

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2007-119**

**Contract for Technical Writer for Contracts Division and Diversity Programs Office**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	11/15/07	Discussion/Possible Action	Joni Earl, CEO Agnes Govern, Executive Director <b>Leslie Jones, Diversity Programs Manager</b>	(206) 398-5450 (206) 398-5037  <b>(206) 398-5047</b>

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

**PROJECT NAME**

Contracting and Diversity Expertise Consulting

**PROPOSED ACTION**

Authorizes the chief executive officer to execute a contract with Dodd Consulting to provide contracting and diversity expertise consulting services for a total authorized contract amount not to exceed \$275,000.

**KEY FEATURES of PROPOSED ACTION**

- The purpose of this action is to secure experienced subject matter consulting services and technical writing services for the Contracts Division and the Diversity Programs Office.
- This action is needed to assist the Contracts Division and the Diversity Programs Office in developing policy materials and procedures that will further specify the means and methods by which Sound Transit's procurement and diversity program objectives will be achieved.
- Under the scope of work for this contract, the expert will prepare the following materials:
  - Revised procurement solicitation documents and contract provisions;
  - Program submittals for federal compliance or agency implementation;
  - Policies, procedures and processes for federally compliant, effective and efficient procurement systems;
  - Program and policy documents for enactment and approval by the Sound Transit Board or Chief Executive Officer; and
  - Documents that clarify and provide interpretive guidance for internal and external parties regarding Sound Transit's contracting and diversity program objectives, procedures, policies and regulations.

- The contract provides for a 2-year term with an additional 1-year option to extend. The requested contract amount covers the initial 2-year term of the contract.

**BUDGET IMPACT SUMMARY**

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

**BUDGET DISCUSSION**

The proposed action includes \$70,000 within the Proposed 2008 Budget in Executive and \$70,000 within the Corporate Services Department Budgets in consulting and management services account line. The 2009 portion will be included in the Proposed 2009 Budget. No amendments are necessary.

**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 sub-area financial capacity.

**BUDGET TABLE**

Summary for Board Action

Action Item: Dodd Consulting

	(A)	(B)	(C)	(D)
Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Dodd Consulting	-	-	275,000.00	275,000.00
Contingency	-	-	-	-
Total	-	-	275,000.00	275,000.00
Percent Contingency				

Various Operating Budgets	2008 Board Proposed Staff Budget	Spent to date	Contract Expenditures 2008	Contract Expenditures 2009	Proposed Contract Value
Corporate Services - Contracts	100,000.00	-	70,000.00	65,000.00	135,000.00
Executive Department - Diversity Program	100,000.00	-	70,000.00	70,000.00	140,000.00
Total Consultant/Management	200,000.00	-	140,000.00	135,000.00	275,000.00

Budget Shortfall

Level	\$	Revenues	Funding Source
NA	-	-	NA

Notes

Budget for this item is included in Executive Department budget on page 183 and Corporate Services Department budget on page 200 of Proposed 2008 Budget book in line consultant/Management Services. 2009 portion of the contract amount will be requested in Proposed 2009 budget.

## **SMALL BUSINESS PARTICIPATION**

### **Prime Consultant/Contractor**

- Dodd Consulting is the prime consultant for this contract. Dodd Consulting is a minority owned small business and will perform 100% of this contract.

### **EEO Commitment**

Dodd Consulting is a 1-person, owner-operated firm with no employees.

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

A Request for Proposals (RFP) was advertised in September 2007 for technical writing services to the Contracts Division and the Diversity Programs Office. In response to the RFP solicitation, Sound Transit received four proposals.

Dodd Consulting submitted the best valued proposal, demonstrating that the firm possesses direct personal knowledge and expertise in public contracting, programs including small business and Disadvantaged Business Enterprises and equal employment opportunity on public projects, experience working with the Federal Transit Administration and other state and local government agencies, and an understanding of relevant laws, policies and judicial decisions.

Mel Dodd, owner of Dodd Consulting, has over 20 years of direct and relevant experience including serving at different times in his career as supervisor of a Minority and Women's Business Office and as Contracts Manager at King County-Metro. As such, Dodd Consulting has practical experience to assist Sound Transit in improving its procurement and diversity-related documents. While there are some staff members who may possess skills in parts of the scope of work, Mr. Dodd is able to prepare documents and written materials to meet the needs of both Contracts and Diversity. As much of the work needed to comply with federal DBE regulations involves contracting and procurement documents, Mr. Dodd will be able to advise Sound Transit on the best methods to accomplish agency objectives. In addition, Mr. Dodd is also well-versed in FTA-USDOT procurement and contracting rules, enabling him to also provide expertise and counsel to the contracts division.

## **CONSEQUENCES of DELAY**

A delay beyond the December 6, 2007 Finance Committee meeting will result in an interruption of the services that are currently being provided to the Contracts and Diversity Programs Office, particularly in preparing materials for review by the FTA.

## **PUBLIC INVOLVEMENT**

Not applicable to this action.

## **ENVIRONMENTAL COMPLIANCE**

SSK 10-25-07

## **LEGAL REVIEW**

JW 11-8-07

## **SOUND TRANSIT**

### **MOTION NO. M2007-119**

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract with Dodd Consulting to provide contracting and diversity expertise consulting services for a total authorized contract amount not to exceed \$275,000.

#### **Background:**

A Request for Proposals (RFP) was advertised in September 2007 for technical writing services to the Contracts Division and the Diversity Programs Office. In response to the RFP solicitation, Sound Transit received four proposals.

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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 Dodd Consulting to provide contracting and diversity expertise consulting services for a total authorized contract amount not to exceed \$275,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on November 15, 2007.



Fred Butler  
Finance Committee Chair

ATTEST:



Marcia Walker  
Board Administrator