



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

# VRE Operations Board Meeting

July 19, 2019

**Executive Committee Meeting – 8:30 am**

**Operations Board Meeting - 9:00 am**

**Legislative Committee Meeting – following Operations Board Meeting**

**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 June 21, 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 a Request for Proposals for Final Design for the Broad Run Expansion Project



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 an Email and Text Message Communication System
9. Action Items:
- A. Authorization to Amend the Contract for Land Acquisition Services for the VRE Crossroads Yard Expansion
  - B. Authorization to Execute a Contract for a Wheel Truing Machine for the Lifecycle Overhaul and Upgrade Facility
  - C. Authorization to Amend the Contract for Planning and Engineering Consultant Services for the Broad Run Expansion Project
  - D. Authorization to Execute a Sole Source Contract with REACH NOW for Maintenance and Hosting Support of the VRE Mobile Ticketing App
  - E. Authorization to Issue a Supplemental Task Order for Renovations to VRE Headquarters Suite 201
  - F. Authorization to Amend the Purchase Order for Mass Electronic Communication Delivery System Utilization
10. Information Items:
- A. FY 2021 Key Budget Issues
  - B. Fare Types
  - C. Spending Authority Report
11. Closed Session
12. Operations Board Member's Time

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**The Next VRE Operations Board Meeting  
September 20, 2019 - 9:00 am at PRTC**



**MINUTES**  
**VIRGINIA RAILWAY EXPRESS**  
**OPERATIONS BOARD MEETING**  
**July 19, 2019**

14700 Potomac Mills Road, Woodbridge, VA 22192

**Members Present**

\*Preston Banks (PRTC)  
\*Sharon Bulova (NVTC)  
\*Maureen Caddigan (PRTC)  
\*John Cook (NVTC)  
\*Katie Cristol (NVTC)  
\*Mark Dudenhefer  
\*Matt Kelly (PRTC)  
\*Jeanine Lawson (PRTC)  
\*Martin Nohe (PRTC)  
\*Pamela Sebesky (PRTC)

**Members Absent**

Elizabeth Bennet-Parker (NVTC)  
Wendy Maurer (PRTC)  
Jennifer Mitchell (DRPT)  
Gary Skinner (PRTC)

**Alternates Present**

Victor Angry (PRTC)  
\*Michael McLaughlin (DRPT)  
\*Cindy Shelton (PRTC)

**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)

**Jurisdiction**

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

City of Alexandria  
Stafford County  
Commonwealth of Virginia  
Spotsylvania County

Prince William County  
Commonwealth of Virginia  
Stafford County

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  
Paolo Belito – Prince William County  
Alexander Buchanan - VRE  
Matt Cheng – NVTC  
Rich Dalton – VRE  
John Duque - VRE  
Karen Finucan Clarkson  
Paul Garnett – Keolis  
Randy Goruk – Leaders Edge 360  
Xavier Harmony - DRPT  
Chris Henry – VRE  
Christine Hoeffner – VRE  
Pierre Holloman – Arlington County  
Todd Johnson – First Transit  
Uriah Kiser – Potomac News

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 Seibert – Hillbridge Group  
Dr. Bob Schneider – PRTC  
Mark Schofield – VRE  
Steve Sindiong – City of Alexandria  
Joe Swartz – VRE  
Ann Warner - Ann Warner, LLC

Chair Cristol called the meeting to order at 9:05 A. M. The Pledge of Allegiance and the Roll Call followed.

### **Approval of the Agenda – 3**

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

### **Approval of the Minutes of the June 21, 2019 VRE Operations Board Meeting – 4**

Ms. Cook moved, with a second by Ms. Bulova, to approve the minutes from June 21, 2018. The vote in favor was cast by Members Banks, Bulova, Cook, Cristol, Kelly, Lawson, McLaughlin, Nohe and Sebesky. Members Caddigan, Dudenhefer and Shelton abstained

### **Chair's Comments – 5**

- Chair Cristol noted there is a Closed Session on the Agenda and the topic of discussion would be the CEO's annual evaluation
- The Legislative Committee will meet after the Board meeting in his room. Chair Cristol reminded the Members that the Legislative committee is comprised of Matt Kelly and Elizabeth Bennett-Parker and is Chaired by John Cook.
- There is a tentative date for a Train Naming Ceremony to honor the late Bill Greenup on September 28<sup>th</sup> at the Crossroads facility.
- Earlier this week the Potomac Shores development reached another milestone as the Prince William County Board of Supervisors approved special use permits for the project.

