



MOTION NO. M2016-70

Contract with Systems Consulting, LLC for On-Call Quality Assurance Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Capital Committee	07/14/2016	Final Action	Salah Al-Tamimi, SQA Director Mohammad Saleem, Senior Quality System Manager

PROPOSED ACTION

Authorizes the chief executive officer to execute a three-year contract with two, one-year options to extend with Systems Consulting, LLC to provide on-call independent Quality Assurance services for a total authorized contract amount not to exceed \$930,440.

KEY FEATURES SUMMARY

- Independent Quality Assurance (QA) is essential to successful execution of large and complex projects and is required by the Federal Transit Administration on federally funded projects. Sound Transit has a successful record of independent Quality Assurance of capital projects which includes surveillances, audits, technical review, and interface management.
- The scope of services under this on-call contract includes independent QA of individual capital contracts in the ST2 program. General QA services will focus on:
 - Design control documents (e.g., drawings, specifications, calculations, basis of design reports, etc.) quality checking procedures.
 - Design discipline interface issue resolution tracking.
 - Design contract interface issue resolution tracking.
 - Quality audits and resolution of findings.
 - Process control utilizing Contractor Construction Work Plans.
 - Approved design and shop drawings.
 - Documentation, packaging, handling, and storage of delivered items to work site.
 - Product identification and traceability.
 - Inspection and testing.
 - Control of inspection, measuring and testing equipment.
 - Non-conformances and corrective/preventative actions.
 - Design and construction quality records.
 - Design and construction quality training.
- Services under this on-call contract will be authorized through the issuance of individual task orders that will define the detailed scope and schedule of the work to be performed. Each task order will be negotiated with the consultant and funding will come from established project budgets for which services are being provided.
- The contract amount requested is intended to cover the initial three-year contract and does not include funding for the two, one-year options to extend.
- Systems Consulting, LLC is one of two firms selected through a standard Request for Qualification process. Two contracts are necessary to alleviate potential conflicts of interest, provide flexibility in scheduling, and provide a broad pool of subject matter experts.

BACKGROUND

As ST2 projects move forward independent Quality Assurance is critical to ensure conformance to Sound Transit policies, procedures, and contracts. A robust Quality Management System also

ensures that transition of capital projects to operations and life cycles performance of transit facilities are optimally managed.

A Request for Qualifications was advertised on March 8, 2016. Six statements of qualifications were submitted, reviewed, and evaluated by competitive process. Four firms were invited to interview. Systems Consulting, LLC was one of two most qualified firms and was invited to negotiate a contract. Staff is seeking Capital Committee approval of a contract with the other qualified firm under Motion No. M2016-69.

FISCAL INFORMATION

This on-call contract will be used for Sounder, ST Express, Link, and Other System Expansion projects. Funding associated with this contract will come from the final design and construction phase within the overall capital project budgets. 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 Systems Consulting, LLC has committed to the following Small Business Participation:

Small Business
Sound Transit Goal: 10%
Commitment: 60%

Subconsultant/Subcontractor	Business Type	% of Work	Amount
Systems Consulting, LLC	DBE	53%	\$ 478,800
Convergent Pacific	DBE	8%	\$ 72,300
Premier Management	DBE	4%	\$ 36,100
Total		65%	\$587,200

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one-month delay would not create a significant impact to the capital construction contracts schedule.

ENVIRONMENTAL REVIEW

JI 6/23/2016

LEGAL REVIEW

JW 7/5/2016

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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 two, one-year options to extend with Systems Consulting, LLC to provide on-call independent Quality Assurance services for a total authorized contract amount not to exceed \$930,440.

BACKGROUND:

As ST2 projects move forward, independent Quality Assurance (QA) is critical to ensure conformance to Sound Transit policies, procedures, and contracts. A robust Quality Management System also ensures that transition of capital projects to operations and life cycles performance of transit facilities are optimally managed.

The scope of services under this on-call contract includes independent QA of individual capital contracts in the ST2 program. Services under this on-call contract will be authorized through the issuance of individual task orders that will define the detailed scope and schedule of the work to be performed. Each task order will be negotiated with the consultant and funding will come from established project budgets for which services are being provided.

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MOTION:

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 Systems Consulting, LLC to provide on-call independent Quality Assurance services for a total authorized contract amount not to exceed \$930,440.

APPROVED by the Capital Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 14, 2016.


Fred Butler
Capital Committee Chair

ATTEST:


Kathryn Flores
Board Administrator