

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2009-10

Heavy Maintenance Services Contract for Property Management

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	2/5/09	Discussion/Possible Action	Bonnie Todd, Transportation Services Director. Nancy Bennett, Property Manager	(206) 398-5367 (206) 398-5401

Contract/Agreement Type:	✓	Requested Action:	✓
Competitive Procurement	✓	Execute New Contract/Agreement	
Sole Source		Amend Existing Contract/Agreement	✓
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

PROJECT NAME

Heavy Maintenance Services Contract

PROPOSED ACTION

Authorizes the chief executive officer to execute the option to extend the contract with Action Services Corporation for one year in the amount of \$200,000 to provide heavy maintenance contract services for a new total authorized contract amount not to exceed \$400,000.

KEY FEATURES of PROPOSED ACTION

- The scope of work includes but is not limited to the following: landscaping, HAZMAT abatement and removal, salvage and heavy disposal, structural repair, signage, and building inspections.
- Heavy maintenance services under this contract cover properties not yet in revenue service and not in active capital construction, as well as properties that are being held for sale.
- The original contract was within the CEO's delegated authority and provided a one-year term with one additional one-year option to extend.

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 will be funded from Net Non-Operating Expenses budget. The Proposed 2009 Budget for Net Non-Operating Expenses included a total of \$15,959,434. Of this amount, \$623,000 was allocated for heavy maintenance services contracts. Estimated expenses for the proposed action in 2009 are approximately \$250,000. Budget authority for future expenses will be included in the years beyond 2009.

BUDGET TABLE

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

Action Item: Execute a contract option with Action Services to provide one year of heavy maintenance services to Sound Transit's non-operating properties.

	Proposed 2009 Budget (1)	Contract Expenditures 2009	Remaining 2009 Budget
Current Year Budget			
Net Non-operating Expenses	15,959	250	15,709
Total	15,959	250	15,709

Contract Spending Plan	Prior Year(s) Spending	Contract Expenditures 2009	Future Expenditures	Total
Action Services	102	250	48	400
Total	-		48	400

	Current Approved Contract Value	Proposed Action	Proposed Total Contract Value
Contract Budget			
Action Services	200	200	400
Contingency	-	-	-
Total Contract	200	200	400

Notes:

¹ Represent funding budget for the proposed action. The Net Non-operating Expenses can be found on page 22 of the Proposed 2009 Budget book.

SMALL BUSINESS PARTICIPATION

Prime Consultant/Contractor

Action Services, the prime consultant, is a Small Business and anticipates self-performing up to 90% of this contract as there are minimal opportunities for subcontracting. Action Services is committed to a 50% Small Business goal.

Equal Employment Workforce Profile

Action Services workforce demographics are 41% women and 10% minorities.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

Sound Transit Property Management manages over 18 miles of railroad and 200 properties. The properties covered in this scope of work include ones being held for sale, not in revenue service, or not yet in active construction. Sound Transit strives to be a good neighbor to the communities in which it owns property and to properly maintain these properties at all times. This contractor will perform landscaping maintenance, HAZMAT abatement/disposal, structural repair, and signage installation in order to achieve this goal.

Analysis of Contracting Out vs. Performing In-House

Due to the complexity of the work needed, including specialized certifications and equipment and the varying types of work, outsourcing is the most economical choice. The majority of the work on this contract is an on-

call basis with some scheduled service. The geographic area covered by this contract as well as the fact service is often required simultaneously necessitates the use of a contractor.

Prior Board/Committee Actions

None

CONSEQUENCES of DELAY

A significant delay beyond March would impede maintaining property to Sound Transit standards.

PUBLIC INVOLVEMENT

Not applicable to this action.

ENVIRONMENTAL COMPLIANCE

SSK 12-30-08

LEGAL REVIEW

LA 1/15/09

SOUND TRANSIT

MOTION NO. M2009-10

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute the option to extend the contract with Action Services Corporation for one year in the amount of \$200,000 to provide heavy maintenance contract services for a new total authorized contract amount not to exceed \$400,000.

Background:

Sound Transit Property Management manages over 18 miles of railroad and 200 properties. The properties covered in this scope of work include ones being held for sale, not in revenue service, or not yet in active construction. Sound Transit strives to be a good neighbor to the communities in which it owns property and to properly maintain these properties at all times. This contractor will perform landscaping maintenance, HAZMAT abatement/disposal, structural repair, and signage installation in order to achieve this goal.

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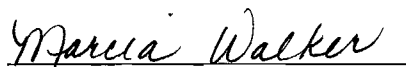
Motion:

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 the option to extend the contract with Action Services Corporation for one year in the amount of \$200,000 to provide heavy maintenance contract services for a new total authorized contract amount not to exceed \$400,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on February 5, 2009.


Fred Butler
Finance Committee Vice Chair

ATTEST:


Marcia Walker
Board Administrator