

MOTION NO. M2013-86

Contract for Landscaping Services of Sound Transit Properties

| MEETING: | DATE: | TYPE OF ACTION: | STAFF CONTACT: | PHONE: |
|----------------------|-----------|-----------------|--|------------------------------|
| Operations Committee | 10/3/2013 | Final Action | Ahmad Fazel, , DECM Executive Director Nancy Bennett, Property Management Manager | 206-398-5389 206-398-5401 |

PROPOSED ACTION

Authorizes the chief executive officer to execute a one-year contract with four one-year options to extend with AtWork! to provide landscaping services for Sound Transit owned properties for a total authorized contract amount not to exceed \$913,185.

KEY FEATURES SUMMARY

- The proposed contract is for landscaping services for the properties maintained by Sound Transit that are not currently being used for construction or revenue service. The services are necessary to maintain a neat appearance, provide pest control, and improve property access and security.
- The scope of work includes regular scheduled mowing, pruning, trimming and trash pick-up, as well as unscheduled landscaping such as plant replacement, plant removal, and arborist services for properties.
- A limited notice to proceed has been issued in order for work to begin in September 2013 to ensure no lapse in service between the current contract and this new contract.
- The contract amount requested covers the one-year contract and four one-year options.
- Sound Transit has a separate contract for landscaping services for properties that are in revenue service.

BACKGROUND

Sound Transit manages and maintains approximately 200 properties for Sounder, Link, and Regional Express that are being held until construction begins, are not in revenue service, or are awaiting future action including over 22 miles of railroad right-of-way owned by Sound Transit.

The contract amount anticipates an increase in the number of properties being maintained over the next five years as new properties are acquired for ST2.

The contract was advertised as a Request for Proposals in July 2013 and seven proposals were received. AtWork! was the top-ranked firm offering the best value to Sound Transit.

AtWork! is a small business whose mission is to help people with disabilities be productive, integrated and contributing members of their communities. AtWork! helps people with disabilities learn marketable skills, find and keep good jobs in the community, and earn wages and benefits that help them escape poverty. Core values include high quality and consistent customer services, fairness and integrity, and ensuring persons with disabilities are always treated with respect and dignity.

FISCAL IMPACT

| Current Year Budget | Adopted 2013 Budget | Spent to date 2013 | Contract Expenditures | Remaining 2013 Budget |
|----------------------------|--------------------------------|-------------------------------|----------------------------------|----------------------------------|
| DECM Services/Maintenance | 822 | 98 | 50 | 674 |

| Contract Spending Plan | Prior Year(s) Spending | Expected 2013 Spending | Future Expenditures | Total |
|-------------------------------|-----------------------------------|-----------------------------------|--------------------------------|--------------|
| AtWork! | 0 | 50 | 863 | 913 |

| Contract Budget | Current Approved Contract Value | Spent to Date | Proposed Action | Proposed Total Contract Value |
|------------------------|--|----------------------|----------------------------|--|
| AtWork! | 50 * | 0 | 913 | 913 |
| Contingency | 0 | 0 | 0 | 0 |
| Total Contract | 0 | 0 | 913 | 913 |
| Percent Contingency | 0% | 0% | 0% | 0% |

* Limited Notice to Proceed of \$50,000 is issued on 20th of September 2013.

Notes:

Amounts are expressed in \$000s.

Spent to date amounts are as of August 31, 2013.

Design, Engineering & Construction Management budget is located on page 77 of the Adopted 2013 Budget book.

Budget for future years will be requested in future budgets.

*A limited notice to proceed was issued to the contractor in September for an amount not to exceed \$50,000. This amount is included in the total contract amount being requested through this action.

SMALL BUSINESS PARTICIPATION

While there was no Small Business Participation Goal for this procurement, AtWork! is a small business and will self-perform no less than 90% of the work.

EQUAL EMPLOYMENT WORKFORCE PROFILE

54 employees; 48% women; 26% minorities.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one month delay would not create a significant impact.

PRIOR BOARD/COMMITTEE ACTIONS

Not applicable to this action.

ENVIRONMENTAL REVIEW

JI 9/16/2013

LEGAL REVIEW

JW 9/27/2013

MOTION NO. M2013-86

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a one-year contract with four one-year options to extend with AtWork! to provide landscaping services for Sound Transit owned properties for a total authorized contract amount not to exceed \$913,185.

BACKGROUND:

Sound Transit manages and maintains approximately 200 properties for Sounder, Link, and Regional Express that are being held until construction begins, are not in revenue service, or are awaiting future action including over 22 miles of railroad right-of-way owned by Sound Transit.

The proposed contract is for landscaping services for the properties maintained by Sound Transit that are not currently being used for construction or revenue service. The services are necessary to maintain a neat appearance, provide pest control, and improve property access and security. The scope of work includes regular scheduled mowing, pruning, trimming and trash pick-up, as well as unscheduled landscaping such as plant replacement, plant removal, and arborist services for properties.

A limited notice to proceed has been issued in order for work to begin in September 2013 to ensure no lapse in service between the current contract and this new contract. The limited notice to proceed was for an amount not to exceed \$50,000. This amount is included in the total contract amount being requested through this action.

The contract amount anticipates an increase in the number of properties being maintained over the next five years as new properties are acquired for ST2. The amount covers the one-year contract and four one-year options.

The contract was advertised as a Request for Proposals in July 2013 and seven proposals were received. AtWork! was the top-ranked firm offering the best value to Sound Transit.

AtWork! is a small business whose mission is to help people with disabilities be productive, integrated and contributing members of their communities. AtWork! helps people with disabilities learn marketable skills, find and keep good jobs in the community, and earn wages and benefits that help them escape poverty. Core values include high quality and consistent customer services, fairness and integrity, and ensuring persons with disabilities are always treated with respect and dignity.

MOTION:


It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a one-year contract with four one-year options to extend with AtWork! to provide landscaping services for Sound Transit owned properties for a total authorized contract amount not to exceed \$913,185.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on October 3, 2013.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Marcia Walker
Board Administrator