

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2008-107

Contract for Citizen Oversight Panel Project Manager

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	11/20/08	Discussion/Possible Action	Kathy Albert, Deputy Director Executive Administration	(206) 398-5456

Contract/Agreement Type:	<input checked="" type="checkbox"/>	Requested Action:	<input checked="" type="checkbox"/>
Competitive Procurement	<input checked="" type="checkbox"/>	Execute New Contract/Agreement	<input checked="" type="checkbox"/>
Sole Source	<input type="checkbox"/>	Amend Existing Contract/Agreement	<input type="checkbox"/>
Agreement with Other Jurisdiction(s)	<input type="checkbox"/>	Budget Amendment	<input type="checkbox"/>
Real Estate	<input type="checkbox"/>	Property Acquisition	<input type="checkbox"/>

PROJECT NAME

Project Manager, Citizen Oversight Panel

PROPOSED ACTION

Authorizes the chief executive officer to execute a three-year contract with two one-year options with Katherine Elias, dba Prospect: Delta to provide project management services for the Citizen Oversight Panel in the amount of \$336,000, contingent upon Board adoption of the 2009 budget.

KEY FEATURES of PROPOSED ACTION

- The purpose of this action is to seek authorization to execute a contract with Katherine Elias, dba Prospect: Delta to provide project management services for the Citizen Oversight Panel (COP).
- The COP project manager's duties include:
 - Coordination with COP members and Sound Transit staff
 - Assistance to the COP Chair in staffing and facilitating meetings
 - Development of agendas, work programs, and work processes
 - Scheduling of meetings and locations
 - Preparation of meeting summaries
 - Research, analysis, and development of issue identified by COP for meetings
 - Drafting and revising evaluation reports and other written materials
 - Development of communications materials, presentations for external audiences
- The contract provides for a three-year term with two additional one-year options to extend. The requested amount is enough to cover all five years of the contract.

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 would authorize the execution of a three-year contract with two one-year options at \$67,200 per year to provide project management services for the Citizen Oversight Panel by Katherine Elias, dba Prospect: Delta. For 2009, the Proposed 2009 Budget for the Office of Policy, Planning, and Public Affairs Department includes \$1,254,500 for consulting. This action would leave a remaining consulting

balance of \$1,187,300. Future years will be funded through the staff operating budget for that year in accordance with the terms of the contract.

This action is contingent upon the approval of Resolution No. R2008-14, which adopts the Proposed 2009 Budget with amendments. The table below reflects the Proposed 2009 Budget and the details of this contract.

BUDGET TABLE

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

Action Item: Office of Policy Planning and Public Affairs

	(A)	(B)	(C)	(D)
	Proposed 2009 Budget	Spent to date in 2009	Contract Expenditures 2009	Remaining 2009 Budget
1 Current Year Budget				
1 Consulting/Management Services	1,255	-	67	1,187
2 Other Services	455	-	-	455
3 Total Account Category	1,709	-	67	1,642

Budget Shortfall

	Level	Shortfall	Resources	Funding Source
4 N/A		-	-	N/A

	Prior Year(s) Spending	2009 Spending	Future Expenditures	Total
5 Contract Spending Plan				
5 Prospect Delta	-	67	269	336

	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
6 Contract Budget				
6 Prospect Delta	-	-	336	336
7 Contingency	-	-	-	-
8 Total	-	-	336	336
9 Percent Contingency	-	-	0%	0%

Notes:

1. Budget for this item is included in the Sound Transit OPPPA Staff Operating Budget on page 219 of the Proposed 2009 Budget book under Services in the Consultant/Management line.
2. This action is contingent upon the Board approving the Proposed 2009 Budget with Amendments.

SMALL BUSINESS PARTICIPATION

Prospect: Delta is a Small Business and there are no subcontracting opportunities in this contract.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

The Citizen Oversight Panel's (COP) mission as an independent body is to review and provide a "report card" and recommendations to the Sound Transit Board regarding the agency's progress toward fulfilling its commitments to the public.

Sound Transit contracts with a project manager to serve as an independent staff person to the COP. The project manager works in close coordination with the COP Chair and Vice Chair and with Sound Transit staff. Prospect: Delta was selected through a competitive bid to provide the following services:

- Coordination with COP members and Sound Transit staff
- Research, analysis, and development of issue identified by COP for meetings
- Drafting and revising reports, including but not limited to the mid-year and year-end reports
- Evaluation reports and other written materials, which have included letters regarding specific issues of concern to the COP

- Drafting and revising correspondence, talking points, and discussion drafts
- Development of agendas, work programs, and work processes
- Development of communications materials, presentations for external audiences
- Preparation of draft and final meeting summaries and follow through with meeting participants for edits
- Assistance to the COP Chair in staffing and facilitating meetings
- Attendance at and presentations to the Sound Transit Board, committees and public groups as needed
- Scheduling of meetings and locations
- Work closely with Sound Transit staff to arrange for speakers and presenters on COP identified issues and requests
- Other duties as assigned by the COP Chair

Analysis of Contracting Out vs. Performing In-House

The project manager is under contract with Sound Transit and serves as an independent staff person to the COP. Performing these project management services in-house could be perceived as going against the intent of having an independent body review the agency's performance.

PRIOR BOARD/COMMITTEE ACTIONS

None.

CONSEQUENCES of DELAY

The current contract for the COP project manager expires December 31, 2008. A delay in authorizing the execution of the contract beyond this date would leave the COP without an independent staff person.

PUBLIC INVOLVEMENT

Not applicable to this action.

ENVIRONMENTAL COMPLIANCE

SSK 11-10-08

LEGAL REVIEW

JW 11/10/08

SOUND TRANSIT

MOTION NO. M2008-107

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a three-year contract with two one-year options with Katherine Elias, dba Prospect: Delta to provide project management services for the Citizen Oversight Panel in the amount of \$336,000, contingent upon Board adoption of the 2009 budget.

Background:

The Citizen Oversight Panel's (COP) mission as an independent body is to review and provide a "report card" and recommendations to the Sound Transit Board regarding the agency's progress toward fulfilling its commitments to the public.

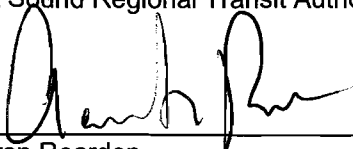
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Motion:


It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a three-year contract with two one-year options with Katherine Elias, dba Prospect: Delta to provide project management services for the Citizen Oversight Panel in the amount of \$336,000, contingent upon Board adoption of the 2009 budget.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on November 20, 2008.



Aaron Reardon
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator