

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2002-59

**Memorandum of Agreement with Community Transit for Design and Construction
of a Ride Store at Lynnwood Transit Center**

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	5/16/02	Discussion/Possible Action to Recommend Board Approval Action	Agnes Govern, Director, Regional Express	(206) 398-5037
Board	5/23/02		Jim Edwards, Program Manager, Regional Express	(206) 398-5037
			Barry Hennelly, Project Manager, Regional Express	(206) 689-4925

Contract/Agreement Type:	<input checked="" type="checkbox"/>	Requested Action:	<input checked="" type="checkbox"/>
Competitive Procurement		Execute New Contract/Agreement	<input checked="" type="checkbox"/>
Sole Source		Amend Existing Contract/Agreement	
Memorandum of Agreement	<input checked="" type="checkbox"/>	Contingency Funds Required	
Purchase/Sale Agreement		Budget Amendment Required	<input checked="" type="checkbox"/>

✓ Applicable to proposed transaction.

OBJECTIVE OF ACTION

- Authorizes the Executive Director to execute a Memorandum of Agreement (MOA) with Community Transit to allow the design and construction of a Community Transit ride store at the Lynnwood Transit Center using \$500,000 of Community Transit pass-through funding.
- Increase the Lynnwood Transit Center and Park-and-Ride Lot Project (#311) budget to include \$500,000 of Community Transit pass-through funding for design and construction of a Community Transit ride store.

ACTION

- Increases the 2002 adopted Lynnwood Transit Center and Park-and-Ride Lot budget of \$500,000 to \$33,684,000 to include the Community Transit pass-through funding.
- Authorizes the Executive Director to Execute a MOA with Community Transit for the construction of a customer service ride store at the Lynnwood Transit Center.

KEY FEATURES

- Describes the terms of the MOA, which allows for Community Transit to contribute funds to Sound Transit's Lynnwood Transit Center and Park-and-Ride Lot Project for the design and construction of the Community Transit ride store.
- Describes the key features of the Community Transit ride store.

- Provides the Board with a detailed outline of each agency's roles and responsibilities during the design and construction of the Community Transit ride store.
- Details proposed ground lease between Community Transit and Sound Transit.
- Provides the Board with an update of the Lynnwood Transit Center and Park-and-Ride Lot Project.

BUDGET IMPACT SUMMARY

Project Description: Lynnwood Transit Center.

Current Status: Final Design and ROW Acquisitions nearly complete.

Projected Completion Date: December 2003.

Action Outside of Adopted Budget:	Y/N	Y Requires Comment
This Line of Business	N	
This Project	Y	This action increases the project budget by \$500,000 to accept funds from CT for their Rider Store.
This Phase	N	
This Task	N	
Budget amendment required	Y	This action amends the project budget to include \$500,000 pass-through funds from CT.
Key Financial Indicators:	Y/N	Y Requires Comment
Contingency funds required	N	
Subarea impacts	N	
Funding required from other parties other than what is already assumed in financial plan	Y	Sound Transit will receive \$500,000 from CT that was not previously included in the financial plan to perform work that was not included in the Sound Move plan.

N = Action is assumed in current Board-adopted budget. Requires no budget action or adjustment to financial plan

BUDGET DISCUSSION

- This action increases the project budget for the Lynnwood Transit Center and Park-and-Ride Lot Project to include \$500,000 of funding from Community Transit for Sound Transit to manage the design and construction of a ride store for Community Transit.

REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS

- The proposed action increases the current Board-adopted budget by \$500,000 to accept funds from Community Transit for their rider store at the Lynnwood Transit Center. The proposed action does not require any additional funds from Sound Transit and is affordable within Sound Transit's current long-term financial plan and the subarea financial capacity.

Summary for Board Action (Year of Expenditure \$000)

Project: Lynnwood Transit Center and Park-and-Ride Project (#311)

Action Item: Memorandum of Agreement with Community Transit for Design and Construction of Ride Store

	Current Board Adopted Budget (A)	This Action (B)	Revised Budget (A + B)
Agency Administration	1,724	-	1,724
Pre-Engineering	1,590	-	1,590
Final Design	2,192	155	2,347
Right of Way	11,567	-	11,567
Construction	14,237	345	14,582
Contingency	1,874	-	1,874
Total Current Budget	33,184	500	33,684

HISTORY OF PROJECT

**Prior Board or Committee Actions
and Relevant Board Policies**

Motion or Resolution Number	Summary of Action	Date of Action
M2002-47	Executed a contract with Utility Vault for storm water vault manufacture and delivery.	4/18/02
M2002-37	Executed a contract with KBA for construction management services.	4/4/02
M2000-116	Final design contract with INCA Engineers.	11/9/00
R2000-16	Acquisition of Real Property Easements.	10/26/00
R98-86	Reallocation of Funds from Lynnwood Connector project to Lynnwood Project.	2/24/00
R98-11	PE/ED Contract with INCA Engineers.	4/9/98

The Lynnwood Transit Center and Park-and-Ride Lot Project will replace and expand the existing bus platforms located at the Lynnwood Park-and-Ride Lot located near 44th Avenue West and I-5 in Lynnwood. This project will provide a vital interface between local and regional express bus service and is necessary to enhance overall transit system operation, efficiency, and performance in South Snohomish County.

