



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

# VRE Operations Board Meeting

October 16, 2019

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

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

Virtual Meeting Via WebEx

1. Call to Order
2. Roll Call
3. Finding Need to Conduct October 16, 2020 VRE Operations Board Meeting Electronically
4. Approval of Agenda
5. Approval of Minutes from the September 18, 2019 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 Execute a Contract for Construction of Rolling Road Station Improvements.
  - B. Authorization to Amend the GEC VII Task Order for Final Design Services for Franconia-Springfield Station Improvements.



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Transportation Commission  
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***C. Recommend Authorization to Execute an Agreement for Design, Construction, Operation, and Maintenance of a Parking Garage at the VRE Manassas Park Station***

10. Information Items:
  - A. VRE-VPRA Agreements
  - B. Draft 2021 Legislative Agenda
  - C. FY 2022 Budget Update
  - D. Spending Authority Report
11. Closed Session
12. Operations Board Member's Time

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**The Next VRE Operations Board Meeting  
November 20, 2019 - 9:00 am via WebEx**



**MINUTES**  
**VIRGINIA RAILWAY EXPRESS**  
**OPERATIONS BOARD MEETING**  
**October 16, 2020**

14700 Potomac Mills Road, Woodbridge, VA 22192

**Members Present**

\*Walter Alcorn (NVTC)  
\*Preston Banks (PRTC)  
\*Elizabeth Bennet-Parker (NVTC)  
\*Meg Bohmke (PRTC)  
\*Katie Cristol (NVTC)  
\*Margaret Franklin (PRTC)  
\*Jeanine Lawson (PRTC)  
\*Jennifer Mitchell (DPRT)  
\*Gary Skinner (PRTC)  
\*Cindy Shelton (PRTC)  
\*Ralph Smith (PRTC)  
\*Dan Storck (NVTC)  
\*James Walkinshaw (NVTC)\*\*

**Members Absent**

Andrea Bailey (PRTC)  
Matt Kelly (PRTC)

**Alternates Present**

**Alternates Absent**

Canek Aguirre (NVTC)  
Victor Angry (PRTC)  
Pete Candland (PRTC)  
Hector Cendejas (PRTC)  
Deborah Frazier (PRTC)  
Libby Garvey (NVTC)  
Jason Graham (PRTC)  
Jeff McKay (NVTC)  
Michael McLaughlin (DRPT)  
Pam Sebesky (PRTC)  
Ann Wheeler (PRTC)

**Jurisdiction**

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

Prince William County  
City of Fredericksburg

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

\*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**

Rich Dalton – VRE  
Robert Hostelka - VRE  
Lezlie Lamb – VRE  
Steve MacIsaac – VRE Legal Counsel  
Kate Mattice - NVTC

Kristin Nutter – VRE  
Aimee Perron-Siebert – Commonwealth  
Strategies  
Mark Schofield – VRE  
Joe Swartz – VRE

### **Call to Order – 1**

Chairman Skinner called the meeting to order at 9:00 A. M.

### **Roll Call – 2**

### **Resolution Finding Need to Conduct October 16, 2020 Meeting Electronically – 3**

Mr. Dalton briefed the Operations Board on Agenda Item 3, a Resolution Finding Need to Conduct October 16, 2020 Meeting Electronically.

Ms. Cristol moved, with a second by Ms. Bennett-Parker, to approve Resolution #03-10-2020, Finding Need to Conduct October 16, 2020 Meeting Electronically. The vote in favor was cast by Members Alcorn, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Lawson, Mitchell, Shelton, Smith, and Storck.

### **Approval of the Agenda – 4**

Ms. Bennett-Parker moved, with a second by Ms. Bohmke, to approve the agenda as presented. The vote in favor was cast by Members Alcorn, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Lawson, Mitchell, Shelton, Smith, and Storck.

### **Approval of the Minutes of the September 18, 2020 VRE Operations Board Meeting – 5**

Mr. Smith moved, with a second by Mr. Alcorn, to approve the Minutes from September 18th. The vote in favor was cast by Members Alcorn, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Lawson, Mitchell, Shelton, Smith, and Storck. Mr. Skinner abstained.

### **Chairman's Comments – 6**

- Chairman Skinner announced the creation of a Nominating Committee for 2021 VRE Operations Board Officers and he asked Ms. Lawson to Chair that committee. The Chairman asked for volunteers to serve on the committee with Ms. Lawson. Chairman Skinner stated the Nominating Committee is particularly in need of an Officer from the Potomac and Rappahannock Transportation Commission.
- Chairman Skinner congratulated Rich Dalton, Mark Schofield and the entire Finance Department staff on their 13<sup>th</sup> consecutive "Certificate of Achievement for Excellent in Finance Reporting" for VRE's 2019 Comprehensive Annual Financial Report (CAFR.) The Chair noted the certificate is awarded by the Government Finance Officers Association and is its highest form of recognition in governmental accounting and finance reporting. The award described VRE's 2019 CAFR as meeting the association's highest standards to include demonstrating a constructive spirit of transparency and full disclosure.

[Mr. Walkinshaw joined the meeting at 9:15 a.m.]

## **Chief Executive Officer's Report – 7**

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

- Safety/ COVID-19 update
- Financial Reporting
- Ridership
- Performance
- Project Spotlight: Alexandria Station Improvement Project
- Train Utilization
- Welcome Back Marketing efforts

## **Public Comment Time – 8**

Chairman Skinner announced that public comments were accepted electronically through the Public Comments Form. The Public Comment period began on Friday, October 9<sup>th</sup> and closed at 8:00 am the morning of the meeting. The Chairman asked the Clerk if Public Comments had been received.

## **Action Items – 9**

### **Authorization to Execute a Contract for Construction of Rolling Road Station Improvements – 9A**

Mr. Walkinshaw moved, with a second by Ms. Cristol, to authorize the Chief Executive Officer to execute a contract with Sumter Contracting Corporation for construction of Rolling Road Station Improvements.

The vote in favor was cast by Members Alcorn, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Lawson, Mitchell, Shelton, Smith, Storck, and Walkinshaw.

### **Authorization to Amend the GEC VII Task Order for Final Design Services for Franconia-Springfield Station Improvements – 9B**

Mr. Alcorn moved, with a second by Mr. Storck, to authorize the Chief Executive Officer to amend a Task Order with STV Incorporated, under the General Engineering Consulting Services contract, for final design services for Franconia-Springfield Station Improvements.

The vote in favor was cast by Members Alcorn, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Lawson, Mitchell, Shelton, Smith, Storck, and Walkinshaw.

### **Recommend Authorization to Execute an Agreement for Design, Construction, Operation, and Maintenance of a Parking Garage at the VRE Manassas Park Station – 9C**

Mr. Banks moved, with a second by Ms. Lawson, to recommend the Commissions authorize the Chief Executive Officer to execute an agreement with the City of Manassas Park for design, construction, operation, and maintenance of a parking garage at the VRE Manassas Park Station and to authorize the Chief Executive Officer to execute all deeds and other documents required to accept the conveyance of real property by the City to the Commissions.

The vote in favor was cast by Members Alcorn, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Lawson, Mitchell, Shelton, Smith, Storck, and Walkinshaw.

## **Information Items – 10**

### **VRE-VPRA Agreements – 10A**

Mr. Dalton briefed the Board on two agreements with the Virginia Passenger Rail Authority (VPR.A.) VRE staff has been working with staff from the Virginia Department of Rail and Public Transportation – working on behalf of the VPR.A. – to develop a Funding Agreement and a Passenger Operations and Access Agreement.

#### Draft 2021 Legislative Agenda – 10B

VRE Chief of Staff, Joe Swartz, presented VRE's draft 2021 Legislative Agenda, developed by the VRE Operations Board Legislative Committee, for discussion. A final 2021 Legislative Agenda will be brought to the VRE Operations Board in November for the purpose of recommending it to the Commissions for their approval.

#### FY 2022 Budget Update – 10C

CFO Mark Schofield briefed the VRE Operations Board on the status of the FY 2022 Operating and Capital budgets. Staff continues to evaluate departmental budgets for deferrals and other cost reductions in order to extend the availability of federal CARES Act funding into FY 2022 and beyond.

VRE staff also continues to coordinate with staff from the Virginia Department of Rail and Public Transportation (DRPT) on the impacts of the *Transforming Rail in Virginia* program to VRE's Capital Improvement Program

#### Spending Authority Report – 10D

On September 18, 2020, the VRE Operations Board approved increasing the Chief Executive Officer's delegated spending authority from \$100,000 to \$200,000. There were no purchases or contract awards in the month of September in the range of \$100,000 to \$200,000. The following reflects an expenditure under the previous authorization.

On September 1, 2020, VRE issued a Task Order in the amount of \$60,000 to PFM Financial Advisors LLC under the Financial Advisory Services contract for a one-year subscription to allow for continued use of the Synario Financial Modeling Platform to support long-term financial planning efforts.

#### Closed Session – 11

A Closed Session was not necessary.

Chairman Skinner asked if there was any other business. There was none.

Ms. Bohmke moved, with a second by Ms. Lawson, to adjourn the meeting.

The vote in favor was cast by Members Alcorn, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Lawson, Mitchell, Shelton, Storck, Smith, and Walkinshaw.

Approved this 20<sup>th</sup> day of November 2020

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Gary Skinner  
Chair

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Jeanine Lawson  
Secretary

**CERTIFICATION**

This certification hereby acknowledges the minutes for the October 16, 2020 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb

DRAFT



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

## Virginia Railway Express Operations Board

### Resolution 3-10-2020

#### Resolution Finding Need to Conduct October 16, 2020 Meeting Electronically

**WHEREAS**, on March 12, 2020, the Governor of Virginia declared a state of emergency in Virginia in response to the spread of novel coronavirus, or COVID-19, a communicable disease of public health threat as so declared by the State Health Commissioner on February 7, 2020 ("COVID-19"); and,

**WHEREAS**, in subsequent Executive Orders, particularly Executive Order Nos. 53 and 55, as amended, the Governor of Virginia, among other measures designed to ensure safe physical distancing between individuals, prohibited public and private in person gatherings of 10 or more individuals and ordered all individuals in Virginia to remain at their place of residence, with limited exceptions, to mitigate the impacts of COVID-19 and prevent its spread; and,

**WHEREAS**, the Virginia Railway Express Operations Board finds that it has a responsibility to demonstrate to the public, through the Board's conduct, the importance of maintaining proper physical distance from others and to avoid gathering in public where the risks of infection are highest, and to take measures that promote physical distancing in order to protect the public health and mitigate the impacts and spread of COVID-19, including, among others, conducting meetings electronically whenever possible; and,

**WHEREAS**, on April 22, 2020, the Virginia General Assembly adopted, and the Governor signed, budget bill amendments to HB 29 that expressly authorize "any public body, including any state, local, [or] regional body" to "meet by electronic communication means without a quorum of the public body . . . physically assembled at one location when the Governor has declared a state of emergency . . . , provided that (i) the nature of the declared emergency makes it impracticable or unsafe for the public body . . . to assemble in a single location; (ii) the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body . . . and the discharge of its lawful purposes, duties, and responsibilities" among other provisions; and,



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*Resolution 3-10-2020 continued*

**WHEREAS**, jurisdictions of the Virginia Railway Express Operations Board have adopted continuity of government ordinances pursuant to Va. Code Ann. § 15.2-1413 which ordinances, among other provisions, authorize regional bodies of which the locality is a member to meet electronically to transact business to assure the continuity of government;

**NOW, THEREFORE, BE IT RESOLVED**, the Virginia Railway Express Operations Board hereby finds that meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on October 16, 2020, to discuss and transact the business of the Operations Board listed on the October 16, 2020 Operations Board Meeting Agenda; and,

**BE IT FURTHER RESOLVED**, the Virginia Railway Express Operations Board hereby finds that meeting by electronic means is authorized because the items on the October 16, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and,

**BE IT FURTHER RESOLVED**, the Virginia Railway Express Operations Board hereby finds that the items on the October 16, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by several member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19.

Approved this 16<sup>th</sup> day of October 2020

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Gary Skinner  
Chairman

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Jeanine Lawson  
Secretary

**Signature:**

**Email:** jlawson@pwcgov.org



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

**Agenda Item 9-A**  
**Action Item**

**To: Chairman Skinner and the VRE Operations Board**

**From: Rich Dalton**

**Date: October 16, 2020**

**Re: Authorization to Execute a Contract for Construction of  
Rolling Road Station Improvements**

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**Recommendation:**

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with Sumter Contracting Corp. of Fairfax, Virginia, for Construction of Rolling Road Station Improvements in the amount of \$2,234,474, plus a 10 percent contingency of \$223,447, for a total amount not to exceed \$2,457,921.

**Summary:**

Authorization will allow VRE to execute a contract with Sumter Contracting Corp. for Construction of Rolling Road Station Improvements, which includes extending the existing platform by 300 feet to accommodate longer trains, and rehabilitation of the existing platform.

