

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2002-92

Memorandum of Agreement with the City of Lynnwood

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	8/1/02	Discussion/Possible Action to Recommend Board Approval	Agnes Govern, Director, Regional Express	(206) 398-5037
Board	8/8/02	Meeting Cancelled	Jim Edwards, Program Manager, Regional Express	(206) 398-5436
Board	8/22/02	Meeting Cancelled	Barry Hennelly, Project Manager, Regional Express	(206) 689-4945
Board	9/12/02	Action		

Contract/Agreement Type:	✓	Requested Action:	✓
Competitive Procurement		Execute New Contract/Agreement	✓
Sole Source		Amend Existing Contract/Agreement	
Memorandum of Agreement	✓	Contingency Funds Required	
Purchase/Sale Agreement		Budget Amendment Required	

✓ Applicable to proposed transaction.

OBJECTIVE OF ACTION

- To execute a Memorandum of Agreement (MOA) with the City of Lynnwood for the construction of the intersection improvements on 200th Street SW between 46th Avenue South and 48th Avenue South in Lynnwood associated with the Lynnwood Transit Center/Park-and-Ride Lot improvements.

ACTION

- Authorizes the Executive Director to execute an MOA with the City of Lynnwood for certain construction services.

KEY FEATURES

- Authorizes execution of an MOA with the City of Lynnwood in the amount of \$542,600 with a 10% contingency of \$54,300 for a total authorized amount not to exceed \$596,900 for construction of the intersection and signal improvements on 200th Street SW.
- Describes the terms of the MOA with the City of Lynnwood for Sound Transit's portion of the work on 200th Street SW. Sound Transit's portion of the project is directly related to the Lynnwood Transit Center/Park-and-Ride project.
- Provides the Finance Committee and Board with a description of the project approach. Sound Transit is funding only its portion of a larger project being undertaken by the City of Lynnwood along 200th Street SW. The overall combined construction and construction administration cost for all portions of the project is approximately \$1,006,000.

BUDGET IMPACT SUMMARY

Project Description: Lynnwood Transit Center/Park-and-Ride Lot.

Current Status: Plan to begin construction in August 2002.

Projected Completion Date: Summer 2003 or 1st quarter 2004.

Action Outside of Adopted Budget:	Y/N	Y	Requires Comment
This Line of Business	N		
This Project	N		
This Phase	N		
This Task	N		
Budget amendment required	N		
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	N		

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

BUDGET DISCUSSION

The project budget amounts shown in the table below are based on the 2002 Adopted Budget plus the Board authorized increase to accept pass-through funding from Community Transit for the Ride Store (ref. Board Motion No. M2002-59). The construction contract in the amount of \$10,049,000 is included in the committed to-date amount. Board approval of the construction contract is assumed.

The project budget contains sufficient funds for this effort and committing these funds does not endanger any other project elements that are to be funded out of the overall project.

REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS

The proposed action is consistent with the current Board adopted budget and is affordable within Sound Transit's current long-term financial plan and the subarea financial capacity.

SUMMARY FOR BOARD ACTION

Action Item: MOA between ST and the City of Lynnwood for the Lynnwood Transit Center P&R (311)

	Current Board Adopted Budget (A)	Committed To Date (B)	This Action (C)	Total Committed & Action (D)	Uncommitted (Shortfall) (E)
Agency Administration	1,724	766	-	766	958
Pre-Engineering	1,590	1,708	-	1,708	(118)
Final Design	2,347	2,305	-	2,305	42
Right of Way	11,567	11,163	-	11,163	404
(1) Construction	14,582	13,562	597	14,159	423
Contingency	1,874	-	-	-	1,874
Total Current Budget	33,684	29,504	597	30,100	3,584

Phase Budget Detail

(2) Construction Phase	14,237	-	597	597	13,640
(3) Construction Contract		10,049		10,049	(10,049)
Construction Management		918		918	(918)
Utility Vaults		444		444	(444)
Ride Store	345	-		-	345
Signage and Other		182	-	182	(182)
Total Phase	14,582	11,593	597	12,190	2,392

Contract/MOA Budget	Approved Contract Value (F)	Spent to Date (G)	Proposed Action (H)	Proposed Total Contract Value (I)
City of Lynnwood	0	0	543	543
Contingency	0	0	54	54
Total	0	0	597	597
Percent Contingency			10%	10%

Budget Shortfall	\$ (J)	Potential Revenues (K)	Funding Source (L)
NA	-	-	NA

Notes:

- (1) Budget amounts shown are based on the 2002 Adopted budget, plus the Board authorized budget increase of \$500,000 to include pass-through funding from Community Transit for the CT ride store (ref. Motion No. M2002-59).
- (2) Construction phase budget includes funds for construction contractors, construction management, rider store, storm drainage utility vaults, permits, etc.
- (3) Construction contract amount shown assumes authority is granted by the Board.

M/W/DBE – SMALL BUSINESS PARTICIPATION

Sound Transit will work closely with City of Lynnwood to ensure M/W/DBE and other small business firms are encouraged to participate in the construction of the 200th Street SW improvements. The work under this MOA is a part of a larger project that the City of Lynnwood is performing with funding from WSDOT. Consequently, the City of Lynnwood will apply WSDOT standards for DBE participation for this project, consistent with the overall project.

