

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2003-35

**Authorize a Contract with Shannon & Wilson, Inc. to Provide Environmental Site
Assessment Services**

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	3/20/03	Discussion/Possible Action	Joann H. Francis, Chief Administrative Officer John McLean, Sr. Real Estate Representative Don Vogt, Sr. Real Estate Representative	(206) 689-4934 (206) 689-4916 (206) 689-3396

Contract/Agreement Type:	✓	Requested Action:	✓
Competitive Procurement	✓	Execute New Contract/Agreement	✓
Sole Source		Amend Existing Contract/Agreement	
Memorandum of Agreement		Contingency Funds Required	
Purchase/Sale Agreement		Budget Amendment Required	

✓ Applicable to proposed transaction.

OBJECTIVE OF ACTION

- To have an on-call environmental site assessment services provider under contract to acquire needed property rights for the capital projects of Regional Express and Commuter Rail.

ACTION

- Authorize the Executive Director to execute a contract with Shannon & Wilson, Inc. (Shannon & Wilson) to provide on-call environmental site assessment services for all uncompleted Sounder and Regional Express projects for an amount not to exceed \$2,000,000.

KEY FEATURES

- Defines a scope of work for all Regional Express projects and all Sounder projects for which environmental site assessment has not begun.
- Responds to the required termination of the Arthur Andersen contract by initiating a contract to continue providing environmental services in ongoing real property acquisition.

BUDGET IMPACT SUMMARY

Project Description: All Regional Express and Commuter Rail Projects

Current Status: Services are being performed by URS Corporation under a sole source contract executed in September 2002

Projected Completion Date: February 2006

Action Outside of Adopted Budget:	Y/N	Y	Requires Comment
This Line of Business	N		
This Project	N		
This Phase	N		
This Task	N		
Budget amendment required	N		
Key Financial Indicators:	Y/N	Y	Requires Comment
Contingency funds required	N		
Subarea impacts	N		
Funding required from other parties other than what is already assumed in financial plan	N		

N = Action is assumed in current Board-adopted budget. Requires no budget action or adjustment to financial plan

BUDGET DISCUSSION

Funding for this contract is included within the right of way (ROW) acquisition phase for Sounder and Regional Express, as shown in the budget table below. The environmental assessment work will be performed for and charged to specific projects.

REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS

The proposed action is consistent with the current Board-adopted budget and is affordable within Sound Transit's current long-term financial plan and the subarea financial capacity.

SUMMARY FOR BOARD ACTION (dollars in thousands)

Action Item: Contract with Shannon & Wilson for Environmental Site Assessment Services for all Regional Express and Sounder Projects

(1) Total ROW Acquisition / Permits Budget	Current Board		This Action	Total	
	Adopted Budget (A)	Obligations (B)		Committed & Action (D)	Uncommitted (Shortfall) (E)
Regional Express	75,572	33,698	1,000	34,698	40,874
Sounder	63,929	37,653	1,000	38,653	25,276
Total	139,501	71,351	2,000	73,351	66,150

Contract Budget	Current		Proposed Action (H)	Proposed Total Contract Value (I)
	Approved Contract Value (F)	Obligations (G)		
Environmental Assessment	N/A	N/A	2,000	2,000
Contingency	N/A	N/A	-	-
Total	N/A	N/A	2,000	2,000
Percent Contingency	N/A	N/A	N/A	N/A

Budget Shortfall	\$ (J)	Potential Revenues (K)	Funding Source (L)
N/A	N/A	N/A	N/A

Notes:

(1) Budget amounts shown are the total right of way (ROW) acquisition budgets (2003 adopted) for all Regional Express and Sounder projects. The ROW budgets do not include specific line items for environmental assessment work. All figures are shown in thousands.

M/W/DBE – SMALL BUSINESS PARTICIPATION

Shannon & Wilson will serve as the prime contractor. Shannon & Wilson has committed to a M/W/DBE and Small Business participation goal of 20%.

The sub-consultants listed on this contract are:

<u>Sub-Consultant</u>	<u>Business Status</u> (M/W/DBE or Small Business)	<u>Type of Work</u>
Apollo Geophysics	WBE	Geophysical Surveys
EHSI	MBE	HBMS Lead
NVL	MBE/DBE	Asbestos Laboratory
Herrera	MBE/DBE	Phase I & II ESA's
OnSite	MBE/DBE	Chemistry Laboratory
WECl	WBE/DBE	Phase I & II ESA's

EEO Commitment

The project team for this contract consists of 42% women and 12% minorities.

Shannon & Wilson workforce in Seattle is comprised of 39% women and 8% minorities.

