

MOTION NO. M2013-104

Contract Amendment for Citizen Oversight Panel Project Manager

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Operations and Administration Committee	11/21/2013	Final Action	Kathy Albert, Executive Programs Advisor	206-398-5456

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract amendment with Katherine Elias, dba Prospect: Delta to provide project management services for the Citizen Oversight Panel in the amount of \$10,000, for a new total authorized contract amount not to exceed \$346,000.

KEY FEATURES SUMMARY

- The contract with Katherine Elias, dba Prospect: Delta to provide project management services for the Citizen Oversight Panel (COP) expires December 31, 2013. This amendment would extend the contract for an additional three months to allow for a transition between the existing contract, and a new project management services contract.
- Project management services performed under this contract include:
 - Coordination with COP members and Sound Transit staff
 - Assistance to the COP Chair in staffing and facilitating meetings
 - Development of agendas, work programs, and work processes
 - Scheduling of meetings and locations
 - Preparation of meeting summaries
 - Research, analysis, and development of issue identified by COP for meetings
 - Drafting and revising evaluation reports and other written materials
 - Development of communications materials, presentations for external audiences
- During the transition period, Katherine Elias, dba Prospect: Delta will work with the new COP Project Manager to complete the year-end report for 2013 and assist in the transition.

BACKGROUND

The Citizen Oversight Panel's (COP) mission as an independent body is to review and provide a "report card" and recommendations to the Sound Transit Board regarding the agency's progress toward fulfilling its commitments to the public.

Sound Transit contracts with a project manager to serve as an independent staff person to the COP. The project manager works in close coordination with the COP Chair and Vice Chair and with Sound Transit staff. Having an independent staff person allows the COP to maintain its independent review of the agency's performance.

The contract scope includes:

- Coordination with COP members and Sound Transit staff
- Research, analysis, and development of issue identified by COP for meetings
- Drafting and revising reports, including but not limited to the mid-year and year-end reports
- Evaluating reports and other written materials, which have included letters regarding specific issues of concern to the COP
- Drafting and revising correspondence, talking points, and discussion drafts
- Development of agendas, work programs, and work processes

- Development of communications materials, presentations for external audiences
- Preparation of draft and final meeting summaries and follow through with meeting participants for edits
- Assistance to the COP Chair in staffing and facilitating meetings
- Attendance at and presentations to the Sound Transit Board, committees and public groups as needed
- Scheduling of meetings and locations
- Working closely with Sound Transit staff to arrange for speakers and presenters on COP identified issues and requests
- Other duties as assigned by the COP Chair

Prospect: Delta was selected through a competitive proposal process in 2008. This contract amendment would extend the contract for three additional months to end in March 31, 2014. During this time, Prospect: Delta will assist with the completion of the 2013 year-end report and serve as a resource for Citizen Oversight Panel history and practices. There is no increase in rates associated with this modification.

FISCAL IMPACT

This action increases the total contract amount by \$10,000 and extends it for an additional three months to allow for transition between this contract and a new contract for project management services for COP. The contract with Prospect: Delta will expire on March 31, 2014.

Funding for three month extension of \$10,000 is included in the Proposed 2014 Budget. The Board is scheduled to consider adoption of the 2014 Budget in December 2013.

Current Year Budget	Adopted 2013 Budget	Spent to date 2013	Contract Expenditures	Remaining 2013 Budget
Executive Dept Consultant/Management Svcs	1,313	750	79	483

Contract Spending Plan	Prior Year(s) Spending	Expected 2013 Spending	Future Expenditures	Total
Prospect: Delta	74	62	10	147

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Prospect: Delta	336	315	10	346
Contingency	-	-	-	-
Total Contract	336	315	10	346
Percent Contingency	0%	0%	0%	0%

Notes:

- 1) Budget for this item is in the Executive Department staff budget within the services category, and is located on page 79 of the Adopted 2013 Budget book. Budget for the future expenses will be requested in future annual budgets.
- 2) 2013 expenses are thru 30 September 2013.

SMALL BUSINESS PARTICIPATION

Prospect: Delta is a Small Business and will perform 100% of the work under this contract. There are no subcontracting opportunities in this contract.

EQUAL EMPLOYMENT WORKFORCE PROFILE

1 employee; 100% women; 0% minorities.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one month delay would not have a significant impact.

PRIOR BOARD/COMMITTEE ACTIONS

Motion No. M2008-107: Authorized the chief executive officer to execute a three-year contract with two one-year options with Katherine Elias, dba Prospect: Delta to provide project management services for the Citizen Oversight Panel in the amount of \$336,000, contingent upon Board adoption of the 2009 budget.

ENVIRONMENTAL REVIEW

Jl 10/25/2013

LEGAL REVIEW

JW 10/31/2013

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A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract amendment with Katherine Elias, dba Prospect: Delta to provide project management services for the Citizen Oversight Panel in the amount of \$10,000, for a new total authorized contract amount not to exceed \$346,000.

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MOTION:

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract amendment with Katherine Elias, dba Prospect: Delta to provide project management services for the Citizen Oversight Panel in the amount of \$10,000, for a new total authorized contract amount not to exceed \$346,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on November 21, 2013.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Marcia Walker
Board Administrator