

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2006-53

Contract Amendment for Project Management Services

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	7/6/06	Discussion/Possible Action	Ellen Gustafson, Deputy Director, Transportation Services Cheryl Huston, Manager, Customer Services and Accessibility Michael Miller, Project Manager	(206) 398-5094 (206) 398-5330 (206) 689-4927

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

Regional Special Needs Transportation Coordination Plan

PROPOSED ACTION

Authorizes the Chief Executive Officer to execute a contract amendment with FLT Consulting to provide project management services for the Regional Special Needs Transportation Coordination Plan project in the amount of \$146,600, for a new total authorized contract amount not to exceed \$675,386, and extends the contract date to December 31, 2008.

KEY FEATURES of PROPOSED ACTION

- This action provides funds for project management of the implementation phase of the five-year Regional Special Needs Transportation Coordination Plan. The implementation activities include:
 - Monitoring and managing implementation of the five-year plan
 - Monitoring and reporting performance of the strategic plan deliverables
 - Producing an annual performance report
 - Serving as liaison to and making presentations to federal, state, regional, and local agencies.

- It was anticipated at the time of the original contract that project management services for the implementation phase would need to be added to the contract when the plan was ready for implementation.

- This action is necessary to make sure the Regional Special Needs Transportation Coordination Plan complies with new requirements outlined in the federal SAFETEA-LU transportation funding legislation.
- This action also provides funds for Version 3 of Find-a-Ride (www.findaride.org). This conversion is necessary because the original version of Find-a-Ride was developed prior to Sound Transit adopting web programming and content management standards. Version 3 will include:
 - Conversion of current site to ASP.net Format
 - Conversion of MySQL database to MS SQL Server
 - Add new system administrator functions
 - Create reporting features
- The original contract, with extensions, ends August 2007; this amendment would extend the contract to December 31, 2008.

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 and FINANCIAL PLAN DISCUSSION

The proposed action would authorize a contract amendment with FLT Consulting, Inc. to add \$146,600 to the contract amount, for a new total authorized contract amount not to exceed \$675,386. This item is included in the Mobility Initiative Program (MIP) budget under Other Services, which is part of transit operations. Prior to 2006, a total of \$408,936 was spent on this contract. For 2006, a total of \$457,193 was budgeted for Other Services. This contract would have a total charge of approximately \$150,000 against the 2006 budget. Funding for the remaining balance of the contract would come as planned from the MIP in 2007 and 2008. This item would require no other financial resources other than what has already been included in the financial plan.

BUDGET TABLE

The proposed action would authorize a contract amendment with FLT Consulting, Inc. to add \$146,600 to the contract amount, for a new total authorized contract amount not to exceed \$675,386. This item is included in the Mobility Initiative Program (MIP) budget, which is on page 57 of the Adopted 2006 Budget book. The impact of this action on the MIP budget is illustrated below:

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

Action Item: Contract amendment with FLT Consulting, Inc. to provide consulting services to develop a Regional Special Needs Transportation Coordination Plan.

	(A)	(B)	(C)	(D)
Contract Budget	Current Approved Contract Value	Spent to Date (1)	Proposed Action (2)	Proposed Total Contract Value
1 FLT Consulting Inc	\$ 529	\$ 468	\$ 147	\$ 675
2 Contingency	0	-	-	-
3 Total	\$ 529	\$ 468	\$ 147	\$ 675
4 FLT Consulting Inc	0%	-	0%	0%

Contract to be charged to:

Mobility Initiative Program	2005 and prior spending	2006 Operating Budget (3)	Future Operating Budgets (4)	Direct Charges to Projects	Total
5 FLT Consulting	\$ 409	\$ 150	\$ 116	\$ -	\$ 675
6 Other Regional Special Needs Transit Planning	N/A	307	N/A	-	\$ -
7 Total MIP Other Services	\$ 409	\$ 457	\$ 116	\$ -	\$ 675

Notes:

¹ Spent to date include all the payments made to the FLT per the terms of existing contract through March 2006.

² The proposed action would add \$147 to the contract amount. Of which, \$42 would be anticipated to be spent in the remaining year of 2006.

³ Represents the portion of the Mobility Initiative Program (MIP) services budget from page 43 of the Adopted 2006 Budget that is related to Regional Special Needs Transit Planning. The total budget for MIP is \$742 for 2006. Of this amount, \$457 is budgeted for Regional Special Needs Transit Planning.

⁴ Represents the amount that will be included in future operating budgets to fund the remaining balance on this contract.

M/W/DBE – SMALL BUSINESS PARTICIPATION

FLT Consulting, Inc. is the prime consultant and a WBE. On the original contract amount FLT indicated that it would self-perform 28% of the work for the contract. It also assigned 60% of the contract to be performed by other small businesses for a total 88% total small business goal.

To date, FLT and its subconsultants have performed 98% of small business participation, with 40% self-performed and 58% performed by its subconsultants on this contract.

On this amendment, FLT has committed to self-perform 44% and has assigned 56% for its subconsultants for a total amount of 100% small business participation.

The combined level of small business participation committed to by FLT on this contract is now projected to be 100%.

Utilization Breakdown Table (on the amendment)

Prime Consultant	Business Type	% of Work	Dollar Value
FLT Consulting	WBE	44%	\$102,140
Subconsultant	Business Type	% of Work	Dollar Value
Jeanne Ward	Small Business	11%	\$ 25,000
tmarksdesign	Small Business	5%	\$ 12,000
Olympia Technology Group	Small Business	40%	\$ 90,870
Sub-Total		56%	\$127,870
Total		100%	\$146,600

EQUAL EMPLOYMENT OPPORTUNITY

FLT Consulting, Inc. workforce demographics are 100% women.

Apprentice Utilization Commitment

Not applicable to consultant contracts.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

Over the past eighteen months, a work group of stakeholder agencies has been developing the Regional Special Needs Transportation Coordination Plan. The goal of the five-year plan is to bring together transit agencies, human service agencies, school districts, non-profit and for-profit special needs transportation providers in order to better serve riders with special transportation needs by working together to gain economies of scale, eliminate duplication, expand service and improve the quality of service for transportation disadvantaged people in the Central Puget Sound region.

As part of SAFETEA-LU requirements, the U.S. Department of Transportation requires a locally developed human service-transit agency coordinated plan in order for agencies, individually or in coordination, to be eligible for funds from the Elderly and Individuals with Disabilities, Job Access and Reverse Commute, and New Freedom programs.

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

Motion or Resolution Number	Summary of Action	Date of Action
M2004-67	Authorized the Chief Executive Officer to execute an agreement with FLT Consulting, Inc. to provide consulting services to develop a Regional Special Needs Transportation Coordination Plan for a total authorized contract amount not to exceed \$528,786	7/15/04

CONSEQUENCES of DELAY

A delay beyond June 30, 2006 may delay the development of the Regional Plan and impact implementation by the November 1, 2006 deadline imposed by SAFETEA-LU.

PUBLIC INVOLVEMENT

The public has been involved with the development of the plan. In July and August 2006 public meetings will be held to get further comments on the final plan and implementation strategies.

LEGAL REVIEW

JW 6/27/06

SOUND TRANSIT

MOTION NO. M2006-53

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 FLT Consulting to provide project management services for the Regional Special Needs Transportation Coordination Plan project in the amount of \$146,600, for a new total authorized contract amount not to exceed \$675,386, and extending the contract date to December 31, 2008.

Background:

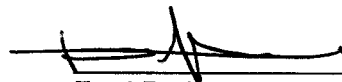
Over the past eighteen months, a work group of stakeholder agencies has been developing the Regional Special Needs Transportation Coordination Plan. The goal of the five-year plan is to bring together transit agencies, human service agencies, school districts, non-profit and for-profit special needs transportation providers in order to better serve riders with special transportation needs by working together to gain economies of scale, eliminate duplication, expand service and improve the quality of service for transportation disadvantaged people in the Central Puget Sound region.

As part of SAFETEA-LU requirements, the U.S. Department of Transportation requires a locally developed human service-transit agency coordinated plan in order for agencies, individually or in coordination, to be eligible for funds from the Elderly and Individuals with Disabilities, Job Access and Reverse Commute, and New Freedom programs.

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 FLT Consulting to provide project management services for the Regional Special Needs Transportation Coordination Plan project in the amount of \$146,600, for a new total authorized contract amount not to exceed \$675,386, and extend the contract date to December 31, 2008.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 6, 2006.



Fred Butler
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator