



MOTION NO. M2015-62

### Safety and Security Certification Management System

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Capital Committee	07/09/2015	Final Action	Salah Al-Tamimi, Director of Safety & Quality Assurance Curt Small, IT Director Applications <b>Wayne Hall, IT Project Manager</b>

#### PROPOSED ACTION

Authorizes the chief executive officer to execute a five-year contract with ten additional one-year options with OTB Solutions Group, LLC and/or its assignees for the Safety and Security Certification Management System in the amount of \$1,301,828, with a 10% contingency of \$130,182 for a total authorized contract amount not to exceed \$1,432,010.

#### KEY FEATURES SUMMARY

- Under this contract, the vendor will supply AgilePoint software as a service (SaaS) product, licensing, training and support for agency wide business process management including the Safety and Security Certification Management System.
- The proposed solution will be deployed initially for the Safety and Quality Assurance (SQA) Division Safety and Security Certification Program. Once the Safety and Security Certification Program is developed and implemented, the proposed solution will subsequently be offered as an agency-wide platform for use by other departments at Sound Transit.
- The AgilePoint tool will expedite operational processes and procedures by:
  - Providing a Safety and Security Certification Management Database to track and maintain all certifiable scope of Sound Transit projects from the Preliminary Engineering phase to Pre-Revenue Service;
  - Automating the certification process for the East Link Extension, Northgate Link Extension, and Lynnwood Link Extension; as well as future capital projects;
  - Allowing easy implementation of rules and requirements to meet new FTA requirements;
  - Improving coordination between Sound Transit Design, Engineering & Construction Management, Operations, and Security functions;
  - Improving access to supporting documents; and
  - Providing invoice processing and approval automation capabilities, and automating the records management archival and retrieval process for safety and security certification work.
- Once the database is built, additional configurations can be used to provide additional process automation in support of Records Management, Financial Invoicing and Procurement and Contracts.
- The amount requested includes the design, testing, development, installation and user training, as well as annual license subscription costs, for the first five years. Additional funding for the option years would require Board approval.

#### BACKGROUND

Safety and Security Certification is required for all Sound Transit Facilities prior to opening for public use. The initial deployment of the proposed solution would replace the current system used

to manage the safety and security certification process. The current process utilizes Microsoft Access and requires manual and often redundant entry of data resulting in rework.

The system will be used to develop applications, processes and reports to support Sound Transit safety certification program processes. The system will be used by Sound Transit's internal staff and by Sound Transit's external contractors and sub-contractors and other regulatory government agencies with responsibilities towards safety requirements and certification programs.

With the purchase of additional user licenses, the AgilePoint tool will provide a flexible platform to automate workflow management that can be applied to other areas of Sound Transit operations including records management, financial invoicing, procurement and contracts.

In March 2015, Sound Transit solicited proposals for the Safety and Security Certification Management System through a competitive Request for Proposals. In the RFP, Sound Transit requested that the proposed solution also serve as an agency-wide platform for use by other departments at Sound Transit. Three firms submitted a total four proposals. OTB Solutions Group, LLC was determined to be the firm that best met the evaluation criteria, offered the best value and is in the best interest of Sound Transit.

#### FISCAL INFORMATION

This action authorizes the procurement of a hosted business process automation platform on a subscription basis. Initially, it will automate the safety and security certification process associated with the identified Link light rail capital projects. The software platform has capacity and scalability to add additional processes as time and resources allows. The focus will begin on the Link light rail projects but a portion of the contract authorization is to provide for additional process improvements during the contract period. Additional work will be funded through the Finance and Technology Budget (FIT) under the IT Division and included in future years budget development processes.

Contract Detail	Board Approvals to Date	Current Approved Contract Status	Proposed Action	Proposed Total for Board Approval
OTB Solutions Group, LLC				
Contract Amount			1,302	1,302
Contingency Amount			130	130
<b>Total Contract</b>	-	-	<b>1,432</b>	<b>1,432</b>
Percent Contingency	0%	0%	10%	10%

NORTHGATE LINK EXTENSION	Amended 2015 TIP	Board Approvals	This Action	Board Approved Plus Action	Uncommitted / (Shortfall)
Agency Administration	147,500	56,475	223	56,698	90,802
Preliminary Engineering	15,077	15,077		15,077	
Final Design	128,523	106,114		106,114	22,409
Third Party Agreements	11,800	9,908		9,908	1,892
Right of Way	127,300	84,615		84,615	42,685
Construction	1,324,200	478,510		478,510	845,690
Construction Services	117,900	79,819		79,819	38,081
Vehicles	259,100	4,698		4,698	254,402
<b>Total Current Budget</b>	<b>2,131,400</b>	<b>835,216</b>	<b>223</b>	<b>835,439</b>	<b>1,295,961</b>

Phase Detail	Agency Administration				
Safety and Security	130	144	223	367	-237
Other Agency Administration	147,370	56,331		56,331	91,039
<b>Total Phase</b>	<b>147,500</b>	<b>56,475</b>	<b>223</b>	<b>56,698</b>	<b>90,802</b>

