AGENDA ITEM 9-C
ACTION ITEM

TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: MAY 17, 2013
RE: AUTHORIZATION TO EXECUTE AN AGREEMENT WITH NVTC FOR NATIONAL TRANSIT DATABASE (NTD) CONSULTING SERVICES

RECOMMENDATION:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute the attached project agreement with the Northern Virginia Transportation Commission (NVTC), for services related to National Transit Database (NTD) reporting requirements to be provided to VRE via an NVTC consultant contract.

BACKGROUND:

As a recipient of Federal Urbanized Area Formula (§5307) grant funds, VRE is required to report ridership, passenger miles and other performance data to the NTD on an annual basis. VRE conducts annual, random on-board ridership samples as well as triennial boarding/alighting surveys. The survey data is used to determine average trip lengths and passenger miles for NTD reporting purposes. VRE’s GEC consultant currently provides these data collection services to support NTD reporting requirements.

NVTC provides similar data collection services to six northern Virginia transit systems (ART, DASH, Alexandria Trolley, Fairfax Connector, CUE and Loudoun County Transit) via a consultant contract. That contract expires on June 30, 2013. NVTC has initiated the procurement process to issue a new contract for NTD data collection consultant services. A request for proposals (RFP) was issued by NVTC in May 2013 and a contract award is anticipated in June 2013.
While VRE could continue to use its GEC consultant contract for the NTD data collection, procuring those services through NVTC will allow for greater competition and the potential for financial and other efficiencies if those services are combined with other regional transit data collection efforts.

NVTC will contract with the selected consultant on behalf of VRE. NVTC and VRE have agreed upon the scope of the services to be provided under the consultant contract. The attached agreement outlines the general terms of the services to be provided under the NVTC contract and the procedures for VRE to remit payment to NVTC for those services.

**FISCAL IMPACT:**

The approval of this agreement has no fiscal impact. The consultant data collection services that will be completed under the NVTC contract are included in the VRE FY 2013 and FY 2014 Operating Budget.
RESOLUTION
9C-05-2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

WHEREAS, as a recipient of Federal Urbanized Area Formula (§5307) grant funds, VRE is required to report ridership, passenger miles and other performance data to the National Transit Database (NTD) on an annual basis; and,

WHEREAS, VRE’s GEC consultant currently provides these data collection services for VRE; and,

WHEREAS, the Northern Virginia Transportation Commission (NVTC) provides similar data collection services to six northern Virginia transit systems via a consultant contract; and,

WHEREAS, NVTC has initiated the procurement process to issue a new contract for NTD data collection consultant services which includes collection of VRE-related NTD data.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to execute an agreement with NVTC to provide NTD consultant services to VRE via an NVTC contract.

Approved this 17th day of May 2013

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Paul Smedberg
Chairman

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John Cook
Secretary