

MOTION NO. M2014-04

**Contract for On-call Sustainability Consulting Services**

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Operations and Administration Committee	03/06/14	Final Action	Ric Ilgenfritz, PEPD Executive Director <b>Amy Shatzkin, Sustainability Manager</b>	206-398-5239 206-903-7454

PROPOSED ACTION

Authorizes the chief executive officer to execute a three-year contract with two one-year options to extend with Cascadia Consulting Group to provide on-call sustainability consulting services to Sound Transit for a total authorized contract amount not to exceed \$2,550,000.

KEY FEATURES SUMMARY

- The Sustainability Division is requesting an on-call professional services contract because:
  - The Division's core professional services contracts will reach their contract limits in spring 2014; and
  - Contract and program management will be improved by consolidating scopes of work that previously had been divided among multiple contracts.
- Anticipated work allocated under this contract will allow Sound Transit to support the agency's core Sustainability Program functions and provide sustainability-related consulting services to all agency departments.
- Work under this contract will be assigned using Task Orders based on existing project and operating budgets and will be negotiated with the consultant.
- This contract's scope of work will provide technical expertise to support the agency's sustainability program. Examples include:
  - Green design, sustainable construction and environmentally preferable procurement;
  - Sustainability data collection, analysis, monitoring and reporting;
  - Resource conservation and greenhouse gas management;
  - Life-cycle cost analysis and total cost of ownership; and
  - Auditing and compliance with internationally recognized environmental best practices and programs (International Standards Organization 14001 certification for Environmental Management Systems).

BACKGROUND

Sound Transit's Sustainability Division oversees and manages the agency's Sustainability program. It provides sustainability technical and policy support to all divisions within the agency. This support is used throughout planning, design, construction, operations and maintenance. The Sustainability Division also administers the agency's Environmental and Sustainability Management System and compliance with ISO 14001 certification. The Division has been using consultant assistance, but current contracts are reaching their budget limit. This new contract enables the Division to continue to fulfill its annual work plans, auditing, and any other work requests from within the organization in a timely and efficient manner.

Task orders under this contract will be primarily administered by Sustainability Division staff. However, the scope of work and contract limit was designed to enable other agency departments and divisions to establish task orders as needed.

This contract was procured through a competitive process. Three firms submitted proposals in response to the Request for Proposal. The teams were evaluated based on set criteria with Cascadia Consulting Group receiving the highest overall score.

## FISCAL IMPACT

This action does not request budgetary action and does not commit or otherwise authorize expenditure of funds. Costs that will be incurred under this contract will draw from already approved PEPD, DECM or Operations project or operating budgets or from allocations that may be approved in annual budgets. Budget will be assessed and authorized on a task order basis with a detailed scope and schedule. A review will be completed before task order authorization to ensure that there are available funds within the existing budget.

## SMALL BUSINESS PARTICIPATION

### Small Business and DBE Goals

Sound Transit Goal:

Small Business: 10%

DBE: 5%

Commitment:

Small Business: 52% (includes Cascadia Consulting Group)

DBE: 5%

Note: Cascadia Consulting Group is a Small Business and will perform 25% of this contract in addition to the following firms:

<b>Subconsultant/Subcontractor</b>	<b>Business Type</b>	<b>% of Work</b>	<b>Amount</b>
Herrera Environmental Consultants	Small Business	5.0%	\$128,110
Site Workshop	Small Business	5.0%	\$128,110
VIA Architecture	Small Business	10.0%	\$256,221
Hammerschlag & Co.	Small Business	1.5%	\$38,433
NW Civil Engineers	DBE	1.5%	\$38,433
Gladstone Enterprises	DBE	1.5%	\$38,433
Nancy Whelan Consulting	DBE	1.5%	\$38,433
Pacific Communications Consultants	DBE	0.5%	\$12,811
	<b>Total:</b>	<b>27%</b>	<b>\$678,984</b>

## EQUAL EMPLOYMENT WORKFORCE PROFILE

51 employees; 56.9% women; 17.6% minorities.

## PUBLIC INVOLVEMENT

Not applicable to this action.

## TIME CONSTRAINTS

Delay in approval of this contract could impact Sound Transit's ability to meet 2014 sustainability targets and audit requirements.

## ENVIRONMENTAL REVIEW

JI 1/24/14

## LEGAL REVIEW

LA 30 Jan 2014

## **MOTION NO. M2014-04**

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a three-year contract with two one-year options to extend with Cascadia Consulting Group to provide on-call sustainability consulting services to Sound Transit for a total authorized contract amount not to exceed \$2,550,000.

### **BACKGROUND:**

Sound Transit's Sustainability Division oversees and manages the agency's Sustainability program. It provides sustainability technical and policy support to all divisions within the agency. This support is used throughout planning, design, construction, operations and maintenance. The Sustainability Division also administers the agency's Environmental and Sustainability Management System and compliance with ISO 14001 certification. The Division has been using consultant assistance, but current contracts are reaching their budget limit.

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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 three-year contract with two one-year options to extend with Cascadia Consulting Group to provide on-call sustainability consulting services to Sound Transit for a total authorized contract amount not to exceed \$2,550,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on March 6, 2014.

  
Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
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Marcia Walker  
Board Administrator