

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2009-83

On-Call Environmental and Sustainability Management Services Contract

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	10/1/09	Discussion/Possible Action	Ric Ilgenfritz, Executive Director Perry Weinberg, Environmental Affairs and Sustainability Officer	(206) 398-5239 (206) 689-4931

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

On-Call Environmental and Sustainability Management Services Contract

PROPOSED ACTION

Authorizes the chief executive officer to execute a five-year contract with Paladino & Company, Inc. to provide environmental and sustainability management services on an as-needed basis in the amount of \$500,000, for a total authorized contract amount not to exceed \$500,000.

KEY FEATURES of PROPOSED ACTION

- The purpose of this contract is to assist the agency, on an as-needed basis, with a broad array of services related to implementing and advancing the agency's Sustainability Initiative. Such services include developing an agency-wide sustainability program, identifying specific near-term and long-term strategies and action plans, and integrating sustainability into agency plans, projects, designs, construction activities, facilities, and operations.
- This action is needed to assist the agency in its efforts to continue to be a regional and national leader in the transit industry in implementing sustainability measures. The consultant team will help the agency develop measures and means of quantifying the value of the sustainability program and Environmental and Sustainability Management System (ESMS) to the agency.
- The scope of work includes services related to addressing climate change and global warming issues, such as assisting the agency with analyzing, reducing, and reporting its Greenhouse Gas (GHG) emissions, evaluating displaced and avoided emissions, monitoring climate policy and emerging laws and regulations, and assisting the agency in developing and implementing a system-wide program for emissions reduction, renewable energy, energy conservation, and energy cost savings.
- The scope of work also includes assisting with the on-going administration of the agency's ISO 14001 certified ESMS. This work will include, but is not limited to, conducting internal compliance and management system audits, developing objectives and targets, implementing corrective actions, updating ESMS procedures and documents, and assisting in maintaining Sound Transit's ISO 14001 Certification. This action is needed because the existing ESMS services contract with Environmental Resources Management (ERM) is expiring and all funds have been allocated.

BUDGET IMPACT SUMMARY

The budget for both the capital and operating costs have been included within the adopted budgets; 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 authorize a five-year contract. 2009 services procured under this contract will be obtained within Board-adopted budgetary levels.

Budget for Consultant Services is found within the Legal Division Staff Operating Budget Service account group under the following accounts Consultant / Management, Legal, and Other Services and is primarily found within Legal Division Staff Operating Budget on page 204 of the Adopted 2009 Budget. Costs for future years will be included in the Planning, Environment, and Project Development Department's Office of Environmental Affairs and Sustainability Staff Operating Budget under Consultant Services.

BUDGET TABLE

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

Action Item: Execute a contract with Paladino to provide environmental and sustainability management services

	Adopted 2009 Budget	Spent to date in 2009	Contract Expenditures 2009	Remaining 2009 Budget
Current Year Budget				
Consultant / Management	258	100	25	132
Legal	238	93	-	145
Other Services	71	1	-	70
Total Account Category	566	193	25	348

Budget Shortfall

Level	Shortfall	Resources	Funding Source
N/A	-	-	N/A

Contract Spending Plan	Prior Year(s) Spending	2009 Spending	Future Expenditures	Total
Paladino & Company	-	-	500	500

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Paladino & Company	-	-	500	500
Contingency	-	-	-	-
Total	-	-	500	500
Percent Contingency	-	-	0%	0%

Notes:

Budget for this item is included in the Sound Transit Staff Operating Budget Summary page 204 of the 2009 Board Adopted Budget. The 2010 portion of the contract amount will be requested in the proposed 2010 Budget.

SMALL BUSINESS PARTICIPATION

Prime Consultant/Contractor

Paladino & Company, Inc. is the prime consultant for this contract. Paladino & Company, Inc. is a Small Business Enterprise and is committed to a 24% Small Business goal with 10% of that committed to Disadvantage Business Enterprises.

Utilization Breakdown Table

Subconsultant/Subcontractor	Business Type	% of Work	Dollar Value
Heffron Transportation	DBE	6%	\$26,340
Freer Consulting Company	SBE	14%	\$61,460
Taylor Associates, Inc.	DBE	4%	\$17,560
Total		24%	\$105,360

Equal Employment Workforce Profile (% Women/People of Color)

Paladino & Company, Inc. workforce demographics are 66% women and 0% people of color.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

In 2004, Sound Transit adopted an Environmental Policy and was among the first wave of transit agencies to develop and implement an Environmental and Sustainability Management System (ESMS). In June 2007, the Sound Transit Board of Directors passed Resolution No. R2007-12 establishing a Sound Transit Sustainability Initiative, which is consistent with the commitments in Sound Transit’s Environmental Policy and which authorized the chief executive officer to establish a Sound Transit Sustainability Initiative. This Board Resolution set the framework for a comprehensive approach to addressing sustainability throughout the agency and strengthened Sound Transit’s environmental commitment as part of continual improvement and in response to diminishing natural resources and the impact of global warming. The Sustainability Initiative also reinforced the agency’s commitment to integrating sustainable business practices throughout the organization. The Sustainability Initiative addresses a wide-range of topics, including fuels, vehicles and emissions, ecosystem protection, green procurement, recycling and waste prevention, energy and water conservation, and sustainable design and construction.

Paladino and its team of subconsultants will assist the agency, on an as-needed basis, with a broad array of services related to (1) implementing and advancing the agency’s Sustainability Initiative, (2) addressing climate change/global warming issues, and (3) assisting with the on-going administration of the agency’s ISO 14001 certified Environmental and Sustainability Management System.

In August 2009, a Request for Proposals was advertised for on-call environmental and sustainability management services. The Paladino team was recommended as the top ranked firm out of the 16 proposals received.

Analysis of Contracting Out vs. Performing In-House

This action is an on-call contract that will provide environmental and sustainability management services to the agency on an as-needed basis. In addition, this contract will provide the agency access to a variety of specialized experts in areas such as green building, greenhouse gas reduction, renewable energy, climate analysis, sustainability cost analyses, and ISO 14001 certified environmental management systems. The agency does not currently have these resources in-house and would need to hire multiple new staff to fill these roles. There is a request in the 2010 budget for an additional staff person to assist the agency with implementation of the Sustainability Initiative and administration of the ESMS program, but that person would oversee and manage this contract and would rely on the variety of services and technical assistance that would be available under this contract.

Prior Board/Committee Actions

Motion/Resolution Number and Date	Summary of Action
R2007-12 June 28, 2007	A Resolution of the Board of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to establish a Sound Transit Sustainability Initiative.
R2004-06 May 20, 2004	A Resolution of the Board of the Central Puget Sound Regional Transit Authority adopting an environmental policy.

CONSEQUENCES of DELAY

A delay in the approval of this contract will require postponing certain elements of the agency's ISO 14001 certified ESMS, such as the internal management system and environmental compliance audit, and will limit the resources available to further implement the Sustainability Initiative and to work on climate change and global warming issues affecting the agency. All funds have been allocated for the current ESMS services contract, which is soon expiring and which has a more limited scope.

PUBLIC INVOLVEMENT

Staff has worked with partners and the public through conferences, events, and networking groups to promote sustainability. On an as-needed basis, Paladino will represent and advocate on the agency's behalf regarding climate policy and requirements and may assist in developing outreach and marketing plans, within agency standards and overseen by Communications and External Affairs staff, to communicate the agency's climate plan and the environmental benefits of transit.

ENVIRONMENTAL COMPLIANCE

SSK 9-18-09

LEGAL REVIEW

JW 9-25-09

SOUND TRANSIT

MOTION NO. M2009-83

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a five-year contract with Paladino & Company, Inc. to provide environmental and sustainability management services on an as-needed basis in the amount of \$500,000, for a total authorized contract amount not to exceed \$500,000.

Background:

In 2004, Sound Transit adopted an Environmental Policy and was among the first wave of transit agencies to develop and implement an Environmental and Sustainability Management System (ESMS). In June 2007, the Sound Transit Board of Directors passed Resolution No. R2007-12 establishing a Sound Transit Sustainability Initiative, which is consistent with the commitments in Sound Transit's Environmental Policy and which authorized the chief executive officer to establish a Sound Transit Sustainability Initiative. This Board Resolution set the framework for a comprehensive approach to addressing sustainability throughout the agency and strengthened Sound Transit's environmental commitment as part of continual improvement and in response to diminishing natural resources and the impact of global warming. The Sustainability Initiative also reinforced the agency's commitment to integrating sustainable business practices throughout the organization. The Sustainability Initiative addresses a wide-range of topics, including fuels, vehicles and emissions, ecosystem protection, green procurement, recycling and waste prevention, energy and water conservation, and sustainable design and construction.

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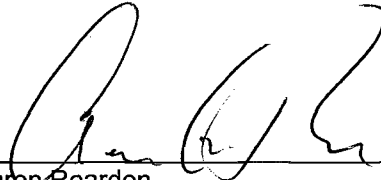
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Motion:

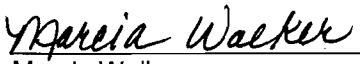
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a five-year contract with Paladino & Company, Inc. to provide environmental and sustainability management services on an as-needed basis in the amount of \$500,000, for a total authorized contract amount not to exceed \$500,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on October 1, 2009.



Aaron Reardon
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator