

SOUND TRANSIT

MOTION NO. M98-63

Sole source contract award to Allbee Romein for space planning and interior design work for Union Station

BACKGROUND AND COMMENTS

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	8/27/98	Recommend Board Approval	Jeri Cranney	689-4934
Board Meeting	8/27/98	Approval	Manager, Real Estate Division	

ACTION:

Approval of a sole source contract award to Allbee Romein in an amount not to exceed \$150,000 for space planning and interior design work associated with Union Station.

BACKGROUND:

On June 11, 1998, the Board of Directors delegated authority to the Finance Committee as necessary to secure long term headquarters for Sound Transit (Resolution # R98-30). On June 18, 1998, the Finance Committee authorized the Executive Director to enter into a Purchase and Sale Agreement for the purchase of a fully renovated, historic Union Station, to be used as ST long-term headquarters (Motion # M98-51). This contract was fully executed on June 25, 1998. In order to assure Sound Transit's numerous interests are met during the complex development, construction and move phase, Sound Transit requires the services of an experienced space planner and interior designer.

Allbee Romein was the firm chosen in a competitive procurement for Sound Transit's interim move into the current headquarters. At this time, Allbee Romein is the only practicable source for the necessary services given the project time constraints. Allbee Romein has specific and extensive experience in assisting Sound Transit in space planning, facilities design, and relocation management. They provided excellent work to Sound Transit for the interim move to the current headquarters location. Their unique experience with Sound Transit facilities planning and relocation, coupled with the extremely tight time frame required to accomplish the design and relocation of Sound Transit staff and consultants to Union Station in fall, 1998 is critical to our ability to accomplish this important task.

The amount requested for this contract, \$150,000, was previously authorized in Motion No. M98-51, which authorized the purchase of Union Station. This action included authorization for funds to acquire Union Station that anticipated space planning and interior design services.

RELEVANT BOARD POLICIES AND PREVIOUS ACTIONS TAKEN:

- ◆ Adoption of *Sound Move*, the Ten-Year Regional Transit System Plan (May 31, 1996)

- ◆ Resolution No. 78-1 (April 9, 1998)

(Resolution No. 78-1 grants the Finance Committee authority to execute contracts up to \$5,000,000, and allows the Board to authorize non-standard procurements, such as sole source and special circumstance procurements)

- ◆ Adoption of Resolution No. R98-30 authorizing Finance Committee to secure long-term headquarters for Sound Transit (June 11, 1998)
- ◆ Adoption of Motion No. M98-51 authorizing Executive Director to execute all necessary documents to purchase Union Station for long-term headquarters (June 18, 1998)

EXECUTIVE SUMMARY:

Scope of work:

Provide space planning, interior design and relocation services associated with the development/construction and relocation of staff and consultants to Union Station for long-term headquarters.

Procurement and selection process:

Sole source.

Cost:

Contract award not to exceed \$150,000. These funds were authorized in previous authorizations to acquire Union Station as noted above.

ALTERNATIVES:

Sound Transit could implement a competitive procurement for these services.

CONSEQUENCES OF DELAY:

A competitive bid process will result in a delay of the design and construction phase of the Union Station project of approximately 45-60 days which will result in our inability to meet the timeframes for the relocation to Union Station in late 1999. In addition, there could be financial penalty to Sound Transit based upon our delay.

SOUND TRANSIT

MOTION NO. M98-63

A motion of the Board of the Central Puget Sound Regional Transit Authority to approve a sole source contract award to Allbee Romein in an amount not to exceed \$150,000 for space planning and interior design services related to the Union Station Project.

Background:

On June 11, 1998, the Board of Directors delegated authority to the Finance Committee as necessary to secure long term headquarters for ST (Resolution No. R98-30). On June 18, 1998, the Finance Committee authorized the Executive Director to enter into a Purchase and Sale Agreement for the purchase of a fully renovated, historic Union Station, to be used as ST long-term headquarters (Motion No. M98-51). This contract was fully executed on June 25, 1998. In order to assure Sound Transit's numerous interests are met during the complex development, construction and move phase, Sound Transit requires the services of an experienced space planner and interior designer. The selected firm should have extensive experience working with Sound Transit on space planning, design and moves as well as with complex design projects like Union Station.

Allbee Romein was the firm chosen in a competitive procurement for Sound Transit's interim move into the current headquarters. Allbee Romein has specific and extensive experience in assisting Sound Transit in space planning, facilities design, and relocation management. They provided excellent work to Sound Transit for the interim move to the current headquarters location. Their unique experience with Sound Transit facilities planning and relocation, coupled with the extremely tight time frame required to accomplish the design and relocation of Sound Transit staff and consultants to Union Station in fall, 1998 is critical to our ability to accomplish this important task. Allbee Romein is currently providing space planning and facilities services to Sound Transit at our existing headquarters. Allbee Romein is very familiar with the Union Station project and is working on preliminary space plans for that building at this time.

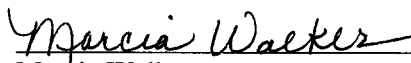
The amount requested for this contract, \$150,000, was previously authorized in Motion No. M98-51, which authorized the purchase of Union Station. This action included authorization for funds to acquire Union Station that anticipated space planning and interior design services.

Motion:

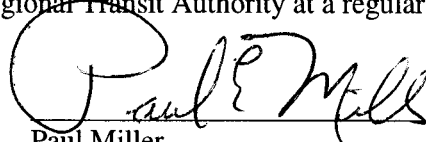
It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the award of a sole source contract to Allbee Romein for an amount not to exceed \$150,000 to provide space planning and interior design services to Sound Transit for the Union Station Project be approved.

Approved by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof on the 27th day of August, 1998.

ATTEST:



Marcia Walker
Board Administrator



Paul Miller
Board Chair