**Background:**

The existing platform at Rolling Road Station can only accommodate trains up to five cars in length, prohibiting train crews from opening all doors on longer trains at the station. This prolongs dwell times at the station and reduces railroad capacity. In June 2016, VRE initiated design of the following improvements at the station:

1. Extension of the existing platform by approximately 300 feet to accommodate longer trains
2. Installation of additional canopy coverage with new LED lighting



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3. Construction of a second walkway access from the parking lot to the extended platform
4. Rehabilitation of the existing platform and canopy structures

On April 20, 2018, the VRE Operations Board approved a request to issue an Invitation for Bids (IFB) for the Construction of Rolling Road Station Improvements. A mailing list of more than one hundred prospective Bidders was established for the solicitation to ensure access to adequate sources of services. On August 14, 2020, an IFB was issued and bids were due on September 18, 2020. Six responses were received. Of the six responses received, one bid was determined to be incomplete and thus deemed non-responsive to the requirements of the IFB.

The bid tabulation is as follows:

Bidders	Bid Amount
1. Sumter Contracting Corp.	\$ 2,234,473.17
2. W.M. Schlosser Company, Inc.	\$ 2,722,000.00
3. Archer Western Construction, LLC	\$ 2,725,000.00
4. Kiewit Infrastructure South Co.	\$ 2,755,020.00
5. Polivka International Company, LLC	\$ 4,323,856.00

After review of the bids, it was determined Sumter Contracting Corp. was the lowest responsive-responsible bidder.

The staff has certified the price offered by Sumter Contracting Corp. is fair and reasonable as compared to the cost estimate and other bids received for this contract.

**Fiscal Impact:**

Initial funding of \$2 million for the Rolling Road Station Improvements project (including the preliminary engineering and final design phases) was provided through a federal Congestion Mitigation & Air Quality (CMAQ) grant VA-90-X046 and associated state match (72513-12). The remaining funding necessary for construction (up to \$3 million) will also be provided through CMAQ funding which will be transferred from the Lorton Station Second Platform project (which has been eliminated as a result of the Commonwealth's Transforming Rail in Virginia program). This transfer of CMAQ funding from Lorton to Rolling Road has been endorsed by Fairfax County and approved by the Northern Virginia Transportation Authority.

**Virginia Railway Express  
Operations Board**

**Resolution  
9A-10-2020**

**Authorization to Execute a Contract for Construction of  
Rolling Road Station Improvements**

**WHEREAS**, the existing platform at Rolling Road Station can only accommodate trains up to five cars in length, prohibiting train crews from opening all doors on longer trains at the station and increasing dwell times; and,

**WHEREAS**, a platform extension and other improvements are necessary at Rolling Road Station to accommodate present train consists as well as longer train consists in the future; and,

**WHEREAS**, VRE plans to construct a platform extension at the Rolling Road Station and to rehabilitate the existing platform; and,

**WHEREAS**, on August 14, 2020, an Invitation for Bids was issued for Construction of Rolling Road Station Improvements, and bids were due on September 18, 2020 with six bids being received; and,

**WHEREAS** it was determined Sumter Contracting Corp. 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 Sumter Contracting Corp. of Fairfax, Virginia, for Construction of Rolling Road Station Improvements in the amount of \$2,234,474, plus a 10 percent contingency of \$223,447, for a total amount not to exceed \$2,457,921.

Approved this 16<sup>th</sup> day of October 2020

**Gary F. Skinner**

Gary Skinner  
Chairman

**Jeanine Lawson**

Jeanine Lawson  
Secretary

Signature: Gary F. Skinner  
Gary F. Skinner (Oct 22, 2020 10:01 EDT)

Email: gskinner@spotsylvania.va.us

Signature: Jeanine Lawson  
Jeanine Lawson (Oct 22, 2020 11:02 EDT)

Email: jlawson@pwcgov.org





VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

**Agenda Item 9-B**  
**Action Item**

**To: Chairman Skinner and the VRE Operations Board**

**From: Rich Dalton**

**Date: October 16, 2020**

**Re: Authorization to Amend the GEC VII Task Order for Final Design Services for Franconia-Springfield Station Improvements**

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**Recommendation:**

The VRE Operations Board is asked to authorize the Chief Executive Officer to amend the existing Task Order for Final Design Services for Franconia-Springfield Station Improvements executed with STV Incorporated (STV) under the General Engineering Consulting Services (GEC VII) contract in the amount of \$66,326, plus a 20 percent contingency of \$13,265, for a total increase of \$79,591. This will increase the authorization for this Task Order from \$924,246 to a total amount not to exceed \$1,003,837.

