Transportation Committee  
For the Metropolitan Council meeting of December 23, 2020

| Subject: Amendment to the Travel Behavior Inventory Contracts |

**Proposed Action**

That the Metropolitan Council authorizes the Regional Administrator to:

- Enter into negotiations and to execute an amendment to the Subordinate Funding Agreement with the Minnesota Department of Transportation (MnDOT) funding the Travel Behavior Inventory (TBI) Household Travel Survey for an amount not to exceed $3,778,400,
- Adopt the attached resolution (resolution 2020-xx) approving the agreement with MnDOT, and
- To enter into negotiations and to execute an amendment with the contract with RSG to conduct the TBI Household Surveys for an amount not to exceed $4,723,000

**Summary of Committee Discussion/Questions**

Metropolitan Transportation Services Technical Service Manager Jonathan Ehrlich presented this item. Chamblis expressed appreciation for the update and the goals to do better with the representativeness of the survey. Sterner asked if the survey would look at just the 7 counties or would it include outliers. Ehrlich responded that the survey itself covers all 7 counties and neighboring counties as well but that some of the efforts to increase representativeness will be focused on specific communities.

Motion by Fredson, seconded by Gonzalez. Motion carried. CONSENT to Council.
Transportation Committee
Meeting date: December 14, 2020
For the Metropolitan Council meeting of December 23, 2020

Subject: Amendment to the Travel Behavior Inventory Contracts, Resolution 2020-31
District(s), Member(s): All
Policy/Legal Reference: 2040 TPP Work Program
Staff Prepared/Presented: Nick Thompson, Director, MTS, 651-602-1754
Amy Vennewitz, Deputy Director Finance & Planning, 651-602-1058
Jonathan Ehrlich, Manager Travel Modeling and Research, 651-602-1408
Division/Department: Metropolitan Transportation Services

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  the Minnesota Department of Transportation (MnDOT) funding the Travel Behavior Inventory (TBI)
  Household Travel Survey for an amount not to exceed $3,778,400,
• Adopt the attached resolution (resolution 2020-31) approving the agreement with MnDOT, and
• To enter into negotiations and to execute an amendment with the contract with RSG to conduct the
  TBI Household Surveys for an amount not to exceed $4,723,000

Background
The TBI Household Survey is a biennial survey of all travel for a sample of households in the region.
Each household is asked to record all travel by all household members for up to seven days. Data
collection for the first wave of the survey occurred in 2018 and 2019.

The first wave of the survey was successful at meeting its sampling goals, as well as demonstrating the
utility of new survey methods and of the willingness of individuals to participate in the survey for an
entire week. There were several challenges that emerged in the first wave: the need to improve
representation of the survey by race/ethnicity, the need to improve methods to ensure that the survey is
capturing accurate behavior of children and rapidly evolving travel patterns due to COVID-19, and the
need to evolve the program to address increased risks from external factors, including COVID-19. Staff
have determined that amendments are necessary to

• Correct contract expiration date and establish specific payment milestones for waves 2 and 3
• Include additional tasks for strategies to increase representativeness of the survey sample by
  race/ethnicity
• Increase sample size of wave 2 to fully measure ongoing changes and increase sample statistical
  power (especially for historically underrepresented groups)
• Adjustments and risk mitigation due to COVID-19 impacts and other external factors affecting
  response.

Federal funding through MnDOT is partially funding all elements of the TBI
program, including the household survey. A master agreement for all elements of
the TBI was executed by the Council and MnDOT on June 21, 2017 and
amended on 1/17/2019. The master agreement outlines the method to transfer funds from MnDOT to the Council and the conditions and obligations that must be followed. The subordinate agreement details the scope and cost of each TBI tasks. The value of the subordinate agreement is for federal funds only (80% of the total). An amendment to the subordinate agreement is necessary to allow the consultant contract amendment.

**Rationale**
The TBI Household Survey provides data for use by the Council and its regional stakeholders for improving the region’s travel forecast models and providing information on how, where, and why people travel in the region and tracking how it changes over time.

Council authorization is required for the consultant contract amendment, as it exceeds 10 percent of initial contract value. Council authorization by resolution is required for the amendment to the subordinate funding agreement.

**Thrive Lens Analysis**
Improving the strategies to increase survey participation of historically underrepresented populations will promote equity in the region. Adjustments in survey to account for increased risk due to COVID-19 and other contingencies promotes stewardship by maximizing the likelihood of a successful survey outcome given significant investment.

**Funding**
Funding for the amendment is available through the existing Travel Behavior Inventory master agreement, which funds the household travel survey, transit on-board survey, and other data collection and travel modeling work. Funds will be reallocated within the TBI program to fully fund this amendment.

**Known Support / Opposition**
There is no known opposition
RESOLUTION AUTHORIZING THE AGREEMENT WITH THE COMMISSIONER OF TRANSPORTATION PRESCRIBING THE TERMS AND CONDITIONS OF FEDERAL AID PARTICIPATION FOR THE TRAVEL BEHAVIOR INVENTORY

WHEREAS, the Transportation Advisory Board awards federal transportation dollars through the Regional Solicitation; and

WHEREAS, the Transportation Advisory Board has awarded federal transportation dollars to the Metropolitan Council for the completion of the Travel Behavior Inventory; and

WHEREAS, the Minnesota Department of Transportation has chosen to contribute additional funds to the Travel Behavior Inventory; and

WHEREAS, the Travel Behavior Inventory has been determined to be eligible for the expenditure of federal aid funds and is be programmed in the 2020 State Transportation Improvement Program; and

WHEREAS, the Metropolitan Council must enter into agreement with the State of Minnesota Department of Transportation to access these funds.

NOW, THEREFORE, BE IT RESOLVED:

1. THAT pursuant to Minnesota State Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the Metropolitan Council to accept as its agent, federal aid funds which may be made available for eligible transportation related projects

2. THAT the Regional Administrator is hereby authorized and directed for and on behalf of the Metropolitan Council to execute an amendment of the agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in Minnesota Department of Transportation Agency Agreement No. 1028181

Adopted this _______________________ of 2020.

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Charlie Zelle, Chair             Elizabeth Sund, Recording Secretary