

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2005-56

Contract Amendment for On-Call Transit Planning Services

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	6/02/05	Discussion/Possible Action	Martin Minkoff, Director, Transportation Services Mike Bergman, Program Manager, Transportation Services	(206) 398-5111 (206) 398-5358

Contract/Agreement Type:	✓	Requested Action:	✓
Competitive Procurement		Execute New Contract/Agreement	
Sole Source		Amend Existing Contract/Agreement	✓
Agreement with Other Jurisdiction(s)			

ACTION

Authorizes the Chief Executive Officer to execute a contract amendment with Perteet, Inc., to provide on-call transit planning services in 2006 and 2007, in the amount of \$186,000 for a total authorized contract amount of \$500,000.

KEY FEATURES

- Provides continuity of transit planning through 2007 as Sound Transit implements the recommendations from the Comprehensive Operational Analysis (COA) of Sound Transit services.
- Allows staff to acquire additional professional resources as necessary during development of the annual Service Implementation Plan or for unanticipated needs related to transit operations and service planning.
- Staff would only use the consultant when specialized disciplines are needed or when additional resources are required to meet schedules for time-sensitive projects.

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 Finance Committee approved Motion No. M2005-42 on April 21, 2005, authorizing a contract with Perteet, Inc., to provide a Comprehensive Operational Analysis of Sound Transit services for an amount of \$314,000. Resources for transit planning services are included in the current Long-Range Financial Plan. The amendment, if approved, would authorize the expenditure of up to \$186,000, for 2006 and 2007. While the original contract for the COA will

be funded in the 2005 transit operations budget, funding for the on-call services would 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-Range Financial Plan and the subarea financial capacity. There are no additional revenues accruing to Sound Transit as a result of this action.

BUDGET TABLE

This action will be funded in the 2006 and 2007 ST Express transit operations budget. It will be included in the Transit Planning and Financial Services budget section.

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

Action Item: Amend contract with Perteet Inc. to add on-call transit planning services for ST Express bus operations. (\$000s)

	(A) Current Approved Contract Value	(B) Spent to Date	(C) Proposed Action	(D) Proposed Total Contract Value
1 Contract Budget				
1 Perteet, Inc.	\$ 314	\$ -	\$ 186	\$ 500
2 Contingency	-	-	-	-
3 Total	\$ 314	\$ -	\$ 186	\$ 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	-	314	186	500

2005 Budget Impacts (3):

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

Notes

¹ This action would amend a contract previously approved with Perteet, Inc. to provide services related to the Comprehensive Operational Analysis. The amount approved in Motion M2005-42 was \$314,000. The original contract amount is expected to be spent during 2005.

² Estimated amounts for on-call services will be included in the 2006 and 2007 operating budget requests.

³ There are no 2005 budget impacts associated with this action. This action amends the previously approved Comprehensive Operational Analysis contract with Perteet, Inc, to add on-call services in the amount of \$186K. Funding for this contract will come from the 2006 and 2007 ST Express transit operations budgets.

M/W/DBE – SMALL BUSINESS PARTICIPATION

Perteet, Inc. is the prime consultant for this contract and has committed to 27.9% M/W/DBE and Small Business participation. Services provided under the proposed contract amendment may be assigned to one or more M/W/DBE and Small Business subconsultants depending on the type of work to be performed.

The M/W/DBE and Small Business subconsultants for this contract are as follows:

- Carolyn Browne Associates WBE
- RLS & Associates Small Business
- AJM Consulting Small Business
- Connectics Small Business
- Porter & Associates Small Business

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
M2005-42	Executed a contract with Perteet Inc., to provide service planning services for the production of the 2005 COA and 2006 SIP	4/21/05

Motion No. M2005-42 as originally proposed by staff, authorized additional consultant work to be provided on an on-call basis during 2006 and 2007. The Finance Committee authorized the COA/SIP work and amended the motion to defer the on-call services, in order for staff to return later with more information on the benefits of the services.

The on-call services contract amendment would allow consultant assistance to be provided as needed for a variety of tasks. These tasks require specialized knowledge in transit operations, data collection, customer surveys, service evaluation and schedule analysis, among other disciplines. Examples of consultant work performed under previous on-call contracts include:

- Operational evaluation of long-haul transit buses in downtown Seattle. This evaluation concluded that long-haul transit buses could be operated in downtown Seattle without significantly impacting other service, leading to a decision to purchase 13 such buses for the Sound Transit fleet.
- Schedule efficiency analysis of Sound Transit's Seattle-Tacoma bus service. This analysis resulted in a new schedule that required two fewer buses and reduced operating costs by approximately \$150,000 per year.

- Customer travel surveys at overcapacity Sounder park and ride lots. Data obtained through these surveys will assist in developing strategies for addressing park and ride overcrowding.
- Route 545 Redmond-Seattle ridership analysis with Capitol Hill routing. This confirmed earlier staff work that quantified the ridership trade-offs between existing and proposed new routing.

At this point staff anticipates that the COA and the 2005 SIP work will require follow-up analysis to ensure that service is consistent with Sound Transit's planning standards and is implemented as efficiently as possible. The availability of on-call consultant assistance allows Sound Transit to maintain a relatively small service planning staff while being responsive to the constantly-changing needs of Sound Transit's customers.

CONSEQUENCES OF DELAY

Early authorization of the contract amendment would allow the contract to be included in the Draft 2006 Budget. If action on the contract amendment is delayed, it may require later adjustment of the 2006 Budget.

PUBLIC INVOLVEMENT

Not applicable to this action.

LEGAL REVIEW

JW 5/23/05

SOUND TRANSIT

MOTION NO. M2005-56

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a contract amendment with Perteet, Inc., to provide on-call transit planning services in 2006 and 2007, in the amount of \$186,000 for a total authorized contract amount of \$500,000

Background:

Motion No. M2005-42 as originally proposed by staff authorized additional consultant work to be provided on an on-call basis during 2006 and 2007. The Finance Committee authorized the Comprehensive Operational Analysis/Service Implementation Plan work and amended the motion to defer the on-call services, in order for staff to return later with more information on the benefits of the services.

This amendment would provide continuity of transit planning through 2007 as Sound Transit implements the recommendations from the Comprehensive Operational Analysis of Sound Transit services. It would also allow staff to acquire additional professional resources as necessary during development of the annual Service Implementation Plan or for unanticipated needs related to transit operations and service planning. These tasks require specialized knowledge in transit operations, data collection, customer surveys, service evaluation, and schedule analysis, among other disciplines.


Staff would only use the consultant when specialized disciplines are needed or when additional resources are required to meet schedules for time-sensitive projects.

Motion:


It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Chief Executive Officer is to execute a contract amendment with Perteet, Inc., to provide on-call transit planning services in 2006 and 2007 in the amount of \$186,000 for a total authorized contract amount of \$500,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on June 2, 2005.

ATTEST:



Kevin R. Phelps
Finance Committee Chair



Marcia Walker
Board Administrator