



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

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

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

**From: Doug Allen**

**Date: September 19, 2014**

**Re: Authorization to Issue a Request for Proposals for  
General Planning Consulting I Contract for Project  
Development Services**

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**Recommendation:**

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for General Planning Consulting services to support project development.

**Background:**

VRE has used General Engineering Consulting (GEC) contracts to provide on-call engineering, planning, environmental and construction support services. VRE has found the use of GEC contracts to be more efficient than completing numerous, separate procurements. GEC contracts help VRE access specialized skills and expertise from consultants as an extension of staff on an as-needed basis. GEC contracts are not intended as the procurement mechanism for all projects and separate procurements will continue to be issued using the RFP process when appropriate.

VRE has used a succession of GEC contracts over the years; each awarded to



Northern Virginia  
Transportation Commission  
2300 Wilson Blvd. #620  
Arlington, VA 22201  
703.524.3322



Virginia Railway Express  
1500 King Street, Suite 202  
Alexandria, VA 22314  
703.684.1001  
VRE.org



Potomac and Rappahannock  
Transportation Commission  
14700 Potomac Mills Road  
Woodbridge, VA 22192  
703.580.6121

multiple offerors in order to promote competition and allow tasks to be assigned based on specific areas of expertise and qualifications. The current GEC contract (GEC VI) is rapidly approaching its authorization limit and is expected to be fully committed by the end of October.

VRE staff recommends dividing future work between two contracts (GPC I for project development services and GEC VII for project implementation services related to construction) in order to provide a broader and more specific assignment of consultant services.

GPC I will encompass a number of services in support of initial stages of VRE project development to facilitate implementation of the VRE System Plan 2040 and other operational support needs. Work will be distributed and managed through task orders aligned with the following sample categories:

- |                                  |   |
|----------------------------------|---|
| 1. Concept Development Studies   | 9. Strategic Planning Services          |
| 2. Fare Collection Services      | 10. System Planning Services            |
| 3. Grant Support Services        | 11. Asset Management Services           |
| 4. Operations Planning Services  | 12. IT/Telecommunications Services      |
| 5. Project Management Services   | 13. Project and Document Administration |
| 6. Public Outreach Services      | 14. Training & Operational Support      |
| 7. Shop & Yard Planning Services |   |
| 8. Station Planning Services     |   |

The GPC I contract will be awarded to multiple firms to promote competition and allow tasks to be assigned based on areas of best expertise and qualifications. GPC I will be used to provide general services in support of non-construction related projects for a period of up to five years (one base year with four options for renewal) or an accumulated value of authorized projects not to exceed \$5,000,000. After proposals have been received and evaluated through a competitive process, VRE staff will return to the Operations Board with a recommendation for award.

**Fiscal Impact:**

There is no fiscal impact associated with the issuance of this solicitation. Funding for individual task orders would be drawn from federal, state and/or local funds defined for specific projects in the VRE operating and capital budgets.

**Virginia Railway Express  
Operations Board**

**Resolution  
9C-09-2014**

**Authorization to Issue a Request for Proposals for  
General Planning Consulting I Contract  
for Project Development Services**

**WHEREAS**, it is the experience of VRE that General Engineering Consulting (GEC) Contracts are an efficient and cost-effective means of performing engineering, planning, environmental and construction related activities required for a limited duration or needed in a timely manner on an as-needed basis; and,

**WHEREAS**, a competitive procurement for a new contract to support non-construction related projects must be initiated in order to avoid interruption or delay to several important and/or timely projects related to the System Plan 2040.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the VRE Chief Executive Officer to issue a Request for Proposals (RFP) for a new General Planning Consulting services to support project development activities (GPC I) for up to five-years or an accumulated value of authorized projects not to exceed \$5,000,000.

Approved this 19th day of September, 2014

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Paul Milde  
Chairman

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Gary Skinner  
Secretary