To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: March 16, 2018

Re: Authorization to Issue a GPC Task Order for the FY 2018 National Transit Database Data Collection

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**Recommendation:**

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a General Planning Consultant (GPC) Task Order to Vanasse Hangen Brustlin, Inc. (VHB) for National Transit Database (NTD) ridership data collection for FY 2018 in the amount of $128,274, plus a 10% contingency of $12,827, for a total not to exceed $141,101.

**Summary:**

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 ridership and passenger miles data, VRE conducts annual boarding/alighting counts on each train. This Task Order is for the FY 2018 data collection.

**Background:**

The last NTD boarding/alighting survey was conducted in spring 2017. The Scope of Services for this task order includes: on-board collection of boardings and alightings for each VRE revenue train, compilation of the boarding/alighting data into a spreadsheet, statistical analysis of the data to ensure it meets NTD requirements for precision,
documentation of the survey results in a technical memo, and certification the survey complies with NTD requirements by a professional statistician.

**Fiscal Impact:**

Funding is provided for in the current budget for Office of Development, Project Implementation, Consulting - Operations.
Virginia Railway Express  
Operations Board  

Resolution  
9E-03-2018  

Authorization to Issue a GPC Task Order for the FY 2018  
National Transit Database Data Collection  

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 annually 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. for National Transit Database data collection for FY2018 in the amount of $128,274, plus a 10% contingency of $12,827, for a total not to exceed $141,101.  

Approved this 16th day of March 2018  

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Martin Nohe  
Chairman  

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Maureen Caddigan  
Secretary