

Metropolitan Transportation Commission

Administration Committee

September 13, 2023

Agenda Item 2d - 23-1088

**Consultant Bench: 2023 Transit Passenger Surveying Services Bench – Cycle 1:
(ETC Institute; Corey, Canapary & Galanis; Resource Systems Group, Inc.)**

Subject:

Staff requests approval of a pre-qualified bench of consultants to provide transit passenger surveying services through June 30, 2028, with an option to extend the bench for up to an additional two (2) years through June 30, 2030.

Background:

MTC collects travel behavior and demographic data for the region’s transit passengers to serve two agency needs. The first is to assist with Title VI of the 1964 Civil Rights Act compliance for regional expenditures and to facilitate various transit rider equity analyses. The second goal is to collect passenger travel pattern data for the refinement of MTC and partner agencies’ analytical planning tools, including regional and county-level travel demand models.

Through this request for qualifications (RFQ), MTC is seeking transit passenger survey experts to assist the agency and our regional partners and stakeholders in performing transit passenger surveying for operators in the region. This memorandum provides a summary of the procurement effort and seeks approval of the consultants recommended by staff based on their responses to Cycle 1 of the 2023 Transit Passenger Surveying Services Bench RFQ.

Procurement

On June 29, 2023, MTC issued a Request for Qualifications (RFQ) for the 2023 Transit Passenger Surveying Services – Cycle 1 Consultant Bench (“Bench”), inviting firms to submit a Statement of Qualifications (“SOQ”) for transit data collection and analysis.

Email notification of the opportunity was sent to 4,609 individuals and firms. Records indicate that 58 individuals or firms downloaded RFQ-related documents. Staff hosted a virtual pre-proposal conference on July 6, 2023 that was attended by twenty-three individuals representing 16

firms. As of July 31, 2023, the deadline for submission of SOQs, MTC received SOQs from 5 firms. All five SOQs were evaluated. There were no minimum qualifications for this project.

An evaluation panel comprised of two MTC staff members and one staff member each from Bay Area Rapid Transit (BART) and San Francisco Municipal Transportation Agency (SFMTA) reviewed the submittals on the following evaluation criteria:

1. Qualifications and Team Experience (60%)
2. Reasonableness and appropriateness of hourly rates (30%)
3. Presentation, as evidenced in the written proposal, and interviews, if held. (10%)

Upon review of the SOQ submittals, the panel decided that it had sufficient information to evaluate consultant teams and that interviews need not be held.

Based on the evaluation panel's review of the consultant submittals, the panel recommends the top-ranked three firms for the Project: ETC Institute; Corey, Canapary & Galanis; and Resource Systems Group, Inc. A summary of each firm's SBE/DBE status is listed on Attachment A.

Firms approved in Cycle 1 will be eligible for work throughout the approved term of the Bench. Selection for entry into a contract with one of the pre-qualified consultants may take place by direct selection or via a mini-procurement, pursuant to MTC's Third-Party Contracting Policies and Procedures. Additional firms may be added to the Bench in response to re-issuance of the RFQ in later cycles. Contract periods of performance and amounts will be determined on a per-contract basis based on the project solicited to the Bench. Staff will return to the Administration Committee for authorization of any contracts exceeding the Executive Director's signature authority.

Issues:

None identified.

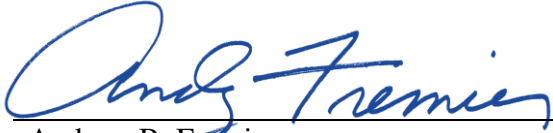
Recommendations:

Staff recommends that the Administration Committee approve ETC Institute; Corey, Canapary & Galanis; and Resource Systems Group, Inc. to the 2023 Transit Passenger Surveying Services Bench to provide transit passenger data collection and analysis services on an as-needed basis,

for a period through June 30, 2028, with an option to extend for an additional two years through June 30, 2030.

Attachments:

- Attachment A: Disadvantaged Business Enterprise and Small Business Enterprise Status
- Attachment B: Request for Committee Approval – Summary of Proposed Consultant Bench



Andrew B. Fremier

Disadvantaged Business Enterprise and Small Business Enterprise Status

	Firm Name	Role on Project	DBE* Yes / No	If DBE Yes, List #	SBE** Yes / No	If SBE Yes, List #
Prime Contractor	ETC Institute	Primary Contractor	No		No	
Subcontractors	WSP	Subconsultant	No		No	
	ANIK Int	Subconsultant	Yes	42570	No	
Prime Contractor	Corey, Canapary & Galanis	Primary Contractor	No		Yes	32928
Subcontractor	Talmo & Associates, Inc.	Subconsultant	Yes	51633	Yes	1017448
Prime Contractor	Resource Systems Group, Inc.	Primary Contractor	No		No	
Subcontractors	ANIK Int	Subconsultant	Yes	42570	No	
	Ebony Marketing Systems	Subconsultant	Yes	43583	No	

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

**Denotes certification by the State of California.

Request for Committee Approval

Summary of Proposed Consultant Bench

Work Item No.: 1122

Consultant: ETC Institute – Olathe, KS
Corey, Canapary & Galanis – San Francisco, CA
Resource Systems Group, Inc. – San Diego, CA

Work Project Title: 2023 Transit Passenger Surveying Services Bench

Purpose of Project: Collect and analyze Bay Area regional transit passenger data in support of Title VI of the 1964 Civil Rights Act compliance, and to provide necessary data for the refinement of regional travel models.

Brief Scope of Work: To provide as-needed data collection on transit vehicles and at transit stops and stations, collecting both trip details and passenger demographic data.

Project Cost Not to Exceed: To be determined on a per-contract basis

Funding Source: To be determined on a per-contract basis

Fiscal Impact: No immediate fiscal impact until contracts are awarded. Funds for future fiscal years are subject to agency budgetary approval process.

Motion by Committee: That the consultants listed in Attachment A be pre-qualified and added to the “2023 Transit Passenger Surveying Services Bench” to allow them to enter into contracts with MTC to provide surveying and analysis services on an as-needed basis through June 30, 2028, with an option to extend for an additional two (2) years to June 30, 2030, as described above and in the Administration Committee Summary Sheet dated September 13, 2023, subject to applicable contract approval procedures and necessary budget.

Administration Committee: _____
Gina Papan, Chair

Approved: September 13, 2023