

Metropolitan Transportation Commission Administration Committee

July 10, 2019

Agenda Item 2f

Contract Amendment – SamTrans Passenger Origin/Destination Survey: Corey, Canapary & Galanis (\$250,000)

- Subject:** Staff requests Committee approval to enter into a contract amendment with Corey, Canapary & Galanis (CCG) in an amount not to exceed \$250,000, to allow CCG to perform an origin/destination survey of SamTrans passengers.
- Background:** Staff issued a competitive Request for Qualifications (RFQ) for the consultant panel on February 9, 2017. The RFQ allowed for services through June 30, 2020, with the option to renew through 2022. In May 2017, the Administration 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: CCG, 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 SamTrans passengers for this cycle of data collection will be performed by CCG and is anticipated to begin in fall 2019. SamTrans was assigned to CCG based on a "mini-procurement" sent to all three panel consultants on March 22, 2019. Responses for the mini-procurement were received from CCG and ETC Institute, and the evaluation panel of MTC and SamTrans staff recommended CCG because of its cost-effectiveness and experience in transit data collection, with specific experience working with SamTrans.
- CCG is neither a Small Business Enterprise nor a Disadvantaged Business Enterprise. Its subcontractor's SBE and DBE status is listed in Attachment A.
- Recommendation:** Staff recommends that the Committee authorize the Executive Director or designee to amend the contract with CCG in an amount not to exceed \$250,000 to perform an origin/destination survey of SamTrans passengers, subject to the approval of the FY 2019-20 agency budget.
- Attachments:** Attachment A: Contractor DBE and SBE Status
Attachment B: Request for Committee Approval – Summary of Proposed Contract Amendment



Therese W. McMillan

Attachment A

		DBE* Firm			SBE** Firm			
	Firm Name	Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	Corey, Canapary & Galanis	Survey Development and Project Management			X			X
	Monroe Personnel	Temporary Staffing of Onboard Survey Administrators	X	36744				X
Subcontractor								

*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:	Corey, Canapary & Galanis San Francisco, CA
Work Project Title:	Transit Passenger Surveying 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:	\$250,000 (this amendment) Total contract before this amendment: \$250,000 Total Authorized Contract after this amendment: \$500,000
Funding Source:	FHWA Planning, FTA 5303
Fiscal Impact:	Funds are included in the FY 2019-20 agency budget.
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with Corey, Canapary & Galanis to perform transit passenger work described above and in the Administration Committee Summary Sheet dated July 10, 2019 and the Chief Financial Officer is authorized to set aside \$250,000 for such amendment.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	July 10, 2019