To: Chairman Smedberg and the VRE Operations Board

From: Doug Allen

Date: March 17, 2017

Re: Authorization to Issue a GPC Task Order for the FY 2017 National Transit Database Data Collection

Recommendation:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to issue a General Planning Consultant (GPC) Task Order to Vanasse Hangen Brustlin, Inc. (VHB) to conduct National Transit Database (NTD) ridership data collection for FY 2017 in an amount of $125,912, plus a 10% contingency of $12,590, for a total not to exceed $138,502.

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. To gather the data to report these statistics, VRE conducts boarding/alighting surveys on each train. The survey data is used to determine ridership levels on each train, average trip lengths and passenger miles for NTD reporting purposes.

The last boarding/alighting survey was conducted in FY 2014. Since that time the Spotsylvania station has opened and an additional train has been added to the Fredericksburg Line schedule. While the survey ideally is conducted on an annual basis, it was not conducted immediately following the opening of the Spotsylvania station and...
service expansion to allow ridership patterns to stabilize. As Fredericksburg ridership patterns are now considered stable, the survey is being completed.

VHB is the prime consultant for the VRE GPC contract (VRE Contract No. 017-002-A). A Task Order Proposal to complete the data collection was requested from VHB, who returned a proposal to perform the requested services for $125,912. Following review of the proposal, VRE recommends award to VHB.

**Fiscal Impact:**

Funding for this task order is included in the FY 2017 operating budget.
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 on an annual basis; and,

WHEREAS, the data required to report these statistics is collected via a boarding/alighting survey of VRE trains; and,

WHEREAS, Vanasse Hangen Brustlin, Inc., VRE's General Planning Consultant contractor, has the qualifications to collect this data and has presented an acceptable proposal to perform said services;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a General Planning Consultant Task Order to Vanasse Hangen Brustlin, Inc. to conduct National Transit Database data collection for FY 2017 in an amount of $125,912, plus a 10% contingency of $12,590, for a total not to exceed $138,502.

Approved this 17th day of March 2017.

_____________________________
Paul Smedberg
Chairman

_____________________________
Katie Cristol
Secretary