To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: May 15, 2015

Re: Authorization to Issue an Invitation for Bids for Automatic Passenger Counter System

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for Automatic Passenger Counter System.

Background:

Invitation for Bids (IFB) is the preferred and normal method of procurement suitable when seeking bids to provide goods and services at a firm-fixed price. This method is utilized when there is a complete, adequate, precise specification or purchase description. Award is made on the basis of price alone without discussions or negotiations with the Bidders.

Currently, passenger counts are performed manually by train conductors each morning and evening to comply with National Transit Database (NTD) and internal VRE reporting needs. This project will allow for automatic passenger counts as VRE passengers board and detrain at each station. This information will be used to identify in real-time passenger loads, which are used for safety and operational purposes in addition to planning and analyses for future growth. The detailed, real-time information can be used for:
• Safety and Security – real-time information about passenger loads, by car, is critical data for use by first responders in the event of an incident.

• Operational – real-time passenger load information can be utilized by onboard crew to help determine platforming strategy to evenly distribute passenger load. This will help to ensure that all available seats can be accessed.

• Customer Service – real-time alerts can be provide through VRE Mobile of seat availability by car so passengers waiting on the platform will know where to board to better guarantee a seat.

• Planning – real-time, accurate boarding information by train can assist with long-term planning for both consist makeup and parking strategies by station.

The scope of work for the IFB includes hardware, software, sensors, hosted web services, integration engineering and testing. Each VRE passenger car will be equipped with the necessary equipment to count passengers boarding, alighting and moving between cars in a train consist. Installation of the on-board system (hardware, software, sensors, etc.) will be solicited in a separate procurement.

Upon receipt of the bids, staff will return to the Operations Board for authorization to award the contract.

**Fiscal Impact:**

Funding for the project is provided for in the FY 2016 CIP budget for Automated Passenger Counters – Passengers, using FY 2016 federal formula funds with state and local match.
Virginia Railway Express
Operations Board

Resolution
8C-05-2015

Authorization to Issue an Invitation for Bids for
Automatic Passenger Counter System

WHEREAS, passenger counts are conducted daily on all VRE trains to comply with National Transit Database (NTD) requirements and VRE reporting needs; and,

WHEREAS, passenger counts are currently performed manually by train conductors; and,

WHEREAS, accurate and real-time passenger loads for safety, operational and planning purposes is paramount for current and future growth; and,

WHEREAS, this solicitation will include hardware, software, sensors, hosted-web services, integration engineering and testing for an Automatic Passenger Counter System;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for Automatic Passenger Counter System.

Approved this 15th day of May 2015

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John C. Cook
Chairman

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Paul Smedberg
Secretary