



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

# VRE Operations Board Meeting

July 17, 2020

**Audit Committee Meeting – 8:30 A.M.**

VIA WebEx/VRE YouTube Channel

**Operations Board Meeting - 9:00 A.M.**

VIA WebEx/VRE YouTube Channel

**Finance Committee Meeting – follows Board meeting  
adjournment.**

VIA WebEx/VRE YouTube Channel

1. Call to Order
2. Roll Call
3. Resolution Finding Need to Conduct July 17, 2020 Meeting Electronically
4. Approval of Agenda
5. Approval of Minutes from the June 19, 2020 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 Mobile Ticketing Services



Northern Virginia  
Transportation Commission  
2300 Wilson Blvd., Suite 230  
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  
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- B. Authorization to Execute a Contract for Federal Government Relations Services
  - C. Authorization to Execute a Sole Source Contract with Scheidt & Bachmann for Fare Media Validators
  - D. Authorization to Issue a GEC VII Task Order for Survey Services for the L'Enfant Station and Fourth Track Project***
  - E. Authorization to Amend the Contract for Financial Advisory Services
  - F. Authorization to Amend the GEC VII Task Order for Design Services for Quantico Station Improvements
  - G. Authorization to Withdraw from Standard Project Agreements with the Northern Virginia Transportation Authority for Lorton and Rippon Stations
- 10. Information Items:
    - A. FY 2022 Key Budget Issues
    - B. Spending Authority Report
  - 11. Closed Session
  - 12. Operations Board Member's Time

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**The Next VRE Operations Board Meeting  
September 18, 2020 - 9:00 am (location TBD)**



# MINUTES

## VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD MEETING

July 17, 2020

WebEx Electronic Meeting with YouTube Live-Stream

### **Members Present**

\*Andrea Bailey (PRTC)  
\*Elizabeth Bennet-Parker (NVTC)  
\*Meg Bohmke (PRTC)  
\*Katie Cristol (NVTC)  
\*Margaret Franklin (PRTC)  
\*Matt Kelly (PRTC)  
\*Jeanine Lawson (PRTC)  
\*Jennifer Mitchell (DRPT)  
\*Cindy Shelton (PRTC) \*\*  
\*Gary Skinner (PRTC)  
\*Ralph Smith (PRTC)  
\*Dan Storck (NVTC)  
\*James Walkinshaw (NVTC)

### **Jurisdiction**

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

### **Members Absent**

Walter Alcorn (NVTC)  
Preston Banks (PRTC)

Fairfax County  
City of Manassas Park

### **Alternates Present**

Hector Cendejas (PRTC)

City of Manassas Park

### **Alternates Absent**

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

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

\*Voting Member

\*\*Delineates arrival/departure following the commencement of the Operations Board Meeting.

### **Staff and General Public**

Karen Finucan Clarkson - VRE  
Rich Dalton – VRE  
John Duque – VRE  
Chris Henry - VRE  
Robert Hostelka - VRE  
Lezlie Lamb – VRE

Steve MacIsaac – VRE Legal Counsel  
Kate Mattice – NVTC  
Kristin Nutter – VRE  
Mark Schofield – VRE  
Alex Sugatan - 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 July 17, 2020 Meeting Electronically – 3**

Mr. Dalton briefed the Operations Board on Agenda Item 3, a Resolution Finding Need to Conduct July 17, 2020 Meeting Electronically.

Ms. Bailey moved, with a second by Mr. Smith to approve Resolution #03-07-2020, Finding Need to Conduct July 17, 2020 Meeting Electronically.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

### **Approval of the Agenda –4**

Ms. Cristol moved, with a second by Ms. Bailey to approve the agenda as presented.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

### **Approval of the Minutes of the June 19, 2020 VRE Operations Board Meeting – 5**

Ms. Bailey moved, with a second by Mr. Smith, to approve the Minutes from June 19, 2020.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw. Mr. Cendejas abstained.

### **Chairman's Comments – 6**

Chairman Skinner welcomed everyone participating in and viewing the meeting and reported he had recently sent a letter to Representatives Beyer and Wittman on behalf of VRE, thanking them for introducing the Long Bridge Act of 2020. Chairman Skinner also announced the Finance Committee would meet after the VRE Operations Board meeting adjourned and reminded Members there is no meeting in August.

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

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

- Safety/ COVID-19 update
- Ridership
  - Plans for adding trains to accommodate social distancing as ridership returns

- Performance
- Temporary changes to the Amtrak Step-Up program
- Funding updates
- Welcoming Back Riders

### **Public Comment Time – 8**

The Chairman announced that public comments were being accepted electronically through the Public Comments Form. A link to the form can be found at [vre.org](http://vre.org) and the link would remain active through the end of the meeting. The Clerk will read the comments into the record prior to adjournment.

### **Action items - 9**

#### **Authorization to Execute a Contract Mobile Ticketing Services – 9A**

Ms. Bailey moved, with a second by Mr. Smith to authorize the Acting CEO to execute a contract with Svanaco, Inc. (DBA AmericanEagle.com) for mobile ticketing services in the amount of \$988,630, plus a ten percent contingency of \$98,863, for a total not to exceed \$1,087,493, for a base year and five option years.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### **Authorization to Execute a Contract for Federal Government Relations Services – 9B**

Mr. Smith moved, with a second by Ms. Bohmke, to authorize the Acting CEO to execute a contract for with Cardinal Infrastructure, LLC for federal government relations services in the amount of \$480,000, plus a five percent contingency of \$24,000, for a total amount not to exceed \$504,000, for a three year base period and two one-year option periods.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Skinner, Storck, and Walkinshaw. Ms. Shelton was not heard to respond.

