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 Parking Counter System

Recommendation:

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

Background:

In May, 2015, the VRE Operations Board authorized the Chief Executive Officer to issue an Invitation for Bid for an Automatic Parking 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 which could be used to achieve the scope.

Currently, the number of vehicles at each VRE parking lot are counted manually once per day during the morning commute hours. This project will implement technology for tracking vehicles entering and leaving each parking lot throughout the day. Automatic parking count information will be used to accurately account for parking lot capacity in real-time on a daily basis. Other potential uses of the real-time daily information is direct communication with passengers through the use of the VRE Mobile App. Over time, this information will be used to accurately capture parking capacity trends to plan for parking expansions and other capacity related projects. The detailed, real-time information can be used for:
• Safety and Security – in conjunction with security cameras, the real-time parking information can be used to document and track parking lot activity during non-peak hours.

• Customer Service – real-time parking lot status can be provided directly to passengers through VRE.org or through VRE Mobile to assist with planning on which station to use, or which train to ride.

• Planning – real-time parking data can be utilized to determine parking needs, capacity utilization, and arrival trends. This can assist in determining not just the capacity of future lots, but also how to manage the expected traffic flow within the lot and as it feeds on and off local roads.

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, installation and testing. Each VRE parking lot will be equipped with the necessary equipment to provide an accurate count of the number of cars parked.

Upon receipt and evaluation of the proposals, staff will return to the Board for authorization to award the contract.

**Fiscal Impact:**

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

Resolution  
8B-12-2016  

Authorization to Issue a Request for Proposals for  
Automatic Parking Counter System  

WHEREAS, a daily count of all cars parked at VRE stations are conducted manually during the morning commute; and,  

WHEREAS, having accurate and real-time counts of the number of cars located at VRE parking lots will allow for accurate reporting of daily parking capacity; and,  

WHEREAS, accurate daily accounting of current capacity of VRE parking lots will provide the necessary information to accurately plan for parking expansions and other capacity related projects; and,  

WHEREAS, this solicitation will include hardware, software, sensors, hosted-web services, integration engineering, installation and testing for the Automatic Parking 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 Parking Counter System.  

Approved this 16th day of December 2016  

______________________________  
Gary Skinner  
Chairman  

____________________________  
Maureen Caddigan  
Secretary