Second Request for Information

(Operation and Maintenance of the Silver Line Extension)

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(Operation and Maintenance of the Silver Line Extension)

I. Introduction

As a follow-up to The Washington Metropolitan Area Transportation Authority's (WMATA) RFI issued in January 2018, WMATA is continuing to gather and refine information to facilitate development of a Request for Proposals (RFP). All interested parties are invited to provide input associated with this second Request for Information (RFI-2). Any information received through this inquiry may be incorporated into an eventual RFP, at the discretion of WMATA.

II. RFI Questions

A. Questions

1. What improvements to transit operations have you implemented, which you would like to see considered or applied to:

a. Operate the SLE with greater efficiency.

b. Maintain the stations, track structure, power distribution system and equipment used on the SLE; and

c. Improve the customer experience at SLE stations and on trains operating over the SLE; and

d. Increase ridership on the SLE.

Contractor may respond to these questions by using case studies which focus on (i) the challenge your customer was facing (e.g., improve ridership), (ii) steps Contractor took to solve the challenge, and (iii) the outcomes.

2. Are you able and willing to perform the scope of services described in this RFI-2? Given that WMATA wishes to Contract with one prime Contractor are there any specific services you would prefer remain within WMATA?

3. As further described in Section VII, WMATA is seeking input on structuring performance standards and incentives to drive performance. Please provide your preferred approaches to address the areas identified in Section VII or any additional areas you may believe would be useful. Include (i) your suggested measurements, (ii) an articulation of how the proposed performance standards and incentives motivate performance, and (iii) the operational and business benefits WMATA would receive.

B. Indicative Pricing

WMATA's objective in seeking a prime Contractor to operate the SLE is both to (a) operate and maintain the SLE as efficiently as possible while reducing the cost of performing the services as set forth in this RFI; and (b) improve the customer experience and ridership on the SLE. The purpose of requesting indicative pricing at this point in the

process is to gauge whether performance of the services set forth in this RFI-2 by a prime Contractor is likely to result in a benefit to WMATA.

To encourage respondents to provide indicative prices free without commercial disadvantage, WMATA is asking respondents to submit their indicative prices on an anonymous basis. Please utilize the Indicative Pricing Template.

III. Background

WMATA is responsible for operating a 23-mile heavy rail line known as the Silver Line Extension (the "**SLE**"). When complete, the SLE will connect Falls Church, VA with Dulles Airport and two stations in Loudoun County, Virginia. The five stations that were included in Phase I of the SLE opened in 2014; the six stations that are included in Phase II of the SLE will be open in 2020. Phase II will also include a significant layover yard near Dulles Airport.

WMATA is in the process of developing an RFP to select a prime Contractor (which may be comprised of a single firm, joint venture, or a consortium) to operate and maintain the SLE. While cost reduction for operating the SLE is an objective, WMATA will also consider less tangible innovations (such as strategies for improvements to: safety and reliability; the customer experience; and increasing ridership on the SLE).

Through this RFI-2, WMATA is seeking input concerning:

- The proposed Scope of Services (Section V and Appendix A);
- The proposed Contract term (Section VI);
- Performance standards and incentives (Section VII); and
- An indicative price for providing service during the Contract period (Section VIII).

IV. Objectives of RFI-2

RFI-2 provides the opportunity for stakeholders to assist WMATA with gathering technical information relative to the potential Contracting opportunity for these transit services. WMATA appreciates the input received from potential prime Contractors in response the first RFI (RFI-1), and this proposed Contract structure reflects consideration of that input. In particular, for purposes of this RFI-2, the following working assumptions are being advanced:

- The Scope of Services could include both operation and maintenance of the existing Phase I and Phase II (when completed) of the SLE.
- WMATA will assign a dedicated fleet of railcars to the SLE. To the extent possible, these cars will be of a single series to simplify training requirements for the mechanical staff, parts inventory, and efficiency of the required Services.
- The Contract term will incentivize investment and reward long-term performance. After initial startup and fielding, WMATA anticipates a five-year base period followed by successive five-year options.

- WMATA is inviting input concerning WMATA's priorities and the resulting incentive and performance structures to drive those priorities.

Responses to this RFI will be used to inform WMATA management of industry practices and refine elements of a future RFP. Responses will not be used to qualify proposers/bidders for future solicitations, nor are they a pre-condition to responding to future RFIs or RFPs. Please see Section IX.B for WMATA's current schedule for release of the RFP.

WMATA will not be responsible for any costs incurred in the provision of this information, which is entirely voluntary on the part of interested stakeholders.

