



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

VRE OPERATIONS BOARD MEETING

July 19, 2024

~~Executive Committee Meeting – 8:30 am (cancelled)~~

Operations Board Meeting - 9:00 am

Finance Committee Meeting – Following the Operations Board Meeting

PRTC Headquarters
14700 Potomac Mills Road
Woodbridge, VA 22192

1. Pledge of Allegiance
2. Roll Call
3. Safety Moment
4. Approval of Agenda
5. Approval of Minutes from the June 21, 2024 VRE Operations Board Meeting
6. Chair's Comments
7. Chief Executive Officer's Report
8. Virginia Railway Express Riders' and Public Comment
9. Closed Session
10. Action Items

**A. Authorization to Amend the GEC 8 Task Order for Final Engineering Design
Support for the King Street and Commonwealth Avenue Bridge Replacements**

B. Authorization to Amend VRE's Microsoft Volume Licensing Agreement



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
703-580-6121

***C. Authorization to Provide a Letter of Support for Amtrak's Application for FFY24
Federal-State Partnership for Intercity Passenger Rail Program Funding***

11. Information Items
 - A. Fiscal Year 2026 Budget Key Issues
 - B. Publication of Proposed Disadvantaged Business Enterprise Goal for Federal Fiscal Years 2025-2027
 - C. Introduction to VRE's iCompass Board Portal
 - D. Legislative Agenda Discussion
 - E. Spending Authority Report
12. Operations Board Member's Time

The Next VRE Operations Board Meeting: September 20, 2024 - 9:00 a.m. at PRTC



MINUTES

VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD MEETING

June 21, 2024

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Sarah Bagley (NVTC)
*Andrea O. Bailey (PRTC)
*Meg Boehmke (PRTC)
*Margaret Franklin (PRTC)
*Monica Gary (PRTC)
*Takis Karantonis (NVTC) **
*Alanna Mensing (PRTC)
*Ralph Smith (PRTC)
*Daniel G. Storck (NVTC)

Members Absent

Jannan W. Holmes (PRTC)
Tom Gordy (PRTC)
Lori Hayes (PRTC)
Zach Trogdon (DPRT)
James Walkinshaw (NVTC)

Alternates Present

*Michael McLaughlin (VPRA)

Alternates Absent

Canek Aguirre (NVTC)
Tinesha Allen (PRTC)
Victor Angry (PRTC)
Kenny Boddye (PRTC)
Deborah Frazier (PRTC)
Libby Garvey (NVTC)
Will Mackintosh (PRTC)
Darryl Moore (PRTC)
Pam Sebesky (PRTC)
Emily Stock (DRPT)
Pamela Yeung (PRTC)

Jurisdiction

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

City of Fredericksburg
Prince William County
Spotsylvania County
Commonwealth of Virginia
Fairfax County

Commonwealth of Virginia

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

*Voting Member

**Arrived/departed following the commencement of the Operations Board Meeting. Notation of exact arrival/departure time is included in the body of the minutes.

‡ Participated remotely via Webex in accordance with the Electronic Participation Policy

Staff and General Public

Trinette Broussard – VRE
Alexander Buchanan - VRE
Holly Cockrell – VRE
Rich Dalton – VRE
John Duque – VRE
Karen Finucan Clarkson – VRE
John Kerins - Keolis

Lezlie Lamb – VRE
Steve MacIsaac – VRE Chief Counsel
Kristin Nutter – VRE
Bob Schneider - PRTC
Mark Schofield – VRE
Alex Sugatan – VRE
Joe Swartz – VRE

Chair Bohmke called the meeting to order at 9:02 a.m.; the roll call followed.

Chair Bohmke informed the Board that Member Gordy requested to participate remotely from Gainesville for a medical reason. Ms. Bailey moved, with a second by Ms. Bagley, to approve Mr. Gordy’s remote participation. The vote in favor was cast by Members Bagley, Bailey, Bohmke, Franklin, Gary, McLaughlin, Mensing, Smith, and Storck.

[Mr. Gordy was not logged in and did not respond to roll call.]

Safety Moment – 3

CEO Rich Dalton briefed attendees on safety procedures and assigned specific tasks to qualified staff members in case of an emergency.

Approval of the Agenda - 4

Ms. Bailey moved, with a second by Ms. Gary, to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Bagley, Bailey, Bohmke, Franklin, Gary, McLaughlin, Mensing, Smith, and Storck.

Approval of the Minutes of the May 17, 2024 VRE Operations Board Meeting and the June 7, 2024 Special All-Virtual VRE Operations Board Meeting – 5

Ms. Bailey moved, with a second by Ms. Bagley, to approve the Minutes from May 21, 2024 and June 7, 2024. The vote in favor was cast by Members Bagley, Bailey, Bohmke, Gary, McLaughlin, Mensing, Smith, and Storck. Ms. Franklin abstained.

Chair’s Comments – 6

Chief Executive Officer’s Report – 7

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

- Safety Awards
- Performance
- Ridership
- LOU Facility Operations
- New Mobile App and Website

[Mr. Karantonis arrived at 9:14 a.m.]

[Ms. Franklin stepped out of the room at 9:19 a.m. and returned at 9:22 a.m.]

Public Comment Time – 8

The Chair opened the floor for public comments. No speakers were present, and no written comments were submitted.

Closed Session – 9

Vice Chair Bagley moved, with a second by Ms. Bailey, Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711.A(3) of the Code of Virginia), that the VRE Operations Board convene a closed meeting for the purposes of discussion of the acquisition of real property for a public purpose related to VRE operations on the Norfolk Southern rail line where discussion in public would adversely affect the negotiating strategy and bargaining position of the Operations Board and the Commissions.

The vote in favor was cast by Members Bagley, Bailey, Bohmke, Franklin, Gary, Karantonis, McLaughlin, Mensing, Smith, and Storck.

The Closed Session convened at 9:31 a.m.

Vice Chair Bagley moved, with a second by Ms. Bailey, that 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 Bagley, Bailey, Bohmke, Franklin, Gary, Karantonis, McLaughlin, Mensing, Smith, and Storck.

The open session reconvened at 10:52 a.m.

Authorization to Execute a Sole Source Contract for New Locomotive Fuel Injectors – 10A

Ms. Bailey moved, with a second by Ms. Bagley, to authorize the Chief Executive Officer to execute a sole source contract with Progressive Rail Locomotive Inc. for the purchase of new locomotive fuel injectors.

The vote in favor was cast by Members Bagley, Bailey, Bohmke, Franklin, Gary, Karantonis, McLaughlin, Mensing, Smith, and Storck.

Authorization to Execute an Enterprise Services Sales Order to Upgrade VRE's Communications Infrastructure – 10B

Ms. Bailey moved, with a second by Ms. Bagley, to authorize the Chief Administrative Officer to execute an Enterprise Services Sales Order with Comcast Corporation to upgrade VRE's communications infrastructure. The vote in favor was cast by Members Bagley, Bailey, Bohmke, Franklin, Gary, Karantonis, McLaughlin, Mensing, Smith, and Storck.

Authorization to Execute an Agreement with the Maryland Transit Administration and to Amend the VRE Tariff for the Reinstatement of the MARC/VRE Cross Honor Agreement – 10C

Ms. Bagley moved, with a second by Ms. Bailey, to authorize the Chief Executive Officer to execute an agreement with the Maryland Transit Administration and amend the VRE Tariff for the reinstatement of the MARC/VRE Cross Honor Agreement.

The vote in favor was cast by Members Bagley, Bailey, Bohmke, Franklin, Gary, Karantonis, McLaughlin, Mensing, Smith, and Storck.

Information Items – 11

Spending Authority Report – 11A

The June Spending Authority Report outlined purchases greater than \$50,000 but less than \$200,000 made in May 2024.

FY26 Budget Discussion – 11B

VRE Chief Financial Officer Mark Schofield solicited feedback from the Board on potential key issues heading into the FY 2026 budget cycle.

Members Time – 12

Mr. Smith stated the Manassas Rail Festival was very well attended and noted that the VRE staff managed crowd control very well.

Mr. Storck asked if the Finance Committee could schedule a meeting in July.

Ms. Franklin stated she would like to serve on the Finance Committee.

Without objection, Chair Bohmke adjourned the meeting at 11:08 a.m.

Approved this 19th day of 2024.

Meg Bohmke
Chair

Ralph Smith
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the June 21, 2024, Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Leslie M. Lamb

CEO REPORT

JULY 2024



MISSION

The Virginia Railway Express, a joint project of the Northern Virginia Transportation Commission and the Potomac Rappahannock Transportation Commission, will provide safe, cost-effective, accessible, reliable, convenient, and customer responsive commuter-oriented rail passenger service. VRE contributes to the economic vitality of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.



CEO REPORT | JULY 2024

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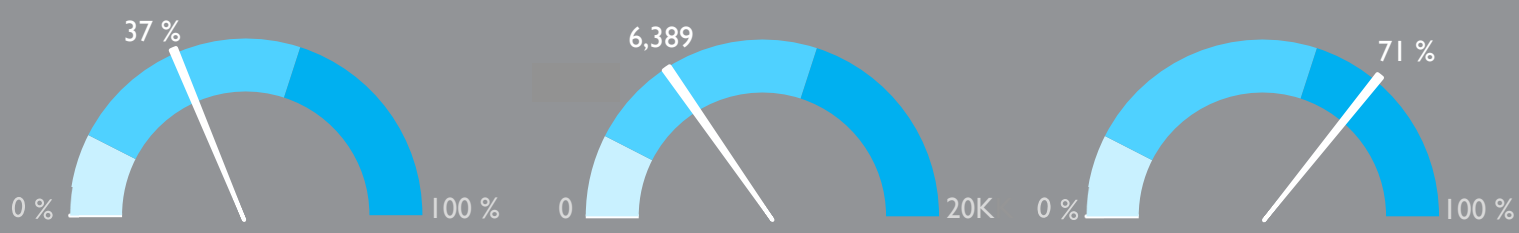
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VIRGINIA RAILWAY EXPRESS
A better way. A better life.



PERFORMANCE AT A GLANCE



PARKING UTILIZATION

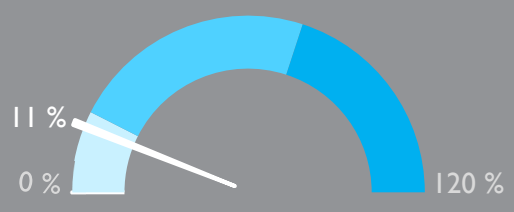
The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.

AVERAGE DAILY RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings and reduced, "S" schedule, service.
Same month, previous year: 6,223

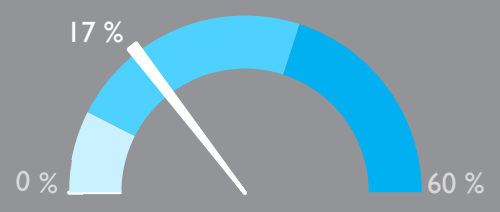
ON-TIME PERFORMANCE

Percent of trains arriving at their destination within 5 minutes of the schedule.
Same month, previous year: 88%



SYSTEM CAPACITY

The percentage of peak hour train seats occupied. The calculation excludes reverse flow and non-peak hour trains.



OPERATING RATIO

Through April 2024

Year-to-date operating revenues divided by year-to-date operating expenses, which represents the share of operating costs paid by the riders.

