

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2008-37

Contract Amendment for Project Management Services

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	4/3/08	Discussion/Possible Action	Bonnie Todd, Director, Transportation Services Michael Miller, Accessibility Manager	(206) 398-5367 (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	
Sole Source		Amend Existing Contract/Agreement	<input checked="" type="checkbox"/>
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

PROJECT NAME

Regional Special Needs Transportation Coordination Plan

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract amendment with FLT Consulting, Inc. to provide additional project management services for the Regional Special Needs Transportation Coordination Plan project in the amount of \$10,000, for a new total authorized contract amount not to exceed \$685,386.

KEY FEATURES of PROPOSED ACTION

- When the Regional Special Needs Transportation Coordination Plan (RSNTCP) was developed, Sound Transit had a list of possible programs to implement as funding became available. In 2007, the Federal Transit Administration announced the availability of funds under the New Freedom Grant Program. These funds were earmarked for the development of new programs and projects to assist persons with disabilities in finding and maintaining employment.
- Sound Transit applied for and was awarded \$140,856 in New Freedom Grants to implement the Bus Buddy and Travel Ambassador programs, which were identified as the top priorities for regional implementation in the RSNTCP.
- Because the grant cannot be used for curriculum development, this proposed action would cover the costs of program and curriculum development being provided by FLT Consulting, Inc. for the two programs.
- FLT Consulting, Inc. has been the prime contractor on the RSNTCP for the past three years. They are completely knowledgeable of the goals and objectives of the plan and with the two programs.

- While the work to be performed is within the scope of the original contract, it was not originally specified, as funding for project implementation was not available at the time. Separating this work from the RSNTCP contract would entail additional cost and time. If the additional work were to be awarded to a new contractor, they would need to become familiar with the goals, objectives and scope of both the plan and the projects being implemented.
- This action would be the final change to this contract and no additional money will be requested.

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 amend a contract with FLT Consulting, Inc to provide Bus Buddy and Travel Ambassador curriculum. The current contract with FLT Consulting, Inc is for a total of \$675,386, of which \$662,719 has been spent or committed as of January 31, 2008. The proposed action will bring the total value of the contract to \$685,386.

The Bus Buddy and Travel Ambassador curriculum, a part of the RSNTCP is funded by four broad areas in Accessible Services Program Operations Service Budget: Communications and Information, Accessibility Training, Facility/Equipment Improvement and Accessible Services Research. The total budget for 2008 is \$234,560 and is sufficient to fund the program.

BUDGET TABLE

The proposed action is funded by the Accessible Services Program Operations Service budget, which is included on page 62 of the Proposed 2008 Budget Book. The impact of this action on the budget is illustrated below:

Summary for Board Action (X \$1,000)

Action Item: Execute a contract amendment with FLT Consulting, Inc. to provide Travel Ambassador Curriculum & finalize the Common Ground proposal.

Current Year Budget	Adopted 2008 Budget (1)	Committed to date in 2008	Contract Expenditures 2008	Remaining 2008 Budget
Combined budgets to fund Regional Special Needs Transportation Coordination Plan	235	3	22	210
Other Services	511	-	-	
Total MIP Services	746	3	22	210

Contract Spending Plan	Prior Year(s) Spending	2008 Spending	Future Expenditures	Total
FLT Consulting (Original Contract)	663	12	-	675
FLT Consulting (This Action)	-	10	-	10
Total	663	22	-	685

Contract Budget	Current Approved Contract Value	Committed to Date	Proposed Action	Proposed Total Contract Value
FLT Consulting (Original Contract)	675	663	10	685
Contingency	-	-	-	-
Total Contract	675	663	10	685
Percent Contingency	0%	0%	0%	0%

Notes

¹ The RSNTCP is funded by four areas in MIP Service budgets: Communications and Information, Accessibility Training, Facility/Equipment improvement and Accessible Research. The total is \$234,650. This information can be found on page 62 of 2008 Budget book.

SMALL BUSINESS PARTICIPATION

Prime Consultant/Contractor

FLT Consulting, Inc. is the prime consultant for this contract and is a certified WBE firm. FLT Consulting committed to a 75% small business participation goal and has achieved 85% small business participation on the contract to-date.

Utilization Breakdown Table

Subconsultant/Subcontractor	Business Type	% of Work	Dollar Value
Langley Communications	Small Business	56%	\$5,600
Total		56%	\$5,600

EEO Commitment

FLT Consulting's workforce demographics are 100% women and 0% minorities.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

The Regional Special Needs Transportation Coordination Plan (RSNTCP) identified a list of potential projects to improve special needs transportation for the region. The Travel Ambassador and Bus Buddy Programs were the top ranked programs by the committee that developed the plan.

The Federal Transit Administration implemented the New Freedom Grant Program as part of their new budget authorization (SAFETEA-LU). The grants awarded under this program are intended to aid low income, seniors and persons with disabilities in identifying and using specialized transportation, including accessible transit services.

Sound Transit applied for and was awarded \$140,856 in New Freedom grants to implement the Bus Buddy and Travel Ambassador programs. The grant proposals for these programs were developed by a regional workgroup. Awarding of the grants necessitated the program and curriculum development plans for both programs as well as the development of training materials.

FLT Consulting, Inc. has been the prime contractor on the RSNTCP for the past three years. They are completely knowledgeable of the goals and objectives of the plan and with the two programs.

Prior Board/Committee Actions

Motion/Resolution Number and Date	Summary of Action
M2006-71 10/12/06	Adopted the Regional Special Needs Transportation Coordination Plan and authorizing submittal to the Puget Sound Regional Council for incorporation into a regional plan.
M2006-53 7/6/06	Authorized 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.
M2004-67 7/15/04	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.

CONSEQUENCES of DELAY

Delay in the approval of this action will cause a delay of the program implementation schedules as outlined in the grant application and award.

PUBLIC INVOLVEMENT

Not applicable.

ENVIRONMENTAL COMPLIANCE

SSK 2/20/08

LEGAL REVIEW

JW 3/26/08

SOUND TRANSIT

MOTION NO. M2008-37

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, Inc. to provide additional project management services for the Regional Special Needs Transportation Coordination Plan project in the amount of \$10,000, for a new total authorized contract amount not to exceed \$685,386.

Background:

The Regional Special Needs Transportation Coordination Plan (RSNTCP) identified a list of potential projects to improve special needs transportation for the region. The Travel Ambassador and Bus Buddy Programs were the top ranked programs by the committee that developed the plan.

The Federal Transit Administration implemented the New Freedom Grant Program as part of their new budget authorization (SAFETEA-LU). The grants awarded under this program are intended to aid low income, seniors and persons with disabilities in identifying and using specialized transportation, including accessible transit services.

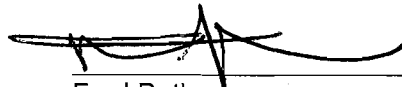
Sound Transit applied for and was awarded \$140,856 in New Freedom grants to implement the Bus Buddy and Travel Ambassador programs. The grant proposals for these programs were developed by a regional workgroup. Awarding of the grants necessitated the program and curriculum development plans for both programs as well as the development of training materials.

FLT Consulting, Inc. has been the prime contractor on the RSNTCP for the past three years. They are completely knowledgeable of the goals and objectives of the plan and with the two 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, Inc. to provide additional project management services for the Regional Special Needs Transportation Coordination Plan project in the amount of \$10,000, for a new total authorized contract amount not to exceed \$685,386.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on April 3, 2008.



Fred Butler
Finance Committee Vice-Chair

ATTEST:



Marcia Walker
Board Administrator