

# **Toll Division Consultant Quarterly Report**

**Craig Stone**

Assistant Secretary

Toll Division

**Lynn Peterson**

Secretary of Transportation

**October - December 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 Toll Division’s 2013-15 Biennium Budget is \$62,688,000. The following is a summary of the Toll Division’s consultant contracts, amendments or extensions executed during the quarter ended 12/31/14 totaling \$903,339.

| Consultant Name           | Contract #    | New Task Orders During Quarter |           | Extensions or Amendments During Quarter |           |
|---------------------------|---------------|--------------------------------|-----------|---|-----------|
|                           |               | Title                          | Value     | Title                                   | Value     |
| Jacob’s Engineering, Inc. | Y-11038-BV-00 | Data and Reporting             | \$792,242 |   |           |
|                           | Y-11038-BQ-01 |                                |           | CSC RFP support                         | \$0       |
|                           | Y-11038-BQ-02 |                                |           | CSC RFP support                         | \$111,097 |
|                           |               |                                |           |   |           |
|                           |               |                                |           |   |           |
|                           |               |                                |           |   |           |

**Consultant Details for Jacobs Engineering, Inc.:**

**Contract Type:** Personal services

**Scope Summary:** A broad spectrum of management and technical services via and integrated toll management team, including a co-located staff, as well as offsite services as needed.

**Timeliness:** Current expiration is June 30, 2021

**Deliverables:** Primary focus is to provide core resource staff for technical, policy, and operations support to the Toll Division. Deliverables as requested by the state.

**New Task Order Scope and Value:**

| Task Name     | Task Description   | Task Work Order        | Task Value |
|---------------|--------------------|------------------------|------------|
| Y-11038-BV-00 | Data and Reporting | TF0007, TF0006, TF0009 | \$792,242  |
|               |                    |                        |            |

**Task Y-11038-BV-00**

**Scope Summary Data and Reporting:** Under this task Jacobs shall provide data and reporting support to conduct ongoing data analyses, expand and enhance reporting capabilities, and improve data quality and utilization related to the Customer Service Center system (CSC), the Roadway Toll System (RTS) lane systems, and WSDOT Tolling’s own operations, oversight, and management activities.

**Timeliness:** Contract window: 10/1/14 through 9/30/15; this task initiates the second phase of data and reporting analysis.

**Deliverables:** Level of effort contract provides approximately 2 full-time equivalent of staff support. Deliverables are ongoing.

**Extensions and Amendments Scope and Value:**

| Task Number        | Task Name                            | Task Work Order        | Task Value |
|--------------------|--------------------------------------|------------------------|------------|
| Y-11038 Task BQ-01 | CSC Systems and Operator RFP Support | TF0007, TF0006, TF0009 | \$0        |
| Y-11038 Task BQ-02 | CSC Systems and Operator RFP Support | TF0007, TF0006, TF0009 | \$111,097  |
|                    |                                      |                        |            |

**Extension/Time or Budget Amendment:**

**Task Y-11038-BQ**

**Scope Summary Data and Reporting:** WSDOT has identified the CSC Systems and Operations Request for Proposal Support as a three phase approach. Phase 1 – Plan the Plan, what to procure, Phase 2- Development of Solicitation Material and Phase 3 – the Solicitation Process. Under this task Jacobs shall continue work on the phase elements described in task BQ as directed by the WSDOT Project Manager. Added emphasis will focus on gathering industry information and requirements, researching procurement methodology to support customer service center request for proposals for short and long term operators as well as a long term back office system.

**Timeliness:** Contract window: 5/1/14 through 1/31/15; the original task order, BQ-00 was for Phase 1 of the procurement – Plan the Plan – determining “What to Procure”. Amendment 1 extended the time of the work effort from August 31, 2014 to December 31, 2014. Amendment 2 initiated Phase 2 of the procurement effort – Phase 2 – Development of Solicitation Material, specifically the CSC Short term operator, long term operator, and long term system requirements gathering and contract support. Continued effort will extend task BQ with planned execution next quarter.

**Deliverables:** Level of effort contract provides approximately 4 full-time equivalent of staff support. Deliverables for this task are ongoing.