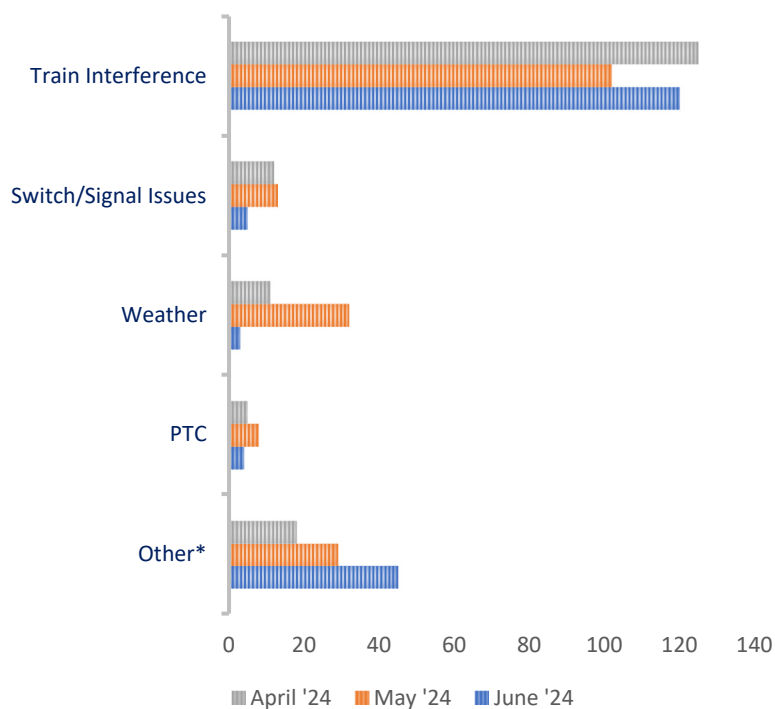
June 2024

ON-TIME PERFORMANCE

OUR RECORD

	June 2024	May 2024	June 2023
Manassas Line	69%	70%	86%
Fredericksburg Line	73%	77%	90%
Systemwide	71%	74%	88%

PRIMARY REASON FOR DELAY



VRE operated 616 trains in June. The on-time rate for the month was 71 percent.

One hundred seventy-seven trains arrived more than 5 minutes late to their final destinations. Of those late trains, 93 were on the Manassas Line (53 percent), and 84 were on the Fredericksburg Line (47 percent). The average delay was 17 minutes. Seventeen trains were more than 30 minutes late to their destination station.

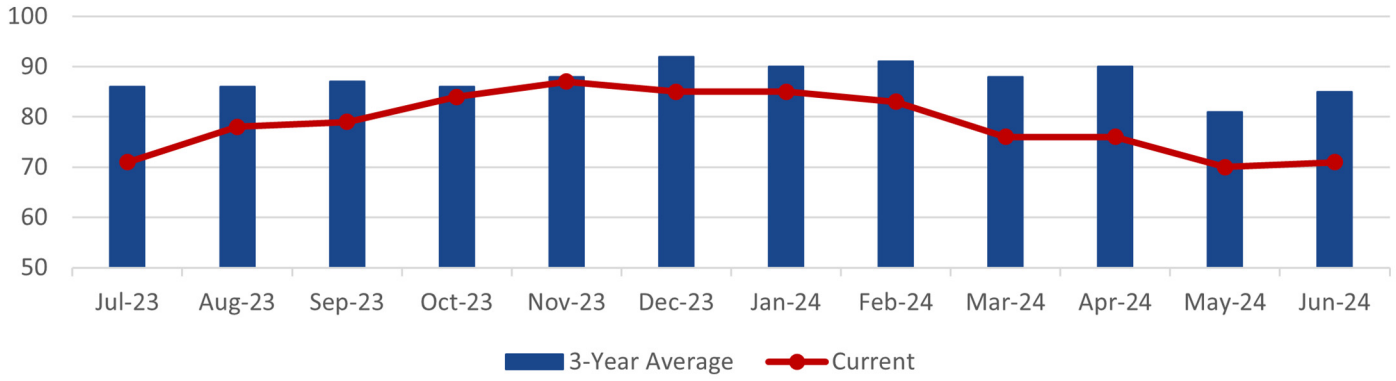
*Includes trains that were delayed due to operational testing and passenger handling.

LATE TRAINS

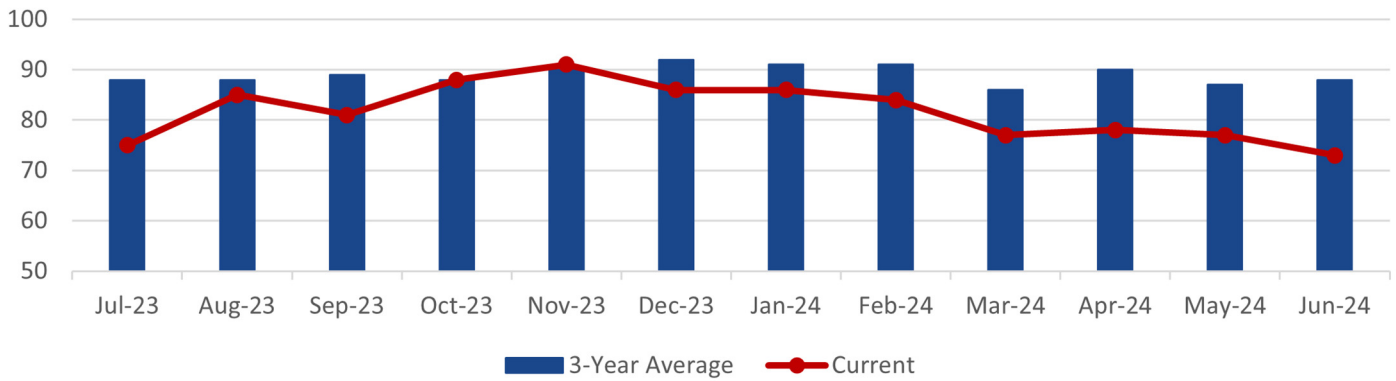
	System Wide			Fredericksburg Line			Manassas Line		
	Apr.	May	June	Apr.	May	June	Apr.	May	June
Total late trains	171	184	177	77	80	84	94	104	93
Average minutes late	14	15	17	15	16	14	14	14	20
Number over 30 minutes	14	13	17	9	6	4	6	7	14
Heat restrictions	2	6	14	2	6	14	2	0	0

ON-TIME PERFORMANCE

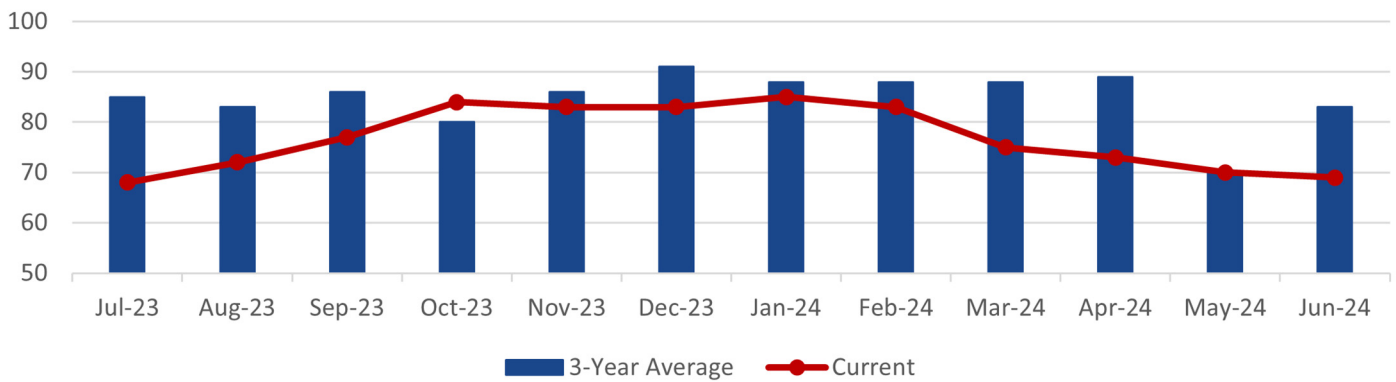
VRE SYSTEM



FREDERICKSBURG LINE

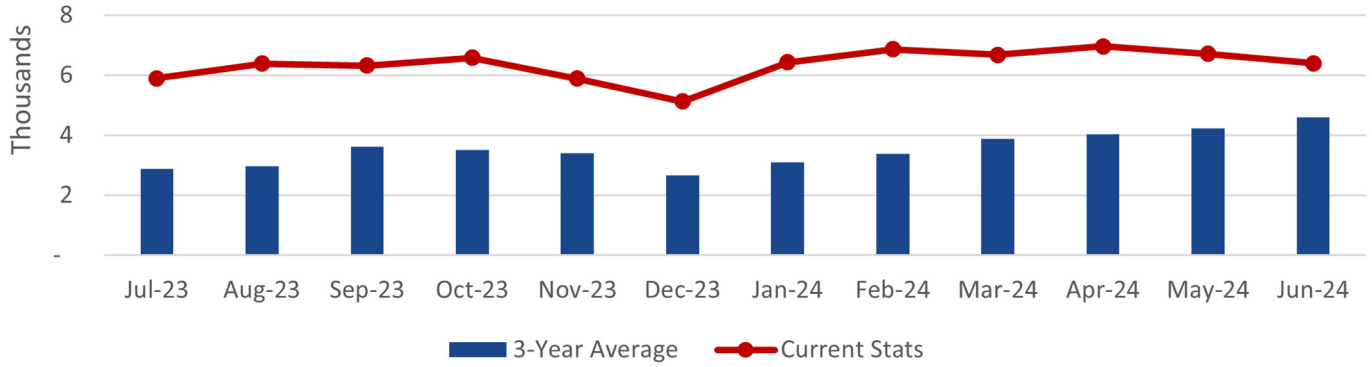


MANASSAS LINE

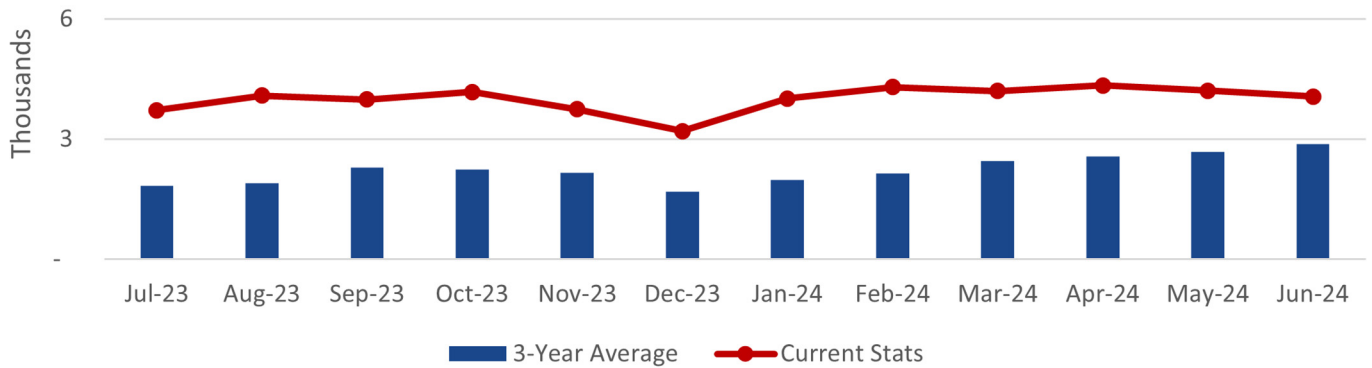


AVERAGE DAILY RIDERSHIP

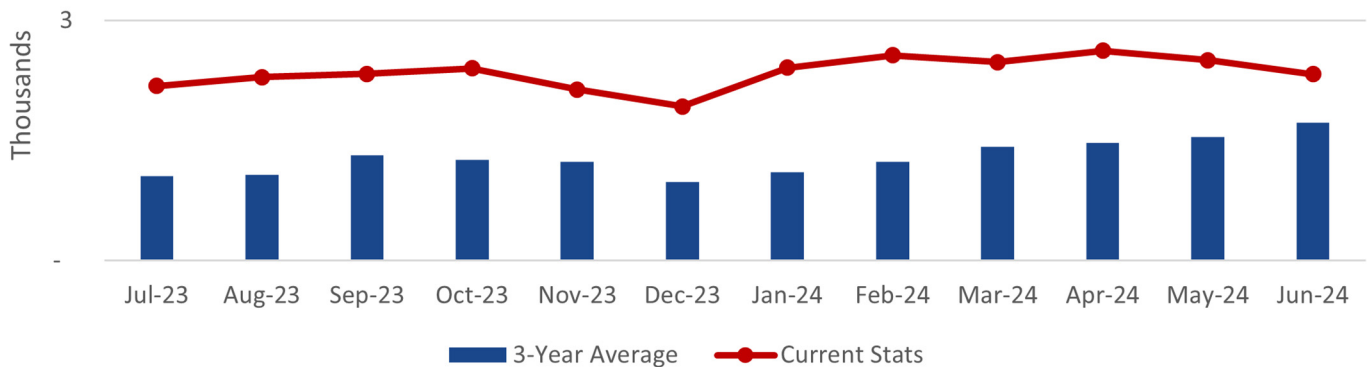
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



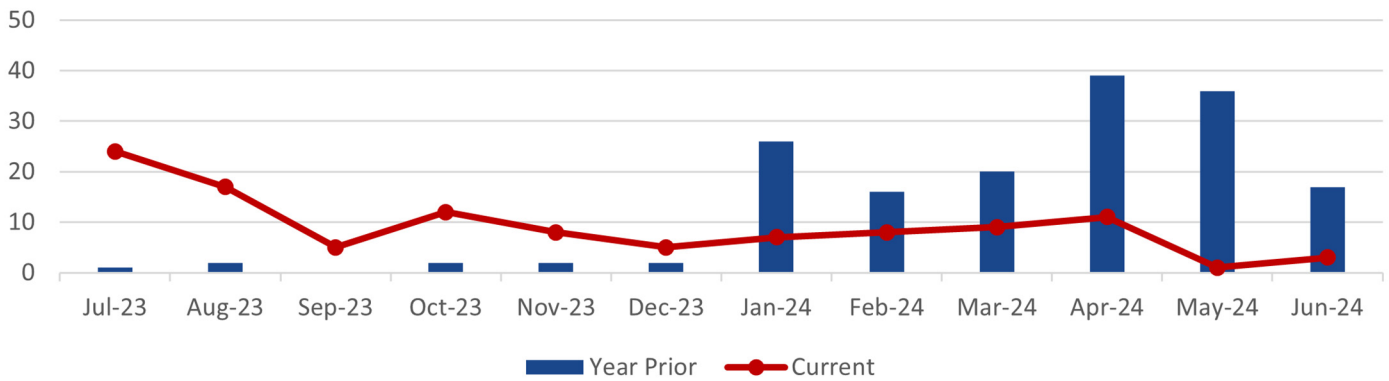
RIDERSHIP UPDATES

Average daily ridership for June was 6,389. There were 20 service days.

	June 2024	May 2024	June 2023
Monthly Ridership	127,770	147,561	136,900
Average Daily Ridership	6,389	6,707	6,223
Bicycles on Trains	1,345	1,467	1,171
Full Service Days	19	22	21
“S” Service Days	1	0	1

SUMMONSES ISSUED

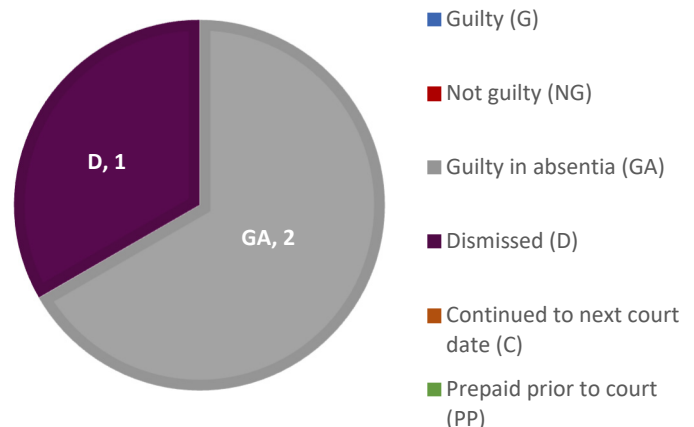
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

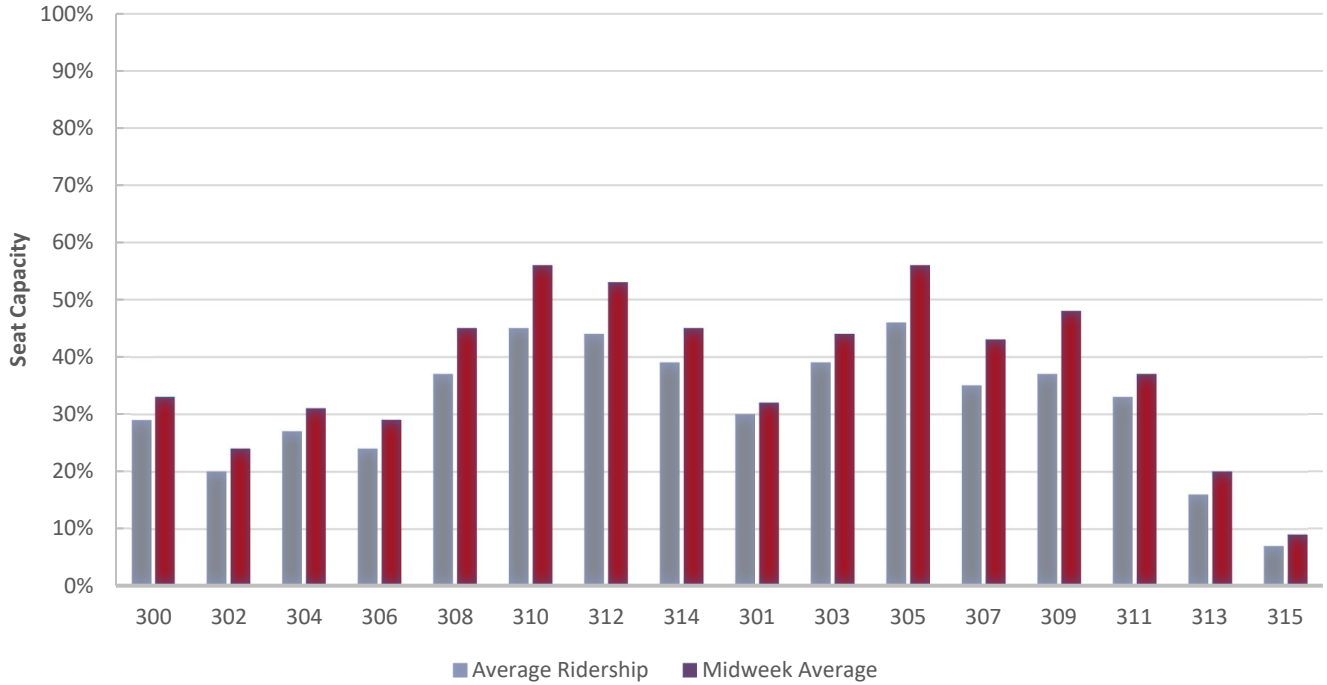
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	0
One-time courtesy	0
Per the request of the conductor	0
Defective ticket	0
Per ops manager	0
Unique circumstances	0
Insufficient information	0
Lost and found ticket	0
Other	0
Total Waived	0

MONTHLY SUMMONSES COURT ACTION

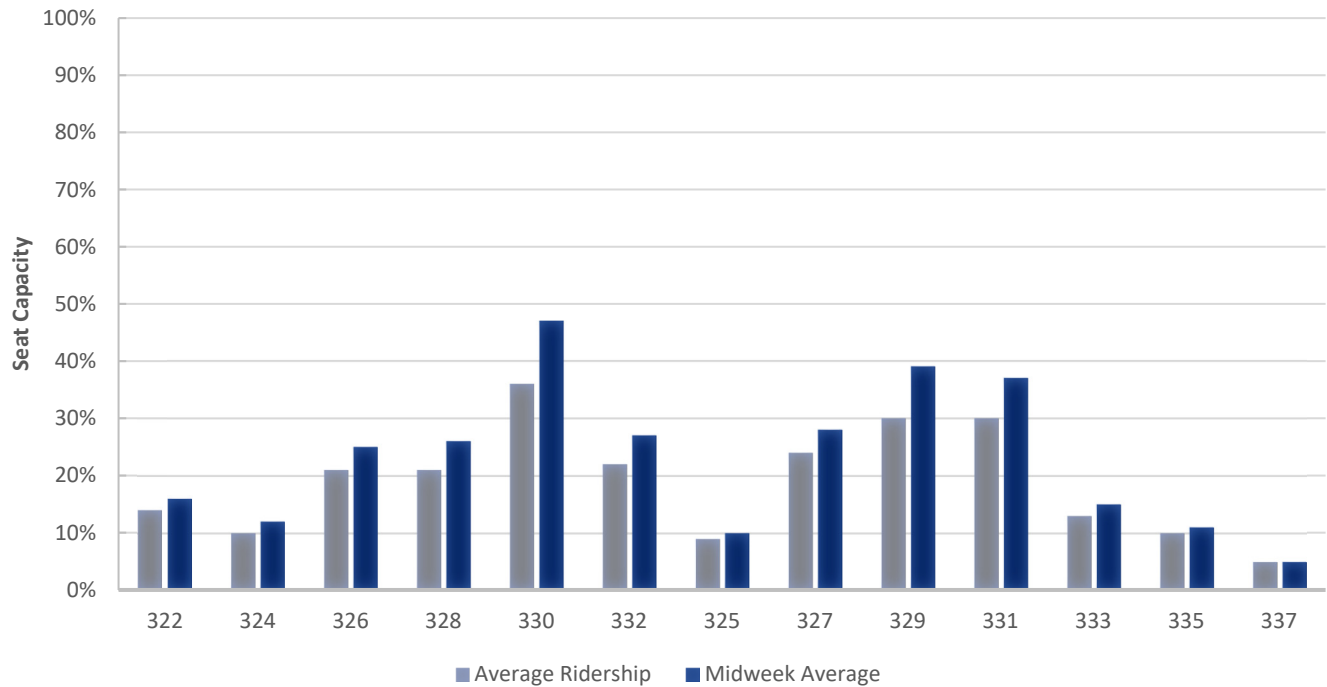


TRAIN UTILIZATION

FREDERICKSBURG LINE

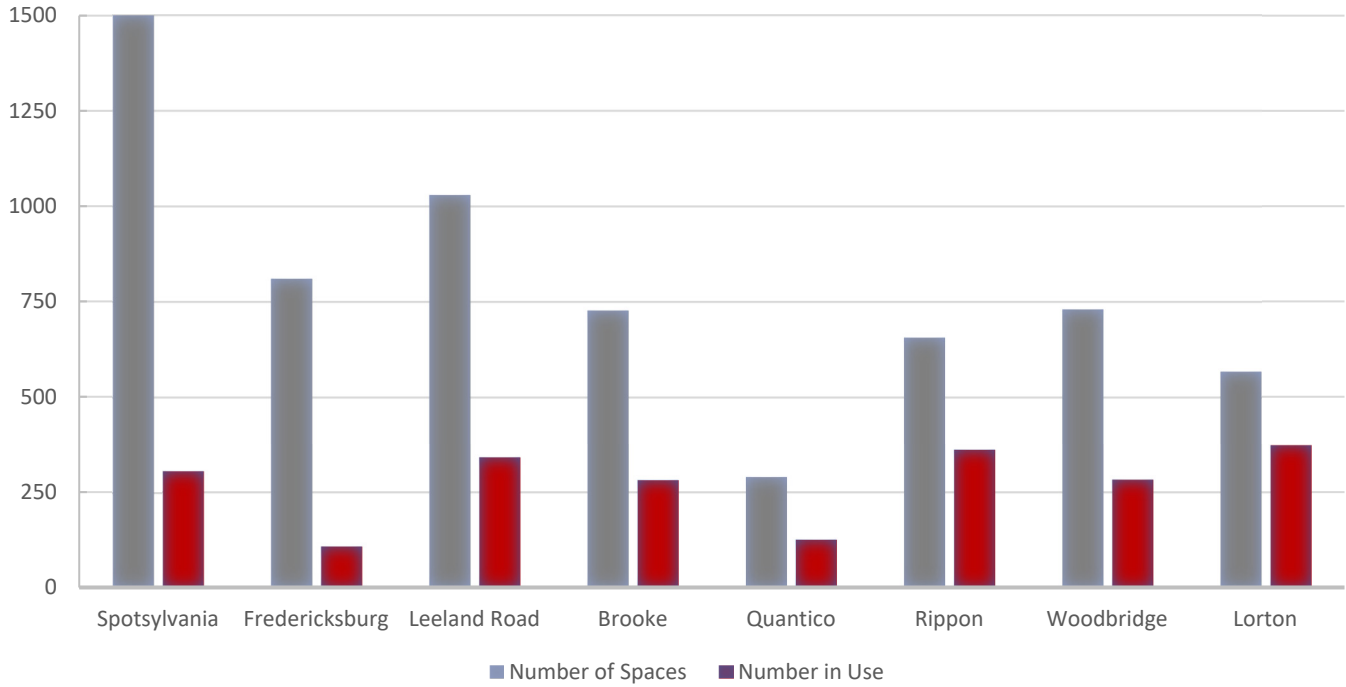


MANASSAS LINE

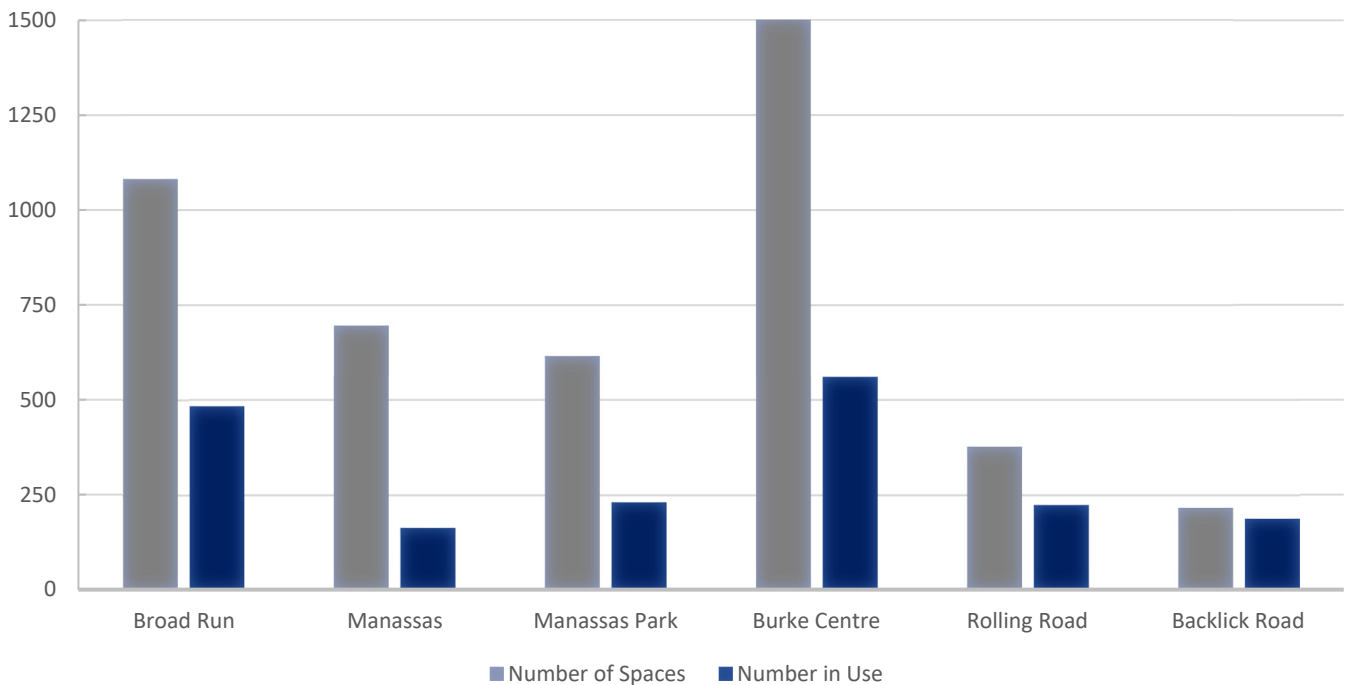


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FACILITIES UPDATE

The following is a status update of VRE facilities projects.

Completed projects:

1. Replacement of platform tactile warning surface at Quantico station
2. Restriping of ADA-accessible parking space at Fredericksburg Lot D
3. Repairs to steel railings at Burke Centre station
4. Repairs to parking lot pavement at Manassas Park station



New tactile warning surface at Quantico

Projects scheduled to be completed this quarter:

1. Replacement of stair tower and pedestrian bridge logo signs at Woodbridge station
2. Repairs to electrical conduits at Brooke station
3. Replacement of parking lot LED light fixtures at Spotsylvania station
4. Hydrostatic testing of dry standpipe systems at Woodbridge and Manassas station parking garages
5. Replacement/installation of pathfinder signage for multiple stations



Restriped ADA parking at Fredericksburg

Projects scheduled to be initiated this quarter:

1. Minor repairs to concrete platform at Alexandria station
2. Replacement of LED lighting at Woodbridge station parking garage
3. Painting of warehouse and crew building exteriors at Crossroads MASF
4. Replacement of existing lighting with LED lighting at Manassas station parking garage
5. Repairs to steel railings at Broad Run station
6. Painting of Broad Run station

Ongoing projects:

1. Modernization of east elevator at Woodbridge station
2. Improvements to various elements of Quantico station
3. Improvements to various elements of Manassas Park station
4. Replacement of parking lot entrance signs at various stations

UPCOMING PROCUREMENTS

1. Locomotive AR-10 parts
2. State government relations services
3. Modernization of Woodbridge Station east elevator
4. Construction of Alexandria Station improvements
5. Broad Run and Crossroads security camera system power and network infrastructure upgrade
6. Locomotive master controllers
7. Passenger information and messaging system
8. Locomotive exterior painting services
9. Construction management services for the Crystal City Station improvements project
10. Construction management services for the Franconia-Springfield Station improvements project
11. Photography and videography services

CAPITAL PROJECTS UPDATE

Project Name	Project Description	Current Phase	Budget	Project Notes
Alexandria Station Improvements	Passenger safety will be improved by replacing an at-grade pedestrian track crossing with elevators to connect the two platforms. The elevators and the current and proposed stairs, will connect to the existing tunnel between the two platforms. Adjustments to platform elevation will eliminate the need for step-boxes to access VRE and Amtrak trains. The center platform will be widened and lengthened to accommodate trains on both tracks.	Final Design	\$ 37,288,433.00	Review of the King and Commonwealth bridge replacement designs for unification with the Alexandria Station Improvements designs complete. Execution of unification of these designs to begin later this month. (July) Task order issued for the unification of the King and Commonwealth bridge replacement designs with the Alexandria Station Improvement designs. Designer will unifying those projects under a single set of project documents. (June)
Backlick Road Station Improvements	A 290-foot platform extension will accommodate eight-car trains thereby eliminating passenger movement within railcars and decreasing boarding and off-boarding time. Rehabilitation and repair of the existing platform and canopy, and upgrades of the lighting and communication systems are included.	Development	\$ 8,454,206.00	A task order to advance an environmental study and engineering design is being drafted. (July/June)
Broad Run Expansion	To accommodate forecasted ridership growth and increase service reliability, improvements are needed at both the Maintenance and Storage Facility (MSF) and station. An enlarged MSF can store longer trains and additional equipment. That requires shifting the existing platform and adding a pedestrian tunnel between the platform and existing and proposed parking lots. A second, 600-space lot and third main track will be constructed.	Final Design	\$ 139,381,862.00	Advancing design to 90% level. Targeted submission of the package for review is end of September. (July) Advancing to 90% design based on recent value engineering efforts. Stakeholder coordination on property and permitting to continue in the coming months. (June)
Crossroads MSF Employee Parking	Design and construction of a permanent employee parking lot at VRE Crossroads Yard.	Final Design	\$ 7,365,765.00	County is reviewing the latest special use permit resubmission package. Anticipate receiving a date from soon for Planning Commission review meeting. (July) Special use permit package was resubmitted to address remaining comments. Planning Committee review meeting should be scheduled sometime in July. (June)
Crystal City Station Improvements	Improved station access and service reliability will result from a new station. The platform at the relocated station will allow for the simultaneous boarding of two full-length trains. The station's design will accommodate a future pedestrian/bicycle connection between the station and the airport.	Development	\$ 68,900,900.00	Station advancing to 90% design; anticipated Q4 of 2024. Coordination ongoing with adjacent project stakeholders to clarify design intent of Phase 2 (201 I Crystal Drive entrance). (July) Station design advancing to 90%. (June)

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CAPITAL PROJECTS UPDATE

Project Name	Project Description	Current Phase	Budget	Project Notes
Franconia-Springfield Station Improvements	Extended platforms will be able to accommodate eight-car trains, eliminating the need for passengers near the rear to move to a different railcar when disembarking. Enhanced passenger safety and reduced station dwell times will result. The longer platforms will increase operational flexibility and capacity. The design will allow for a future third mainline track.	Final Design	\$ 25,351,100.00	90% review cycle for the pedestrian underpass is complete. Designer working to unify previously developed platform extension design and more recently developed pedestrian underpass design into a single cohesive set of project documents. (July/June)
Fredericksburg Station Rehabilitation	The rehabilitation of platforms, stairs and bridges will improve passenger safety and better accommodate the boarding and disembarking of riders from VRE and Amtrak trains. New stairs will allow passengers to move between the platform and a parking lot without crossing the street at grade level. New signage, sidewalks, lighting and paint are included, as is installation of a low-clearance warning sign to a bridge that has experienced numerous vehicle strikes.	Construction	\$ 11,480,622.00	Substantial completion achieved April 2024. (July/June)
HQ Office Renovations	The project will improve employee safety and security and maximize workspace efficiency at VRE Headquarters, and will include modifications to kitchen, supply room, mail room, bathroom/shower, office and cubicle areas in the north and south wings. The east wing will be modified to include additional offices.	Construction	\$ 250,000.00	Planning glass wall-enclosed work/meeting spaces adjacent to communications room. Researching available systems for review with upper management. (July/June)
Leeland Road Parking Improvements	This project will expand the surface parking lot at the Leeland Road station by approximately 225 spaces to accommodate future demand.	Development	\$ 12,044,433.00	The project is funded through Virginia SMART SCALE. Funding is allocated for FY20 and 22. A funding agreement is pending. (May/June)
Leeland Road Station Improvements	Design and construction of a platform extension to accommodate full-length VRE trains.	Development	\$ 10,361,037.00	VRE has reengaged this project and returned it to the CIP budget for future years. Project schedule updates pending input from various stakeholders. (May/June)
L'Enfant Track and Station Improvements	Expansion of the VRE L'Enfant Station to provide two platform edges and serve full-length trains. Add a new mainline track between LE and VA interlockings.	Development	\$ 110,857,683.00	Coordination ongoing with DCSHPO, DC Office of Planning/Archaeologist, FTA/sound and vibration, station design with DOB. Utility and geotechnical survey are ontrack to be completed by end of July/early August. (July) A kick-off meeting was held with the PMC consultant (June)

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CAPITAL PROJECTS UPDATE

Project Name	Project Description	Current Phase	Budget	Project Notes
Lifecycle Overhaul and Upgrade (LOU) Facility	Featuring 33,000 square feet of maintenance space, the LOU will allow VRE to cost-effectively maintain rolling stock, as well as systems and components, in a state of good repair. It will optimize maintenance and reduce costs by allowing the in-house replacement of items before they fail. The LOU will house two tracks that can hold up to four cars at one time and be equipped with a drop table and wheel truing machine.	Construction	\$ 52,783,632.00	Closeout documents to be provided to the county for the erosion and sediment control bond release pending final certification of the new pond BMP from the EOR. (July) Working on final certification of pond BMP to finalize E&SC paperwork for bond release. New car pull ropes to be delivered later this month. (June)
Manassas Park Parking Expansion	A new garage will nearly double the 600 spaces currently available in the existing surface lot. A pedestrian bridge will provide grade-separated access to the existing platform and lot. The VRE station and garage are an integral part of the City Center Redevelopment District, the proposed transit-accessible high-density mixed-use town center of Manassas Park.	Construction	\$ 34,662,764.00	Erection of precast elements of garage completed on 7/8/24. Excavation for foundations of stair tower and platform modifications along NS track to commence mid-July. (July) Erection of precast garage anticipated to be complete by mid-July. On the platform side, piles and caps for the new stair tower and associated platform have been placed and formwork removed. (June)
Manassas Station Improvements	The project expands the VRE Manassas Station platform to serve full length trains and enhances pedestrian access to the station. Alternatives to increase the platform length to enable boarding and alighting from all passenger cars will be evaluated.	Development	\$ 9,125,000.00	A task order to advance environmental study and engineering design is being drafted. (July) This project is funded with I-66 OTB funding. Initiation of project planning pending completion of a Force Account Addendum with Norfolk Southern Railway. (May/June)
New York Avenue Midday Storage Facility	This new facility will store trains currently located in Amtrak's Ivy City coach yard, as Amtrak now has need for the storage tracks. The New York Avenue site, which is proximate to Washington Union Station, will be able to accommodate additional VRE trains.	Development	\$ 137,362,557.00	Recent survey field survey efforts are complete. EOR will advance design once files are transmitted by land surveyor. (July) Field survey efforts are underway as coordination continues with Amtrak on our design phase agreement. (June)
Potomac Shores Station	This new station, in a master-planned community in Prince William County, is being funded, designed, and constructed by the developer of Potomac Shores in consultation with VRE and other stakeholders. The station will be just a short walk from the town center. A new side platform will be constructed which is designed to be converted into an island platform in the future when the 3rd track is added to corridor operations.	Final Design	\$ -	Construction of the shared use garage is ongoing. Construction includes casting the three pedestrian bridge support concrete foundation piers that are adjacent to the garage building. (July/June)

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CAPITAL PROJECTS UPDATE

Project Name	Project Description	Current Phase	Budget	Project Notes
Quantico Station Improvements	Service and safety will be enhanced through the construction of a new center platform, ADA-compliant pedestrian bridges, existing platform extension, and third track. These improvements will allow the station to accommodate additional passengers and more frequent and longer trains and operations flexibility with three boardable platform edges.	Construction	\$ 25,573,060.00	Construction in the station waiting area and restrooms underway. Anticipate completion within the month. (July) Site/civil/drainage coordinating with CSX track schedule. Substantial Completion anticipated April '24. Tower/ped bridge/utilities completion on going. (June)
Woodbridge Station Improvements	Expanded platforms will allow passengers to access trains from all station tracks.	Development	\$ 2,740,618.00	The scope and schedule for this project is being coordinated with the commonwealth's Transforming Rail in Virginia initiative, post-Phase 2 project. (July/June)

For more information about VRE capital projects, visit <https://projects.vre.org/list>

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VIRGINIA RAILWAY EXPRESS

1500 KING STREET, SUITE 202 • ALEXANDRIA, VA 22314 • 703.684.1001

VRE.ORG





VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 10-A
Action Item

To: Chair Bohmke and the VRE Operations Board

From: Rich Dalton

Date: July 19, 2024

Re: Authorization to Amend the GEC 8 Task Order for Final Engineering Design Support for the King Street and Commonwealth Avenue Bridge Replacements

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to amend the current GEC 8 Task Order with HDR, Inc. for Final Engineering Design Support in the amount of ***\$592,000, plus a 10 percent contingency of \$59,200, for a total amount of \$651,200.*** This will increase the authorization for this task order from ***\$176,000 to a total amount not to exceed \$827,200.***

Summary:

Approval of this item will authorize the Chief Executive Officer to amend the contract for Final Engineering Design Support for the King Street and Commonwealth Avenue Bridge Replacements to exercise Optional Task C (Final Design Preparation) and Optional Task E (CSXT Design Acceptance). If authorization to exercise other Optional Tasks of the contract is desired, it will be requested separately.

Background:

In June 2024, a Task Order was established with HDR, Inc. to provide Final Engineering Design Support for the King Street and Commonwealth Avenue Bridge Replacements. Under that Task Order, HDR, Inc. has completed sufficient work under Task B (Final Design Review) and Task D (CSXT Coordination Plan and Feasibility Investigation) to advance the



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related Optional Task C (Final Design Preparation) and Optional Task E (CSXT Design Acceptance). An amendment to this Task Order is required to authorize HDR, Inc. to execute Optional Tasks C and E, to address issues identified in their review of the CSXT-prepared plans, and to coordinate the review and approval of those revisions with CSXT.

At VRE's request, HDR, Inc. submitted a proposal to accomplish the additional work required. The proposal submitted by HDR, Inc. was reviewed and deemed to be responsive to all aspects required. A cost analysis was also subsequently performed by VRE staff to compare the proposed cost with the independent cost estimate, and it was determined that HDR, Inc.'s proposal is fair and reasonable.

Fiscal Impact:

Funding of **\$800,000** for Final Engineering Design Support for the King Street and Commonwealth Avenue Bridge Replacements will be paid entirely from funds supplied by VPRA. ***A Letter of No Prejudice authorizing costs to be incurred for the work was issued by VPRA on July 16, 2024.***

**Virginia Railway Express
Operations Board Resolution**

10A-07-2024

**Authorization to Amend the GEC 8 Task Order for Final Engineering
Design Support for the King Street and Commonwealth Avenue Bridge
Replacements**

WHEREAS, HDR Engineering, Inc. was awarded GEC 8 Task Order 23 to provide Final Engineering Design Support for the King Street and Commonwealth Avenue Bridge Replacements; and,

WHEREAS, HDR has advanced Final Design Review and CSXT Coordination Plan and Feasibility Investigation sufficiently to commence with the Optional Task C for Final Design Preparation and Optional Task E for CSXT Design Acceptance; and,

WHEREAS, VRE has received a proposal from HDR Engineering, Inc. for the completion of the additional work and staff has deemed it fair and reasonable; and,

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an amendment to GEC 8 Task Order 23 to HDR Engineering, Inc. for Optional Tasks C and E, in the amount of ***\$592,000, plus a 10 percent contingency of \$59,200, for a total amount of \$651,200.*** This will increase the authorization for this task order from ***\$176,000 to a total amount not to exceed \$827,200.***

Approved this 19th day of July 2024

Meg Bohmke
Chair

Ralph Smith
Secretary



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 10-B
Action Item

To: Chair Bohmke and the VRE Operations Board

From: Rich Dalton

Date: July 19, 2024

Re: Authorization to Amend VRE's Microsoft Volume Licensing Agreement

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to amend the agreement with Microsoft Corporation of Redmond, WA for Microsoft Volume Licensing in the amount of \$100,000. This will increase the authorization for this agreement from \$556,557 to a total amount not to exceed \$656,557.

Summary:

The current Volume Licensing Agreement for all Microsoft licenses executed by VRE in March 2022 will expire in March 2025. Over the past twenty-seven months, more user licenses than originally anticipated for various Microsoft 365 applications were required to accommodate additional staff members, and additional Azure cloud-based service offerings that replaced on-premises systems were purchased. This amendment will allow VRE to continue providing Microsoft licensing and cloud-based services through March 2025.

Background:

VRE uses Microsoft software for servers, workstations, and other applications and services. The Microsoft Volume Licensing Agreement provides multiple Microsoft product licenses and software assurances for VRE without purchasing multiple copies of software media and documentation provided with the software. This allows VRE to maintain proper licensing for all Microsoft products.



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Additionally, the Microsoft Volume Licensing Agreement provides the mechanism required to utilize Microsoft Azure cloud-based services as VRE moves towards a hybrid cloud infrastructure to provide increased innovation, resiliency, and disaster preparedness.

A 3-year Microsoft Volume Licensing Agreement was established in March 2022, following receipt of Operations Board authorization in February 2022, through a Virginia Information Technologies Agency (VITA) statewide contract. Over the past twenty-seven months, more user licenses than originally anticipated for various Microsoft 365 applications were required to accommodate additional staff members, and additional Azure cloud-based service offerings that replaced on-premises systems were purchased. This amendment to increase the contract authorization for this agreement is needed to allow VRE to continue providing Microsoft licensing and cloud-based services through March 2025.

Fiscal Impact:

The FY 2025 operating budget for Information Security and Technology – Software Licensing and Maintenance includes funding for this activity.

**Virginia Railway Express
Operations Board Resolution**

10B-07-2024

Authorization to Amend VRE’s Microsoft Volume Licensing Agreement

WHEREAS, Microsoft software products and a hybrid cloud infrastructure are necessary for innovation, resiliency, and disaster preparedness; and,

WHEREAS, VRE's Microsoft Volume Licensing Agreement was established through a Virginia Information Technologies Agency (VITA) statewide contract in March 2022 and will expire in March 2025; and,

WHEREAS, the Microsoft Volume Licensing Agreement provides the mechanism required to utilize Microsoft software products and Azure cloud-based services; and,

WHEREAS, an amendment to increase the contract authorization for this agreement is needed to allow VRE to continue providing Microsoft licensing and cloud-based services through March 2025 as more user licenses than originally anticipated for various Microsoft 365 applications were required to accommodate additional staff members, and additional Azure cloud-based service offerings that replaced on-premises systems were purchased;

NOW, THEREFORE, BE IT RESOLVED THAT, the Virginia Railway Express Operations Board does hereby authorize the Chief Executive Officer to amend the agreement with Microsoft Corporation of Redmond, WA for Microsoft Volume Licensing in the amount of \$100,000. This will increase the authorization for this agreement from \$556,557 to a total amount not to exceed \$656,557.

Approved this 19th day of July 2024

Meg Bohmke
Chair

Ralph Smith
Secretary



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 10-C
Action Item

To: Chair Bohmke and the VRE Operations Board

From: Rich Dalton

Date: July 19, 2024

**Re: Authorization to Provide a Letter of Support for Amtrak's
Application for FFY24 Federal-State Partnership for Intercity
Passenger Rail Program Funding**

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to provide a letter of support for Amtrak's application to the Federal Fiscal Year 2024 (FFY24) Federal-State Partnership for Intercity Passenger Rail Program (FSP).

Summary:

Amtrak has requested VRE provide a letter of support for its application to the FFY24 FSP to fund two Washington Union Station (WUS): Near Term Rail Program (Program) projects: Substation 25A Relocation and Replacement, Digital Technology Communications Hut construction, and Crew Base Renovations. They have also requested VRE provide a portion of the non-federal funding match.