#### **Authorization to Execute a Sole Source Contract for Fare Media Validators – 9C**

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to execute a sole source contract with Scheidt & Bachmann for fare media validators in the amount of \$391,000, plus a twenty percent contingency of \$78,000, for a total not to exceed \$469,200.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### **Authorization to Issue a GEC VII Task Order for Survey Services for the L'Enfant Station and Fourth Track Project – 9D**

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to issue a task order under the General Engineering Consulting Services (GEC) contract with NXL Construction Services, Inc. for survey services for the L'Enfant Station and Fourth Track project in the amount of \$178,421, plus a twenty percent contingency of \$35,684, for a total not to exceed \$214,105.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### Authorization to Amend the Contract for Financial Advisory Services – 9E

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to amend the contract with PFM Financial Advisors, LLC for financial advisory services on a task order basis in the amount of \$400,000, increasing the authorization from \$300,000 to a total amount not to exceed \$700,000.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### Authorization to Amend the GEC VII Task Order for Design Services for the Quantico Station Improvements – 9F

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to amend the task order for design services for the Quantico Station Improvements, issued to STV, Inc. under the GEC VII contract in the amount of \$217,072, plus a ten percent contingency of \$21,707, for a total of \$238,779, increasing the authorization for this task order from \$830,833 to a total amount not to exceed \$1,069,612.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### Authorization to Withdraw from Standard Project Agreements with the Northern Virginia Transportation Authority for Lorton and Rippon Stations – 9G

Ms. Cristol moved, with a second by Mr. Cendejas, to authorize the Acting CEO to formally withdraw VRE from the existing standard project agreements with the Northern Virginia Transportation Authority for the Lorton and Rippon Station projects.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### Information Items – 10

##### FY 2022 Key Budget Issues

VRE Chief Financial Officer, Mark Schofield, briefed the Operations Board on the following key issues in the development of the Preliminary FY 2022 Operating and Capital Budget.

1. Revenue shortfalls and CARES Act support
2. Policy of Alternating 3 percent fare and subsidy increases
3. Expense Reductions in FY 2021 and FY 2022
4. Transforming Rail in Virginia Program
5. Insurance
6. Baseline Capital Charge contributions for Northeast Corridor

#### Spending Authority Report – 10B

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

- On June 5, 2020, VRE issued a Task Order in the amount of \$97,722 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide engineering services in support of Life Cycle Maintenance projects.
- On June 10, 2020, VRE issued a Task Order in the amount of \$76,951 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail contract to purchase and install social distancing floor decals on VRE's passenger railcars.
- On June 10, 2020, VRE issued a Task Order in the amount of \$79,675 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail contract to purchase and install social distancing seat decals on VRE's passenger railcars.
- On June 10, 2020, VRE issued a Task Order in the amount of \$60,021 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail contract to purchase and install hand sanitizer dispensers on VRE's passenger railcars.
- On June 18, 2020, VRE issued a Purchase Order in the amount of \$78,475 to Technology International, Inc. for the purchase of five utility carts to be utilized at the Broad Run and Crossroads Maintenance and Storage Facilities.
- On June 22, 2020, VRE issued a Task Order in the amount of \$99,376 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide general engineering services for the 1<sup>st</sup> year of the contract.
- On June 25, 2020, VRE issued a Task Order in the amount of \$85,257 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide National Transit Database (NTD) and asset management reporting.
- On June 25, 2020, VRE issued a Task Order in the amount of \$92,111 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide oversight for the ongoing overhaul of VRE's railcar trucks.

***Chairman Skinner asked the Clerk to read public comments. The Clerk read one Public Comment received during the defined Public Comment period from Erik Olson of Washington, DC. This Public Comment is attached.***

#### **Closed Session – 11**

At 10:12 a.m. Ms. Cristol moved, and Ms. Bailey seconded, the following:

Pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A(1) of the Code of Virginia), I move that the VRE Operations Board convene a closed meeting for the purpose of discussing one personnel matter concerning an appointee of the Commissions.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

[Ms. Shelton left the meeting during the Closed Session]

At 12:00 p.m. Ms. Cristol moved, and Ms. Bennett-Parker seconded, the following:

The VRE Operations Board certifies that, to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and,
2. 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 Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Storck, and Walkinshaw.

#### **Operations Board Members Time – 12**

Chairman Skinner and Members Storck and Walkinshaw thanked Ms. Cristol for her leadership of the VRE CEO Selection Committee.

Ms. Mitchell moved, with a second by Ms. Bailey, to adjourn the meeting.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Franklin, Kelly, Lawson, Mitchell, Skinner, Storck, and Walkinshaw. Ms. Cristol did not vote.

The meeting adjourned at 12:13 p.m.

Approved this 18<sup>th</sup> day of September 2020

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Gary Skinner  
Chair

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Jeanine Lawson  
Secretary

#### **CERTIFICATION**

This certification hereby acknowledges the minutes for the July 17, 2020 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb



**From:** [vre.no.reply@gmail.com](mailto:vre.no.reply@gmail.com)  
**To:** [Lezlie Lamb](#)  
**Subject:** Public Comments  
**Date:** Monday, July 13, 2020 1:22:21 PM

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## **A response was submitted for the form "Public Comments"**

(REQUIRED) First and Last Name: Erik Olson

City or County of residence: Washington, D.C.

Comments: The Metra tracks in Illinois connect to VRE and run into Washington, DC, making its upcoming procurement decisions for rolling stock relevant for VRE. Metra received nearly \$500 million in CARES Act emergency domestic relief funding and is actively in discussions with procurement bidders for capital improvement projects, including rolling stock. Does VRE consider it appropriate to use taxpayer dollars allocated to invest in the U.S. and keep Americans at work with Chinese government-owned enterprises like CRRC that source most of their steel and components in China? Shouldn't these emergency funds from DC be kept in IL and the U.S.? For additional context, language was included in the 2019 National Defense Authorization Act that immediately banned CRRC from contracting with WMATA. Congress and the Administration recognized the risk of allowing a Chinese SOE to operate in the nation's capital. Is VRE considering this language and its relevance to the upcoming Metra decision and how that impacts VRE?

Acknowledgement Yes



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

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

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

**From: Rich Dalton**

**Date: July 17, 2020**

**Re: Authorization to Execute a Contract for Mobile Ticketing Services**

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**Recommendation:**

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer to execute a contract with Svanaco, Inc. (DBA Americaneagle.com) of Des Plaines, Illinois for Mobile Ticketing Services in the amount of \$988,630, plus a 10 percent contingency of \$98,863, for a total amount not to exceed \$1,087,493, for a base year and five option years, with the Chief Executive Officer exercising the option years at his discretion.

**Summary:**

This contract will replace the current mobile ticketing provider, moovel, for the ticketing component of VRE Mobile. The total authorization sought includes design/development, licensing and hosting of the solution, as well as a commission rate of 0.5% of VRE Mobile sales.

**Background:**

VRE launched VRE Mobile on May 15, 2015 as a mobile ticketing solution provided by GlobeSherpa of Portland, Oregon, now known as moovel. VRE Mobile has proven to be a popular alternative to paper tickets, accounting for more than 30% of fare revenue. On January 28, 2020, VRE was notified of moovel's intention to leave the North American fare payment market in 12-18 months.

VRE made the decision to procure a new provider for the mobile ticketing component of VRE Mobile and in the process position VRE Mobile for additional technology-based



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enhancements like trip planning and other system integrations to improve the passenger experience. In addition, a key consideration was the ability to expand the solution to a regional platform. VRE staff worked with other regional transit providers to ensure the scope of work would incorporate the needs of the other individual providers. VRE also invited a representative from DASH to participate on the Technical Evaluation Team (TET) and a representative from OmniRide participated in the interviews conducted by the TET.

VRE issued a Request for Proposals (RFP) for a VRE Mobile Ticketing System. An RFP is the preferred method of procurement for this solicitation because there are different approaches to the desired service and an evaluation of technical merit is required. Upon completion of evaluation of proposals, negotiations are conducted with the highest ranked firms deemed to be fully qualified and best suited among those submitting proposals, based on the factors specified in the evaluation criteria. Price will be considered in context of technical performance for this service to achieve a best value determination. After receipt of the best and final offer from the top-ranked firm, a cost analysis is performed to compare the proposed cost with the independent cost estimate to determine the proposed cost is fair and reasonable.

A mailing list of nine prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On April 6, 2020, an RFP was issued, and proposals were due on May 20, 2020. Nine responses were received.

Evaluation of the proposals received was performed by the TET, which consisted of four VRE staff members and one DASH staff member.

The TET met to discuss and evaluate the proposals using the following criteria:

- Understanding of the scope of work and technical requirements
- Ability to launch Phase 1 functionality within two months of receiving Notice-To-Proceed
- Visual/electronic verification capabilities and ability to deploy fare product customizations
- Cost
- Capability and expertise of the Offeror
- Knowledge, qualifications and relevant experience of the proposed Project Manager and Key Personnel

Interviews were conducted with the three top-ranked firms. It was determined the proposal from Svanaco, Inc. was technically compliant and was selected to be best value for the project.

Below is the final ranking of firms who submitted a proposal for Mobile Ticketing Services:

OFFERORS
1. Svanaco, Inc. (DBA Americaneagle.com)
2. Masabi LLC
3. moovel North America
4. Unwire Payments & Mobility Apps
5. Bytemark, Inc.
6. Conduent Transport Solutions, Inc.
7. Token Transit
8. Kontron Transportation North America, Inc.
9. Paragon ID

The Offerors' proposed pricing was in the range of \$988,630 to \$7,074,085. Complete pricing information for all offerors may not be publicly disclosed until after execution of a contract. VRE staff has certified the highest ranked Offeror's price, provided below, is fair and reasonable based on the cost estimate for this project.

The contract will be for a base year and five option years, with the CEO exercising the option years at his discretion. This authorization allows work to begin.

**Fiscal Impact:**

The FY 2021 operating budget for 'Rail Operations - Repairs and Maintenance - Fare Collection' includes sufficient funding for the first year of this activity, including design and development. Funding for future years will be included in each proposed annual budget.

**Virginia Railway Express  
Operations Board**

**Resolution  
9A-07-2020**

**Authorization to Execute a Contract for Mobile Ticketing Services**

**WHEREAS**, VRE launched VRE Mobile on May 15, 2015 as a mobile ticketing solution provided by GlobeSherpa of Portland, Oregon, now known as moovel; and,

**WHEREAS**, VRE Mobile has proven to be a popular alternative to paper tickets, accounting for more than 30% of fare revenue; and,

**WHEREAS**, in January 2020, VRE was notified of moovel's intention to leave the North American fare payment market in 12-18 months; and,

**WHEREAS**, a Request for Proposals was issued to find a replacement for the mobile ticketing component of VRE Mobile; and,

**WHEREAS**, nine proposals were received in response to the RFP and evaluated by the Technical Evaluation Team; and,

**WHEREAS**, Svanaco, Inc. was determined to be the highest ranked offeror, and their proposed commission rate of 0.5% of VRE Mobile sales is determined to be fair and reasonable; and,

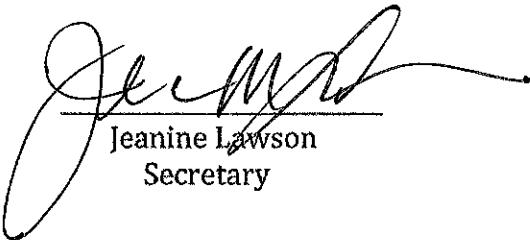
**WHEREAS**, the Operations Board's approval of this procurement does not represent its independent assessment of the candidate's responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board's action is premised upon its conclusion, after review 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 find that, in accordance with amendments adopted on April 22, 2020 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 July 17, 2020, and that meeting by electronic means is authorized because the items on the July 17, 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

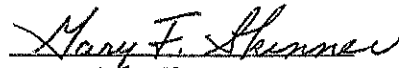
meeting by electronic means is authorized because the items on the July 17, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government 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 authorize the Acting Chief Executive Officer to execute a contract with Svanaco, Inc. DBA Americaneagle.com of Des Plaines, Illinois for Mobile Ticketing Services in the amount of \$988,630, plus a 10 percent contingency of \$98,863, for a total amount not to exceed \$1,087,493. The contract will be for a base year and five option years, with the Chief Executive Officer exercising the option years at his discretion.

