

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2004-95

**Contract Amendment for Management
Services and Technical Support**

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	9/16/04	Discussion/Possible Action to Recommend Board	Vernon Stoner, Deputy Chief Executive Officer	(206) 398-5451
Board	9/23/04	Approval Action		

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

Authorizes the Chief Executive Officer to execute a contract amendment with KJM & Associates, Inc./JTS Management Services Joint Venture in the amount of \$3,371,272, to provide management services and technical expertise for agency-wide project control and integrated systems support, for a new total authorized contract amount not to exceed \$5,517,420.

KEY FEATURES

- Provides management services in the area of agency-wide project control and integrated systems support, project and program progress reporting and records management/document control support.
- Provides support services for agency-wide project control initiatives and specific technical expertise for lines of business in meeting project control functions such as scheduling and cost specialists.
- The nature of the management services and agency-wide project support includes, but is not limited to, technical writing and editing for the creation of new procedural documents and to support regular and periodic updates to existing procedural and systems documentation; production and distribution of the agency's monthly progress report; and management of document life-cycles through records retention/document control systems, and support of project control systems integration to the OneWorld financial software.
- The initial contract term was one year with eight six-month options to extend. If all options are exercised, the contract period will be for five years, from April 1, 2003 to March 31, 2008. The first six-month option has already been exercised. This action would authorize the exercise of three more six month options for an additional contract period of eighteen months.

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

This action would authorize execution of a contract amendment with KJM & Associates, Inc./JTS Management Services Joint Venture to provide agency-wide project control and integrated systems support in the amount of \$3,371,272, for a new total authorized contract amount not to exceed \$5,517,420.

Activities under this contract include support for corporate as well as project staff. The cost of support for corporate staff will be charged on a pro-rated basis to the Link light rail and to the Capital Projects, Sounder and Regional Express programs. Support for project staff will be charged to the requesting program. Budget for this activity is included within each capital program.

REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS

The proposed action is consistent with the current board adopted budget, and is affordable within the agency's current long-term financial plan and subarea financial capacity. The action will have no new revenue impact on Sound Transit.

BUDGET TABLE

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

Action Item: Contract with KJM & Associates, Inc./JTS Management Services Joint Venture

	(A)	(B)	(C)	(D)
	Current Approved			Proposed Total
Contract Budget	Contract Value	Spent to Date	Proposed Action	Contract Value
1 KJM/JTS	2,146,148	-	3,064,792	5,210,940
2 Contingency	0	-	306,479	306,479
3 Total	2,146,148	1,846,725	3,371,272	5,517,420
4 Percent Contingency	0%	1,846,725	10%	6%

Contract to be Charged to:

	2004 Staff Budget	Future Staff Budgets	Direct Charges to Projects	Total
5 N/A	-	-	3,371,272	3,371,272

	Adopted Capital Budget for Item	Spent to Date	This Action	Suplus (Shortfall)
6 Sounder Commuter Rail	1,480,653	395,017	1,085,636	-
7 Regional Express	1,540,756	455,120	1,085,636	-
8 Link Light Rail	2,196,588	996,588	1,200,000	-
9 Total Direct Charge Budgets	5,217,997	1,846,725	3,371,272	-

Budget Shortfall

	Level	\$	Revenues	Funding Source
10	NA	-	-	NA

M/W/DBE – SMALL BUSINESS PARTICIPATION

KJM/JTS is a joint venture. KJM, a woman-owned business and recent graduate of the M/W/DBE program, will receive 80% of the contract dollar amount. JTS, an M/W/DBE certified firm, will receive 20% of the contract dollar amount.

EEO Commitment

KJM/JTS joint venture demographics are 43% women and 18% minorities.

HISTORY OF PROJECT

Prior Board or Committee Actions and Relevant Board Policies

Motion or Resolution Number	Summary of Action	Date of Action
M2004-25	Executed a contract amendment with KJM/JTS for a six-month contract extension with KJM/JTS to provide support services for agency-wide project control activities in the amount of \$545,687 for a new total authorized contract amount of \$2,012,776	3/18/04
M2003-36	Executed a contract with KJM/JTS to provide project control support services for all administrative departments and lines of business for the first contract year with up to eight, 6-month long extensions for a new total authorized contract amount not to exceed \$1,467,089	3/20/03

KJM/JTS participated in a competitive procurement and was awarded this management support services contract in March 2003. KJM/JTS has provided support services to Sound Transit similar to those requested in this contract extension. The present KJM/JTS contract expires on September 30, 2004; however, the option to extend the scope and period of performance may be exercised.

CONSEQUENCES OF DELAY

Delaying approval of this motion will result in a lapse in the delivery of agency-wide project control support.

LEGAL REVIEW

JW 9/07/04

SOUND TRANSIT

MOTION NO. M2004-95

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a contract amendment with KJM & Associates, Inc. /JTS Management Services Joint Venture in the amount of \$3,371,272, to provide management services and technical expertise for agency-wide project control and integrated systems support, for a new total authorized contract amount not to exceed \$5,517,420.

Background:

KJM/JTS participated in a competitive procurement and was awarded this management support services contract in March 2003. KJM/JTS has provided support services to Sound Transit similar to those requested in this contract extension. The present KJM/JTS contract expires on September 30, 2004; however, the option to extend the scope and period of performance may be exercised.

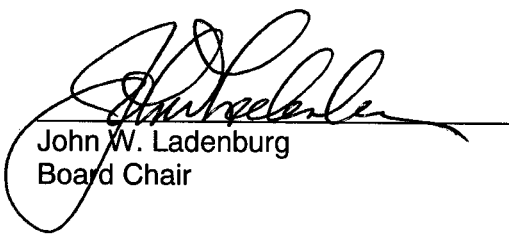
Motion:

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the Chief Executive Officer is authorized to execute a contract amendment with KJM & Associates, Inc. /JTS Management Services Joint Venture in the amount of \$3,371,272, to provide management services and technical expertise for agency-wide project control and integrated systems support, for a new total authorized contract amount not to exceed \$5,517,420.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on September 23, 2004.

ATTEST:


Matt Stoutenburg
Board Coordinator


John W. Ladenburg
Board Chair