

MOTION NO. M2017-153**Federal Government Relations Consulting Services**

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	12/07/2017	Final Action	Peter M. Rogoff, Chief Executive Officer Ann Snell McNeil, Director, Government and Community Relations

PROPOSED ACTION

Authorizes the chief executive officer to execute a one-year contract with two one-year options with Signal Group Consulting, LLC to provide federal relations consulting services for a total authorized contract amount not to exceed \$1,112,400 contingent upon Board approval of the 2018 Operating Budget.

KEY FEATURES SUMMARY

- Signal Group Consulting, LLC will provide federal relations consulting services through frequent consultations with Sound Transit and interactions on behalf of the agency with the federal legislative and executive branches of government.
- The amount requested is sufficient to cover the one-year contract and the two option years to extend. Following the first year of the contract, staff will determine whether to exercise an option year or procure a new contract for these services. The costs reflect a \$30,900 monthly retainer for the services of the firm for the period of the contract.
- Sound Transit's current federal relations consulting contract will expire December 31, 2017.

BACKGROUND

Federal relations consulting services provide the agency with strategic planning and coordination in the development and implementation of a comprehensive federal strategy. The scope of the contract covers support for securing annual appropriations, federal approvals and assisting in the definition and promotion of the agency's interests with the executive and legislative branches, including the reauthorization of federal transportation programs, and development and implementation of federal funding strategies.

To assist the agency in achieving its federal agenda, Sound Transit has retained the services of federal relations consulting firms since the agency was formed. Sound Transit has been successful in achieving federal-level goals, including having secured two Full Funding Grant Agreements (FFGA) from the Federal Transit Administration (FTA) New Starts/Capital Investment Grant (CIG) program for the construction of light rail between downtown Seattle and the Seattle-Tacoma International Airport (\$500 million) and the extension to the University of Washington (\$813 million). The agency has also secured federal financing support from the USDOT Transportation Infrastructure Finance and Innovation Act (TIFIA) program.

The agency's federal agenda for 2018 is significant to help ensure the agency achieves its federal funding assumptions over time. In 2018, Sound Transit is seeking to execute a multi-year \$1.1 billion FFGA from the FTA for the Lynnwood Link light rail extension and secure a second year appropriation for the project. The Administration has proposed to no longer fund projects that are in the CIG pipeline, therefore Sound Transit will have to work very closely with the executive and legislative branches to secure federal approvals and funding. Sound Transit will also be working

with the executive branch on the execution of TIFIA loans for Lynnwood Link and Federal Way Link that were authorized under the Master Credit Agreement the agency signed with USDOT in 2016, the first Master Credit Agreement in the country. The agency will continue to keep the Congressional delegation current on federal partnership activities, and work with them in preparation for the reauthorization of federal transportation programs to ensure a continued federal investment in transit funding.

PROCUREMENT INFORMATION

The agency solicited proposals for federal relations consulting services in October 2017 through a competitive Request for Proposals process. It was determined a formal, full and open, best-value process (Request for Proposals or RFP) was appropriate for this procurement due to factors other than price being determinant of contract award, the estimated value, and the potential need for discussions or revised proposals. Three proposals were received in response to solicitation no. RTA/RP 0189-17. Via the competitive procurement process, Signal Group Consulting, LLC provided the most advantageous offer in the best interest to Sound Transit. (Contract award is pending completion of the protest period, which concludes December 1, 2017.)

FISCAL INFORMATION

The current federal relations consulting contract will expire on December 31, 2017. This action would authorize a one-year contract with two one-year options to extend with Signal Group Consulting, LLC to provide consulting services. The expected spending for the first year is \$370,800, based on the \$30,900 monthly retainer for the services of the firm. There will also be no increase in the monthly retainer for the remaining two one year options, bringing the total contract amount to \$1,112,400.

