



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: September 5, 2018

FR: Executive Director

W. I. 1122

RE: Contract Amendment - Transit Passenger Survey Services: ETC Institute (\$150,000)

This memorandum requests the Committee's approval to enter into a contract amendment in an amount not to exceed \$150,000 with ETC Institute to perform a demographic and travel pattern survey of Livermore Amador Valley Transit Authority (LAVTA) passengers and to perform Bay Area transit survey database analyses.

Background

In May 2017, this Committee approved a pre-qualified consultant panel of the following three firms to collect and analyze transit passenger demographic and travel pattern data from Bay Area transit agencies: Corey, Canapary & Galanis, Redhill Group Inc., and ETC Institute. The consultant panel was assembled to collect transit passenger data for the region's operators, as described in MTC Resolution No. 3866, the Transit Coordination Implementation Plan. The data collected in each operator survey effort is used to support Title VI equity reporting requirements and to refine regional analytical planning tools. The survey of LAVTA passengers for this cycle of data collection will be performed by ETC Institute and is anticipated to begin in fall 2018. Given that this is a rolling data collection program, bench consultants are selected for specific tasks based on their skill sets, MTC's current surveying needs, consultant work capacity, and approximate equitable distribution of work. LAVTA was assigned to ETC Institute based on these criteria.

The proposed contract amendment funds an in-person, tablet computer-based demographic and travel pattern survey of LAVTA passengers. It will also fund analyses of the regional transit passenger database that support MTC travel demand model refinements. ETC Institute was selected for this analysis work because of their familiarity with both the survey database and MTC's travel modeling requirements. ETC Institute's and its subcontractor's small business and disadvantaged business enterprise status are 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 Institute in an amount not to exceed \$150,000 to perform a LAVTA survey and analyses of MTC's transit survey database.



Steve Heminger

SH:si

Attachment

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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:	\$150,000 (this amendment) Total contract before this amendment: \$1,050,000 Total Authorized Contract after this amendment: \$1,200,000
Funding Source:	FHWA Planning, FTA 5303
Fiscal Impact:	Funds are included in the FY 2018-19 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 perform transit passenger survey work, as described above and in the Executive Director's memorandum dated September 5, 2018, and the Chief Financial Officer is authorized to set aside funds in the amount of \$150,000 for such contract amendment.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	Date: September 12, 2018