

Toll Division Consultant Quarterly Report

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April - June 2014

Legislative Request:

As required by Section 209 (8), the following is the quarterly report to the governor and the transportation committees of the legislature on the use of consultants in the tolling **B** program. The report includes the name of all consultants, the scope of work, the type of contract, timeliness, and deliverables and any new task orders and extensions added to the consulting contracts during the quarter reported.

Terms Defined:

For the purpose of this report the requested items were interpreted to mean the following:

Consultant: a contractor providing personal services to the Toll Division of WSDOT.

Scope of work: a general description of the contracted services.

Type of contract: contract categorization according to the Washington State Department of Enterprise Services (DES).

Timeliness: the status of task activity during the quarter.

Deliverables: a list of work products delivered during the quarter.

New task orders and extensions: any new task orders, amendments or extensions executed during the quarter.

Summary Report:

The following is a summary of the Toll Division’s consultant contracts, amendments or extensions executed during the quarter ended 6/30/14.

Consultant Name	Contract #	New Task Orders During Quarter		Extensions or Amendments During Quarter	
		Title	Value	Title	Value
Jacobs	Y-11038	Task BN – Toll Operations Finance Support	\$522,818		
	Y-11038	Task BQ – CSC RFP Support	\$146,922		
	Y-11038	Task BR – Toll Operations Program, Admin and Contract Mgmt	\$145,880		
	Y-11038	Task BB – Policy and Planning	\$0 (Time Extension only)		

Y-11038 Task BN:

Scope Summary: The Consultant shall provide level of effort services for toll finance and analysis in support of the Toll program. Toll Finance support and analysis shall include but not limited to comparison of traffic and revenue forecast to actual reporting, budget support, financial plan assistance, expenditure forecasting, indicative toll financial capacity analysis, and other financial policy planning for Tacoma Narrows Bridge, SR167 and SR520.

Timeliness: The period of performance Task BN is from 4/1/14 to 6/30/15

Deliverables: The support provided by the consultant is level of effort as directed by the Toll Division Finance director.

Y-11038 Task BQ:

Scope Summary: Based on industry trends and advancements, the Toll Division must anticipate the replacement of the existing Customer Service Center system. The replacement will require: procurement scope - determination of what will be procured, solicitation through an open bid; contracting with the new vendor and transitioning to the new vendor. This phase of the procurement process is to determine what to procure. There are various approaches to CSC operations management. This phase will determine which business operation method the State prefers.

Timeliness: The period of performance Task BQ is from 5/1/14 to 9/30/14

Deliverables: The deliverables for Task BQ include Workshop materials and outcome reports, Toll Industry review and summary reports, procurement method research and recommendations (including cost and risk analysis), and Final Determination Report. (Due 9/30/14)

Y-11038 Task BR:

Scope Summary: The consultant shall provide positions for an ongoing basis to fulfill the administrative, contracting and programmatic management support of the Toll Division Operations Program. Part time shall report to Toll Division Leadership for assignment.

Timeliness: The period of performance Task BR is from 5/1/14 to 6/30/15

Deliverables: The support provided by the consultant is level of effort as directed by the Toll Division Operations Director.

Consultant Details for Jacobs Engineering Group:

Extensions and Amendments Scope and Value:

Task Number	Task Name	Task Work Order	Task Value
Y-11038	Policy and Planning	TF007 and TF009	\$0 (time extension)

Extension/Time or Budget Amendment:

Y-11038 Task BB:

Scope Summary: Task BB supports Policy and Planning for the Toll Division which includes but not limited to Washington State Transportation Commission support, Annual Rate Setting and annual cost to collect analysis for TNB and 520 corridors.

Timeliness: Contract window extended from 6/30/2014 to 8/30/2014 – All deliverables were submitted on time and under budget for the 2014 deliverable. This time extension will allow Jacobs and the Toll Division to determine a future work plan into 2015.

Deliverables: The support provided by the consultant is level of effort as well as directed by the Toll Policy and Planning Manager.