

# **ATTACHMENT A**

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## **Scope of Work State Government Relations Services**

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## **SCOPE OF WORK**

### **1. OVERVIEW**

- A. The Contractor shall provide all labor, supervision, materials, supplies, and transportation required to complete the Scope of Work to the satisfaction of VRE and shall maintain a full-time office in proximity to Richmond, Virginia to be readily available to VRE or General Assembly members on an as-needed basis.
- B. The Contractor shall work under the direction of the VRE Director of Government and Community Affairs.
- C. The Contractor shall assist the VRE Director of Government and Community Affairs in the development of a Legislative Agenda for VRE by working cooperatively with the Potomac and Rappahannock Transportation Commission (PRTC), Northern Virginia Transportation Commission (NVTC), member jurisdiction staff as well as VRE Operations Board members, its Legislative Committee, and other interested parties.
- D. The Contractor shall work to implement and achieve approved legislative goals.
- E. With the guidance of VRE staff, the Contractor shall generate work products that convey the legislative objectives of VRE and its parent Commissions.
- F. The Contractor shall manage VRE's account in a business-like manner, consistent with VRE's needs, and conform to the highest possible industry and quality standards.

### **2. GENERAL REQUIREMENTS**

The Contractor shall be responsible for, but not be limited to, the following tasks:

- A. Provide government relations and legislative services to assist VRE in its effort to achieve specific state legislative objectives set by VRE's Chief Executive Officer, VRE's Operations Board, and VRE's parent commissions.
- B. Represent VRE regarding state legislative, regulatory, and administrative matters, current and future, that may impact VRE.
- C. For each year of the Contract, attend in-person a minimum of three (3) VRE Operations Board meetings, Potomac and Rappahannock Transportation Commission (PRTC) meetings, and Northern Virginia Transportation



Commissions (NVTC) meetings, as well as other relevant meetings when requested.

1. VRE Operations Board meetings are held every third Friday of the month, eleven (11) months of the year, at PRTC located at 14700 Potomac Mills Road, Woodbridge, VA 22192.
2. NVTC Commission meetings are held the first Thursday of the month, at NVTC located at 2300 Wilson Boulevard, Suite 230, Arlington, VA 22201.

D. Perform work as required by the needs of VRE within the areas of government relations, advocacy, and administrative services at the state level.

### **3. GOVERNMENT RELATIONS**

At the direction of VRE, the primary duty of the Contractor shall be to monitor, track, and lobby specific to rail, transit, and other issues of importance to VRE at the Virginia General Assembly, state agencies, Commonwealth Transportation Board, the Office of the Virginia Secretary of Transportation, and the Office of the Governor. Specific tasks to be performed may include, but are not limited to, the following:

- A. Identify current or potential issues of importance to VRE and proactively advise on and provide practical plans/initiatives to address such issues, in areas such as:
  1. Rail or transit policies or programs;
  2. Other emerging long range transportation related issues;
  3. Virginia Freedom of Information Act;
  4. Virginia Public Procurement Act; and
  5. Insurance
- B. Review and comment on proposed legislation, state budget information, and other state legislative/regulatory items of interest to VRE.
- C. Act as a liaison with various state agencies, including but not limited to, the Virginia Passenger Rail Authority (VPRA), the Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (DRPT).



- D. Serve as a liaison to the Commonwealth Transportation Board and its members.
- E. Represent VRE interests by meeting with elected officials, local chamber of commerce groups, boards, and public groups to provide information and education regarding issues related to VRE, transit, and rail transportation.
- F. Provide political and policy analysis and research, critical feedback, and comments on issues and activities impacting rail or transit.
- G. Develop proactive and reactive legislative proposals in consultation with VRE staff, the VRE Operations Board, and its legislative committee.
- H. Work with government relations representatives from VRE member jurisdictions, PRTC and NVTC, the Virginia Transit Association, VPRA, VRE's host railroads, and other transit providers throughout the Commonwealth to coordinate a regional and statewide approach to transit and rail issues.

#### **4. ADVOCACY SERVICES**

The Contractor shall be responsible for, but not be limited to, the following tasks:

- A. Develop and produce tangible materials to support VRE's advocacy activities.
- B. Establish and maintain constructive relationships with elected and appointed officials at the state and local level and invest considerable time and energy in prioritized networking activity.
- C. Understand, communicate, and advocate VRE priorities to government officials and other government entities on key legislative issues related to transit, passenger rail, freight rail, and other issues relevant to VRE.
- D. Assist VRE with the implementation of its adopted legislative agenda to include drafting of legislation, regulations, policy statements, and position papers consistent with the issues of concern and interest.
- E. Recommend and arrange meetings with General Assembly legislative leadership, committee chairs, individual members, and other groups to discuss, advocate or oppose, inform, and educate on issues of concern and interest to VRE.
- F. Identify and attend legislative committee meetings and any relevant task force or sub-committee meetings considering legislation or which include a discussion of issues of concern and interest to VRE.



- G. Represent and testify on VRE's behalf before legislative committees regarding issues of concern and interest to VRE.
- H. Prepare a weekly tracking report of legislation or issues of concern to VRE discussed during legislative sessions. Deliver each report via email to the VRE Director of Government and Community Affairs.
- I. Periodically report on legislative activities.

**5. EXECUTIVE BRANCH SERVICES**

The Contractor shall be responsible for, but not be limited to, the following tasks:

- A. Serve as a contact for VRE with all Executive Branch agencies, specifically VPRA, DRPT and the Secretary of Transportation, to represent the interests of VRE.
- B. Develop position papers, comments on proposed policies and regulations, and policy statements consistent with the issues of concern and interest to VRE.
- C. Recommend and arrange meetings with executive branch officials, including the Governor's office and all cabinet secretaries, to discuss, advocate or oppose, inform, and educate on issues of concern and interest to VRE during the strategy period.
- D. Identify and attend any executive branch task force, study group, or public hearing on issues of concern and interest to VRE.

**6. ADMINISTRATIVE SERVICES**

The Contractor shall be responsible for, but not be limited to, the following tasks:

- A. Server as a primary contact for VRE and manage the interests of VRE when VRE staff is not present in Richmond.
- B. Coordinate any additional VRE activities such as legislative forums, meetings, and other events as may be deemed appropriate.
- C. Complete any required filings by the Commonwealth of Virginia, including, but not limited to, Secretary of State Lobbying Reports.

Prepare a completion summary report at the end of the legislative session to include a session overview, legislative achievements, policy changes, and challenges and issues. The report shall be delivered via email to the VRE Director of Government and Community Affairs.