WMATA considers responses to this RFI to be market research and will, to the extent possible, treat the responses as confidential. **Respondents are cautioned that they should clearly mark any portions of their responses that they consider proprietary.** As described elsewhere in this RFI, any indicative pricing received will be aggregated and no identification by individual respondent will be maintained.

When a formal solicitation is released, it will be publicly advertised on WMATA's website at: https://wmata.com/Business/procurement/solicitations/active-procurement-opportunities.cfm

V. Scope Overview

A. General

With the exception of certain specific functions and responsibilities retained by WMATA described below, the Contractor is required to perform all services, functions, tasks and activities required to operate and maintain the SLE and to provide all personnel, materials and supplies required to operate and maintain the SLE (including operations between the KN junction and Ballston). Optional services may call for increased performance from Ballston station and across the system core.

B. Overview of Included Functions and Responsibilities

1. The contemplated scope of responsibilities for the Contractor includes:

a. Developing, maintaining and implementing an effective Safety Management Plan that identifies and mitigates risks to customers and employees, and Business Continuity and Disaster Recovery Plan.

b. Operation of Silver Line trains between Ashburn station and Ballston station, with a "step-on/step-off" exchange of WMATA and Contractor operators at Ballston station.[1]

[1] In the event of a scheduled or unscheduled interruption of service on the SLE, the Contractor will be responsible for providing substitute bus service for the duration of the outage. The Contractor will work under the supervision of WMATA to resolve any emergencies, including wrecks and derailments. WMATA plans to include a provision in its Contract with the Contractor that will provide for a period of discussions between the Contractor and WMATA following commencement of operations to establish a schedule, protocols and procedures for extending the use of Contractor operators beyond Ballston station to Largo station or an intermediate point between Ballston station and Largo station on the Orange Line.

c. All aspects of operating the Dulles Yard and the associated maintenance facility, including car cleaning and inspection, running repairs, preventive maintenance and periodic scheduled maintenance of all revenue and non-revenue equipment assigned to the Contractor for the operation or maintenance of the SLE. The Contractor is responsible for procuring and managing all required parts, materials and supplies. The Contractor is responsible for providing unarmed security at the Dulles Yard sufficient to control ingress and egress to the yard and the integrity of the fence line.[2]

d. Maintenance of the SLE Aerial Structure/Fixed Guideway, track structure, power distribution system (third rail and associated facilities located on and off the right-of-way) and ATC system (including ATC facilities located on and off the right-or-way).[3]

e. Operation and maintenance of all stations. The Contractor is responsible for providing station managers during all revenue service hours, custodial and landscaping services, snow removal and storm cleanup, HVAC maintenance, elevator and escalator maintenance and maintenance of the fare collection gate arrays.

f. Maintenance of Traction Power and Train Control Facilities.

g. The Contractor is responsible for maintaining all equipment, buildings and surrounding land in a State of Good Repair.

2. Appendix A to this RFI-2 provides some additional details regarding the potential Contract Scope WMATA is considering to include as part of an RFP. This draft Contract Scope is <u>not</u> final for any purposes whatsoever and should <u>not</u> be construed as pre-solicitation materials. Rather, we are asking the respondents to consider this potential Contract Scope solely for purposes of responding to the questions and indicative pricing request set forth in Section II of the RFI. At the end of Appendix A, respondents will find some helpful links to additional information regarding the SLE.

C. Excluded Functions and Activities

The contemplated scope of responsibilities for the Contractor will exclude:

1. All transit police functions and services;

2. Train control (ROCC) of main line track;

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[2] From time to time the Contractor may be required to maintain equipment not assigned to the SLE due to operational considerations.

[3] The Contractor's responsibilities include inspection, corrective maintenance, preventive maintenance and program maintenance. The Contractor will be responsible for snow removal and de-icing of the running and third rails and for removing any debris from the track. To expedite access to the track by maintenance crews during non-revenue hours, the Contractor may establish its own train control system during non-revenue hours.

3. Maintenance of fare vending machines and revenue collection; and maintenance of network support systems, including smartcard software and communications.

VI. Proposed Contract Term

WMATA is seeking feedback concerning an initial award of a single Contract with two components. The first component would be for a term of approximately 2 years, during which time the Contractor would mobilize and be prepared to assume operation of the SLE. The second component would be for a base performance period of 5 years with options for renewal periods of similar duration.

VII. Incentive Structures and Performance Standards

WMATA is inviting input from potential prime Contractors concerning incentives and performance standards aimed at driving performance in the following areas:

1. Train operations;

2. Customer experience;

3. Ridership;

4. Safety;

5. Track maintenance;

6. Rail car maintenance;

7. Station maintenance;

8. Minimizing operational impacts on WMATA's core network; and

9. Maintaining assets in a State of Good Repair.

VIII. Format for RFI Response

A. Electronic submission.

Submissions in PDF format are encouraged. Contractor should submit two separate submissions:

1. Response to Questions (see Section II.A); and

2. Anonymous Indicative Price (see Section II.B). The Contractor's indicative price submission should be submitted to WMATA in a separately sealed envelope with no indication of the Contractor's name (anonymous). The Contractor should also label the price submission as "Confidential & Proprietary".

B. Response Submission Deadline/Action Dates.

Submissions must be received before April 30, 2018 for full consideration.

C. Point of Contact for Inquiries and Submissions.

All questions (see Section IX.A.3 below) should be submitted by email to Chris Stewart at PRMT_SilverlineRFI@wmata.com. Similarly, electronic submissions of the RFI-2 Response (other than the Indicative Pricing) should be sent via email to email to Chris Stewart at PRMT_SilverlineRFI@wmata.com. The Anonymous Indicative Price should be submitted in printed form in an envelope labeled "Silverline RFI – Anonymous Indicative Price" and delivered to:

Washington Metropolitan Area Transit Authority
Office of Procurement
Attention: Chris Stewart, Silverline RFI – Anonymous Indicative Price
600 Fifth Street NW, Third Floor
Washington, D.C. 20001

IX. Milestone Schedule

A. RFI-2 Schedule

1. Release of RFI-2 – March 16, 2018;

2. WMATA WebEx Overview of RFI-2 – March 26, 2018 (information will be posted on the site identified in Section X.F below by no later than March 23, 2018);

3. Deadline for RFI-2 Questions – April 6, 2018;

a. Each Contractor is limited to 10 questions and questions should be focused on material items (please provide a contact email for receipt of the answers when sending your questions);

b. Questions should be submitted in writing and delivered via email to PRMT_SilverlineRFI@wmata.com; and

c. Answers to all questions will be made available to the Contractors submitting questions;

4. RFI-2 Response Due – April 30, 2018 (see instructions regarding delivery in Section VIII above).

B. RFP Target Schedule

WMATA is currently targeting to release an RFP during the summer of 2018.

X. RFI Terms

A. Reservation of Rights.

1. In addition to the rights reserved elsewhere in this RFI, WMATA reserves and may, in its sole discretion, exercise any one or more of the following rights and options with respect to this RFI if determined that doing so is in the best interest of WMATA to:

a. decline to consider any response to this RFI (Response); to cancel the RFI at any time; to elect to proceed or not to proceed with discussions or presentations regarding its subject matter with any Respondent and with firms that do not respond to the RFI; or to reissue the RFI or to issue a new RFI (with the same, similar or different terms);

b. waive, for any Response, any defect, deficiency or failure to comply with the RFI if, in WMATA's sole judgment, such defect is not material to the Response;

c. extend the Submission Date/Time and/or to supplement, amend, substitute or otherwise modify the RFI at any time prior to the Submission Date/Time, by posting notice thereof on WMATA's web page(s) where the RFI is posted;

d. require, permit or reject amendments (including, without limitation, submitting information omitted), modifications, clarifying information, and/or corrections to Responses by some or all Respondents at any time before or after the Submission Date/Time;

e. require, request or permit, in discussions with any Respondent, any information relating to the subject matter of this RFI that WMATA deems appropriate, whether or not it was described in the Response or this RFI;

f. discontinue discussions, at any time determined by WMATA, with any Respondent or all Respondents regarding the subject matter of this RFI, and/or initiate discussions with any other Respondent or with vendors that did not respond to the RFI; and

g. do any of the foregoing without notice to Respondents or others, except such notice as WMATA, in its sole discretion, may elect to post on the WMATA web page(s) where this RFI is posted.

B. Accuracy

To the best of WMATA's knowledge, the information provided herein is accurate. Respondents should undertake appropriate investigation in preparation of responses.

C. Not an Offer.

This RFI is issued solely for information and planning purposes and does not constitute a solicitation or commitment to Contract. Responses to this notice are not an offer and cannot be accepted by WMATA to form a binding Contract.

D. No Obligation.

WMATA is not obligated to conduct subsequent discussions with any Respondent to this RFI, and reserves the right to conduct discussions regarding its subject matter with firms that do not respond to this RFI. This RFI and the process it describes are proprietary to WMATA and are for the exclusive benefit of WMATA. No other party, including any

Respondent, is intended to be granted any rights hereunder. Upon submission, Responses to this RFI shall become the property of WMATA that shall have unrestricted use thereof. Responses may be subject to public disclosure under applicable law. By submitting its Response, the Respondent agrees to the terms and conditions of this RFI.

E. DISCLAIMER.

To the extent permitted by law, WMATA will not publicly disclose information that is (a) submitted in response to this RFI, (b) confidential, (c) proprietary, and (d) unambiguously marked as such. Submitters are cautioned to clearly label as "Proprietary and Confidential" any specific information or other material that it considers to be proprietary and confidential.

F. RFI Access.

This RFI may also be found electronically at https://wmata.com/Business/procurement/solicitations/active-procurement-opportunities.cfm.

Attachments: Appendix A (Potential Contract Scope)
Attachment 1 to Appendix A (Draft SLE Operations Information)
Attachment 2 to Appendix A (Draft SLE Timetable – Weekday (M-Th)
Anonymous Indicative Pricing Template

Appendix A

Potential Contract Scope

As indicated in Section V.B.2 of the RFI, this Appendix A to this RFI-2 provides some additional details regarding the potential Contract Scope WMATA is considering to include as part of an RFP. This draft Contract Scope is not final for any purposes whatsoever and should not be construed as pre-solicitation materials. Rather, we are asking the respondents to consider this potential Contract Scope solely for purposes of responding to the questions and indicative pricing request set forth in Section II of the RFI. At the end of this Appendix A, respondents will find some helpful links to additional information regarding the SLE.

WMATA has structured this Appendix as follows:

- Function
  - Overview
  - Volumetrics
  - Primary Sub-Functions
  - Primary Interfaces with WMATA

While specific industry or WMATA-required standards or practices are not identified, it is expected that all of the Services will be performed consistent with best industry practices and specific standards, practices and policies will be further explored as part of the RFP.

Potential Contract Scope

A. Safety

1. Overview

The Contractor is responsible for providing a safe environment for customers and employees and for compliance with all applicable state and Federal statutes and regulations.

2. Volumetrics

During calendar years 2015-2017, WMATA observed the following customer and employee injuries across the entire rail operations:

Category	2015	2016	2017
Passenger Car Revenue Miles	85,523,746	77,967,423	
Passenger Trips	270,162,145	249,173,213	
Rail Customer Injuries	352	257	250
Rail Customer Injuries (per million trips)	1.8	1.4	1.4
Employee Injuries	233	244	226
Employee Injuries (per 100 full-time employees)	4.1	4.2	4.1

3. Primary Sub-Functions.

a. High-level sub-functions include:

Safety	Safety Management
	Business Continuity and Disaster Recovery Planning

b. Activities required to implement the primary sub-functions include:

(i) Recruit or contract for an experienced Chief Safety Officer with appropriate support staff;

(ii) Develop and maintain a Safety Management Plan (**SMP**) that addresses and mitigates risks to customers and employees and is consistent with industry guidelines and best practices. The Contractor may either implement WMATA's SMP or use its own SMP that meets the intent of the FTA SMS Framework Guidance Document, August 2015 and any updates issued by the FTA, subject to WMATA's prior approval;

(iii) Implement the SMP through, among other activities, ongoing employee training and customer education programs, reporting and root cause analysis of injuries to customers and employees and an ongoing program to address such root causes;

(iv) Report accidents and injuries to WMATA and, as required, to government officials; and

(v) Develop and maintain a Business Continuity and Disaster Recovery Plan that identifies risks to operation of the SLE, measures to mitigate those risks and plans to restore SLE facilities and services as quickly as possible following an event.

4. Primary Interfaces with WMATA

The primary interfaces between WMATA and the Contractor include:

a. Coordination with the Transit Police concerning customer safety and response, including ongoing training of Station Managers;

b. The Contractor will work under the supervision of WMATA to resolve any emergencies, including wrecks and derailments.

c. Coordination of responsibilities recovering from a disaster such as damage and/or significant service disruption caused by a major storm, fire, terrorist incident, etc.

B. Train Operations

1. Overview

The Contractor is responsible for operating all revenue and non-revenue Silver Line trains between Ballston station and Ashburn station, including trains destined to or from the Dulles Yard and any intermediate station on the SLE.

2. Volumetrics

a. A preliminary draft set of operations information for the SLE (revenue and non-revenue) is included in Attachment 1 to this Appendix A.

b. A preliminary draft SLE timetable for weekdays (Monday – Thursday) is included in Attachment 2 to this Appendix A.

3. Primary Sub-Functions

The primary sub-functions associated with Train Operations include:

a. High-level sub-functions include:

Operations	Train Operations – Operators perform all functions and duties
	Train Operations - Line staff scheduling and supervision
	Dispatching - Yard Revenue Service
	Dispatching - Line Revenue Service
	Dispatching - Non-revenue Service
	Safety, Emergency and First Aid Procedures & Compliance
	Incident/Accident Management and Procedures & Compliance
	Environmental Policy Compliance

b. Activities required to support the primary sub-functions of operations include:

(i) Recruit, train, qualify and as necessary requalify sufficient operators to operate the Silver Line service defined by WMATA between Ballston station and Ashburn station, including trains originating or terminating at Dulles Yard and intermediate stations on the SLE;

(ii) Schedule operators required to operate all trains included in WMATA's Silver Line service between Ballston station and Ashburn station. The schedule must provide sufficient capacity to assure that westbound trains arriving at Ballston station will not be delayed;

(iii) Supervise and evaluate the performance of operators. The Contractor must provide supervision at Dulles Yard, Ashburn station and Ballston station sufficient to assure that trains are not

delayed due to lack of operators. Evaluation of operators must include any drug and alcohol testing required by WMATA;

(iv) Operate all revenue and non-revenue trains specified in the WMATA Silver Line schedule; and

(v) Maintain a staffed gap train at Ashburn station.

4. Primary Interfaces with WMATA

The primary interfaces between WMATA and the Contractor include:

a. Exchange of trains at the Ballston station;

b. Receipt of permission to proceed from the ROCC;

c. Discussion of periodic adjustments of the Silver Line timetable; and

d. Agreement on trains to be excluded from calculation of on-time performance.

C. Maintenance of Way

1. Overview

The Contractor is responsible for inspection and emergency, corrective, preventive and program maintenance of the Aerial Structure/Fixed Guideway, track structure, power distribution system (third rail and related facilities) and ATC system.

2. Volumetrics

a. Guideway & Structures

Guideway & Structures	Phase I	Phase II
Total Aerial Guideways (miles)	6	7.8
• Aerial Yard Lead Guideway (miles)	N/A	1.8
• Aerial Mainline (miles)	6	6
Railroad Bridge Structures (quantity)	3	3
Mainline Tunnel – inbound + outbound (feet)	5,400	N/A
Tunnels (quantity including yard lead)	2	0

b. Track

Track	Phase I	Phase II
Total Track Miles (inbound + outbound)	23.8	24.6
• Revenue Track (miles)	22.4	21.2
• Yard Lead (miles)	0.4	2.4
• Tail Track (miles)	1	0.7
• Maintenance Siding (miles)	0	0.3
Special Trackwork (excluding yard)	18	17
• Double x-overs	4	6
• Single x-overs	12	6
• Turnouts	2	5

c. Traction Power & Train Control Facilities

Traction Power & Train Control Facilities	Phase I	Phase II
TBS (wayside)	2	6
TPSS – Total	12	11
• TPSS – at wayside	8	8
• TPSS – at stations	3	1
• TPSS – at yard	1	2
TRC – Total	10	17
• TPSS – at wayside	5	7
• TPSS – at stations	5	6
• TPSS – at yard	N/A	4

3. Primary Sub-Functions

The primary sub-functions associated with Maintenance of Way include:

a. High-level sub-functions:

Maintenance of Way (MoW)	Aerial Structure/Fixed Guideway Inspection
	Aerial Structure/Fixed Guideway Maintenance - Emergency Repair
	Aerial Structure/Fixed Guideway Maintenance - Corrective
	Aerial Structure/Fixed Guideway Maintenance - Preventive
	Aerial Structure/Fixed Guideway Maintenance - Overhaul/Rehab & Program
	Track Structure Inspection - Visual (routine)
	Track Structure Inspection - Ultrasound and track geometry
	Track Structure Maintenance - Emergency Repair
	Track Structure Maintenance - Corrective
	Track Structure Maintenance - Preventive
	Track Structure Maintenance - Overhaul/Rehab & Program
	Track Structure Maintenance - Weed control
	Track Structure Maintenance - Drainage maintenance
	Track Structure Maintenance - Ice, snow and debris removal
	Traction Power (third rail and associated facilities) - Inspection
	Traction Power (third rail and associated facilities) - Emergency Repair

	Traction Power (third rail and associated facilities) - Corrective Maintenance
	Traction Power (third rail and associated facilities) - Preventive Maintenance
	Traction Power (third rail and associated facilities) - Overhaul/Rehab & Program Maintenance
	Traction Power (third rail and associated facilities) - Ice, snow and debris removal
	Signal & Control (ATC) – Inspection
	Signal & Control (ATC) - Emergency Repair
	Signal & Control (ATC) - Corrective Maintenance
	Signal & Control (ATC) - Preventive Maintenance
	Signal & Control (ATC) - Overhaul/Rehab & Program Maintenance
	Safety, Emergency and First Aid Procedures & Compliance
	Incident/Accident Management and Procedures & Compliance
	Environmental Policy Compliance

b. Activities required supporting the primary Maintenance of Way (MOW) sub-functions:

(i) Recruit, train, qualify and schedule MOW employees as required;

(ii) Inspect Aerial Structure/Fixed Guideway, track structure, third rail, and related facilities and on-track components of the ATC system, including the track linking the SLE with Dulles Yard

(iii) The Contractor may conduct ultrasonic and track geometry inspections in addition to those conducted by WMATA;

(iv) Perform all emergency and corrective maintenance required to address defects identified in track inspection within time parameters defined in the Contract;

(v) Perform preventive maintenance including drainage maintenance, weed control, deicing and snow and debris removal;

(vi) Perform program maintenance to renew components as required to maintain the Aerial Structure/Fixed Guideway, track structure, power distribution system and ATC system in a State of Good Repair; and

(vii) Maintain the track structure.

4. Primary Interfaces with WMATA

The primary interfaces between WMATA and the Contractor include:

a. Sharing results of ultrasonic and track geometry tests conducted by WMATA and, at its option, the Contractor;

b. Providing data and reports on all maintenance and materials installed in the track and third rail structures in the format required by WMATA; and

c. Interface of the ATC system on the SLE with the ATC system on the core network.

D. Maintenance of Equipment

1. Overview

The Contractor is responsible for the storage, inspection and maintenance of up to 128 rail cars (same series) and all WMATA non-revenue equipment assigned to the SLE. The Contractor may, from time to time, be required to store, inspect and maintain equipment not assigned to the SLE that is present on the line due to operating decisions or events.

2. Volumetrics

Details		
Site	Land Area (acres)	90
	Parking Spaces	470
Building Facilities	Warehouse Building (sq. ft.)	49,720
	Rail Car Service, Inspection Shops & Office Building (sq. ft.)	161,310
	Maintenance of Way Shops & Office Building (sq. ft.)	68,024
	Transportation & Administration Building (sq. ft.)	34,590
	Train Wash Building (sq. ft.)	14,900
	TPSS Modular Building (quantity)	2
	Tran Control Modular Building (quantity)	3
Dulles Yard Tracks & Rail Car Storage	Rail Car Storage Capacity (quantity)	184
	Storage Tracks (quantity)	16
	Shop Tracks (quantity)	5
	Switch Machines (quantity)	54
Maintenance of Way Equipment	Fueling System (quantity)	1
	Glycol Dispensing System (quantity)	1
	Salt Dome (quantity)	1
Rail Vehicle Maintenance Equipment	Rail Car Wash Equipment (quantity)	1
	Bridge Cranes (quantity)	7
	Jib Cranes (quantity)	4
	Rail Car Hoists – deep pit (quantity)	36
	Turntables (quantity)	20
	Wheel Truing Machine (quantity)	1
	Wheel and Axle Press (quantity)	1
	Wheel Boring Machine (quantity)	1
	Electronics Clean Room (quantity)	1

3. Primary Sub-Functions

Activities supporting the primary Maintenance of Equipment sub-functions include:

a. High-level sub-functions:

Maintenance of Equipment (MoE)	Rail Car Cleaning
	Rail Car Daily Inspection
	Rail Car Periodic Inspection
	Rail Car Emergency Repairs
	Rail Car Corrective Maintenance
	Rail Car Preventive Maintenance
	Rail Car Overhaul/Rehab & Program Maintenance
	Maintenance of Rail Vehicle Maintenance Equipment
	Train Operations - Yard shunting, train makeup, train dispatch/receiving
	Tracks & Rail Car Storage Equipment Maintenance
	Safety, Emergency and First Aid Procedures & Compliance
	Incident/Accident Management and Procedures & Compliance
	Environmental Policy Compliance

b. Activities supporting the primary Maintenance of Equipment (MOE) sub-functions include:

(i) Recruit, train, qualify and schedule MOE employees as required;

(ii) Inspect and clean each revenue car each night;

(iii) Perform emergency and corrective (running) repairs each night;

(iv) Perform preventive maintenance. The Contractor will be free to develop a preventive maintenance program based on a reliability-centered maintenance or other maintenance approach. As information, WMATA currently conducts a Y inspection (change the air conditioning filters and accomplish a heavy cleaning) for each revenue car every 30 days and additional maintenance at 30 and 60 day (inspection, repair and heavy cleaning) for 3000, 5000 and 6000 series cars and 30 and 90 day inspection for 7000 series cars. Based on higher than anticipated mileage, WMATA may elect to implement a 75 rather than a 90 day cycle for 7000 series cars;

(v) Perform any additional periodic maintenance required to keep warranty valid;

(vi) Perform SMS mini-overhaul on 7000 series cars in 2022;

(vii) Control movement of trains within the Dulles Yard limits;

(viii) Change train consists as required;

(ix) Dulles Yard Maintenance:

(A) Inspect the track structure and power distribution system (third rail and associated facilities) located in the Dulles Yard at least once per month with 20 days between inspections. Perform emergency or corrective maintenance to address any deficiencies identified;

(B) Perform preventive and program maintenance sufficient to maintain track in the Dulles Yard.

(C) Maintain third rail in a fully operable condition;

(D) Maintain drainage and perform weed control. Keep the yard track and power distribution system free of snow, ice and debris;

(E) Keep all structures clean and in a SGR;

(F) Maintain roads and parking facilities, including lighting, clear of snow and vegetation and in a SGR; and

(G) Maintain the integrity of gates and fences.

4. Primary Interfaces with WMATA

The primary interfaces between WMATA and the Contractor include:

a. Provide data reporting all maintenance on each unit of revenue and non-revenue equipment and specifications and manufacturer of all parts installed in the format specified by WMATA.

E. Stations

1. Overview

The Contractor is responsible for staffing, maintaining and operating all stations located on the SLE.

2. Volumetrics

Station Information	Phase I	Phase II
Stations	5	6
Entrance Pavilions	8	9
Pedestrian Bridges	8	9
Tunnel Ventilation Structure	2	N/A
Fare Gate Array, w/ Manager Kiosk	5	6
Elevators, Traction	0	4
Elevators, Hydraulic	28	26
Escalators	27	28

3. Primary Sub-Functions

The primary sub-functions associated with Stations include:

a. High-level sub-functions include:

Stations	Station manager staff planning and supervision
	Custodial services, trash removal & recycling
	Inspection
	Emergency Repair
	Corrective Maintenance
	Preventive Maintenance
	Overhaul/Rehab & Program Maintenance
	Landscaping
	Ice, snow and debris removal
	Fare Gate Array Maintenance
	Elevator & Escalator Maintenance
	Safety, Emergency and First Aid Procedures & Compliance
	Incident/Accident Management and Procedures & Compliance
	Environmental Policy Compliance
	Lost and Found

b. Activities supporting the primary Station sub-functions include:

(i) Recruit, train, qualify and, as necessary, requalify sufficient station managers to staff stations located on the SLE during revenue service hours. In addition to training conducted by the Contractor, station managers are required to complete successfully training conducted by WMATA Transit Police concerning security and emergency procedures, and to complete successfully periodic drills and in-service training conducted by the Transit Police;

(ii) Schedule station managers to cover stations during revenue service hours;

(iii) Supervise and evaluate the performance of station managers. Responsibilities include assisting customers in operating fare vending machines and fare gates; providing information to passengers; monitoring the station to identify any security or medical situations and any conditions affecting safety or cleanliness of the station; notifying Transit Police and providing immediate assistance in the case of accidents or illness involving passengers in the station or surrounding area, and monitoring fare gates to prevent fare evasion;

(iv) Maintain all elevators and escalators within SLE stations in a State of Good Repair;

(v) Maintain fare gate arrays (excluding any software associated with the gates);

(vi) Provide janitorial services to keep the station mezzanines, platforms, restrooms, stairs, bridges and passageways, sidewalks, and lawns clean; free of trash, debris, snow and ice; and in a State of Good Repair;

(vii) Provide landscaping services to keep lawns cut and trimmed; flower beds planted as appropriate by season, trimmed and weeded; and trees trimmed. The Contractor is responsible for maintaining the irrigation system and for applying fertilizer as required to keep lawns, flowers and plants and trees healthy; and

(viii) In coordination with WMATA, managing advertising and in-station concessions within and adjacent to SLE stations.

4. Primary Interfaces with WMATA

The primary interfaces between WMATA and the Contractor include:

a. Coordinating with WMATA concerning station design standards affecting signage, concessions, advertising, banners, etc.

F. Traction Power and Train Control Facilities Maintenance

1. Overview

The Contractor is responsible for maintaining Traction Power and Train Control Facilities associated with the SLE, whether located within or outside of the right-of-way.

2. Volumetrics

Facilities	Phase I	Phase II
Traction Power Substations – Wayside	**8**	**8**
Traction Power Substations – at Stations	3	1
Traction Power Substations – in Yards	0	2
Total Traction Power Substations	**11**	**11**
Tie Breaker Substations - Wayside	**2**	**6**
Train Control Rooms – Wayside	5	6
Train Control Rooms – at Stations	0	4
Train Control Rooms – at Yards	5	7
Total Train Control Rooms	**10**	**17**
Total Facilities	**23**	**34**

Primary Sub-Functions. The primary sub-functions associated with Other Facilities include:

a. High-level sub-functions include:

Other Facilities (structures such as train control rooms or signal bungalows, power substations, drainage, etc.) on or off right of way	Inspection
	Emergency Repair
	Corrective Maintenance
	Preventive Maintenance
	Overhaul/Rehab & Program Maintenance
	Dulles Yard Security (Unarmed)

b. Activities supporting the primary Other Facilities sub-functions include:

(i) The Contractor is responsible for maintaining drainage and structures owned by WMATA, whether located within or outside the SLE right of way. The Contractor must maintain the structures in a State of Good Repair, using measures of a State of Good Repair used by the WMATA Transit Asset Management (TAM) team in evaluating assets on the core system. The Contractor must maintain any grassed areas, plants and fences and must remove snow, ice and debris from the areas surrounding the structures.

3. Primary Interfaces with WMATA

The primary interfaces between WMATA and the Contractor include:

a. Reporting all maintenance and additions made to Other Facilities to WMATA in the format required by WMATA.

G. Inventory Supply and Logistics

1. Overview

The Contractor is responsible for all inventory planning and for procuring, arranging logistics for and storing all materials and supplies required for train operations, maintenance of way, maintenance of equipment, stations and other facilities.

2. Volumetrics

Necessary and required inventory to be determined by Contractor as needed to provide the scope of services.

3. Primary Sub-Functions.

The primary sub-functions associated with Inventory Supply and Logistics include:

a. High-level sub-functions include:

Inventory Supply and Logistics - Operations, MoW, MoE, Stations	Materials Planning
	Procurement
	Storage Management
	Logistics

b. Activities supporting inventory and logistics include:

(i) Purchasing and installing an inventory management system. The Contractor may use its own system;

(ii) Hiring or contracting for specialists in inventory management, procurement and logistics;

(iii) Forecasting the inventory requirements of each of the departments;

(iv) Procuring materials and supplies in a timely manner; and

(v) Arranging transportation of supplies to the SLE and storing them on-site.

4. Primary Interfaces with WMATA

The primary interfaces between WMATA and the Contractor include:

a. Coordinating with WMATA's engineering department concerning issues that arise concerning the infrastructure and equipment;

b. Coordinating with WMATA's inventory management department concerning acceptable vendors for individual materials and supplies; and

c. Providing information on materials installed to WMATA in a format specified by WMATA.

H. Other Staff and Back-Office Functions

1. Overview

The Contractor is responsible for providing all necessary staff and support functions, including but not limited to:

1. Relationship and Operational Governance;

2. Engineering;

3. Human Resources and Payroll;

4. Marketing;

5. Environmental compliance;

6. Finance; and

7. Legal, including tax and regulatory compliance.

Links to additional information regarding the Silver Line:

Dulles Corridor Metrorail Project Website: Silver Line Phase I and II maps, station descriptions and detailed location maps, and the final Environmental Impact Statement:
http://www.dullesmetro.com/

WMATA's Capital and Service Planning page – includes current initiatives, system ridership and analysis, and capital needs inventory and prioritization:
https://www.wmata.com/initiatives/plans/index.cfm

WMATA's Strategic Plans page – includes link to Metro2025:
https://www.wmata.com/initiatives/strategic-plans/index.cfm

WMATA's Silver Line Phase I official webpage:
http://silverlinemetro.com/

WMATA proposed FY19 Budget:
https://www.wmata.com/initiatives/budget/upload/FY19-Proposed-Budget.pdf

WMATA service hours, fares, links to train prediction on Passenger Information Display signs:
https://www.wmata.com/service/rail/

Attachment 1 to Appendix A

Draft SLE Operations Information

See accompanying Excel file "Silver Line RFI-2 Attachment 1 to Appendix A"

Note: These numbers are subject to change for the RFP, based on any change in assumptions that went into the headway, train assignments to Dulles yard or any changes to the overall operating scenario.

Attachment 2 to Appendix A

Draft SLE Timetable (Monday – Thursday)

See accompanying Excel file "Silver Line RFI-2 Attachment 2 to Appendix A"

Note: These numbers are subject to change for the RFP.