

Motion No. M2023-75

Contract with Jacobs Project Management Co. for on-call consulting services to Augment the Operations Readiness and Transition, Facilities, and Maintenance of Way Divisions

Meeting:	Date:	Type of action:	Staff contact:
Rider Experience & Operations Committee	09/07/2023	Final action	Russ Arnold, Deputy CEO, Chief Service Delivery Officer Suraj Shetty, Operations Executive Director Randy Kroum, Deputy Director, Operations Readiness and Transition

Proposed action

Authorizes the chief executive officer to execute a one-year contract, with four one-year options to extend with Jacobs Project Management Co. to provide Operational Readiness and Transition on-call consulting services and augment field expertise in support of activating System Expansion projects for a total authorized contract amount not to exceed \$12,171,311.

Key Features

- This action would award an Operations Readiness and Transition (ORAT) consulting contract to Jacobs Project Management Co. (“Jacobs”) that will augment staff in the ORAT, Facilities, and Maintenance of Way (MOW) Divisions focusing on system expansion projects. The contracted services include in-field augmentation for subject matter expertise, and it includes a software component.
- The consultant will provide subject matter expertise in areas of ORAT, Facilities, and MOW to fill Sound Transit staffing gaps as the agency advances System Expansion projects into revenue service and operational readiness. The consultant’s resources will augment agency capacity by handling day-to-day functions, such as reviewing related project submittals and documentation, site walks, etc.
- In conjunction with agency subject matter expert oversight, the consultants will perform oversight of all building structure and railway construction (including supporting equipment) during installation to verify quality and adherence to specifications set forth in the project documents and in accordance with Sound Transit’s Standard Operating Procedures and Standard Maintenance Procedures.
- The software solution, a 3rd party solution provided by Jacobs, will enable secure and seamless orchestration of every ORAT element using proven best practices, all in a single, integrated, collaborative and proven system, as well as provide for real time status reporting of operational readiness.
- The contract includes the opportunity to transition the software solution to the agency at Sound Transit’s discretion, at which point the agency will need to pay an annual subscription fee to continue utilizing the software.

Background

The activation of Sound Transit's major system expansion projects requires subject matter expert resources on multiple Operations teams, and this need will continue to increase. Currently, there are no dedicated subject matter expert resources for system expansion projects, so Operations staff are juggling their routine work duties with the increased demands for construction support. Subject matter experts have been performing double duty since the start of Northgate Link Extension construction and are extended beyond their capacity. A staffing plan was completed, and it was determined that a hybrid model of Sound Transit oversight of a highly qualified consultant had the most favorable long-term cost for the agency and would reduce the possibility of employee burnout and attrition.

Currently, the Sound Transit Operations Readiness and Transition (ORAT) team manually tracks various project deliverables in Excel. This approach is insufficient in monitoring progress across all projects in one cohesive space, identifying scheduling conflicts for SMEs across multiple projects, tracking the status of training predecessors, coordinating training attendance, and tracking participation across multiple active projects.

The new software solution will provide a database of project transition documentation including operations and maintenance manuals, training materials, as-built drawings, warranties, asset data, and any other project documentation that is required for permanent operations and maintenance.

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. It was determined that a Request for Proposals procurement method would be most advantageous to the agency. These services include 3rd party software for tracking ORAT activities as well as on-call services for provisioning in field subject matter expertise. The on-call services will be executed by task order under the contract and are subject to the contract's not to exceed amount.

Sound Transit advertised Request for Proposals No. RTA/RP 01069-23, ORAT and Field Augmentation Consulting on April 26, 2023. There were 24 document takers, 8 of which downloaded the full RFP package. One proposal was received by the May 30, 2023, submission due date. The proposal was evaluated based on the advertised evaluation criteria including Firm and ORAT Experience, Solution Functionality, Project Capacity, Price, Knowledge and Experience of Key Individuals, Equal Employment and Opportunity Commitment. The evaluation committee determined that a revised proposal was in the best interest of Sound Transit after having received the firm's demonstration of the proposed solution as well as discussing the proposal's weaknesses. The evaluation committee evaluated the revised proposal and noted the firm's successful past experience working with Sound Transit and determined that awarding to Jacobs is in the best interest of Sound Transit.

Pricing was determined to be fair and reasonable based on market research experience and comparison with the Independent Cost Estimate.

Fiscal information

The contract described in this proposed action will be assigned on an as needed basis. This is not a commitment of funds. Funding for the on-call services will come from existing Board approved capital projects. One of the projects utilizing this contract is the Subject Matter Expert for the Link System Expansion Project (the "Project"). This Project has an authorized project allocation of \$6,000,000 and has currently not incurred any costs. As services will be rendered on an as-needed basis, cost distribution will be determined after budget is verified. This action does not have an impact on the affordability of the agency's long-range financial plan projection.

Disadvantaged and small business 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 subcontracting opportunities based upon the work described in this contract, so Small Business goals were not established.

Public involvement

Not applicable to this action.

Time constraints

A one-month delay would create a significant impact to the project schedule.

Environmental review – KH 8/16/23

Legal review – DLM 8/25/2025



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A motion of the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a one-year contract, with four one-year options to extend with Jacobs Project Management Co. to provide Operational Readiness and Transition on-call consulting services and augment field expertise in support of activating System Expansion projects for a total authorized contract amount not to exceed \$12,171,311.

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Motion

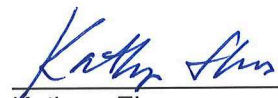
It is hereby moved by the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a one-year contract, with four one-year options to extend with Jacobs Project Management Co. to provide Operational Readiness and Transition on-call consulting services and augment field expertise in support of activating System Expansion projects for a total authorized contract amount not to exceed \$12,171,311.

APPROVED by the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on September 7, 2023.



Kristina Walker
Rider Experience and Operations Chair

Attest:



Kathryn Flores
Board Administrator