

MOTION NO. M2018-112
Contract for On-call Sustainability Consulting Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	10/04/2018	Final Action	Don Billen, PEPD Executive Director Amy Shatzkin, Sustainability Manager

PROPOSED ACTION

Authorizes the chief executive officer to execute a four year contract with Cascadia Consulting Group to provide on-call sustainability consulting services to Sound Transit for a total authorized contract amount not to exceed \$1,182,000.

KEY FEATURES SUMMARY

- The Sustainability Division is requesting a new professional services contract because the Division's existing professional services contracts will reach its contract limit in spring 2019. The new contract amount is significantly smaller than the previous contract amount, as agency sustainability staff are performing more of the previously-contracted work.
- Anticipated work allocated under this contract will allow Sound Transit to continue supporting the agency's core Sustainability Program functions and provide sustainability-related consulting services to all agency departments.
- Work under this contract will be assigned using Task orders that are budgeted using existing project and annual operating budgets. All Task orders will be negotiated with the consultant.
- This contract's scope of work will provide technical expertise to support the agency's sustainability program. Examples include:
 - Research regarding best practices for green design and infrastructure, sustainable construction and environmentally preferable procurement;
 - Sustainability data collection, analysis, monitoring and reporting;
 - Resource conservation, greenhouse gas management and certification of zero carbon electricity use;
 - Life-cycle cost analysis and total cost of ownership; and
 - Auditing and compliance with internationally recognized environmental best practices and programs (International Standards Organization 14001 certification for Environmental Management Systems).

BACKGROUND

Sound Transit's Sustainability Division oversees and manages the agency's Sustainability program. Staff provide sustainability technical and policy support to all divisions within the agency. This support is used throughout planning, design, construction, operations and maintenance. The Sustainability Division also administers the agency's Environmental and Sustainability Management System and compliance with ISO 14001 certification. The Division has been using consultant assistance, but the current contract is reaching its budget limit. This new contract enables the Division to continue to fulfill its annual work plans, auditing, and any other work requests from within the organization in a timely and efficient manner.

Task orders under this contract will be primarily administered by Sustainability Division staff. However, the scope of work and contract limit is designed to enable other agency departments and divisions to establish task orders as needed.

PROCUREMENT INFORMATION

Prior to issuing the solicitation for these services, Sound Transit considered the project scope, the determining factors for contract award, and the need for proposal discussions and revisions, and determined that a Request for Proposals procurement method was the most advantageous.

Sound Transit advertised Request for Proposals No. RTA/RP 0184-18 on July 23, 2018. Three firms submitted a proposal, and the proposals were evaluated based on the advertised evaluation criteria including firm experience and history, knowledge and experience of key individuals, price, outreach efforts and commitment to small businesses and DBEs, commitment to and compliance with equal employment opportunity law, and sustainable business practices. Cascadia Consulting Group was identified as the top ranked firm.

As it was determined that Cascadia Consulting Group's proposal offers the best value, contract award to this firm is in the best interests of Sound Transit.

FISCAL INFORMATION

This action does not request budgetary action and does not commit or otherwise authorize expenditure of funds. Costs that will be incurred under this contract will draw from already approved PEPD, DECM or Operations project or operating budgets or from allocations that may be approved in annual budgets. Budget will be assessed and authorized on a task order basis with a detailed scope and schedule. A review will be completed before task order authorization to ensure that there are available funds within the existing budget.

SMALL BUSINESS/DBE PARTICIPATION AND APPRENTICESHIP UTILIZATION

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 Disadvantaged Business Enterprise and Small Business Participation:

Small Business and Disadvantaged Business Enterprise Goals

Sound Transit Goal:

Small Business: 20%

DBE: 0%

Commitment:

Small Business: 54% (Includes Cascadia Consulting Group)

DBE: 8%

Subconsultant/Subcontractor	Business Type	% of Work	Amount
Cascadia Consulting Group, Inc	Small Business	40%	\$349,806
Cogent Environmental	DBE	1%	\$8,745
FSi	Small Business	1%	\$8,745
Green Project Solutions Group	DBE	2%	\$17,490
Hammerschlag & Co.	Small Business	0.5%	\$4,373
Herrera	Small Business	2.5%	\$21,863
O'Brien & Company	DBE	5%	\$43,726
Pacific Stormwater	Small Business	0.5%	\$4,373
Sazan Environmental Services	Small Business	0.5%	\$4,373
Stenn Design	Small Business	1%	\$8,745
Total		54%	\$472,238

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

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

ENVIRONMENTAL REVIEW

KH 9/27/18

LEGAL REVIEW

AJP 9/28/18

MOTION NO. M2018-112

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a four year contract with Cascadia Consulting Group to provide on-call sustainability consulting services to Sound Transit for a total authorized contract amount not to exceed \$1,182,000.

BACKGROUND:

Sound Transit's Sustainability Division oversees and manages the agency's Sustainability program. Staff provide sustainability technical and policy support to all divisions within the agency. This support is used throughout planning, design, construction, operations and maintenance. The Sustainability Division also administers the agency's Environmental and Sustainability Management System and compliance with ISO 14001 certification. The Division has been using consultant assistance, but the current contract is reaching its budget limit. This new contract enables the Division to continue to fulfill its annual work plans, auditing, and any other work requests from within the organization in a timely and efficient manner.

Anticipated work allocated under this contract will allow Sound Transit to continue supporting the agency's core Sustainability Program functions and provide sustainability-related consulting services to all agency departments. Work under this contract will be assigned using Task orders that are budgeted using existing project and annual operating budgets. All Task orders will be negotiated with the consultant. This contract's scope of work will provide technical expertise to support the agency's sustainability program. Task orders under this contract will be primarily administered by Sustainability Division staff. However, the scope of work and contract limit is designed to enable other agency departments and divisions to establish task orders as needed.

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 four year contract with Cascadia Consulting Group to provide on-call sustainability consulting services to Sound Transit for a total authorized contract amount not to exceed \$1,182,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on October 4, 2018.


Paul Roberts
Operations and Administration Committee Chair

ATTEST:


Kathryn Flores
Board Administrator