### **Chief Executive Officer's Report – 6**

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

- The Safety and Security department has wrapped up a project to upgrade its access control system and has begun planning a full-scale disaster drill which will be held at the end of September in coordination with the City of Manassas emergency management team and first responders.



- Average Daily Ridership for June was just over 19,000 and VRE's on-time performance was 68%.
- Mr. Allen stated staff attended a public meeting for the I-95 study VDOT and DRPT are undertaking.
- VRE and CSX met with Councilman Kelly and City of Fredericksburg staff to discuss plans for the future of the Fredericksburg Station
- VRE had strong representation at the annual APTA Rail Conference in June, with several staff members participating on panels in their area of expertise.
- Chief Operating Officer, Rich Dalton presented briefing on VRE's continued struggles in the area of On-Time Performance
  - Heat Orders and severe weather have been the primary reason for delays

### **Public Comment Time – 7**

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

### **Consent Items – 8**

Mr. Kelly moved, with a second by Mr. Cook, to approve the following Consent Agenda Items:

Authorization to Issue a Request for Proposals for Final Design for the Broad Run Expansion Project – 8A

Authorization to Issue a Request for Proposals for an Email and Text Message Communication System – 8B

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, McLaughlin, Nohe, Shelton and Sebesky.

### **Action Items – 9**

Authorization to Amend the Contract for Land Acquisition Services for the VRE Crossroads Yard Expansion – 9A

Mr. Cook moved, with a second by Mr. Kelly, to authorize the CEO to amend the Contract with Johnson, Mirmiran & Thompson, Inc. for land acquisition services for the VRE Crossroads Yard Expansion.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, McLaughlin, Nohe, Shelton and Sebesky.

Authorization to Execute a Contract for a Wheel Truing Machine for the Lifecycle Overhaul and Upgrade Facility – 9B

Ms. Bulova moved, with a second by Ms. Sebesky, to authorize the CEO to execute a Contract with Simmons Machine Tool Corporation to fabricate, manufacture, install and test a wheel truing machine for the Lifecycle Overhaul and Upgrade facility.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, McLaughlin, Nohe, Shelton and Sebesky.

Authorization to Amend the Contract for Planning and Engineering Consultant for the Broad Run Expansion – 9C

Ms. Lawson moved, with a second by Mr. Cook, to authorize the CEO to amend the Contract with AECOM to complete planning, environmental and preliminary engineering services for the Broad Run Expansion Project.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, McLaughlin, Nohe, Shelton and Sebesky.

[Ms. Lawson left the meeting at 9:59 am]

Authorization to Execute a Sole Source Contract with REACH NOW for Maintenance and Hosting Support of the VRE Mobile Ticketing App – 9D

Mr. Nohe moved, with a second by Ms. Shelton, to authorize the CEO to execute a Sole Source Contract with REACH NOW for maintenance and hosting support of the VRE Mobile ticketing app.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, McLaughlin, Nohe, Shelton and Sebesky.

Authorization to Issue a Supplemental Task Order for Renovations to the VRE Headquarters Suite 201 – 9E

Ms. Sebesky moved, with a second by Ms. Bulova, to authorize the CEO to issue a supplemental Task Order under the Maintenance Services for VRE Facilities Contract with NVE, Inc. for construction services to renovate the leased VRE Headquarters, Suite 201.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, McLaughlin, Nohe, Shelton and Sebesky.

[Ms. Lawson returned to the meeting at 10:04]

Authorization to Amend the Purchase Order for Mass Electronic Communication Delivery System Utilization – 9F

Ms. Sebesky moved, with a second by Mr. Cook, to authorize the CEO to amend the Purchase Order with Granicus, LLC for utilization of its mass electronic communications delivery system.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, McLaughlin, Nohe, Shelton and Sebesky.

**Information Items – 10**

FY 2021 Key Budget Issues– 10A

VRE Chief Financial Officer, Mark Schofield outlined for the Board Members, initial considerations for the development of the Fiscal Year 2021 Preliminary Operating and Capital Budgets. Those key issues are:

1. Programming of C-ROC fund and Federal State of Good Repair (5337) funds
2. Planned 3% Jurisdictional Subsidy Increase
3. Ridership, Fare Revenue and 50% Farebox Recovery Requirement
4. Renewal of Operating Access Agreements with Amtrak and CSX
5. Diesel Fuel Price Uncertainty
6. Staffing to Support Growth
7. Allocation of State Funding for Operating and Capital Support

Mr. Schofield stated the next steps would be to continue monthly discussions with the CAO Budget Task Force and with the Operations Board Finance Committee. Staff will bring a Preliminary FY 2021 Operating and Capital Budget item to the Operations Board in September and to the Commissions in October.

### Fare Types – 10B

VRE staff presented information about the types of fares currently offered and proposed changes to those types of fares for the Operations Board's consideration.

- Replace the 5-Day pass with a 7-Day Pass
  - This would be a nomenclature change and would not change the way the pass is currently used
- Replace the Monthly pass with a 31-Day pass
  - Would be good for 31 calendar days from the date of validation rather than for a calendar month.

### Spending Authority Report – 10C

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

- On June 13, 2019, VRE issued a Blanket Purchase Order for an amount not to exceed \$100,000 to Digilink, Inc. for printing services on an as-needed basis for marketing materials such as RIDE Magazine, brochures, posters, annual surveys, etc.
- On June 13, 2019, VRE issued a Blanket Purchase Order for an amount not to exceed \$65,000 to Fleischhauer Datenträger to provide ticket stock and receipt stock for VRE's fare collection system on an as-needed basis.
- On June 21, 2019, VRE issued a Task Order in the amount of \$53,331 to Vanesse Hangen Brustlin, Inc. under the General Planning Consulting Services Contract to support VRE efforts to maintain compliance with the requirements of the Virginia Pollutant Discharge Elimination System Industrial Stormwater General Permits for the Crossroads and Broad Run Maintenance and Storage Facilities.

### Closed Session – 11

Chair Cristol moved, with a second by Ms. Bulova, pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A (1) of the Code of Virginia,) to convene a closed meeting for the purpose of discussing one personnel matter involving a contract employee of NVTC and PRTC.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, McLaughlin, Nohe, Shelton and Sebesky

[Ms. Sebesky left the meeting at 11:50 A.M. and did not return.]

[Mr. Kelly left the meeting at 12:04 P.M. and did not return.]

Mr. Cook moved, with a second by Ms. Bulova, to certify that to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and, only such public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed or considered.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Lawson, McLaughlin, Nohe, and Shelton.

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

Mr. Cook moved, with a second from Chair Cristol to adjourn the meeting, without objection, at 12:27 P.M.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Lawson, McLaughlin, Nohe, and Shelton.

Approved this 20<sup>th</sup> day of September 2019

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Katie Cristol  
Chair

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John Cook  
Secretary

#### CERTIFICATION

This certification hereby acknowledges the minutes for the July 19, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Leslie M. Lamb

**Virginia Railway Express  
Operations Board**

**Resolution  
8A-07-2019**

**Authorization to Issue a Request for Proposals for  
Final Design for the Broad Run Expansion Project**

**WHEREAS**, Project Development, including Preliminary Engineering Design and National Environmental Policy Act review is underway for the Broad Run Expansion project and will be complete in 2019; and,

**WHEREAS**, once Preliminary Engineering and National Environmental Policy Act review are complete, final design for the project must be expeditiously initiated, and the services of a professional engineering consultant are necessary to complete the final design; and,

**WHEREAS**, in accordance with Section 2.2-4303 of the Virginia Public Procurement Act, these services must be procured through a Request for Proposals;

**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 professional engineering consulting services for final design for the Broad Run Expansion project.

Approved this 19<sup>th</sup> day of July 2019

  
John Cook  
Secretary

  
Katie Cristol  
Chair

**Virginia Railway Express  
Operations Board**

**Resolution  
8B-07-2019**

**Authorization to Issue a Request for Proposals for an  
Email and Text Message Communication System**

**WHEREAS**, VRE utilizes a communication system to disseminate service information to riders in the form of emails and text messages; and,

**WHEREAS**, a competitive procurement for this service will enable VRE to evaluate the functionality and capabilities of other communication platforms available in the marketplace;

**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 competitive negotiation is the appropriate method to procure this service; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals for an Email and Text Message Communication System.