HISTORY OF PROJECT

Prior Board or Committee Actions and Relevant Board Policies

Motion or Resolution Number	Summary of Action	Date of Action
M2002-91	Construction Award.	7/25/02 (Pending Action)
M2002-64	Supplement to INCA Final Design Contract.	5/16/02
M2002-59	MOA with Community Transit.	5/16/02
M2002-47	Contract with Utility Vault for storm water vault manufacture and delivery.	4/18/02
M2002-37	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/Park-and-Ride Lot Project is part of the Lynnwood Project Group. The Project Group consists of three improvements to the existing facility:

1. A new transit facility with more bus bays, larger passenger waiting areas, vastly improved and expanded weather protection, more lighting, public art, up to 300 new parking spaces, and a Community Transit funded Rider Services Building.
2. New ramps providing bus and HOV direct access to I-5 HOV lanes. The ramps will bypass city streets and eliminate the need for HOV vehicles to merge across multiple lanes of traffic.
3. Improvements to the existing park-and-ride lot; including a stormwater drainage system constructed to the most current standards and the addition of a fire lane.

As part of the Lynnwood Project, Sound Transit will be completing signal and intersection improvements on 200th Street SW between 46th Avenue South and 48th Avenue South in Lynnwood. Sound Transit's improvements along 200th are necessary mitigation measures in support of the Lynnwood Transit Center project. The City of Lynnwood and WSDOT have a concurrent signal/conduit project along 200th Street SW in which the City of Lynnwood is acting as the lead agency, which is part of the larger WSDOT SR 99 widening project. The estimated project total for the combined projects is \$1,006,000. In an effort to provide maximum return to taxpayers, the City of Lynnwood, Sound Transit, and WSDOT have agreed to combine construction efforts. Sound Transit is proposing to have the City of Lynnwood continue to act as the lead agency through the construction of these improvements and provide construction management services. Additionally, combining projects allows work on 200th Street SW to be

completed simultaneously and will shorten both the City of Lynnwood and Sound Transit's construction schedules. Sound Transit will be billed 8.5% of its portion of the total 200th Street SW improvement project cost by the city for construction management of Sound Transit's work. Sound Transit will reimburse the city of actual costs incurred once construction commences. Execution of this MOA has both a time savings and dollar savings to this project.

REGIONAL PARTNERSHIP AND COOPERATION

- Sound Transit, WSDOT, City of Lynnwood, and Community have worked cooperatively on the 200th Street SW project. The City of Lynnwood is acting as the lead agency in the construction of these improvements.
- The Lynnwood Project grouping 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 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 with Community Transit and the City of Lynnwood to keep the public apprised of changes to the park-and-ride lot throughout the construction.

LEGAL REVIEW

JW 7/18/02

SOUND TRANSIT

MOTION NO. M2002-92

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute a Memorandum of Agreement with the City of Lynnwood for the construction of the intersection improvements on 200th Street SW between 46th Avenue South and 48th Avenue South in Lynnwood associated with the Lynnwood Transit Center/Park-and-Ride Lot improvements project in the amount of \$542,600 with a 10% contingency of \$54,300 for a total authorized amount not to exceed \$596,900.


Background:

As part of the Lynnwood Project, Sound Transit will be completing signal and intersection improvements on 200th Street SW between 46th Avenue South and 48th Avenue South in Lynnwood. Sound Transit's improvements along 200th Street SW are necessary mitigation measures in support of the Lynnwood Transit Center project. The City of Lynnwood and WSDOT have a concurrent signal/conduit project along 200th Street SW in which the City of Lynnwood is acting as the lead agency, which is part of the larger WSDOT SR 99 widening project. The estimated project total for the combined projects is \$1,006,000. In an effort to provide maximum return to taxpayers, the City of Lynnwood, Sound Transit, and WSDOT have agreed to combine construction efforts. Sound Transit is proposing to have the City of Lynnwood continue to act as the lead agency through the construction of these improvements and provide construction management services. Additionally, combining projects allows work on 200th Street SW to be completed simultaneously and will shorten both the City of Lynnwood and Sound Transit's construction schedules. Sound Transit will be billed 8.5% of its portion of the total 200th Street SW improvement project cost by the city for construction management of Sound Transit's work. Sound Transit will reimburse the city of actual costs incurred once construction commences. Execution of this MOA has both a time savings and dollar savings to this project.

Motion:

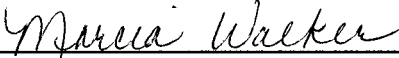
It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the Executive Director is hereby authorized to execute a Memorandum of Agreement (MOA) with the City of Lynnwood for the construction of the intersection improvements on 200th Street SW between 46th Avenue South and 48th Avenue South in Lynnwood associated with the Lynnwood Transit Center/Park-and-Ride Lot improvements project that includes payment of \$542,600 with a 10% contingency of \$54,300 for a total authorized amount not to exceed \$596,900.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on September 12, 2002.



Ron Sims
Board Chair

ATTEST:



Marcia Walker
Board Administrator