

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2004-67

Contract Award for Developing a Regional Special Needs Transportation Coordination Plan

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	7/15/04	Discussion/ Possible Action	Marty Minkoff, Director, Transportation Services Michael Miller, Project Coordinator, Mobility Initiative Program	(206) 398-5111 (206) 689-4927

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

✓ *Applicable to proposed transaction.*

ACTION

Authorize the Chief Executive Officer to execute a contract with FLT Consulting, Inc. to provide consulting services to develop a Regional Special Needs Transportation Coordination Plan for a total authorized contract amount not to exceed \$528,786.

KEY FEATURES

- Contractor will develop a Regional Special Needs Transportation Coordination Plan (RSNTCP) as it pertains to improving connections among existing transportation services provided by government agencies, human services, non-profit service agencies, for profit service agencies, faith based organizations, schools, public transit providers and paratransit providers. The RSNTCP shall be financially neutral for participating agencies while seeking efficiencies in current service provisions.
- Contractor will work with Sound Transit to develop Regional Special Needs Transportation Coordination Plan through 2010. It will include potential options with cost and value added to achieve the objective of expanding existing coordination demonstration projects regionally, possible funding sources for regional projects, county coalition/workgroups or current coalition projects; recommendations for additional regional demonstration projects.
- Contractor will use Sound Transit's goals and objectives to recommend a regional coalition organizational structure, decision-making process, operational guidelines, implementation plan and communication plan including written agreements defining participant roles and responsibilities, short and long-term goals for regional coordination as they pertain to the objective above.
- Contractor will recommend Performance Standards for Regional Coordination Demonstrations Projects and Reporting System with annual reports in coordination with the transit partners and oversight groups

BUDGET IMPACT SUMMARY

There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

BUDGET DISCUSSION

The Mobility Initiative Program (MIP) budget (part of the Regional Express Transit Operations budget) contains sufficient funds for this effort. The MIP programs a total of \$529,000 for the Regional Special Needs Transportation Plan to be spent over the three-year period from 2004 to 2006. The 2004 portion is \$116,333. The remaining budget will be allocated in the 2005 and 2006 operating budgets for the Transportation Services Department. To date, no funds have been committed to the program. Committing these funds does not impact any other project elements that are to be funded out of the overall program.

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. Include discussion on partner funding, other revenues, grant information, subarea affordability issues and subarea budgets.

BUDGET TABLE

The Regional Special Needs Transportation Plan is included in the Regional Express Transit Operations budget in the Adopted 2004 Budget. The impact of this action on the MIP program is as follows:

Summary for Board Discussion (Year of Expenditure \$000)

Action Item: Approve contract with FLT Consulting, Inc. for Regional Special Needs Transportation Plan

	Adopted 2004 Budget (1) (A)	Future Budgets (1) (B)	Committed To Date (C)	This Action (D)	Committed & Action (E)	Uncommitted (Shortfall) (F)
Regional Special Needs Transportation Plan	\$ 116	\$ 413	\$ -	\$ 529	\$ 529	\$ 0
Other MIP Services	744	7,611 7,257	-	-	-	-
Total Current & Projected Budget	\$ 860	\$ 8,024 7,670	\$ -	\$ 529	\$ 529	\$ 0

Contract Budget	Approved (F)	Spent to Date (G)	Action (H)	Contract Value (I)
Regional Special Needs Transportation Plan	\$ -	\$ -	\$ 529	\$ 529
ST Contingency	-	0	-	-
Total	\$ -	\$ -	\$ 529	\$ 529
Percent Contingency	0.0%		0.0%	0.0%

Notes

(1) - The Adopted 2004 Budget for Regional Express transit operations included the 2004 portion of a three-year total of \$529,000 for the Regional Special Needs Transportation Plan, \$116,333 for the 2004 transit operations. The remaining budget is to be allocated in the 2005 and 2006 operating budgets. This item is programmed within the Mobility Initiative Program funds.

M/W/DBE – SMALL BUSINESS PARTICIPATION

FLT Consulting, Inc. is the prime consultant. It is a WBE and will perform 28% of the work for the contract. FLT Consulting, Inc. has committed to an 88% Small Business goal, with 28% M/W/DBE participation

Utilization Breakdown Table

Subconsultant	Business Type	% of Work	Dollar Value
Jeanne Ward	Small Business	9%	\$ 46,040
Debra Mendoza	Small Business	4%	\$ 20,405
tmarksdesign	Small Business	13%	\$ 68,700
Luna Works	Small Business	34%	\$ 178,670
Total		60%	\$ 313,815.00

EEO Commitment

FLT Consulting, Inc. workforce demographics are 100% women.

Apprentice Utilization Commitment

HISTORY OF PROJECT

Prior Board or Committee Actions and Relevant Board Policies

Motion or Resolution Number	Summary of Action	Date of Action
R2001-04	Resolution of the of the Central Puget Sound Regional Transit Authority adopting and authorizing the Executive Director of Sound Transit to implement the ST Express 2001 Service Implementation Plan.	5/10/01

In 1999, when Sound Transit staff and the FTA determined that ST Express does not have a complimentary paratransit obligation Sound Transit established the Regional Mobility Fund. As part of this fund, \$6.5 million dollars (1999 dollars) was set aside to fund the Mobility Initiative Program.

Sound Transit's Regional Accessibility Plan was created to increase mobility and accessibility for all transit users. Within the Regional Accessibility Plan is the Mobility Initiative Program (MIP), which includes the Infrared Wayfinding Demonstration Project. The MIP was funded by the Sound Transit Board on May 10, 2001 as part of the 2001 Regional Express Service Implementation Plan. The MIP was established with four broad areas into which projects would be divided. Those are: Communications and Information, Accessibility Training, Facility/Equipment Improvements and Accessible Services Research.

The MIP funds research and programs benefit persons with disabilities by striving to improve mobility and accessibility throughout the region. Since 2001, Sound Transit has been actively implementing programs developed for the Sound Transit Regional Accessibility Plan each year.

CONSEQUENCES OF DELAY

None.

PUBLIC INVOLVEMENT

In October 2000, Sound Transit conducted an accessibility workshop involving members of the Sound Transit's Citizens' Accessibility Advisory Committee, the Transit Integration Group Accessibility Committee, the Lighthouse for the Blind, and the Washington Council on Coordinated Transportation. Needs identified resulted in a list of overarching programs and action items.

The recommended action steps identified in the workshops conducted by Sound Transit were circulated to Community Transit, Everett Transit, King County Metro and Pierce Transit as part of the 2001 (SIP) review, including public hearings that followed the transit partners' review.

Sound Transit is an active participant in the Pierce County Coordinated Transportation Coalition (PCCTC), the Snohomish County Special Needs Transportation Coalition (SNOTRAC), and participates in the King County Key Partners in Transportation.

The scope of work for this contract was developed in conjunction with Sound Transit's transit partners and the Puget Sound Regional Council.

LEGAL REVIEW

JW 6/29/04

SOUND TRANSIT

MOTION NO. M2004-67

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute an agreement with FLT Consulting, Inc. to provide consulting services to develop a Regional Special Needs Transportation Coordination Plan for a total authorized contract amount not to exceed \$528,786.

Background:

In 1999, when it was determined that ST Express does not have a complimentary paratransit obligation Sound Transit established the Regional Mobility Fund. As part of this fund, \$6.5 million dollars (1999 dollars) was set aside to fund the Mobility Initiative Program.

Sound Transit's Regional Accessibility Plan was created to increase mobility and accessibility for all transit users. Within the Regional Accessibility Plan is the Mobility Initiative Program (MIP) which includes the Infrared Wayfinding Demonstration Project. The MIP was funded by the Sound Transit Board on May 10, 2001 as part of the 2001 Regional Express Service Implementation Plan. The MIP was established with four broad areas into which projects would be divided. Those are: Communications and Information, Accessibility Training, Facility/Equipment Improvements, and Accessible Services Research.

Motion:

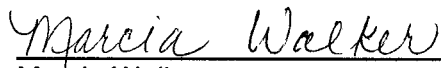
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that Chief Executive Officer is authorized to execute a contract with FLT Consulting, Inc. to provide consulting services to develop a Regional Special Needs Transportation Coordination Plan for a total authorized contract amount not to exceed \$528,786.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 15, 2004.



Kevin R. Phelps
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator