

**ADVISORY INFORMATION**

**Date:** July 7, 2008  
**Subject:** Authorization to purchase furniture systems and computer equipment for the Central Corridor Project Office (CCPO)  
**District(s), Member(s):** All  
**Policy/Legal Reference:** Council Policy 3-3 Expenditures, Federal Transit Administration (FTA) Circular 4220.1d Third Party Contracting Requirements  
**Staff Prepared/Presented:** Brian J. Lamb, General Manager, 612-349-7510  
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**Division/Department:** Metro Transit

**Proposed Action**

That the Metropolitan Council authorizes the Regional Administrator to purchase furniture systems and computer hardware/software for the Central Corridor Project Office (CCPO) in a total amount not to exceed \$704,261.

**Background**

On August 22, 2007, the Metropolitan Council authorized the Regional Administrator to purchase furniture systems and computer hardware/software for CCPO. At that time, staff estimated that at peak capacity there would be over 110 agency and consultant staff housed together. Rather than purchase computer hardware/software and furniture systems for the full estimated capacity while the project was in the early stages of preliminary engineering, staff requested a not-to-exceed amount of \$1,690,000 to equip workspaces for only 91 staff.

As the CCPO anticipates moving into final design, it has reviewed staffing and co-location needs. Staff now estimates it will need furniture systems and computer hardware/software for an additional 26 Council and consultant staff - 12 consultant staff and 14 Council staff.

**Rationale**

The CCPO co-location of Council and consultant staff contributes to the successful resolution of complex design issues efficiently and effectively. This work environment encourages collaboration and teamwork because Council and consultant staff have immediate daily access to each other.

CCPO staff is requesting an amount not-to-exceed \$184,529 for furniture systems and an amount not-to-exceed \$519,732 for computer hardware/software for a total of \$704,261 to equip the additional staff. The computer hardware/software purchase includes \$210,300 of sole source proprietary engineering software. Annual operating costs will include \$80,464 for ongoing software licensing and \$8,988 for office supplies. Total additional cost of annual operations will be \$89,452. The annual operations cost is a FTA grant eligible expense.

The Council will retain all furniture systems and computer hardware and software for deployment on future projects. The potential design and construction of the Southwest LRT line is an example of how the Council could reuse this capital equipment. The CCPO has incorporated previously used Council furniture systems in its office design.

**Funding**

Funds are provided through the 2008 FTA New Starts grant in the amount of \$10,192,000.

**Known Support / Opposition**

None