

SOUND TRANSIT

RESOLUTION NO. R99-28

Memorandum of Agreement between Sound Transit and Pierce Transit Related to Design and Construction of Tacoma Dome Station Phase II Project BACKGROUND AND COMMENTS

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	8/5/99	Recommend Board Approval	Agnes Govern, Director, Regional Express	398-5037
Board of Directors	8/26/99	Approval	Bill Guenzler, Program Manager, Regional Express Capital Projects Linda J. Sullivan, Project Manager, Community Connections	398-5041 398-5033

ACTION:

Approval of Resolution R99-28 authorizes the Executive Director to execute a Memorandum of Agreement (MOA) for intergovernmental cooperation between the Central Puget Sound Regional Transit Authority (Sound Transit) and Pierce County Public Transportation Benefit Area Authority (Pierce Transit) related to the design and construction of the Tacoma Dome Station Phase II Project.

BACKGROUND:

In 1997, Pierce Transit opened a new 1,200-stall parking garage and bus transit facility, a project now called Tacoma Dome Station Phase I. The parking garage is already operating near capacity. The initiation of Sound Transit's new light rail, commuter rail, and regional bus service at Tacoma Dome Station will add to demand for safe, convenient parking. In May 1998, Sound Transit and Pierce Transit entered into a Memorandum of Understanding (MOU) to establish working principles to facilitate the development of capital projects listed in *Sound Move*. This MOU established general working relationships and general goals and was intended as an umbrella MOU under which other, project-specific agreements would be made.

Sound Move sets aside \$10 million (1995 dollars) to help fund expansion of the Tacoma Dome Station. The Tacoma Dome Station Phase II Project, as this expansion project now is known, will include a new 7-level, parking structure with 1,200 additional stalls, traffic signal modifications, office space, signage, lighting, and plaza amenities including a customer service facility, public restrooms, landscaping, and paving. Pierce Transit is lead on this project with our cooperation in funding roughly 50% of Phase II design and construction costs. Pierce Transit contracted with Berger/ABAM Engineers and Arai/Jackson Architects to conduct preliminary and final design, and Absher Construction is acting as general contractor/construction manager (GC/CM) for the project. Construction began in May and has a scheduled completion date of October 2000. At this time there is a need for a formal agreement between Pierce Transit and Sound Transit to identify roles, schedule, scope, and funding provisions. Sound Transit has worked with Pierce Transit to develop a Memorandum of Agreement (MOA) pertaining to the coordination and cooperation of the two agencies in relation to design and construction of Tacoma Dome

Station Phase II Project. Approval of this action would authorize the Executive Director to execute the MOA with Pierce Transit. The key features of the MOA are outlined below.

RELEVANT BOARD POLICIES AND PREVIOUS ACTIONS TAKEN:

- Adoption of *Sound Move* (May 31, 1996).
- Adoption of Implementation Guide (May 22, 1997).
- Adoption of Resolution No. R98-5, MOU with Sound Transit, City of Tacoma, and Pierce Transit (March 12, 1998).
- Adoption of Resolution No. R98-49, 1999 Budget (November 12, 1998).
- Regional Express Capital Projects Risk Analysis (Discussion Paper, July 1998).

KEY FEATURES:

- Establishes common goals in achieving the completion of Phase II for the Tacoma Dome Station. The agreement sets forth the expectations and responsibilities of the respective agencies.
- Enables the parties to work collaboratively and efficiently together to implement the project.
- Authorizes the Executive Director to review the implementation of the MOA to ensure that it is being administered effectively and satisfies the needs of the respective parties.
- Establishes a process for determining how to reduce costs if they are higher than expected/budgeted.
- Establishes a process for determining how funds will be used if the project is completed under budget.

FUNDING:

Sound Transit will contribute a maximum of \$10,598,000 towards project costs, which is roughly 50% of estimated costs. A breakdown of total project costs (in YOE dollars) is included below:

PHASE	COST
Construction	\$19,245,000
Construction Admin	\$375,000
Land Acquisition	\$500,000
Design	\$1,480,000
Total	\$21,600,000

Sound Transit will not share costs of certain elements of the project, as provided in the MOA. These costs include the construction of private commercial bus facilities (Greyhound) and land acquisition to develop future commercial retail space in Station Square. Administration costs and STart costs have already been taken out of the \$10,598,000 identified as Sound Transit’s contribution to design and construction costs.

ALTERNATIVES:

The new parking capacity that is the key element of the Tacoma Dome Station Phase II Project is critically needed to support new Sound Transit regional bus, commuter rail, and light rail service. Sound Transit could elect not to contribute these funds for expansion of parking at Tacoma Dome Station; however, this would constitute a change to *Sound Move* as approved by voters in 1996. In addition, such an action would severely compromise the project, which has been designed based on the assumption of Sound Transit funding.

FUTURE ACTIONS EXPECTED:

Should estimated project costs at any time exceed the amount covered by this Agreement, the parties involved will meet to discuss necessary steps required to reduce costs to a level consistent with available funding. If the project is completed under budget, the parties involved will jointly develop a recommendation for reallocation of the surplus to other projects within the Tacoma Dome Station Project Area. Staff would seek direction and approval of this reallocation from the Sound Transit Board of Directors.

CONSEQUENCES OF DELAY:

Design and planning of the Tacoma Dome Station Phase II Project has been based on the assumption of funding provided for in *Sound Move*. Delay in decision on this MOA, which stipulates terms of the Agreement by which Sound Transit makes funding available, could lead to a delay in work on the project, thereby postponing completion. As the current parking structure is operating near capacity, there is an urgent need to keep this project on schedule in order to support new Sound Transit service.

LEGAL REVIEW:

The Legal Department has reviewed and approved the Background and Comments and the Resolution.

SOUND TRANSIT

RESOLUTION NO. R99-28

A RESOLUTION of the Board of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute a Memorandum of Agreement for intergovernmental cooperation with Pierce Transit related to the design and construction of the Tacoma Dome Station Phase II Project.

WHEREAS, a regional transit authority (“Sound Transit”) has been created for Pierce, King and Snohomish Counties by action of their respective county councils pursuant to RCW 81.112.030; and

WHEREAS, on November 5, 1996, Central Puget Sound area voters approved local funding for *Sound Move*, the ten-year plan for regional high capacity transit in the Central Puget Sound Region; and

WHEREAS, *Sound Move* included \$10 million (1995 dollars) to assist in funding the Tacoma Dome expansion; and

WHEREAS, Pierce Transit, in cooperation with Sound Transit, has developed plans to design and construct new structured parking and associated amenities, a project now known as Tacoma Dome Station Phase II Project; and

WHEREAS, the Tacoma Dome Station Phase II Project will provide parking capacity to support new Sound Transit regional bus, light rail, and commuter rail services being implemented at Tacoma Dome Station; and

WHEREAS, Sound Transit and Pierce Transit have negotiated a Memorandum of Agreement setting forth their respective roles and obligations in relation to the design and construction of the Tacoma Dome Station Phase II Project, which will include a parking structure, traffic signal

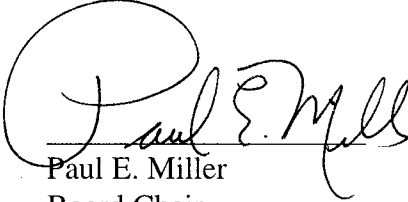
modifications, a customer service facility, public restrooms, landscaping, paving, lighting, office space, and signage; and

WHEREAS, Sound Transit will contribute a maximum of \$10,598,000 to fund design and construction of the project; and


WHEREAS, it is in the best interest of Sound Transit to work with Pierce Transit in developing the project for the most effective use of design and construction resources.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Central Puget Sound Regional Transit Authority that the Executive Director of Sound Transit is hereby authorized to execute an agreement with Pierce Transit related to the design and construction of the Tacoma Dome Station Phase II Project.

ADOPTED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on the 12th day of August, 1999.


Paul E. Miller
Board Chair

ATTEST:


Marcia Walker
Board Administrator

**MEMORANDUM OF AGREEMENT FOR INTERGOVERNMENTAL
COOPERATION BETWEEN THE CENTRAL PUGET SOUND
REGIONAL TRANSIT AUTHORITY AND PIERCE COUNTY PUBLIC
TRANSPORTATION BENEFIT AREA AUTHORITY FOR TACOMA
DOME STATION PHASE II PROJECT**

THIS Memorandum of Agreement (this “Agreement”) dated this _____ day of _____, 199_, is made by and between the Central Puget Sound Regional Transit Authority (hereinafter referred to as “Sound Transit”), and Pierce County Public Transportation Benefit Area Authority (hereinafter referred to as “Pierce Transit”), hereinafter collectively, the “Parties” and individually “Party”, regarding Sound Transit and Pierce Transit Tacoma Dome Station Phase II Project (hereinafter referred to as the “Project”) in the Tacoma Dome Business District (hereinafter referred to as “Project Area”).

1. RECITALS

WHEREAS, Pierce Transit successfully financed, designed and built Phase I of the Tacoma Dome Station, which consisted of bus transit boarding areas with passenger amenities and with structured parking for 1,200 cars, and which opened in October 1997 and is now operating at the capacity; and

WHEREAS, Pierce Transit and Sound Transit signed a Memorandum of Understanding (May 18, 1998) for the purpose of establishing working principles to facilitate the development of Tacoma’s Link Light Rail, including the Tacoma Dome Station Phase II; and

WHEREAS, it is Sound Transit’s intent to contribute funds to the Tacoma Dome Station Phase II Project, which will consist of additional structured parking, pedestrian amenities and improvements as described in Section 2, Goals and Scope of Work.

WHEREAS, Pierce Transit has purchased land for the described Project, completed soil remediation of the site in accordance with a Department of Ecology Consent Decree and substantially completed design in collaboration with the Tacoma Dome Area Working Group; and

WHEREAS, *Sound Move* calls for the development of Light Rail, Commuter Rail, and Regional Express bus services and station facilities, and expansion of Pierce Transit’s Tacoma Dome Station with certain pedestrian amenities and facilities as required to connect these facilities within the Project Area; and

WHEREAS, Sound Transit and Pierce Transit desire to set forth their respective roles and obligations in relation to project-level public involvement, design, permitting, funding and construction of the project.

NOW THEREFORE, in consideration of the mutual promises and covenants herein, it is mutually agreed as follows.

2. GOALS AND SCOPE OF WORK

2.1 Goals

The Parties agree to collaborate in completing the design and construction of the Project such that it is completed on schedule, within budget, and is consistent with these goals:

The Parties desire to provide a parking facility that supports all modes of transit at the Tacoma Dome Station and which features low operating costs, improves the speed and reliability of transit services, and is maintainable due to durable, high quality, affordable design and construction.

The Parties desire to integrate the new parking facility with bus, commuter rail, and light rail service and to enhance access and egress within the Project Area.

2.2 Scope of Work

In accordance with these goals, Pierce Transit and Sound Transit have, in collaboration with the Tacoma Dome Area Working Group (as defined in Section 3.2), agreed to the scope of work for the Project to be covered by this Memorandum of Agreement. The fundamental elements of the scope are:

- A seven level parking garage with approximately 1,200 parking stalls located between Puyallup Avenue, 25th Street, E Street, and the Tacoma Dome Station Phase I;
- Traffic mitigation (signal modifications at F/Puyallup and a new signal at E/Puyallup);
- South Plaza development (paving, lighting, landscaping, lease space provisions, walkways, customer service facility, public restrooms, and canopies);
- Office space (service supervisors, security, garage management);
- Signage;
- E Street development (plaza, stairs, lighting); and

- Provisions to accommodate public art. The artwork itself will be commissioned and incorporated into the Project by a separate process than that covered by this Agreement.

In addition, the Parties have agreed that, related to this project, commercial carrier space will be constructed within the parking structure and that other real property will be acquired for Station Square development, but that these are solely Pierce Transit's responsibility, with no financial contribution from Sound Transit.

3. INTERGOVERNMENTAL COORDINATION AND COOPERATION

The Parties recognize the need for cooperation in implementation of the Project. The Parties agree to coordinate and expedite work on the Project as follows:

3.1 Designated Representatives

To ensure effective cooperation and efficient project review, each Party shall designate a representative ("Designated Representative"), responsible for communications between the Parties and as a central point of contact for each agency. The Designated Representatives are responsible for ensuring the Parties' Recitals, Goals, and Principles stated above and the budget and funding limitations are satisfied. Designated Representatives are also responsible for coordinating the input and work of other staff members as it relates to the scope of this Agreement. The Parties reserve the right to change Designated Representatives, with notice to the other parties, as the Project progresses through design and construction. Attachment A provides Designated Representatives' phone numbers, fax numbers, and E-mail addresses. This list will be updated as necessary.