EAST LINK EXTENSION	Amended 2015 TIP	Board Approvals	This Action	Board Approved Plus Action	Uncommitted / (Shortfall)
Agency Administration	186,200	34,730	445	35,175	151,025
Preliminary Engineering	55,900	54,474		54,474	1,426
Final Design	283,000	159,140		159,140	123,860
Third Party Agreements	52,150	6,128		6,128	46,022
Right of Way	298,150	82,058		82,058	216,092
Construction	2,544,300	13,350		13,350	2,530,950
Construction Services	257,450	6,903		6,903	250,547
Vehicles					
<b>Total Current Budget</b>	<b>3,677,150</b>	<b>356,784</b>	<b>445</b>	<b>357,229</b>	<b>3,319,921</b>

Phase Detail	Agency Administration				
Safety and Security	1,485	78	445	523	962
Other Agency Administration	184,715	34,839		34,839	149,876
<b>Total Phase</b>	<b>186,200</b>	<b>34,917</b>	<b>445</b>	<b>35,362</b>	<b>150,837</b>

LYNNWOOD LINK EXTENSION	Amended 2015 TIP	Board Approvals	This Action	Board Approved Plus Action	Uncommitted / (Shortfall)
Agency Administration	11,738	5,758	223	5,981	5,757
Preliminary Engineering	44,334	40,184		40,184	4,150
Final Design					
Third Party Agreements	996	673		673	324
Right of Way	7,050	4,787		4,787	2,263
Construction					
Construction Services					
Vehicles					
<b>Total Current Budget</b>	<b>64,119</b>	<b>51,402</b>	<b>223</b>	<b>51,625</b>	<b>12,494</b>

**Phase Detail**

**Agency Administration**

Safety and Security	50		223	223	-173
Other Agency Administration	11,328	5,980		5,980	5,348
<b>Total Phase</b>	<b>11,378</b>	<b>5,980</b>	<b>223</b>	<b>6,203</b>	<b>5,175</b>

**Future Budget**

<b>FIT Department Budget</b>	<b>2015 Budget</b>	<b>Years</b>	<b>Total</b>
IT Subscription Cost		541	541
<b>Total</b>		<b>541</b>	<b>541</b>

Notes:

Amounts are expressed in Year of Expenditure \$000s.

Board Approvals = Committed To-Date + Contingency, and includes pending Board actions.

2015 TIP = Project budgets are located on page 33, 36 & 38 of the 2015 Transit Improvement Plan (TIP) as amended

## SMALL BUSINESS/DBE PARTICIPATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Consistent with Sound Transit Policies and Federal Regulations, OTB Solutions Group, LLC is a small business and will perform a 100% of this contract's scope of work.

## PUBLIC INVOLVEMENT

Not applicable to this action.

## TIME CONSTRAINTS

A one month delay would significantly impact this project due to time and effort required to migrate the increasing amount of current system information into the newly proposed system.

## PRIOR BOARD/COMMITTEE ACTIONS

Not applicable to this action.

## ENVIRONMENTAL REVIEW

JI 7/2/2015

## LEGAL REVIEW

LA 7/2/2015

**MOTION NO. M2015-62**

A motion of the Capital Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a five-year contract with ten additional one-year options with OTB Solutions Group, LLC and/or its assignees for the Safety and Security Certification Management System in the amount of \$1,301,828, with a 10% contingency of \$130,182 for a total authorized contract amount not to exceed \$1,432,010.

**BACKGROUND:**

Safety and Security Certification is required for all Sound Transit Facilities prior to opening for public use. The initial deployment of the proposed solution would replace the current system used to manage the safety and security certification process. The current process utilizes Microsoft Access and requires manual and often redundant entry of data resulting in rework.

The system will be used to develop applications, processes and reports to support Sound Transit safety certification program processes. The AgilePoint tool will expedite operational processes and procedures by providing a Safety and Security Management Database to track and maintain all certifiable scope of Sound Transit projects from the Preliminary Engineering phase to Pre-Revenue service and automate the certification process for East Link Extension, Northgate Link Extension, and Lynnwood Link Extension; as well as future capital projects. The system will be used by Sound Transit's internal staff and by Sound Transit's external contractors and sub-contractors and other regulatory government agencies with responsibilities towards safety requirements and certification programs.

Once the Safety and Security Certification Program is developed and implemented, the proposed solution will subsequently be offered as an agency-wide platform for use by other departments at Sound Transit. Additional configurations can be used to provide additional process automation in support of Records Management, Financial Invoicing and Procurement and Contracts. With the purchase of additional user licenses, the AgilePoint tool will provide a flexible platform to automate workflow management that can be applied to other areas of Sound Transit operations including records management, financial invoicing, procurement and contracts.

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The amount requested includes the design, testing, development, installation and user training, as well as annual license subscription costs, for the first five years.

**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 five-year contract with ten additional one-year options with OTB Solutions Group, LLC and/or its assignees for the Safety and Security Certification Management System in the amount of \$1,301,828, with a 10% contingency of \$130,182 for a total authorized contract amount not to exceed \$1,432,010.

APPROVED by the Capital Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 9, 2015.



Fred Butler  
Capital Committee Chair

ATTEST:



Kathryn Flores  
Board Administrator