



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

VRE Operations Board Meeting

April 12, 2019

**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. Approval of Minutes from the March 15, 2019 VRE Operations Board Meeting
5. Chairman's Comments
6. Chief Executive Officer's Report
7. Virginia Railway Express Riders' and Public Comment
8. Consent Items:
 - A. Authorization to Issue an Invitation for Bids for Construction of the Lifecycle Overhaul and Upgrade Facility



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

- B. Authorization to Issue a Request for Proposals for New Passenger Railcars through a Joint Procurement with Chicago Metra
- 9. Action Items:
 - A. Authorization to Execute a Contract for Enterprise Resource Planning Implementation Management and Development Services
 - B. Authorization to Execute a Contract for Repair and Overhaul of Passenger Car HVAC Assemblies
 - C. Authorization to Execute a Contract for Mail Order Ticketing Services
 - D. Authorization to Execute a Sole Source Contract for the Sale of VRE Fare Media
- 10. Information Items:
 - A. Fare Collection System Update
 - B. Spending Authority Report
- 11. Closed Session
- 12. Operations Board Member's Time

**The Next VRE Operations Board Meeting
May 17, 2019 - 9:00 am at PRTC**



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING

April 12, 2019

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Preston Banks (PRTC)
*Elizabeth Bennett-Parker (NVTC)
*Maureen Caddigan (PRTC)
*John Cook (NVTC)
*Katie Cristol (NVTC)
*Mark Dudenhefer (PRTC)
*Matt Kelly (PRTC)
*Jeanine Lawson (PRTC)
*Wendy Maurer (PRTC)
*Martin Nohe (PRTC)
*Pamela Sebesky (PRTC)
*Gary Skinner (PRTC)

Jurisdiction

City of Manassas Park
City of Alexandria
Prince William County
Fairfax County
Arlington County
Stafford County
City of Fredericksburg
Prince William County
Stafford County
Prince William County
City of Manassas
Spotsylvania County

Members Absent

Sharon Bulova
Jennifer Mitchell (DRPT)

Fairfax County
Commonwealth of Virginia

Alternates Present

*Michael McLaughlin (DRPT)
Todd Horsley (DRPT)

Commonwealth of Virginia
Commonwealth of Virginia

Alternates Absent

Canek Aguirre (NVTC)
Ruth Anderson (PRTC)
Pete Candland (PRTC)
Jack Cavalier (PRTC)
Hector Cendejas (PRTC)
Libby Garvey (NVTC)
Jason Graham (PRTC)
Jeff McKay (NVTC)
Cindy Shelton (PRTC)
Paul Trampe (PRTC)
Mark Wolfe (PRTC)

City of Alexandria
Prince William County
Prince William County
Stafford County
City of Manassas Park
Arlington County
City of Fredericksburg
Fairfax County
Stafford County
Spotsylvania County
City of Manassas

*Voting Member

**Delineates arrival/departure following the commencement of the Operations Board Meeting. Notation of exact arrival/departure time is included in the body of the minutes.

Staff and General Public

Doug Allen – VRE
Monica Backmon – NVTA
Paolo Belito – Prince William County
Matt Cheng – NVTC
Rich Dalton – VRE
Karen Finucan Clarkson - VRE
Chris Henry – VRE
Pierre Holloman – Arlington County
John Kerins – Keolis
Mike Lake – Fairfax County
Lezlie Lamb – VRE

Bob Leibbrandt – Prince William County
Steve MacIsaac – VRE Legal Counsel
Betsy Massie – PRTC
Kate Mattice – NVTC
Ryan McManus – Prince William County
Becky Merriner – PRTC
Kristin Nutter – VRE
Aimee Perron Siebert – Hillbridge Group
Mark Schofield – VRE
Steve Sindiong – City of Alexandria

Chair Cristol called the meeting to order at 9:17 A. M. The Pledge of Allegiance and the Roll Call followed.

Approval of the Agenda – 3

Ms. Maurer moved, with a second by Ms. Sebesky, to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

Approval of the Minutes of the March 15, 2019 VRE Operations Board Meeting – 4

Ms. Caddigan moved, with a second by Mr. Kelly, to approve the minutes from March 15, 2019. The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Kelly, Lawson, McLaughlin, Nohe, Sebesky, and Skinner. Mr. Dudenhefer and Ms. Maurer abstained.

Vice Chair's Comments - 5

- Chair Cristol announced there will be a new process for the CEO's evaluation this year.
- The CEO Evaluation committee meeting has been changed from May to June.
- Chair Cristol reminded the members of the Finance Committee (formerly the "Capital Committee") they will meet next month after the Board Meeting.

Chief Executive Officer's Report – 6

Mr. Allen briefed the Operations Board on the following items of interest:

- VRE held Annual Roadway Worker Protection certification and recertification classes for staff, contractors and other personnel who work on or around platforms and yards.
- Mr. Allen asked Mr. Dalton to brief the Board on the status of PTC Implementation.
 - As of April 11th, all VRE trains are operating under PTC.
 - Chair Cristol recognized the immensity and complexity of PTC Implementation, and congratulated Mr. Dalton and his team on achieving this milestone.
- Preliminary Average Daily Ridership for March was 18,559.
- On-time Performance was 82% for the month of March.
- Mr. Allen introduced VRE's new Public Affairs Administrator, Karen Finucan Clarkson.
- VRE's Automatic Parking Counter system has been installed at all locations where VRE provides parking.

- Parking data is linked and accessible on the website and VRE Mobile.
- Ms. Perron Seibert briefed the Board on the conclusion of the 2019 session of the Virginia General Assembly and issues related to or impacting VRE; specifically, a new source of funding the state can use for transportation projects.

Public Comment Time – 7

Chair Cristol opened the floor for public comment time. There were no speakers.

Approval of the Consent Agenda – 8

Ms. Maurer moved, with a second by Ms. Bennett-Parker, to approve the Consent Agenda. There was no discussion on the motion. The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

- Authorization to Issue an Invitation for Bids for Construction of the Lifecycle Overhaul and Upgrade Facility– 8A
- Authorization to Issue a Request for Proposals for New Passenger Railcars Through a Joint Procurement with Chicago Metra – 8B

Action Items – 9

Authorization to Execute a Contract for Enterprise Resource Planning Implementation Management and Development Services – 9A

Ms. Maurer moved, with a second by Ms. Sebesky, to authorize the CEO to execute a contract with Computer Aid, Inc. for Enterprise Resource Planning implementation planning and development services.

The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

Authorization to Execute a Contract for Repair and Overhaul of Passenger Car HVAC Assemblies – 9B

Mr. Nohe moved, with a second by Ms. Sebesky, to authorize the CEO to execute a contract with TTA Systems, LLC for repair and overhaul of passenger railcar HVAC assemblies, renewing the components and modifying the assemblies to use R-407C refrigerant.

The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

Authorization to Execute a Contract for Mail Order Ticketing Services – 9C

Mr. Nohe, moved, with a second by Mr. Dudenhefer, to authorize the CEO to execute a contract with The Convention Store, to provide the service of sale and delivery of VRE Fare Media to passengers by mail.

The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

Authorization to Execute a Sole Source Contract for the Sale of VRE Fare Media – 9D

Mr. Skinner moved, with a second by Ms. Maurer, to authorize the CEO to execute a sole source contract with The Convention Store, for the sale of VRE fare media at its Connector and Commuter Store locations.

The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

Information Items – 10

Fare Collection System Update– 10A

- The Scheidt & Bachmann ticket machines are undergoing an upgrade to ensure EuroPay Mastercard Visa compliance for chip-enabled credit cards.
- The new hardware is on site and ready for installation.
- Recently, the system servers were migrated to a cloud environment hosted by Scheidt & Bachmann and shifts some of the data security compliance requirements to S&B.
- Staff will bring an action item to the Operations Board in May to execute a new contract with Scheidt & Bachmann to incorporate the current preventative and remedial maintenance support, system hosting, and a required upgrade to the back-end system; allowing VRE to update the outdated Terms and Conditions and transition from the old design/build agreement to a new maintenance and support agreement.

Spending Authority Report – 10B

In March, the following purchases greater than \$50,000 but less than \$100,000 were made:

- A Task Order in the amount of \$70,731 to Vanesse Hangen Brustlin, under the General Planning Consulting Services Contract, to provide site and real estate research services as well as stakeholder coordination in order to develop a L'Enfant station and track base map.
- A Task Order in the amount of \$51,476 to RPI Group under the Installation and Integration of Security Camera and Access Control System Contract to provide general program management, installation and network support.

Chair Cristol asked if there was any other business. There was none.

Chair Cristol adjourned the meeting, without objection, at 10:02 A.M.

Approved this 17th day of May 2019

Katie Cristol
Chair

John Cook
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the April 12, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

A handwritten signature in black ink, appearing to read "Leslie M. Lamb". The signature is fluid and cursive, with the first name "Leslie" being more prominent.

Leslie M. Lamb

**Virginia Railway Express
Operations Board**

**Resolution
8A-04-2019**

**Authorization to Issue an Invitation for Bids for
Construction of the Lifecycle Overhaul and Upgrade Facility**


WHEREAS, the VRE Operations Board adopted a lifecycle maintenance strategy for VRE rolling stock in January 2014 to maintain VRE locomotives and passenger railcars at the highest level of reliability throughout the equipment lifecycle; and,

WHEREAS, a lifecycle maintenance strategy requires VRE to build a new Lifecycle Overhaul and Upgrade Facility dedicated specifically to perform these activities; and,

WHEREAS, the construction will include essential elements for a functioning Lifecycle and Overhaul Facility;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for Construction of the Lifecycle Overhaul and Upgrade Facility.

Approved this 12th day of April 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8B-04-2019**

**Authorization to Issue a Request for Proposals for New Passenger
Railcars through a Joint Procurement with Chicago Metra**

WHEREAS, VRE has identified a need to purchase additional passenger railcars to increase seating capacity on both the Fredericksburg and Manassas lines; and,


WHEREAS, the purchase of additional passenger railcars is part of a program of projects to increase capacity and ridership on both the Fredericksburg and Manassas lines; and,

WHEREAS, VRE staff will work with Chicago Metra to incorporate VRE's requirements within their Request for Proposals for the purchase of additional passenger railcars to increase capacity for both organizations;

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 or equipment; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals through a joint procurement with Chicago Metra for new passenger railcars.

Approved this 12th day of April 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9A-04-2019**

**Authorization to Execute a Contract for Enterprise Resource Planning
Implementation Management and Development Services**


WHEREAS, VRE's existing information technology systems, which support enterprise resources, are currently unable to support the growing needs of the organization, or future expansion outlined in the adopted VRE System Plan 2040; and,

WHEREAS, an analysis has been performed that identified existing gaps within information systems supporting VRE's enterprise resources; and,

WHEREAS, implementation management and development services are necessary to support VRE staff during procurement and implementation of an Enterprise Resource Planning solution;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Computer Aid, Inc. of Harrisburg, Pennsylvania for Enterprise Resource Planning Implementation Management and Development Services in the amount of \$525,105, plus a 10% contingency of \$52,510, for a total not to exceed \$577,615.

Approved this 12th day of April 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9B-04-2019**

**Authorization to Execute a Contract for Repair and
Overhaul of Passenger Car HVAC Assemblies**

WHEREAS, VRE has a need for the repair and overhaul of HVAC assemblies; and,

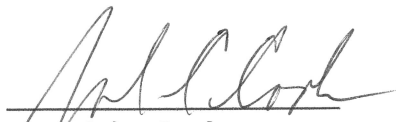
WHEREAS, the VRE Operations Board authorized the CEO to issue an Invitation for Bids for Repair and Overhaul of Passenger Car HVAC Assemblies; and,

WHEREAS, a competitive solicitation process was conducted; and,

WHEREAS it was determined TTA Systems, LLC was the lowest responsive-responsible bidder;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with TTA Systems, LLC of Hornell, NY for the Repair and Overhaul of Passenger Car HVAC Assemblies in the amount of \$2,505,600, plus a 10% contingency of \$250,560, for a total amount not to exceed \$2,756,160.

Approved this 12th day of April 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9C-04-2019**

Authorization to Execute a Contract for Mail Order Ticketing Services

WHEREAS, on July 21, 2017, the VRE Operations Board authorized the Chief Executive Officer to issue a Request for Proposals for the Sale of VRE Fare Media; and,

WHEREAS, on August 17, 2017, an RFP was issued, and proposals were due on September 13, 2017; and,

WHEREAS, evaluation of the proposal received was performed by the Technical Evaluation Team, and was found to meet the requirements of the solicitation; 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, the process used by the staff was in accordance with law and 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 The Convention Store, Inc. (TCS) of Millersville, Maryland for the sale of VRE fare media through a ticket-by-mail program at a commission rate of 7.25% of sales, plus a fixed fee of \$15 for each Transit Link Card sold. The contract will be for a base of two years and three option years, with the VRE CEO exercising the option years at his discretion.

Approved this 12th day of April 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9D-04-2019**

**Authorization to Execute a Sole Source Contract
for the Sale of VRE Fare Media**

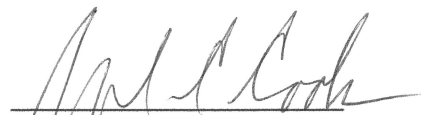
WHEREAS, VRE passenger tickets can be purchased through many different sales channels, including on-platform ticket vending machines, mail order, the VRE Mobile app, and 'brick and mortar' vendors located at or near the stations; and,

WHEREAS, where possible VRE contracts for 'brick and mortar' sales with pre-existing commuter services vendors that also provide fare media for other regional public transportation providers; and,

WHEREAS, through its existing contracts with Fairfax and Arlington Counties, The Convention Store, Inc. provides commuter services, including fare media sales, at vendor locations located at or near VRE stations;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Sole Source Contract with the Convention Store, Inc. of Millersville, Maryland, for the sale of VRE fare media at its connector and commuter store locations for a commission of 5.2% of sales. The contract will be for a base of two years and three option years, with the VRE CEO exercising the option years at his discretion.

Approved this 12th day of April 2019



John Cook
Secretary



Katie Cristol
Chair