

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2005-76

Contract for Performance Measurement Consulting

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	07/07/05	Discussion/Possible Action	Phil O'Dell, Director, Project Delivery Services Hamid Qaasim, Agency QA Manager	(206) 398-5013 (206) 398-5129

Contract/Agreement Type:	<input checked="" type="checkbox"/>	Requested Action:	<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"/>

PROPOSED ACTION

Authorizes the Chief Executive Officer to execute a contract with Rene' Ewing & Associates, LLC to provide performance measurement consulting services for a total authorized contract amount not to exceed \$293,295.

KEY FEATURES of PROPOSED ACTION

- As an outcome of the 2004 Regional Express Operations Audit by the Performance Audit Committee, Sound Transit established a management initiative to develop a performance management system integrated with its budget process.
- The scope of this contract will include the following activities:
 - Benchmarking of transit agency performance measurement best practices
 - Transit Agency Performance Management Roundtable of Industry Best Practices
 - Training of key agency management on performance management systems
 - Working with the senior leadership team to facilitate development of performance management systems
 - Working with the department managers to identify useful metrics for performance management reporting
 - Developing appropriate reports and processes for performance measurement
 - Meet with the Board of Directors to discuss the implementation of performance management system.

BUDGET IMPACT SUMMARY

Project Name: Agency Performance Measurement Consulting Services
 Current Project Phase: Awaiting Finance Committee Approval
 Projected Completion Date: December 2006

Action Outside of Adopted Budget:	✓	Comments on Checked Items
This Project		
This Phase		
This Task		
Budget Amendment Required		

Key Financial Indicators:	✓	Comments on Checked Items
Contingency Funds Required		
Funding required from other parties (other than what is assumed in financial plan)		

Not checked = action is assumed in current Board-adopted budget. No budget action or adjustment to financial plan required.

BUDGET AND FINANCIAL PLAN DISCUSSION

The Project Delivery Support Services department has an Adopted 2005 Budget of \$1.21 million for consulting services. Within the department, the Director’s Office division has a budget of \$125,000 for performance management consulting services, which should be sufficient to cover the proposed contract’s anticipated 2005 related costs. The remaining portion of the contract will be budgeted for and expended in 2006. 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.

BUDGET TABLE

Summary for Board Action

Action Item: Contract with Rene' Ewing & Associates, LLC for Performance Measurement Consulting Services

	(A) Current Approved Contract Value	(B) Spent to Date	Balance	(C) Proposed Action	(D) Proposed Total Contract Value
Contract Budget:					
Rene' Ewing & Associates, LLC	-	-	-	293,295	293,295
Contingency	-	-	-	-	-
Total	-	-	-	293,295	293,295
Percent Contingency	0.00%	0.00%	0.00%	0.00%	0.00%

Accounts to be charged:	2005 Staff Budget	Future Staff Budgets	Direct Charges to Projects	Total
Consulting Services	125,000	168,295	-	293,295
Total Contract Charges	125,000	168,295	-	293,295

Budget Shortfall	Level	\$	Potential Revenues	Funding Source
	NA	-	-	NA

Notes

Department budget shown on page 209 of the Adopted 2005 Budget book.

M/W/DBE – SMALL BUSINESS PARTICIPATION

Prime Consultant/Contractor

René Ewing & Associates, LLC is a Women Business Enterprise (WBE) will be performing 25% of the work.

Utilization Breakdown Table

Subconsultant	Business Type	% of Work	Dollar Value
P.H. Adams & Associates	Small Business	27%	\$71,225
C.M. Colvin & Associates	WBE/DBE	24%	\$64,350
R. Zimmerman & Associates	Small Business	24%	\$64,680
Total		75%	\$200,255

EEO Commitment

The workforce demographics of the consultant team are 50% women and 25% minorities.

Apprentice Utilization Commitment

Not applicable for this type of contract.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

Sound Transit is seeking a consultant to work with its management to identify transit industry best management practices, review current performance metrics, and provide technical assistance for documentation, measurement, and reporting of its performance measures. This scope will be executed in five task orders, hereinafter called phases as described below. The phases are;

- Phase I – Provide Training & Facilitation For Performance Management System
- Phase II – Performance Measurement For Transportation Services
- Phase III – Performance Measurement For Corporate Departments
- Phase IV – Performance Measurement For Capital Projects & Link Light Rail Departments
- Phase V – Presentation Of Performance Measurements For The Agency

Although it is anticipated that Phase I and Phase II will be executed concurrently, each of the five phases will require a separate Notice-to-Proceed, kick-off meeting, and summary report. Sound Transit reserves the right to award any combination of phases at its discretion.

CONSEQUENCES OF DELAY

Due to the urgency of this work, we have issued a Limited Notice-to-Proceed for \$50,000 has been issued to authorize work through September 1, 2005. This initiative will take a year to fully develop and the initial trial version of the measurement system is needed in the spring of 2006 to be in time for integration into the 2007 budget process. A delay could potentially extend full implementation into the 2008 budget year.

PUBLIC INVOLVEMENT

Not applicable to this action.

LEGAL REVIEW

JW 6/30/05

SOUND TRANSIT

MOTION NO. M2005-76

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a contract with Rene' Ewing & Associates, LLC to provide Performance Measurement Consulting Services for a total authorized contract amount not to exceed \$293,295.

Background:

Sound Transit is seeking a consultant to work with its management to identify transit industry best management practices, review current performance metrics, and provide technical assistance for documentation, measurement, and reporting of its performance measures. This scope will be executed in five task orders, hereinafter called phases as described below. The phases are;

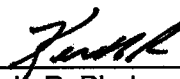
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Motion:

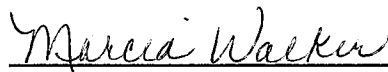
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Chief Executive Officer is authorized to execute a contract with Rene' Ewing & Associates, LLC to provide Performance Measurement Consulting Services for a total authorized contract amount not to exceed \$293,295.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 7, 2005.



Kevin R. Phelps
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator