

Motion No. M2019-99

Property Management and Tracking Software and Related Support Services

| Meeting: | Date: | Type of action: | Staff contact: |
|---|------------|-----------------|--|
| Rider Experience & Operations Committee | 09/05/2019 | Final Action | Michael Harbour, DCEO Jason Weiss, CIO |

Proposed action

Authorizes the chief executive officer to execute a five year contract with 10 one-year options to extend with Flairsoft LTD to provide Flairdocs property management and tracking software and related support services in the amount of \$3,172,100, plus applicable taxes.

Key features summary

- This action will provide a new contract for a cloud based software solution (SaaS) to provide a Real Estate Property Management / Right of Way Tracking solution and support services.
- The software solution will provide Sound Transit with an enhanced and more sustainable platform for administrating the acquisition, management, and selling of property rights, which is a key aspect of Sound Transit's service expansion efforts.
- The amount requested is sufficient to cover the implementation year (includes training), licensing, support and maintenance, increasing functionality when deemed necessary by IT Services and Real Property, and associated professional services for the initial five year term of the contract. Staff will return to request additional money if Sound Transit wishes to exercise the options to extend the contract.
- Taxes are estimated to be \$320,382.

Background

This solution will support the Real Property group, including functionality for property management, contributions to surplus property dispositions, and Transit Oriented Development. As assets, the properties will be managed within this system.

Currently the Real Estate Property Management and Right of Way tracking function is carried out using various platforms and tools such multiple Excel files, SharePoint, a data base, and hard copy documents. Additionally, the multiple consulting firms that Sound Transit engages to support land rights acquisition use multiple different methods for tracking and reporting.

The proposed solution will eliminate, mitigate or resolve:

- The administration of numerous, disconnected Excel files to track acquisition status;
- The use of various physical storage locations for large quantities of paper files;
- Instances of missed reporting deadlines to the Federal Transit Authority;
- Inconsistencies within business processes and reporting;
- Ineffective data analytics;
- Inordinate amount of time managing manual reviews and approval processes;

- Quality control concerns (disparate business processes and tools, lack of a Single Source of Truth for decision support)

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 Proposals procurement method was the most advantageous.

Sound Transit advertised Request for Proposals No. RTA/RP 0063-19 on April 4, 2019. Four firms submitted a proposal, and the proposals were evaluated based on the advertised evaluation criteria which included solution functionality, knowledge and recent experience of key individuals, firm(s) experience and project capacity; price, outreach efforts and commitment to small businesses and DBEs, and commitment to and compliance with equal opportunity employment law. The two highest ranked firms were short-listed to provide a scenario-based demonstration as well as to respond to proposal weaknesses. Both firms were invited to submit revised proposals addressing weaknesses, improvements gleaned from the demonstration, and price. Revised proposals were evaluated based on the same advertised evaluation criteria, and Flairsoft, Ltd. was identified as the top ranked firm.

Sound Transit transmitted the Notice of Intent to Award notification and entered into negotiations with one firm, Flairsoft Ltd, on July 25, 2019.

Sound Transit recommends award of this contract based upon the determination that Flairsoft Ltd's. negotiated proposal best meets the evaluation criteria and offers the best value, and this contract award is in the best interest of Real Property's business needs to track and report on property status..

Fiscal information

The Flairsoft LTD contract will receive funding from both capital and operating budgets. The Information Technology Program will provide \$1,669,338 plus applicable taxes and the Information Technology Department will fund the remaining contract amounts for future years. Funding for the additional years of the contract will be included in subsequent annual budgets submitted to the Board.

The authorized project allocation to date for the Information Technology Program is \$35,135,942. The Admin capital phase and the agency administration phase will fund this action. Within that amount \$27,591,270 has been allocated to the administrative capital phase and \$4,425,416 has been allocated to the agency administration phase. The proposed action would commit \$1,085,070 plus applicable taxes to the admin capital phase, leaving a remaining uncommitted phase budget of \$2,394,343. The proposed action would commit \$584,268 plus applicable taxes to the agency administrative phase, leaving a remaining uncommitted phase budget of \$1,027,284.

