

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2001-129

Contract Extension for Prospect Delta

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	12/6/01	Discussion/Possible Action	Paul Matsuoka, Director of Policy and Planning	206-398-5070

OBJECTIVE OF ACTION

- To provide independent staff support for the Citizen Oversight Panel (COP).

ACTION

- Approve the fourth and final contract extension with Prospect Delta in the amount of \$71,000 for a new total authorized contract amount not to exceed \$271,000, expiring on 12/31/02.

KEY FEATURES

Highlights of Action:

- Extends the current contract to 12/31/02, the fourth and final extension permitted by the existing contract.
- Adds \$71,000 to the contract, for a total of \$271,000.

BUDGET

Column A	Column B	Column C	Column D	Column E	Column F
Total Contract Amount (A)	Obligated to Date (B)	(Shortfall) or Surplus (A-B)	Total Amount Requested (D)	Budget Available (E)	(Shortfall) or Surplus (E-[C+D])
\$200,000	\$185,432	\$14,566	\$71,000	\$100,000	\$14,432

FINANCIAL IMPACTS

Impact on Current Year Budget: Funds have been budgeted in the 2002 budget to cover this contract extension.

Impact on Sound Move Budget: This action has no impact on the Sound Move budget.

Impact on Cost-to-Complete: This action has no impact on cost-to-complete.

Impact on Subarea(s) Budget(s): This action has no impact on subarea budgets.

HISTORY OF PROJECT

Prior Board or Committee Actions and Relevant Board Policies

Motion or Resolution Number	Summary of Action	Date of Action
Resolution 73	Adoption of Sound Move Plan	5/31/96

One of the commitments in Sound Move was the creation of the COP to provide on-going oversight of the activities of the Sound Transit Board and staff, and to regularly report to the public about whether Sound Transit was delivering on the promises made to the voters. The COP was first established in 1997 and needed independent staff assistance to support its activities. On behalf of COP, Sound Transit staff issued an RFP and received proposals from several firms. The COP interviewed those respondents and selected Prospect Delta as the preferred consultant.

Sound Transit negotiated a contract term of one year, expiring on 12/31/98 with four one-year extensions permitted, if the work met the expectations of COP. The initial contract amount was for \$50,000. Because this contract was included in the current year budget and was of small monetary value, the Board's procurement policies allowed for the contract to be signed without requiring Finance Committee approvals.

This initial contract has been extended three times, in one-year increments, with the current term ending 12/31/01. Each extension has also added approximately \$50,000 in budget, for a total four-year cost of \$200,000. Since the total contract amount has been less than \$200,000 and the cost of the contract has always been included in the Sound Transit budget, it has not required Finance Committee approval. Each contract extension has had the endorsement of the COP, who continue to be satisfied by Prospect Delta's work performance.

Approval of the motion would extend the contract for the fourth and final time in the amount of \$71,000, term to expire 12/31/02. Because the total now exceeds \$200,000, the contract extension is being brought to the Finance Committee for approval.

CONSEQUENCES OF DELAY

- The COP will be without independent support as of 1/1/02.

REGIONAL PARTNERSHIP AND COOPERATION

- The COP is a 15-member panel representing all subareas of the Sound Transit district.

PUBLIC INVOLVEMENT

- There has been no public involvement in the procurement of this contract. However, a major work activity performed by the consultant is to assist and support the COP in its regular, on-going outreach to the public and stakeholders.

LEGAL REVIEW

JW 11-13-01

SOUND TRANSIT

MOTION NO. M2001-129

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute the fourth and final contract extension with Prospect Delta to provide independent support for the Citizen Oversight Panel.

Background:

One of the commitments in Sound Move was the creation of a Citizen Oversight Panel (COP) to provide on-going oversight of the activities of the Sound Transit Board and staff and to regularly report to the public about whether Sound Transit was delivering on the promises made to the voters. The COP was first established in 1997 and needed independent staff assistance to support its activities. On behalf of the COP, Sound Transit issued a request for proposal and received proposals from several firms. The COP interviewed those respondents and selected Prospect Delta as the preferred consultant.

Sound Transit negotiated a contract term of one year, expiring on 12/31/98, with four, one-year extensions permitted if the work met the expectations of COP. The initial contract amount was for \$50,000.

Because the contract was included in the current year budget and was of small monetary value, the Board's procurement policies allowed for the contract to be signed without requiring Finance Committee approvals. The initial contract has been extended three times in one-year increments with the current term ending 12/31/01. Each extension has also added approximately \$50,000 in budget, for a total four-year cost of \$200,000. Since the total contract amount has been less than \$200,000, the initial contract and previous extensions were approved by the Executive Director. Each contract extension has had the endorsement of the COP, who continue to be satisfied by Prospect Delta's work performance.

Finance Committee approval of this motion will extend the contract for the fourth and final time, term to expire 12/31/02, and add \$71,000 to the contract.


Motion:

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director is authorized to execute the fourth and final contract extension with Prospect Delta in the amount of \$71,000 for a new total authorized contract amount not to exceed \$271,000, expiring on 12/31/02.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on the 6th day of December, 2001.


Rob McKenna
Finance Committee Vice Chair

ATTEST:



Marcia Walker
Board Administrator