

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2002-114

Contract with Prospect Delta

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	10/03/02	Discussion/Possible Action	Paul Matsuoka, Policy and Planning Officer	(206) 398-5070

Contract/Agreement Type:	3	Requested Action:	3
Competitive Procurement		Execute New Contract/Agreement	3
Sole Source		Amend Existing Contract/Agreement	
Memorandum of Agreement		Contingency Funds Required	
Purchase/Sale Agreement		Budget Amendment Required	

4 Applicable to proposed transaction.

OBJECTIVE OF ACTION

- To provide independent staff support for the Citizen Oversight Panel (COP).

ACTION

- Approve a new three-year contract with Prospect Delta in the amount of \$207,000, with a 10% contingency of \$20,700, for a total authorized contract amount not to exceed \$227,700.

KEY FEATURES

- A consultant procurement process conducted by the COP has resulted in a new contract awarded to Prospect Delta, the consultant who has provided independent staff support to the COP since its inception in 1997.
- The new three-year contract amounts to a total of \$207,000, plus a 10% contingency of \$20,700, for a total amount of \$227,700.

BUDGET IMPACT SUMMARY

Project Description: Consultant contract with Prospect Delta for COP support

Current Status: Current contract expires 12/31/02

Projected Completion Date: 12/31/05

Action Outside of Adopted Budget:	Y/N	Y	Requires Comment
This Line of Business	N		
This Project	N		
This Phase	N		
This Task	N		
Budget amendment required	N		
Key Financial Indicators:	Y/N	Y	Requires Comment
Contingency funds required	N		
Subarea impacts	N		
Funding required from other parties other than what is already assumed in financial plan	N		

N = Action is assumed in current Board-adopted budget. Requires no budget action or adjustment to financial plan

BUDGET DISCUSSION

The Prospect Delta consultant contract will be expensed as consulting services to the Office of Policy and Planning staff budget. The current proposed 2003 budget contains \$95,000 for COP consulting services. The remaining amount of the contract would be charged against future budgets as adopted and when the services were required.

BUDGET

Summary for Board Action (Year of Expenditure \$000)

Action Item: Consultant contract with Prospect Delta for COP staff support

	(A) Current Approved Contract Value	(B) Spent to Date	(C) Proposed Action	(D) Proposed Total Contract Value
Contract Budget				
Prospect Delta	0	-	207,000	207,000
Contingency	0	-	20,700	20,700
Total	0	-	227,700	227,700
Percent Contingency	0%	-	10%	10%

Contract to be Charged to:

	2003 Proposed Staff Budget	Future Staff Budgets	Direct Charges to Projects	Total
Policy & Planning Dept., Account Budget				
COP Consulting Allowance	95,000	132,700	-	227,700

REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS

The proposed action is consistent with the current Board-adopted budget and is affordable within Sound Transit's current long-term financial plan and the subarea financial capacity.

M/W/DBE – SMALL BUSINESS PARTICIPATION

Prospect Delta is a woman-owned small business performing 100% of this contract.

HISTORY OF PROJECT

Prior Board or Committee Actions and Relevant Board Policies

Motion or Resolution Number	Summary of Action	Date of Action
M2001-129	Contract extension for Prospect Delta	12/6/01

One of the commitments in Sound Move was the creation of the Citizen Oversight Panel (COP) to provide on-going oversight of the activities of the Sound Transit Board and staff and to regularly report to the public about whether Sound Transit was delivering on the promises made to the voters. The COP was first established in 1997 and needed independent staff assistance to support its activities. On behalf of COP, Sound Transit issued an RFP and received proposals from several firms. The COP interviewed those respondents and selected Prospect Delta as the preferred consultant.

Sound Transit negotiated a contract term of one year, expiring on 12/31/98, with four one-year extensions permitted, if the work met the expectations of COP. The initial contract plus the four extensions will expire at the end of 2002. Therefore, a new consultant procurement process was recently conducted for COP support services that would begin in January 2003.

In the spring of 2002, staff conferred with a subcommittee of the COP and developed a scope of work. This scope was advertised in an RFP issued by Sound Transit. Six proposals were received and evaluated on criteria including experience, ability and cost by the COP subcommittee. On the basis of the evaluation, the subcommittee recommended that the contract be awarded to Prospect Delta.

At the time the RFP was released, Sound Transit requested that proposers assume that the level of effort be 500 hours/year, the same level of effort that had historically been expended. During the procurement process, the COP held a retreat to discuss the future level of involvement of the Panel.

As a result of the retreat, the COP decided to meet twice monthly instead of just once to focus in depth on key areas of Sound Transit project delivery including such topics as construction management, permitting, contract packaging, and real estate acquisition and to seek Sound Transit approval to retain technical consultants to enhance the capabilities of the COP members. The Panel began meeting twice per month in August 2002.

As of this date, it is not certain what level of support the COP will require (hence the reason for including 10% contingency), nor is it certain how much outside technical expertise will be sought. However, the budget and contract award proposed here continues to be based on 500 hours/year for three years. Staff will monitor the contract and levels of expenditures during the duration of the contract and if the level of expenditures is trending to exceed \$227,700, staff will return to the Finance Committee for additional budget approvals.

CONSEQUENCES OF DELAY

The COP will be without independent support as of 1/1/03.

REGIONAL PARTNERSHIP AND COOPERATION

The COP is a 15-member panel representing all subareas of the Sound Transit district.

PUBLIC INVOLVEMENT

There has been no public involvement in the procurement of this contract. However, a major work activity performed by the consultant is to assist and support the COP in its regular, on-going outreach to the public and stakeholders.

LEGAL REVIEW

JDW 8/30/02

SOUND TRANSIT

MOTION NO. M2002-114

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute a new three-year contract with Prospect Delta in the amount of \$207,000, with a 10% contingency of \$20,700, for a total authorized contract amount not to exceed \$227,700.

Background:

One of the commitments in Sound Move was the creation of the Citizen Oversight Panel (COP) to provide on-going oversight of the activities of the Sound Transit Board and staff and to regularly report to the public about whether Sound Transit was delivering on the promises made to the voters. The COP was first established in 1997 and needed independent staff assistance to support its activities. On behalf of COP, Sound Transit issued an RFP and received proposals from several firms. The COP interviewed those respondents and selected Prospect Delta as the preferred consultant.

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Motion:

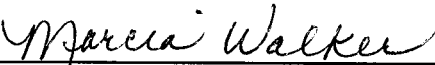
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director is authorized to execute a new three-year contract with Prospect Delta in the amount of \$207,000, plus a 10% contingency of \$20,700, for a total authorized contract amount not to exceed \$227,700.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on October 3, 2002.



Kevin Phelps
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator