

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2009-06

Contract Amendment for Project Management Services

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	1/22/09	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

Remote Infrared Audible Signage Project Management Services

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract amendment with Lamoreaux McLendon to provide project management services for the Remote Infrared Audible Signs project in the amount of \$56,400, with a 10% contingency of \$5,640 totaling \$62,040, for a new total authorized contract amount not to exceed \$255,870.

KEY FEATURES of PROPOSED ACTION

- Under this contract, Lamoreaux McLendon provides project management services such as verifying layout, installation, and aiming of individual transmitters, confirming correct messages are programmed for transmitters and aiding the prime installation contractor in obtaining necessary permits.
- This action adds \$56,400 to the current contract with Lamoreaux McLendon, which began February 27, 2007 and ends December 31, 2009. The original contract included sufficient funds to cover all project related expenses through December 31, 2009.
- Unforeseen delays in negotiating the contract for the equipment installation and testing increased the total hours needed to complete the project. A portion of this delay was caused by attempts to include all components of the project as outlined in the grant award from FTA.
- Unforeseen requirements imposed by the Washington State Institutional Review Board have also added additional hours.
- This amendment will cover all project management services through December 2009 and no further amendments will be sought.

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 an existing contract with Lamoreaux McLendon to provide project management services in support of the Accessible Services program. This work is funded through the Other Services line in the Accessible Services program operations budget. For 2009, the adopted budget for Other Services is \$450,000. This budget would be sufficient to fund the proposed action.

BUDGET TABLE

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

Action Item: Execute a contract amendment with Lamoreaux McLendon to provide project management services.

Contract Budget	Approved	Committed to Date ²	Proposed Action (C)	Proposed Total Contract Value (D)
	Contract Value 1 (A)			
1 Lamoreaux McLendon	194	194	56	250
2 Contingency	-	-	6	6
3 Total for Lamoreaux McLendon	194	194	62	256

Contract to be Charged: Accessible Services Operations Budget	Current Board Adopted Budget ³	Spent and Committed to Date	2009 Portion Proposed Action ⁴	Future Operating Budgets
4 Other Services	450	-	55	-
5 Other Accessible Services	704	-	-	-
6 Total Operations Budget	1,154	-	55	-

Notes

- ¹ Existing contract with Lamoreaux McLendon is for a total of \$193,870, with an expiration date of 12/31/2009. This proposed action would add \$62,000.
- ² Represents the amount to be committed to date per Enterprise One through January 2, 2009.
- ³ The Adopted 2009 Budget for Accessible Services appears on page 67 of the Proposed 2009 Budget book. This budget was adopted by the Board through Resolution R2008-14.
- ⁴ Represents the amount expected to be charged against this contract during 2009. The amount funded in the 2009 budget for this scope of work is \$450,000.

SMALL BUSINESS PARTICIPATION

Prime Consultant/Contractor

Lamoreaux McLendon is the prime consultant for this contract and is a Small Business. Lamoreaux McLendon committed to a 100% Small Business goal. The original contract contained a MWDBE goal of 18%.

Utilization Breakdown Table

Subconsultant/Subcontractor	Business Type	% of Work	Dollar Value
Auriga Corporation	DBE	5%	\$12,794
Total		5%	\$12,794

Equal Employment Workforce Profile

Lamoreaux McLendon workforce demographics are 25% women and 0% minorities.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

In August 2006, Sound Transit was granted a \$1.98 million dollar research and development grant by the Federal Transit Administration to conduct a demonstration project for Remote Infrared Audible Signs. Due to the unique technical requirements of the project, it was determined that a contract would be awarded for external project management services. A competitive procurement was conducted in 2006 and Lamoreaux McLendon was the successful proposer.

Unforeseen delays in awarding the equipment contract, additional time required for the design phase of the project and unforeseen requirements imposed by the Washington State Institutional Review Board have all served to add additional project management hours.

Typical services provided under this contract include verifying layout, installation, and aiming of individual transmitters, confirming correct messages are programmed for transmitters and aiding the prime installation contractor in obtaining necessary permits.

Analysis of Contracting Out vs. Performing In-House

Due to the technical nature of the project and the number of hours that were required to complete all project management functions it was determined that procuring outside project management assistance was the most feasible option for complying with the terms of the FTA grant.

Prior Board/Committee Actions

None.

CONSEQUENCES of DELAY

A delay beyond February, 2009 would hinder Sound Transit's fulfillment of FTA grant requirements in the required time.

PUBLIC INVOLVEMENT

Not applicable to this action.

ENVIRONMENTAL COMPLIANCE

SSK 1-06-09

LEGAL REVIEW

JW 1/14/09

SOUND TRANSIT

MOTION NO. M2009-06

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 Lamoreaux McLendon to provide project management services for the Remote Infrared Audible Signs project in the amount of \$56,400, with a 10% contingency of \$5,640 totaling \$62,040, for a new total authorized contract amount not to exceed \$255,870.

Background:

In August 2006, Sound Transit was granted a \$1.98 million dollar research and development grant by the Federal Transit Administration to conduct a demonstration project for Remote Infrared Audible Signs. Due to the unique technical requirements of the project, it was determined that a contract would be awarded for external project management services. A competitive procurement was conducted in 2006 and Lamoreaux McLendon was the successful proposer.

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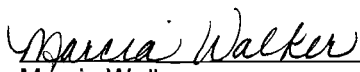
Motion:

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 amendment with Lamoreaux McLendon to provide project management services for the Remote Infrared Audible Signs project in the amount of \$56,400, with a 10% contingency of \$5,640 totaling \$62,040, for a new total authorized contract amount not to exceed \$255,870.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on January 22, 2009.


Fred Butler
Finance Committee Vice Chair

ATTEST:


Marcia Walker
Board Administrator