



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Agenda Item 2g

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## *Memorandum*

TO: Administration Committee

DATE: May 4, 2016

FR: Executive Director

W. I. 1122

RE: Contract Amendment - Transit Passenger Survey Services: ETC Institute (\$350,000)

This memorandum requests the Committee's approval to enter into a contract amendment in an amount not to exceed \$350,000 with ETC Institute (ETC) to continue work on a demographic and travel pattern survey of San Francisco Municipal Transportation Agency (SFMTA) passengers.

### **Background**

In October 2015 and April 2016, this Committee approved funding for ETC Institute, a pre-qualified consultant, to collect and analyze transit passenger demographic and travel pattern data from SFMTA passengers. Consistent with this data-collection effort, SFMTA has requested that supplemental travel pattern data be collected from SFMTA's rail fleet, entirely at SFMTA's expense. SFMTA will fund this additional effort while continuing to work with ETC Institute and within MTC's contracting environment.

The proposed contract amendment funds a census of rail ridership that creates an inventory of rail boardings, alightings, and vehicle passenger loads for all rail stops in SFMTA's fleet. ETC's and its subcontractor's small business and disadvantaged business enterprise status is shown in Attachment A.

### **Recommendation**

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with ETC in an amount not to exceed \$350,000 to continue and expand the scope of the transit passenger survey for SFMTA.

  
\_\_\_\_\_  
Steve Heminger

SH:SI  
Attachment

## Attachment A

			DBE* Firm			SBE** Firm		
	Firm Name	Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	ETC Institute	Survey Development and Project Management			X			X
Subcontractor	A+ Student Staffing	Temporary Staffing of Onboard Survey Administrators	X	42197				X

\*Denotes certification by the California Unified Certification Program (CUCP).

\*\*Denotes certification by the State of California.

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Contract Amendment

Work Item No.:	1122
Consultant(s):	ETC Institute, Olathe, KS
Work Project Title:	Transit Passenger Survey Services
Purpose of Project:	Collect and analyze transit passenger demographic and travel data from Bay Area transit agencies.
Brief Scope of Work:	Collect transit passenger survey data that will be used to support Title VI equity reporting requirements for transit riders and to refine regional analytical planning tools.
Project Cost Not to Exceed:	\$350,000 (this amendment) Total contract before this amendment: \$3,668,530 Total Authorized Contract after this amendment: \$4,018,530
Funding Source:	SFMTA Funds
Fiscal Impact:	Funds are included in the FY 2015-16 agency budget.
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with ETC Institute to continue transit passenger survey work, as described above and in the Executive Director's memorandum dated May 4, 2016, and the Chief Financial Officer is authorized to set aside funds in the amount of \$350,000 for such contract amendment.
Administration Committee:	<hr/> Adrienne J. Tissier, Chair
Approved:	Date: May 11, 2016