

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2003-46

**Issaquah Transit Center Environmental Documentation/Preliminary Engineering
KPFf Contract Amendment**

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	5/1/03	Discussion/Possible Action	Agnes Govern, Director, Regional Express Vicki Youngs, Program Manager, Regional Express Linda Smith, Project Manager, Capital Projects, Regional Express	(206) 398-5037 (206) 398-5024 (206) 689-4922

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

✓ Applicable to proposed transaction.

OBJECTIVE OF ACTION

- To complete environmental review and documentation for the recommended Issaquah Transit Center site.

ACTION

- Authorize the Executive Director to execute a contract amendment with KPFF to fund the environmental documentation for the site selected for the Issaquah Transit Center in the amount of \$158,300, with a 10% contingency of \$15,830 totaling \$174,130, for a new total authorized contract amount not to exceed \$588,830

KEY FEATURES

- Amends the KPFF consultant contract scope of work and budget to meet requirements further defined during the site selection process that identified the existing SR-900 park-and-ride site (WSDOT owned) as the recommended location for the new transit center.
- Includes added scope, and budget to develop a NEPA Documented Categorical Exclusion (DCE) and a Biological Assessment (BA), conduct community workshops, and coordinate with multiple state and federal agencies.
- The amount of the revised KPFF contract for the environmental documentation/preliminary engineering phase relative to the size of the project is comparable to other projects for this work.

BUDGET IMPACT SUMMARY

Project Description: Issaquah Transit Center (#326).

Current Status: Environmental Documentation/Preliminary Engineering.

Projected Completion Date: Preliminary Engineering 1st quarter 2004, project completion 2006.

Action Outside of Adopted Budget:	Y/N	Y Requires Comment
This Line of Business	N	
This Project	N	
This Phase	Y	This action exceeds the amount planned in the 2003 adopted budget for the PE/ED phase.
This Task	Y	This action exceeds the amount planned in the 2003 adopted budget for the PE/ED phase.
Budget amendment required	N	
Key Financial Indicators:	Y/N	Y Requires Comment
Contingency funds required	Y	\$185k from project contingency is available for this action.
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 2003 adopted budget for the preliminary engineering phase of this project is \$417,280. Of this, \$427,668 has been committed for the original KPFF contract and other PE related work. This action for \$174,130, together with prior commitments results in a phase shortfall of \$184,518. The contingency phase contains sufficient, unallocated budget to fund this action. Consistent with Sound Transit Board budget policies, this shortfall will be depicted as a negative variance until the 2004 budget is adopted. At that time the unallocated project contingency can be reallocated to the preliminary engineering phase. The available project contingency would be reduced from \$1,278,000 to \$1,093,000. After this action, the remaining project contingency budget will equate to almost 9% of the total project budget.

The original consultant scope of work for environmental support did not fully anticipate the need to include preparation of a NEPA DCE, BA, or related coordination with Federal and State agencies in this phase of the project. The need for this site-specific environmental support became apparent with selection of the SR-900 existing Park-and-Ride and through coordination with FTA and WSDOT. Initially this site was constructed with federal funding and is currently owned by WSDOT. The cost of this work for this phase of this project is comparable with other projects of this size.

During this phase the study will examine and determine the impact of the transit center on the existing SR-900 park-and-ride capacity at this site. It may be prudent when developing the transit center to add more parking at this location. If this is the case and this action has scope/budget implications staff will bring this decision back to the Board for direction.

REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS

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

SUMMARY FOR BOARD ACTION (\$000)

Action Item: Amendment to KPFF contract for Preliminary Engineering / Environmental Documentation for the Issaquah Transit Center project (#326), \$s in thousands

	2003 Adopted Budget (A)	Committed To Date (B)	This Action (C)	Total Committed & Action (D)	Uncommitted (Shortfall) (E)
Agency Administration	\$ 833	\$ 720	\$ -	\$ 720	\$ 113
Preliminary Engineering	417	428	174	602	(185)
Final Design	1,207	18	-	18	1,189
Right of Way	3,535	-	-	-	3,535
Construction	6,687	84	-	84	6,603
Contingency	1,278	-	-	-	1,278
Total Current Budget	\$ 13,957	\$ 1,249	\$ 174	\$ 1,423	\$ 12,534

Phase Budget Detail

Preliminary Engineering	\$ 417	\$ 428	\$ 174	\$ 602	\$ (185)
Total Phase	\$ 417	\$ 428	\$ 174	\$ 602	\$ (185)