Approved this 17<sup>th</sup> day of July 2020



Jeanine Lawson  
Secretary



Gary Skinner  
Chairman



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

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

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

**From: Rich Dalton**

**Date: July 17, 2020**

**Re: Authorization to Execute a Contract for Federal Government Relations Services**

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**Recommendation:**

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer to execute a contract with Cardinal Infrastructure, LLC of Washington, D.C. for federal government relations services in the amount of \$480,000, plus a five percent contingency of \$24,000, for a total amount not to exceed \$504,000, for a base period of three years and two one-year option periods, with the Chief Executive Officer exercising the option years at his discretion.

**Summary:**

This action authorizes the Acting Chief Executive Officer to execute a contract with Cardinal Infrastructure, LLC for federal government relations services required to assist VRE in its efforts to achieve federal government relations objectives as identified by the VRE Operations Board and incorporated in the annual Legislative Agenda approved by its parent Commissions; and to address federal legislative, regulatory and other issues as they arise.

**Background:**

VRE has found it more expedient and effective to contract for government relations services at both the state and federal levels than to employ staff to attempt to monitor the myriad of government and legislative activities in Richmond and Washington, D.C. Professional government relations firms are also able to make and maintain the numerous contacts with appointed and elected officials and their staffs needed to effectively keep abreast of, analyze and engage on issues related to VRE, public transportation, and rail.



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VRE has chosen to contract separately for government relations services specific to federal executive branch and legislative issues as distinct from state issues. This procurement is for federal government relations services only. The current contract for these services was executed in August 2016 and will expire in August 2020.

On February 21, 2020, the VRE Operations Board authorized the Acting Chief Executive Officer to issue a Request for Proposals (RFP) for federal government relations services. As determined in accordance with VRE public procurement policies and procedures, an Invitation for Bids is neither practicable nor fiscally advantageous to VRE, and an RFP is the preferred method of procurement for this solicitation since there are different approaches to the desired service and an evaluation of technical merit is required.

The scope of work for the RFP includes, but is not limited to, the following:

- Establish and maintain good working relationships with the Virginia Congressional delegation and other members of Congress – especially chairs of relevant committees and subcommittees, their staffs, and committee staffers.

- Establish and maintain good working relationships with the U.S. Department of Transportation, the Federal Transit Administration, the Federal Railroad Administration, the Surface Transportation Board, the National Transportation Safety Board, and other relevant Executive Branch and Independent Federal agencies.

- Monitor, track and inform VRE of rail or transit issues and rulemaking from the Administration, federal agencies and Congress that may directly or indirectly impact VRE, its parent commissions or member jurisdictions, under the direction of the Chief of Staff.

- Provide support, strategy and guidance on securing Capital Investment Grants and other federal discretionary grants.

A mailing list of six prospective offerors was established for the solicitation to ensure access to adequate sources of services. On April 2, 2020, an RFP was issued, and proposals were due on May 4, 2020. Eight responses were received.

Evaluation of the proposals received was performed by the Technical Evaluation Team (TET), which consisted of two VRE staff members and one Northern Virginia Transportation Commission staff member.

The TET met to discuss and evaluate the proposals using the following criteria:

- Capability and expertise of the Offeror
- Understanding of the Scope of Work and approach to satisfying VRE's goals and requirements
- Retainer fee
- Experience of proposed key personnel
- Staffing and management plan



Upon completion of evaluation of proposals, negotiations were conducted with the highest ranked firms deemed to be fully qualified and best suited among those submitting proposals, based on the factors specified in the evaluation criteria. Price was considered in context of technical performance for this service to achieve a best value determination. After receipt of the best and final offer from the top-ranked firm, a cost analysis was performed to compare the proposed cost with the independent cost estimate to determine the proposed cost is fair and reasonable.

It was determined the proposal from Cardinal Infrastructure, LLC was technically compliant and was selected to be the best value for the work. Cardinal Infrastructure, LLC is a sub-consultant under the current federal legislative services contract.

Below is the final ranking of firms who submitted a proposal for federal government relations services.

Offerors
Cardinal Infrastructure, LLC
Holland & Knight LLP
Ann Warner LLC
Tai Ginsberg & Associates, LLC
Becker & Poliakoff, P.A.
Alcalde & Fay, LTD.
Clark Hill PLC
Clyburn Consulting, LLC

The Offerors' proposed pricing was in the range of \$7,000 to \$15,000 per month. Complete pricing information may not be publicly disclosed until after execution of a contract. VRE staff has certified the highest ranked Offeror's price is fair and reasonable based on the cost estimate for this project.

The contract will be for a base period of three years and two one-year option periods, with the Chief Executive Officer exercising the option years at his discretion. This authorization allows notice-to-proceed to be given to Cardinal Infrastructure, LLC at the conclusion of the current federal legislative services contract in August.

**Fiscal Impact:**

Funding for these activities is provided for in the FY 2021 budget under *Chief of Staff - Other Professional Services*. Funding for future years will be included in each proposed annual budget.

**Virginia Railway Express  
Operations Board**

**Resolution  
9B-07-2020**

**Authorization to Execute a Contract for  
Federal Government Relations Services**

**WHEREAS**, VRE has found it more expedient and effective to contract for Government Relations Services at both the State and Federal levels than to employ staff to attempt to monitor the myriad of government and legislative activities in Richmond and Washington, D.C.; and,

**WHEREAS**, VRE has chosen to contract separately for Government Relations Services specific to Federal issues as distinct from State issues; and,

**WHEREAS**, the first one-year option period of the current contract for Federal Legislative Services expires in August 2020; and,

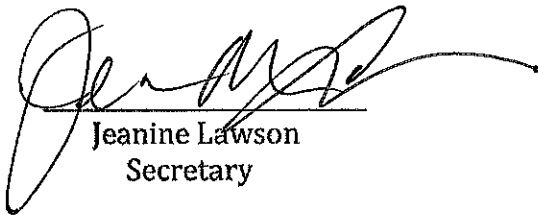
**WHEREAS**, a determination was made by the VRE Contract Administrator in accordance with VRE Public Procurement Policies and Procedures that competitive bidding is not practicable, nor fiscally advantageous to VRE, and that competitive negotiation is the appropriate method to procure these services; and,

**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 find that, in accordance with amendments adopted on April 22, 2020, 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 July 17, 2020, and that meeting by electronic means is authorized because the items on the July 17, 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 July 17, 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 authorize the Acting Chief Executive Officer to execute a contract with Cardinal Infrastructure, LLC of Washington, DC for Federal Government Relations Services in the amount of \$480,000, plus a five percent contingency of \$24,000, for a total amount not to exceed \$504,000, for a base period of three years and two one-year option periods, with the Chief Executive Officer exercising the option years at his discretion.

Approved this 17th day of July 2020



Jeanine Lawson  
Secretary



Gary Skinner  
Chairman



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

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

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

**From: Rich Dalton**

**Date: July 17, 2020**

**Re: Authorization to Execute a Sole Source Contract with Scheidt & Bachmann for Fare Media Validators**

---

**Recommendation:**

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer to execute a Sole Source Contract with Scheidt & Bachmann for Fare Media Validators in the amount of \$391,000, plus a 20 percent contingency of \$78,200, for a total amount not to exceed \$469,200.

**Summary:**

VRE currently owns 69 Ticket Vending Machines (TVMs) manufactured by Scheidt & Bachmann as part of our Automated Fare Collection System. The TVMs are deployed at all 19 stations and are used to validate tickets as well as to sell fare media. The addition of stand-alone Fare Media Validators will accommodate planned platform extensions and second platform projects by providing passengers the ability to validate tickets at each platform entrance without adding additional TVMs. The Fare Media Validators are proprietary technology built for use specifically with the Scheidt & Bachmann fare collection system.

**Background:**

The Scheidt & Bachmann Automated Fare Collection System was first implemented by VRE in 2002 following a competitive solicitation process. Since the initial launch, the system has been upgraded several times to utilize current technology and to comply with increasing requirements related to data protection.



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Paper ticket sales have declined since the addition of VRE Mobile to our Fare Collection System in 2015 but still account for a majority of the fare media sold. The addition of Fare Media Validators to accommodate the expansion of station platforms is an effective way of maintaining the existing paper ticket capabilities without the expense of adding full functioning TVMs.

Scheidt & Bachmann's proposal for the validators is consistent with the pricing negotiated for prior system upgrades, such as the Europay, MasterCard and Visa (EMV) Upgrade.

The software and technology utilized by the validators, which are compatible with VRE's Automated Fare Collection System, are proprietary to the original equipment manufacturer, Scheidt & Bachmann. As such, Scheidt & Bachmann is uniquely qualified to refurbish, test and install the validators.

This non-competitive procurement is in accordance with the following section of the VRE Public Procurement Policy and Procedures Manual:

6.8.2.1 The item is available only from one responsible source because: (a) It involves a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the recipient only from one source and has not in the past been available to the recipient from another source.

**Fiscal Impact:**

Funding is provided through VRE's Capital Reserve.

**Virginia Railway Express  
Operations Board**

**Resolution  
9C-07-2020**

**Authorization to Execute a Sole Source Contract with  
Scheidt & Bachmann for Fare Media Validators**

**WHEREAS**, VRE currently owns 69 Ticket Vending Machines manufactured by Scheidt & Bachmann as part of our Automated Fare Collection System; and,

**WHEREAS**, the Ticket Vending Machines are deployed at all 19 stations; and,

**WHEREAS**, the addition of Fare Media Validators will accommodate planned platform extensions and second platform projects by providing passengers the ability to validate tickets at each platform entrance; and,

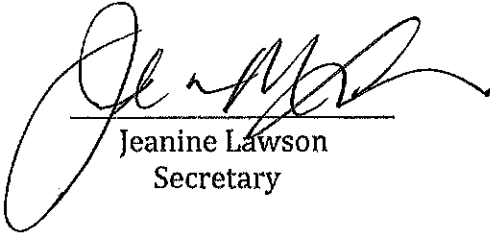
**WHEREAS**, in accordance with state and federal requirements, and VRE Procurement Policies, a determination has been made, and public notice thereof will be provided, that because Scheidt & Bachmann is the only supplier able to provide the proprietary Fare Media Validators, this qualifies as a sole source procurement;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 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 July 17, 2020, and that meeting by electronic means is authorized because the items on the July 17, 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 July 17, 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,

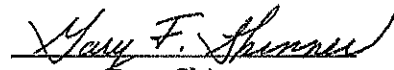
**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to execute a Sole Source Contract with Scheidt & Bachmann for Fare Media Validators, in the amount of \$391,000, plus a 20 percent contingency of \$78,200, for a total amount not to exceed \$469,200.

Resolution 9C-07-2020 page 2

Approved this 17<sup>th</sup> day of July 2020



Jeanine Lawson  
Secretary



Gary Skinner  
Chairman



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

**Agenda Item 9-D**  
**Action Item**

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

**From: Rich Dalton**

**Date: July 17, 2020**

**Re: Authorization to Issue a GEC VII Task Order for Survey Services for the L'Enfant Station and Fourth Track Project**

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**Recommendation:**

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer to issue a General Engineering Consulting Services (GEC) VII Task Order to NXL Construction Services, Inc. for survey services for the L'Enfant Station and Fourth Track Project in the amount of ***\$178,421, plus a 20 percent contingency of \$35,684, for a total amount not to exceed \$214,105.***

**Summary:**

The purpose of the Task Order is to conduct a property boundary and topographical survey design, and land acquisition activities for the VRE L'Enfant Station and Fourth Track Project. The information gathered for this Task Order may also be used for adjacent VRE and Virginia Department of Rail and Public Transportation projects.

**Background:**

The existing VRE L'Enfant Station comprises a single side platform that serves about five cars while the majority of VRE trains are six to eight cars in length. The VRE L'Enfant Station and Fourth Track Project includes lengthening the existing platform and expanding the existing L'Enfant Station to serve future needs. It will also provide a new mainline fourth track between the L'Enfant and Virginia interlockings. The project will need to be coordinated with the Long Bridge project located to the south of L'Enfant interlocking.