Approved this 19<sup>th</sup> day of July 2019

  
John Cook  
Secretary

  
Katie Cristol  
Chair

**Virginia Railway Express  
Operations Board**

**Resolution  
9A-07-2019**

**Authorization to Amend the Contract for Land Acquisition  
Services for the VRE Crossroads Yard Expansion**

**WHEREAS**, the acquisition of property adjacent to the Crossroads Maintenance & Storage Facility will allow VRE to address current and future maintenance and storage needs associated with Fredericksburg Line service improvements; and,

**WHEREAS**, Johnson, Mirmiran & Thompson, Inc. of Richmond, Virginia, was selected through a competitive procurement process to provide real estate and environmental consulting services to VRE in support of the property acquisition; and,

**WHEREAS**, additional unanticipated effort by Johnson, Mirmiran & Thompson, Inc. is needed in support of VRE's application for a conditional use permit, which includes revisions to plans and preparation for and attendance at Spotsylvania County meetings; and,

**WHEREAS**, VRE has received a proposal from Johnson, Mirmiran & Thompson, Inc. to provide additional support and has deemed it to be fair and reasonable;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the VRE Chief Executive Officer to execute a contract amendment with Johnson, Mirmiran & Thompson, Inc. of Richmond, Virginia to support VRE's application for a conditional use permit as part of the Land Acquisition Services for the VRE Crossroads Yard Expansion contract in the amount of \$18,678, plus a 10% contingency of \$1,868, for a total amount not to exceed \$20,546. This will increase the authorization for this contract from \$149,024 to a total amount not to exceed \$169,570.

Approved this 19<sup>th</sup> day of July 2019

  
John Cook  
Secretary

  
Katie Cristol  
Chair

**Virginia Railway Express  
Operations Board**

**Resolution  
9B-07-2019**

**Authorization to Execute a Contract for a Wheel Truing  
Machine for the Lifecycle Overhaul and Upgrade Facility**

**WHEREAS**, VRE requires a Wheel Truing Machine at the Lifecycle Overhaul and Upgrade Facility in order to maintain the shape of the wheel tread and flange for its rolling stock; and,

**WHEREAS**, the VRE Operations Board authorized the Chief Executive Officer to issue an Invitation for Bids for a Wheel Truing Machine in June 2015; and,

**WHEREAS**, a competitive solicitation process was conducted, and Simmons Machine Tool Corporation was the only responsive-responsible bidder; and,

**WHEREAS** Simmons Machine Tool Corporation has held its bid price since 2016, and VRE staff have certified the price is fair and reasonable;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Simmons Machine Tool Corp. of Albany, New York, for a Wheel Truing Machine in the amount of \$2,309,489, plus a 10% contingency of \$230,949, for a total amount not to exceed \$2,540,438.

Approved this 19<sup>th</sup> day of July 2019

  
John Cook  
Secretary

  
Katie Cristol  
Chair



**Virginia Railway Express  
Operations Board**

**Resolution  
9C-07-2019**

**Authorization to Amend the Contract for Planning and  
Engineering Consultant Services for the Broad Run Expansion**

**WHEREAS**, in March 2015, the VRE Operations Board authorized award of a contract to AECOM for planning and engineering consultant services for the Gainesville-Haymarket Extension; and,

**WHEREAS**, the VRE Operations Board selected expansion of the VRE Broad Run Station and Maintenance and Storage Facility as the preferred alternative to support short- and long-term growth on the VRE Manassas Line; and,

**WHEREAS**, in June 2017, the Operations Board authorized an amendment to the contract with AECOM to include the services necessary to complete Preliminary Engineering (PE) and National Environmental Policy Act (NEPA) review for the Broad Run complex expansion and third main track within the Norfolk Southern Railway right-of-way; and,

**WHEREAS**, additional time was needed to refine the plans for the Broad Run Expansion project which delayed completion of PE and NEPA review necessitating additional support from AECOM; and,


**WHEREAS**, amending the AECOM contract and extending the schedule will permit the PE and NEPA review to be completed and to reflect the preferred design for the Broad Run Expansion and NS third main track as well as FAA-related requirements associated with the Manassas Regional Airport; and,

**WHEREAS**, VRE has received a proposal from AECOM for completion of the additional work and has deemed it to be fair and reasonable;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract amendment with AECOM Technical Services, Inc. to complete planning, environmental and preliminary engineering services for the Broad Run Expansion project in the amount of \$476,427, plus a contingency of \$95,285, for a total amount of \$571,712. This will increase the authorization for this contract from \$4,590,692 to a total amount not to exceed \$5,162,404.

*Resolution 9C-07-2019 continued*

Approved this 19<sup>th</sup> day of July 2019

  
John Cook  
Secretary

  
Katie Cristol  
Chair

**Virginia Railway Express  
Operations Board**

**Resolution  
9D-07-2019**

**Authorization to Execute a Sole Source Contract with REACH NOW for  
Maintenance and Hosting Support of the VRE Mobile Ticketing App**

**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**, in 2014, VRE entered into a contract with REACH NOW (formerly known as GlobeSherpa and as moovel) for the design and development of a mobile ticketing solution to allow VRE passengers to purchase fare media through their mobile smartphones; and,

**WHEREAS**, the mobile ticketing system was launched in May of 2015 as VRE Mobile and has become a popular alternative to the paper ticketing system; and,

**WHEREAS**, in accordance with state and federal requirements and VRE Procurement Policies, a determination has been made, and public notice thereof will be provided, that because REACH NOW is the designer and developer of VRE Mobile and is the only vendor able to provide these services for their proprietary system, this qualifies as a sole source procurement;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Sole Source Contract with REACH NOW for Maintenance and Hosting Support of the VRE Mobile Ticketing App for an estimated cost of \$2,949,975, plus a 10% contingency of \$294,997, for a total amount not to exceed \$3,244,972, for one base and four option years, with the CEO exercising the option years at his discretion.

Approved this 19<sup>th</sup> day of July 2019

  
John Cook  
Secretary

  
Katie Cristol  
Chair

**Virginia Railway Express  
Operations Board**

**Resolution  
9E-07-2019**

**Authorization to Issue a Supplemental Task Order for  
Renovations to VRE Headquarters Suite 201**

**WHEREAS**, in May 2018, the VRE Operations Board authorized the Chief Executive Officer to issue a Task Order under the Maintenance Services for VRE Facilities contract to NVE, Inc. for construction services to renovate the leased VRE Headquarters Suite 201 in Alexandria; and,

**WHEREAS**, during a review of NVE invoices, it was determined that incurred costs exceeded the original authorization level; and,

**WHEREAS**, payment to NVE has not exceeded the original authorization level; and,

**WHEREAS**, the requested authorization under the Maintenance Services for VRE Facilities contract will allow VRE to pay all NVE invoices for work performed;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a supplemental Task Order under the Maintenance Services for VRE Facilities contract to NVE, Inc. for construction services to renovate the leased VRE Headquarters Suite 201 in the amount of \$55,000, for a total not to exceed \$250,100.

Approved this 19<sup>th</sup> day of July 2019

  
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John Cook  
Secretary

  
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Katie Cristol  
Chair

**Virginia Railway Express  
Operations Board**

**Resolution  
9F-07-2019**

**Authorization to Amend the Purchase Order for Mass  
Electronic Communication Delivery System Utilization**

**WHEREAS**, VRE utilizes a communications platform to disseminate service information to riders in the form of emails, text messages, social media updates (Facebook and Twitter), as well as RSS feeds; and,

**WHEREAS**, in December 2018, VRE awarded a Purchase Order to Granicus in the amount of \$66,664 to provide mass communication services for the term of one year with an allowance of up to 3.9 million text messages; and,

**WHEREAS**, the Purchase Order was amended earlier this month to an amount not to exceed \$100,000 in order to increase the available allowance of text messages; and,

**WHEREAS**, VRE seeks to further amend the Purchase Order with Granicus to ensure riders continue to receive the latest information on schedule changes, service disruptions, seat notices and other news via phone;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the Purchase Order with Granicus, LLC for utilization of its Mass Electronic Communication Delivery System from the current amount of \$100,000 to an amount not to exceed \$140,000.

Approved this 19<sup>th</sup> day of July 2019

  
John Cook  
Secretary

  
Katie Cristol  
Chair