

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2004-25**

**Contract Extension for Project Control Support Services**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	3/18/04	Discussion/Possible Action	<b>Steve Jacobson, Agency Project Control Manager</b>	206-398-5440

<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	
Sole Source		Amend Existing Contract/Agreement	<input checked="" type="checkbox"/>
Memorandum of Agreement		Contingency Funds Required	
Purchase/Sale Agreement		Budget Amendment Required	

✓ Applicable to proposed transaction.

**OBJECTIVE OF ACTION**

To execute a six-month contract extension with the KJM & Associates, Inc./JTS Manage Services Joint Venture.

**ACTION**

Authorizes the Chief Executive Officer to execute a six-month contract extension with the KJM & Associates, Inc./JTS Manage Services Joint Venture to provide support services for agency-wide project control activities, in the amount of \$545,687, for a new total authorized contract amount of \$2,012,776. The term of this extension is from April 1, 2004, through September 30, 2004.

**KEY FEATURES**

- Structured to meet the changing needs of Sound Transit. The contract emphasizes scope specific, solutions based consultant services and occasional peak period assistance. The contract will provide the agency with targeted consulting expertise, eliminating the need to add FTE's with specific skills that are required only for short durations or intermittent assignments.
- Provides support services for agency-wide project control initiatives and lines of business in meeting the requirements defined in the Sound Move Program Management Plan.
- Staff conducted an assessment to determine agency-wide project control support needs for the requested extended period. Included within this contract are scope tasks deemed necessary to cover those needs.

- Services include a technical writer to support updates to project control procedural and systems documentation; production and distribution of the Agency's monthly progress report; and technical support for records retention/document control software, and the Expedition to OneWorld software integration.
- The contract period with options is five years, from April 1, 2003, to March 31, 2008. This began with an initial contract term of one year with options for up to eight, 6-month extensions. This contract structure allows for the greatest flexibility in managing the contract to address the dynamic nature of agency needs.
- The need for the additional extension periods has not yet been determined, however, costs have been forecasted and earmarked for future budgets.
- The Agency Project Control Manager will manage this contract.

### **BUDGET IMPACT SUMMARY**

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 DISCUSSION**

The original contract was made up of a base contract of \$1,333,717, plus a 10% contingency of \$133,372, for a total of \$1,467,089. This action, Extension A, would add \$545,687 to the contract and bring the new total contract to an amount not to exceed \$2,012,776.

This contract is within the 2004 budget authority that includes \$471,000 for line of business expenditures and \$885,000 for corporate department expenditures.

### **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.

## SUMMARY FOR BOARD ACTION

Action Item: Contract Extension of the MSC Contract

AGENCY CAPITAL PLAN	2004 Adopted Budget (A)	2004 Spent To Date (B)	2004 Commitments (C)	Total Spent & Commitments (D)	Uncommitted (Shortfall) (E)
Agency Administration	49,615,226	\$ 989,488	\$ 197,583	\$ 1,187,071	\$ 48,428,155

### LOB Detail

Agency Administration (SCR - MSC)	\$ 25,000	\$ 9,000	\$ 14,641	\$ 23,641	\$ 1,359
Agency Administration (REX - MSC)	150,093	13,614	56,942	70,556	79,537
Agency Administration (LINK - MSC)	296,000	63,000	168,500	231,500	64,500
Total LOB Detail	\$ 471,093	\$ 85,614	\$ 240,083	\$ 325,697	\$ 145,396

### Staff Budget Detail

Project Control	\$ 885,000	\$ 215,686	\$ 438,976	\$ 654,662	\$ 230,338
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SUMMARY OF ALL BUDGETS	2004 Adopted Budget	2004 Spent To Date	2004 Commitments	Total Spent & Commitments	Uncommitted (Shortfall)
LOBs	\$ 471,093	\$ 85,614	\$ 240,083	\$ 325,697	\$ 145,396
Staff	885,000	215,686	438,976	654,662	230,338
Total Budgets	\$ 1,356,093	\$ 301,300	\$ 679,059	\$ 980,359	\$ 375,734

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
KJM/JTS	\$ 1,333,717	\$ 1,018,714	\$ 545,687	\$ 1,879,404
Contingency	133,372	-	-	133,372
Total	\$ 1,467,089	\$ 1,018,714	\$ 545,687	\$ 2,012,776
Percent Contingency	10%			7%

## M/W/DBE – SMALL BUSINESS PARTICIPATION

KJM/JTS is a joint venture. JTS was a subconsultant on the original management systems consultant contract. For this contract, JTS is a joint venture partner which results in JTS moving from subconsultant status to prime status with Sound Transit.

KJM, a woman-owned business and recent graduate of the M/W/DBE program, will receive 80 percent of the contract dollar amount. JTS, an M/W/DBE, will receive 20 percent of the contract dollar amount. This represents 100 percent of the contract performed by woman-owned businesses.

### EEO Commitment

KJM/JTS joint venture demographics are 43 percent women and 18 percent minorities.

## HISTORY OF PROJECT

KJM/JTS participated in a competitive procurement and was awarded this management support services contract in March 2003. KJM/JTS has provided support services to Sound Transit similar to those requested in this contract extension. The present KJM/JTS base contract expires on March 31, 2004, however, it is eligible for up to eight optional 6-month extensions.

**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>
M2003-36	Executed a contract with KJM & Associates, Inc./JTS Manage Services, Inc. Joint Venture (KJM/JTS) to provide project control support services for all administrative departments and lines of business for the first contract year with up to eight, 6-month long extensions.	3/20/03

**CONSEQUENCES OF DELAY**

Delaying approval of this motion will create a lapse in the delivery of agencywide project control support.

**REGIONAL PARTNERSHIP AND COOPERATION**

Not applicable to this action.

**PUBLIC INVOLVEMENT**

Not applicable to this action.

**LEGAL REVIEW**

DB 3/10/04

## SOUND TRANSIT

### MOTION NO. M2004-25

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a six-month contract extension with the KJM & Associates, Inc./JTS Manage Services Joint Venture to provide support services for agency-wide project control activities, in the amount of \$545,687, for a new total authorized contract amount of \$2,012,776. The term of this extension is from April 1, 2004, through September 30, 2004.

#### Background:

On March 20, 2003, the Sound Transit Finance Committee authorized a base contract with the KJM & Associates, Inc./JTS Manage Services Joint Venture (KJM/JTS) for the period from April 1, 2003, to March 31, 2004. This contract provided project control support to all administrative departments as well as to Link Light Rail, Sounder Commuter Rail, and Regional Express. Specific areas include project control support, cost systems support, and reporting. Also included is the flexibility to respond to specific project control needs as these arise during the period of the contract.

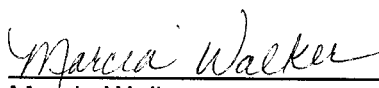
The KJM/JTS contract contains a base first year and up to eight, 6-month extensions. Therefore, this contract may extend up to five years, through March 31, 2008. This motion is for the first six-month extension.

#### Motion:

It is hereby moved by the Finance Committee the Central Puget Sound Regional Transit Authority that the Chief Executive Officer is authorized to execute a six-month contract extension with the KJM & Associates, Inc./JTS Manage Services Joint Venture to provide support services for agency-wide project control activities, in the amount of \$545,687, for a new total authorized contract amount of \$2,012,776. The term of this extension is from April 1, 2004, through September 30, 2004.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on March 18, 2004.

ATTEST:

  
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Marcia Walker  
Board Administrator

  
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Kevin Phelps  
Finance Committee Chair