

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2005-127**

**Citizen Oversight Panel Project Manager Contract**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	12/1/05	Discussion/Possible Action	<b>Marcia Walker, Board Administrator</b>	(206) 398-5015

<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	<input checked="" type="checkbox"/>
Sole Source	<input type="checkbox"/>	Amend Existing Contract/Agreement	<input type="checkbox"/>
Agreement with Other Jurisdiction(s)	<input type="checkbox"/>	Budget Amendment	<input type="checkbox"/>

**PROJECT NAME**

Citizen Oversight Panel Project Manager

**PROPOSED ACTION**

Authorizes the Chief Executive Officer to execute a contract with Prospect Delta to provide independent staffing services for the Citizen Oversight Panel for a total authorized contract amount not to exceed \$217,500, with a three-year term beginning January 1, 2006.

**KEY FEATURES of PROPOSED ACTION**

- Through a competitive procurement process conducted by the Citizen Oversight Panel, Prospect Delta has been selected to provide independent staffing services for the Citizen Oversight Panel.
- The contract defines a scope of work, including coordinating discussion meetings with the panel members and Sound Transit staff; conducting research, analysis and development of issue materials for the meetings; drafting, revising and evaluating reports, including the mid-year and year-end reports and developing agendas, work programs, work processes and communication materials; presentations for external audiences; preparing meeting summaries; assisting panel chair; attending presentations to Sound Transit Board, committee meetings and public groups as needed; scheduling meetings, locations, speakers and presenters.

**BUDGET IMPACT SUMMARY**

Not applicable to this action.

**BUDGET and FINANCIAL PLAN DISCUSSION**

The Proposed 2006 Budget for the Board Administration Department includes \$90,000 for Citizen Oversight Panel consulting. Funding for the second and third years of the contract will be included in future budgets. The contract amount covers the three-year term.

**BUDGET TABLE**

**Action Item:** COP consulting contract with Prospect Delta

	(A) Current Approved Contract Value	(C) Proposed Action	(D) Proposed Total Contract Value
<b>Contract Budget:</b>			
<b>COP Consulting</b>	-	217,500	217,500
<b>Contingency</b>			-
<b>Total</b>	-	217,500	217,500
<b>Percent Contingency</b>	0%	0.00%	0.00%

<b>Accounts to be charged:</b>	2006 Staff Budget	Future Staff Budget	Total
<b>503440 Cop Consulting Allowance</b>	90,000	127,500	217,500
			-
			-
<b>TOTAL CONTRACT CHARGES:</b>	90,000	127,500	217,500

**Budget Shortfall**

Level	\$	Potential Revenues	Funding Source
NA	-	-	NA

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

Prime Consultant/Contractor: Prospect Delta, is a woman-owned small business performing 100% of this contract.

**PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION**

The Sound Transit Board’s commitment to public accountability is a significant theme in the policies that frame Sound Move. During the first quarter of 1997, the Sound Transit Board appointed members to the first Citizen Oversight Panel (COP). The provision for and commitment to citizen oversight is contained in the agency’s adopted financial policies.

The Citizen Oversight Panel’s mission as an independent body is to review Sound Transit’s performance toward achieving its commitments to the public and provide recommendations regarding its performance. The panel’s responsibility is to provide the Sound Transit Board and the public with a regular “report card.”

On behalf of the Citizen Oversight Panel, Sound Transit issued an RFP for a project manager to provide independent staffing services and received two proposals. A subgroup of the Citizen Oversight Panel interviewed those respondents and selected Prospect Delta as the preferred consultant.

The authorized amount of the three year contract is \$217,500. Staff will monitor the levels of expenditure during the duration of the contract. The budget and contract award is based on the historic level of support of 500 hours per year for a period of three years commencing January 1, 2006 through December 31, 2008.

**Prior Board/Committee Actions on this Project and Relevant Board Policies**

Motion or Resolution Number	Summary of Action	Date of Action
Motion No. 18	Establishment of a Citizen Oversight Panel	12/6/96

**CONSEQUENCES of DELAY**

A delay beyond January 1, 2006 will leave the Citizen Oversight Panel without support to assist it in carrying out their duties.

**PUBLIC INVOLVEMENT**

Not applicable to this action.

**ENVIRONMENTAL COMPLIANCE**

Not applicable to this action.

**LEGAL REVIEW**

JW

**SOUND TRANSIT**

**MOTION NO. M2005-127**

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a contract with Prospect Delta to provide independent staffing services for the Citizen Oversight Panel for a total authorized contract amount not to exceed \$217,500, with a three-year term beginning January 1, 2006.

**Background:**

The Sound Transit Board's commitment to public accountability is a significant theme in the policies that frame Sound Move. During the first quarter of 1997, the Sound Transit Board appointed members to the first Citizen Oversight Panel. The provision for and commitment to citizen oversight is contained in the agency's adopted financial policies.

The Citizen Oversight Panel's mission as an independent body is to review Sound Transit's performance toward achieving its commitments to the public and provide recommendations regarding its performance. The panel's responsibility is to provide the Sound Transit Board and the public with a regular "report card."

The contract for services with Prospect Delta will provide independent staffing services for the Citizen Oversight Panel for a three-year term beginning January 1, 2006 through December 31, 2008.

**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 Prospect Delta to provide independent staffing services for the Citizen Oversight Panel for a total authorized contract amount not to exceed \$217,500, with a three-year term beginning January 1, 2006

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on December 1, 2005.

  
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Jack Crawford  
Finance Committee Chair

ATTEST:

  
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Marcia Walker  
Board Administrator