

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2004-92**

**Contract with Weston Solutions for GIS Services**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	9/16/04	Discussion/Possible Action	Paul Matsuoka, Chief Policy & Planning Officer Sheila Dezarn, Program Manager, Office of Policy and Planning <b>Nick Marquardt, Project Manager, Office of Policy &amp; Planning</b>	(206) 398-5070 (206) 398-5071 (206) 689-4903

<b>Contract/Agreement Type:</b>	✓	<b>Requested Action:</b>	✓
Competitive Procurement	✓	Execute New Contract/Agreement	✓
Sole Source		Amend Existing Contract/Agreement	
Interagency Agreement		Contingency Funds (Budget) Required	
Purchase/Sale Agreement		Budget Amendment Required	

✓ *Applicable to proposed transaction.*

**ACTION**

Authorizes the Chief Executive Officer to execute a contract with Weston Solutions to provide Geographic Information Systems services for a two-year term for a total authorized contract amount not to exceed \$494,000.

**KEY FEATURES**

- Continues to provide Geographic Information Systems (GIS) services support for Sound Transit's departments under the coordination and management of the Office of Policy and Planning (OPP).
- Continues agency-wide GIS mapping, application development and analysis services for a two-year contract term.
- Supports needed GIS services for Real Estate property acquisitions and Federal Transit Administration (FTA) reporting, and Central Link light rail mapping and analysis. Other types of project support include Project Environmental Impact Statement (EIS) and Supplemental Environmental Impact Statement (SEIS) publications, civil design right-of-way (ROW) impact assessments, subarea revenue analysis, and Sound Transit's district legal boundary maintenance.
- Retains a centralized agency GIS program to support the SEIS for the Long-Range Vision update and Phase 2 Planning.

## **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**

Budgets for the proposed GIS service support covered by this contract are included within various areas of the agency and listed below. Since, the majority of the costs will occur in 2005 and 2006, the costs for this contract will be included in the 2005 and 2006 staff budgets.

	<b><u>Total</u></b>
<b>Capital Budgets</b>	
North Link	24,000
Initial Segment	53,700
Airport Link	<u>30,000</u>
<i>Subtotal</i>	107,700
<b>Operating Project Budgets</b>	
Research & Technology	165,300
Phase II Planning	<u>150,000</u>
<i>Subtotal</i>	315,300
<b>Staff Budgets</b>	
Real Estate	60,000
TOD	6,000
Capital Projects	<u>5,000</u>
<i>Subtotal</i>	71,000
<b>Total</b>	<b><u><u>494,000</u></u></b>

## **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. The action will have no new revenue impacts on Sound Transit.

## BUDGET TABLE

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

Action Item: Weston Solutions on-call GIS support services 2 year contract

	Current Board Adopted Budget (A)	Committed To Date (B)	This Action (C)	Total Committed & Action (D)	Uncommitted (Shortfall) (E)	
Link Capital Budget						
1	Agency Admin including GIS	245,819	59,011	108	59,119	186,700
Policy & Planning projects						
2	GIS Budget	1,719	305	315	620	1,099
3	Other Agency Admin	36,953	7,638	-	7,638	29,315
4	Total Agency Admin Phase	38,672	7,943	315	8,258	30,414
Staff Operating Budgets						
	2004 Staff Budget	Future Staff Budgets			Total	
5	Consulting - GIS Budget	9	62	71		71
6	Total GIS Budget	1,728	62	494	-	1,790
Contract Budget						
	Current Approved Contract Value (F)	Spent to Date (G)	Proposed Action (H)	Proposed Total Contract Value (I)		
7	Weston Solutions	0	0	494	494	
8	Contingency	0	0	0	-	
9	Total	0	0	494	494	
10	Percent Contingency	0%	0%	0%	0%	
Budget Shortfall						
Level	\$ (J)	Potential Revenues (K)	Funding Source (L)			
NA	-	-	NA			

#### Notes

- Lifetime Link Agency Admin phase budget for projects 100, 200, 300 & 400
- Lifetime Reasearch & Technology & Phase II project budgets for GIS Support
- Most of the costs of this contract will occur in 2005 & 2006. The staff budgets to cover GIS support in those years will be included in the staff budgets for those years when developed.

