

**POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

RESOLUTION

MOTION: _____

RESOLUTION NO. 09-07-__

OFFICIAL COMMISSION MEETING

SECOND: _____

JULY 9, 2009

**RE: AUTHORIZATION TO AWARD A CONTRACT FOR EMPLOYER OUTREACH
TRANSPORTATION DEMAND MANAGEMENT SERVICES**

WHEREAS, the Board authorized the Executive Director to advertise for a competitive procurement for consultant assistance for the performance of these services; and

WHEREAS, two (2) proposals were received for the performance of these services; and

WHEREAS, UrbanTrans Consultants was found to be the responsible Offeror whose offer is most advantageous to PRTC; and

WHEREAS, funds for the first year of this contract are provided by VDOT.

NOW, THEREFORE BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to award UrbanTrans Consultants a contract for a period of one year amounting to \$38,844.00 and further authorizes the Executive Director to exercise each of the two (2) one-year options without any further Commission action if he deems this to be in the Commission's best interest.

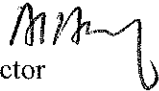


Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

July 9, 2009

TO: Chairman May and Commissioners

FROM: Alfred H. Harf 
Executive Director

RE: Authorize the Executive Director to Contract for Employer Outreach Transportation Demand Management Services

Recommendation:

Authorize the Executive Director to enter into a contract with UrbanTrans Consultants for the performance of employer outreach transportation demand management services in the Prince William County area.

Background:

Travel demand management employer outreach (hereinafter referred to as “employer outreach”) throughout the Washington D.C. metropolitan area is among the strategies being used to curb mobile source emissions. Described in simple terms, employer outreach entails employee surveys to gauge interest in ridesharing, vanpooling, transit, and other “demand management” options to lessen reliance on solo driving for commuting, and then facilitating the use of these options for those that express interest. Generally speaking, the largest employers are targeted because experience has shown that the larger the work site, the greater the interest.

In the Prince William County area, employer outreach has been done in a variety of ways – prior to 2000, it was done by PRTC staff, and since then it has been done by the Metropolitan Washington Council of Governments (COG) to take advantage of COG’s extensive experience in travel demand management ventures. Over the course of the past year, however, VDOT, Prince William County, and PRTC staffs have concluded that it would be more cost-effective for these VDOT-funded services to be performed by a consultant under contract to PRTC. Accordingly, PRTC management was authorized by the Commission at the June 2009 meeting to competitively procure consultant assistance to perform these services.

Also at the June 2009 meeting the Commission authorized the Executive Director to enter into an agreement with the Virginia Department of Transportation (VDOT) to provide for PRTC’s assumption of VDOT-funded transportation demand management employer outreach services in the Prince William County area. The agreement has been prepared by VDOT and PRTC staff, reviewed by the Office of the Attorney General and by PRTC Legal Counsel who has found no fault with it. While the agreement has not yet been signed by VDOT Commissioner, the fully executed agreement is expected imminently. PRTC will await the fully executed agreement before entering into a contract with UrbanTrans Consultants.

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Chairman May and Commissioners
July 9, 2009
Page 2

Fiscal Impact:

No fiscal impact.