

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2003-38 AND MOTION NO. M2003-39**

**PE/ED Contracts with HNTB and Washington State Department of Transportation  
for the Mountlake Terrace In-line Station Project**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	04/3/03	Deferred	Agnes Govern, Regional Express Director	(206) 398-5037
Finance Committee	04/17/03	Discussion/Possible Action	Vicki Youngs, Program Manager <b>Tina Lee, Project Coordinator</b>	(206) 398-5024 (206) 398-5033

<b>Contract/Agreement Type:</b>	✓	<b>Requested Action:</b>	✓
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**

- Approval of two Finance Committee motions for Preliminary Engineering and Environmental Documentation (PE/ED) for the Mountlake Terrace In-line Station.

**ACTION**

- Authorizes the Executive Director to execute a contract with HNTB for preliminary engineering and environmental documentation for the Mountlake Terrace In-line Station Project in the amount of \$1,651,751, with a 10% contingency of \$165,175, for a total authorized contract amount not to exceed \$1,816,926.
- Authorizes the Executive Director to execute an agreement with Washington State Department of Transportation (WSDOT) for project support services for preliminary engineering, environmental documentation and design file efforts for the Mountlake Terrace In-line Station in the amount \$533,640, with a contingency reserve of \$46,811, for a total authorized contract amount not to exceed \$580,451.

**KEY FEATURES**

- Sound Move includes \$3.8 million (YOES) for development of the Mountlake Terrace In-line Station in the I-5 median at 236th Street SW and a pedestrian overpass to the Mountlake Terrace Park-and-Ride lot. The project will increase speed and reliability for buses while maintaining convenient customer access to the Mountlake Terrace Park-and-Ride lot.
- Mountlake Terrace In-line Station is a component of the Bus Rapid Transit line in Snohomish County. Currently, ST Express bus service does not stop at Mountlake Terrace. With the in-line station, ST Express bus service will be able to serve Mountlake Terrace.

- A project definition study conducted in 2001 estimated construction costs for the project in the range of \$11 to \$15 million, significantly exceeding the project budget. On January 9, 2003, the Executive Committee was given an update on the project. Staff was directed to proceed with consultant and WSDOT negotiations for the PE/ED contract and bring the agreements back to the Finance Committee for approval. The Executive Committee supported moving into PE/ED, acknowledging further discussions were necessary regarding the total budget shortfall.
- Community Transit will participate in the PE/ED process. Community Transit has a separate project adjacent to the proposed Sound Transit in-line station to expand the Mountlake Terrace Park-and-Ride lot to approximately 800 stalls with a structured parking project. Community Transit is working to define environmental review and long-term interagency coordination between the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA), as well as to establish an interagency agreement with WSDOT for their project design, construction, and operation and maintenance. FHWA and FTA have determined that there is “independent utility” between the Community Transit project and the Sound Transit project and, as a result, each project can prepare separate environmental documentation under the National Environmental Policy Act (NEPA).

### **BUDGET IMPACT SUMMARY**

**Project Description:** Mountlake Terrace In-line Station (#312).

**Current Status:** Preliminary Engineering.

**Projected Completion Date:** 1st quarter 2006.

<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 adopted 2003 project budget contains sufficient funds to complete the preliminary engineering and environmental design phase. The preliminary engineering phase budget contains sufficient funds to cover this action which includes the WSDOT contract for \$580,451 and the HNTB contract for \$1,816,926. Additional funds will be required to complete future final design and construction phases. Staff will request Board authorization and funds to complete the Mountlake Terrace In-line Station, or defer design work to Phase II of Sound Move at the conclusion of the PE/ED Phase. Possible funding alternatives or options for Board consideration at that time could include:

- Staff could request Board approval to move funds from the Snohomish Subarea Regional Express Program Reserve to the project. The Regional Express Program Reserve was established to ensure completion of capital programs with available funds.
- Regional Express 2003 Budget includes Funds for Other Projects in the Snohomish County subarea. Funds could be transferred from this project to funds for the in-line station 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: Contracts with WSDOT and HNTB for Mountlake Terrace Project (#312)

(1) Project Budget	Adopted 2003 Budget (A)	Committed To Date (B)	This Action (C)	Total Committed & Action (D)	Uncommitted (Shortfall) (E)
Agency Administration	320	192	-	192	128
Preliminary Engineering / Env Review	2,876	181	2,397	2,578	298
Final Design	1	1	-	1	(1)
Right of Way	-	-	-	-	-
Construction	0	23	-	23	(23)
Contingency	609	-	-	-	609
<b>Total Project Budget</b>	<b>3,806</b>	<b>397</b>	<b>2,397</b>	<b>2,794</b>	<b>1,011</b>

### Phase Budget Detail - PE/ER

Preliminary Engineering	2,876	181	2,397	2,578	298
<b>Total Phase</b>	<b>2,876</b>	<b>181</b>	<b>2,397</b>	<b>2,578</b>	<b>298</b>

Contract Budget - WSDOT	Current Approved Contract Value (F)	Spent to Date (G)	Proposed Action (H)	Proposed Total Contract (I)
Design Work	-	-	534	534
ST Contingency	-	-	47	47
<b>Total Authorization</b>	<b>-</b>	<b>-</b>	<b>580</b>	<b>580</b>
<b>Percent Contingency</b>			<b>9%</b>	<b>9%</b>

Contract Budget - HNTB	Current Approved Contract Value (F)	Spent to Date (G)	Proposed Action (H)	Proposed Total Contract Value (I)
Design Work	-	-	1,652	1,652
ST Contingency	-	-	165	165
<b>Total Authorization</b>	<b>-</b>	<b>-</b>	<b>1,817</b>	<b>1,817</b>
<b>Percent Contingency</b>			<b>10%</b>	<b>10%</b>

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.
- (2) Commitments are through March 19, 2003 (HQ).

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

HNTB will serve as the prime consultant providing preliminary engineering and environmental design services. Because the project will be constructed within WSDOT right-of-way, WSDOT will provide project support services including guidance to the PE/ED consultant throughout the preliminary design, environmental documentation and design file efforts, and processing documents submitted for review and/or approval. The WSDOT agreement does not include M/W/DBE or small business participation because it will be internal WSDOT work. HNTB will utilize the following six sub-consulting firms who will perform 36% of the contract:

<b>Sub-Consultant</b>	<b>Business Status</b>	<b>Type of Work</b>	<b>Percent of Work</b>
Rosewater	WBE/DBE	Drainage	10%
CivilTech	M/W/DBE	Geotech	4%
Entech	M/W/DBE	Air/Noise	1%
Norton-Arnold	WBE/DBE	Public/Involvement	1%
ICON (Infrastructure Consulting)	MBE/DBE	Surveyor	11%
Herrera	Minority-owned	Environmental	9%
		<b>Total</b>	<b>36%</b>

### **EEO Commitment:**

The HNTB team will consist of 16% women (Rosewater, CivilTech, Entech, Norton-Arnold) and 25% minorities (CivilTech, Entech, ICON, Herrera). HNTB Seattle workforce consists of 24% women and 15% minorities.

## **HISTORY OF PROJECT**

Prior to Sound Move, WSDOT's HOV Pre-Design Studies: Puget Sound Region project examined, and on a regional basis, prioritized potential enhancements to the freeway HOV system operated and maintained by WSDOT. WSDOT's work provided typical design concepts for an in-line station and recommended this type of facility at the Mountlake Terrace Park-and-Ride lot site. The HOV Pre-Design Studies became part of the Sound Move Regional Express capital program. Sound Move lists the Mountlake Terrace In-line Station as a Community Connections enhancement project that maximizes public access to the regional system while improving connections to local transit services with a budget of \$3 million (1995\$).

In the fourth quarter of 2000, Regional Express issued a program-wide procurement under RFQ RTA/Re 140-00. As part of that procurement, 7 firms were selected to design 14 Regional Express Projects. An award letter was sent to each of the firms identifying which projects they were awarded and the time schedule for each award. The first phase of HNTB's scope for the Mountlake Terrace In-Line Station project was a definition study with an option to extend to PE/ED and final design at the selection of the preferred alternative. The WSDOT planning level estimate and the later Sound Move budget are significantly less than the estimate developed in a 2001 project definition study. The estimated construction costs for the project are in the range of \$11 to \$15 million (2001 estimate), significantly exceeding the project budget.