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The Scope of Services for this Task Order involves conducting a property boundary survey, including property owner notification, review of parcel maps and ownership information, field reconnaissance and mapping of existing right-of-way and property monumentation, as well as creating a best fit mosaic. The scope also includes conducting a topographical survey and a top of rail survey to produce a Digital Terrain Model and to generate 1-foot interval contours. The survey limits comprise approximately 5,000 feet of length along the railroad corridor between Maine Avenue SW and E Street SE (approximately MP CFP 111.4 to CFP 112.4) in Washington, DC.

NXL Construction Services, Inc. is the prime consultant for Task Area G – Land and Survey Services under GEC VII contract. A Request for a Task Order Proposal for survey services for the L'Enfant Station and Fourth Track Project was requested from NXL on June 30, 2020. ***On July 13, 2020, NXL returned a task order proposal to perform the requested services in the amount of \$178,421.***

Following review of the task order proposal, staff recommends award to NXL.

**Fiscal Impact:**

Funding for survey services is provided through the Commuter Rail Operating and Capital Fund (C-ROC) allocated to the L'Enfant Station and Fourth Track Project.

**Virginia Railway Express  
Operations Board**

**Resolution  
9D-07-2020**

**Authorization to Issue a GEC VII Task Order for Survey Services for the  
L'Enfant Station and Fourth Track Project**

**WHEREAS**, the VRE L'Enfant Station and Fourth Track Project includes lengthening the existing platform to serve current VRE trains; and,

**WHEREAS**, the project will also expand the existing L'Enfant Station to serve future needs and provide a new mainline fourth track between the L'Enfant and Virginia interlockings; and,

**WHEREAS**, VRE requires a property boundary and topographical survey to support alternatives analysis, design, and land acquisition activities for the project; and,

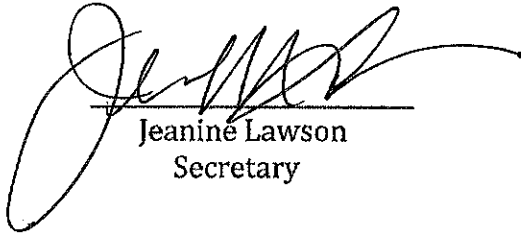
**WHEREAS**, the requested authorization under the GEC VII Contract will allow NXL Construction Services, Inc to provide the required survey services; and,

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 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 July 17, 2020, and that meeting by electronic means is authorized because the items on the July 17, 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 July 17, 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,

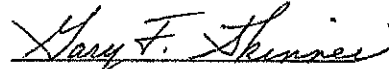
**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to issue a GEC VII Task Order to NXL Construction Services, Inc for survey services for the L'Enfant Station and Fourth Track Project in the amount of ***\$178,421, plus a 20 percent contingency of \$35,684, for a total amount not to exceed \$214,105.***

Resolution 9D-07-2020 page 2

Approved this 17<sup>th</sup> day of July 2020



Jeanine Lawson  
Secretary



Gary Skinner  
Chairman



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

**Agenda Item 9-E**  
**Action Item**

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

**From: Rich Dalton**

**Date: July 17, 2020**

**Re: Authorization to Amend the Contract for Financial Advisory Services**

---

**Recommendation:**

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer to execute a contract amendment with PFM Financial Advisors LLC (PFM) of Philadelphia, Pennsylvania, for Financial Advisory Services on a task order basis in an amount not to exceed \$400,000. This will increase the total authorization for this contract from \$300,000 to a total amount not to exceed \$700,000.

**Summary:**

VRE is in need of a range of additional support and analysis from PFM, including treasury consulting services, financial planning and modeling software, and financial advisory services in conjunction with VRE's planned contribution to the Commonwealth's Transforming Rail in Virginia program. Additional funding authorization is needed for this task order contract to undertake these important activities.

**Background:**

In May 2017, the VRE Operations Board authorized the Chief Executive Officer to execute a task order contract with PFM for Financial Advisory Services. PFM was selected through a competitive procurement process in cooperation with Prince William County, the Potomac and Rappahannock Transportation Commission (PRTC), and the Northern Virginia Transportation Authority (NVTA). The Request for Proposals (RFP) specified VRE and PRTC together could select the same or a different financial advisor than the County, and a similar provision applied to the selection of a financial advisor by NVTA. The issuance of the solicitation and the selection process were carried out by



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Prince William County in accordance with their procedures and in compliance with the Virginia Public Procurement Act.

The financial advisor is responsible for assisting in the development of financing alternatives; for implementing the chosen alternative; for assisting in managing existing debt; for the development and review of financial policies; and for other consulting services such as the development of financial plans and forecasts.

The task order contract with PFM is for one base year and nine option years, with the CEO exercising the option years at his discretion. VRE is currently in the third option year of the contract and to date has expended \$290,000 of the original \$300,000 of contract authority.

Three initiatives have already been identified that would be supported by the additional contract authority:

At least two years of software license fees (\$60,000 per year) for Synario (formerly Whitebirch), PFM's proprietary long-range financial planning and analysis software, which VRE has been using to support analysis of Commuter Rail Operating and Capital fund (C-ROC) leveraging, farebox recovery, and other key financial metrics. Synario will support future financial analyses as VRE's System Plan evolves in response to the Commonwealth's planned purchase of CSXT right of way, the construction of the new Long Bridge, and other major initiatives.

A task order for Treasury Management Consulting Services (amount to be determined) to support VRE's forthcoming RFP for Banking Services. PFM has supported many local governments and districts in Virginia with their solicitations for banking services and can assist in assessment of VRE's current banking use, RFP development, evaluation of proposals, and final negotiations. Banking technologies and fee structures are changing, and VRE needs expert advice on best practices as well as integration with the ongoing ERP implementation.

A task order for Financial Advisory Services (amount to be determined) to support VRE's planned contribution to the Long Bridge project and the Transforming Rail in Virginia program. As described in the approved FY 2021 budget, VRE is contemplating both a pay-as-you-go (cash) contribution and the issuance of debt backed by C-ROC dedicated funds. A financial advisor is necessary to guide VRE through this process and to ensure VRE's financial and debt management principles are strictly adhered to.

Both the treasury management and financial advisory services related to a potential C-ROC backed debt issuance were not contemplated at the time of the initial contract award. Additional advisory services beyond the initiatives described above may also be needed in the future. VRE Operations Board approval is required prior to award of each task order in excess of the Chief Executive Officer's spending authority.

**Fiscal Impact:**

Funding is provided for in the FY 2021 budget through the Consulting line item within Finance & Accounting. Funding for future years will be included in each proposed annual budget.

**Virginia Railway Express  
Operations Board**

**Resolution  
9E-07-2020**

**Authorization to Amend the Contract for Financial Advisory Services**

**WHEREAS**, in May 2017, the VRE Operations Board authorized the Chief Executive Officer to execute a task order contract with PFM Financial Advisors LLC for Financial Advisory Services with a base period of one year and nine option years, in an amount not to exceed \$300,000; and,

**WHEREAS**, VRE is currently in the third option year of the contract and has expended \$290,000 of the original \$300,000 of contract authority; and,

**WHEREAS**, VRE is in need of a range of additional support and analysis from PFM Financial Advisors, including treasury consulting services, financial planning and modeling software, and financial advisory services in conjunction with VRE's planned contribution to the Commonwealth's Transforming Rail in Virginia program; and,

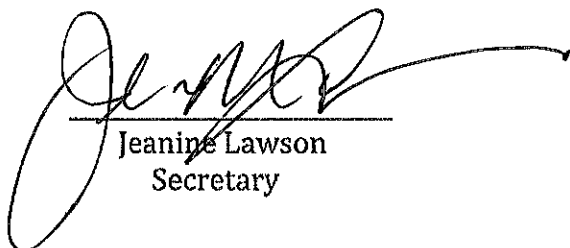
**WHEREAS**, additional funding authorization is needed on the task order contract to undertake these important activities and to support other financial advisory needs that may arise in the future;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 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 July 17, 2020, and that meeting by electronic means is authorized because the items on the July 17, 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 July 17, 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,

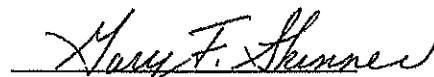
**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to execute a contract amendment with PFM Financial Advisors LLC of Philadelphia, Pennsylvania, for Financial Advisory Services on a task order basis in an amount not to exceed \$400,000, which will increase the total authorization for this contract from \$300,000 to a total amount not to exceed \$700,000.

Resolution 9E-07-2020 page 2

Approved this 17<sup>th</sup> day of July 2020



Jeanine Lawson  
Secretary



Gary Skinner  
Chairman





VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

**Agenda Item 9-F**  
**Action Item**

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

**From: Rich Dalton**

**Date: July 17, 2020**

**Re: Authorization to Amend the GEC VII Task Order for Design Services for Quantico Station Improvements**

---

**Recommendation:**

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer to amend the current Task Order for Design Services for Quantico Station Improvements executed with STV, Inc. under the General Engineering Consulting Services (GEC) VII contract in the amount of \$217,072, plus a 10 percent contingency of \$21,707, for a total of \$238,779. This will increase the total authorization for this Task Order from \$830,833, to a total amount not to exceed \$1,069,612.

**Summary:**

During Final Design, several elements requiring additional work have been identified for the Quantico Station Improvements project. The additional work includes final stakeholder coordination, review and comments, as well as associated responses, revisions, permit coordination, and updates to cost estimates and the bid package.

VRE requested STV submit a proposal to accomplish the additional required work, and this action will authorize the Acting Chief Executive Officer to amend the Task Order to address the increased costs.

**Background:**

CSX Transportation (CSXT), the Virginia Department of Rail and Public Transportation (DRPT) and Virginia Railway Express (VRE) are collaborating on the Arkendale Third Track Project. DRPT, which is funding the project, has delegated management of the Quantico Station Improvements sub-project to VRE.



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At DRPT's request, some elements of the third track (site, civil, track roadbed, ballast, and a retaining wall) have been added to the scope of the station improvements at this location for both design and construction in order to reduce the scope of the overall Arkendale Third Track Project and to expedite its completion. DRPT has increased the funding for the Quantico Station Improvements to provide for the requested additional scope items. The added scope elements will enhance safety and increase operational flexibility for CSXT, Amtrak and VRE trains while accommodating both the federal project (third track) and the passenger project at Quantico (track redesign and platform).

In January 2017, the VRE Operations Board authorized the Chief Executive Officer to issue a Task Order under the GEC VII contract to STV, Inc. for design services for the Quantico Station Improvements. The authorization was in the amount of \$755,348, plus a 10 percent contingency of \$75,535, for a total amount not to exceed \$830,833.

VRE requested STV submit a proposal to accomplish the additional work described herein. STV's proposed cost was compared to the level of effort anticipated and determined by VRE staff to be fair and reasonable.

**Fiscal Impact:**

Funding is provided through the Commonwealth's Intercity Passenger Rail Operating and Capital (IPROC) fund.

**Virginia Railway Express  
Operations Board**

**Resolution  
9F-07-2020**

**Authorization to Amend the GEC VII Task Order for  
Design Services for Quantico Station Improvements**

**WHEREAS**, CSX Transportation, the Virginia Department of Rail and Public Transportation and Virginia Railway Express are collaborating to construct the Arkendale Third Track Project; and,

**WHEREAS**, the Virginia Department of Rail and Public Transportation, which is funding the Arkendale Third Track Project, has requested VRE manage the sub-project of Quantico Station Improvements; and,

**WHEREAS**, Final Design efforts have identified several elements requiring additional design work and additional stakeholder coordination; and,

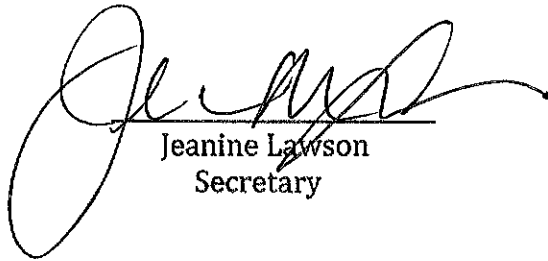
**WHEREAS**, STV, Inc. has presented an acceptable proposal to perform the additional required work;

**WHEREAS, NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 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 July 17, 2020, and that meeting by electronic means is authorized because the items on the July 17, 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 July 17, 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,

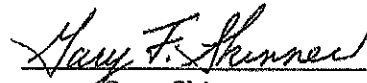
**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to amend the current Task Order for Design Services for Quantico Station Improvements executed with STV, Inc. under the General Engineering Consulting Services contract in the amount of \$217,072, plus a 10 percent contingency of \$21,707, for a total of \$238,779. This will increase the total authorization for this Task Order from \$830,833, to a total amount not to exceed \$1,069,612.

Resolution 9F-07-2020 page 2

Approved this 17<sup>th</sup> day of July 2020



Jeanine Lawson  
Secretary



Gary Skinner  
Chairman



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

**Agenda Item 9-G**  
**Action Item**

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

**From: Rich Dalton**

**Date: July 17, 2020**

**Re: Authorization to Withdraw from Standard Project  
Agreements with the Northern Virginia Transportation  
Authority for Lorton and Rippon Stations**

---

**Recommendation:**

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer to formally withdraw from the existing Standard Project Agreements (SPAs) with the Northern Virginia Transportation Authority (NVTA) for the Lorton and Rippon station projects.

**Summary:**

As a result of the Commonwealth's Transforming Rail in Virginia program, VRE's planned station expansions at Lorton and Rippon have changed substantially, and the NVTA funding originally committed to these two projects is no longer needed. In order to unencumber the remaining funding and make those funds available to other important congestion-reducing projects in the region, VRE and NVTA have jointly agreed that VRE should voluntarily withdraw from the existing project agreements.

**Background:**

The planned station expansions at Lorton and Rippon were among the earliest projects funded by the NVTA, with \$7.9 million for construction of the Lorton second platform approved in 2013 and \$10.0 million for construction of the Rippon station expansion and second platform approved in 2015. Engineering and design work has been proceeding on these projects since their approval.



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In late 2019, the Commonwealth announced its plan to purchase railroad right of way from CSX Transportation (CSXT) in the RF&P corridor (where VRE's Fredericksburg Line operates), to fund the construction of a second Potomac River crossing at the Long Bridge, and to make other capacity investments that will transform passenger rail in the corridor and throughout the state. A new operating plan is also part of this program, and the plan will largely separate passenger and freight traffic onto different sides of the corridor.

This separation will have significant positive impacts on capacity and reliability, but it also eliminates the need for planned second platforms at a number of VRE stations in the corridor. After reviewing the future capital investments and new operating plan with representatives of DRPT and CSXT, it was determined that no additional platform investments will be needed at the Lorton Station until after 2030, and that only a limited set of investments – to rehabilitate and extend the existing platform and rehabilitate the existing overhead pedestrian bridge – will be needed at Rippon Station by 2030.

With these changes confirmed, the remaining NVTa funding on both projects is no longer needed. (The limited investments at Rippon can be completed with existing federal CMAQ and 5337/State of Good Repair funds.) NVTa's FY 2020-2025 update to the Six Year Program is already heavily oversubscribed, and VRE's withdrawal from the funding agreements would release the remaining funds to be available to other important congestion-reducing projects in the region. Approximately \$7.0 million of the original \$7.9 million of funding for Lorton and \$9.9 million of the original \$10.0 million funding for Rippon will be unencumbered by withdrawal.

With the concurrence of VRE, the NVTa has already acted at its July 9, 2020, meeting to cancel the project agreements for Lorton and Rippon in order to make the unencumbered funding available for allocation in a timely fashion. However, with the Operations Board's approval of this item, NVTa will instead record the action as a voluntary withdrawal.

**Fiscal Impact:**

The planned Lorton Station second platform will be formally removed from VRE's Capital Improvement Program (CIP) as part of the FY 2022 budget adoption process. The Rippon Station project will be modified to reflect the more limited expansion and rehabilitation investments described above, and existing federal CMAQ and 5337/State of Good Repair funds are expected to be sufficient to complete those investments.

**Virginia Railway Express  
Operations Board**

**Resolution  
9G-07-2020**

**Authorization to Withdraw from Standard Project Agreements  
with the Northern Virginia Transportation Authority  
for Lorton and Rippon Stations**

**WHEREAS**, VRE has entered into Standard Project Agreements with the Northern Virginia Transportation Authority for funding to construct second platforms at the Lorton and Rippon VRE stations; and,

**WHEREAS**, in December 2019, the Virginia Department of Rail and Public Transportation announced its Transforming Rail in Virginia program, which in addition to major capital investments in track and bridge capacity also includes a new operating plan in the RF&P corridor where VRE's Fredericksburg Line trains operate that will largely separate passenger and freight rail traffic; and,

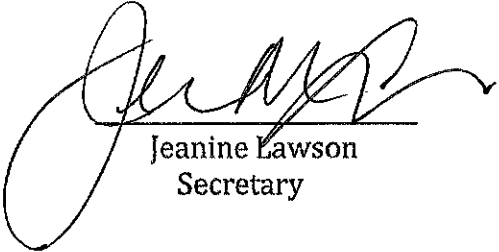
**WHEREAS**, this new operating plan eliminates the need for second platforms at Lorton and Rippon stations, and the remaining Northern Virginia Transportation Authority funding on these projects is no longer needed; and,

**WHEREAS**, the withdrawal of the two project agreements will unencumber approximately \$16.9 million of remaining funding and make those funds available for allocation to other important congestion-reducing projects in the region;

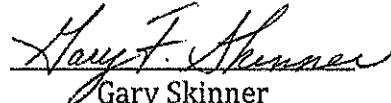
**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby find that, in accordance with amendments adopted April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on July 17, 2020, and that meeting by electronic means is authorized because the items on the July 17, 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 July 17, 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 authorize the Acting Chief Executive Officer to formally withdraw from the existing Standard Project Agreements with the Northern Virginia Transportation Authority for the Lorton and Rippon station projects.

Approved this 17<sup>th</sup> day of July 2020



Jeanine Lawson  
Secretary



Gary Skinner  
Chairman