

MOTION NO. M2016-125

Furniture Contract for the Union Station Garden Level Remodel

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	12/1/2016	Final Action	Bonnie Todd, Executive Director of Operations David Huffaker, Deputy Executive Director, Operations and Support Services Katie Newby, Space Planner/CADD Operator

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract with MBI Seattle to purchase and install open and enclosed office workstations in the Garden Level of Union Station in the amount of \$754,571, with a 10% contingency of \$75,457, for a total authorized contract amount not to exceed \$830,028.

KEY FEATURES SUMMARY

- This action is needed to accommodate future staff growth and maximize office space at Union Station.
- The contract scope of work includes specification, fabrication, delivery and installation of Herman Miller furnishings for 141 open office and 10 enclosed office workstations.
- Additional contingency is included to cover minor future modifications to the system and spare parts.
- Sound Transit is using a “piggyback” contract developed by U.S. Communities that will provide a discount up to 71% off the selected furnishings.
- The Herman Miller furniture was selected for cost effectiveness based on functionality, durability and simplicity of reconfiguration and is consistent with the agency’s furnishings on all Sound Transit occupied floors of 315 Fifth Avenue S., 625 Union Station, and areas of Union Station.

BACKGROUND

The Garden Level at Union Station currently accommodates 99 staff members including employees and consultants and has received only minor furniture reconfigurations since becoming Sound Transit’s headquarters in 1999.

In August of this year the Operations and Administration Committee approved a construction contract to reconfigure the Garden Level of Union Station to allow for 52 additional work spaces to accommodate the employees and consultants that are needed as Sound Transit 2 work increases in the coming years. That contract, which included construction of offices and a conference room, installation of lighting, sprinkler heads, electrical outlets, data drops, and HVAC systems, as well as finishes for walls and flooring, is nearing completion and the space will soon be ready for new furnishings.

For this furnishing procurement, Sound Transit is using the same process it used in 2010, 2011, and 2015, a contract developed by U.S. Communities, a purchasing cooperative that facilitates purchasing for public agencies. U.S. Communities used a competitive Request for Proposal

process for procuring furniture, related office interior products and design, installation, configuration, and related services. Sound Transit will “piggyback” on this contract, which is common purchasing process in the furniture industry.

The discount offered by the U.S. Communities’ Herman Miller contract is based on a high volume discount. By utilizing this contract, Sound Transit will receive up to a 71% discount from list prices depending on the specified components.

Herman Miller is consistent with the agency’s occupied floors of 315 Fifth Avenue S., 625 Union Station, and areas of Union Station, which provides for efficient spare parts inventory and space reconfigurations.

MBI Seattle is the local supplier of Herman Miller office furniture. Sound Transit will place the order through MBI Seattle. Services through MBI Seattle are in accordance with the U.S. Communities program pricing. MBI Seattle is responsible for typical order management, order acknowledgement, warranty/service, installation, and orientation functions.

FISCAL INFORMATION

This action is within the adopted budget and sufficient monies remain after approval of the action to fund the remaining work in the Construction phase as contained in the current cost estimates.

Board action to amend the Adopted 2016 Budget for the Union Station Garden Level Remodel Project is being sought through Resolution No. R2016-31 and is scheduled for Board consideration on November 29, 2016. The project budget in the 2016 Transportation Improvement Plan (TIP) as amended for the Union Station Garden Level Remodel is \$1,854,310. Within that amount \$1,820,179 has been set aside in the Construction phase. Previous construction activity committed \$830,028 for furniture procurement and installation. This proposed action would commit \$754,571 to this line item, including a 10% contingency of \$75,457, leaving a remaining balance of \$211,453.

Union Station Garden Level Remodel

	2016 TIP As Amended	Board Approvals	This Action	Board Approved Plus Action	Uncommitted / (Shortfall)
Agency Administration	3	3	-	3	-
Preliminary Engineering	10	-	-	-	10
Final Design	21	18	-	18	3
Construction	1,820	779	830	1,609	211
Contingency	-	-	-	-	-
Total Current Budget	1,854	799	830	1,629	224

Phase Detail - Administrative Capital

Construction	1,815	773	830	1,603	211
Other Construction	5	5	-	5	-
Total Phase	1,820	779	830	1,609	211

Contract Detail	Board Approvals to Date	Current Approved Contract Status	Proposed Action	Proposed Total for Board Approval
MBI Seattle				
Contract Amount	-	-	755	755
Contract Contingency	-	-	75	75
Total	-	-	830	830

Notes:

Amounts are expressed in Year of Expenditure \$000s and reflect activity through 10/31/2016.

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

2016 TIP = Project budgets are located on page 76 of the 2016 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). Small Business and DBE 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.

Sound Transit determined that there were few Small Business and DBE subcontracting opportunities based upon the work described in this contract, so Small Business/DBE goals were not established or required.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one month delay would not create a significant impact to the project schedule.

PRIOR BOARD/COMMITTEE ACTIONS

Motion No. M2016-83: Authorized the chief executive officer to execute a contract with Centennial Contractors Enterprises, Inc. to provide construction services for the Union Station Garden Level Renovation Project in the amount of \$553,976, with a 20% contingency of \$111,395, for a total authorized contract amount not to exceed \$668,371.

ENVIRONMENTAL REVIEW

JI 11/15/2016

LEGAL REVIEW

JW 11/28/2016

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A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract with MBI Seattle to purchase and install open and enclosed office workstations in the Garden Level of Union Station in the amount of \$754,571, with a 10% contingency of \$75,457, for a total authorized contract amount not to exceed \$830,028.

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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 contract with MBI Seattle to purchase and install open and enclosed office workstations in the Garden Level of Union Station in the amount of \$754,571, with a 10% contingency of \$75,457, for a total authorized contract amount not to exceed \$830,028.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on December 1, 2016.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Kathryn Flores
Board Administrator