



(Board Copy)  
Washington Metropolitan Area Transit Authority  
**METRO ELECTRONIC ACTION DOCUMENT**

IDENTIFICATION			
MEAD ID:	98689	ACTION:	Initiate & Award Transit Service Change
AWARD VALUE:	(Not yet awarded)	CONTRACT: (Proposed)	
FUND SOURCES: (View)	Operating Funds	CONTRACTOR:	
LAST MODIFIED:	09/30/2005		

DESCRIPTION	
SUBJECT:	Appraisal Services Contract
PURPOSE:	Obtain the Budget Committee's recommendation that the Board approve the initiation and award of one or more competitive contracts for one base year, with four (4) one-year options for appraisals of buses, heavy equipment, automobiles, and light vehicles, and approval to exercise the option years subject to approval of future years' budgets and availability of funds.

### TRANSIT SERVICE CHANGE CATEGORIES

ORIGINATION					
INITIATOR			DEPARTMENTAL APPROVAL		
TERRY SMITH on 09/16/2005			Approved by O'KEEFFE , CAROL 09/21/2005		
PHONE:	202-962-1563	OFFICE:	COUN	DEPT:	Independent Offices

COORDINATION (ROUTING)		
OFFICE	NAME	ACTION/DATE
COUN (1410)	O'KEEFFE, CAROL	Approved 09/21/2005
AUDT (7210)	STEWART, JAMES	Approved w/ Comments 09/22/2005
PRMT (7410)	JACKSON, LUCY	Re-assigned 09/28/2005
COUN (1410)	O'KEEFFE, CAROL	Approved 10/05/2005

FINAL APPROVALS	
OFFICE	NAME/ACTION
BUDGET_CMTE	Approved for CFO1 by PETER BENJAMIN on 09/22/2005
BEMR	Approved for by HAROLD BARTLETT on 10/06/2005
GM	Approved for GMGR by GMGR CEO on 10/13/2005
BOARD	BOARD WMATA (Not Yet Approved)



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**NARRATIVE**

**DISCUSSION:**

COUN's Third Party Liability (TPL) section is responsible for the processing of claims relating to bus/vehicular accidents in the District of Columbia, Maryland, and Virginia involving Authority owned transit buses, heavy equipment, and vehicles owned by third-party claimants. In addition to handling claims against the Authority, TPL also pursues claims for damages to WMATA vehicles caused by the negligence of third parties.

This procurement covers preparation of appraisals addressing the cost of repairs to Authority owned transit buses, heavy equipment, and vehicles owned by third party claimants. The appraisals are needed to obtain subrogation recoveries from insurance companies and to ensure appropriate amounts are paid for damages caused by WMATA to third party claimants. The Appraiser will furnish TPL with a detailed appraisal of labor hours, parts and paint necessary to repair the damaged vehicle. Buses will be inspected at various Metro garages, at the convenience of the Authority, so as to permit WMATA's use of the vehicles in the Authority's transit operations.

Award of the contract may be split between two vendors - heavy appraisals (buses and other equipment) and light appraisals (passenger cars and other light vehicles).

**ALTERNATIVES:**

Currently, TPL staff do not possess the skills required to perform appraisals. TPL would require three (3) additional full-time employees to produce the approximately 80 monthly appraisals. Three employees would be necessary due, in large part, to the amount of travel required to complete the appraisals. In addition, TPL would be required to provide appraisal software and vehicles to the in-house appraisers. TPL could procure individual appraisals as needed; however, a multi-year contract is likely to result in lower overall costs.

**IMPACT ON FUNDING:**

Budget: Operating  
 Office: COUN (1400)  
 Account: Services - Professional & Technical (5030314)  
 Page Number: 31  
 This Action: \$450,000

<u>FY06</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>TOTAL</u>
\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$450,000

Funding for FY07-FY10 is subject to Board approval of the budget and availability of funds.

**PRIOR APPROVALS:**

None.

**AFFIRMATIVE ACTION REQUIREMENT:**

Equal Employment Opportunity Requirements - The prime contractor will be required to comply with Executive Order No. 11246, revised Order No. 4.

Disadvantaged Business Enterprise (DBE) Requirements - Pursuant to WMATA Board Resolution #2005-30, there is no DBE goal for this type of contract. This requirement is operationally funded.

**RECOMMENDATION:**

That the Budget Committee recommend Board approval for the initiation and award of one or more competitive contracts for one base year, with four (4) one-year options for appraisals of buses, heavy equipment, automobiles, and light vehicles, and approval to exercise the option years subject to approval of future years' budgets and availability of funds.