## M/W/DBE – SMALL BUSINESS PARTICIPATION

### Prime Consultant/Contractor

Weston Solutions is the prime consultant for this two-year GIS Services contract. Weston Solutions is committed to a 32.5% M/W/DBE and Small Business goal.

## Utilization Breakdown Table

<b>Subconsultant</b>	<b>Business Type</b>	<b>% of Work</b>	<b>Dollar Value</b>
Marshall	WBE/ DBE	17.9%	\$88,500
ValueCad	MBE	2.0%	\$10,000
Techstaff	Small Business	12.5%	\$61,927
<b>Total</b>		<b>32.4%</b>	<b>\$160,427</b>

## EEO Commitment

Weston Solution workforce demographics include 35% women and 13% people of color.

## HISTORY OF PROJECT

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

<b>Motion Number</b>	<b>Summary of Action</b>	<b>Date of Action</b>
M2002-75	Executed 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.	6/6/02

GIS is a cross-disciplinary technology that combines the data capacity of databases with the ability to graphically display that information with maps. Sound Transit has made considerable investment and progress with GIS that began during the conceptual engineering phase of Link light rail. Subsequently, GIS services were centralized and are now managed under OPP. This has allowed GIS data and products to be reused and made readily available for a variety of project development, planning, and analysis activities.

GIS is used as a business tool with a variety of applications and products accessible by agency departments. Its users primarily request GIS services for mapping products, database production, application development and customization, and access to internal and regional datasets for mapping and analysis. These products are typically used in project EIS publications, real estate property acquisition and management, civil design ROW impact assessments, FTA reporting, subarea revenue analysis, and Sound Transit's spatial district boundary support.

The centralization and management approach has allowed the OPP manage GIS to support the SEIS for the Long-Range Vision update and Phase 2 Planning at a considerable savings to the agency. GIS support and products will continue to be a critical component to the Phase 2 planning effort.

There was a competitive procurement process with eight proposals received and four firms interviewed prior to selection.

## **CONSEQUENCES OF DELAY**

A delay in this action would disrupt current consultant GIS support and limit the ability of a variety of on-going projects to be completed. Among those would be the SEIS for Long-Range Vision and Phase 2 update, and Real Estate and Link property acquisition applications and mapping.

## **LEGAL REVIEW**

JW 9/07/04

## **SOUND TRANSIT**

### **MOTION NO. M2004-92**

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority to authorizing the Chief Executive Officer to execute a contract with Weston Solutions to provide Geographic Information Systems services for a two-year term for a total authorized contract amount not to exceed \$494,000.

#### **Background:**

GIS is a cross-disciplinary technology that combines the data capacity of databases with the ability to graphically display that information with maps. Sound Transit has made considerable investment and progress with GIS that began during the conceptual engineering phase of Link light rail. Subsequently, GIS services were centralized and are now managed under OPP. This has allowed GIS data and products to be reused and made readily available for a variety of project development, planning, and analysis activities.

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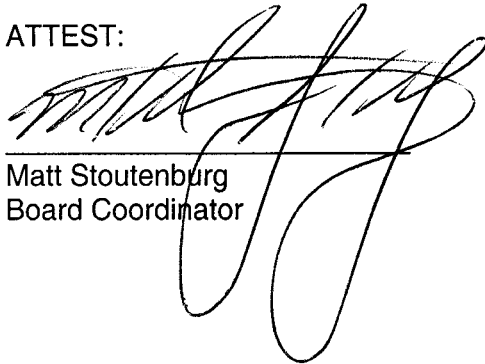
#### **Motion:**

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Chief Executive Officer is authorized to execute a contract with Weston Solutions to provide Geographic Information Systems services for a two-year term for a total authorized contract amount not to exceed \$494,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on September 16, 2004.

  
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Kevin R. Phelps  
Finance Committee Chair

ATTEST:

  
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Matt Stoutenburg  
Board Coordinator