Contract Detail for Flairsoft LTD
(in thousands)

| Contract Detail | Board Approvals to Date | Current Approved Contract Status | Proposed Action | Proposed Total for Board Approval |
|---|--------------------------------|---|------------------------|--|
| Contract Amounts - Information Technology Program | \$ | \$ | \$1,669 | \$1,669 |
| Contract Amounts -Information Technology Department | \$ | \$ | \$1,503 | \$1,503 |
| Estimated Taxes | \$ | \$ | \$320 | \$320 |
| Contingency Amount | - | - | - | - |
| Total Contract (plus estimated taxes) | \$ | \$ | \$3,492 | \$3,492 |
| Percent Contingency | 0% | 0% | 0% | 0% |

Information Technology Program

| Project Phase | Authorized Project Allocation | Board Approvals | This Action | Board Approved Plus Action | Uncommitted / (Shortfall) |
|-----------------------------|--------------------------------------|------------------------|--------------------|-----------------------------------|----------------------------------|
| Admin Capital | \$27,591 | \$24,112 | \$1,085 | \$25,197 | \$2,394 |
| Agency Administration | 4,425 | 2,814 | 584 | 3,398 | 1,027 |
| Preliminary Engineering | 3,119 | 1,409 | | 1,409 | 1,710 |
| Total Current Budget | \$35,136 | \$28,335 | \$1,669 | \$30,004 | \$5,132 |

Notes:

Board Approvals = Committed To-Date + Contingency as of July 31, 2019 and includes pending Board actions.

For detailed project information, see page 302 in the 2019 Financial Plan & Proposed Budget. The budget amount above reflects the adopted authorized project allocation.

Small business/DBE participation

Sound Transit promotes and encourages small business participation, which also includes disadvantaged business enterprises (DBEs). Small business and DBE 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.

Sound Transit determined that there were few small business and DBE subcontracting opportunities based upon the work described in this contract, so small business/DBE goals were not established.

Time constraints

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

Environmental review – KH 8/22/19

Legal review – AP 08/29/19



Motion No. M2019-99

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a five year contract with 10 one-year options to extend with Flairsoft LTD to provide Flairdocs property management and tracking software and related support services in the amount of \$3,172,100, plus applicable taxes.

Background

This solution will support the Real Property group, including functionality for property management, contributions to surplus property dispositions, and Transit Oriented Development. As assets, the properties will be managed within this system.

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The proposed solution will eliminate, mitigate or resolve:

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- The use of various physical storage locations for large quantities of paper files;
- Instances of missed reporting deadlines to the Federal Transit Authority;
- Inconsistencies within business processes and reporting;
- Ineffective data analytics;
- Inordinate amount of time managing manual reviews and approval processes;
- Quality control concerns (disparate business processes and tools, lack of a Single Source of Truth for decision support)

The software solution will provide Sound Transit with an enhanced and more sustainable platform for administrating the acquisition, management, and selling of property rights, which is a key aspect of Sound Transit's service expansion efforts.

The amount requested is sufficient to cover the implementation year (includes training), licensing, support and maintenance, increasing functionality when deemed necessary by IT Services and Real Property, and associated professional services for the initial five year term of the contract. Staff will return to request additional money if Sound Transit wishes to exercise the options to extend the contract.

Motion

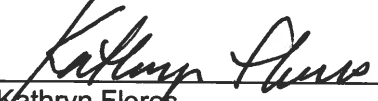
It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a five year contract with 10 one-year options to extend with Flairsoft LTD to provide Flairdocs property management and tracking software and related support services in the amount of \$3,172,100, plus applicable taxes.

APPROVED by the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on September 5, 2019.



Paul Roberts
Rider Experience and Operations Chair

Attest:



Kathryn Flores
Board Administrator