In early January 2003, the Executive Committee was given an update on the project. Staff was directed to proceed with consultant and WSDOT negotiations for the PE/ED contract and bring the agreements back to the Finance Committee for approval. This action will authorize an agreement with HNTB to perform the PE/ED on the Mountlake Terrace In-Line Station project. Staff will request Board authorization and funds to complete the Mountlake Terrace In-line

Station project, or defer design work to Phase II of Sound Move at the conclusion of the PE/ED Phase.

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

Motion or Resolution Number	Summary of Action	Date of Action
	No action has been taken.	

**CONSEQUENCES OF DELAY**

If the environmental analysis is not completed, the project cannot proceed. The environmental assessment must be completed prior to initiation of the final design phase. Currently, Regional Express bus service does not stop at Mountlake Terrace. When complete, the project will increase speed and reliability for buses while maintaining convenient customer access to the Mountlake Terrace Park-and-Ride lot.

**REGIONAL PARTNERSHIP AND COOPERATION**

The Mountlake Terrace In-line Station will be constructed within WSDOT right-of-way. As a result, WSDOT will provide guidance to the PE/ED consultant throughout the preliminary engineering and environmental documentation. This agreement is consistent with a Memorandum of Understanding executed with WSDOT on October 23, 1997, establishing a cooperating relationship regarding the Regional Express/HOV program. Coordination with Community Transit and the City of Mountlake Terrace will also be key to the successful completion of this phase of the project.

Although Community Transit is not providing project funding for the In-Line Station, Community Transit fully supports the project and looks forward to the future I-5 access for the Mountlake Terrace Park-and-Ride lot. Community Transit and Sound Transit will work closely on the PE/ED for the two projects, specifically on traffic, stormwater, and cumulative impacts.

The City of Mountlake Terrace supports the project. A technical advisory committee (TAC) participated in the Project Definition Study in 2001. The TAC was represented by Sound Transit, WSDOT, Community Transit, the City of Mountlake Terrace, and the local community. A project management team with staff from the same agencies will participate in the PE/ED phase. Close coordination with the Federal Highway Administration will continue through this effort.

**PUBLIC INVOLVEMENT**

During the PE/ED phase, the project team will sponsor an open house and provide newsletters or postcards, including simultaneous publication in a citywide newspaper. Briefings will be held with local organizations, businesses, and various neighborhood associations. A web page has been established and will be updated at project milestones.

**LEGAL REVIEW**

MB 3/13/03

**SOUND TRANSIT**

**MOTION NO. M2003-39**

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute an agreement with Washington State Department of Transportation (WSDOT) for project support services for preliminary engineering, environmental documentation, and design file efforts for the Mountlake Terrace In-line Station in the amount of \$533,640, with a contingency of \$46,811, for a total authorized contract amount not to exceed \$580,451.

**Background:**

Sound Move includes \$3.8 million (YOES) for development of the Mountlake Terrace In-line Station in the I-5 median at 236th Street SW and a pedestrian overpass to the Mountlake Terrace Park-and-Ride lot. The Mountlake Terrace In-line Station is a component of the Bus Rapid Transit line in Snohomish County. Currently, ST Express bus service does not stop at Mountlake Terrace. With the in-line station, ST Express service will be able to serve Mountlake Terrace. The project will increase speed and reliability for buses while maintaining convenient customer access to the Mountlake Terrace Park-and-Ride lot.

The Mountlake Terrace In-line Station will be constructed within WSDOT right-of-way. WSDOT will provide project support services including guidance to the preliminary engineering and environmental design (PE/ED) consultant throughout the preliminary design, environmental documentation, and design file efforts.

**Motion:**

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director is authorized to execute an agreement with WSDOT in the amount of \$533,640, with a contingency of \$46,811, for a total authorized contract amount not to exceed \$580,451.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on April 17, 2003.

  
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Keyin Phelps  
Finance Committee Chair

ATTEST:

  
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Marcia Walker  
Board Administrator