

**Regional Transit Authority
Motion No. 17**

A motion of the Board of the Regional Transit Authority for the Pierce, King and Snohomish Counties region adopting guiding principles for employment and contracting, and authorizing the Executive Director proceed with tasks on the decision timeline for developing strategies to implement the guiding principles.

Background:

In 1994, the RTA Board adopted Resolution No. 19, dealing with procedures for procuring materials and working and providing services for the authority. Resolution No. 19 in part provides for steps being taken to ensure that parties contracting with the RTA comply with all government regulations regarding non-discrimination, equal employment opportunity (EEO) and affirmative action. The RTA has since established a Disadvantaged Business Enterprise (DBE) program and DBE goal, submitted a civil rights compliance report to the Federal Transit Administration, and is participating in a study to provide a recent review of a factual basis for Minority and Women's Business Enterprise (M/WBE) programs in this area.

The purposes of the M/W/DBE and EEO programs are to counter the effects of past discrimination, and foster practices that increase opportunities and participation in RTA contracts and employment.


The attached Guiding Principles for Employment and Contracting are designed to help fulfill the RTA's employment and contracting objectives. The RTA recognizes that there are many ways to meet the intent of the guiding principles, each with advantages and disadvantages. Before adopting a set of strategies to put the guiding principles in place, the RTA intends to review those strategies with the public and listen carefully to community concerns.

The attached decision timeline would establish a schedule for developing RTA strategies for hiring employees, purchasing goods and services and obtaining professional services consultants. Strategies for construction contracts will be deferred until the results of the current disparity study are available. Construction contracts are not expected to be awarded until at the earliest late-1997. Making the appropriate early decisions regarding RTA hiring staff, purchasing goods and services, and obtaining professional services consultants will set the stage for later policy development and implementation for construction contracts.

Motion:

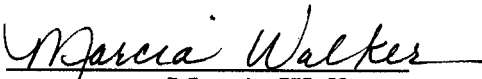
It is hereby moved by the Board of the Regional Transit Authority that the Guiding Principles for Employment and Contracting are adopted. The Executive Director is authorized to proceed with tasks on the decision timeline for developing strategies to implement the guiding principles.

Approved by the RTA Board on November 1, 1996.



Bob Drewel
Chair of the Board

ATTEST:



Marcia Walker
Board Administrator

Implementing Sound Move: Guiding Principles for Employment and Contracting

RTA objectives for employment and contracting

- Meaningful community involvement and public participation.
- Projects completed on time and within budget.
- Streamlined staff made up of people who reflect the region's diversity.
- Consultants and contractors who are accountable to the RTA.
- Maximum local contracting and employment participation.
- Maximum M/W/DBE & EEO commitment that reflects the region's diversity.

Introduction to guiding principles

The following guiding principles are designed to help fulfill the RTA's employment and contracting objectives. The RTA recognizes that there are many ways to meet the intent of the guiding principles, each with advantages and disadvantages. Before adopting a set of strategies to put the guiding principles in place, the RTA intends to review those strategies with the public and listen carefully to community concerns.

Guiding principles: RTA employment

- The RTA will develop an organizational structure which ensures efficient, quality performance; enhances a focus on communities, customers, and constituents; and provides for meaningful community involvement and public participation.
- The RTA will maintain accountability and control over its consultants and contractors, while maintaining a streamlined staff.
- The RTA will create a workplace which reflects the region's diversity.
- The RTA's staff will include interns and trainees who reflect the region's diversity.
- Everyone at the RTA will share responsibility for implementing, monitoring and enforcing the authority's guiding principles for employment and contracting, and the subsequent policies and procedures.

Guiding principles: consultant and professional services contracts

The RTA will promote and encourage the following principles in its consultant and professional services contracts:

- a consultant and professional services contract workforce that reflects the region's diversity
- use of interns and trainees who reflect the region's diversity on RTA consultant and professional services contracts
- maximum use of local businesses on for RTA consultant and professional services contracts

- maximum use of small businesses for RTA consultant and professional services contracts
- maximum use of minority, women and disadvantaged businesses (M/W/DBEs) for RTA consultant and professional services contracts.

Guiding principles: goods and services (purchasing) contracts

The RTA will promote and encourage the following principles in its goods and services (purchasing) contracts:

- a goods and services contract workforce that reflects the region's diversity
- maximum use of local businesses for RTA goods and services (purchasing) contracts
- maximum use of small businesses for RTA goods and services (purchasing) contracts
- maximum use of minority, women and disadvantaged businesses (M/W/DBEs) for RTA goods and services (purchasing) contracts.

Guiding principles: construction contracts

The RTA will promote and encourage the following principles in its construction contracts:

- strategies to promote and encourage adherence to construction schedules
- a construction contract workforce that reflects the region's diversity
- use of interns and trainees who reflect the region's diversity for RTA construction contracts
- use of apprentices who reflect the region's diversity on RTA contracts involving building and construction trades
- maximum use of local businesses for RTA construction contracts
- maximum use of small businesses for RTA construction contracts
- maximum use of minority, women and disadvantaged businesses (M/W/DBEs) for RTA construction contracts.

Developing implementing strategies

The RTA will work with community groups; state and local governments and agencies; educational, vocational and training entities; contractor, professional and trade and labor organizations; and other interested parties throughout the region to develop and implement programs and approaches that further these guiding principles.

(B1) Review and evaluate local and existing RTA policies (Oct. to mid-Nov. '96): RTA staff will review local government and existing RTA policies to identify interim policies for board adoption to guide RTA functions for the first six-months. This task is not intended to replace the RTA's comprehensive policy development, but to rather to assess the immediate need for additional RTA policies (policies are for internal employment, goods and services purchases, and consultant and professional services contracts).

(B2) RTA staff report of policy review to board. Board action on policy recommendations (mid-Nov. to mid-Dec. '96): Staff reports and recommends board adoption of interim policies for initial personnel, purchasing and consulting processes.

(C) Initial comprehensive policies

(C1) Hire consultant to help develop policies to implement guiding principles (Dec. '96 to March '97): The RTA will work with various groups and bodies to implement the guiding principles. The consultant will provide resources to help RTA staff hold discussions and provide analysis and recommendations. The consultant tasks will be complete for board action on initial comprehensive policies in March '97.

(C2) Board adopts initial comprehensive policies regarding RTA employment, goods and services (purchasing) contracts, and consultant and professional services contracts (March '97): These policies will include the initial set of strategies to implement the guiding principles in these areas. The board will receive revisions, modifications and additional policies to implement other areas of the guiding principles as appropriate.

(D) Relationship to major contracts

(D1) Draft, review and revise contract specifications (mid-Dec. '96 to late-March '97): RTA staff will prepare specifications for contract strategies to implement the guiding principles for review, comment, and revision. This task complements the work of the consultant in (C1).

(D3) RFQ/RFP Released for major contract. (April '97): Final specifications will be folded into RFQ/RFP for an April '97 target date. These specifications will reflect of guiding principles and initial comprehensive policies.

(E) Further employment and contracting policy development

- (E1) RTA staff develop M/W/DBE & EEO program and contracting policies for all contracting categories (May to Nov. '97):
Staff work will focus on policies for construction contracts, and revisions to initial set of comprehensive policies. Key to this work will be the results of the M/W/DBE disparity study, and review and refinement of employment policies. Local and small business participation will also be further developed.
- (E2) Board adopts comprehensive policies (Dec. '97): These comprehensive policies will include establishing an annual review process, compliance strategies, and data management and reporting issues.

* ** Related work

- * DBE program and goal (mid-Nov. '96 to late-Jan. '97):
As indicated, a DBE goal will need to be submitted to the FTA in November. The comment period for that process would be complete by the end of January 1997.
- ** Disparity study (in progress to late-March '97):
The RTA is taking part in the current disparity study projected to be complete in spring, 1997.

IMPLEMENTING SOUND MOVE: GUIDING PRINCIPLES FOR EMPLOYMENT & CONTRACTING DECISION TIMELINE

