

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2002-75**

**On-Call Geographic Information Systems Services Contract Option Execution**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	6/06/02	Discussion/Possible Action	<b>Nick Marquardt, Project Manager for Research &amp; Technology</b> Paul Matsuoka, Policy and Planning Officer	(206) 689-4903  (206) 398-5070

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

4 Applicable to proposed transaction.

**OBJECTIVE OF ACTION**

- Approval to execute options to extend the term of the existing contract (No. RTA/RE 04-01) with Roy F. Weston for on-call Geographic Information Systems (GIS) services.

**ACTION**

- Authorizes the Executive Director to execute options to extend the term of the existing contract (No. RTA/RE 04-01) with Roy F. Weston for on-call Geographic Information Systems (GIS) services for an additional two years and at a cost not to exceed \$408,262 for a new authorized total contract amount of \$597,394.

**KEY FEATURES**

- Authorizes the Executive Director to execute options to extend the term of the existing contract with Roy F. Weston for on-call GIS services by adding \$408,262 for a new total authorized contract amount not to exceed \$597,394.
- This action will continue agency-wide GIS mapping, application development and analysis services for the remaining two years of an existing contract through June 6, 2004.

Project needs currently identified by Sound Transit service lines and corporate departments under this on-call contract through June 6, 2004, are as follows:

- Real Estate: Real Property asset management and acquisition analysis \$50,000.
- Link Light Rail: North Link EIS analysis and Civil Engineering ROW mapping support for the Initial Segment \$120,000.

- Planning and Development Division: System management and Phase II mapping and analysis \$238,262.

The proposed amendment will provide sufficient resources for Sound Transit service lines of business to complete their GIS technical work in an effective manner over the course of 2002 - 2004. It is especially desirable to maintain resources in the existing contract to support Link and Real Estate needs through the next two years in support of the North Link EIS and property acquisition on the Central Line.

The first year budget and option for a two-year extension was set as such to allow for an evaluation at the end of the first contract year based on year one budget. This has allowed staff to review the budget estimates for the first year and the tasks completed in order to formulate a more accurate budget estimate for the option of years two and three.

### **BUDGET IMPACT SUMMARY**

**Project Description:** On-call GIS services contract amendment

**Current Status:** On-going

**Projected Completion Date:** June 6, 2004

<b>Action Outside of Adopted Budget:</b>	<b>Y/N</b>	<b>Y</b>	<b>Requires Comment</b>
This Line of Business	N		
This Project	N		
This Phase	N		
This Task	N		
Budget amendment required	N		
<b>Key Financial Indicators:</b>	<b>Y/N</b>	<b>Y</b>	<b>Requires Comment</b>
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**

Budget for the proposed action is included within Phase II Planning, Link Light Rail, and Real Estate budget. The 2002 Adopted Budget includes sufficient budget for this action and committing these funds will not endanger any other project elements that are to be funded out of the respective elements of the budget.

### **REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS**

The proposed amendment is consistent with the current board adopted budget and is affordable within the agency's current long-term financial plan and subarea financial capacity. The action will have no revenue impacts on Sound Transit.

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

**Action Item: Direct Charge to LOBs-GIS**

	Current Board Adopted Budget (A)	Committed To Date (B)	This Action (C)	Total Committed & Action (D)	Uncommitted (Shortfall) (E)
Phase II Budget (Operation & Maintenance)					
1	GIS Budget	396	129	238	29
2	Other	36,256	1,869	-	34,387
3	<b>Total Current Budget</b>	<b>36,652</b>	<b>1,998</b>	<b>238</b>	<b>34,416</b>
Central Link Budget (Agency Administration)					
4	GIS Budget	180	60	120	-
5	Other	251,312	12,922	-	238,390
6	<b>Total Current Budget</b>	<b>251,492</b>	<b>12,982</b>	<b>120</b>	<b>238,390</b>
Real Estate: 2002 Staff Operating budget					
7	Services: GIS	50	-	50	-
8	<b>Total Current Budget</b>	<b>50</b>	<b>-</b>	<b>50</b>	<b>-</b>
9	<b>Total GIS Budget</b>	<b>626</b>	<b>189</b>	<b>408</b>	<b>29</b>
Contract Budget					
	Current Approved Contract Value (F)	Spent to Date (G)	Proposed Action (H)	Proposed Total Contract Value (I)	
10	Roy F. Weston - GIS	189	154	408	597
11	Contingency	0	0	0	0
12	<b>Total</b>	<b>189</b>	<b>154</b>	<b>408</b>	<b>597</b>
13	Percent Contingency	0%	0%	0%	0%

**Notes**

- 1 Lifetime Phase II Planning budget for GIS.
- 4 GIS budget for North Link EIS analysis and Civil Engineering ROW mapping support.
- 7 Real Estate 2002 operating budget for Real Property asset management and acquisition analysis.

**M/W/DBE – SMALL BUSINESS PARTICIPATION**

Roy F. Weston committed to 18% M/W/DBE participation on this contract. Weston was able to achieve 17% due to one of the firms going out of business before it was able to perform. The M/W/DBE participation for this amendment is projected at a minimum of 18%, and efforts will be made to meet an overall total of 18%.

**HISTORY OF PROJECT**

Among the functions of the Sound Transit Policy and Planning Office is the administration of long-range (future phase) planning, fare integration, research and technology, and contract technical assistance activities for all three lines of business: Link Light Rail, Commuter Rail, and Regional Express. The on-call Geographic Information Systems (GIS) services for GIS technical needs is managed by this office.

In January 2001, the Office of Policy and Planning released a competitive RFP for consultant GIS services providing both in-house support and on-call services. Roy F. Weston was awarded this contract in the amount of \$189,132 for a term of one year with an option for two additional years. This action would increase the budget amount to accommodate the two additional years on the contract. At the end of this two-year period, staff would re-assess the Agency needs and, if needed, release a new competitive RFP.

Geographic Information Systems (GIS) is a cross-disciplinary technology that combines the data capacity of databases with the ability to display that information graphically with maps. Sound Transit has made considerable investment and progress with a GIS that was created during the conceptual engineering phase of Link.

With many miles of light rail in the Central Corridor spread over three municipalities (Seattle, Tukwila, and SeaTac), GIS developed geographically accurate rail alignment maps for each of the geographic segments during the EIS process to help communicate the issues to the public as well as help control and document the projects evolution.

The analysis effort for the EIS furthered the GIS by developing applications and datasets that have been leveraged into other lines of business and corporate departments. This has allowed departments and divisions other than Link to use existing spatial data sets in combination with their own databases for project development and planning needs. For example, the Real Estate division has created an application using the existing spatial data to track property acquisitions and process status which allows them to view their division’s acquisition data spatially.

GIS has enhanced Link Project Development’s ability to perform a broad array of analyses for both the draft EIS and the final EIS that have been presented to the public and the FTA. GIS continues to aid the Civil Engineering and Right of Way teams in their assessment of the impacts of the various alignment alternatives to land parcels and buildings. This type of use of the GIS has received favorable comments by the FTA during quarterly reviews.

**Prior Board or Committee Actions  
and Relevant Board Policies**

Motion or Resolution Number	Summary of Action	Date of Action
Not Applicable		

**CONSEQUENCES OF DELAY**

A delay to this action would stop in-house GIS support and limit the ability of a variety of on-going projects to be completed. Among those would be work on the North Link EIS and management of the multiple upcoming Real Estate transactions associated with the adopted Link initial segment

**REGIONAL PARTNERSHIP AND COOPERATION**

The other jurisdictions and agencies with the Sound Transit district share GIS datasets with the Office of Policy and Planning in order to not duplicate work and provide invaluable spatial information.

**PUBLIC INVOLVEMENT**

Not applicable.

**LEGAL REVIEW**

JW 5-24-02

**SOUND TRANSIT**

**MOTION NO. M2002-75**

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute options to extend the term of the existing contract (No. RTA/RE 04-01) with Roy F. Weston for on-call Geographic Information Systems (GIS) services for an additional two years at a cost not to exceed \$408,262 for a new authorized total contract amount of \$597,394.

**Background:**

Among the functions of the Sound Transit Policy and Planning Office is the administration of long-range (future phase) planning, fare integration, research and technology, and contract technical assistance activities for all three lines of business: Link Light Rail, Sounder Commuter Rail, and Regional Express. The on-call Geographic Information Systems (GIS) services for GIS technical needs is managed by this office.

In January 2001, the Office of Policy and Planning released a competitive request for proposal (RFP) for consultant GIS services providing both in-house support and on-call services. Roy F. Weston was awarded this contract in the amount of \$189,132 for a term of one year with an option for two additional years. This action would increase the budget amount to accommodate the two additional years on the contract. At the end of this two-year period, staff would reassess the agency needs and, if needed, release a new competitive RFP.


**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 options to extend the term of the existing contract (No. RTA/RE 04-01) with Roy F. Weston for on-call Geographic Information Systems (GIS) services for an additional 2 years and at a cost not to exceed \$408,262 for a new authorized total contract amount of \$597,394.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on June 6, 2002.

  
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Kevin Phelps  
Finance Committee Chair

ATTEST:

  
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Marcia Walker  
Board Administrator