

**MOTION NO. 2014-48**

**Contract for On-Call Computer Aided Drafting and Design Services**

<b>MEETING:</b>	<b>DATE:</b>	<b>TYPE OF ACTION:</b>	<b>STAFF CONTACT:</b>
Capital Committee	7/10/2014	Final Action	Ahmad Fazel, DECM Executive Director <b>Jim Edwards, Deputy Executive Director – Design &amp; Engineering</b> Bryon Agan, Civil Engineering Supervisor

**PROPOSED ACTION**

Authorizes the chief executive officer to execute a three-year contract with a two-year option to extend with Bolima Drafting & Design, Inc. to provide on-call computer aided drafting and design services for a total authorized amount not to exceed \$2,000,000.

**KEY FEATURES SUMMARY**

- This on-call contract will support the DECM Civil and Structural Engineering division with computer aided drafting and design (CADD) documents.
- The contractor will support the agency’s existing Civil and Structural CADD team as needed through specific task orders to ensure drawing documents are completed in a timely manner while continuing day-to-day work.
- The scope of work in this contract includes incorporating contractor red-line comments into as-built drawings as construction on Sounder, Regional Express, and Link projects is completed.
- Work under this contract will be assigned using task orders based on existing project and operating budgets and will be negotiated with the consultant. The total requested authorized amount is sufficient for the initial three-year contract as well as the option to extend.

**BACKGROUND**

DECM oversees and manages the agency’s CADD resources for design and construction, and provides technical CADD support to all departments within the agency. This support is used for projects throughout planning, design, construction, operations and maintenance. The division has been using existing on-call consultant services. As these are reaching their term and budget limits, procurement efforts were undertaken to ensure that these professional services remain competitive, thus enabling DECM to continue to fulfill work requests in a timely and efficient manner.

Task orders under this contract will be primarily administered by DECM Civil and Structural staff. However, the scope of work in this contract is designed to enable other agency departments and divisions to establish task orders as needed.

This contract was procured through a competitive process. Six firms submitted proposals in response to the Request for Proposal. Five firms were shortlisted and requested to submit an additional proposal. The firms were evaluated and Bolima Drafting & Design, Inc. received the highest overall score.

## **FISCAL INFORMATION**

This on-call contract will be used for Sounder, Regional Express, Link, and Service Delivery projects. Funding associated with this contract will come from the construction phase within the overall capital project budgets, or post-construction phase within the operating expenses in the Service Delivery budget. The services described in the proposed action will be assigned on a task order basis after available budget is verified. Since the proposed services will be assigned on an as-needed basis, the distribution of costs will be determined as project schedules and budgets are established.

## **SMALL BUSINESS/DBE PARTICIPATION AND APPRENTICESHIP UTILIZATION**

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Consistent with Sound Transit policies and federal regulations, Sound Transit has established Small Business/DBE goals for this contract. These goals are based upon an examination of subcontracting opportunities contained in the work of this contract and the number of Small Businesses/DBEs available to perform such subcontracting work.

For this specific contract, the following goals were set and Bolima Drafting & Design, Inc. has committed to the following Small Business/DBE Participation:

### Small Business and Disadvantaged Business Enterprise Goals

Sound Transit Goal:

Small Business: 20%

DBE: 0%

Commitment:

Small Business: 100% (includes Bolima Drafting & Design)

DBE: 100%

Note: Bolima Drafting & Design is a Small Business and will perform 80% of this contract. The remaining work is outlined below.

<b>Subconsultant/Subcontractor</b>	<b>Business Type</b>	<b>% of Work</b>	<b>Amount</b>
CADD Tech	DBE	5%	\$100,000
Schemata Workshop	DBE	15%	\$300,000
<b>Total</b>		<b>20%</b>	<b>\$400,000</b>

## **PUBLIC INVOLVEMENT**

Not applicable to this action.

## **TIME CONSTRAINTS**

A one month delay would not create a significant impact for this project.

**PRIOR BOARD/COMMITTEE ACTIONS**

Not applicable to this action.

**ENVIRONMENTAL REVIEW**

JI 6/13/2014

**LEGAL REVIEW**

LA 3 July 2014

**MOTION NO. M2014-48**

A motion of the Capital Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a three-year contract with a two-year option to extend with Bolima Drafting & Design, Inc. to provide on-call computer aided drafting and design services for a total authorized amount not to exceed \$2,000,000.

**BACKGROUND:**

DECM oversees and manages the agency's computer aided drafting and design (CADD) resources for design and construction, and provides technical CADD support to all departments within the agency. This support is used for projects throughout planning, design, construction, operations and maintenance. The division has been using existing on-call consultant services. As these are reaching their term and budget limits, procurement efforts were undertaken to ensure that these professional services remain competitive, thus enabling DECM to continue to fulfill work requests in a timely and efficient manner.

Under this contract, the contractor will support the agency's existing Civil and Structural CADD team as needed through specific task orders to ensure drawing documents are completed in a timely manner while continuing day-to-day work. Task orders under this contract will be primarily administered by DECM Civil and Structural staff. However, the scope of work in this contract is designed to enable other agency departments and divisions to establish task orders as needed.

The scope of work in this contract includes incorporating contractor red-line comments into as-built drawings as construction on Sounder, Regional Express, and Link projects is completed. Work under this contract will be assigned using task orders based on existing project and operating budgets and will be negotiated with the consultant. The total requested authorized amount is sufficient for the initial three-year contract as well as the option to extend.

This contract was procured through a competitive process. Six firms submitted proposals in response to the Request for Proposal. Five firms were shortlisted and requested to submit an additional proposal. The firms were evaluated and Bolima Drafting & Design, Inc. received the highest overall score.

**MOTION:**

It is hereby moved by the Capital Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a three-year contract with a two-year option to extend with Bolima Drafting & Design, Inc. to provide on-call computer aided drafting and design services for a total authorized amount not to exceed \$2,000,000.

APPROVED by the Capital Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 10, 2014.



Fred Butler  
Capital Committee Chair

ATTEST:



Marcia Walker  
Board Administrator