

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2003-18**

**Karl Haberl, dba Critical Path Systems Consultants, Contract Amendment**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	2/20/03	Discussion/Possible Action	<b>Steve Jacobson, Project Control Manager</b>	(206) 398-5440

<b>Contract/Agreement Type:</b>		<b>Requested Action:</b>	
Competitive Procurement	3	Execute New Contract/Agreement	3
Sole Source	3	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**

To add on-call support and consulting services to the existing contract with Karl Haberl, dba Critical Path Systems Consultants, to complete integral tasks in support of the integration between the Agency Project Control Management System and Financial System, and to complete essential agency project control tasks through July 31, 2003.

**ACTION**

Authorize the Executive Director to execute a contract amendment with Karl Haberl, dba Critical Path Systems Consultants, to provide on-call consulting services in support of the Project Control Management System and Financial System in the amount of \$150,000 and extending the contract date to July 31, 2003, for a new total authorized contract amount not to exceed \$569,000.

**KEY FEATURES**

- Provides for timely support of the project control management system and continued transfer of knowledge from consultant to Sound Transit staff.
- Tasks to be included are completing software functionality implementation and testing, documenting business processes and procedures, knowledge transfer (education and training) for newly hired Sound Transit staff, and supporting the agency project control manager in the development of the project control systems.

**BUDGET IMPACT SUMMARY**

**Project Description:** Project Control Support  
**Current Status:** On-going  
**Projected Completion Date:** July 31, 2003

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		
Sub-area 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**

Funding for this scope of work is included in Sound Move and in the FY2003 Budget. The term of this extension runs through July 31, 2003. Therefore, the total amount of this amendment is included within the amount budgeted for 2003. Specific funding will come from Agency Project Control (Executive Department) and Contracts (Administrative Services Department).

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

Budget Summary: This action would authorize xxx for contract for yyy. This amount is within the existing

Action Item: Contract with Karl Haberl, dba Critical Path Systems for Project Control Support

	(A)	(B)	(C)	(D)
	Current Approved Contract Value	Spent to Date	Proposed Action Contract Value	Proposed Total Contract Value
Contract Budget				
Karl Haberl	419,000	400,091	150,00	569,000
Contingency	-	-	-	-
Total	419,000	400,091	150,00	569,000
Percent Contingency	0%	0%	0%	0%

Contract to be Charged to:

	2003 Staff Budget	Future Staff Budgets	Direct Charges to Projects	Total
Professional Services-Project Control Support	150,00	-	-	150,00

Professional Services Account Budget	2003 Board Adopted Staff Budget	Spent to Date in 2003	This Action for 2003	2003 Suplus (Shortfall)
Project Control Support Services {Project Control}	150,000	-	120,00	30,000
Consulting Services {Contracts}	30,000	-	30,000	-
Total Account	180,000	-	150,00	30,000

Budget Shortfall

Level	\$	Potential Revenues	Funding Source
NA	-	-	NA

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

Adoption of this motion will cause no adverse impacts to the agency's financial plan.

## **HISTORY OF PROJECT**

On-call consulting services with Karl Haberl, dba Critical Path Systems Consultants, were obtained through a competitive procurement in June 2001, for a one-year period with options for three, one-year extensions, in the amount of \$150,000. In February 2002, an additional \$49,000 was added to the contract amount bringing it to a new total of \$199,000.

In May of 2002, Sound Transit exercised the first option to extend the contract through December 31, 2002, and added \$150,000 to continue on-call support and consulting services to maintain existing Access databases, troubleshoot and support the JD Edwards database, and support the JD Edwards integration to the Agency Project Control Management System.

In October 2002, the contract was amended again adding \$70,000 to provide additional on-call consulting services to complete critical tasks in support of the integration of the Agency Project Control Management System and Financial System, for a new total contract amount not to exceed \$419,000. Resources for these additional tasks were not included in the contract amendment approved in May 2002, because it was anticipated another vendor and staff would complete these tasks. However, this consultant has demonstrated the capacity, expertise, and knowledge needed to complete the implementation of the agency project control function.

Detailed Contract Scope includes: DataMirror Replacement, Enhance Previous Period Refresh, Synchronization with Accounting Cycle, Data Integrity Validation, Contract Locking during Validation, Regional Express Conversions, Sounder Conversions, Reporting Troubleshooting and Support, Finalize User Documentation, Create Support Documentation, Create Technical Documentation, Creating Credit Memos in Expedition, Tracking Betterments, Enhancements to Current Diversity Tracking System, ROW Conversions, Legal Conversions, Other non-LOB Conversions, Security Enhancements, Integration Auditing Features, Enhance Reporting Speed, Handling Tax in Expedition, Handling Retainage in Expedition, Correcting for Rounding Errors.

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

<b>Motion or Resolution Number</b>	<b>Summary of Action</b>	<b>Date of Action</b>
M2002-115	A contract amendment with Karl Haberl, dba Critical Path Systems Consultants, to provide additional on-call consulting services to complete critical tasks in support of the integration of the Agency Project Control Management System and Financial System.	10/03/02
M2002-05	A contract with Karl Haberl to provide continuing on-call consulting services to maintain existing Access databases, troubleshoot and support the JDE database and support the JD Edwards integration to the Agency Project Control Management System, extending the contract date to December 31, 2002.	5/2/02

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

Karl Haberl, dba Critical Path Systems Consultants, is a small business.

## **ALTERNATIVES**

- Rely on internal staff to maintain existing databases as time and resources permit.
- Procure alternative consultants to supplement staff with on-going support.

## **CONSEQUENCES OF DELAY**

- Delay in approving this amendment will leave agency personnel without resources for specific system and process related project control support.
- Adding additional functionality to the Project Control reporting portal would be delayed, resulting in a delay of completing needed enhancements in 2003.

## **LEGAL REVIEW**

MLB 2/12/03

## **SOUND TRANSIT**

### **MOTION NO. M2003-18**

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute a contract amendment with Karl Haberl, dba Critical Path Systems Consultants, to provide on-call consulting services in support of the Project Control Management System and Financial System in the amount of \$150,000 for a new total authorized amount not to exceed \$569,000, and extending the contract date to July 31, 2003.

#### **Background:**

On-call consulting services with Karl Haberl, dba Critical Path Systems Consultants, were obtained through a competitive procurement in June 2001 for a one-year period with options for three, one-year extensions, in the amount of \$150,000. In February 2002, an additional \$49,000 was added to the contract amount bringing it to a new total of \$199,000.

In May 2002, Sound Transit exercised the first option to extend the contract through December 31, 2002, and added \$150,000 to continue on-call support and consulting services to maintain existing Access databases, troubleshoot and support the JD Edwards database, and support the JD Edwards integration to the Agency Project Control Management System.

In October 2002, the contract was amended again adding \$70,000 to provide additional on-call consulting services to complete critical tasks in support of the integration of the Agency Project Control Management System and Financial System, for a new total contract amount not to exceed \$419,000. The additional on-call services provided for timely completion of the project control management system implementation and transfer of knowledge from consultant to Sound Transit staff.

This contract amendment provides for timely support of the project control management system and continued transfer of knowledge from consultant to Sound Transit staff. Tasks to be included are completing software functionality implementation and testing, documenting business processes and procedures, knowledge transfer (education and training) to newly hired Sound Transit staff, and supporting the agency project control manager in the development of the project control function.

In October 2002, this contract was amended with Motion No. M2002-115. Resources for these additional tasks were not included in the contract amendment because it was anticipated another vendor and staff would complete these tasks. However, this consultant has demonstrated the capacity, expertise, and knowledge needed to complete the implementation of the agency project control function.



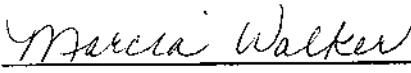
**Motion:**

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 contract amendment with Karl Haberl, dba Critical Path Systems Consultants, to provide on-call consulting services in support of the Project Control Management System and Financial System in the amount of \$150,000 for a new total authorized contract amount not to exceed \$569,000, and extending the contract date to July 31, 2003

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on February 20, 2003.

  
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Kevin Phelps  
Finance Committee Chair

ATTEST:

  
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Marcia Walker  
Board Administrator

