



# ANNUAL REPORT 2024

**Procurement, Contracts and Agreements Division**

[PCA Division Website](#)



Board Resolution No. R2023-30 requires the CEO to provide an annual report to the Board summarizing the performance of the agency's procurement, contracts, and agreements program, including accomplishments, challenges, and opportunities. The Procurement, Contracts and Agreements division (PCA) prepared this report.

## ACCOMPLISHMENTS & HIGHLIGHTS

### New Contracts, Active Contracts, and Agency Agreements

In 2024, PCA managed the agency's procurement and execution of 402 contracts, with a total value of \$394.9M at the time of execution. These contracts include:

- 7 contracts executed greater than \$10M each, with a total value at the time of execution of \$243M, listed in the table below.
- 21 contracts executed between \$2M and \$10M each, with a total value at the time of execution of \$86.7M.
- 374 contracts executed less than \$2M each, with a total value at the time of execution of \$65.2M.

As well, this division played a crucial role in managing procurement and contract activities, overseeing significant transactions and agreements across the agency. These efforts accounted for:

- 1,038 Division Purchase Orders, up to \$10K each, with a total value of \$2.6M.
- 9,402 P-Card transactions, up to \$10K for each purchase, with a total value of \$5.7M.
- By Dec. 31, 2024, PCA administered 1216 open and active contracts during 2024, with a total value of \$13.3B.
- As well, PCA guided the agency's formation and execution of 113 agency agreements during 2024.

### Strategic Partner

Over the past year, PCA continuously engaged departments in strategic consultations for timely, effective procurements and agreements to support the agency's business needs. For example, PCA sought early design concepts for the Light Rail Vehicle 3 procurement and released a draft RFP promoting competition, innovation, and efficiency.

### Capital Delivery Department Support

PCA actively supported the Capital Delivery Department's development of Multiple Award Task Order Contract (MATOC) and Progressive Design-Build (PDB) solicitation, contract, and procurement processes for 2025 implementation and partnered in delivering multiple industry outreach events.

### Project Review Committee (PRC) Recertification

PCA successfully led the agency team that obtained public body recertification to use Design-Build (DB) and GC/CM alternative public works procurement/project delivery methods. We advanced a concurrent renewal process for the two certifications for the first time instead of two separate renewal cycles. Sound Transit's recertification for both DB and GC/CM now extends through May 28, 2027.

### Equity in Contracting

PCA worked alongside other agency departments to advance its Equity in Contracting program, representing Sound Transit at the following organizations and events throughout the year like:

- Alliance Northwest Business to Government Conference.
- Association of Women and Minority Businesses (AWMB) Contractor's Day.
- Conference of Minority Transportation Officials (COMTO) HUB Outreach Events.
- Regional Contracting Forum.
- North Puget Sound Contracting Conference.
- Washington Women's Business Center Conference.
- Business Diversity Institute City of Seattle Vendor Trade Fair.

- Northwest Mountain Minority Supplier Development Council (NWMSDC) Business Conference.
- American Public Transportation Association (APTA).

### **2024 Contracting Expo – Partnering for Progress**

With the participation of many agency departments, PCA organized, prepared, and hosted the 2024 Contracting Expo virtually to increase visibility and competition for Sound Transit contracts.

Presentation topics included Capital Delivery, Service Delivery, and Small Business Participation.

Overall participation for the Expo included:

- 779 registrants in 14 countries had full access during and after the Expo.
  - 525 registrants attended the sessions, workshops, and virtual booths.
  - 278 attended the Speed Networking event pairing prime and subcontractors.

### **Procurement Integrity**

Sound Transit staff received Comprehensive Procurement Integrity training workshops twice annually. These trainings included an in-person training in November and on-demand presentations throughout the year both in-person and through Sound Transit University.

### **Agency Training**

Procurement training highlights presented by PCA in 2024 included:

- Working for a Public Agency Procurement
- Contracted Workforce
- Negotiations: PCA hosted two in-person Introduction to Negotiations led by Seattle University law professors.
- Hosted National Training Institute (NTI) Orientation to Transit Procurement

### **Procurement, Contracts and Agreements Automation Tool (PCAAT)**

To simplify the end-to-end procurement and contracting process, PCA worked with Information Technology to obtain an integrated PCAAT system solution. Implementation is underway in phases, gradually replacing the existing disparate tools.

### **2024 Policy Updates**

- Policy 604, Procurement, Agreements, and Spend Authority, updates to CEO delegations of authority and Sound Transit internal processes.
- Agency participation in memberships and sponsorships.
- Allowable incidental purchases.
- Procurement and Contracts Administration Manual (PCAM), including a new process for disposition of surplus personal property.

### **American Public Transit Association**

PCA actively represented the agency on APTA national committees, training programs, and panels. Sound Transit's Chief Procurement Officer (CPO) serves as Chair of APTA's Procurement Standards Policy and Planning Committee.

## **CHALLENGES & OPPORTUNITIES**

- Adapting organizational structure for future needs.
- Delivering on agency streamlining initiatives.
- Striking the right balance between process improvements and controls.
- Being a partner of choice for contractors and consultants with equity and integrity.
- Using technology to drive visibility and efficiency in the procurement process.

## MAJOR AGENCY CONTRACTS EXECUTED (OVER \$10M)

Contractor/Consultant/Vendor	Description	Contract Amount
ABSHER CONSTRUCTION CO	Auburn Station Parking Design-Build: To complete the design, permitting, and construction of a structured parking facility with up to 675 stalls. The project includes access improvements such as an intersection improvement, new sidewalks, landscaping, and pedestrian crosswalks.	\$60,284,048
SCHINDLER ELEVATOR CORPORATION	Vertical Conveyance Maintenance: Full maintenance, including systematic service, preventative/corrective maintenance, and repair for elevators, escalators, and material lifts.	\$51,800,907
CONNECT SEATTLE PARTNERS JOINT VENTURE	WSBLE Project Management Support Services (PMSS): Professional program management and support services for the West Seattle to Ballard Link Extensions program.	\$40,633,017
STACY AND WITBECK INC	Lakewood Subdivision Maintenance of Way: The maintenance of the right-of-way on the Sounder Lakewood line, consisting of approximately 20 miles of main track, sidings, spurs, grade crossings, signals, communications, railroad bridges, drainage structures, and other railroad-related facilities.	\$35,572,574
DEXTERRA SERVICES LLC	Agency Wide Janitorial Services: Scheduled and on-call janitorial and regular and special event day porter services and quality inspections.	\$26,075,093
KPMG LLP	Portfolio Management Office On-Call Consulting Services: Consulting services to support the Portfolio Services Office (PSO) in the strategic development and implementation of a Portfolio Management Framework to manage portfolios of work for system expansion and service delivery projects.	\$20,000,000
STACY AND WITBECK INC	Federal Way Link Extension: Signal improvements, grading, drainage, paving and channelization, cast-in-place and soldier pile retention walls along the public right-of-way, and wetland mitigation of multiple intersections in the Authorities Having Jurisdiction (AHJs) of the City of Kent, Des Moines, Federal Way and Washington State Departments of Transportation (WSDOT).	\$11,648,140
<b>TOTAL</b>		<b>\$246,013,779</b>

## MAJOR AGENCY AGREEMENTS EXECUTED (OVER \$1M)

Government Partner(s)	Description	Contract Amount
King County	Link Behavioral Crisis Intervention Program Participation	\$2,739,933
Kenmore	Stride Access Allowance for NE 181st St Sidewalk Improvements	\$1,500,000