

MOTION NO. M2018-82
Planning Consulting Services for the System Access Strategic Plan

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Capital Committee	07/12/2018	Final Action	Don Billen, PEPD Executive Director Matt Shelden, Office of Planning & Innovation Director – PEPD Alex Krieg, Senior Manager of Planning & Integration – PEPD Val Batey, Senior Transportation Planner-PEPD

PROPOSED ACTION

Authorizes the chief executive officer to execute a two-year contract, including one year of on-call services, with Nelson\Nygaard Consulting Associates, Inc. to provide planning consulting services for the System Access Strategic Plan in the amount of \$1,352,480 with a 10% contingency of \$135,248, for a total authorized contract amount not to exceed \$1,487,728.

KEY FEATURES SUMMARY

- This action establishes a planning consultant services contract to support the development of a strategic plan to address multiple aspects of passenger access to Sound Transit’s high capacity transit facilities by various modes of travel.
- This action funds and authorizes execution of a contract with Nelson\Nygaard Consulting Associates, Inc. for consultant services in support of the System Access Strategic Plan.
- The scope of work includes consultant support on tasks, including:
 - Baseline passenger facility inventory and access gap analysis
 - Passenger intercept access surveys
 - Capacity estimation methodologies for curb space and secure bicycle storage
 - Transit parking management strategy
 - Data collection, analysis and monitoring plan
 - Outreach to potential partners, stakeholders and the public
- The term of the contract is for two years.
- The requested amount covers the entire term. The contract includes a provision for on-call support for access planning services for one year after the completion of the above listed tasks.

BACKGROUND

Sound Transit’s Transit System Access Program (Adopted 2018 Transit Improvement Plan, page 65) enables the agency to invest in additional non-motorized, transit, and pick-up/drop-off access improvements at and around Sound Transit passenger facilities, in partnership with host jurisdictions and operating partners.

This action will provide consultant support required to complete the System Access Strategic Plan, establishing a strategic plan for the system access program and baseline access data from existing Sound Transit facilities. The strategic plan will develop, consolidate, and integrate Sound Transit’s passenger facility access policies, strategies, and guidance in one comprehensive document addressing all modes of passenger access and intermodal connection including, but not limited to:

pedestrian, bicycle, public and private transit, ADA/paratransit, private and for-hire vehicle pick-up/drop-off and automobile parking. The document will be used to communicate information to facility designers, operations and maintenance staff, partner agencies, permitting authorities, local jurisdictions riders, and the public.

Environmental review for projects that originate under the strategic plan and/or are funded through the Transit System Access Program will each individually go through an environmental review process, once the projects are identified and defined.

PROCUREMENT INFORMATION

- Prior to issuing the solicitation for these services, Sound Transit considered the project scope, the determining factors for contract award, and the need for proposal discussions and revisions, and determined that a Request for Proposal procurement method was the most advantageous.
- Sound Transit advertised Request for Proposals No. RTA/RP 0038-18 on March 15, 2018. Five firms submitted a proposal, and the proposals were evaluated based on the advertised evaluation criteria including price, knowledge and experience of key individuals, firm experience and history, capacity and project organization, innovation and creativity, commitment and compliance with EEO law, and outreach efforts and commitment to small business and DBE's.
- The four highest ranked firms were selected to enter into negotiations. Revised proposals were evaluated based on the same advertised evaluation criteria, and Nelson/Nygaard Consulting Associates, Inc. was identified as the top ranked firm.
- Sound Transit recommends award of this contract based upon the determination that Nelson/Nygaard Consulting Associates, Inc.'s negotiated proposal best meets the evaluation criteria and offers the best value, and this contract award is in the best interest of the agency.

FISCAL INFORMATION

The authorized project allocation to date for the Transit System Access Program is \$142,139,000. Within that amount \$2,000,000 has been allocated to the preliminary engineering phase. This proposed action would commit \$1,487,728 to this line item, leaving a remaining uncommitted budget balance of \$512,272.

This action is within the authorized project allocation to date and sufficient monies remain after approval of this action to fund the remaining work in the preliminary engineering phase.

Transit Systems Access Budget Table

Transit System Access Program

(in thousands)

	Authorized Project Allocation to Date	Board Approvals	This Action	Board Approved Plus Action	Uncommitted / (Shortfall)
Agency Administration	\$10,000	\$121	\$	\$121	\$9,879
Preliminary Engineering	2,000		1,488	1,488	512
Final Design	0				\$
Third Parties	124,385				\$124,385
Right of Way	0			0	\$
Construction	5,754				\$5,754
Construction Services					\$
Vehicles					\$
Total Current Budget	\$142,139	\$121	\$1,488	\$1,609	\$140,530

Phase Detail - Preliminary Engineering

Consulting Services	\$1,500		\$1,488	\$1,488	\$12
Other Preliminary Engineering Phase Work	500	0		0	500
Total Phase	\$2,000	\$	\$1,488	\$1,488	\$512

Nelson/Nygaard Consulting

Contract Detail	Board Approvals to Date	Current Approved Contract Status	Proposed Action	Proposed Total for Board Approval
Contract Amount	\$	\$	\$1,352	\$1,352
Contingency			135	135
Total Contract Amount	\$	\$	\$1,488	\$1,488
Percent Contingency	0%	0%	10%	10%

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 the successful Bidder/Proposer 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: 18.44%

DBE: 14.74%

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For this contract, the following Small Business/DBE Participation commitments were made:

Small Business: 18.44%

DBE: 14.74%

Subconsultant/Subcontractor	Business Type	% of Work	Amount
ECONorthwest	Small Business	3.7%	\$50,000.00
Acutanza Strategic Transport Solutions	WBE/DBE	3.4%	\$46,000.00
Stepherson & Associates Communications	MBE/DBE	11.34%	\$153,389.00
Total		18.44%	\$249,389.00

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one-month delay would not create a significant impact to the project schedule.

ENVIRONMENTAL REVIEW

KH 7/3/2018

LEGAL REVIEW

AJP 7/6/2018

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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 two-year contract, including one year of on-call services, with Nelson\Nygaard Consulting Associates, Inc. to provide planning consulting services for the System Access Strategic Plan in the amount of \$1,352,480 with a 10% contingency of \$135,248, for a total authorized contract amount not to exceed \$1,487,728.

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MOTION:

It is hereby moved by the Capital Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized the chief executive officer to execute a two-year contract, including one year of on-call services, with Nelson\Nygaard Consulting Associates, Inc. to provide planning consulting services for the System Access Strategic Plan in the amount of \$1,352,480 with a 10% contingency of \$135,248, for a total authorized contract amount not to exceed \$1,487,728.

APPROVED by the Capital Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 12, 2018.



Claudia Balducci
Capital Committee Chair

ATTEST:



Kathryn Flores
Board Administrator