

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2005-42

Contract with the Perteet, Inc. for the 2005 Comprehensive Operational Analysis

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	4/21/05	Discussion/Possible Action	Martin Minkoff, Director, Transportation Services Jim Moore, Project Manager, Transportation Services	(206) 398-5111 (206) 398-5045

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 Perteet Inc., to provide service planning services for the production of the 2005 Comprehensive Operational Analysis, 2006 Service Implementation Plan and on-call work through 2007 for a total authorized contract amount not to exceed \$500,000.

KEY FEATURES

- Defines a scope of work, including the 2005 Comprehensive Operational Analysis (COA) on ST Express, Sounder Commuter Rail, and Tacoma Link.
- Completes the 2006 Service Implementation Plan.
- Develops a short-term travel modeling and demand estimation model to forecast ridership estimates by mode and route and provide average weekday boardings and total annual boardings. The model will allow Sound Transit staff to estimate ridership changes and to test service alternatives.
- Includes on-going service planning assistance through 2007 as staff implements the recommendations from the COA.

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

This item was included in the 2005 transit operations budget with a total of \$314,000 budgeted for transit planning and financial services, of which \$300,000 was for the COA. The contract requires an initial \$300,000 in the first year for intensive data collection that must occur for proper analysis. It includes two years of on-call services for service planning during 2006 and 2007. The funding will be provided in the 2006 and 2007 transit operations budgets.

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. There are no additional revenues accruing to Sound Transit as a result of this action.

BUDGET TABLE

The Comprehensive Operational Analysis was included in the 2005 ST Express transit operations budget as illustrated on Page 56 of the Adopted 2005 Budget. The impact of this action on the budget is illustrated below.

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

Action Item: Contract with Perteet Inc. for a Comprehensive Operational Analysis of ST Express bus operations. (\$000s)

	(A) Current Approved Contract Value	(B) Spent to Date	(C) Proposed Action	(D) Proposed Total Contract Value
1 Perteet, Inc.	\$ -	\$ -	\$ 500	\$ 500
2 Contingency	-	-	-	-
3 Total	\$ -	\$ -	\$ 500	\$ 500
4 Percent Contingency	0%		0%	0%

Contract to be Charged to:

	2004 and prior spending	2005 Operating Budget (1)	Future Operating Budgets (2)	Total
5 Transit Planning and Financial Services	-	300	200	500

2005 Budget Impacts:

	2005 Operating Budget (3)	Spent to Date	Proposed Action	Surplus/ (Shortfall)
6 Other Financial Services	\$ 14	\$ -	\$ -	\$ -
7 Comprehensive Operational Analysis	300	-	300	-
8 Total Transit Planning and Financial Services	\$ 314	\$ -	\$ 300	\$ -

Notes

- ¹ This is the amount in the Adopted 2005 Budget specifically allocated to Comprehensive Operational Analysis.
- ² Estimated amounts for on-call services will be included in the 2006 and 2007 operating budget requests.
- ³ The amount included on page 56 of the Adopted 2005 Budget book for Transit Planning and Financial Services includes budgets for the COA as well as other accounting and auditing services to support ST Express transit operations.

M/W/DBE – SMALL BUSINESS PARTICIPATION

Prime Consultant/Contractor

Perteet Inc. is the prime consultant for this contract and has committed to 27.9% M/W/DBE and Small Business participation.

Utilization Breakdown Table

Subconsultant	Business Type	% of Work	Dollar Value
Carolyn Browne Associates	WBE	4.7	\$ 13,800
RLS & Associates	Small Business	6.8	\$ 19,683
AJM Consulting	Small Business	27.7	\$ 80,736
Connectics	Small Business	0.2	\$ 500
Porter & Associates	Small Business	0.2	\$ 500
Total		39.6 %	\$ 115,219

EEO Commitment

Perteet, Inc.'s workforce demographics are 30% women and 12% minorities.

Apprentice Utilization Commitment

Not applicable to this action.

HISTORY OF PROJECT

Prior Board or Committee Actions and Relevant Board Policies

Resolution Number	Summary of Action	Date of Action
R98-46	Adopts the Bus Service Plan including Service Standards and Performance Measures	11/12/98

The COA is a detailed analysis of each ST Express route, trip and stop to determine that resources are used in the most efficient manner. It identifies ways to improve operational efficiency to enhance ST Express financial performance as discovered in the recently completed performance audit. The recommendations of the analysis are implemented in the Service Implementation Plan.

R98-46 requires Sound Transit to conduct the COA no more than every 5 years; the next analysis will be scheduled in 2009.

CONSEQUENCES OF DELAY

Delay beyond April 21, 2005 will mean that passenger counts and surveys will not include a majority of the university/school markets that Sound Transit serves. This may skew results of the data collected. An alternative would be to defer any work on this project until October 2005, which would mean Sound Transit would not be able to implement service enhancements that improve productivity until 2007.

PUBLIC INVOLVEMENT

Not applicable to this action.

LEGAL REVIEW

JW 04/11/05

SOUND TRANSIT

MOTION NO. M2005-42

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a contract with Perteet Inc., to provide service planning services for the production of the 2005 Comprehensive Operational Analysis and 2006 Service Implementation Plan for a new total authorized contract not to exceed \$314,000.

Background:

The Comprehensive Operational Analysis (COA) is a detailed analysis of every ST Express route, trip and stop to determine that resources are used in the most efficient manner. The recommendations of the analysis are implemented in the Service Implementation Plan. Resolution No. R98-46 requires Sound Transit to conduct the COA no more than 5 years; the next analysis will be scheduled in 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 Perteet Inc., to provide service planning services for the production of the 2005 Comprehensive Operational Analysis and 2006 Service Implementation Plan for a new total authorized contract not to exceed \$314,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on April 21, 2005.


Jack Crawford
Finance Committee Vice Chair

ATTEST:


Marcia Walker
Board Administrator