

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2004-29

Newcastle Transit Center – Capital Projects

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	4/1/04	Discussion/Possible Action	Jim Edwards, Chief Engineer, Regional Express Vicki Youngs, Pre-Construction Program Manager, Regional Express Fred Wilhelm, Project Development Coordinator, Regional Express	(206) 398-5436 (206) 398-5024 (206) 398-5034

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

✓ *Applicable to proposed transaction.*

OBJECTIVE OF ACTION

To complete preliminary engineering and environmental documentation (PE/ED) for the preferred alternative site for the Newcastle Transit Center Project (#330).

ACTION

Authorize the Chief Executive Officer to execute a contract amendment with KPFF Consulting Engineers to complete preliminary engineering and environmental documentation for the preferred alternative for the Newcastle Transit Center Project in the amount of \$186,200, with a 10% contingency of \$18,620, totaling \$204,820 for a new total authorized contract amount not to exceed \$311,908.

KEY FEATURES

- Amends contract with KPFF Consulting Engineers to complete PE/ED.
- Defines a scope of work for PE/ED, including 30% design for site layout and grading, storm drainage, utility coordination, bus shelters and platforms, pedestrian safety improvements, environmental documentation, and 30% cost estimates for the preferred alternative.
- Implements direction to staff by the Sound Transit Executive Committee on February 5, 2004, to complete PE/ED for the Newcastle Transit Center preferred alternative.
- Permits PE/ED Phase to begin on the Newcastle Transit Center project.

BUDGET IMPACT SUMMARY

Project Description: Newcastle Transit Center

Current Status: PE/ED

Projected Completion Date: TBD

Action Outside of Adopted Budget:	Y/N	Y Requires Comment
This Line of Business	N	
This Project	N	
This Phase	Y	This action will bring the total committed amount, including contract contingencies, on the PE/ED phase to \$326,000, which exceeds the authorized amount for the phase in the 2004 adopted budget of \$263,000. There is sufficient contingency available to fund this shortfall of \$63,000.
This Task	N	
Budget amendment required	N	
Key Financial Indicators:	Y/N	Y Requires Comment
Contingency funds required	Y	Sufficient unallocated project contingency is available to fund 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 Adopted 2004 Budget for this project is \$7,223,000, of which \$263,000 was budgeted for the PE/ED phase and \$6,281,000 in project contingency. Combined with existing project commitments and contract contingencies in the PE/ED phase, there will be a shortfall of \$63,000.

Consistent with the Sound Transit Board budget policies, this phase shortfall will be depicted as a negative variance until the 2005 budget is adopted. At that time, sufficient project contingency can be reallocated to the PE/ED phase to align budget amounts with project phase activity. The remaining project contingency will be reallocated to the final design and construction phases after PE/ED work is complete.

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. The action will have no new revenue impacts on Sound Transit.

BUDGET TABLE

The following table highlights the impacts of this action on the project and phase budgets:

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

Action Item: amend contract with KPFF to complete PE/ED work on Newcastle project (#326), \$s in thousands

	2004 Adopted Budget (A)	Committed To Date (B)	This Action (C)	Total Committed & Action (D)	Uncommitted (Shortfall) (E)
Agency Administration	\$ 567	\$ 365	\$ -	\$ 365	\$ 202
Preliminary Engineering	263	121	205	326	(63)
Final Design	113	8	-	8	104
Right of Way	-	-	-	-	-
Construction	-	-	-	-	-
Contingency	6,281	-	-	-	6,281
Total Current Budget	\$ 7,223	\$ 494	\$ 205	\$ 699	\$ 6,524

Phase Budget Detail

Preliminary Engineering	\$ 263	\$ 121	\$ 205	\$ 326	\$ (63)
Total Phase	\$ 263	\$ 121	\$ 205	\$ 326	\$ (63)

Contract Budget	Current Approved Contract Value (F)	Spent to Date (G)	Proposed Action (H)	Proposed Total Contract Value (I)
Preliminary Engineering	\$ 97	\$ 34	\$ 186	\$ 284
ST Contingency	10	-	19	28
Total	\$ 107	\$ 34	\$ 205	\$ 312
Percent Contingency	10%	0%	10%	10%

Budget Shortfall

Level	Shortfall Amt (J)	Potential Funds (K)	Funding Source (L)
PE/ED Phase	\$ (63)	\$ 63	Project Contingency

Notes:

Committed to-date includes actual outlays and commitments through March 15, 2004 (HQ). Committed amount includes contract contingencies.

2004 Adopted Budget taken from Page 3 of Attachment D to Resolution R2003-19, adopting the 2004 annual budget.

M/W/DBE – SMALL BUSINESS PARTICIPATION

KPFF, Consulting Engineers is the prime consultant for this contract. KPFF is committed to a 25% M/W/DBE and small business goal.