EXECUTIVE DEPARTMENT

(in thousands)

Cost Category	2018 Proposed Annual Operating Budget	Actuals to Date	This Action (2018 Impact Only)	Actuals to Date Plus Action	Remaining Annual Operating Budget
Salaries and Benefits	\$22,649		\$	\$	\$22,649
Services	6,519		371	371	6,149
Materials and Supplies	220				220
Utilities	1				1
Insurance					
Miscellaneous	2,620				2,620
Interest Expense					
Leases and Rentals	102				102
Total Annual Operating Budget	\$32,111	\$	\$371	\$371	\$31,740

Contract Spending Plan	Prior Year Spending	Forecast 2018 Spending	Future Expenditures	Total
Signal Group Consulting, LLC	\$	\$371	\$742	\$1,112

Contract Detail	Board Approved Contract Value	Contract Actuals to Date	Proposed Action	Proposed Revised Board Approved Contract Value
Signal Group Consulting, LLC				
Services			\$1,112	\$1,112
Contingency			-	-
Contract Amount - Total	\$	\$	\$1,112	\$1,112
Percent Contingency	0%	0%	0%	0%

Notes:

Budget detail for this action is located on page 16 of 53 of the Proposed 2018 Budget book.
2018 Proposed Operating Budget is pending Board approval.

SMALL BUSINESS/DBE PARTICIPATION

Participation by Small Businesses and Disadvantaged Business Enterprises (DBEs)

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.

For this contract, the following Small Business/DBE Participation commitments were made:

Small Business: 40%

Subconsultant	Business Type	% of Work	Amount
Peyser Associates, LLC	Small Business	40%	\$150,000.00
Total		40%	\$150,000.00

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

Because Sound Transit's current federal relations consulting contract will expire on December 31, 2017, a one-month delay would impact the agency's ability to carry out its federal agenda in early 2018.

ENVIRONMENTAL REVIEW

KH 11/27/17

LEGAL REVIEW

AJP 11/30/17

MOTION NO. M2017-153

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 two one-year options with Signal Group Consulting, LLC to provide federal relations consulting services for a total authorized contract amount not to exceed \$1,112,400 contingent upon Board approval of the 2018 Operating Budget.

BACKGROUND:

Federal relations consulting services provide the agency with strategic planning and coordination in the development and implementation of a comprehensive federal strategy. The scope of the contract covers support for securing annual appropriations, federal approvals and assisting in the definition and promotion of the agency's interests with the executive and legislative branches, including the reauthorization of federal transportation programs, and development and implementation of federal funding strategies.

To assist the agency in achieving its federal agenda, Sound Transit has retained the services of federal relations consulting firms since the agency was formed. Sound Transit has been successful in achieving federal-level goals, including having secured two Full Funding Grant Agreements (FFGA) from the Federal Transit Administration (FTA) New Starts/Capital Investment Grant (CIG) program for the construction of light rail between downtown Seattle and the Seattle-Tacoma International Airport (\$500 million) and the extension to the University of Washington (\$813 million). The agency has also secured federal financing support from the USDOT Transportation Infrastructure Finance and Innovation Act (TIFIA) program.

The agency's federal agenda for 2018 is significant to help ensure the agency achieves its federal funding assumptions over time. In 2018, Sound Transit is seeking to execute a multi-year \$1.1 billion FFGA from the FTA for the Lynnwood Link light rail extension and secure a second year appropriation for the project. The Administration has proposed to no longer fund projects that are in the CIG pipeline, therefore Sound Transit will have to work very closely with the executive and legislative branches to secure federal approvals and funding. Sound Transit will also be working with the executive branch on the execution of TIFIA loans for Lynnwood Link and Federal Way Link that were authorized under the Master Credit Agreement the agency signed with USDOT in 2016, the first Master Credit Agreement in the country. The agency will continue to keep the Congressional delegation current on federal partnership activities, and work with them in preparation for the reauthorization of federal transportation programs to ensure a continued federal investment in transit funding.

Signal Group Consulting, LLC will provide federal relations consulting services through frequent consultations with Sound Transit and interactions on behalf of the agency with the federal legislative and executive branches of government. The amount requested is sufficient to cover the one-year contract and the two option years to extend. Following the first year of the contract, staff will determine whether to exercise an option year or procure a new contract for these services. The costs reflect a \$30,900 monthly retainer for the services of the firm for the period of the contract. Sound Transit's current federal relations consulting contract will expire December 31, 2017.

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 two one-year options with Signal Group Consulting, LLC to provide federal relations consulting services for a total authorized contract amount not to exceed \$1,112,400 contingent upon Board approval of the 2018 Operating Budget.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on December 7, 2017.


Paul Roberts

Operations and Administration Committee Chair

ATTEST:


Kathryn Flores
Board Administrator