

## Motion No. M2022-93

### Contract for on-call Sustainability consulting services with Cascadia Consulting Group

Meeting:	Date:	Type of action:	Staff contact:
Executive Committee	12/08/2022	Final action	Don Billen, PEPD Executive Director <b>Jamie Brinkley, Sustainability Manager, PEPD</b>

### Proposed action

Authorizes the chief executive officer to execute a five-year contract with Cascadia Consulting Group to provide on-call sustainability consulting services to Sound Transit for a total authorized contract amount not to exceed \$3,428,688.

### Key features summary

- This action will provide a new professional services contract to succeed the existing professional services contract which will expire in December 2022.
- Anticipated work allocated under this contract will allow Sound Transit to continue supporting the agency's core Sustainability Program functions and provide sustainability-related consulting services to all agency departments. The contract will also support the Efficiency and Sustainability Program, which was established to implement sustainability and resource conservation and efficiency initiatives for the existing system as part of the ST3 program.
- Work under this contract will be assigned using Task Orders that draw on existing project budgets, the annual consulting services budget for the Sustainability Division and the Efficiency and Sustainability Program's budget. All Task Orders will be negotiated with the consultant.
- This contract's scope of work provides technical expertise to support the agency's sustainability program. Examples include:
  - Research regarding best practices for green design and infrastructure, sustainable construction and environmentally preferable procurement;
  - Development of actionable zero emission fleet transition plans;
  - Sustainability data analysis, monitoring and reporting;
  - Resource conservation, greenhouse gas management and certification of annual greenhouse gas inventory; and
  - Conformance and compliance auditing with internationally recognized environmental best practices and programs (International Standards Organization 14001 certification for Environmental Management Systems).

## Background

Sound Transit's Sustainability Division oversees and manages the agency's Sustainability Program. Staff oversee:

- Green building and infrastructure, zero emissions fleet and general sustainability technical and policy support to all divisions within the agency. This support is used throughout planning, design, construction, operations and maintenance.
- Annual sustainability data analysis, monitoring and reporting.
- The agency's Environmental and Sustainability Management System (ESMS) and conformance with ISO 14001 certification. The ESMS controls regulatory environmental risk for the Environmental Planning, Environmental Compliance and Ecosystems and Permitting Divisions as well as the voluntary sustainability commitments developed by the agency and managed through the Sustainability Division.
- The ST3 approved Efficiency and Sustainability Fund.

The Division relies on consultant assistance to implement the broad reach of the program. The current contract will expire in December 2022. This new contract will enable the Division to continue to fulfill its annual work plans, auditing, and any other work requests from within the organization in a timely and efficient manner.

Task Orders under the contract will be primarily administered by Sustainability Division staff. However, the scope of work and contract limit is designed to enable all agency departments and divisions to establish task orders as needed to access the contract's sustainability resources.

## 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 Proposal No. RTA/RP 0073-22 on September 16, 2022. The Request for Proposal was advertised in the Daily Journal of Commerce and in Sound Transit's vendor portal. Cascadia Consulting Group was the sole proposal. The proposal was evaluated based on the advertised evaluation criteria including firm experience and history, team approach and sustainability business practices; knowledge and experience of key individuals; price; commitment to DBEs and other small businesses and good faith efforts; and commitment to and compliance with equal employment opportunity law. Cascadia Consulting Group scored exceptional on each of these criteria.

The independent cost estimate for this proposal was \$4.2M. Cascadia Consulting Group's total proposed price of \$3,428,688 is fair and reasonable.

As it was determined that Cascadia Consulting Group's proposal offers good value and met all evaluation criteria, contract award to the firm is in the best interests of Sound Transit.

## Fiscal information

The funding for work under this contract is being provided by capital projects and programs, and department budgets. The services described in this action will be assigned on a task order basis after the available budget is verified. The services are rendered on an as-needed basis, the distribution of costs is determined as each task order is executed. This action does not have an impact on the affordability of the Agency's Finance Plan.

## Disadvantaged and small business participation

### Participation by small businesses and disadvantaged business enterprises (DBEs)

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 goal	
Sound Transit goal: 30%	Commitment: 50%
Disadvantaged Business Enterprise Goal	
Sound Transit goal: 0%	Commitment: 45%

Subconsultant/Subcontractor	Business Type	% of Work	Amount
Cascadia Consulting Group	Small business DBE	40%	\$1,371,475
The Athena Group	Small business DBE	1%	\$34,287
Cogent Environmental	Small business DBE	2%	\$68,574
Green Project Solutions Group	Small business DBE	2%	\$68,574
Base for Business	Small business	1%	\$34,287
Herrera	Small business	2%	\$68,574
O'Brien 360	Small business	2%	\$68,574

### Public involvement

Not applicable to this action.

### Time constraints

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

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**Environmental review** – KH 11/22/22

**Legal review** – AJP 12/1/22



## Motion No. M2022-93

A motion of the Executive Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a five-year contract with Cascadia Consulting Group to provide on-call sustainability consulting services to Sound Transit for a total authorized contract amount not to exceed \$3,428,688.

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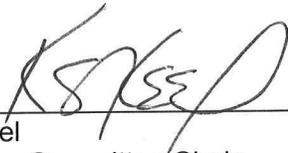
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## Motion

It is hereby moved by the Executive Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a five-year contract with Cascadia Consulting Group to provide on-call sustainability consulting services to Sound Transit for a total authorized contract amount not to exceed \$3,428,688.

APPROVED by the Executive Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on December 8, 2022.

  
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Kent Keel  
Executive Committee Chair

## Attest:

  
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Kathryn Flores  
Board Administrator