

STAFF REPORT

SOUND TRANSIT MOTION NO. M2000-58

Sole Source Contract with Manuel Padron and Associates

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	7/6/2000	Discussion/Possible Action to Recommend	Agnes Govern, Director, Regional Express	206-398-5037
Board	7/13/2000	Board Approval Action	Gloria Overgaard, Regional Express Deputy Director	206-689-4909

PROPOSED ACTION

The proposed motion authorizes the Executive Director to execute a sole source contract with Manuel Padron and Associates to complete the refinements to the interim financial model including the operating and maintenance models, and to provide transportation planning assistance for the ST Express service planning work. The total authorized amount is not to exceed \$120,000 of which \$110,000 is allocated for the tasks and \$10,000 for contingency. This sole source contract is necessary for completion of financial model refinements, final documentation, and staff training.

KEY FEATURES

- Refinements of the financial model: The refinements to the interim financial model are a majority of the work, and its completion and documentation will allow staff to handle ongoing financial model work. This work is essential for future service planning and administration of the operating agreements with our transit partners.
- Completion of the operations and maintenance financial model: This is a component of the financial model that determines the service hour rate.
- Service implementation planning support: Continue providing on-site support for the service planning efforts such as: evaluating alternative operating scenarios, calculating operating statistics, and conducting transportation planning analysis.

DISCUSSION OF PROPOSED ACTION

Manuel Padron and Associates was originally awarded a contract through a competitive procurement process to perform as the principal architect of the interim financial model used in the 1999 ST Express Service Implementation Plan. They played a lead role in establishing the methodology used by Sound Transit to negotiate the rates for the five-year operating agreements between Sound Transit and our partner agencies: Pierce Transit, King County Metro, and Community Transit. The original contract expired in September 1999 precluding the ability to procure this work through an amendment to the contract.

This sole source is necessary for the completion of the financial model refinements, the final documentation, and the delivery of the staff training. The financial model's complexity is based on subarea equity, multi-operator environment, historical reporting to Sound Move baselines, and integration of both capital expenditures and operating costs through 2006. The model refinements are an outgrowth of previous work done to create the Service Implementation Plan.

Manual Padron and Associates is uniquely qualified to complete all components of this work because of their experience in developing the baseline for the current interim model, their ongoing involvement in rate negotiations with the three transit operating providers for Regional Express bus service, and their involvement in the development of the 1999 and 2000 Service Implementation Plans. The continued use of Manuel Padron and Associates is key to ensuring a consistent methodology in the completion of the financial model.

BUDGET

The 2000 ST Express transit operations budget, adopted September 28, 1999, is \$28.8 million (YOES), \$700,000 of which is for transit planning and miscellaneous services. Expenditures through April 2000 for these services are \$55,745. While expenditures will ramp up in preparation for the September service changes, there is sufficient budget authority to cover this proposed sole source contract with Manual Padron and Associates.

Total FY2000 Transit Operations Budget	Budget for Transit Planning and Misc. Services	Expenditures to Date (B)	Total Amount Requested (C)	Surplus
\$28,788,877	\$697,212	\$55,745	\$120,000	\$521,468

ALTERNATIVES

Other options are to establish a request for proposals or hire a contract employee to complete the work. Staff is not recommending either of these alternatives because of the additional costs associated with familiarizing another consultant or contract employee with the already established decisions, policies, and methodologies developed for the financial plan to date.

CONSEQUENCES OF DELAY

The work on the financial model refinements, documentation, and training must be completed in time for the planning process for the 2001 Service Implementation Plan. There will be some planning work started in the third quarter, but staff can continue to use the interim financial model. The work component refining the interim model, finalizing the documentation, and training the staff must be completed no later than February 2001. If the work is not completed, there is a potential for delaying the service implementation planning process.

LEGAL REVIEW

MBL 6/26/2000

SOUND TRANSIT

MOTION NO. M2000-58

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizes the Executive Director to execute the sole source contract with Manuel Padron and Associates for the refinements and completion of the financial, operations, and maintenance models, as well as provide transportation planning assistance for the ST Express service planning work in an amount of \$110,000, with a contingency of \$10,000, for a total authorized amount not to exceed \$120,000.

Background:

Manuel Padron and Associates was awarded a contract to perform as the principal architect of the financial model used to create the 1999 ST Express Service Implementation Plan. Further, Manuel Padron and Associates performed in a lead role in establishing the initial methodology used by Sound Transit to negotiate the rates for the Service Agreements between Sound Transit and the partnering agencies: Pierce Transit, King County Metro, and Community Transit.

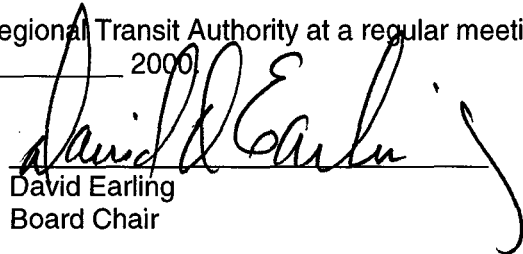
The key tasks for the proposed sole source contract are:

1. Refinements and completion of the financial model to reflect changes in the service plan, to increase its utility, and to train Sound Transit staff for future usage.
2. Completion of the operations and maintenance financial model that is essential for the service planning and administration of the ST Express Bus Operating Agreements with partner agencies.
3. Service implementation planning support including continuous development of the service design by evaluating alternative operating scenarios, calculating operating statistics, and conducting transportation planning analysis.

Motion:

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the Executive Director execute the sole source contract with Manuel Padron and Associates for the refinements and completion of the financial, operations, and maintenance models, as well as provide transportation planning assistance for the ST Express service planning work in an amount of \$110,000, with a contingency of \$10,000, for a total authorized amount not to exceed \$120,000.

Approved by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof on the 13th day of July 2000.


David Earling
Board Chair

ATTEST:


Marcia Walker
Board Administrator