

Regional Transit Authority

Motion No. 6

A motion of the Board of the Regional Transit Authority for the Pierce, King and Snohomish Counties region authorizing staff to establish, use and maintain a roster of consultants to provide on-call and as-needed "Pro Bono Consultant Services" to the Authority.

Background:

The Central Puget Sound Regional Transit Authority has been charged with development of a new plan to submit for voter approval in a second RTA election scheduled for 1996 (likely in the spring). The first election, last March, failed by a small margin, and the conventional wisdom holds that the first plan was too big. The RTA Board of Directors is seeking to identify a "starter" system, which not only would cost less but would more clearly demonstrate the benefits of a regional mass transit system.

A new plan may be developed based on information compiled from the previous work effort and older studies conducted over several years. This method of "mining" existing data is a virtual necessity in light of our present budget. As a result of budget cuts, the RTA's consultant budget has been severely cut along with the staff complement. The major consultant contracts for engineering, planning, patronage forecasting, and operational analysis have all been terminated, and the staff has been reduced by 40%.

Nonetheless, it is realistic to anticipate that new alignments, unstudied technologies, new planning situations, differing operating scenarios, or other novel applications for high capacity transit will develop. Reinforcement for this thesis is a general invitation by the RTA Board to the public that citizen input is vital to future success. Moreover, in keeping with this policy, the RTA staff has developed a planning kit for use by laypeople to facilitate matching their suggestions for starter system configurations with prescriptions for revenues with which to build a system.

Although the assignments to date do not exceed the capacity or expertise of the staff to handle them, it is prudent to prepare for the possibility that occasionally in-house resources may not stretch or have the requisite skills to meet a special need. Accordingly, it is proposed that staff be authorized to invite expressions of interest from consultants to participate in providing "Pro Bono Consultant Services". Such an approach is proposed to solve the potential problem of meeting a special need for professional or technical consulting assistance.

The RTA would develop a "Pro Bono Consultant Roster" of experts who would be on call to convene with staff to tackle technical issues as they arise. The RTA would not expect commitments or assured availability. Participating experts would not be foreclosed from future work from the RTA or be expected to assume liabilities for this level of advisory work. Pro bono consultant services provided to the RTA would not be given credit in future RTA solicitations for paid consulting work. However, the RTA Board and public would be advised of the consultants' contributions at some appropriate time (e.g., when a report or analysis is presented to the Board) to acknowledge their assistance.

Since the provision of "Pro Bono Consultant Services" is on a voluntary and unpaid basis, there is no cost impact to the RTA Budget. The development, solicitation, coordination, use and maintenance of a "Pro Bono Consultant Roster" will be accomplished from existing staff resources.

For further information on how the pro bono consultant services approach would be implemented, a draft Request for Letters of Interest for Pro Bono Consultant Services is attached.

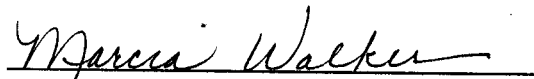
Motion:

It is hereby moved by the Board of the Regional Transit Authority that staff is authorized to establish, use and maintain a roster of consultants to provide on-call and as-needed "Pro Bono Consultant Services" to the Authority, in a manner consistent with the attached draft Request for Letters of Interest for Pro Bono Consultant Services.

Approved by the RTA Board on August 11, 1995.


Bruce Lang
Chair of the Board

ATTEST:


Marcia Walker
Board Administrator

**DRAFT
REQUEST FOR LETTERS OF INTEREST**

**PRO BONO CONSULTANT SERVICES
for the
REGIONAL TRANSIT AUTHORITY**

The Central Puget Sound Regional Transit Authority (RTA) requests letters of interest from consultants who are willing to provide Pro Bono Consultant Services to the RTA as it prepares to develop a new plan to submit for voter approval. Consultants interested in providing such "Pro Bono" services should respond to this request for letters of interest as soon as possible, and no later than

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A new plan may be developed based on information compiled from the previous work effort and older studies conducted over several years. As a result of budget cuts, the RTA's consultant budget has been severely cut along with the staff complement. The major consultant contracts for engineering, planning, patronage forecasting, and operational analysis have all been terminated, and the staff has been reduced by 40%.

Nonetheless, it is realistic to anticipate that new alignments, unstudied technologies, new planning situations, differing operating scenarios, or other novel applications for high capacity transit will develop.

Although the assignments to date do not exceed the capacity or expertise of the staff to handle them, it is prudent to prepare for the possibility that occasionally in-house resources may not stretch or have the requisite skills to meet a special need. Accordingly, the RTA invites expressions of interest from consultants to participate in providing "Pro Bono Consultant Services".

Pro Bono Consultant Roster and Utilization:

The RTA will develop a "Pro Bono Consultant Roster" of experts who will be on call to convene with staff to tackle technical issues as they arise. Since the provision of services is on a voluntary and unpaid basis, the RTA does

not expect commitments or assured availability. Participating experts will not be foreclosed from future work from the RTA or be expected to assume liabilities for this level of advisory work. Pro bono consultant services provided to the RTA will not be given credit in future RTA solicitations for paid consulting work. However, the RTA Board and public will be advised of the consultants' contributions at some appropriate time (e.g., when a report or analysis is presented to the Board) to acknowledge the consultants' assistance.

The "Pro Bono Consultant Services" approach is intended to be used for services needed in preparation of a second RTA election, or no longer than December 31, 1996, whichever comes first.

The way the system would work is illustrated by the following example:

A technical issue arises from Board deliberations that must be dealt with quickly on a new alignment and operating plan for a particular segment of the prospective rail line. The analysis required to properly address the issue is beyond the scope and schedule of available RTA resources. The RTA staff would refer to the Pro Bono Consulting Services list of experts and compile a short list of personnel, who, if available, can be useful in tackling the problem at hand. The staff would poll the selectees to determine availability and set up a meeting and/or teleconference of those who are available to discuss and resolve the matter.

The RTA expects that most of these situations will require only a brief consultation, probably a one-on-one telephone conversation. In those cases, the RTA would simply call an appropriately qualified individual from the list and confer with that person, if he or she is available. It would be rare that a professional or a small group of experts would be requested to come to the Seattle area for a conference. However, this may be what is needed for the particular issue (e.g., an alignment issue), and the RTA may ask that the expert come to the site. Obviously, since the RTA cannot pay for time and travel expenses, participation is strictly at the expert's discretion.

The RTA recognizes that this is a novel approach, but these are unique times (rigorous budgetary constraints coupled with unusual demands for more and detailed information at a very early stage in the program).

Letters of Interest:

The RTA has designated Alec Stephens and Tony Venturato as the points of contact for this program. If your firm wishes to participate, please prepare a one page expression of interest that also outlines the manner in which you would

prefer that we make contact for assignments (i.e., by calling one oversight person within your organization or the expert directly or both). On separate pages please provide brief resumes of the experts who could be made available for assignments. There should be one resume per page to allow us to properly categorize and file them for quick reference. Each resume page should be headed by the category of expertise, the firm's name and the point of contact. A sample is included with this solicitation.

The RTA will acknowledge receipt of your proposal, which is due no later than _____. The RTA will add the experts offered to the roster in the appropriate categories identified below. From that point, Mr. Stephens or Mr. Venturato will only contact your designee based on best qualified for the task at hand and availability.

List of categories from which services may be sought:

Civil/Structural Design (bridges, highways, ports, tunnels, trackway)

Civil Construction (bridges, highways, ports, tunnels, trackway)

Commuter Rail/Railroad Equipment and Operations

Train Signaling

Transit Communications

Traffic Engineering

Rolling Stock (light rail, commuter rail)

Traction Electrification

Station Architecture

Fare Collection

Passenger Ferry Operation

Geotechnical

Hazardous Materials

Cost/Schedule Estimating (ferry, highway, or transit projects)

Transportation Planning

Operations Planning
Patronage Forecasting
Land Use
Environmental Planning
Urban Planning
Computer simulations, presentations
Property Acquisition/Right of Way
Telecommuting

SAMPLE RESUME PAGE

CATEGORY: ROLLING STOCK (LIGHT RAIL)

FIRM NAME: ACME ENGINEERS

RESUME FOR: JANE DOER

CONTACT: GEORGE FRIEND, BUSINESS DEVELOPMENT, (206) 555-5555

OR JANE DOER, CONTROLS ENGINEER, (206) 555-4444

Ms. Doer has specified light rail vehicles for transit projects in Macrotown, Wannabe, and St. Skippy. She has negotiated contracts and change orders on behalf of the clients, assured quality at the manufacturing facilities, and conducted acceptance testing upon delivery.

Of particular interest, on the St. Skippy LRT Project, Ms. Doer discovered a manufacturer's design error wherein the track/wheel sander nozzle was misdirected into the driver's cab. Despite the manufacturer's claim for the change order, Ms. Doer successfully negotiated that the feature did not make for smooth operators and that the sander should be repositioned below the floor at no cost to the client.