



BOARD OF COMMISSIONERS MEETING AGENDA

Date: March 19, 2024

Time: 8:30AM – 10:00AM

Page

1. CALL TO ORDER

2. AGENDA REVIEW

3. CHAIRPERSON'S COMMENTS

4. FULL DISCUSSION / ACTION ITEMS

- a. Resolution No. 24-20, Award Seattle Environmental Study Contract
- b. Climate Commitment Act Discussion
- c. Ferry Charters

1

5. EXECUTIVE DIRECTOR ITEMS

6. PUBLIC COMMENTS

Please state your name for the record. You will have 3 minutes to address the Board.

7. FOR THE GOOD OF THE ORDER: Transit Board members' comments

8. ADJOURN:

Agendas and Board Packets are available online at www.kitsaptransit.com and available in large-print format upon request. If you will need accessibility accommodations for this public meeting, please contact the Clerk of the Board at (360) 478-6230 or via email at JacquelynB@kitsaptransit.com by noon on the Wednesday before the meeting.



Board of Commissioners Agenda Summary

Meeting Date: 03/19/2024

AGENDA ITEM: Resolution No. 24-20, Seattle Environmental Study

SUBMITTED BY: Steffani Lillie

TITLE: Director

DEPARTMENT: Services and Capital Development

EXHIBITS/ATTACHMENTS: Resolution No. 24-20, Award Letter of Recommendation



BUDGETARY IMPACT *(if applicable)*

BUDGETED AMOUNT: \$ 5,147,558.00

EXPENDITURE REQUIRED: \$ 5,147,558.00

FUNDING SOURCE: Capital

REVIEWED BY: Executive Director

REVIEWED DATE: 03/07/2024

SUMMARY STATEMENT:

KT staff is asking permission to award a contract to KPFF Consulting Engineers, Inc. to conduct the environmental phases on the Seattle Terminal project. Three sites will be evaluated as previously determined in the early scoping phases.

RECOMMENDED ACTION/MOTION:

MOTION: Move to adopt Resolution No. 24-20, authorizing staff to award a contract to KPFF Consulting Engineers, Inc. for the environmental phase of the Seattle Terminal environmental project for five million one hundred forty-seven thousand five hundred fifty-eight dollars (\$5,147,558).

RESOLUTION NO. 24-20

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS
AUTHORIZING STAFF TO AWARD A CONTRACT TO KPFF FOR THE SEATTLE
TERMINAL ENVIRONMENTAL STUDY

WHEREAS, at its meeting on January 3, 2023, the Board approved permission to advertise and seek vendor qualifications; and

WHEREAS, Kitsap Transit placed a Request for Qualifications (RFQ) KT 23-871 on October 24, 2023, in accordance with the federal and state requirements for the Seattle Terminal Environmental Study; and

WHEREAS, the staff received one (1) qualified submission in response to its RFQ and it was evaluated on the firms experience and qualifications, project understanding and approach, and key personnel experience; and

WHEREAS, KPFF Consulting Engineers, Inc. was the only submission; and

WHEREAS, KPFF proposed pricing that was higher than the independent cost estimate; and

WHEREAS, staff conducted negotiations on pricing with KPFF; and

WHEREAS, after negotiations and evaluations a negotiated price was agreed upon to be fair and reasonable; and

WHEREAS, staff recommends issuing a contract to KPFF for five million one hundred forty-seven thousand five hundred fifty-eight dollars (\$5,147,558); and

WHEREAS, Kitsap Transit is seeking permission to award the contract for the Seattle Terminal Environmental Study to KPFF.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes staff to award a contract for the Seattle Terminal Environmental Study to KPFF in an amount of five million one hundred forty-seven thousand five hundred fifty-eight dollars (\$5,147,558)

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held

on the 19th day of March, 2024.

Greg Wheeler, Chairperson

ATTEST:

Jackie Bidon, Interim Clerk of the Board

DRAFT



MEMORANDUM

DATE: March 6, 2024

TO: Steffani Lillie

FROM: Patrick Rogers

**SUBJECT: Recommendation to Award- Seattle Terminal Site
Environmental Study**

Procurement

On October 24, 2023 Procurement Staff released a Request for Qualifications; KT 23-871 Seattle Terminal Environmental Study Project. On December 1st, Kitsap Transit received a single proposal in response to their request. The proposal was deemed responsive and forwarded to the Evaluation Committee for review.

Kitsap Transit's Evaluation Committee evaluated the proposals based on Project Approach and Methodology with a Project Schedule, Technical Capacity, Past Experience, and Key Personnel; as described in the solicitation.

Procurement Staff reviewed the solicitation process to ensure that the level of "open competition" was achieved since Kitsap Transit only received one proposal. When Kitsap Transit surveyed Plan Holders to determine why they did not submit a proposal, the prevailing reason was KPFF is the expert in this field and many of the Plan Holders are teaming with KPFF on this project. Procurement Staff determined that adequate competition was achieved.

Cost Analysis

In accordance with the "Brooks Act", staff requested a Cost Proposal from KPFF. The initial Cost Proposal received from KPFF deviated from Kitsap Transit's Independent

Cost Estimate. Kitsap Transit staff reviewed each of the cost elements presented in KPFF's proposal to understand where these deviations occurred. During the review, a couple of areas in KPFF's proposal were identified as areas that need further explanation.

Kitsap Transit and KPFF staff completed multiple rounds of negotiations focused on cost, project length, complexity, and environmental changes. KPFF has presented a cost that takes into consideration the review of three (3) sites not just two (2), it also provides a more realistic NEPA and ROW acquisition plan (based on lessons learned during the alternatives analysis). KPFF's Cost Proposal also reflects a more realistic timeline for environmental review taking into consideration current environmental practices.

When Kitsap Transit staff reviewed the information provided by KPFF, they determined that the Cost Proposal present is "fair and reasonable" based off this additional information.

Recommendation

Procurement Staff has completed the responsiveness and responsibility checks and has deemed KPFF responsive and responsible. It is my recommendation that KPFF be awarded the KT 23-871 Seattle Terminal Environmental Study project.

If you have any questions, please contact me at 360-479-6960.

Sincerely,

Patrick Rogers
Purchasing Coordinator