HISTORY OF PROJECT

In early 2000, Arthur Andersen was selected through a competitive procurement to provide real estate acquisition services, including appraisal, acquisition and relocation, and environmental site assessment services for Regional Express and Commuter Rail. The Finance Committee approved Motion No. M2000-29 on March 16, 2000, authorizing the contract. The contract was for a term of two years, with annual options to renew. Recently, the Seattle office of Arthur Andersen was closed, and a request was made to assign the contract to an entity that was employing the Arthur Andersen personnel who had provided service under the contract. Federal Transportation Administration guidance urged that this contract be terminated, which was done on July 12, 2002. After a competitive procurement process, the Board approved a new contract with Pharos Corporation, a former subcontractor under the Arthur Andersen contract. Pharos will provide the appraisal and other acquisition and relocation services. With the approval of this contract for environmental site assessment services, Sound Transit will have fully replaced the Arthur Anderson contract.

Under the Arthur Andersen contract, URS Corporation was the subcontractor responsible for carrying out the environmental site assessment work required by the two lines of business. When the Arthur Andersen contract was terminated, URS had been actively involved in several environmental site assessment projects for both Regional Express and Sounder. To continue this work without interruption, a purchase order was issued for an amount not to exceed \$100,000. The purchase order was followed with the Board's approval of a \$300,000 sole source contract with URS. At the same time, Sound Transit returned to the market with a new RFP for environmental site assessment services. This was a fully competitive solicitation, involving proposals submitted by approximately twenty separate consulting firms. Guided by a weighted evaluation form prepared by Sound Transit's Contracts Division, the RFP committee selected Shannon & Wilson's proposal. To continue the agency's environmental site assessment efforts, the Finance Committee is asked to approve the proposed new contract. This contract will provide that the contractor be directed on a work order basis that defines the authorized work and maximum dollar expenditure for each acquisition task.

Prior Board or Committee Actions and Relevant Board Policies

Motion or Resolution Number	Summary of Action	Date of Action
Motion No. M2003-15	Authorize the Executive Director to execute a three-year contract with Pharos Corporation to provide appraisal, acquisition and relocation services for the Sounder Commuter Rail and Regional Express projects yet to be completed under Sound Move, for a total amount not to exceed \$6,165,885, with two one-year options to extend the term of the contract.	2/13/03
Motion No. M2002-105	Finance Committee approved sole source contract with Bruce Allen & Associates to provide Appraisal Services in the interim while this contract is in the procurement process.	9/12/02

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Motion No. M2002-103	Finance Committee approved sole source contract with URS Corporation to provide Acquisition/Relocation/ Services in the interim while this contract is in the procurement process.	9/12/02
Motion No. M2000-29	Finance Committee approved Arthur Andersen Acquisition/Relocation Property Management Services Contract.	3/16/00

CONSEQUENCES OF DELAY

Currently, environmental site assessment is proceeding where needed under the sole source contract with URS reported above. That contract is fully committed and no more work may be performed under it. If the present contract were approved, a number of small projects could begin in March. However, a minor delay in approving the contract presents no major consequences.

REGIONAL PARTNERSHIP AND COOPERATION

N.A.

PUBLIC INVOLVEMENT

N.A.

LEGAL REVIEW

MB 3/12/03

SOUND TRANSIT

MOTION NO. M2003-35

A Motion of the Finance Committee authorizing the Executive Director to execute a contract with Shannon & Wilson, Inc. to provide on-call environmental site assessment services for all uncompleted Sounder and Regional Express projects in an amount not to exceed \$2,000,000.

Background:

In early 2000, Arthur Andersen was selected through a competitive procurement to provide real estate acquisition services, including appraisal, acquisition and relocation, and environmental site assessment services for Regional Express and Commuter Rail. The Finance Committee approved Motion No. M2000-29 on March 16, 2000, authorizing the contract. The contract was for a term of two years, with annual options to renew. Recently, the Seattle office of Arthur Andersen was closed, and a request was made to assign the contract to an entity that was employing the Arthur Andersen personnel who had provided service under the contract. Federal Transportation Administration guidance urged that this contract be terminated, which was done on July 12, 2002. After a competitive procurement process, the Board approved a new contract with Pharos Corporation, a former subcontractor under the Arthur Andersen contract. Pharos will provide the appraisal and other acquisition and relocation services. With the approval of this contract for environmental site assessment services, Sound Transit will have fully replaced the Arthur Anderson contract.

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Motion:

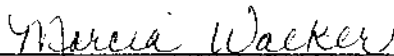
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director be authorize to execute a contract with Shannon & Wilson, Inc. to provide on-call environmental site assessment services for all uncompleted Sounder and Regional Express projects in an amount not to exceed \$2,000,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority
at a regular meeting thereof held on March 20, 2003.



Kevin Phelps
Finance Chair

ATTEST:



Marcia Walker
Board Administrator