

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 231205-101

WHEREAS, The Federal Transit Administration (FTA) Circular 4702.1B requires that the San Francisco Municipal Transportation Agency (SFMTA) conduct an onboard survey at a minimum once every five years in order to collect demographic data on its ridership to determine who is benefitting from federally programs and services and in order to conduct equity analyses on proposed fare and service changes; and,

WHEREAS, The most recent survey was conducted in 2016-2017 by ETC Institute, in partnership with the Metropolitan Transportation Commission (MTC); and,

WHEREAS, The COVID-19 pandemic prevented onboard survey work being conducted in the prior five years and therefore the agency is without updated demographic information with which to inform its transit planning activities, federally mandated equity analyses of proposed fare and service changes and service monitoring exercises, among other activities; and,

WHEREAS, Under San Francisco Administrative Code section 21.16(b) and Charter section 8A.102(b)1, the SFMTA may use the competitive procurement process of any other public agency when the Director of Transportation makes a determination that: (i) the other agency's procurement process was competitive or the result of a sole source award; and (ii) the use of the other agency's procurement would be in the City's best interests; and,

WHEREAS, 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; and,

WHEREAS, Accessing the MTC Bench will allow the SFMTA to proceed as quickly and as efficiently as possible with onboarding a Contractor to conduct the 2024 Onboard Survey, anticipated to begin in early 2024 instead of projected fall 2024 should the SFMTA have to initiate an independent competitive procurement process; and,

WHEREAS, ETC Institute conducted the SFMTA's 2016-2017 onboard survey, thereby demonstrating its ability to handle the complexity of our multimodal, 24-hour transit network; and,

WHEREAS, SFMTA staff has negotiated an agreement with ETC Institute under the MTC Bench procurement to meet the requirements of FTA Circular 4702.1B, "Title VI Requirements and Guidelines for FTA Recipients," by conducting an extensive onboard survey; and,

WHEREAS, A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors and is incorporated herein by reference; now, therefore be it

RESOLVED, That the SFMTA Board of Directors authorizes the Director of Transportation to execute Contract No. SFMTA-2024-20 with ETC Institute (ETC) to conduct the 2024 Muni Onboard Survey, required by the Federal Transit Administration (FTA) in order to comply with Title VI of the Civil Rights Act of 1964, in the amount of \$1,829,232 and for a two-year term.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of December 5, 2023.



Secretary to the Board of Directors
San Francisco Municipal Transportation Agency