

**SOUND TRANSIT
STAFF REPORT**

RESOLUTION NO. R2009-24

Scope Control Policy

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Executive Committee	12/3/09	Discussion/Possible Action to Recommend Board Approval	Ric Ilgenfritz, Executive Director, Planning, Environmental & Project Development	(206) 398-5239
Finance Committee	12/3/09	Discussion/Possible Action to Recommend Board Approval	David Phillip Beal, Planning & Development Manager	(206) 398-5124
Board	12/10/09	Action		

Contract/Agreement Type:	✓	Requested Action:	✓
Competitive Procurement		Execute New Contract/Agreement	
Sole Source		Amend Existing Contract/Agreement	
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

PROJECT NAME

Scope Control Policy

PROPOSED ACTION

Adopts a Scope Control Policy and supersedes Motion No. M2002-121

KEY FEATURES of PROPOSED ACTION

Establishes Scope Control Policy:

- Develop cost-effective high-capacity transit projects through maximizing transit benefits and minimizing total project costs.
- Develop projects with cost control, ridership and operational efficiency as the primary objectives.
- Acknowledges that Sound Transit receives requests from other units of government to enhance projects beyond their initial budget and established scope with betterments.
- Includes principles forming the basis of a consistent and appropriate response to requests for betterments that expand scope and increase project costs and applies those principles to capital projects, operations, maintenance, and other activities performed by Sound Transit.
- Requires Sound Transit to responsibly and reasonably mitigate significant adverse environmental project impacts.
- Directs that Sound Transit high-capacity transit facilities are a solution to Growth Management Act concurrency regulations and are not typical development projects subject to concurrency requirements.
- Directs Sound Transit to recover the full costs of betterments, including administration and a share of soft costs, from partners.
- Requires Board approval to expand project scope or budget or to include betterments.
- Requires Board approval to implement mitigation measures beyond those included in the project's final environmental impact documentation.
- Requires Board approval to utilize unused budget to expand project scope or to include betterments.

BUDGET IMPACT SUMMARY

There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

BUDGET and FINANCIAL PLAN DISCUSSION

Not applicable to this action.

SMALL BUSINESS PARTICIPATION

Not applicable to this action.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

The Board adopted the Sound Transit Scope Control Policy in January of 2003. Since that time, the policy has served the agency well throughout the delivery of the *Sound Move* program.

In recent Finance Committee and Board meetings, Sound Transit staff briefed Board members on current forecasts of total agency revenues that are lower over the next fifteen years than forecasts that the agency relied upon in developing the ST2 Plan. Following those briefings, Board members discussed the need to improve the control of project costs, through the control of scope, in order to implement remaining *Sound Move* and ST2 projects within the reduced level of revenues. It was recognized that one tool in this effort is the Sound Transit Scope Control Policy. At the October 8, 2009 meeting of the Board, the Chair requested staff to recommend changes that would clarify the Board’s policy to respond to requests for extraordinary mitigation and betterments. The Board indicated the recommendations should strengthen the policy to be a more prescriptive, rather than permissive, tool to deliver Sound Transit projects and services.

Prior Board/Committee Actions

Motion/Resolution Number and Date	Summary of Action
M2004-111 11/18/04	Increase Contract Authority for Third Party Public Works Betterments
M2002-121 1/23/03	Scope Control Policy
M2002-22 5/9/02	Policy Direction for Reimbursement to Sound Transit by Partner Agencies under Specific Circumstances

CONSEQUENCES of DELAY

A strengthened Scope Control Policy will guide ST2 projects, which are getting underway now. However, there are no significant negative consequences if the Board decides more time is needed for consideration of the policy.

PUBLIC INVOLVEMENT

Not applicable to this action.

ENVIRONMENTAL COMPLIANCE

SK 11-25-09

LEGAL REVIEW

JW 11-25-09