

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2006-24**

**Contract Amendment for Management Services Consulting Contract**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	3/16/06	Discussion/Possible Action to Recommend Board Approval	Phil O'Dell, Director, Project Delivery Support Services	(206) 398-5013
Board	3/23/06	Discussion/Possible Action	<b>David Hawkins,</b> <b>Project Manager</b>	(206) 398-5466

<b>Contract/Agreement Type:</b>	✓	<b>Requested Action:</b>	✓
Competitive Procurement		Execute New Contract/Agreement	
Sole Source		Amend Existing Contract/Agreement	✓
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

**PROJECT NAME**

Management Services Consulting contract with KJM/JTS, A Joint Venture

**PROPOSED ACTION**

Authorizes the Chief Executive Officer to execute a contract amendment with KJM/JTS (a joint venture), to exercise the remaining contract options for 24 months to provide agency-wide project control and support services in the amount of \$2,898,173, for a new total authorized contract amount not to exceed \$8,282,221.

**KEY FEATURES of PROPOSED ACTION**

- Provides management services in the area of agency-wide project control, cost estimating, scheduling, program progress reporting, and records management/document control support.
- 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; support of regular and periodic updates to existing procedural and systems documentation; production and distribution of the agency's monthly progress report; and support of systems initiatives.
- This contract is structured to meet the changing needs of Sound Transit, and emphasizes as-needed, short-term consulting assignments to provide the expertise to deliver project solutions, peak-period assistance, and temporarily filling in for absent staff. The contract emphasizes task specific assignments and deliverables.
- 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 four six-month options have already been exercised. This action would

authorize the exercise of the remaining four six-month options for an additional contract period of twenty-four 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 and FINANCIAL PLAN DISCUSSION**

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

The budget for this item is included in the agency administration budget of the applicable Link Light rail projects and the Project Delivery Support Services staff budget.

**BUDGET TABLE**

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

Action Item: Contract with KJM for Management Services

	(A) Current Approved Contract Value	(B) Spent to Date As of 2/9/06	(C) Proposed Action	(D) Proposed Total Contract Value
<b>Contract Budget</b>				
KJM - Mgmt Services	5,383	4,157	2,898	8,282
Contingency		-		-
<b>Total</b>	<b>5,383</b>	<b>4,157</b>	<b>2,898</b>	<b>8,282</b>
Percent Contingency	0%	0%	0%	0%

Contract to be Charged to:

	2006 Staff Budget	Future Staff Budgets	Direct Charges to Projects	Total
PDSS Consulting Services Budget	590	939	1,369	2,898

Direct Charge Budget	2006 Lifetime Capital Budget for Phase	Spent to Date	This Action	Budget Suplus (Shortfall)
Link Light Rail Agency Administration	244,442	120,029	1,369	123,044
<b>Total Account</b>	<b>244,442</b>	<b>120,029</b>	<b>1,369</b>	<b>123,044</b>

**Notes**

The lifetime budget for the agency administration phase of Link is on page 76 of the 2006 Adopted Budget Book. The Project Delivery Support Services budget is on page 200.

## **M/W/DBE – SMALL BUSINESS PARTICIPATION**

### **Prime Consultant/Contractor**

KJM/JTS is a joint venture and will perform 100% of this contract. Of the joint venture partners KJM & Associates is a Women Business Enterprise (WBE), and will receive 80% of the contract dollar amount. JTS Manage Services is a Minority Woman Business Enterprise and a Disadvantaged Business Enterprise (MWBE/DBE), and will receive 20% of the contract dollar amount. This contract amendment will have 100% M/W/DBE and Small Business participation.

### **Utilization Breakdown Table**

<b>Joint Venture Partners</b>	<b>Business Type</b>	<b>% of Work</b>	<b>Dollar Value</b>
KJM & Associates	WBE	80%	\$2,318,538
JTS Manage Services	MWBE/DBE	20%	\$579,635
<b>Total</b>		<b>100%</b>	<b>\$2,898,173</b>

### **EEO Commitment**

KJM/JTS, A Joint Venture demographics are 43% women and 18% minorities.

## **PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION**

KJM/JTS participated in a competitive procurement in March of 2003 and was awarded this management support services contract. KJM/JTS has supported Sound Transit for the past 2 years, providing agency project control and support services, and assisted in filling gaps in lines of business when workload fluctuated or permanent staff was not available to perform necessary functions. The present KJM/JTS contract expires on March 31, 2006; however, the option to extend the scope and period of performance may be exercised.

### **Prior Board/Committee Actions on this Project and Relevant Board Policies**

<b>Motion or Resolution Number</b>	<b>Summary of Action</b>	<b>Date of Action</b>
M2004-95	Authorizes the Chief Executive Officer to execute a contract amendment with KJM/JTS, A 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.	9/23/04
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

**CONSEQUENCES of DELAY**

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

**ENVIRONMENTAL COMPLIANCE**

Not applicable to this action.

**LEGAL REVIEW**

JW 3/8/06

## **SOUND TRANSIT**

### **MOTION NO. M2006-24**

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/JTS (a joint venture), to exercise the remaining contract options for 24 months to provide agency-wide project control and support services in the amount of \$2,898,173, for a new total authorized contract amount not to exceed \$8,282,221.

#### **Background:**

KJM/JTS participated in a competitive procurement in March of 2003 and was awarded this management support services contract.

- This contract is structured to meet the changing needs of Sound Transit, and emphasizes as-needed short-term consulting assignments to provide the expertise to deliver project solutions, peak-period assistance, and temporarily filling in for absent staff. The contract emphasizes task specific assignments and deliverables.
- 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; support of regular and periodic updates to existing procedural and systems documentation; production and distribution of the agency's monthly progress report; and support of systems initiatives.
- Provides management services in the area of agency-wide project control, cost estimating, scheduling, program progress reporting, and records management/document control support.
- The initial contract term was one year with eight six-month options to extend. This action would authorize the remaining four six-month options to be exercised. If all options are exercised, the contract term will be five years, from April 1, 2003 to March 31, 2008. The first four six-month options have already been 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/JTS (a joint venture), to exercise the remaining contract options for 24 months to provide agency-wide project control and support services in the amount of \$2,898,173, for a new total authorized contract amount not to exceed \$8,282,221.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on March 23, 2006.

Connie Marshall  
Connie Marshall  
Board Vice Chair

ATTEST:

Marcia Walker  
Marcia Walker  
Board Administrator