Contract Budget	Approved Contract Value (F)	Spent to Date (G)	Proposed Action (H)	Proposed Total Contract Value (I)
Preliminary Engineering	\$ 377	\$ 70	\$ 158	\$ 535
ST Contingency	38	0	16	53
Total	\$ 415	\$ 70	\$ 174	\$ 589
Percent Contingency	10%		10%	10%

Budget Shortfall

Level	Shortfall Amt (J)	Potential Funds (K)	Funding Source (L)
PE/ED Phase	\$ (185)	\$ 185	Project Contingency

Notes:

Committed to-date includes actual outlays and commitments through March 25, 2003 (HQ). Committed amount includes contract contingencies.

M/W/DBE – SMALL BUSINESS PARTICIPATION

KPFF is the prime contractor on this contract. KPFF committed to a 31% W/M/DBE and Small Business goal under their initial contract. To date, M/W/DBE and Small Businesses have been utilized 39% on this contract as follows:

Sub-Consultant	Business Type MBE/WBE/DBE/SB	Type of Work	Utilization %	Dollar Amount
Heffron Transportation Inc.	WBE/DBE	Transportation	11%	\$40,581
C3 Management Group	WBE	Construction Cost Estimate	10%	\$35,879
Adolfson Associates	WBE/DBE	Environmental	9%	\$33,879
Murase Associates	WBE	Landscape	3%	\$9,876
DSV	SB	Operational Service Analysis	6%	\$20,000

Based on this action, KPFF plans to continue utilizing the firms in the following areas, for this contract amendment:

Sub-Consultant	Business Type MBE/WBE/DBE/SB	Type of Work	Utilization %	Dollar Amount
Adolfson Associates	WBE/DBE	Environmental	56%	\$88,000

The overall utilization of M/W/DBE and Small Business participation on this contract (including this action) will be about 43%.

HISTORY OF PROJECT

Work on this project was initiated in March 2002 to conduct a siting study, compile preliminary environmental information and complete preliminary engineering to support the site selection process. A Project Management Team was formed, including Sound Transit, King County Metro (KCM), the City of Issaquah, and the KPFF consulting team.

The City of Issaquah and the community initially suggested some 20 sites, which were narrowed to 12 sites in early 2002. A proposal to study 12 sites was presented to the Finance Committee February 7, 2002. The Finance Committee directed staff to reduce the number of sites, the consultant contract cost and scope of work. Subsequently, Sound Transit and the City of Issaquah agreed to a revised approach studying four sites. KPFF's scope of work and contract was authorized by the Finance Committee on March 7, 2002.

The four sites that were studied included:

1. East Lake Sammamish and SE 51st Street
2. The existing Issaquah Park-and-Ride Lot (at SR-900 and Newport Way NW)
3. East Sunset Way and Front Street (downtown Issaquah)
4. The Issaquah Highlands Park-and-Ride Lot

In late 2002 the Issaquah Highlands site was removed from further consideration when separate funding was set aside in Sound Transit's 2003 budget (project #355) for the development of the Highlands project in partnership with KCM.

The Project Management Team has focused on assessing the three remaining sites above with respect to:

- Operational issues, customer convenience, travel time impacts, safety and security, and access and proximity to Interstate-90 including major arterials;
- Environmental impacts;
- Site constraints, topography, potential for expansion, land acquisition and park-and-ride lot potential;
- Compatibility with city's comprehensive plan and land use;
- Multi-modal use, potential to maximize transit linkages and services with pedestrian and non-motorized connections; and
- Opportunities for transit-oriented development, joint development and sustainable development.

On March 20, 2003, an open house was held. Over 95 citizens from the community attended and provided input on the three sites being considered. Most citizens expressed concern about development of the downtown site. Generally the community supported redevelopment of the existing park-and-ride lot site, though some citizens expressed support for the site on East Lake Sammamish Parkway. After carefully considering all factors and community input, the Project Management Team has recommended the existing Issaquah Park-and-Ride Lot on SR-900, for development of the new Issaquah Transit Center. The next steps will be detailed environmental review, design concepts, and preliminary engineering for the site.

During the analysis of the three sites, Sound Transit consulted with the Federal Transit Administration (FTA) and WSDOT, (who owns the existing site,) regarding the nature of environmental analysis required in the event the existing Issaquah Park-and-Ride Lot was selected as the preferred site for development. The three parties agreed that in addition to a SEPA checklist, a NEPA DCE and BA would be required for environmental documentation.

This contract amendment enables Sound Transit to proceed with the detailed environmental analysis and documentation for the preferred site required to meet State and Federal requirements. It will also enable Sound Transit to conduct design workshops, complete the initial stage of design review with the City of Issaquah and coordinate with various state and federal agencies concurrently with preliminary engineering presently funded in the KPFF contract.

Sound Transit is scheduled to brief the Issaquah City Council on April 29, 2003 on the site recommendation and process for completing the project. The present schedule projects completion of environmental documentation and preliminary engineering during the first quarter of 2004, final design completion by early 2005, with construction completion by mid-2006.

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

Motion or Resolution Number	Summary of Action	Date of Action
M2002-08	Contract with KPFF for site selection, preliminary environmental review and 30% design.	3/7/02

CONSEQUENCES OF DELAY

Delay of this motion will delay the environmental documentation and preparation of the SEPA checklist, NEPA DCE, BA and preliminary engineering. The overall project schedule will be extended and project costs could increase. Currently, the projected construction completion is mid-2006. A delay in the environmental process will impact the completion of the overall project.

REGIONAL PARTNERSHIP AND COOPERATION

Sound Transit has conducted regular project team meetings with the City of Issaquah, KCM, and WSDOT in an effort to coordinate project work.

On February 25, 2003, Sound Transit briefed the City of Issaquah Council on the current status of the Issaquah Transit Center project. The City's reception to the briefing was positive.

Sound Transit is scheduled to brief the Issaquah City Council on April 29, 2003, on the site recommendation and the process and schedule for completing the environmental analysis, design, and redevelopment of the site.

PUBLIC INVOLVEMENT

On March 20, 2003, an Issaquah Transit Center project open house was held and over 95 citizens attended. Citizen input was considered in formulating the site recommendation. The open house was publicized in the news media, on Sound Transit's and the city's web site and in public places in the City of Issaquah. Fifty-three public comment forms were received, with the majority supporting redevelopment of the existing site and opposing development of the downtown site.

Information on the project, the site selection process, and the next steps in the development process will be included in a newsletter to the community this spring. The community will have an opportunity to provide input on the design of the project through workshops to be conducted during 2003.

LEGAL REVIEW

MLB 4-17-03

SOUND TRANSIT

MOTION NO. M2003-46

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute a contract amendment with KPFF to provide funding to complete environmental review and documentation for the selected site for Issaquah Transit Center in the amount of \$158,300, with a 10% contingency of \$15,830 totaling \$174,130, for a new total authorized contract amount not to exceed \$588,830, and further authorizing that the \$174,130 total amount of this amendment be taken from the project contingency phase for the PE/ED.

Background:

The City of Issaquah and the community initially suggested some 20 sites, which were narrowed to 12 sites in early 2002. A proposal to study 12 sites was presented to the Finance Committee on February 7, 2002. The Finance Committee directed staff to reduce the number of sites, the consultant contract cost, and scope of work. Subsequently, study was focused on four sites – East Lake Sammamish and SE 51st Street, the existing Issaquah Park-and-Ride Lot (at SR-900 and Newport Way NW), East Sunset Way and Front Street (downtown Issaquah), and the Issaquah Highlands Park-and-Ride Lot. KPFF's scope of work and contract was authorized by the Finance Committee on March 7, 2002. The Issaquah Highlands site was later removed from consideration when it became a separate project.

After carefully considering operational, traffic, environmental and land use factors, and community input from a public open house, the existing Issaquah Park-and-Ride Lot on SR-900 is being recommended for development of the new Issaquah Transit Center.

This contract amendment enables Sound Transit to proceed with the detailed environmental analysis and documentation for the preferred site required to meet State and Federal requirements. It will also enable Sound Transit to conduct design workshops, complete the initial stage of design review, and coordinate with state and federal agencies to complete preliminary engineering.

Motion:

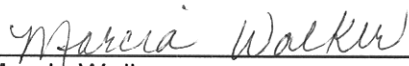
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director is authorized to execute a contract amendment with KPFF to provide funding to complete environmental review and documentation for the selected site for Issaquah Transit Center in the amount of \$158,300, with a 10% contingency of \$15,830 totaling \$174,130, for a new total authorized contract amount not to exceed \$588,830, and further authorizing that the \$174,130 total amount of this amendment be taken from the project contingency phase for the PE/ED.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on May 1, 2003.



Kevin Phelps
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator