Approval of an Interlocal Cooperative Agreement for the 2020 Regional Transit On-Board Survey

Public Affairs and Communication Committee

July 9, 2019

Kay Shelton, Capital Planning
Today’s Consideration

• Approval of a resolution authorizing the President/Executive Director or his designee to execute an Interlocal Cooperative Agreement (ILA) between DART and the North Central Texas Council of Governments (NCTCOG), substantially in the form shown as Exhibit 1 to the Resolution, for the 2020 Regional Transit On-Board Survey
Survey Background

• Public Affairs Committee was briefed on June 18, 2019 regarding the survey, responsibilities of both NCTCOG and DART, and proposed funding

• Surveys provide range of customer data to understand demographics, travel behavior, and travel patterns

• Federal Transit Administration (FTA) requires that transit systems conduct surveys approximately every five years to support Title VI Civil Rights reviews
How is Survey Data Used?

- Survey data updated regularly for variety of reasons
- Title VI analyses for service and fare changes
- Service planning and route analyses
- Greater understanding of customers and key changes in customer characteristics
- Updates to NCTCOG travel demand forecasting model which is used by DART for project evaluations, grant applications, and long-range system planning
# On-Board Survey Tentative Schedule

<table>
<thead>
<tr>
<th>Step</th>
<th>Date</th>
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<tbody>
<tr>
<td>Request for Proposal</td>
<td>September 6, 2019</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>October 4, 2019</td>
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<tr>
<td>Consultant Selection Meetings</td>
<td>Mid-October 2019</td>
</tr>
<tr>
<td>NCTCOG Contract Approval</td>
<td>November/December 2019</td>
</tr>
<tr>
<td>Contract Execution/Notice to Proceed</td>
<td>December 2019/January 2020</td>
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<tr>
<td>Survey Design, Test, Preparation</td>
<td>January-March 2020</td>
</tr>
<tr>
<td>DART On-Board Survey</td>
<td>April 2020</td>
</tr>
<tr>
<td>- <em>Interim DART Data Delivered</em></td>
<td>Summer 2020</td>
</tr>
<tr>
<td>Trinity Metro, DCTA Surveys</td>
<td>October 2020</td>
</tr>
<tr>
<td>- <em>Full Data Analysis and Report</em></td>
<td>Spring 2021</td>
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# Survey Funding Contributions

<table>
<thead>
<tr>
<th>Agency</th>
<th>Amount</th>
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<tbody>
<tr>
<td>DART</td>
<td>$810,000</td>
</tr>
<tr>
<td>Trinity Metro</td>
<td>$100,000</td>
</tr>
<tr>
<td>DCTA</td>
<td>$15,000</td>
</tr>
<tr>
<td><strong>Agency total</strong></td>
<td><strong>$925,000</strong></td>
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<tr>
<td>NCTCOG (TxDOT Funding Agreement)</td>
<td>Up to $1,000,000</td>
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- DART funding share was requested in FY19 and is included in Draft FY20 Budget
- NCTCOG is advancing TxDOT funding agreement as part of their Unified Planning Work Program (UPWP)
DART-NCTCOG Interlocal Cooperative Agreement

- Defines the terms and conditions for the transfer of DART local funds to NCTCOG for the implementation of travel survey
- Defines the duties and responsibilities of both DART and NCTCOG for implementation of travel survey
- The 2020 Survey Interlocal Cooperative Agreement is similar to that used for the 2014 survey
- Agreement has been reviewed and approved by DART and NCTCOG staff
NCTCOG Responsibilities

- Serve as Contract Manager and Procurement Administrator for project
- Coordinate with DART to appropriately advertise the Request for Proposals (RFP) for consultant assistance
- Designate a Project Manager to work directly with DART and consultant(s) to complete the project
- Coordinate with Trinity Metro, DCTA and DART to collect local contributions for travel survey efforts
- Secure federal funding from TxDOT for their contribution
DART Responsibilities

- Participate in the creation of a Scope of Work for the RFP
- Participate in the procurement and selection of a consultant
- Coordinate with the NCTCOG Project Manager on any scope modifications and the addition of final deliverables
- Assist with development of survey questionnaire/methodology
- Agree to commit $810,000 in DART local funds for travel survey efforts and provide to NCTCOG in advance of DART survey efforts
Next Steps and Schedule

- August 13 – Committee-of-the-Whole/Board consideration to approve agreement
- Coordinate with NCTCOG on RFP and consultant selection process
- Transfer DART funds to NCTCOG in timely manner to support DART survey in April 2020
- Refine survey questionnaire and schedule with consultant
- April 2020 - Conduct survey
Recommendation

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