

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2002-131**

**Design Contract with Parametrix  
for the North Everett Transit Center**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	11/21/02	Deferred	Agnes Govern, Director,	206-398-5037
Finance Committee	2/6/03	Discussion/Possible Action	Regional Express Jim Edwards, Program Manager, Capital Projects <b>Dan Eder, Project Manager, Capital Projects</b>	206-398-5436  206-398-5104

**OBJECTIVE OF ACTION**

- Complete preliminary engineering, environmental documentation, and final design of the North Everett Transit Center.

**ACTION**

- Authorize the Deputy Executive Director to execute a contract with Parametrix, Inc. to provide design services for the North Everett Transit Center project in the amount of \$639,280, with a 10% contingency of \$63,928, for a total authorized amount not to exceed \$703,208.

**KEY FEATURES**

- Project will create a new off-street, six-bay transit center on Everett Community College (College) campus.
- Project involves partnership between the College and the City of Everett (Everett Transit).
- The City of Everett has \$1.5M in construction funding in Federal Transit Administration (FTA) grants not included in the Adopted 2003 project budget.
- Current project includes replacement for any campus parking displaced to create the new transit center facility.
- Current project assumes transit center site on campus is appropriate and involves further analysis to weigh tradeoffs of several possible replacement parking alternatives.
- Consultant contract authorization defines a scope of work, including preliminary engineering, environmental documentation and final design.

## **PROJECT RATIONALE/JUSTIFICATION**

The project would deliver on a Sound Move commitment to create a permanent off-street transit center and northernmost terminus for Everett Transit routes. The project enhances access to feeder service for regional trips in downtown Everett on ST Express Bus and Sounder Commuter Rail.

The project has the support of the City of Everett (and Everett Transit), the College, and the Snohomish delegation of Sound Transit's Boardmembers.

## **PROJECT APPROACH**

### **Siting Transit Center:**

The transit center site was selected through a collaborative process from Sound Transit, the College, Everett Transit, and the City of Everett public works as well as representatives of local neighborhood associations, businesses, students, and faculty.

The selected site was one of 10 sites identified and analyzed in the vicinity of the College campus. The campus transit center site was selected because it best met the needs of transit customers as well as the operational requirements for transit.

### **Replacement Parking:**

The selected transit center site displaces approximately 125 stalls of existing college parking which was recently constructed by the College to partially fulfill a City of Everett 256 stall requirement for development of a new campus building. The creation of new parking stalls was a condition of development negotiated between the City of Everett, surrounding neighborhood associations, and the College. The City of Everett Public Works staff indicates that a construction permit for the new transit center will not be issued unless the transit center project includes replacing all displaced parking stalls.

Prior to November 2002, Sound Transit worked with the College to identify three sites for the replacement parking stalls in surface parking. All sites are on the super-block directly east (across Broadway Ave.) of the current campus. This super-block is in the footprint of the College's 10-year expansion plans. Upon further analysis, land acquisition costs for two of the three surface parking sites are not affordable by the project's budget.

In November 2002 staff presented a proposed project approach to the Finance Committee in the context of a proposed design contract with Parametrix. The Finance Committee members raised several questions about the proposed project approach including a request that staff consider structured parking as an alternative to surface parking.

Staff has renegotiated the contract with Parametrix to include additional analysis of alternative ways of addressing the displacement of the college parking stalls including tradeoffs and cost considerations. The alternatives that staff proposes to consider include:

- Surface parking east of Broadway (approach described to Finance Committee in November 2002),
- Structured parking as a stand-alone facility elsewhere on campus;
- Combining the replacement parking into the transit center development (structured parking above the transit center); and
- Potentially other alternatives.

## **NEXT STEPS**

Staff expects to return to the Finance Committee later this month for authorization to enter a funding agreement with the City of Everett. The City of Everett is prepared to pay for \$354,000 in federal grant dollars towards the cost of the Parametrix contract. Such funding was included in the 2003 Sound Transit budget for this project.

Should the Board take action approving the Parametrix design contract, staff plans to return to the Finance Committee at the end of preliminary engineering/environmental documentation with better cost estimates and additional information on project configuration for the Board's consideration.

## **BUDGET IMPACT SUMMARY**

**Project Description:** North Everett Transit Center.

**Current Status:** Preliminary Engineering.

**Projected Completion Date:** 3rd quarter 2005.

<b>Action Outside of Adopted Budget:</b>	<b>Y/N</b>	<b>Y</b>	<b>Requires Comment</b>
This Line of Business	N		
This Project	N		
This Phase	N		
This Task	N		
Budget amendment required	N		
<b>Key Financial Indicators:</b>	<b>Y/N</b>	<b>Y</b>	<b>Requires Comment</b>
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 proposed action is consistent with the current Board-adopted project budget. The project budget contains sufficient funds for this design effort and committing these funds does not endanger any other project elements that will need to be funded out of the overall project.

## **REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS**

Since November 2002, the City of Everett has sought and received formal approval from FTA to partner with Sound Transit on construction funding for this project. The City expects to transfer an additional \$1.5M in FTA grants to Sound Transit for construction work.

The City of Everett's \$1.5M total construction contribution is new money to the project that was not included in the 2003 Adopted Budget. The City of Everett has agreed in principle that the City's \$1.5M contribution should not be additive to Sound Transit's funding but rather should displace Sound Transit funding approved in the 2003 Adopted Budget.

Sound Transit's 2003 Adopted Budget for the North Everett Transit Center was \$5.3M. The City of Everett's contribution of \$1.5M in FTA grants would displace and reduce Sound Transit's financial

participation in the project by \$1.5M. Such an arrangement (not yet formalized through an interlocal agreement with the City of Everett) would provide the Board with the future opportunity to reprogram \$1.5M of the 2003 Adopted Budget from the North Everett Transit Center project to other projects in the Snohomish subarea.

The City of Everett's \$1.5M construction contribution to Sound Transit's project was in jeopardy of being returned to the FTA. The ability to spend the funds on the North Everett Transit Center project preserves the opportunity to leverage the federal grant dollars for a project of regional significance.

**SUMMARY FOR BOARD ACTION**

Action Item: Design Contract with Parametrix for North Everett Transit Center (#316)

	Adopted 2003 Budget (A)	Committed To Date (B)	This Action (C)	Total Committed & Action (D)	Uncommitted (Shortfall) (E)
(1) Project Budget					
Agency Administration	319	68	-	68	251
Preliminary Engineering / Env Review	407	50	357	407	0
Final Design	351	1	346	348	3
Right of Way	1,301	0	-	0	1,301
Construction	2,454	-	-	-	2,454
Contingency	456	-	-	-	456
<b>Total Project Budget</b>	<b>5,287</b>	<b>119</b>	<b>703</b>	<b>822</b>	<b>4,465</b>

▶ Phase Budget Detail - PE/ER

Preliminary Engineering	407	50	357	407	0
<b>Total Phase</b>	<b>407</b>	<b>50</b>	<b>357</b>	<b>407</b>	<b>0</b>

▶ Phase Budget Detail - Final Design

Final Design	351	1	346	348	3
<b>Total Phase</b>	<b>351</b>	<b>1</b>	<b>346</b>	<b>348</b>	<b>3</b>

Contract Budget	Current Approved Contract Value (F)	Spent to Date (G)	Proposed Action (H)	Proposed Total Contract (I)
Design	-	-	639	639
Contingency	-	-	64	64
<b>Total</b>	<b>-</b>	<b>-</b>	<b>703</b>	<b>703</b>
Percent Contingency			10%	10%

Budget Shortfall	\$ (J)	Potential Revenues (K)	Funding Source (L)
Design	N/A	N/A	N/A

Notes:

(1) Budget amounts shown are based on the 2003 adopted budget.

## **M/W/DBE AND SMALL BUSINESS PARTICIPATION**

- The contract negotiated with selected design consultant (Parametrix) includes 18% participation by M/W/DBE subcontractors (\$115,070 of total \$639,280 contract). This participation level is consistent with the 18% agency goal for M/W/DBE participation on Regional Express design contracts.
- Rosewater Engineering is a certified WBE and DBE subcontractor to Parametrix.
- Rosewater Engineering is expected to work on hydraulics reports and stormwater facility design.

## **HISTORY OF PROJECT**

- In 2002, Sound Transit participated in a siting study with the College and Everett Transit. The siting study resulted in a unanimous recommendation that the transit center be sited in an existing parking lot on the College campus. In order to mitigate the loss of parking stalls, the project will develop replacement parking stalls (approximately 125 stalls will be displaced and approximately 125 new stalls will be developed).
- Parametrix was selected through a competitive procurement process to do preliminary engineering, environmental documentation, and final design. In 2002, staff executed a \$34,000 contract with Parametrix to conduct a feasibility study and conceptual cost estimate for the project. Parametrix completed the feasibility study and cost estimate work under budget.
- The Parametrix feasibility study concluded that the 2002 Adopted Budget was not sufficient to complete the project as currently conceived. The 2003 Adopted Budget reflects a budget increase consistent with the conceptual cost estimates developed by Parametrix for the new site.
- The 2003 Adopted Budget increased the North Everett Transit Center project by \$4 million funded through a proposed transfer from the discontinued South Everett Transit Center (\$3.6M) and through a contribution of funds from the City of Everett to partially fund design (\$354k).

## **CONSEQUENCES OF DELAY**

A contract with the design consultant is on the critical path for the project; a delay in approving the contract will impact staff's ability to complete the project on current schedule. There are no other serious consequences should the Finance Committee delay action on this proposed motion.

## **REGIONAL PARTNERSHIP AND COOPERATION**

The City of Everett expects to contribute up to \$1.9M in grant funding for the planning, design and construction of the North Everett Transit Center. The City of Everett has agreed that \$1.5M (the portion related to construction) should displace funding previously approved by the Board for this project. Subject to Board approval, such an arrangement would provide the Board with an opportunity to reprogram up to \$1.5M for other needs in the Snohomish subarea.

The College funded a siting study that was completed in May 2002. The study analyzed approximately ten alternatives and resulted in a unanimous staff recommendation from Sound Transit, the College, the City, and Community Transit that the facility be located on the College campus (current preferred alternative site).

The College and the City of Everett are participating with Sound Transit on a monthly project management team (PMT). The PMT was formed to actively manage problems and issues as they arise.

### **PUBLIC INVOLVEMENT**

The College hosted an open house and siting-alternatives charrette co-sponsored by Sound Transit and the City of Everett on January 16, 2002.

Sound Transit briefed the Everett Community College Board of Trustees concerning the project at a public meeting on August 14, 2002. Board members toured the proposed transit center site. No formal positions were expected or taken by the College's Board of Trustees.

Sound Transit attended an open house for the College staff and faculty on September 16, 2002, to inform them about the project plans and schedule.

Everett Transit attended a neighborhood coalition open house on October 22, 2002, to inform area residents about the project plans and schedule.

### **LEGAL REVIEW**

In order to ensure the absence of actual or apparent conflict of interest as provided in Section 8 of the Sound Transit Code of Ethics (Resolution No. 81), the Executive Director has disclosed that her spouse is the President of Everett Community College. The Ethics Code further provides that the Executive Director must disclose the general nature of the actual or apparent conflict on the record at the meeting prior to any discussion or vote on the matter including the office held by her spouse, disqualify herself from any discussion or recommendation and be excused from the meeting room until the matter has been disposed of in the regular course of business. (Sections 8.A.3 and B.)

The Finance Committee is further advised that the Executive Director has not participated in any discussions or recommendations of this matter prior to it being presented to the Finance Committee and the Executive Committee.

MB 1/23/03

## SOUND TRANSIT

### MOTION NO. M2002-131

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority to authorize the Deputy Executive Director to execute a contract with Parametrix, Inc. to provide design services for the North Everett Transit Center project in the amount of \$639,280, with a 10% contingency of \$63,928, for a total authorized amount not to exceed \$703,208.

#### Background:

In 2002, Sound Transit participated in a siting study with the College and Everett Transit. The siting study resulted in a unanimous recommendation that the transit center be sited in an existing parking lot on the College campus. In order to mitigate the loss of parking stalls, the project will develop replacement parking stalls (approximately 125 stalls will be displaced and approximately 125 new stalls will be developed).

Parametrix was selected through a competitive procurement process to do preliminary engineering, environmental documentation, and final design. In 2002, staff executed a \$34,000 contract with Parametrix to conduct a feasibility study and conceptual cost estimate for the project. Parametrix completed the feasibility study and cost estimate work under budget.

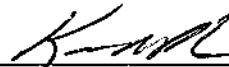
The Parametrix feasibility study concluded that the 2002 Adopted Budget was not sufficient to complete the project as currently conceived. The 2003 Adopted Budget reflects a budget increase consistent with the conceptual cost estimates developed by Parametrix for the new site.

The 2003 Adopted Budget increased the North Everett Transit Center project by \$4 million funded through a proposed transfer from the discontinued South Everett Transit Center (\$3.6M) and through a contribution of funds from the City of Everett to partially fund design (\$354k).

#### Motion:


It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Deputy Executive Director be authorized to execute a contract with Parametrix, Inc. to provide design services for the North Everett Transit Center project in the amount of \$639,280, with a 10% contingency of \$63,928, for a total authorized amount not to exceed \$703,208.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on February 6, 2003.



Kevin Phelps  
Finance Committee Chair

ATTEST:



Marcia Walker  
Board Administrator

