

RESOLUTION NO. 2022-107

AUTHORIZING CONTRACT NO. 2022-083 WITH ETC INSTITUTE TO PROVIDE ON-BOARD ORIGIN-DESTINATION PASSENGER SURVEYS IN AN AMOUNT NOT TO EXCEED \$931,560.86 (RTA DEVELOPMENT FUND, PROGRAMMING AND PLANNING DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority ("Authority") is seeking the services of a professional consultant to complete an on-board transit survey that encompasses all fixed route bus, heavy rail, and light rail transit services; and

WHEREAS, such services are available from ETC Institute, located at 725 West Frontier Lane, Olathe, Kansas, to provide on-board origin-destination passenger surveys; and

WHEREAS, ETC Institute offered to provide on-board origin-destination passenger surveys in an amount not to exceed \$931,560.86; and

WHEREAS, the General Manager, Chief Executive Officer deems the offer of ETC Institute, as negotiated, to be in the best interest of the Authority 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 offer of ETC Institute to provide on-board origin-destination passenger surveys be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer of the Authority be and she is hereby authorized to enter into a contract with ETC Institute to provide on-board origin-destination passenger surveys.

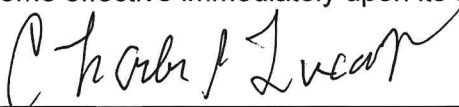
Section 3. That said contract will be funded through the RTA Development Fund, Programming and Planning Department budget, including, but not limited to, Capital Grant OH-2021-050-307, for a total contract amount not to exceed \$931,560.86 (\$745,248.69 in federal funds which represents 80% of the total cost).

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, bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that ETC Institute will attempt to exceed the 18% DBE goal assigned to this procurement.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: December 20, 2022



President

Attest: 

Secretary-Treasurer



TITLE/DESCRIPTION: CONTRACT: ON-BOARD ORIGIN-DESTINATION PASSENGER SURVEYS VENDOR: ETC INSTITUTE AMOUNT: NTE \$931,560.86	Resolution No.: 2022-107
	Date: December 15, 2022
	Initiator: Programming and Planning Department
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 Greater Cleveland Regional Transit Authority (“Authority”) to enter into a contract for on-board origin-destination passenger surveys.

- 2.0 **DESCRIPTION/JUSTIFICATION:** The Authority is seeking the services of a professional consultant to complete an on-board transit survey that encompasses all fixed route bus, heavy rail, and light rail transit services. The survey effort will include an on-to-off survey and an on-board survey utilizing a tablet-based personal interview approach. Statistically valid data on the origins and destinations, demographics, trip purpose, and other related information is a vital component to evaluate existing services and plan for future transit. The survey will collect data that will assist in scheduling, operations, and planning of fixed route bus and rail transit services. The data collected will be used to provide specifics on ridership, trips, and customer use of the system services. This data will also be used to improve regional transit forecasts via updates to the Northeast Ohio Areawide Coordinating Agency (“NOACA”) travel demand model’s mode choice component.

- 3.0 **PROCUREMENT BACKGROUND:** The Request for Proposals (“RFP”) was posted on the Authority’s Procurement website and advertised in local newspapers. Seven (7) interested parties downloaded the solicitation and one (1) proposal was received on September 30, 2022. After evaluation by a panel of Authority employees in accordance with established Procurement Department policies and procedures, the proposal of ETC Institute to provide on-board origin-destination passenger surveys was determined to be the most advantageous to the Authority, price and all other factors considered. After negotiations, a total contract amount not to exceed \$931,560.86 was agreed upon. This total is approximately 16% below the Engineer’s Estimate of \$1,100,000.00.

 A cost analysis has been performed, and the Procurement Department has determined the price to be fair and reasonable to the Authority.

- 4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** All Affirmative Action requirements have been met. An 18% DBE goal was established for this procurement. ETC Institute has committed to achieving the DBE participation goal through the utilization of ANIK (Subcontinent Asian female-owned) in the amount of \$96,075.00 and Stat Team (Caucasian female-owned) in the amount of \$96,075.00 for a total of \$192,150.00 or 18%.

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

- 6.0 **ECONOMIC IMPACT:** This procurement shall be payable through the RTA Development Fund, Programming and Planning Department budget, including, but not limited to, Capital Grant OH-2021-050-307, for a total contract amount not to exceed \$931,560.86 (\$745,248.69 in federal funds which represents 80% of the total cost).

- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer would delay RTA receiving the statistically valid data necessary to evaluate existing services, plan for future transit, and comply with Federal Transit Administration requirements.
- 8.0 RECOMMENDATION: This procurement was discussed by the Board of Trustees at the December 6, 2022 Operational Planning and Infrastructure Committee meeting. It is recommended that the offer of ETC Institute be accepted and the resolution passed authorizing the General Manager, Chief Executive Officer 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.



General Manager, Chief Executive Officer