Currently, the Lynnwood Transit Center serves as Community Transit's service hub and is utilized by 19 Community Transit routes as well as three Sound Transit routes, and one Metro route. As a member of the Executive Advisory Committee for the Lynnwood Transit Center project, Community Transit saw the value of locating a customer service ride store at the transit center site. Community Transit representatives approached Sound Transit with the suggestion that a customer service ride store be built with Community Transit funds as part of the larger transit center project. Sound Transit would essentially act as Community Transit's designer and general contractor.

Sound Transit agreed to advance the proposal to its Board, along with a proposal for a low-cost ground lease for the site of the ride store. Community Transit, as a condition of their lease, will provide a public restroom in the ride store structure that it will construct, operate, and maintain. Community Transit will also be solely responsible for the operations and maintenance of their ride store facility.

Sound Transit and Community Transit have worked cooperatively to develop the terms of a MOA detailing how Sound Transit will construct a Community Transit funded ride store within the Lynnwood Transit Center Park-and-Ride Lot Project. Community Transit will contribute a not-to-exceed budget of \$500,000 for the design and construction of their ride store. Community Transit has opted to pay independently for the permit application costs associated with the ride store.

Due to the budget constraint of \$500,000, Community Transit will reserve the right to review and reject the bid received for construction of the ride store. Sound Transit's contracts department will structure the bid documents to enable Community Transit and Sound Transit to reject the building portion of the construction bid while leaving the site work portion intact. This will allow the transit center project to move forward separately on schedule, if need be. Should Community Transit reject the ride store construction bid, Community Transit will re-advertise for the construction of the building at a later date and construction will be staged so as not to interfere with the construction of the transit center. Community Transit also will reimburse Sound Transit for all design costs incurred on the project to date at the time of bid rejection, should that occur. Unless there is a need for re-advertisement of construction bids, Sound Transit will continue to act as the lead agency through construction of the ride store.

In a subsequent finance committee action, staff will be seeking a change order to INCA Engineer's final design contract to incorporate the ride store element of the transit center.

REGIONAL PARTNERSHIP AND COOPERATION

- The Lynnwood Project grouping has established a Project Management Team (PMT) and an Executive Advisory Committee (EAC) to assist staff in making project decisions. Technical personnel from the project team staff the PMT. The EAC is comprised of elected officials, key agency management staff, and city business and community leaders to advise Sound Transit on project-related matters. Both these committees have remained very active through the lifecycle of the project.
- Sound Transit and Community Transit have worked cooperatively throughout the life of this project to meet the needs of the community by designing a facility that enhances transit service, provides for transfers, and incorporates a ride store that will enable Community Transit to provide needed services at its transit hub.

PUBLIC INVOLVEMENT

- Sound Transit has an extensive public outreach program that is designed to solicit feedback at different stages of the project. To date, there have been three open houses, three newsletters, an environmental hearing, as well as a project web site. On different occasions, the project team has met with the Lynnwood City Council, Lynnwood Planning Commission, Lynnwood Arts Commission, Lynnwood Central Business District, Lynnwood Public Facilities District, South Snohomish County Chamber of Commerce, Snohomish

County Citizen Advisory Committee on Disabilities. Sound Transit has also attended community and special interest group meetings.

- A groundbreaking ceremony and a project newsletter are scheduled for the start of the construction phase.
- Sound Transit will work closely with Community Transit and the City of Lynnwood to keep the public apprised of changes to the park-and-ride lot throughout construction.

LEGAL REVIEW

JW 5-1-02

SOUND TRANSIT

MOTION NO. M2002-59

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute a Memorandum of Agreement (MOA) with Community Transit to allow the design and construction of a Community Transit ride store at the Lynnwood Transit Center using \$500,000 of Community Transit pass-through funding and increases the 2002 adopted Lynnwood Transit Center and Park-and-Ride Lot budget by \$500,000 to \$33,684,000 to include the Community Transit pass-through funding.

Background:

Community Transit representatives approached Sound Transit with the suggestion that a customer service ride store be built with Community Transit funds as part of the larger transit center project. Sound Transit would essentially act as Community Transit's designer and general contractor.

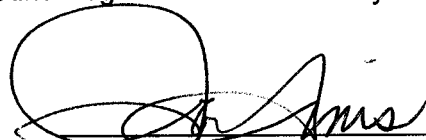
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Sound Transit and Community Transit have worked cooperatively to develop the terms of a MOA detailing how Sound Transit will construct a Community Transit funded ride store within the Lynnwood Transit Center Park-and-Ride Lot Project. Community Transit will contribute a not-to-exceed budget of \$500,000 for the design and construction of their ride store. Community Transit has opted to pay independently for the permit application costs associated with the ride store.

Motion:

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the Executive Director is hereby authorized to execute a MOA with Community Transit to allow the design and construction of a Community Transit ride store at the Lynnwood Transit Center using \$500,000 of Community Transit pass-through funding and increasing the 2002 adopted Lynnwood Transit Center and Park-and-Ride Lot budget by \$500,000 to \$33,684,000 to include the Community Transit pass-through funding.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on May 23, 2002.



Ron Sims
Board Chair

ATTEST:



Marcia Walker
Board Administrator