To: Chair Cristol and the VRE Operations Board  
From: Doug Allen  
Date: February 15, 2019  
Re: Authorization to Issue a GPC Task Order for FY 2019 National Transit Database Data Collection

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a General Planning Consulting (GPC) Services Task Order to Vanasse Hangen Brustlin, Inc. (VHB) for National Transit Database (NTD) ridership data collection for FY 2019 in the amount of $133,719, plus a 10% contingency of $13,372, for a total not to exceed $147,091.

Summary:

As a recipient of Federal Urbanized Area Formula (§5307, 5337) grant funds, VRE is required to report passenger trips, passenger miles and other performance data to the NTD. VRE does not collect 100% boarding and alighting counts of its passenger trips. Therefore, per NTD, it must use a sampling or survey method to estimate passenger trips and passenger miles for reporting. VRE conducts annual boarding/alighting counts on each train as part of its survey method.

Background:

The last NTD boarding/alighting survey was conducted in Spring 2018. This Task Order is for the FY 2019 data collection.
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 by train to determine boarding and alighting patterns by station; statistical analysis of the data to ensure it meets NTD requirements for precision and certification by a professional statistician; and documentation of the survey results in a technical memo. The boarding and alighting patterns are then used in the upcoming fiscal year to estimate VRE passenger trips and passenger miles for NTD reporting.

**Fiscal Impact:**

The FY 2019 operating budget for Project Development - Consulting and Professional Services includes funding for this activity.
Authorization to Issue a GPC Task Order for FY 2019
National Transit Database Data Collection

WHEREAS, as a recipient of Federal Urbanized Area Formula (§5307, 5337) grant funds, VRE is required to report passenger trips, passenger miles and other performance data to the National Transit Database on an annual basis; and,

WHEREAS, because VRE does not collect 100% boarding and alighting counts of its trips, a sampling or survey method is used to estimate passenger trips and passenger miles; 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 Consulting 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 Consulting Services Task Order to Vanasse Hangen Brustlin, Inc. for National Transit Database data collection for FY 2019 in the amount of $133,719, plus a 10% contingency of $13,372, for a total not to exceed $147,091.

Approved this 15th day of February 2019

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Katie Cristol
Chair

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John Cook
Secretary