

MOTION NO. M2015-42

Safety & Quality Assurance Staffing Support Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Capital Committee	05/14/2015	Final Action	Salah Al-Tamimi, Director of Safety & Quality Assurance

PROPOSED ACTION

Authorizes the chief executive officer to execute a one year contract with three one-year options to extend with Armand Consulting, Inc. to provide on-call services for safety & quality assurance staffing support services for a total authorized contract amount not to exceed \$1,236,884.

KEY FEATURES SUMMARY

- Pending hiring of staff with appropriate qualifications and experience, ACI will provide six staff people and one manager to supplement current Safety Certification staff and provide support services as needed to the Sound Transit Safety & Quality Assurance Division.
- The contractor will assist Sound Transit safety certification staff with tasks critical to obtaining safety certification and verification of safety critical elements for the University Link, S. 200th Link Extension, Lynnwood Link, Northgate Link, Federal Way Transit Extension, and East Link programs.
- The scope of services includes developing recommendations for the following:
 - Hazard Analyses;
 - Hazard mitigations;
 - Criteria Conformance Checklists;
 - Specification Conformance Checklists;
 - Fire/Life Safety Program;
 - Grade crossing safety; and
 - Safety Certification Documentation.
- The on-call services are necessary to supplement existing staff with resources to meet critical deadlines and ensure workload demands are met.
- The contract term will be for one year, with options for three additional one-year periods at Sound Transit’s sole discretion.
- The amount requested will only cover the first year of the contract.

BACKGROUND

The Sound Transit Safety and Quality Assurance (SQA) division provides systematic and comprehensive safety oversight, resources, and guidance to assist in achieving a quality design, construction, and safety certification for Sound Transit’s systems, facilities, and procedures. SQA monitors and promotes safety and quality for Sound Transit and the community. This is achieved in an integrated self-sustaining and cooperative environment that meet evolving needs to maintain compliance and eliminate hazards through professionally recognized and justifiable methods.

The Safety Division is comprised of six primary programs, Internal Employee Health and Safety, Construction Safety, System Safety and Assurance, Rail and Operations Safety, Emergency Management, and Safety Outreach.

The support services under this contract will assist Sound Transit Safety Certification staff with tasks critical to obtaining safety certification and verification of safety critical elements for the University Link, South Link, North Gate Link and East Link programs. The on-call services will provide six professionals and one manager, necessary to supplement existing staff with resources to meet critical deadlines and ensure workload demands are met until Sound Transit fills these permanent positions in the division. This is a short term need and would be initiated when workloads or project schedules warrant the needed resources. An assessment of certification status for projects both current and in development (design) for the next 12 months will be evaluated to determine if an extension will be needed.

FISCAL INFORMATION

This on-call contract would be used for Sounder, ST Express, Link and Service Delivery projects. The services described in this proposed action will be assigned on an as-needed basis after available budget is verified. Since the proposed services will be assigned on an as-needed basis, the distribution of cost will be determined as project schedules require.

SMALL BUSINESS/DBE PARTICIPATION AND APPRENTICESHIP UTILIZATION

Participation by Small Businesses and Disadvantaged Business Enterprises (DBEs)

Sound Transit promotes and encourages Small business participation, which also includes Disadvantaged Business Enterprises (DBEs).

For this specific contract, goals were not set. Armand Consulting has committed to the following Small Business/DBE Participation.

Small Business Commitment

Small Business: 100%

DBE: 100%

Subconsultant/Subcontractor	Business Type	% of Work	Amount
Armand Consulting	DBE	100%	\$1,236,884

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one month delay would not create a significant impact to the certification process for University Link and South Link certification requirements.

ENVIRONMENTAL REVIEW

JI 5/8/2015

LEGAL REVIEW

JW 5/08/2015

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A motion of the Capital Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a one year contract with three one-year options to extend with Armand Consulting, Inc. to provide on-call services for safety & quality assurance staffing support services for a total authorized contract amount not to exceed \$1,236,884.

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The scope of services includes developing recommendations for the following: hazard Analyses; hazard mitigations; criteria conformance checklists; specification conformance checklists; Fire/Life Safety Program; grade crossing safety; and safety certification documentation.

The contract term will be for one year, with options for three additional one-year periods at Sound Transit's sole discretion. The amount requested will only cover the first year of the contract. An assessment of certification status for projects both current and in development (design) for the next 12 months will be evaluated to determine if an extension will be needed.

MOTION:


It is hereby moved by the Capital Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a one year contract with three one-year options to extend with Armand Consulting, Inc. to provide on-call services for safety & quality assurance staffing support services for a total authorized contract amount not to exceed \$1,236,884.

APPROVED by the Capital Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on May 14, 2015.



Fred Butler
Capital Committee Chair

ATTEST:



Kathryn Flores
Board Administrator