



Motion No. M2022-37

On-Call Contract for Ridership Forecasting Support Services

Meeting:	Date:	Type of action:	Staff contact:
Rider Experience and Operations Committee	06/02/2022	Final action	Don Billen, Executive Director, PEPD Brian de Place, Director – System Planning, PEPD Brant Lyerla, Senior Project Manager – Modeler, PEPD

Proposed action

Authorizes the chief executive officer to execute a three-year contract with two one-year options to extend with WSP USA Inc. to provide ridership forecasting support services in the amount of \$3,436,160, for a total authorized contract amount not to exceed \$3,436,160.

Key features summary

- Under this contract, WSP USA Inc., will provide the ridership forecasting services needed for a wide variety of planning efforts.
- The contract includes services to:
 - assess ridership forecasting recommendations submitted by a group of industry expert panelists during a peer review conducted in 2021;
 - implement the peer review panel recommendations as determined by the assessment; and
 - update, maintain, apply, and document Sound Transit’s ridership forecasting model as needed.
- The requested contract amount includes the base three-year term and the two one-year options.

Background

Sound Transit uses an incremental data-driven ridership forecasting model. The model is used in support of ongoing planning and development efforts including operations and capacity planning, project development, environmental studies, and financial planning. The model is also used to help describe system and project ridership benefits and other related information for grant applications, and for communications to the public and other stakeholders. This contract provides the ridership forecasting services necessary to apply the model for these various planning and development efforts.

In cooperation with the American Public Transportation Association (APTA), Sound Transit convened an expert panel in 2021 to review our ridership forecasting methods and procedures. As a result of the review, the panelists developed a series of recommendations to improve our ridership forecasting methods. However, the panelists also acknowledged they did not fully assess the implications of these recommendations. So, the panel called on Sound Transit to assess the recommendations, and this contract includes the scope of work to conduct this assessment. It also includes the capacity to implement the recommendations as determined by the assessment.

Transit ridership patterns will continue to evolve in the current environment of a rapidly growing light rail system and COVID pandemic recovery. This contract provides the services needed to monitor these evolving trends and patterns and maintain and update the model as necessary. It also allows for the use of other forecasting tools that could be deemed better suited for specific planning purposes.

Procurement information

A Request for Proposal (RFP) for Ridership Forecasting Support Services was advertised on January 10, 2022. Two proposers submitted proposals on February 10, 2022.

After proposals were received, Sound Transit’s evaluation team evaluated the proposals in accordance with the evaluation criteria published within the RFP resulting in WSP USA Inc. having the highest rated proposal.

Sound Transit recommends award of this contract based upon the determination that WSP USA Inc.’s proposal best meets the evaluation criteria, fulfills the scope of work, and offers the best value for the Agency.

Fiscal information

This action is within the authorized project allocation and sufficient monies remain after approval of this action to fund the remaining work in the operations & maintenance phase.

The authorized project allocation for the ST3 Planning project is \$41,525,000. Within that amount, \$41,524,638 has been allocated to the operations & maintenance phase. The action would commit an additional \$3,436,160 leaving and uncommitted balance in the operations and maintenance phase of \$3,678,602.

ST3 Planning
(in thousands)

Project Phase	Authorized Project Allocation to Date	Board Approvals	This Action	Board Approved Plus Action	Uncommitted / (Shortfall)
Operations & Maintenance	41,525	34,410	3,436	37,846	3,679
Total Current Budget	\$41,525	\$34,410	\$3,436	\$37,846	\$3,679

Phase Detail - Operations & Maintenance					
Ridership Forecasting Support	\$3,436	\$	\$3,436	\$3,436	\$
Other Operations & Maintenance	38,088	34,410	0	34,410	3,679
Total Phase	\$41,525	\$34,410	\$3,436	\$37,846	\$3,679

Agreement Detail - WSP USA	Board Approvals to Date	Current Approved Contract Status	Proposed Action	Proposed Total for Board Approval
Agreement Amount	\$	\$	\$3,436	3,436
Total Agreement Amount	\$	\$	\$3,436	\$3,436

Notes:

- Amounts are expressed in Year of Expenditure \$000s.
- * Board Approvals = Commitment and PO Contingency Remaining as of 5/17/22
- For detailed project information, see page 172 of 2022 Financial Plan & Adopted Budget.

This action does not have an impact on the affordability of the Agency’s Finance Plan.

Disadvantaged and small business participation

Participation by small businesses and disadvantaged business enterprises (DBEs)

Sound Transit promotes and encourages small business participation, which also includes disadvantaged business enterprises (DBEs). Small business and DBE goals are based upon an examination of subcontracting opportunities contained in the work of this contract and the number of small businesses/DBEs available to perform such subcontracting work.

Sound Transit determined that there were few small business and DBE subcontracting opportunities based upon the work described in this contract, so small business/DBE goals were not established.

Public involvement

Not applicable to this action.

Time constraints

A one-month delay would not create a significant impact to projects that depend on these services.

Environmental review – KH 5/16/22

Legal review – AJP 5/26/22



Motion No. M2022-37

A motion of the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a three-year contract with two one-year options to extend with WSP USA Inc. to provide ridership forecasting support services in the amount of \$3,436,160, for a total authorized contract amount not to exceed \$3,436,160.

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Under this contract, WSP USA Inc., will provide the ridership forecasting services needed for a wide variety of planning efforts.

The contract includes services to:

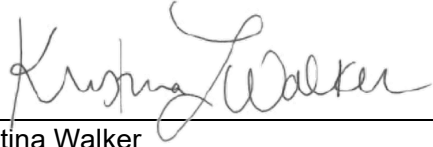
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The requested contract amount includes the base three-year term and the two one-year options.

Motion

It is hereby moved by the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a three-year contract with two one-year options to extend with WSP USA Inc. to provide ridership forecasting support services in the amount of \$3,436,160, for a total authorized contract amount not to exceed \$3,436,160.

APPROVED by the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on June 2, 2022.



Kristina Walker
Rider Experience and Operations Chair

Attest:



Kathryn Flores
Board Administrator