

## Motion No. M2025-13

### Contracts for Capital Program Consulting Services

| Meeting:                            | Date:                    | Type of action:                    | Staff contact:  |
|-------------------------------------|--------------------------|------------------------------------|---|
| System Expansion Committee<br>Board | 05/08/2025<br>05/22/2025 | Recommend to Board<br>Final action | <b>Terri Mestas, Deputy CEO,<br/>Capital Delivery</b> |

### Proposed action

Authorizes the chief executive officer to execute four individual 12-month contracts with Crunican LLC, Kenneth L. Johnsen, Roger M. Natsuhara and WSP USA (Charla Skaggs) to provide capital program consultant services in individual contract amounts not to exceed \$100,000.

### Key features summary

- This action will execute four individual contracts with former members of the Board's Technical Advisory Group (TAG) to continue supporting CEO Constantine and the Capital Delivery Department and Deputy Chief Executive Officer Terri Mestas as capital program consultants.
- Contracting with these subject matter experts will allow the agency to benefit from their specific experience with transit capital development. Their familiarity with Sound Transit ensures faster implementation of recommendations while enhancing support for leadership and the Board.
- The services provided through these contracts will support Sound Transit Capital Delivery staff by providing strategic guidance to enhance project efficiency, safety, and quality. Consultants will conduct regular check-ins with CEO Constantine and Agency leadership, offering recommendations for accelerating project delivery and cost-savings strategies. Consultants will prepare reports for the CEO and the Sound Transit Board, identifying opportunities and risks, and present progress updates and recommendations to the System Expansion Committee. Consultants will provide on-call support for agency leadership and staff, and assistance with special projects.
- The subject matter experts will report to the Chief Executive Officer and provide ongoing support and independent perspective to the Sound Transit Board and the System Expansion Committee, ensuring informed decision-making, enhanced accountability, and greater transparency in managing capital programs.
- Services under this contract will be funded through existing project and operating budgets.
- The requested amount is not to exceed and is sufficient to fund each 12-month contract.

### Background

On August 5, 2021, the Board approved Realignment Resolution No. R2021-05 which directed the creation of an ad-hoc Technical Advisory Group (TAG) to develop strategies to accelerate the agency's system expansion program, highlight schedule risk including current project delivery timelines, and identify opportunities to mitigate risk, streamline third party negotiations, reduce permitting delays and expedite the delivery of said projects.

The TAG recommendations were published February 28, 2023, and presented to the Sound Transit Board Executive Committee on March 2, 2023. Sound Transit staff then responded to the memo and the Board approved Motion No. M2023-36 directing next steps in implementing the TAG's six key recommendations on April 27, 2023. Motion No. M2023-36 also directed staff to retain at least five members of the TAG to review implementation progress, provide continued monitoring, and report back to the Board in partnership with the independent consultant Dave Peters through December 31, 2024.

In 2023, the TAG began providing quarterly presentations on the status of implementing the TAG recommendations, culminating in final report to the Executive Committee and System Expansion Committee in December 2024.

At the December Executive and System Expansion Committee meetings, Former Interim CEO Goran Sparrman noted that TAG members Grace Crunican, Ken Johnsen, and Roger Natsuhara, as well as TAG Staff Support Charla Skaggs were willing to continue supporting the Capital Delivery Department and Deputy CEO Mestas as Capital Program consultants.

## **Procurement information**

TAG Member services were originally procured via an informal competitive procurement process that included interviews with Sound Transit Board members. Sound Transit Board members evaluated TAG members based on relevant experience. All Board members signed conflict of interest forms prior to participating in the selection of TAG members. As a result, Sound Transit entered into the contracts with seven TAG members to meet the Board direction in Resolution No. R2021-05. These original contracts expired on December 31, 2024 and as a result cannot be modified.

For Charla Skaggs, who will provide staff support to the TAG members, services were originally procured via a competitive request for quote process. Maul Foster Alongi (MFA) was the selected firm, and Charla Skaggs was one of the primary individuals providing TAG staffer services. Charla Skaggs joined WSP USA and MFA advised Sound Transit that any future need for these services should be transitioned to WSP USA.

## **Fiscal information**

This action for \$400,000 will be funded from the PEPD\* Department's annual operating budget. Within the services category, the consulting services budget is \$2,745,000, of which \$100,000 is estimated to be spent from this action in the remainder of 2025 and is currently within the agency's budget authority. After this action's approval, sufficient budget remains to cover remaining annual expenditures; funding for the additional years of the contract will be included in future annual budget requests.

This action does not impact the affordability of the agency's Financial Plan, as the services are already incorporated in the annual operating plan.

*\*As part of the agency reorganization, PEPD department will largely be rolling into the Capital Delivery department.*

**PEPD Department**  
(in thousands)

| Budget Cost Category                 | 2025 Annual Operating Budget | YTD Actuals <sup>1</sup> | Contract Spend Forecast<br>Remainder of 2025 | YTD Plus Action<br>(Current Year Only) | Remaining Annual Operating Budget |
|--------------------------------------|------------------------------|--------------------------|--|--|-----------------------------------|
| Salaries and Benefits                | \$21,526                     | \$2,676                  | \$   | \$2,676                                | \$18,851                          |
| Services                             | 2,852                        | 100                      | 100  | 200                                    | 2,651                             |
| Materials and Supplies               | 6                            |                          |  |  | 6                                 |
| Utilities                            |                              |                          |  |  |                                   |
| Insurance                            |                              |                          |  |  |                                   |
| Taxes                                |                              |                          |  |  |                                   |
| Purchased Transportation Services    |                              |                          |  |  |                                   |
| Miscellaneous                        | 391                          | 23                       |  | 23                                     | 368                               |
| Leases and Rentals                   | 4                            |                          |  |  | 4                                 |
| <b>Total Annual Operating Budget</b> | <b>\$24,779</b>              | <b>\$2,799</b>           | <b>\$100</b>                                 | <b>\$2,899</b>                         | <b>\$21,880</b>                   |
| <b>Services Category Detail</b>      |                              |                          |  |  |                                   |
| Consulting Services                  | 2,745                        | 100                      | 100  | 200                                    | 2,545                             |
| Other Services                       | 107                          |                          |  |  | 107                               |
| <b>Total Services</b>                | <b>2,852</b>                 | <b>100</b>               | <b>100</b>                                   | <b>200</b>                             | <b>2,651</b>                      |

| Contract Spending Plan              | Contract Spend to Date <sup>2</sup> | Contract Spend Forecast<br>Remainder of 2025 | Future Spending        | Total                                  |
|-------------------------------------|-------------------------------------|--|------------------------|--|
| TAG Consultants                     | \$                                  | \$100  | \$300                  | \$400                                  |
| <b>Contract Detail</b>              |                                     | <b>Board Approved Contract Value</b>         | <b>Proposed Action</b> | <b>Proposed Revised Contract Value</b> |
| TAG Consultants                     |                                     | \$   | \$400                  | \$400                                  |
| Contingency                         |                                     |  |                        |  |
| <b>Contract Total</b>               |                                     | <b>\$</b>                                    | <b>\$400</b>           | <b>\$400</b>                           |
| Estimated Taxes                     |                                     |  |                        |  |
| <b>Total (with estimated taxes)</b> |                                     | <b>\$</b>                                    | <b>\$400</b>           | <b>\$400</b>                           |
| Percent Contingency                 |                                     | 0%   | 0%                     | 0%                                     |

**Notes:**

<sup>1</sup>YTD Actuals as of February 2025

<sup>2</sup>Spending to Date as of February 2025

## Small business participation and apprenticeship utilization

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.

Due to the size of these contracts, small business/DBE goals were not established.

## Public involvement

Not applicable to this action.

## Time constraints

A one-month delay would not create a significant impact but could delay anticipated presentations to the Sound Transit System Expansion Committee.

**Environmental review** – KH 4/21/25

**Legal review** – DLB 5/5/25

## **Motion No. M2025-13**

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute four individual 12-month contracts with Crunican LLC, Kenneth L. Johnsen, Roger M. Natsuhara and WSP USA (Charla Skaggs) to provide capital program consultant services in individual contract amounts not to exceed \$100,000.

### **Background**

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Services under this contract will be funded through existing project and operating budgets.

The requested amount is not to exceed and is sufficient to fund each 12-month contract.

## **Motion**

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute four individual 12-month contracts with Crunican LLC, Kenneth L. Johnsen, Roger M. Natsuhara and WSP USA (Charla Skaggs) to provide capital program consultant services in individual contract amounts not to exceed \$100,000.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on May 22, 2025.



Dave Somers  
Board Chair

**Attest:**



Kathryn Flores  
Board Administrator