

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2007-124**

**Contract for On-Call Surveying and Mapping Services**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	12/6/2007	Discussion/Possible Action	Ahmad Fazel, Link, Executive Director <b>Roger Hansen,</b> Real Estate Division Mgr.	(206) 398-5389  (206) 689-3366

<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	<input type="checkbox"/>	Amend Existing Contract/Agreement	<input 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**

Agency-Wide On-Call Surveying and Mapping Services

**PROPOSED ACTION**

Authorizes the chief executive officer to execute a two-year contract with CH2M Hill, Inc. to provide on-call surveying, mapping, and related services for a total authorized contract amount not to exceed \$350,000.

**KEY FEATURES of PROPOSED ACTION**

- The Real Estate division provides various real estate services for the agency. Many of these services, such as disposing of surplus property, assisting property management in resolving boundary disputes and encroachments, and providing technical services in transit-oriented development and future project planning, etc., require surveying and/or mapping services.
- Although capital projects typically include a surveying and mapping services component of engineering contracts for their projects, on occasion additional surveying and mapping services are needed to address issues that are indirectly related to a project.
- The proposed action would authorize the chief executive officer to execute a contract with CH2M Hill, Inc. as the primary contractor to provide these services. A second contract with INCA Engineering, Inc. is being executed through the chief executive officer's authority. It will be used in the event CH2M Hill, Inc. is not available to perform a specific task when needed by Sound Transit. The combined total for the two contracts (each are for two-year terms ending on December 31, 2009) equals \$500,000.
- The contract defines a scope of work, including surveying, preparation of parcel maps, and legal descriptions. The contract further provides that specific tasks will be performed only

under written work directives on an as-needed basis by Sound Transit. No actual work is guaranteed to the contractor under the contract.

## **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**

CH2M Hill, Inc. will provide on-call surveying and mapping services related to real property interests for various agency capital projects as-needed. The services described in the proposed action would be assigned, and expenditures tracked, on a task order basis by project within the right of way phase.

The proposed action is consistent with the Proposed 2008 Budget and is affordable within the agency's long-term financial plan and subarea financial capacity. The action will have no new revenue impact on Sound Transit.

## **BUDGET TABLE**

**Action Item:** CH2M Hill, Inc. (provide on-call surveying, mapping and related services for Sound Transit)

**(Year of Expenditure \$000)**

<b>Agency Budget</b>	Proposed 2008 Budget (A)	Committed To Date (B)	This Action (C)	Total Committed & Action (D)	Uncommitted (Shortfall) (E)
1 Right of Way Phase only:					
2 Link Light Rail *	390,641	293,494	100	293,594	97,047
3 Sounder Commuter Rail *	354,994	295,206	100	295,306	59,688
4 Regional Express *	62,348	48,033	50	48,083	14,265
5 Service Delivery Capital	2,659	59	50	109	2,550
6 Transit Oriented Development	1,640	448	50	498	1,142
7 <b>Total Current Budget</b>	<b>812,282</b>	<b>637,241</b>	<b>350</b>	<b>637,591</b>	<b>174,692</b>
<b>Contract Amount</b>	Board Approvals to Date (F)	Current Approved Contract Value (G)	Proposed Action (H)	Proposed Total for Board Approval (I)	Proposed Contract Value (J)
8 Contract Amount	-	-	350	350	350
9 Contingency	-	-	-	-	-
10 <b>Total</b>	-	-	<b>350</b>	<b>350</b>	<b>350</b>
11 Percent Contingency	0%	0%	0%	0%	0%

Notes:

(A) PROPOSED 2008 BUDGET amounts are included in the Proposed 2008 Budget in the ROW and acquisition phase on pages 89, 107, 138, 65 for Link, Sounder, Regional Express, and Service Delivery Capital respectively (\* as modified by proposed budget amendments), and on page 216 in the total budget for Transit Oriented Development.

(B) COMMITTED TO DATE amounts are from Agency WBS Report as of October 2007 + approved and pending board actions not recorded as of 10/31/07, or submitted after that date.

## **SMALL BUSINESS PARTICIPATION**

### **Prime Consultant/Contractor**

CH2M Hill, Inc. is the prime consultant for this contract. CH2M Hill, Inc. committed to a 50% Small Business goal.

### Utilization Breakdown Table

<b>Subconsultant/Subcontractor</b>	<b>Business Type</b>	<b>% of Work</b>	<b>Dollar Value*</b>
Lin & Associates	M/DBE	25%	\$87,500
True North Land Surveying	W/DBE	25%	\$87,500
CH2M Hill	N/A	50%	\$175,000
<b>Total</b>		100%	<b>\$350,000</b>

\*Maximum amount

### EEO Commitment

CH2M Hill, Inc workforce demographics are 36.8% women and 16.8% minorities.

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

The Real Estate division provides a variety of real estate services for Sound Transit, including surveying and mapping. Although capital projects typically include a surveying and mapping component of engineering contracts for their projects, there are many other instances where surveying and related services are required to address issues that are indirectly related to a project. Examples include disposition of surplus property, assisting property management in resolving boundary disputes and encroachment issues, transit oriented development, and future project planning efforts. These services typically include property surveys, and preparation of parcel maps and legal descriptions.

CH2M Hill, Inc. was selected to provide on-call services along with INCA Engineering, Inc. through a Request for Qualifications competitive procurement process. CH2M Hill, Inc. has been selected as the primary contractor with INCA Engineering, Inc. acting as the secondary contractor should CH2M Hill, Inc. be unavailable for service on a specific task. The contract with INCA Engineering, Inc. is being awarded through the chief executive officer's authority.

### **CONSEQUENCES of DELAY**

There are pending items that require the need for surveying services. A delay in approving this contract would delay these projects in moving forward.

### **PUBLIC INVOLVEMENT**

Not applicable to this action.

### **ENVIRONMENTAL COMPLIANCE**

SSK 11-19-07

### **LEGAL REVIEW**

JW 11/30/07

**SOUND TRANSIT**

**MOTION NO. M2007-124**

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a two-year contract with CH2M Hill, Inc. to provide on-call surveying, mapping, and related services for a total authorized contract amount not to exceed \$350,000.

**Background:**

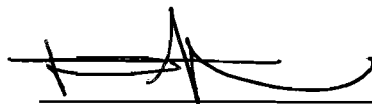
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**Motion:**


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 two-year contract with CH2M Hill, Inc. to provide on-call surveying, mapping, and related services for a total authorized contract amount not to exceed \$350,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on December 6, 2007.



Fred Butler  
Finance Committee Chair

**ATTEST:**

  
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Marcia Walker  
Board Administrator