**Summary:**

This action reflects refinements to the original Final Design Services for the Franconia-Springfield Station Improvements project. Refinement of the design has resulted in additional scope and cost. Amending the Task Order to include the additional scope now will reduce the need for future supplemental design changes and potential delays later in the implementation process.

**Background:**

VRE is designing platform improvements for several Fredericksburg Line stations to enhance safety, expedite train operations, and provide increased flexibility for railroad operations as proposed under System Plan 2040.



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VRE has completed preliminary engineering and environmental documentation efforts for Franconia-Springfield Station Improvements in conjunction with CSX Transportation (CSXT), the Virginia Department of Rail and Public Transportation (DRPT), and the Fairfax County Department of Transportation (FCDOT). Station improvements include extending both existing platforms to increase operational flexibility and capacity, as well as to reduce dwell times.

Implementation of the VRE station improvements is closely interconnected with DRPT's concurrent project to construct a new third track through the station area. It is vital for construction staging that VRE complete its station improvements before construction begins on the new third track project.

The scope of work for this task order includes final design services as required to advance 100% complete plans, technical specifications, pre-construction documents, and updated cost estimates. Additional design efforts incorporated within this amendment include developing three alternative designs and cost estimates to accommodate east side pedestrian access, modifying the existing design to convert the eastern platform to side platform, developing a design concept plan and estimate for the pedestrian ramp/tunnel under the future third and fourth tracks, and added project management support.

STV is the prime consultant for Task Area C (Design Services: Passenger Facilities) under the GEC-VII contract. In June 2017, the VRE Operations Board authorized award of a Task Order to STV for Final Design Services for Franconia-Springfield Station Improvements.

Amending the Task Order with STV and extending the schedule will permit the Final Design to continue towards completion including the necessary additional work items. The amendment will extend the Task Order completion date through March 31, 2021.

At VRE's request, STV submitted a proposal to provide this additional support to complete Final Design for the project. A cost analysis was subsequently performed by VRE staff to compare the proposed additional cost with the independent cost estimate, and it was determined that STV's proposed cost is fair and reasonable

**Fiscal Impact:**

Funding for this consultant effort is provided for in the VRE Capital Improvement Program under the Franconia-Springfield Station Improvements. The station improvements are being funded through a standard project agreement with the Northern Virginia Transportation Authority.

The inclusion of a 20 percent contingency reflects the likelihood of further design changes as the result of collaboration with stakeholders and coordination with the DRPT 3rd track project.



**Virginia Railway Express  
Operations Board**

**Resolution  
9B-10-2020**

**Authorization to Amend the GEC VII Task Order for Final Design Services  
for Franconia-Springfield Station Improvements**

**WHEREAS**, in June 2017, the VRE Operations Board authorized award of a Task Order to STV Incorporated for Final Design Services for Franconia-Springfield Station Improvements; and,

**WHEREAS**, the preliminary engineering and early environmental documentation efforts are substantially complete for the Franconia-Springfield Station Improvements; and,

**WHEREAS**, the Franconia-Springfield Station Improvements are closely interrelated to and must be implemented in advance of third track construction through the station by the Virginia Department of Rail and Public Transportation; and,

**WHEREAS**, refinements to the Franconia-Springfield Station Improvements project design has resulted in additional scope and cost and amending the Task Order to include the additional scope now will reduce the need for future supplemental design changes and potential delays later in the implementation process: and,

**WHEREAS**, the scope of work for this Task Order includes final design services as required to advance 100% complete plans, technical specifications, pre-construction documents, and updated cost estimates; and,

**WHEREAS**, VRE has received a proposal from STV Incorporated for completion of the additional work and staff has deemed it fair and reasonable;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the current Task Order for Final Design Services for Franconia-Springfield Station Improvements executed with STV Incorporated under the General Engineering Consulting Services (GEC VII) contract in the amount of \$66,326, plus a 20 percent contingency of \$13,265, for a total increase of \$79,591. This will increase the authorization for this Task Order from \$924,246 to a total amount not to exceed \$1,003,837.

Approved this 16<sup>th</sup> day of October 2020

**Jeanine Lawson**

Jeanine Lawson  
Secretary

**Signature:** Gary F. Skinner  
Gary F. Skinner (Oct 22, 2020 10:05 EDT)

**Email:** gskinner@spotsylvania.va.us

**Gary F. Skinner**

Gary Skinner  
Chairman

**Signature:** Jeanine Lawson  
Jeanine Lawson (Oct 22, 2020 13:01 EDT)

**Email:** jlawson@pwcgov.org





VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

**Agenda Item 9-C**  
**Action Item**

**To: Chairman Skinner and the VRE Operations Board**

**From: Rich Dalton**

**Date: October 16, 2020**

**Re: Recommend Authorization to Execute an Agreement for Design, Construction, Operation, and Maintenance of a Parking Garage at the VRE Manassas Park Station.**

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**Recommendation:**

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to execute an agreement with the City of Manassas Park for the design, construction, operation, and maintenance of a parking garage at the VRE Manassas Park Station; and to authorize the Chief Executive Officer to execute all deeds and other documents required to accept the conveyance of real property by the City to the Commissions.

**Summary:**

The Agreement will memorialize the mutual understandings between VRE and the City of Manassas Park concerning the creation and conveyance of the existing expansion parking lot parcel and a parcel for constructing the new parking garage, funding for additional design costs, collaboration on the design and construction and the operation, use and maintenance of the parking garage.

**Background:**

The Manassas Park Station originally provided parking for VRE riders in a 300-space parking lot constructed by the City of Manassas Park (the City Lot). Once ridership increased, the City subsequently agreed to create additional parking by conveying to VRE a parcel of land of approximately 4.8 acres from City-owned property adjacent to both the



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original lot and the VRE Manassas Park Station. VRE constructed an additional 300-space parking lot (referred to as the Expansion Lot).

VRE paid to the City the agreed-upon purchase price of \$116,000 for the Expansion Lot parcel. However, the deed of conveyance for the expansion lot parcel was never created and recorded among the land records of Prince William County, Virginia. This action will allow VRE to create a current document identifying the parcel, and the City of Manassas Park will have the deed of conveyance recorded at no cost to VRE.

Demand for parking at the Manassas Park Station has continued to increase, exceeding the capacity of the City Lot and the Expansion Lot. The City and the VRE began work on a joint project for the design and construction of a parking garage on City-owned property located across the Norfolk Southern railroad tracks near City Hall, for which project the VRE expended costs and expense to advance the garage design to the 60% stage.

In September of 2019, the City requested, and VRE agreed, to change the location of the project to a different site contingent upon VRE's ability to recoup previously expended design cost.

The City has agreed to create and convey to VRE a parcel of land approximately 2.5 acres in size from the City-owned property located across the railroad tracks from the Manassas Park Station. The VRE will design and construct a structured parking garage with three above ground levels and one below ground level consisting of approximately 544 parking spaces above ground for use by VRE. Approximately 131 below grade parking spaces will be for use by the City of Manassas Park.

This Agreement will memorialize the mutual understandings concerning the creation and conveyance of the expansion lot parcel, the additional parcel for constructing the new parking garage and provide for the operation, use and maintenance of the parking garage. The major elements of the Agreement are summarized as follows:

#### **Expansion Lot Parcel**

VRE will complete the preparation of a subdivision plat creating the Expansion Lot parcel for review and approval by the City of Manassas Park. The City of Manassas Park will convey fee simple title at no cost to VRE beyond the sum already paid by VRE.

#### **Garage Parcel**

The City of Manassas Park will prepare a subdivision plat creating the parcel for the parking garage subject to review and approval by VRE. The City of Manassas Park will convey fee simple title to the garage parcel to VRE at no cost to VRE. The deed conveying the garage parcel will include a provision granting the right, in the event VRE ceases to use the garage parcel for commuter rail related purposes during a specified time, to re-acquire ownership of garage parcel.



### **Design and Construction of the Parking Garage**

VRE will be responsible for the design and construction of the parking garage. VRE and the City of Manassas Park will continue to collaborate on the design and construction of the parking garage to ensure the City of Manassas Park's parking level is constructed in conjunction with the construction of the garage.

The City of Manassas Park will be responsible for all costs required to advance the parking garage project to 60% design including, but not limited to, all costs incurred prior to the execution of the agreement necessary to advance the project to a 10% conceptual design consistent with a Letter of No Prejudice from the City of Manassas Park dated April 9, 2020. Upon reaching 60% design, VRE will expend a maximum amount of \$1,169,270 to advance the parking garage project from 60% design to 100% design, which represents the funds remaining under the VRE's Standard Project Agreement (SPA) with the Northern Virginia Transportation Authority (NVTA) for Final Design of the Manassas Park parking garage project.

VRE will expend a maximum amount of \$23.5 million for construction of the parking garage using I-66 Outside the Beltway (OTB) concessionaire funds previously awarded to VRE. The City of Manassas Park will be responsible for all construction costs in excess of \$23.5 million. If the projected cost for construction of the parking garage exceeds \$23.5 million, the City may request VRE to permit the City's development partner, Norton Scott, or its contractor, to construct exterior portions of the Garage project. VRE and the City will work cooperatively to identify portions of the Garage project that can be separated from the work being done by VRE's contractor and be constructed separately by the City's development partner or its contractor.

### **Garage Operations and Maintenance**

The VRE will be responsible for all maintenance and operation of the parking levels assigned to VRE. The City of Manassas Park will be responsible for all maintenance and operation of the parking level assigned to the City.

Parking on the VRE parking levels will be primarily for the use of commuter rail patrons during VRE service hours. Outside of the VRE service hours and on days the VRE does not operate, the VRE parking levels may be used for public parking by the City of Manassas Park.

If it is determined parking capacity on the VRE parking levels regularly exceed ninety percent (90%) during VRE service hours a survey or similar process will be conducted by VRE and the City of Manassas Park. From this process, if it is determined that more than twenty percent (20%) of the VRE parking levels are being used by non-commuter rail patrons during the VRE service hours, the cost of maintenance and operations will be shared proportionally between VRE and the City of Manassas Park.

**Fiscal Impact:**

As outlined above, VRE and the City have agreed to a funding structure that will allow VRE to recoup costs previously expended on reaching 60% design for the garage at the original location. With NVTA's concurrence, VRE has temporarily halted all reimbursable activities under its SPA for final design with NVTA, and the City will be responsible for all costs necessary to return the garage design to 60% at the new location. When 60% design is achieved, VRE will advise NVTA and commence work again under the existing SPA to take the garage design to 100% and prepare for construction.

Similarly, the City will be responsible for any costs in excess of VRE's existing \$23.5 million of I-66 OTB funding for construction of the garage. VRE has committed to working cooperatively with the City, if necessary, to identify portions of the garage project that could be constructed separately by the City or its development partner.



**Virginia Railway Express  
Operations Board**

**Resolution  
9C-10-2020**

**Recommend Authorization to Execute an Agreement for Design,  
Construction, Operation, and Maintenance of a Parking Garage at the  
VRE Manassas Park Station**

**WHEREAS**, the City of Manassas Park originally provided parking for VRE riders by constructing a 300-space surface parking lot; and,

**WHEREAS**, as VRE ridership grew, and available parking spaces diminished, the City of Manassas Park agreed to convey a 4.8 acre parcel owned by the City to VRE to construct an additional 300-parking space lot adjacent to the City's original surface parking lot, which the VRE constructed; and,

**WHEREAS**, as VRE ridership has continued to increase, VRE and the City of Manassas Park have collaborated on developing additional parking capacity at the VRE Manassas Park Station; and,

**WHEREAS**, the VRE and the City of Manassas Park have obtained funding for the design and construction of additional parking capacity; and,

**WHEREAS**, the VRE and the City of Manassas Park have collaborated to determine the location and conceptual design - including the estimated number of additional parking spaces - and the responsibilities for the ongoing operation and maintenance;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions find that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on October 16, 2020, and that meeting by electronic means is authorized because the items on the October 16, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the October 16, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer execute an Agreement for the Design, Construction, Operation and Maintenance of a Parking Garage at the VRE Manassas Park Station, subject to approval as to form by legal counsel; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute all deeds and other documents required to accept the conveyance of real property by the City to the Commissions.

Approved this 16<sup>th</sup> day of October 2020

**Jeanine Lawson**

Jeanine Lawson  
Secretary

**Signature:** Gary F. Skinner  
Gary F. Skinner (Oct 22, 2020 10:02 EDT)

**Email:** gskinner@spotsylvania.va.us

**Gary F. Skinner**

Gary Skinner  
Chairman

**Signature:** Jeanine Lawson  
Jeanine Lawson (Oct 22, 2020 13:02 EDT)

**Email:** jlawson@pwcgov.org