3.2 Tacoma Dome Area Working Group

The Parties have been and will continue to participate in the Tacoma Dome Area Working Group (hereinafter referred to as "Working Group"), which is made up of the Designated Representatives listed herein, as well as representatives of the City of Tacoma, and Sound Transit Commuter and Light Rail projects. The Working Group will meet at least once a month and will schedule additional meetings with Project staff and consultants as needed. The Working Group will serve as a forum for coordinating the Project covered by this Agreement with other projects in the Tacoma Dome Development District, including Sound Transit design and construction projects for commuter rail and light rail facilities.

In addition to participating in the Working Group, Sound Transit and Pierce Transit will meet together as necessary to insure that Project goals are achieved consistent with this Agreement.

3.3 Approvals

This Agreement represents Sound Transit's approval of the Project, as designed and described in Tacoma Dome Station Phase II Plans, dated June 18, 1999. Not shown in these drawings, but included in the Scope of Work covered by this Agreement, are design plans and specifications for South Plaza customer service and restroom facilities, which Pierce Transit will submit to Sound Transit for review prior to approval for construction.

Pierce Transit will provide Sound Transit with written notice of any substantive changes to the scope of work which may be required as part of the final design and construction phases. Pierce Transit and Sound Transit will negotiate any changes to the funding contributions to the Project by either party that may be required due to a significant change in scope.

4. ENVIRONMENTAL REVIEW, DESIGN, AND CONSTRUCTION ROLES AND RESPONSIBILITIES

4.1 Pierce Transit

Pierce Transit is responsible for all aspects of design and construction of the Project covered by this Agreement. This includes but is not limited to securing all permits, approvals, licenses, and inspections necessary for execution of the work. Pierce Transit shall be responsible for the Project's compliance with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing upon the performance of the work. Pierce Transit is responsible for supplying project status reports as described in Section 9, and will advise Sound Transit of any significant issues associated with scope and schedule. Pierce Transit will consult with Sound Transit as is necessary for briefings and consultations regarding project issues that may arise during the course of the work. All of these responsibilities to be performed by Pierce Transit shall be at the sole cost of Pierce Transit.

4.2 Sound Transit

Sound Transit is responsible for the design, permits, public involvement, construction, and funding for Light Rail and Commuter Rail facilities within the project area. This Agreement is not intended to nor shall it be construed to address these activities. It is acknowledged that coordination of Light Rail and Commuter Rail projects and activities will be addressed through the Tacoma Dome Area Working Group, and that these Light Rail and Commuter Rail projects and activities may require further project-level agreements between Sound Transit and Pierce Transit.

5. PUBLIC AND COMMUNITY INVOLVEMENT

Pierce Transit will be responsible for leading a public involvement program for the project elements covered by this Agreement. Sound Transit will collaborate with Pierce Transit by assisting in the public involvement process, including

participation and support at community meetings, assistance in development of outreach materials, or other outreach efforts as requested by Pierce Transit, and as determined necessary and appropriate by the Working Group.

6. SCHEDULE OBJECTIVES

The Parties acknowledge the importance of completing the Project to support Sound Transit Commuter Rail, Light Rail and expanded Regional Express bus services. Further, the Parties agree that time is of the essence to support needed regional services to be implemented in 2000.

7. FUNDING AND PAYMENT

7.1 Funding

The estimated cost of the Tacoma Dome Station Phase II Project covered by this Agreement is \$21,600,000, including design and construction, and is consistent with the scope of work outlined in Section 2.

Should estimated Project costs at any time exceed the amount covered by this Agreement, Pierce Transit will notify Sound Transit without delay so that both Parties can in good faith negotiate scope changes to reduce Project costs to a level consistent with available funding.

If either Party desires to expand the scope of the Project beyond that identified in Section 2, that Party will be responsible for providing necessary funding for the expanded scope, including cost of any required design work, for such expansion unless otherwise stipulated in a separate or amended agreement.

Each Party will fund the costs of its own participation in coordination activities called for in this Agreement.

In the event it is determined that the Project is accomplished for a lesser amount than identified in this Agreement, Pierce Transit and Sound Transit shall reduce their contributions by a pro-rated amount in relation to their contribution. Sound Transit and Pierce Transit then will develop a recommendation for reallocation of the surplus Sound Transit funds to other projects within the Tacoma Dome Station Project Area which support Sound Transit transit objectives. This recommendation will be submitted to Sound Transit Board of Directors for approval. In the event that Sound Transit has made payments that exceed the finally established prorated amount, Pierce Transit shall reimburse Sound Transit accordingly.

7.2 Sound Transit's Contribution

Design and Construction

After deducting anticipated agency administration costs, art program costs, and mid-life major repair costs, Sound Transit will contribute a maximum of \$10,598,000 to fund design and construction costs for the Project.

Maintenance

An additional amount not to exceed \$275,000 in 1998 dollars will be reserved by Sound Transit to pay for Sound Transit's proportionate share of mid-life major maintenance costs for the Project. Midlife major maintenance is defined as non-routine major repairs, such as roof repair or replacement, painting, weather sealing, or other similar work, which could be required prior to 2006. The reserved \$275,000 will grow with inflation consistent with the Seattle Consumer Price Index listed in Sound Transit's Adopted Budget during the calendar year in which Pierce Transit seeks Sound Transit's mid-life major maintenance contribution.

7.3 Pierce Transit's Contribution

Pierce Transit will contribute a maximum of \$10,564,000 towards the construction of the Tacoma Dome Phase II Project as identified in Section 2 Scope of Work.

7.4 Invoices and payment

Sound Transit will contribute funds on a reimbursement basis for Sound Transit's proportionate share of actual project costs for design and construction expenses properly billed by Pierce Transit for the Tacoma Dome Station Phase II Project. Pierce Transit will submit monthly invoices beginning in January 2000, describing payments made to design and construction contractors. Sound Transit reserves the right to request verification of payments made to design and construction contractors by Pierce Transit. Payment will be made by Sound Transit within 30 days of receipt of an acceptable invoice.

8. CONTRACT ADMINISTRATION

The Parties shall be solely responsible for the execution, administration and fulfillment of any contracts they enter into for the performance of their responsibilities under this Agreement. In no event shall any such contract be construed as obligating the other Party. All consultant and construction contracts shall comply with all applicable public works and procurement laws and regulations, including, but not limited to, bonding, prevailing wage, nondiscrimination, retainage requirements, insurance, and workers compensation.

8.1 Opportunity for Small Businesses

In connection with the performance of work covered by this Agreement, Pierce Transit will ensure that its contractors will cooperate in meeting Pierce Transit commitments and goals with regard to the maximum utilization of disadvantaged businesses and will use good faith efforts to ensure that disadvantaged businesses shall have the maximum practicable opportunity to compete for subcontract work. Good faith efforts to meet the goals will be documented by Pierce Transit.

Pierce Transit will ensure that Contractors and vendors are aware that it is the policy of the U.S. Department of Transportation (DOT) that disadvantaged businesses as defined in 49 CFR, Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. Consequently, the DBE requirements of 49 CFR, Part 26, apply to this Agreement.

In this regard, Pierce Transit will require that its contractors shall take all necessary and reasonable steps in accordance with 49 CFR, Part 26, to ensure that disadvantaged businesses have the maximum opportunity to compete for and perform contracts and that contractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of DOT-assisted contracts.

9. PERFORMANCE MONITORING AND REPORTING

Pierce Transit shall provide Sound Transit with information on the Project adequate to enable Sound Transit to monitor progress. This information shall include, at a minimum: (1) Final construction plans, specifications, and estimates, and a summary of the agreed upon Maximum Allowable Construction Cost (MACC) for the project (Attachment B), (2) a copy of each monthly report furnished by the Project's General Contractor/Construction Manager including progress narrative, monthly cost report, and updated CPM schedule, and (3) documentation of any change orders which would revise the MACC.

Pierce Transit and Sound Transit's Designated Representatives will meet as necessary to discuss issues related to successful performance of this Agreement.

10. MAINTENANCE AND OPERATIONS

The Parties agree that the facilities constructed under terms of this Agreement will be managed by Pierce Transit, in cooperation with Sound Transit, and operated so as to provide safe and convenient parking for Pierce Transit and Sound Transit customers free of charge between the hours of 4 a.m. and midnight each day or as otherwise agreed upon by both Parties. No fees shall be charged to Sound Transit customers for use of this facility, nor shall any changes occur in hours of operation, without prior written approval of Sound Transit.

The parties further agree to share costs for maintenance and operation of the facility in accordance with the provisions for the facility included in the service

agreement between Pierce Transit and Sound Transit for the operation of Regional Express Service. These costs will be shared by Pierce Transit, Sound Transit, and any other tenants or commercial users of the facility, and will be reviewed annually, in accordance with the provisions of the Regional Express Service agreement.

Pierce Transit shall obtain Sound Transit's prior approval of any leases entered into with tenants, except Greyhound, who will make use of parking capacity constructed as part of this Project.

11. DISPUTE RESOLUTION

The Parties will work collaboratively in accordance with the following steps to resolve disagreements arising from activities performed under this Agreement. Disagreements will be resolved promptly and at the lowest level of authority.

The Designated Representatives shall use their best efforts to resolve disputes and issues arising out of or related to the tasks covered by this Agreement.

Each Designated Representative shall notify the other in writing of any problem or dispute the Designated Representative believes needs formal resolution. This written notice shall include:

- 1) a description of the issue to be resolved,
- 2) a description of the difference between the parties on this issue, and
- 3) a summary of steps taken by Designated Representatives' to resolve this issue. The Designated Representatives shall meet within three (3) business days of receiving the written notice and attempt to resolve the dispute.

In the event the Designated Representatives cannot resolve the dispute, the dispute shall be referred to Sound Transit's Director of Regional Express and Pierce Transit's Director of Development for resolution. The Parties may, but shall not be required to, utilize the services of a mediator to assist with problem identification and resolution.

The Parties agree that they shall have no right to seek relief under this Agreement in a court of law until and unless each of these procedural steps is exhausted. The preceding sentence shall not apply to the extent that any applicable statute of limitations will or may run during the time that may be required to exhaust the procedural steps set forth above, provided, however, the Parties agree that any legal proceeding brought during such period may be stayed, if consistent with applicable law and if the rights of the Parties will not be prejudiced thereby, while the procedural steps set forth above are satisfied.

12. INDEMNIFICATION

An appropriate, reasonable indemnification clause will be negotiated in good faith and added by amendment to this agreement for the d operations phase of this project.

13. PUBLICITY

For the duration of this Agreement, Pierce Transit agrees to identify Sound Transit as a project partner in all advertising, project signage, press releases, and public notices regarding facilities covered by this Agreement.

14. AGREEMENT, AMENDMENTS AND ADDENDA

This Agreement and its exhibits, including modifications of the scope, funding, or responsibilities of the Parties, may be amended by written mutual agreement of the Parties. Notwithstanding this, any amendment that constitutes a material change to this Agreement must be approved by Sound Transit Board of Directors.

- A. *Entire Agreement:* This Agreement, including its Recitals and Attachments, embodies the Parties' entire agreement on the matters covered by it, except as supplemented by subsequent amendments to this Agreement. All prior negotiations and draft written agreements are merged into and superseded by this Agreement.
- B. *Severability:* If any portion of this Agreement is found to be unenforceable by a court of competent jurisdiction, the remaining terms and provisions unaffected thereby shall remain in full force and effect.
- C. *Governing Law:* The laws of the State of Washington shall govern this Agreement.
- D.. *Term of Agreements:* This Agreement shall be in place until the Project is completed and operations and maintenance agreements are in place.
- E.. *Effective Date:* This Agreement is effective when the Parties sign it, after authorization by each Party's respective governing body.

IN WITNESS WHEREOF, the parties hereto hereby agree to the terms and conditions of this Memorandum of Understanding as of the date first written above.

For Central Puget Sound Regional
Transit Authority:

For Pierce County Public
Transportation Benefit Area
Authority:

Bob White, Executive Director

Don Monroe, Executive Director

Approved as to Form:

Attest:

Attachment A

Designated Representatives Contact Information

Pierce Transit

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Sound Transit

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