

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2005-05

Business Assistance Consulting Services for Link Initial Segment

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	1/6/05	Discussion/Possible Action	Ahmad Fazel, Link Director Sue Comis, Link Community Outreach Project Manager	(206) 398-5389 (206) 398-5143

Contract/Agreement Type:	✓	Requested Action:	✓
Competitive Procurement	✓	Execute New Contract/Agreement	✓
Sole Source		Amend Existing Contract/Agreement	
Interlocal 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 the team of PRR, Inc., to provide business assistance consulting services for the Central Link Light Rail Initial Segment for a total authorized contract amount not to exceed \$385,000 for an initial contract period of January 10, 2005 through January 10, 2006 with three one-year options to extend ending on January 10, 2009.

KEY FEATURES

- Assists in satisfying mitigation measures required under the May 2002 Amended Record of Decision (ROD) for the Initial Segment. One of the required construction mitigation measures under Land Use and Economics is to work with affected business owners and others to develop a business marketing program to minimize business losses during construction. Another required mitigation measure is to assist businesses in gaining access to technical assistance.
- Comprises one aspect of Sound Transit's business construction mitigation plan. Sound Transit is engaged in several activities to promote the impacted businesses, including participating in community events, using art displays, developing business directories and promoting businesses on the Sound Transit website.
- Follows up on work begun in July 2004 in the Beacon Hill neighborhood where Sound Transit hosted a workshop on marketing during construction presented by a national retail consultant. Work performed under this contract will also complement the efforts of the Rainier Valley Community Development Fund.
- Defines a scope of work, including a situation analysis of the business community that may be impacted by the Initial Segment construction. Emphasis will be placed on providing technical assistance to small, retail and professional service businesses along the light rail alignment construction.

- Includes within the scope follow-on activities including preparation of marketing plans, business training and one-on-one consultation with businesses to provide individual advice and assistance.

BUDGET IMPACT SUMMARY

Project Description: Central Link Initial Segment

Current Status: Final Design / Construction

Projected Completion Date: 2009

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 proposed action would authorize execution of a contract with the team of PRR, Inc. to provide business assistance consulting services for the Central Link Initial Segment for a total authorized contract amount not to exceed \$385,000.

The Board-adopted 2005 lifetime capital budget for the Initial Segment is \$2.07 billion. Within that budget, \$6,825,000 has been set aside for Community Outreach direct charges within the Agency Administration phase, which includes a line item budget of \$2,000,000 for business mitigation. Approval of the proposed action would leave a remaining budget balance of \$5,412,429 for Link Community Outreach, with \$1,591,010 remaining for business mitigation.

REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS

The proposed action 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 new revenue impact on Sound Transit.

BUDGET TABLE

Action Item: PRR, Inc. (Provide business assistance consulting services for the Central Link Initial Segment)

(Year of Expenditure \$000)

Initial Segment	Adopted 2005 Budget (A)	Committed To Date (B)	This Action (C)	Total Committed & Action (D)	Uncommitted (Shortfall) (E)
1 Agency Administration	218,780	111,117	385	111,502	107,278
2 Preliminary Engineering	34,000	32,806		32,806	1,194
3 Final Design	143,523	138,060		138,060	5,463
4 Right of Way	229,516	172,010		172,010	57,506
5 Construction	1,168,066	773,928		773,928	394,138
6 Construction Services	83,892	80,586		80,586	3,307
7 Third Party Agreements	58,916	52,474		52,474	6,442
8 Vehicles	133,307	131,799		131,799	1,508
9 Total Current Budget	2,070,000	1,492,779	385	1,493,164	576,836

Agency Admin Phase Detail

10 CO Business Mitigation	2,000	24	385	409	1,591
11 Other Community Outreach	4,825	1,004		1,004	3,821
12 Other Agency Admin	211,955	110,090		110,090	101,865
13 Total Phase	218,780	111,117	385	111,502	107,278

(B) COMMITTED TO DATE amounts are from the Link Program Cost Summary Report (HQ Reports) for October 2004 + Board motions not yet included in the report.

Contract Budget	Board Approvals to Date (F)	Current Approved Contract Value (G)	Proposed Action (H)	Proposed Total for Board Approval (I)	Proposed Contract Value (J)
14 Contract Amount	-	-	385	385	385
15 Contingency	-	-	-	-	-
16 Total	-	-	385	385	385
17 Percent Contingency	0%	0%	0%	0%	0%

M/W/DBE – SMALL BUSINESS PARTICIPATION

For this contract, proposers were required to prepare a plan for the participation of M/W/DBE and other small businesses, which was evaluated as a factor for selection. PRR, Inc., the prime consultant, is a DBE firm and will be performing 40% of the work for this contract. PRR, Inc. has committed to 100% M/W/DBE participation.

Utilization Breakdown Table

Subconsultant	Business Type	% of Work	Dollar Value
Doris Lock & Associates, Inc.	M/W/DBE	30%	\$115,500
Griffin, Hill & Associates, LLC	M/DBE	30%	\$115,500
Total		60%	\$231,000

EEO Commitment

PRR, Inc. workforce demographics are 62% women and 15% people of color. On the project team, 78% are people of color and 54% are women.

Apprentice Utilization Commitment

Apprentice utilization does not apply to professional services contracts.

HISTORY OF PROJECT

Prior Board or Committee Actions and Relevant Board Policies

Motion or Resolution Number	Summary of Action	Date of Action
R2001-16	Selected the initial segment of the Central Link Light Rail Project to be constructed and operated by 2009.	11/29/01

In May 2002, the Federal Transit Administration issued the ROD for the Initial Segment. One of the required construction mitigation measures cited in the ROD under Land Use and Economics is (1) working with affected business owners and others to develop a business marketing program to minimize business losses during construction, and (2) assisting businesses in gaining access to technical assistance.

A procurement process for business assistance consulting services was carried out from October 2004 to December 2004. Four proposals were received and evaluated by the selection committee. Two teams were invited for interviews, and PRR, Inc. was selected as the highest ranked firm. The contract period is from January 10, 2005 through January 10, 2006. This action would authorize the Chief Executive Officer to execute three one-year option extensions ending on January 10, 2009.

CONSEQUENCES OF DELAY

The Initial Segment is currently under construction. Construction is now occurring along all five contract segments (Downtown, SODO, Beacon Hill, Rainier Valley, Tukwila) and in front of or adjacent to businesses in each of these areas. Business assistance services are needed at this time to mitigate potential construction impacts to the businesses.

PUBLIC INVOLVEMENT

The consultants will assist private businesses located along the Initial Segment construction. This support may include private consultations as well as public training workshops on business topics.

LEGAL REVIEW

JW 12/21/04

SOUND TRANSIT

MOTION NO. M2005-05

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a contract with the team of PRR, Inc., to provide business assistance consulting services for the Central Link Light Rail Initial Segment for a total authorized contract amount not to exceed \$385,000, for an initial contract period of January 10, 2005 through January 10, 2006 and three one-year options ending on January 10, 2009.

Background:


In May 2002, the Federal Transit Administration issued the ROD for the Initial Segment. One of the required construction mitigation measures cited in the ROD under Land Use and Economics is (1) working with affected business owners and others to develop a business marketing program to minimize business losses during construction, and (2) assisting businesses in gaining access to technical assistance.

A procurement process for business assistance consulting services was carried out from October 2004 to December 2004. Four proposals were received and evaluated by the selection committee. Two teams were invited for interviews, and PRR, Inc. was selected as the highest ranked firm. The contract period is from January 10, 2005 through January 10, 2006. This action would authorize the Chief Executive Officer to execute three one-year option extensions ending on January 10, 2009.

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 the team of PRR, Inc., to provide business assistance consulting services for the Central Link Light Rail Initial Segment for a total authorized contract amount not to exceed \$385,000, for an initial contract period of January 10, 2005 through January 10, 2006 and three one-year options ending on January 10, 2009.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on January 6, 2005.



Kevin R. Phelps
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator