

RESOLUTION NO. 19-08

A RESOLUTION OF THE KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO RENEW CONTRACT KT 17-561 WITH PROGRESSIONS FOR PROJECT MANAGEMENT SERVICES IN SUPPORT OF IMPLEMENTATION OF THE FAST FERRY PROGRAM

WHEREAS, Kitsap Transit executed an agreement, KT 17-561, with Progressions to provide project management and implementation support for the Kitsap Transit Fast Ferry program on February 7, 2017; and

WHEREAS, an amendment extending Progressions contract for a period of one year was signed on February 7, 2018 and expires January 2019; and

WHEREAS, implementation of the program continues; and

WHEREAS, the consulting work performed by Progressions continues to be necessary to support and supplement the work of Kitsap Transit staff; and

WHEREAS, the scope of services for ongoing work to be performed over the next year is attached as Exhibit A; and

WHEREAS, budget authority for said agreement is included in the 2019 budget; and


NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes staff to renew agreement KT 17-56 with Progressions for Fast Ferry project management services with a term ending January 31, 2019 in an amount not to exceed eighty-three thousand dollars (\$83,000).

ADOPTED by the Kitsap Transit Board of Commissioners at a special meeting held on the 8th day of January, 2019.



Kol Medina, Chairperson

ATTEST:



Jill A. Boltz, MMC
Clerk of the Board

December 21, 2018

Darrell Bryan
Marine Services Director, Kitsap Transit
60 Washington Street, Suite 200
Bremerton, WA 98337

Subject: Kitsap Fast Ferry Project Management and
Implementation Support

Dear Mr. Bryan,

Thank you for the opportunity to continue working with Kitsap Transit as you launch fast ferry service from Kitsap County to downtown Seattle. Standing up this service is both an exciting and demanding undertaking.

I look forward to the ongoing opportunity to share my expertise acquired over more than 20 years working in the marine transportation industry and to continue fostering effective working relations with Kitsap Transit staff and the assembled consulting team towards the successful launch of Kitsap Transit's Fast Ferry service.

Scope of Work:

Task 1 – Provide project management and coordination support for the Kitsap Fast Ferry implementation project

- Prepare work plans and schedules
- Update implementation work plans and schedules
- Work with KT staff and KPFF to identify required sub consultant expertise and qualified contractors
- Provide guidance and oversight for consultant team work including coordination of task order management
- Coordinate completion of implementation tasks
- Coordinate project status meetings
- Review and edit consultant team and staff work products as required
- Prepare and make updates and presentations as required
- Provide other project management support to the Marine Services Division as requested such as development of the safety management system, analysis and enhancement of the reservation system
- Maintain communication with KT management and provide project updates
- Review all consultant invoices and manage consultant project budgets

- Prepare supporting documentation for development of contract documents

Task 2 - Provide ongoing financial analysis support

- Conduct financial analysis to support implementation budgeting and financial planning
- Prepare updates to the fast ferry long range financial as required

Task 3 - Provide support to the communications and public outreach effort

- Contribute directly to, review and edit outreach and communication materials as requested
- Participate in outreach activities as requested
- Coordinate outreach activities with the consultant team, KT staff and other agencies and stakeholders as requested
- Work with Communications staff and the beach monitoring consultant to migrate the Rich Passage research website to the KT website
- Work with Communications staff to expand key performance indicator reporting

Task 4 – Provide management and coordination support to the Marine Services Director

- As requested provide one time and ongoing management and coordination support to the Marine Service Director and staff
- Provide project coordination for implementation of vessel locations reporting systems
- Coordinate with tribal relations consultant to reach required agreement with Puget Sound region tribes
- Provide support as requested for regional marine transit issues and initiatives

Task 5 - Coordinate and provide support in development of shared facilities agreement

- Support development of facility use operating agreements with KCMD and WSF
- Support and coordinate KPFF and Marine Division activities to expand landing facilities in Seattle
- Support Marine Division work to develop a joint use plan for landing in Southworth

Task 6 - Coordinate the beach monitoring program

- Provide project management support to the beach monitoring program
- Coordinate periodic monitoring

- Work with Marine Services and the beach monitoring consultant to develop phased service expansion schedules for the Bremerton route
- Review and comment on beach monitoring reports
- Coordinate and participate as appropriate in communication efforts with property owners and the community

Task 7 - Provide support in enhancement and or replacement of the reservation system

- Work with KT staff and the reservations consulting team to evaluate the reservation system and policies.
- Provide support during enhancement and/or replacement of the reservation system

Task 8 - Provide support in develop and execution of the vessel acquisition plan

- Coordinate as appropriate consultant team and KT staff work in support of the vessel acquisition program
- Provide support for developing and conducting a wake acceptance testing program for the new Rich Passage class vessels

Task 9 – Provide other technical and project management support as required for implementation and capital development

Task 10 - Respond to agency information and analysis requests

Task 11 – Provide support to the BTC Facility Management Committee

- Coordinate emerging facility management needs and concerns
- Coordinate collection and reporting of shared cost data
- Review quarterly cost sharing reports and invoices

Fees:

To accomplish the above scope of work I anticipate incurring about 10 hours a week in time charges. At my current rate of \$155 an hour that would mean the contract authority for February 2019 though January 2020 would need to be approximately \$81,000 plus an estimated \$2,000 in expenses for a total of \$83,000. I will invoice for work performed on a time and materials basis.

December 21, 2018
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Thank you for the opportunity to help Kitsap Transit expand passenger ferry service in Kitsap County.

Regards,



Carla Leigh Sawyer
Principal

CC: John Clauson, Executive Director