Agenda Item 8-A
Consent Item

To: Chairman Skinner and the VRE Operations Board

From: Doug Allen

Date: December 16, 2016

Re: Authorization to Issue a Request for Proposals for Automatic Passenger Counter System

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals for Automatic Passenger Counter System.

Background:

In May, 2015, the VRE Operations Board authorized the Chief Executive Officer to issue an Invitation for Bid for an Automatic Passenger Counter System. VRE’s Procurement staff subsequently determined the appropriate solicitation for this system is a Request for Proposals (RFP) based on the scope of the project and the varying types of technology that could be used to achieve the scope.

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 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 all available seats can be accessed.
• Customer Service – real-time alerts can be provided 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.

As determined in accordance with VRE Public Procurement Policies and Procedures, an Invitation for Bids (IFB) is neither practicable nor fiscally advantageous to VRE and an RFP is the preferred method of procurement for this solicitation since there are different approaches to the desired service and an evaluation of technical merit is required.

Upon completion of evaluation of proposals, negotiations are conducted with the two highest ranked firms deemed to be fully qualified and best suited among those submitting Proposals, on the basis of the factors specified in the evaluation criteria. Price will be considered in context of technical performance for this service to achieve a best value determination. After receipt of the best and final offer from the top-ranked firm, a cost analysis is performed to compare the proposed cost with the independent cost estimate to determine the proposed cost is fair and reasonable.

The scope of work for the RFP 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 and evaluation of the proposals, 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, using FY 2016 federal formula funds with state and local match.
Authorization to Issue a Request for Proposals 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 acknowledge the determination made by the VRE Contract Administrator in accordance with the VRE Public Procurement Policies and Procedures that competitive bidding is not practicable, nor fiscally advantageous to VRE, and competitive negotiation is the appropriate method to procure these services; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals for Automatic Passenger Counter System.

Approved this 16th day of December 2016

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Gary Skinner
Chairman

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Maureen Caddigan
Secretary