Background:

Amtrak, in partnership with the Virginia Passenger Rail Authority (VPRA), the State of Maryland, and VRE, is undertaking the Program to expand and modernize WUS, the National Capital Region's principal intermodal transportation hub.

WUS is one of the busiest passenger transportation facilities in the United States and accommodates seven transportation modes. Between intercity passenger and commuter rail, the station accommodated approximately 50,000 passenger trips per day prior to the COVID-19 pandemic, and in FY2023, ridership nearly made a full recovery.



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The scope of this grant application is for Final Design and Construction activities for Substation 25A and the Digital Technology Communications Hut; and a Crew Base/Amtrak Police Department project is seeking funding for Final Design and NEPA activities. Once deployed, the Program will address the challenges of outdated infrastructure to ensure station reliability and safety; expand current insufficient space for operational needs and crew members; support advanced digital technology capabilities for future growth and expansion projects; comply with safety codes and ADA compliance; and create more efficient and cost-effective designs. The Program is needed to improve rail station capacity, reliability, safety, efficiency, customer and employee satisfaction, accessibility, and security, for current and future long-term railroad operations at the historic WUS. An FSP Grant award would allow Amtrak to continue progressing the Program through milestones and ensure the benefits of this critical Program accrue as soon as possible.

Amtrak has asked VRE to consider making a \$1.2 million contribution to the projects. In light of the projects' benefits to VRE, this request will be brought back to the Operations Board at a later time in FY 2026 after staff has had an opportunity to analyze it further.

Fiscal Impact:

There is no direct fiscal impact to this action.

**Virginia Railway Express
Operations Board Resolution**

10C-7-2024

**Authorization to Provide a Letter of Support for Amtrak’s Application for
FFY24 Federal-State Partnership for Intercity Passenger Rail Program
Funding**

WHEREAS, Amtrak has requested VRE provide a letter of support for its application to the Federal-State Partnership for Intercity Passenger Rail Program; and,

WHEREAS, Amtrak, in partnership with the Virginia Passenger Rail Authority, the State of Maryland and VRE, is undertaking the Washington Union Station: Near Term Rail Program to expand and modernize WUS, the National Capital Region’s principal intermodal transportation hub; and,

WHEREAS, if awarded, the Federal-State Partnership for Intercity Passenger Rail Program funds will be used for Final Design and Construction activities for Substation 25A and the Digital Technology Communications Hut and Final Design and NEPA activities for a Crew Base/Amtrak Police Department project, which are vital parts of the Washington Union Station: Near Term Rail Program; and,

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to provide a letter of support for Amtrak’s application to the Federal Fiscal Year 2024 Federal-State Partnership for Intercity Passenger Rail Program for funding of the Washington Union Station: Near Term Rail Program - Substation 25A Relocation and Replacement, Digital Technology Communications Hut construction, and Crew Base Renovations; and,

Approved this 19th day of July 2024

Meg Bohmke
Chair

Ralph Smith
Secretary



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 11-A
Information Item

To: Chair Bohmke and the VRE Operations Board

From: Rich Dalton

Date: July 19, 2024

Re: Fiscal Year 2026 Budget Key Issues

Summary:

Staff will present information to the Operations Board members on key issues for the upcoming Fiscal Year 2026 budget process. Further discussion of these issues will occur at the Finance Committee meeting immediately following the Operations Board meeting.

Background:

The timeline for the approval and adoption of each year's annual operating and capital budget is described in the VRE Master Agreement and is structured to allow sufficient time for consideration and discussion by the Operations Board; public engagement as required on major policy decisions; adoption by the Commissions; and incorporation into the jurisdictions' annual budgets in advance of the start of the fiscal year on July 1. The major milestones for FY 2026 include:

1. **July 2024:** Discussion of Budget Key Issues (no formal action)
2. **September 2024:** Preliminary Budget presented to Operations Board for referral to Commissions
3. **October/November 2024:** Budget updates and discussion as required
4. **December 2024:** Recommended Budget presented to Operations Board for referral to Commissions
5. **January 2025:** Commissions adopt budget and forward to jurisdictions.
6. **Spring 2025:** Individual jurisdictional budget processes and appropriation of VRE subsidy



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Key Issues:

VRE faces a range of important issues in developing the FY 2026 operating and capital budgets. While these issues are interdependent, they can be considered in four primary groups as outlined below. Staff will expand on each of these topics as part of the discussion with the Operations Board.

1. Strategic Policy Decisions (beyond FY 2026)
 - a. Current and future service levels (weekdays and weekends)
 - b. Jurisdictional subsidy contribution
 - c. Overall level of passenger fares
 - d. Ridership recovery and farebox contribution to operating budget
 - e. Outlook for new funding through SJ 28 or other actions

2. Key Expense and Revenue Areas for FY 2026
 - a. Re-procurement of train operations and maintenance services
 - b. Access fees, including potential impact of VPRA-Norfolk Southern transaction
 - c. Growth in insurance premiums (liability, property, terrorism, cybersecurity)
 - d. Outlook for state funding under new dedicated approach
 - e. Volatility of diesel fuel
 - f. Identifying departmental efficiencies

3. Status of Current and Future Capital Projects
 - a. Equipment and facilities asset management
 - b. Station improvements
 - c. Maintenance and storage facilities
 - d. Rolling stock

4. Forecast for Utilization of Federal Pandemic Relief Funds



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 11-B
Information Item

To: Chair Bohmke and the VRE Operations Board

From: Rich Dalton

Date: July 19, 2024

**Re: Publication of Proposed Disadvantaged Business Enterprise
Goal for Federal Fiscal Years 2025-2027**

At their meeting on July 11, 2024, the PRTC Board of Commissioners authorized the publication of the proposed Disadvantaged Business Enterprise (DBE) goal of 14.7 percent for Federal Fiscal Years (FFY) 2025–2027 for public comment and provisionally adopted the goal for Federal Transit Administration (FTA) assisted contracts.

Summary:

The Potomac and Rappahannock Transportation Commission (PRTC) and the Virginia Railway Express (VRE), the commuter rail service for which PRTC and the Northern Virginia Transportation Commission (NVTC) are jointly responsible, have established a Disadvantaged Business Enterprise (DBE) program in accordance with the regulations of the United States Department of Transportation (DOT), 49 CFR Part 26. The DBE program intends to provide contracting opportunities to small businesses owned and controlled by socially and economically disadvantaged individuals. The goal of the program is to "level the playing field" on which DBE businesses compete for contracts and subcontracts in the transportation industry.

Background:

The DOT regulations specify that DOT grantees must establish an overall triennial goal for DBE participation in federally assisted contracts and prescribe implementation methods for achieving this goal. (PRTC's compliant methodology for determining the triennial goal is attached.)



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The FTA requires all agencies with a DBE program to advertise their proposed goal for the upcoming fiscal years through various media (e.g., local newspapers and industry publications) for a period of thirty (30) days and to accept public comment for forty-five (45) days from the date of publication. In addition to advertising the proposed goal, PRTC and VRE are required to consult with women and minority contractor groups, which could be expected to provide information concerning the availability of disadvantaged and non-disadvantaged businesses. The consultation must include a scheduled, direct, interactive exchange with as many stakeholders as possible.

The proposed FFY 2025-2027 DBE goal of 14.7 percent for FTA-assisted contracts is based on an assessment of the projected expenditures for FFY 2025-2027, a review of the U.S. Census, and other sources concerning the availability of DBE companies in the industries and geographic markets relevant to PRTC and VRE contracting activity, and consideration of the historical utilization of DBE businesses by PRTC and VRE. Staff believes this goal is a reasonable projection of DBE participation for the upcoming fiscal years.

The proposed FFY 2025-2027 goal, as required by DOT, will be posted internally, and advertised in a transportation trade publication as well as local newspapers to provide for public inspection for a period of 30 days and public comment for 45 days from the date of publication.

At their meeting on July 11, 2024, the PRTC Board of Commissioners authorized the publication of the proposed FFY 2025-2027 goal and provisionally adopted the goal, subject to the condition that the public inspection and consultation process does not result in any public comments that necessitate reconsideration/possible modification of the goal as proposed. If reconsideration is needed, the PRTC Board of Commissioners will be asked to review and adopt the final FFY 2025-2027 goal after completion of the consultative process and the public comment period.

PRTC is required to submit the proposed FFY 2025-2027 DBE goal to the FTA in August 2024. Once adopted, the goal will be posted on PRTC and VRE's websites and included in relevant procurement documents for DOT-assisted contracting opportunities.

Attachments:

DBE Goal Methodology FFY2025-2027

Appendix A – DBE Goal Calculation Weighting FFY2025-2027



**POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

AND

VIRGINIA RAILWAY EXPRESS

**DISADVANTAGED BUSINESS ENTERPRISE GOAL
METHODOLOGY**

**FEDERAL FISCAL YEARS
2025-2027**

**DISADVANTAGED BUSINESS ENTERPRISE GOAL
METHODOLOGY
FOR FEDERAL FISCAL YEARS 2025-2027**

I. SUMMARY

The Potomac and Rappahannock Transportation Commission (PRTC) and Virginia Railway Express (VRE) have established an overall goal for Disadvantaged Business Enterprise (DBE) participation in Federal Transit Administration (FTA) assisted contracts in accordance with regulations of the United States Department of Transportation (DOT), 49 CFR Part 26. This rule requires recipients of Federal funds to use a methodology based on demonstrable data of relevant market conditions and is designed so that the goal reflects the level of DBE participation the recipient would expect absent the effects of discrimination.

II. PROPOSED GOAL FOR FFY 2025-2027

PRTC/VRE have established its Triennial Disadvantaged Business Enterprise (DBE) Goal of **14.7% percent** for FFY 2025-2027 on FTA-assisted contracts. PRTC/VRE anticipates achieving this goal through race-neutral measures.

III. METHODOLOGY

Step 1. Base Figure Determination

The first step in establishing an overall DBE Goal is to measure the actual relative availability of DBE vendors within PRTC/VRE's service area that would perform the types of FTA-assisted contracts that PRTC and VRE intend to award during the three-year Federal fiscal year cycle. In FFYs 2025, 2026 and 2027, PRTC and VRE are expected to initiate contracts in Commercial Printing, Construction, Engineering and Design, Building Equipment Contractors, Painting, Plastic Product Manufacturing, Motor Vehicle Electrical Equipment, Manufacturing/Rebuilding Locomotives (Locomotive Parts), Activities for Rail, and Custom Computer Programming.

Specifically, PRTC's contracts include a Production Schedule Contractor to design and print the system map and bus schedules, engineering and design for site preparation along with construction and installation of bus shelters. VRE's contracts include Construction of Alexandria, Crystal City and Franconia-Springfield Stations Improvements, Purchase of Locomotive Parts, Modernization of Woodbridge East Elevator and several rail activities. As shown in **Table 1** PRTC's projected two (2) projects and VRE's projected twenty-three (23) projects, listed by NAICS Code, which it expects to award in federal fiscal years 2025, 2026 and 2027. This is the basis of the goal methodology.

Table 1 – PRTC/VRE – List of Projects for Federal Fiscal Years 2025-2027

NAICS CODE	PROJECT	NAICS CODE
Potomac and Rappahannock Transportation Commission (PRTC)		
236220	Bus Shelter Construction (Construction & Installation)	\$100,000
323111	Production Schedule Contractor	\$450,000
541330	Site Preparation for Bus Shelter (Engineering & Design)	\$140,000
Virginia Railway Express (VRE)		
236220	Construction Management Services for Crystal City Station Improvements	\$2,000,000
236220	Construction Management Services for Franconia-Springfield Station Improvements	\$1,000,000
236220	Construction of Alexandria Station Improvements	\$10,529,511
236220	Construction of Crystal City Station Improvements	\$17,600,000
236220	Construction of Franconia-Springfield Station Improvements	\$11,121,123
336320	Diffusers – Rail Car Passenger Compartment Overhead Lighting	\$898,268
336510	Locomotive Air Compressors	\$1,279,128
336510	Locomotive AR-10 Generators	\$320,000
336510	Locomotive Dynamic Brake Fans	\$2,650,000
336510	Locomotive Electronic Bells	\$165,000
238320	Locomotive Exterior Painting Services	\$2,500,000
336510	Locomotive Horn Heaters	\$47,400
336510	Locomotive Master Controllers	\$243,714
336510	Locomotive Soak Back Pumps	\$47,740

336510	Locomotive Truck Overhaul	\$1,500,000
238290	Modernization of the Woodbridge Station East Elevator	\$1,750,000
541511	Passenger Information System	\$1,000,000
336510	Passenger Rail Car Non-Skid Flooring	\$500,000
336510	Rail Car Decelostat Boards	\$240,450
336510	Rail Car Restroom Flooring	\$400,000
336510	Rail Car Seat Back Covers	\$3,360,000
326199	Rail Car Waste Treatment Tanks	\$2,625,000
488210	Renewal of Rail Car Wheelchair Lifts	\$6,880,000
Combined PRTC & VRE Total		\$69,347,334

Local Market Area

The local market area is the area wherein the substantial majority of the contractors and subcontractors are located and the area in which PRTC/VRE spends the substantial majority of its contracting dollars. In past years, the local market area has included the District of Columbia as well as the cities and counties located in Northern Virginia (Cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas and Manassas Park and the Counties of Arlington, Fairfax, Loudoun, Prince William, Stafford, and Spotsylvania). However, evidence has shown that PRTC/VRE tend to contract with vendors in several Virginia localities outside of the Northern Virginia area. Therefore, PRTC and VRE have determined the relevant market area to be the District of Columbia and the entire Commonwealth of Virginia.

The available pool of ready, willing and able firms to participate in PRTC and VRE’s FTA-funded contracting opportunities is analyzed based on the specific NAICS codes and descriptions. Thus, the total number of all contractors and subcontractors located in PRTC and VRE’s local market area who would be available for FTA–assisted projects were extracted from the 2022 County Business Patterns (NAICS) database hosted by the U.S. Census Bureau. **Table 2** summarizes the total available firms in the local market area by corresponding Industry (NAICS) Code.

Table 2 – Total Available Firms

TOTAL AVAILABLE FIRMS				
NAICS CODE	NAICS CODE Description	Local Market Area		Totals
		District of Columbia	Commonwealth of Virginia	
236220	Construction	101	1,025	1,126
238290	Building Equipment Contractors	5	161	166
238320	Painting and Wall Covering	13	1,010	1,023
323111	Commercial Printing	24	424	448
326199	Plastic Product Manufacturing	0	60	60
336320	Motor Vehicle Electrical Equipment	0	6	6
336510	Manufacturing/Rebuilding Locomotives: Locomotive Parts	0	0	0
488210	Activities for Rail	0	25	25
541511	Custom Computer Programming	325	9,359	9,684
541330	Engineering & Design	249	3,466	3,715
Total Available Firms from Census Data Business Patterns Database				16,253

Source: U.S. Census Bureau, 2022 County Business Patterns

The total number of available DBE firms within each specified NAICS code were derived from State Unified Certification Program (UCP) DBE Directories provided by the District of Columbia and Virginia as shown in **Table 3**.

- **District of Columbia UCP DBE Directory** includes DBE firms that have been certified by the District of Columbia Department of Transportation (DDOT) and the Washington Metropolitan Area Transit Authority (WMATA).
- **Virginia UCP DBE Directory** includes DBE firms that have been certified by the Virginia Department of Small Business and Supplier Diversity (DSBSD) and the Metropolitan Washington Airports Authority (MWAA).

Table 3 – Certified DBE Firms

DBE Certified Firms				
NAICS CODE	NAICS CODE Description	DDOT WMATA	SBSD MWAA	Totals
236220	Construction	116	110	226
238290	Building Equipment Contractors	21	8	29
238320	Painting and Wall Covering	44	56	100
323111	Commercial Printing	1	7	8
326199	Plastic Product Manufacturing	0	0	0
336320	Motor Vehicle Electrical Equipment	0	0	0
336510	Manufacturing/Rebuilding Locomotives; Locomotive Parts	1	1	2
488210	Activities for Rail	2	2	4
541511	Custom Computer Programming	154	221	375
541330	Engineering & Design	137	138	275
Total DBE Firms From DC/VA DBE Directories				1,019

PRTC/VRE cross-referenced each directory in order to prevent double counting a particular DBE firm who is certified and registered by more than one agency.

Base Figure Formula

The Regulations suggest the following formula for determining the base figure percentage of ready, willing and able DBE firms for DOT-Assisted projects:

Numerator: Ready, Willing and Able DBE Firms (by category) divided by;

Denominator: All Ready, Willing and Able Firms (by same numerator category)

PRTC and VRE developed a base goal using the relative availability of DBEs in the local market area based on the project and work item.

Therefore, the base goal calculation, using combined totals, is as follows:

$$\text{Base Figure} = \frac{1,022}{16,253} = 0.0628 \text{ or } 6.3\%$$

Weighting

To make certain that the base goal is as accurate as possible, PRTC and VRE used weighting to adjust its Step 1 goal figure. In FFY 2025, 2026 and 2027, PRTC and VRE are expected to initiate the majority of contracts for Construction while less contract dollars will be spent on Commercial Printing, Manufacturing/Rebuilding Locomotives and Locomotive Parts. PRTC and VRE estimated that approximately 61% of contract dollars will be spent on heavy construction, 10% on Activities for Rail, 15% on Manufacturing/Rebuilding Locomotives and Locomotive Parts, 4% on Painting Exterior and 4% on Plastic Product Manufacturing and about 2% or less on Engineering and Design, Commercial Printing, etc. The calculations in **Table 4** are provided as **Appendix A** and show how PRTC and VRE arrived at these percentages.

Weighted Calculations

In order to calculate the weighted goal, PRTC and VRE used the number of DBE firms for construction, engineering, roofing, and activities for rail as the numerators and divided them by the number of firms in the same fields (denominators) and multiplied them by the weighted percentages. The sum of these numbers multiplied by 100 resulted in the weighted goal of **14.7%**.

Step 2: Adjustment to Base Goal

Step Two of the goal setting calculation process is intended to adjust the Weighted Base Figure calculated in Step One (6.3%) to make sure the goal is precise as possible. Under the rule, all evidence available to the grantee must be considered to determine whether such an adjustment is necessary. PRTC and VRE examined additional factors to determine what adjustment, if any, was needed to establish the overall goal. The factors considered are outlined below:

Past Participation

PRTC and VRE analyzed contracting opportunities for FFYs 2025-2027 and past participation to determine the feasibility of an adjustment to the base figure (**See Table 5**). In previous years, VRE have let contracts for construction of platform extensions and second platforms in addition to the construction of the Lifecycle Overhaul and Maintenance Facility. In FFYs 2025-2027, VRE will let contracts for construction, but the majority of contracts will be let for locomotive parts to include Locomotive Horn Heaters, Locomotive Electronic Belts, Master Controllers, etc. and for Locomotive Truck Overhaul. The previous years, Activities for Rail accounted for about 3% of total contract dollars and in FFYs 2025-2027, these projects account for over 10% of total contract dollars. After analyzing contracting opportunities for FFYs 2025-2027 and past DBE participation, PRTC and VRE have determined that it is not feasible to use past DBE

participation to make an adjustment to the weighted baseline goal.

Table 5 – Past DBE Participation

Federal Fiscal Year	DBE Participation	Established Overall DBE Goal
2021	2.7%	11.3%
2022	12.7%	14.1%
2023	10.1%	14.1%

Discriminatory Practices

PRTC/VRE have maintained a race-neutral DBE program and have not evidenced any reports of discrimination in the award of subcontracts, availability of insurance, bonding or any other business-related complaints resulting from discriminatory practices. PRTC/VRE have not discovered any examples of discrimination that may warrant an adjustment of the base figure to rectify a particular problem.

Disparity Study

PRTC and VRE have not commissioned or conducted a disparity study regarding DBEs; however, Arlington County (Arlington) is conducting a comprehensive Disparity Study (Study), led by MGT Consulting Group (MGT). The overall purpose of the Disparity Study is to understand the effects of race, ethnicity, and gender on businesses’ ability to do business in Arlington’s marketplace – both public and private sectors, acquire capital and win contracts or subcontracts in the markets in which Arlington does business. This study focuses on small, women-owned, minority-owned, and service-disabled veteran-owned (SWaMDV) businesses who conduct business within the Arlington region.

As part of that process, Arlington is collecting data regarding the availability of firms owned by minorities, women, small, physically disabled, and disadvantaged persons, and the utilization of these firms as contractors and subcontractors in Arlington’s marketplace. In addition to analyses of quantitative data, the Disparity Study will also examine qualitative data regarding discriminatory barriers or behaviors (to the extent that it exists) provided by business owners, professional organizations, and other marketplace stakeholders.

The results of the disparity study are not currently available, but if they were, because the emphasis is on businesses’ ability to do business in Arlington’s marketplace, it does not suggest that additional adjustments in PRTC’s and VRE’s base figure are warranted.



Breakout of Estimated Race-Conscious/Race-Neutral Breakdown

PRTC/VRE have established an overall goal of 14.7%; PRTC and VRE intend to attain 14.7% of this goal through race-neutral participation. PRTC/VRE will meet the maximum feasible portion of the overall goal by using race-neutral means of facilitating DBE participation. PRTC/VRE have consistently met its DBE goal by implementing race-neutral measures.

PRTC/VRE continue to work with prime contractors to assist their efforts to facilitate race-neutral DBE participation. Race-neutral measures are a means to obtain DBE participation when a DBE firm wins a prime contract through customary competitive procurement procedures; DBE participation is awarded through a subcontract or a prime contract that does not carry a DBE goal; DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award. PRTC/VRE implements race-neutral measures consisting of, but not limited to, the following:

1. PRTC/VRE attend local outreach events for Small businesses, Prime Contractors and DBEs in addition to hosting VRE's Industry Day in order to introduce upcoming construction projects and discuss how contactors can do business with PRTC and VRE.
2. PRTC/VRE provide copies of the Request for Proposals (RFPs) and Invitation for Bids (IFBs), when requested to Certified DBE's.
3. PRTC/VRE encourage introductions at pre-bid and pre-proposal conferences to help DBEs and other small businesses develop working relationships with prime contractors.

IV. CONSULTATION AND PUBLICATION OF OVERALL GOAL

The regulations require that in establishing an overall goal, you must provide for consultation and publication. This includes Consultation with minority, women's and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses and the efforts to establish a level playing field for the participation of DBEs.

On July 11, 2024, the PRTC Board will authorize the publication of the proposed Disadvantaged Business Enterprise (DBE) goal of 14.7 percent for Federal Fiscal Years (FFY) 2025 -2027 and provisionally adopted the goal for FTA-assisted contracts subject to the condition that the public inspection and consultative process will not result in any public comments that necessitated reconsideration and/or possible modification of the

goal proposed. A copy of the resolution and board item will be provided upon the Board's approval.

