

MOTION NO. M2015-84

Contract Amendment for Event Planning & Implementation Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Capital Committee	09/10/2015	Final Action	Craig Davison, Executive Director of Communications & External Affairs Tim E. Healy, Marketing & Creative Services Director

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract amendment with Doxtater & Company LLC dba The Workshop to exercise the contract option for Phase II of the scope of work, which includes implementation services for opening events for the University and South 200th Link Extensions, in the amount of \$642,935 for a new total authorized contract amount not to exceed \$710,875.

KEY FEATURES SUMMARY:

- In January 2015, Sound Transit contracted with Doxtater & Company LLC dba The Workshop to perform Phase I of the Event Planning & Implementation Services contract supporting the opening events for the University Link and South 200th Link Extensions.
- Phase I was completed within the CEO's authority and included work to develop and refine the size and cost estimate for both opening events.
- This action would provide funding to exercise the contract option for Phase II of the contract, which includes detailed planning work for the University and South 200th Link Extension openings, as well as assistance staffing, implementing, and managing each opening event.
- Phase II also includes event-related costs including equipment rental, permitting, entertainment, supplies and staffing which will be managed through this contract. The contractor will receive reimbursement for actual costs expended per the agreed-upon scope.

Phase II is scheduled from September 2015 to December 2016 and the amount requested is sufficient for all Phase II activities.

BACKGROUND

Light rail service extension openings are high-visibility, high-impact events that provide Sound Transit with an opportunity to promote the new service, attract new riders, educate the larger community about the agency's mission, and celebrate with the host communities who have been affected by Sound Transit construction activities.

Consultant services are being used in planning and implementing these opening events because of their specialized expertise and because of the quantity of experienced individuals that are needed for each event. In addition, there are a significant number of logistical demands that need to be met with qualified sub-consultants and agency coordination of this work would be a significant administrative burden.

In January 2015, Sound Transit issued an RFP for specialized consultant support needed to plan and execute the opening events for the University Link and South 200th Link Extensions in 2016. The agency received five bids and Doxtater & Company, LLC (The Workshop) was selected as part of a competitive process.

The Workshop is a local firm with extensive experience in planning and implementing large special events and festivals, including transit line openings. The contract with The Workshop includes two phases. Phase I included development and refinement of a range of potential event sizes, cost estimates, and configurations for both opening events as well as to facilitate decision-making with agency leadership regarding the scope, size and timing of each event. Total compensation for Phase I of the contract was \$67,940. Phase I spanned from March to August 2015.

The scope of work for Phase II allows the Workshop to continue planning the opening events; hire and manage contract staff, entertainers, and equipment vendors needed for the events; implement the events on each respective opening day; and conduct post-event recap reports and evaluations.

In order to streamline administrative demands and take full advantage of the consultant's skills and experience in event planning and management, event-related costs (e.g. equipment rental, permitting, entertainment, supplies and staffing) will be managed through this contract. The contractor will be reimbursed for actual costs.

FISCAL INFORMATION

Commitments and costs for the proposed contract amendment with Doxtater & Company, LLC dba The Workshop for \$642,935 will be distributed between the University Link and South 200th Link Extensions.

The lifetime budget in the 2015 Transportation Improvement Plan (TIP) for the University Link Extension is \$1.756 billion. The proposed action would commit \$498,599 for Marketing Services and Special Events within the Agency Administration phase. Since no budget has been set aside for this new line item, it will be funded from available uncommitted budget within the Agency Administration phase. Should the proposed action be approved, the Agency Administration phase will have a remaining budget balance of \$38,460,263.

The lifetime budget in the 2015 Transportation Improvement Plan (TIP) for the South 200th Link Extension is \$383.2 million. The proposed action would commit \$144,336 for Marketing Services and Special Events within the Agency Administration phase. Since no budget has been set aside for this new line item, it will be funded from available uncommitted budget within the Agency Administration phase. Should the proposed action be approved, the Agency Administration phase will have a remaining budget balance of \$4,476,561.

This action is within the adopted budget and sufficient monies remain after approval of this action to fund the remaining work in the Agency Administration phases within the University Link and South 200th Link Extensions as contained in the current cost estimates. Use of Agency Administration phase unallocated contingency within either project is not required for this action.

University Link Extension	2015 TIP	Board Approvals	This Action	Board	Uncommitted / (Shortfall)
				Approved Plus Action	
Agency Administration	113,554	74,596	499	75,094	38,460
Preliminary Engineering	24,261	24,261		24,261	-
Final Design	89,308	87,156		87,156	2,152
Right of Way	152,332	125,630		125,630	26,702
Construction	1,158,183	1,006,206		1,006,206	151,977
Construction Services	95,814	84,862		84,862	10,952
Third Party Agreements	18,646	12,588		12,588	6,058
Vehicles	103,909	99,206		99,206	4,703
Total Current Budget	1,756,007	1,514,505	499	1,515,003	241,004

Phase Detail

Agency Administration

Marketing Services / Special Events	-	-	499	499	(499)
Other Agency Administration	113,554	74,596		74,596	38,959
Total Phase	113,554	74,596	499	75,094	38,460

Budget Shortfall Funding	499
Agency Admin Phase Uncommitted Budget	38,959
Remaining Agency Admin Phase Budget	38,460

S 200th Link Extension	2015 TIP	Board Approvals	This Action	Board	Uncommitted / (Shortfall)
				Approved Plus Action	
Agency Administration	15,864	11,243	144	11,387	4,477
Preliminary Engineering	5,698	5,698		5,698	(0)
Final Design	9,902	8,748		8,748	1,154
Right of Way	43,549	43,549		43,549	-
Construction	283,822	237,130		237,130	46,692
Construction Services	17,322	16,446		16,446	876
Third Party Agreements	7,085	5,664		5,664	1,421
Vehicles	-	-		-	-
Total Current Budget	383,241	328,478	144	328,623	54,618

Phase Detail

Agency Administration

Marketing Services / Special Events	-	-	144	144	(144)
Other Agency Administration	15,864	11,243		11,243	4,621
Total Phase	15,864	11,243	144	11,387	4,477

Budget Shortfall Funding	(144)
Agency Admin Phase Uncommitted Budget	4,621
Remaining Agency Admin Phase Budget	4,477

Contract Detail Doxtater & Company LLC dba The Workshop	Board Approvals to Date	Current Approved Contract Status	Proposed Action	Proposed
				Total for Board Approval
Contract Amount - University Link Extension	51	51	499	550
Contract Amount - S 200th Link Extension	17	17	144	161
Contract Amount - Total	68	68	643	711
Contingency	-	-	-	-
Total	68	68	643	711
Percent Contingency	0%	0%	0%	0%

Notes:

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

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

2015 TIP = Project budget located on pages 39 and 42 of the 2015 Transit Improvement Plan (TIP).

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). Consistent with Sound Transit Policies and Federal Regulations, Sound Transit has established Small Business/DBE goals for this contract. These goals are based

upon an examination of subcontracting opportunities contained in the work of this contract and the number of Small Businesses/DBEs available to perform such subcontracting work.

For this specific contract, the following goals were set and the successful Bidder/Proposer has committed to the following Small Business/DBE Participation:

Small Business and Disadvantaged Business Enterprise Goals

Sound Transit Goal:

Small Business: 15%

DBE: 7%

Commitment:

Small Business: 42.6%

DBE: 12.2%

Subconsultant/Subcontractor	Business Type	% of Work	Amount
The Workshop	Small Business	39%	\$252,400.00
Mindseekers LLC	DBE	4.7%	\$8,200.00
Oatridge Security Group	DBE	7.5%	\$13,200.00
Total		47.6%	\$273,800.00

PUBLIC INVOLVEMENT:

Not applicable to this action.

TIME CONSTRAINTS

A one-month delay will adversely impact Sound Transit's preparations and The Workshop's ability to recruit and hire crew members and vendors needed to make the launch events successful.

ENVIRONMENTAL REVIEW

JI 8/21/2015

LEGAL REVIEW

JW 9/2/2015

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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 contract amendment with Doxtater & Company LLC dba The Workshop to exercise the contract option for Phase II of the scope of work, which includes implementation services for opening events for the University and South 200th Link Extensions, in the amount of \$642,935 for a new total authorized contract amount not to exceed \$710,875.

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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 contract amendment with Doxtater & Company LLC dba The Workshop to exercise the contract option for Phase II of the scope of work, which includes implementation services for opening events for the University and South 200th Link Extensions, in the amount of \$642,935 for a new total authorized contract amount not to exceed \$710,875.

APPROVED by the Capital Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on September 10, 2015.



Fred Butler
Capital Committee Chair

ATTEST:



Kathryn Flores
Board Administrator