

MOTION NO. M2017-124
Consulting Services for Transportation Network Plan & Service Standards Updates

| MEETING: | DATE: | TYPE OF ACTION: | STAFF CONTACT: |
|---------------------------------------|--------------|------------------------|---|
| Operations & Administration Committee | 10/5/2017 | Cancelled | Bonnie Todd, Executive Director of Operations |
| Board | 10/26/2017 | Final Action | David Huffaker, Deputy Executive Director, Operations and Support Services, Operations |

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract with Transportation Management & Design, Inc. to provide service planning consulting support, in the amount of \$1,250,000, with a 15% contingency of \$187,500, for a total authorized contract amount not to exceed \$1,437,500.

KEY FEATURES SUMMARY

Under this contract, the consultant will provide service planning support and help develop four key elements:

- Provide an update to Sound Transit's 2014 Service Standards and Performance Measures. The update would clarify and simplify the current document, incorporate Board adopted Title VI policies, and develop standards and measures for Bus Rapid Transit (BRT).
- Conduct a system-wide comprehensive operational analysis (COA) for the ST Express system. The COA will look to improve efficiency, consistency, productivity, and simplicity of service patterns of the ST Express system.
- Leveraging the benefits of high-capacity transit (HCT) projects Sound Transit is leading, develop an ST Express 2025 Network Plan. The ST Express 2025 Network Plan would maximize resources and focus on improved bus-rail connections and improved customer experience.
- Provide support to Sound Transit staff during public and stakeholder outreach and will help develop and implement outreach strategies that provide for diverse and inclusive ways of participation.

BACKGROUND

Sound Transit uses Board adopted Service Standards and Performance Measures to plan, evaluate, and manage its service. The agency's Service Standards and Performance Measures provide guidelines for service evaluation and service modification based on various metrics. Sound Transit typically updates its Service Standards and Performance Measures every three to four years and/or after a new transit mode is added to the system, with the last update of the document being in 2014.

Sound Transit's last ST Express system-wide COA was conducted close to ten years ago. Since the last COA, the ST Express system's service structure, ridership demand, and operational efficiency have changed significantly. In addition, strong regional growth has not only increased demand for ST Express service, but also led to increased traffic congestion in the corridors ST Express operates on; increasing customer delays and degrading the quality of service.

The build-out of voter approved HCT projects, like Link light-rail extension and new BRT lines, will be catalysts for changes in the ST Express bus network.

These three elements have created the need to develop a set of robust bus-rail integration plans that would play a key role in realizing the full net benefits of a fully built-out HCT network. The proposed contract would take all the different elements of the Service Standards and Performance Measures update and the COA to develop a 2025 Network Plan for the ST Express system. With this contract, Sound Transit's goal is to ensure a seamless transfer and a positive end to end customer experience during the bus to rail transitions.

PROCUREMENT INFORMATION

Sound Transit issued Request for Proposals (RFP) No. RTA/RP 0124-17 in June 2017. Two proposals were received, and a cross-functional committee evaluated the proposals. Sound Transit requested revised proposals from both firms to address some identified weaknesses and to provide their best and final pricing. After evaluating the revised proposals, it was determined that TMD was the highest-ranked firm based on the criteria outline in the RFP.

FISCAL

The proposed action will be funded from the Services category within the Operations department's annual operating budget. The Services category budget is \$60,431,989, of which a total of \$793,000 is estimated to be spent in the current year of the contract and is within the agency's budget authority. After approval of this action, the remaining annual budget amount will be used to fund other department expenditures anticipated in the 2017 annual budget. Funding for the additional years of the contract will be included in future annual budget requests.

Operations Department (in thousands)

| | 2017 Annual Operating Budget | Actuals to Date | This Action | Actuals to Date Plus Action | Remaining Annual Operating Budget |
|--------------------------------------|------------------------------------|--------------------|--------------|--------------------------------|--|
| Salaries and Benefits | \$16,672 | \$9,444 | \$ | \$9,444 | \$7,229 |
| Services | 60,432 | 33,578 | 793 | 34,371 | 26,061 |
| Materials and Supplies | 10,832 | 4,620 | | 4,620 | 6,212 |
| Utilities | 5,276 | 3,527 | | 3,527 | 1,749 |
| Insurance | | -2 | | -2 | 2 |
| Taxes | 2,595 | 1,856 | | 1,856 | 738 |
| Purchased Transportation Services | 163,026 | 106,368 | | 106,368 | 56,658 |
| Miscellaneous | 389 | 201 | | 201 | 188 |
| Leases and Rentals | 8,601 | 6,043 | | 6,043 | 2,558 |
| Total Annual Operating Budget | \$267,822 | \$165,635 | \$793 | \$166,428 | \$101,394 |

| Contract Spending Plan | Prior Year Spending | Forecast 2017 Spending | Future Expenditures | Total |
|--|------------------------|---------------------------|------------------------|---------|
| Transportation Management & Design, Inc. | | \$793 | \$645 | \$1,438 |

| Contract Detail | Board Approved Contract Value | Contract Actuals to Date | Proposed Action | Proposed Revised Board Approved Contract Value |
|--|----------------------------------|-----------------------------|--------------------|---|
| Transportation Management & Design, Inc. | | | \$1,250 | \$1,250 |
| Contingency | | | 188 | 188 |
| Contract Amount | | | 1,438 | 1,438 |
| Current Tax Estimate | | | N/A | N/A |
| Contract Amount - Total | | | \$1,438 | \$1,438 |
| Percent Contingency | | | 15% | 15% |

* Actuals reflect the month of August, 2017.

SMALL BUSINESS/DBE PARTICIPATION

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 TMD has committed to the following Small Business/DBE Participation:

Small Business and Disadvantaged Business Enterprise Goals

Sound Transit Goal:

Small Business: 12%

DBE: 0%

Commitment:

Small Business: 14.8%

DBE: 14.8%

| Subconsultant/Subcontractor | Business Type | % of Work | Amount |
|------------------------------------|----------------------|------------------|-------------------|
| EnviroIssues | DBE | 14.8% | \$ 169,898 |
| Total | | 14.8% | \$ 169,898 |

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one-month delay could impact the ability of staff to bring final recommendations to the Board in time for the 2019 Service Implementation Plan and 2019 budget process.

PRIOR BOARD/COMMITTEE ACTIONS

Not applicable to this action.

ENVIRONMENTAL REVIEW

KH 9/26/17

LEGAL REVIEW

JW 9/29/17

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MOTION:

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract with Transportation Management & Design, Inc. to provide service planning consulting support, in the amount of \$1,250,000, with a 15% contingency of \$187,500, for a total authorized contract amount not to exceed \$1,437,500.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on October 26, 2017.



Fred Butler
Board Chair Pro Tem

ATTEST:


Kathryn Flores
Board Administrator