**PRTC and VRE
FFY 2025-2027 DBE Weighted Goal Calculation
TABLE 4**

Project	Construction NAICS 236220	Building Equipment Contractors NAICS 238290	Painting NAICS 238230	Commerical Printing NAICS 323111	Plastic Product Manufacturing NAICS 326199	Motor Vehicle Electrical Equip. NAICS 336320	Manufacturing/ Rebuilding Locomotives: Locomotive Parts NAICS 336510	Activities for Rail NAICS 488210	Custom Computer Programming NAICS 541511	Engineering & Design NAICS 541330	TOTALS
Bus Shelter Construction (Construction & Installation)	\$100,000										\$100,000
Construction Management Services for Crystal City Station Improvements	\$2,000,000										\$2,000,000
Construction Management Services for Franconia-Springfield Station Improvements	\$1,000,000										\$1,000,000
Construction of Alexandria Station Improvements	\$10,529,511										\$10,529,511
Construction of Crystal City Station Improvements	\$17,600,000										\$17,600,000
Construction of Franconia-Springfield Station Improvements	\$11,121,123										\$11,121,123
Diffusers - Rail Car Passenger Compartment Overhead Lighting						\$898,268					\$898,268
Locomotive Air Compressors							\$1,279,128				\$1,279,128
Locomotive AR-10 Generators							\$320,000				\$320,000
Locomotive Dynamic Brake Fans							\$2,650,000				\$2,650,000
Locomotive Electronic Bells							\$165,000				\$165,000
Locomotive Exterior Painting Services			\$2,500,000								\$2,500,000
Locomotive Horn Heaters							\$47,400				\$47,400
Locomotive Master Controllers							\$243,714				\$243,714

Project	Construction NAICS 236220	Building Equipment Contractors NAICS 238290	Painting NAICS 238320	Commerical Printing NAICS 323111	Plastic Product Manufacturing NAICS 326199	Motor Vehicle Electrical Equip. NAICS 336320	Manufacturing/ Rebuilding Locomotives: Locomotive Parts NAICS 336510	Activities for Rail NAICS 488210	Custom Computer Programming NAICS 541511	Engineering & Design NAICS 541330	
Locomotive Soak Back Pumps							\$47,740				\$47,740
Locomotive Truck Overhaul							\$1,500,000				\$1,500,000
Modernization of the Woodbridge Station East Elevator		\$1,750,000									\$1,750,000
Passenger Information System									\$1,000,000		\$1,000,000
Passenger Rail Car Non-Skid Flooring							\$500,000				\$500,000
Rail Car Decelostat Boards							\$240,450				\$240,450
Rail Car Restroom Flooring							\$400,000				\$400,000
Rail Car Seat Back Covers							\$3,360,000				\$3,360,000
Rail Car Waste Treatment Tanks					\$2,625,000						\$2,625,000
Renewal of Rail Car Wheelchair Lifts								\$6,880,000			\$6,880,000
Schedule Production Contractor				\$450,000							\$450,000
Site Preparation for Bus Shelter (Engineering & Design)										\$140,000	\$140,000

Totals	\$42,350,634	\$1,750,000	\$2,500,000	\$450,000	\$2,625,000	\$898,268	\$10,753,432	\$6,880,000	\$1,000,000	\$140,000	\$69,347,334
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% of total Contract \$	0.610703131	0.025235289	0.036050413	0.006489074	0.037852933	0.012953173	0.155066264	0.099210735	0.014420165	0.002018823	
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Available Firms	1,126	166	1,023	448	60	6	0	25	9,684	3,715	16,253
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Available DBE Firms	226	29	100	8	0	0	2	4	375	275	1,019
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% DBE Firms	0.20071048	0.174698795	0.097751711	0.017857143	0	0	0	0.16	0.038723668	0.074024226	
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	0.122575	0.004409	0.003524	0.000116	0.000000	0.000000	0.000000	0.015874	0.000558	0.000149	0.147205
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Weighted Goal 14.7%

**Base Goal
6.3%**



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 11-C
Information Item

To: Chair Bohmke and the VRE Operations Board

From: Rich Dalton

Date: July 19, 2024

Re: Introduction to VRE's iCompass Board Portal

Staff will give a brief presentation on the new cloud-based iCompass Board meeting and records management system, which is scheduled to launch this September.

Attachment:

iCompass Portal.pdf



Northern Virginia
Transportation Commission
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703-524-3322



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VRE.org



Potomac and Rappahannock
Transportation Commission
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Introducing VRE's New Operations Board Portal



- Hosted by iCompass/Diligent
- Used by PRTC and Fairfax County
- Streamlined document prep and public posting
- Roll call, electronic voting from any device
- Subscriber notification
- Optical Character Recognition, searchable document library
- Next Steps:
 - Launch in September
 - Send Login invitations
 - One-on-one portal tour and training upon request

the VRE Operations Board Portal!

Virginia Railway Express (VRE) Operations Board draws its [members](#) from each of the nine jurisdictions that fund the commuter rail service and the Commonwealth of Virginia. Serving as an advisory body to the Northern Virginia Transportation Commission (NVTC) and the Potomac and Rappahannock Transportation Commission (PRTC), which co-own VRE, the Operations Board conducts operational business and makes recommendations regarding VRE's management, financing, and property acquisition.

The Operations Board meets at 9:00 a.m. on the third Friday of each month (except August) at PRTC's offices at 14700 Potomac Mills Rd., Woodbridge, Virginia 22192. Agendas and meeting materials are published a week prior to meetings. Minutes of each meeting are first posted as drafts within ten days following the meeting. Approved minutes are posted within three days after approval.

Transparency and public engagement are priorities for the VRE Operations Board. Through this portal, you can:

• Browse for documents in our online library

• Subscribe to meetings that interest you

• View upcoming and past meetings using the **Calendar**

• Download agendas and minutes within the **Meeting** area



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 11-D
Information Item

To: Chair Bohmke and the VRE Operations Board

From: Rich Dalton

Date: July 19, 2024

Re: Legislative Agenda Discussion

Staff will update the Operations Board on 2024 Legislative Agenda efforts/highlights and discuss the timeline and key issues for formulation of a 2025 Legislative Agenda.

Attachments:

VRE 2024 Legislative Agenda



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**Virginia Railway Express
2024 Legislative Agenda
State Funding and Legislative Issues:**

Commuter Rail Exemption for Virginia State Tax on Surplus Lines Insurance

Advance legislation that would add policies for rolling stock and operating properties of railroads used for commuter rail service in the commonwealth, as well as cybersecurity policies for organizations operating such service, to the exemptions for state tax on surplus lines insurance.

Future Additional Service

Educate legislators on VRE's plans for additional service as part of the Commonwealth's Transforming Rail in Virginia program and begin planning for the need to find additional sustainable funding for operations.

Commuter Rail Operating and Capital Fund (C-ROC)

Monitor all proposed transportation funding legislation to ensure there are no adverse changes to C-ROC revenue sources.

Explore ways to diversify C-ROC revenue sources to include sustainable options that will reduce reliance on the gas tax.

Restoration of Lost Transportation Revenue Resulting from the Elimination of the State Sales and Use Tax on Groceries.

Support efforts to develop a plan to restore lost transportation revenue resulting from the elimination of the state sales and use tax on groceries. Elimination of the state sales and use tax on groceries reduced funding to public transportation by \$83 million over the SYIP and \$27 million for Virginia's passenger and freight rail programs.

Transportation Authorities

Monitor and support efforts by the Fredericksburg Area Metropolitan Planning Organization (FAMPO) to create a Regional Transportation Authority within Planning District 16, which includes several VRE member jurisdictions.

Freedom of Information Act

Coordinate with VRE's parent commissions and other stakeholders on legislative proposals that would maximize the flexibility of VRE and other public bodies to make policies on the conduct of electronic meetings that allow greater access to the public and opportunities for members to participate, while remaining open and transparent to the public.

**Virginia Railway Express
2024 Legislative Agenda
Federal Funding, Legislative and Regulatory Issues:**

Federal Grant Programs

Work with the U.S. Department of Transportation (DOT), Virginia's congressional delegation, relevant congressional committees, and regional stakeholders to educate and secure administration and congressional support for discretionary grant applications submitted by VRE or the Virginia Passenger Rail Authority (VPRA); or applications for projects submitted by others for projects directly impacting VRE service.

Rail Passenger Transportation Liability Cap

Collaborate with industry stakeholders in urging congress to make changes to the timeline for implementation of increases to the Rail Passenger Transportation Liability Cap from 30 days to as much as 180 days, as well as any other changes to the liability cap adjustment process that would be advantageous to VRE.

Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Law Implementation and Yearly Appropriations

Continue to partner with industry stakeholders and associations to advocate for robust annual appropriations, funding levels at the authorized levels, and appropriate implementation policies to support commuter rail and mass transit.

U.S. DOT Regulations and Rulemaking

Track and comment on proposed guidance, rulemakings, or requests for comment from U.S. DOT helping to advance permit streamlining reforms applicable to VRE's operations and Capital Improvement Program, as well as any proposed new or changes to existing rail related regulations.

Surface Transportation Board (STB) Authority

Educate Congress and the administration on the imperative of preserving STB's jurisdiction over VRE and other common carrier commuter railroads. This will come in the form of letters to Members of Congress and committees of jurisdiction, as well as in-person or virtual meetings to discuss VRE's position and circumstance.

Monitor industry, congressional, and administration efforts affecting the ability of VRE, and similar commuter railroads, to seek relief from the STB when negotiating with Amtrak. As necessary, submit comments to regulatory bodies to advocate for preserving STB jurisdiction over VRE.

Federal Workforce

Follow legislative and administration actions focused on Federal workforce return to in-office work and permanent work-from-home policies, identifying opportunities to request strategies spreading the days federal workers and consultants are physically in the office throughout the workweek. These strategies would increase efficiency of the entire transportation system that currently sees peak usage and congestion mid-week and under-utilization on Mondays and Fridays.

Educate Congress and the administration on the imperative of siting new federal buildings and leasing federal office space at transit hubs that include both heavy and commuter rail, to promote transit ridership amongst the federal workforce.

Transit Benefits

Engage with relevant stakeholders on a proposal to increase and/or restructure transit benefits, including support for allowing a bike transit benefit to be used in concert with transit and parking benefits to encourage biking to VRE stations.



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 11-E
Information Item

To: Chair Bohmke and the VRE Operations Board

From: Rich Dalton

Date: July 19, 2024

Re: Spending Authority Report

On September 18, 2020, the VRE Operations Board approved increasing the Chief Executive Officer's delegated spending authority from \$100,000 to \$200,000. As part of that increased delegation, it was resolved that any purchase or contract award in the range of \$50,000 to \$200,000 would be communicated to the Board as an information item.

- On June 4, 2024, VRE issued a Task Order in the amount of \$65,674 to U.S. Facilities, Inc. under the Maintenance Services for VRE Facilities contract to renovate the restrooms at the Quantico Station.
- On June 4, 2024, VRE issued a Task Order in the amount of \$80,294 to U.S. Facilities, Inc. under the Maintenance Services for VRE Facilities contract to renovate the lobby and paint the exterior of the station building at Quantico.
- On June 7, 2024, VRE issued a Task Order in the amount of \$176,000 to HDR Engineering, Inc. under the General Engineering Consulting Services (GEC) 8 contract for final engineering design support for the King Street and Commonwealth Avenue bridge replacements.
- On June 20, 2024, VRE issued a Blanket Purchase Order in an amount not to exceed \$149,760 to Powersolv, Inc., utilizing an existing cooperative IT staff augmentation contract, to provide systems security support.
- On June 24, 2024, VRE issued a Task Order in the amount of \$74,009 to PFM Financial Advisors LLC under the Financial Advisor contract to obtain a 15-month subscription to continue utilizing PFM's financial modeling platform software.



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- On June 25, 2024, VRE issued a Blanket Purchase Order in an amount not to exceed \$111,360 to Powersolv, Inc., utilizing an existing cooperative IT staff augmentation contract, to provide help desk support.