

RESOLUTION NO. 2012-71

AUTHORIZING CONTRACT NO. 2012-054 WITH ETC INSTITUTE TO CONDUCT A REGIONAL ON-BOARD TRANSIT SURVEY AT A PRICE NOT TO EXCEED \$947,893.00 (RTA DEVELOPMENT FUND, PROGRAMMING AND PLANNING DEPARTMENT BUDGET)

WHEREAS, the Northeast Ohio Areawide Coordinating Agency (NOACA) is required by federal law to have a valid travel demand model in order to qualify for Federal Transit Administration (FTA) New Starts funding and other FTA grant funding; and

WHEREAS, this Regional On-Board Survey will provide data necessary to maintain a fully functioning and certified travel demand model; and

WHEREAS, Resolution No. 2012-23 authorized an Interagency Agreement between GCRTA and NOACA, Laketrans, Geauga County Transit, Medina County Transit, Brunswick Transit, and Lorain county Transit for the purpose of conducting a Regional On-Board Transit Survey; and

WHEREAS, the offer of ETC Institute, with an office located at 735 W. Frontier Circle; Olathe, Kansas 66061, to provide this service was received on June 25, 2012; and

WHEREAS, the General Manager/Secretary-Treasurer deems the offer of ETC Institute, after negotiations, to be advantageous to the Authority and NOACA and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the proposal submitted by ETC Institute, as modified by negotiations, to conduct a Regional On-Board Transit Survey be and the same is hereby accepted as in the best interest of the Authority and NOACA.

Section 2. That the General Manager/Secretary-Treasurer of the Authority is authorized to enter into a contract with ETC Institute to conduct a Regional On-Board Transit Survey.

Section 3. That said contract shall be payable through the RTA Development Fund, Programming and Planning Department budget, out of the NOACA STP funds that have been transferred from FHWA to FTA, including but not limited to FTA Capital Grant OH-95-X120, in an amount not to exceed \$947,893.00 (\$758,314.40 in Federal funds which represents 80% of the total cost). The award of this contract is based on initially using 100% Local funds which will be replaced contingent upon approval of FTA Capital Grant OH-95-X120. The GCRTA will be the sponsor of this project which is using STP funds. Local match will be provided by Laketrans (\$10,000), GCRTA (\$120,000) and NOACA (\$120,000).

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon compliance by the contractor to the Specifications and Addenda, if any; the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2012-036; bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 5. That this resolution shall become effective immediately upon its adoption.

Adopted: August 21, 2012



President

Attest: 

CEO, General Manager/Secretary-Treasurer



TITLE/DESCRIPTION: CONTRACT: REGIONAL ON-BOARD TRANSIT SURVEY VENDOR: ETC INSTITUTE AMOUNT: NTE \$947,893.00	Resolution No.: 2012-71
	Date: August 16, 2012
	Initiator: Programming and Planning
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

1.0 **PURPOSE/SCOPE:** This action will allow the Authority to enter into a contract for a regional on-board transit survey to provide the data necessary to maintain a fully functional and certified travel demand model, sponsored by NOACA for the five counties within Northeast Ohio.

2.0 **DESCRIPTION/JUSTIFICATION:** The last regional on-board survey was conducted in 1993. FTA requires this survey to be completed every 10 years. The new survey will benefit the region by collecting data necessary for forecasting demand, scheduling, operation, and planning of fixed route transit services (bus and rail) for public transit agencies in the NOACA region. The data collected will be used to improve transit forecasts via updates to the Northeast Ohio Areawide Coordinating Agency (NOACA) travel demand model. The overall goal of the survey is to enhance the region's ability to compete for New Start/Small Starts/Very Small Starts funding distributed by the Federal Transit Administration (FTA).

3.0 **PROCUREMENT BACKGROUND:** Under Resolution No. 2012-23, the Board of Trustees authorized the Authority to enter into an interagency agreement with NOACA, Laketran, Geauga County Transit, Medina County Public Transit, Brunswick Transit Alternative, and Lorain County Transit for the purpose of conducting a Regional Transit On-Board Survey. GCRTA is responsible for the procurement of the survey vendor, administration of the contract, and management of the project, under the direction of a Technical Committee comprised of NOACA Transit Council, a representative from ODOT technical staff and FTA. The Request For Proposal (RFP) was posted on the GCRTA Procurement web site and advertised in the local newspapers. Twenty-one (21) prospective proposers downloaded the solicitation and three (3) proposals were received. After evaluation by a panel of Authority and NOACA employees in accordance with established Procurement Department policies and procedures, and after negotiations, the proposal of ETC Institute was determined to be the most advantageous to the Authority. An amount not to exceed \$947,893.00 was agreed upon.

A cost analysis has been performed and the Procurement Department has determined that the contract agreement with ETC Institute is fair, reasonable, and advantageous for the Authority and NOACA.

4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** The Office of Business Development does not establish DBE goals or conduct Affirmative Action reviews on Interagency Agreements.

5.0 **POLICY IMPACT:** Does not apply.

- 6.0 ECONOMIC IMPACT: The contract will be funded through the RTA Development Fund, Programming and Planning Department budget, with NOACA STP funds that have been transferred from FHWA to FTA, including but not limited to FTA Capital Grant OH-95-X120, Line item 44.27.00, in an amount not to exceed \$947,893.00 (\$758,314.40 in Federal funds, which represents 80% of the total cost). This price is 5.5 % below the budgeted amount. The award of this contract is based on initially using 100% Local funds, which will be replaced by FTA funds contingent upon approval of FTA Capital Grant OH-95-X120. The GCRTA will be the sponsor of this project which is using STP funds. Local match will be provided by Laketrans (\$10,000), GCRTA (\$120,000) and NOACA (\$120,000).
- 7.0 ALTERNATIVES: Reject this offer. Rejection of this proposal will threaten the ability of transit agencies in the NOACA region to obtain federal New Starts and other grant funding.
- 8.0 RECOMMENDATION: This procurement was discussed at the August 7, 2012 Planning and Development Committee meeting. It is recommended that the offer of ETC Institute be accepted and the resolution passed authorizing the General Manager/Secretary-Treasurer to enter into a contract.
- 9.0 ATTACHMENTS: None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



CEO, General Manager/Secretary-Treasurer