M/W/DBE and/or Small Business Enterprise Name	Description of Work	Type of Enterprise (M/W/DBE/ Sm Bus.)	\$ Amount of Subcontract	% of Contract Amendment
Heffron Transportation	Traffic Engineering	W/DBE	\$16,896	9.2
Adolfson Associates	Environmental	W/DBE	\$29,636	16.29
Murase	Landscape	MBE	\$4,618	2.5
TOTALS:			\$51,150	27.99

EEO Commitment

- KPFF – Workforce demographics are 38% women and 12% minorities.
- Heffron Transportation – Workforce demographics are 70% women and 0% minorities.
- Adolfson Associate – Workforce demographics are 60% women and 0% minorities.
- Murase – Workforce demographics are 46% women and 12% minorities.

HISTORY OF PROJECT

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

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

Sound Move provided funding for over 20 Community Connections projects, including the Newcastle Transit Center. The majority of these projects are served directly by ST Express bus routes. Several projects, including Newcastle, are not served by ST Express bus, nor is service to this facility planned in the future.

The City of Newcastle is served by three King County Metro fixed routes and Dial-A-Ride service to Newport Hills and Factoria. The three fixed routes provide service via Newcastle to Renton and downtown Seattle, Factoria, and downtown Bellevue. Ridership is varied ranging from high ridership (30 to 50 passengers per trip) on service to downtown Seattle to low ridership on service to Factoria.

In the fourth quarter of 2000, Regional Express issued a program-wide procurement under RFQ RTA/RE 140-00. As part of that procurement, seven firms were selected to design 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 KPFF's scope for the

Newcastle project was a definition study with an option to extend PE/ED at the selection of a preferred alternative. In March 2003, work was initiated with the consulting firm of KPFF to identify and evaluate potential transit center sites. A Project Management Team (PMT) with representatives from the City of Newcastle, King County Metro, Sound Transit, and the consultant team was formed to help guide this preliminary work.

The site selection study was completed in October 2003. During the site selection phase, the PMT evaluated a variety of transit center sites and determined the best alternative is to locate the transit center at the corner of SE 70th Street and 132nd Place SE. The design concept for the transit center includes four on-street bus bays (two on SE 70th Street and two on 132nd Place SE), bus layover space for two buses, and shelters. Additional elements may include sidewalks, landscaping, and illumination. The site supports the City of Newcastle's plan for higher density development in the Community Business Center.

The City of Newcastle will seek dedication of the SE 70th Street to legally convert the roadway from a private access road to a public street. The City of Newcastle is committed to seeking dedication of the right-of-way as a contribution to the overall project cost.

On February 5, 2004, the Executive Committee directed staff to proceed with PE/ED and continue working with the City of Newcastle and King County Metro to negotiate an agreement for the operations and maintenance of the facility. At the completion of PE/ED, staff will return to the Executive Committee to report on progress made by the City of Newcastle toward identifying development opportunities within the downtown core.

Finance Committee authorization is required to enter into the next phase of work with KPFF for the completion of PE/ED for the SE 70th Street site. The PE/ED phase of work is considered Phase 2 of the original KPFF contract that was initiated to complete the site selection for the Transit Center. Understanding that the PE/ED Phase would immediately follow site selection, the initial contract was set up with the option to have KPFF complete the project through the 30% design phase.

CONSEQUENCES OF DELAY

There are no significant risks should the Finance Committee delay action on the proposed contract amendment for PE/ED.

PUBLIC INVOLVEMENT

On August 26, 2003, a Newcastle Transit Center project open house was held and attended by Newcastle residents, council members, and city staff. Citizen input was considered in formulating the final site selection recommendation.

LEGAL REVIEW

PW 3/19/04

SOUND TRANSIT

MOTION NO. M2004-29

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a contract amendment with KPFF Consulting Engineers to complete preliminary engineering and environmental documentation for the Newcastle Transit Center project in the amount of \$186,200, with a 10% contingency of \$18,620, totaling \$204,820 for a new total authorized contract amount not to exceed \$311,908.

Background:

In the fourth quarter of 2000, Regional Express issued a program-wide procurement under RFQ RTA/RE 140-00. As part of that procurement, seven firms were selected to design 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 KPFF's scope for the Newcastle project was a definition study with an option to extend preliminary engineering and environmental documentation (PE/ED) at the selection of a preferred alternative. In March 2003, work was initiated with the consulting firm of KPFF to identify and evaluate potential transit center sites.

On February 5, 2004, the Executive Committee directed staff to proceed with PE/ED and continue working with the City of Newcastle and King County Metro to negotiate an agreement for the operations and maintenance of the facility. At the completion of PE/ED, staff will return to the Executive Committee to report on progress made by the City of Newcastle toward identifying development opportunities within the downtown core.

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Motion:


It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Chief Executive Officer is authorized to execute a contract amendment with KPFF Consulting Engineers to complete preliminary engineering and environmental documentation for the Newcastle Transit Center project in the amount of \$186,200, with a 10% contingency of \$18,620, totaling \$204,820 for a new total authorized contract amount not to exceed \$311,908.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on April 1, 2004.



Kevin Phelps
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator