

## Transportation Committee

Meeting date: January 11, 2016

For the Metropolitan Council meeting of January 13, 2016

**Subject:** Authorization to award contract to ETC Institute to conduct the 2016 Transit On-Board Survey

**District(s), Member(s):** All

**Policy/Legal Reference:** 2040 TPP Work Program

**Staff Prepared/Presented:** Arlene McCarthy, Director MTS, 651-602-1754

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**Division/Department:** Metropolitan Transportation Services

### Proposed Action

That the Metropolitan Council authorize the Regional Administrator to enter into negotiations and to execute a contract with ETC Institute to conduct the 2016 Transit On-Board Survey for an amount not to exceed \$1,350,000.

### Background

The Transit On-Board Survey is conducted every five years as part of the transportation planning process. The Survey will contribute valuable data to the region's Travel Demand Forecast Model, help planners understand key transit markets, and provide information to the federally required before and after studies for the Green Line, Green Line Extension and Blue Line Extension projects. The survey will provide data for riders on all fixed-route bus and rail service from all providers in the region. The survey work will take place in two phases in the spring and fall of 2016.

An RFP was issued on October 29, 2015 and one addendum was issued. Five people served on the evaluation panel: two from Metropolitan Transportation Services, two from Metro Transit, and one from MnDOT. The evaluation criteria were: (1) qualifications and experience of the proposer, (2) key personnel qualifications; (3) proposer's understanding of the objectives of the project; (4) quality of the proposal; and (5) price of the proposal. Three proposals were received.

After evaluating the three proposals received, the evaluation panel recommended that ETC Institute be awarded the contract. The proposal demonstrated the necessary qualifications and experience to successfully complete the work, including experience in similar survey projects for several peer agencies. The timeline proposed was reasonable and the proposal guaranteed a fixed number of valid and completed surveys. The evaluation panel reached consensus that the proposal submitted by ETC Institute represents the best value to the Council.

### Rationale

The Transit On-Board Survey will provide data for use by the Council and local partners in developing transit projects.

## **Funding**

The total cost of this project is estimated to be \$1,350,000 with a projected expenditure of \$1,100,000 in 2016. The Transportation Advisory Board approved \$800,000 in federal Surface Transportation Program (STP) funding for this project. In the Council's 2016 Operating Budget, \$1,100,000 is dedicated to this project, consisting of the \$800,000 STP funds and a \$300,000 match from the Council. The remaining funds will be committed by the Council in 2017 through the budgeting process.

## **Known Support / Opposition**

There is no known opposition.