

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2009-86**

**On-Call Architecture and Engineering Services Contract with KPFF**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	11/05/09	Discussion/Possible Action	Jim Edwards, Director Capital Projects <b>Jodi Mitchell, Project Manager Capital Projects</b>	(206) 398-5436  (206) 398-5080

<b>Contract/Agreement Type:</b>	<input checked="" type="checkbox"/>	<b>Requested Action:</b>	<input checked="" type="checkbox"/>
Competitive Procurement	<input checked="" type="checkbox"/>	Execute New Contract/Agreement	<input checked="" type="checkbox"/>
Sole Source	<input type="checkbox"/>	Amend Existing Contract/Agreement	<input type="checkbox"/>
Agreement with Other Jurisdiction(s)	<input type="checkbox"/>	Budget Amendment	<input type="checkbox"/>
Real Estate	<input type="checkbox"/>	Property Acquisition	<input type="checkbox"/>

**PROJECT NAME**

On-Call Architecture and Engineering Services

**PROPOSED ACTION**

Authorizes the chief executive officer to execute a three-year contract with one additional one-year option with KPFF to provide on-call architecture and engineering services for a total authorized amount of \$500,000.

**KEY FEATURES of PROPOSED ACTION**

- The contract provides for a three-year term with one additional one-year option to extend. The requested amount is enough to cover all four years of the contract.
- The contract provides for the following services for ongoing capital projects and operations projects which will be authorized by issuance of individual task orders:
  - Architectural and Engineering
  - Independent Cost Estimates
  - Design Reviews
  - Engineering Analysis
  - Civil Engineering
  - Structural Engineering
  - Railroad Engineering
  - Small Projects
  - CADD/Graphic Support Services
  - Construction Supervision for Small Projects

**BUDGET IMPACT SUMMARY**

Current Project Phase:        On going  
 Projected Completion Date:    On going

There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

## **BUDGET and FINANCIAL PLAN DISCUSSION**

This on-call contract will be used for ongoing capital projects and operations projects. Costs associated with architectural and engineering services work are usually combined with other project element costs such as preliminary engineering and final design within the overall capital project budgets and post construction within the Facilities and Transit Operations expenses in the Operations budget. It is expected that this contract will be used equally by the Capital Projects and Operations groups. The services described in the proposed action would be assigned, available budget verified and expenditures tracked, on a task order basis by project.

There are sufficient funds to complete this action. Committing these funds will not endanger any other project elements that are to be funded out of the overall project.

## **BUDGET TABLE**

Not applicable for this action.

## **SMALL BUSINESS PARTICIPATION**

This contract did not require any minimum DBE participation goal for this RFQ. However, to ensure an equal opportunity has been given to DBEs to compete for portions of the work included in this RFQ, submitters shall conduct outreach to solicit and secure DBE participation and fully and fairly consider utilizing DBEs to perform portions of the work.

## **PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION**

In July 2009, Sound Transit issued an RFP for two on-call architectural and engineering contracts to assist the Capital Projects and Operations Departments for performance of architectural and engineering and railroad engineering work as the need for such work arises. Procuring two separate task-order contracts allowed more competition among proposers and offers Sound Transit flexibility in assigning different types of work.

The work will be authorized by issuance of individual task orders. It is anticipated that services required will fall into one of the following categories of work:

- Performing professional analyses
- Assessment and quantification of costs associated with design, construction and maintenance of transit systems
- Assisting Sound Transit in the development and evaluation of civil and small structural engineering projects
- Developing plans and specifications for construction of track and signal elements of Sounder Commuter Rail projects
- Providing engineering design and services for small projects associated with needs and repairs of operating transit facilities.

### Analysis of Contracting Out versus In-House

Providing these services in-house is not practical for the following reasons:

- The work associated with the projects is sporadic and substantially less than full time for all consultant positions, such that Sound Transit should not pay full-time salaries to provide in house.
- It is reasonable to expect Sound Transit FTE costs to be greater than contracted labor costs due to economies of scale that the consultant is operating under. This includes the additional costs of professional liability insurance for engineering.

**Prior Board/Committee Actions**

None

**CONSEQUENCES of DELAY**

A two-week delay would not create adverse impacts to this action.

**PUBLIC INVOLVEMENT**

Not applicable for this action

**ENVIRONMENTAL COMPLIANCE**

SK 9/11/09

**LEGAL REVIEW**

LA 9/24/09