute a contract with Aon Risk Services, Inc., of Baltimore, Maryland for Insurance Brokerage Services in the amount of \$740,000, plus a five percent contingency of \$37,000, for a total amount not to exceed \$777,000, for a base period of three years and two option years, with the CEO exercising the option years at his discretion. Resolution #9D-03-2018 would accomplish this.

Ms. Smedberg moved, with a second by Ms. Bulova, to approve Resolution #9D-03-2018. The vote in favor was cast by Board Members Anderson, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Kelly, McLaughlin, Sebesky, Smedberg and Trampe.

Authorization to Issue a GPC Task Order for the FY 2018 National Transit Database Data Collection – 9E

Mr. Allen stated the Operations Board is being asked to authorize him to issue a General Planning Consultant (GPC) Task Order to Vanasse Hangen Brustlin, Inc. (VHB) for National Transit Database (NTD) ridership data collection for FY 2018 in the amount of \$128,274, plus a 10 percent contingency of \$12,827, for a total not to exceed \$141,101. Resolution #9E-03-2018 would accomplish this.

Vice-Chairman Cristol asked how automatic passenger counters factor into this work. Mr. Allen explained once the counters are installed, calibrated, and verified consistent, they will

help supplement this work and make it easier to submit NTD data. It could result in some cost savings.

Ms. Caddigan moved, with a second by Mr. Kelly, to approve Resolution #9E-03-2018. The vote in favor was cast by Board Members Anderson, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Kelly, McLaughlin, Sebesky, Smedberg and Trampe.

Spending Authority Report –10A

The written report includes one task order in the amount of \$80,809 to NVE, Inc. under the Maintenance Services for VRE Facilities Contract for installation of a booster pump at the Crossroads Yard. There were no questions or comments.

Operations Board Member Time – 12

Ms. Caddigan wished everyone a happy Saint Patrick's Day.

Adjournment

Without objection, Vice-Chairman Cristol adjourned the meeting at 9:56 A.M.

Approved this 20th day of April 2018.

Martin Nohe
Chairman

Maureen Caddigan
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the March 16, 2018 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

Rhonda Gilchrest

Rhonda Gilchrest

**Virginia Railway Express
Operations Board**

**Resolution
9A-03-2018**

**Authorization to Issue a Request for Proposals
for Facility Security Services**

WHEREAS, VRE remains committed to protecting passengers, employees and equipment from security risks at VRE facilities; and,

WHEREAS, on October 10, 2013, the VRE Operations Board authorized the CEO to enter into a contract for security services; and,

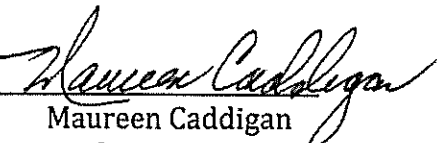
WHEREAS, the current contract will expire in November 2018; and,

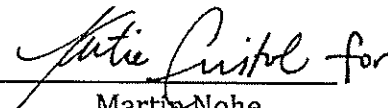
WHEREAS, preparations must be made to ensure a seamless transition to a new contract;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby acknowledge the determination made by the VRE Contract Administrator in accordance with the VRE Public Procurement Policies and Procedures that competitive bidding is not practicable, nor fiscally advantageous to VRE, and that competitive negotiation is the appropriate method to procure these services; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals for Facility Security Services.

Approved this 16th day of March 2018


Maureen Caddigan
Secretary


Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9B-03-2018**

**Authorization to Amend the Contract for
Safety and Security Consulting Services**

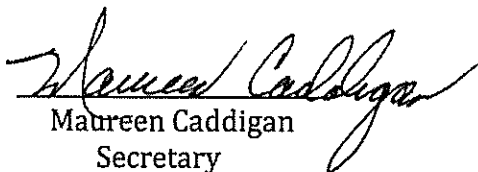
WHEREAS, the VRE Operations Board approved the current Safety and Security Consulting Contract with Kensington Consulting, LLC, of Kensington, Maryland on October 16, 2015, for a period not to exceed five years and an amount not to exceed \$400,000; and,

WHEREAS, the number of active projects has increased, as has demand for third-party safety and security design certification; and,

WHEREAS, the current contract's spending authorization has been fully committed and additional work is anticipated before a new contract can be procured;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the current Safety and Security Consulting Contract with Kensington Consulting LLC of Kensington, Maryland, to increase the authorization in the amount of \$100,000, for a total amount not to exceed \$500,000.

Approved this 16th day of March 2018


Maureen Caddigan
Secretary


Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9C-03-2018**

**Authorization to Amend the Contract for Fare
Collections Equipment and Software Maintenance**

WHEREAS, on June 16, 2000, the VRE Operations Board authorized a contract with Scheidt & Bachmann for the delivery of a new fare collections system; and,

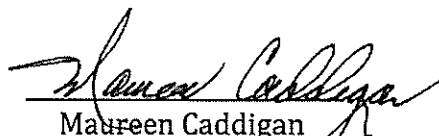
WHEREAS, on October 31, 2002, the system was accepted and maintenance support began; and,

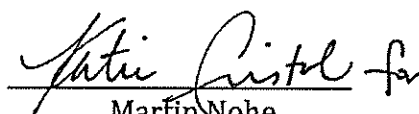
WHEREAS, the current equipment and software maintenance agreement is set to expire on June 30, 2018; and,

WHEREAS, the proprietary nature of the fare collections system and warranty considerations related to the latest system upgrade makes Scheidt & Bachmann the only vendor option to perform the ongoing system maintenance work;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract amendment with Scheidt & Bachmann for maintenance of the Fare Collections system equipment and software for an additional year, in the amount of \$702,820, with no contingency, bringing the total contract authorization amount from \$14,048,177, to an amount not to exceed \$14,750,997.

Approved this 16th day of March 2018


Maureen Caddigan
Secretary


Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9D-03-2018**

Authorization to Execute a Contract for Insurance Brokerage Services

WHEREAS, the Virginia Department of Risk Management (DRM) and VRE agreed in 2007 to transfer the function of procuring insurance coverage to VRE; and,

WHEREAS, the Operations Board authorized the CEO to issue a Request for Proposals for Insurance Brokerage Services on October 20, 2017 to solicit proposals from prospective offerors to provide property, terrorism, automobile and liability insurance brokerage services in addition to consulting services for risk management; and,

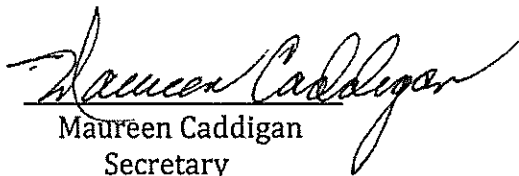
WHEREAS, a competitive procurement process was undertaken, yielding two proposals; and,

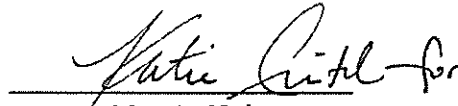
WHEREAS, the proposal received from Aon Risk Services, Inc. of Maryland was determined by a technical evaluation team to be the most responsive; and,

WHEREAS, the Operations Board's approval of this procurement does not represent its independent assessment of the candidate's responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board's action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Aon Risk Services, Inc. of Maryland for Insurance Brokerage Services in the amount of \$740,000, plus a 5% contingency of \$37,000, for a total amount not to exceed \$777,000, for a base period of three years and two option years, with the VRE CEO exercising the option years at his discretion.

Approved this 16th day of March 2018


Maureen Caddigan
Secretary


Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9E-03-2018**

**Authorization to Issue a GPC Task Order for the FY 2018
National Transit Database Data Collection**

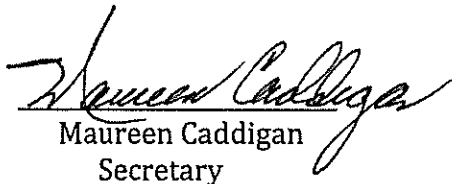
WHEREAS, as a recipient of Federal Urbanized Area Formula (\$5307) grant funds, VRE is required to report ridership, passenger miles and other performance data to the National Transit Database on an annual basis; and,

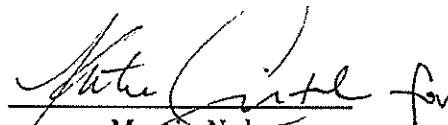
WHEREAS, the data required to report these statistics is collected annually via a boarding/alighting survey of VRE trains; and,

WHEREAS, Vanasse Hangen Brustlin, Inc., VRE's General Planning Consultant contractor, has the qualifications to collect this data and has presented an acceptable proposal to perform said services;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a General Planning Consultant Task Order to Vanasse Hangen Brustlin, Inc. for National Transit Database data collection for FY2018 in the amount of **\$128,274**, plus a 10% contingency **of \$12,827**, for a total not to exceed **\$141,101**.

Approved this 16th day of March 2018


Maureen Caddigan
Secretary


Martin Nohe
Chairman