

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2006-27**

**Contract Amendment for On-Call Quality Assurance Audit Services**

| <b>Meeting:</b>   | <b>Date:</b> | <b>Type of Action:</b>     | <b>Staff Contact:</b>  | <b>Phone:</b>                        |
|-------------------|--------------|----------------------------|--|--------------------------------------|
| Finance Committee | 3/16/06      | Discussion/Possible Action | Agnes Govern, Director,<br>Capital Projects<br><b>Dan White, Quality<br/>Assurance Manager</b> | (206) 398-5037<br><br>(206) 398-5075 |

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

**PROJECT NAME**

On-call quality assurance audit services

**PROPOSED ACTION**

Authorizes the Chief Executive Officer to execute a contract amendment with Systems Consulting, LLC to provide additional on-call quality assurance audit services for design and construction for the Capital Projects Program in the amount of \$300,000, for a new total authorized contract amount not to exceed \$446,000 and extending the contract date to April 2008.

**KEY FEATURES of PROPOSED ACTION**

- The current Systems Consulting, LLC contract was executed by the Chief Executive Officer in April 2005 for a term of one year and an amount not to exceed \$146,000. The contract was competitively bid and contains the option to extend the Agreement for two additional one-year terms.
- This action will amend the existing on-call contract by providing additional funding and extending the contract for two additional one-year terms, to allow for anticipated additional on-call quality assurance audits.
- The purpose of this contract is to perform selected quality assurance audits of contracts within the Capital Projects capital program. The audits verify that applicable elements of the Capital Projects Quality Assurance program are acceptable and have been developed, documented and effectively implemented. The audited contracts include projects in design, construction, and construction management phases.

**BUDGET IMPACT SUMMARY**

There is no action outside of the Board-adopted budget; there are no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

**BUDGET and FINANCIAL PLAN DISCUSSION**

The Adopted 2006 Capital Projects budget has an agency administration phase budget of \$96,978,554, of which \$17,273,254 is uncommitted. As these services are used the costs will be charged to the individual projects.

There are sufficient funds to complete this action. Committing these funds will not endanger any other project elements that are to be funded out of the overall project.

**BUDGET TABLE**

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

Action Item: Execute a contract amendment for on-call quality assurance audit services with Systems Consulting, LLC. (#131)

|                         | (A)<br>Current<br>Approved<br>Contract Value | (B)<br>Committed to<br>Date | (C)<br>Proposed Action | (D)<br>Proposed Total<br>Contract Value |
|-------------------------|--|-----------------------------|------------------------|---|
| Contract Budget:        |  |                             |                        |   |
| Systems Consulting, LLC | 146  | 146                         | 300                    | 446                                     |
| Contingency             | 0  | -                           | -                      | -                                       |
| Total                   | 146  | 146                         | 300                    | 446                                     |
| Percent Contingency     | 0%   |                             | 0%                     | 0%                                      |

| Direct Charge Budget                                | Adopted 2006<br>Budget | Committed to<br>Date | This Action | Uncommitted |
|---|------------------------|----------------------|-------------|-------------|
| 2006 Adopted Lifetime Agency Administration budget: |                        |                      |             |             |
| Regional Express                                    | 41,693                 | 38,872               |             | 2,821       |
| Sounder Commuter Rail                               | 55,285                 | 40,533               |             | 14,752      |
| Total:  | 96,978                 | 79,405               | 300         | 17,273      |

**Notes:**

Budget for this is included in the Adopted 2006 Budget in the Agency Administration phase for Rex on page 117 and Sounder on page 90

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

Prime Consultant/Contractor

Systems Consulting, LLC is the prime consultant for this contract and was selected from a competitive procurement process. Systems Consulting, LLC is a Minority Woman Business Enterprise (MWBE), performing 100% of this contract.

EEO Commitment

Systems Consulting, LLC workforce demographics are 88% women and 71% minorities.

## **PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION**

The Systems Consulting, LLC on-call audit services contract provides consultant services for quality assurance audits of design and construction activities of the Capital Projects Department. The current contract was executed in April 2005 for a term of one year and an amount not to exceed \$146,000. The contract was competitively bid and contains the option to extend the agreement for two additional one-year terms.

This action will amend the existing on-call contract by providing additional funding and extending the contract for two additional one-year terms, to allow for anticipated additional on-call quality assurance audits.

Quality assurance audit schedules are based upon the schedule status of individual projects, the complexity of individual projects, the project's criticality to the overall success of the Capital Projects program, and the availability of audit staff to support the scheduled audits.

System Consulting, LLC also provides staff resources and expertise to supplement Sound Transit Quality Assurance staff.

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

Not applicable for this action.

### **CONSEQUENCES of DELAY**

Delay beyond the end of March 2006 will break the continuity of the on-going quality assurance audits of the design and construction activities associated with the Capital Projects program. Any further delay will preclude opportunities to assess, verify and correct (if necessary) deficiencies in the programmatic management of capital projects.

### **ENVIRONMENTAL COMPLIANCE**

Not applicable for this action.

### **LEGAL REVIEW**

JW 3/6/06

## SOUND TRANSIT

### MOTION NO. M2006-27

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 Systems Consulting, LLC to provide additional on-call quality assurance audit services for design and construction for the Capital Projects Program in the amount of \$300,000, for a new total authorized contract amount not to exceed \$446,000 and extending the contract date to April 2008.

#### **Background:**

The Systems Consulting, LLC on-call audit services contract provides consultant services for quality assurance audits of design and construction activities of the Capital Projects Department. The current contract was executed in April 2005 for a term of one year and an amount not to exceed \$146,000. The contract was competitively bid and contains the option to extend the agreement for two additional one-year terms.

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Quality assurance audit schedules are based upon the schedule status of individual projects, the complexity of individual projects, the project's criticality to the overall success of the Capital Projects program, and the availability of audit staff to support the scheduled audits.

System Consulting, LLC also provides staff resources and expertise to supplement Sound Transit Quality Assurance staff.

#### **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 amendment with Systems Consulting, LLC to provide additional on-call quality assurance audit services for design and construction for the Capital Projects Program in the amount of \$300,000, for a new total authorized contract amount not to exceed \$446,000 and extending the contract date to April 2008.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on March 16, 2006.



Fred Butler  
Finance Committee Chair

ATTEST:



Marcia Walker  
Board Administrator