

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2004-37

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

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	4/15/04	Discussion/Possible Action	Jim Edwards, Chief Engineer, Capital Projects, Regional Express Vicki Youngs, Program Manager, Capital Projects, Regional Express Linda Smith, Project Manager, Capital Projects, Regional Express	(206) 398-5436 (206) 398-5024 (206) 689-4922

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

3Applicable to proposed transaction.

OBJECTIVE OF ACTION

Provide additional environmental documentation/preliminary engineering (PE/ED) services for the Issaquah Transit Center Project (#326).

ACTION

Authorize the Chief Executive Officer to execute a contract amendment with KPFF to provide additional environmental documentation/preliminary engineering services for the Issaquah Transit Center project, with structured parking as the preferred alternative, in the amount of \$180,000, with a 10% contingency of \$18,000, totaling \$198,000 for a new total authorized contract amount not to exceed \$786,830.

KEY FEATURES

- Amends KPFF's PE/ED contract to complete environmental documentation and takes the design from 15% to 30% for the Issaquah Transit Center project.
- Services to be performed by KPFF by this amendment will include:
 - Taking 15% design documents to the 30% design level
 - 30% level cost estimate
 - Interim parking site design support
 - Value engineering workshop, analysis and report
 - Geotechnical investigation
 - Support for the City of Issaquah Development Commission review process
 - Project management/administration

- For compliance with the State Environmental Policy Act (SEPA), the consultant will prepare a SEPA checklist. Sound Transit will issue an environmental determination after review of the completed SEPA checklist.
- For compliance with the National Environmental Policy Act (NEPA), the consultant will prepare a Documented Categorical Exclusion (DCE). The DCE will be submitted to the Federal Transit Administration for review and approval.

BUDGET IMPACT SUMMARY

Project Description: Issaquah Transit Center (#326).

Current Status: Preliminary Engineering/Environmental Documentation.

Projected Completion Date: 2007.

Action Outside of Adopted Budget:	Y/N	Y Requires Comment
This Line of Business	N	
This Project	N	
This Phase	Y	This action would bring the total committed amount for the PE/ED phase to \$811,000, which exceeds the phase budget of \$798,000, a shortfall of \$13,000.
Budget amendment required	N	
Key Financial Indicators:	Y/N	Y Requires Comment
Contingency funds required	Y	Budgeted project contingency of \$947,000 remains uncommitted and is sufficient to cover the shortfall identified above.
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 authorizes an amendment to an existing contract with KPFF to provide PE/ED services for the preferred alternative for the project. With approval of this action, the total commitments in the PE/ED phase are \$811,000, which exceeds the phase budget of \$798,000. Sufficient project contingency of \$947,000 exists to fund the \$13,000 shortfall.

On April 1, 2004, the Executive Committee adopted Motion No. M2004-30, which identified the transit center with structured parking as the preferred alternative for the Issaquah Transit Center Project and directed staff to complete PE/ED. The proposed action is consistent with the Executive Committee direction provided in Motion No. M2004-30.

REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS

The proposed action is consistent with the Adopted 2004 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 Issaquah Transit Center Project is included on page 166 of the 2004 Proposed Budget, which was adopted by the Board in December 2003. The impacts of this action on the project and phase budgets are illustrated below:

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

Action Item: Amendment to KPFF contract for Preliminary Engineering / Environmental Documentation for the Issaquah Transit Center 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	\$ 833	\$ 719	\$ -	\$ 719	\$ 114
Preliminary Engineering	798	613	198	811	(13)
Final Design	1,207	23	-	23	1,184
Right of Way	2,100	53	-	53	2,047
Construction	8,072	84	-	84	7,988
Contingency	947	-	-	-	947
Total Current Budget	\$ 13,957	\$ 1,492	\$ 198	\$ 1,690	\$ 12,267

Phase Budget Detail

Preliminary Engineering	\$ 798	\$ 613	\$ 198	\$ 811	\$ (13)
Total Phase	\$ 798	\$ 613	\$ 198	\$ 811	\$ (13)

Contract Budget	Current Approved Contract Value (F)	Spent to Date (G)	Proposed Action (H)	Proposed Total Contract Value (I)
Preliminary Engineering	\$ 535	\$ 362	\$ 180	\$ 715
ST Contingency	54	0	18	72
Total	\$ 589	\$ 362	\$ 198	\$ 787
Percent Contingency	10%		10%	10%

Budget Shortfall

Level	Shortfall Amt (J)	Potential Funds (K)	Funding Source (L)
PE/ED Phase	\$ (13)	\$ 13	Project Contingency

Notes:

Committed to-date includes actual outlays and commitments through March 22, 2004 (HQ). Committed amount includes contract contingencies.

M/W/DBE – SMALL BUSINESS PARTICIPATION

KPFF is the prime consultant on this contract. KPFF committed to a 31% M/W/DBE and Small Business goal under its initial contract. The overall utilization of M/W/DBE and Small Business participation on this contract (including this action) is projected to be 37%.

Utilization Breakdown Table

Subconsultant	Business Type	Type of Work	% of Work	Dollar Value
Heffron Transportation	WBE/DBE	Transportation	8%	\$59,544
C3 Management Group	WBE	Construction Cost Estimate	3%	\$24,616
Adolfson Associates	WBE/DBE	Environmental	16%	\$123,960
Murase Associates	MBE	Landscape	1%	\$9,876
DSV	Small Business	Operational Service Analysis	3%	\$23,750
White Shield	Small Business	Surveying	6%	\$42,597
Total			37%	\$284,343

EEO Commitment

KPFF Consulting Engineers workforce demographics are 25% women and 17% minorities.

HISTORY OF PROJECT

Prior Board or Committee Actions and Relevant Board Policies

Motion or Resolution Number	Summary of Action	Date of Action
M2004-30	Executive Committee direction on the Issaquah Transit Center Project structured parking option as the preferred alternative.	4/1/04
M2003-46	Contract amendment with KPFF to provide funding for environmental review and documentation for the preferred alternative for Issaquah Transit Center.	5/1/03
M2002-08	Contract with KPFF for site screening and preliminary environmental review.	3/7/02

A siting study conducted in partnership with King County Metro (KCM), the City of Issaquah, and the community resulted in the identification of the SR-900 Issaquah Park-and-Ride Lot site as the preferred alternative for the new Issaquah Transit Center. Subsequently, it was determined that there was substantial demand for additional commuter parking at this location. The need to reconfigure and reconstruct the park-and-ride lot to incorporate a new transit center provided an opportunity to incorporate additional parking in conjunction with the project. Analysis showed a need for 400 more parking stalls in this location.

In October 2003, staff provided information to the Executive Committee on two development options under consideration for the project, a transit center with surface parking to replace the existing lot (390 stalls) and a transit center with structured parking (820 stalls). The Executive Committee directed staff to refine costs and other information such as design and partnership commitments for the two development options. In addition, the Executive Committee was informed that KPFF was under contract to complete the PE/ED work on this project. If it was determined that the project scope should be changed to a transit center with structured parking, a consultant contract amendment would be required and requested of the Finance Committee to fund the expanded scope of work for the PE/ED phase.

On April 1, 2004, the Executive Committee was briefed on two options for the project based on 15% design. Information was presented on advantages, disadvantages, environmental

considerations, partner commitments, community support, estimated costs, and funding availability. Based on this information, the Executive Committee adopted Motion No. M2004-30, identifying the transit center with structured parking as the preferred alternative for the project and directed staff to proceed to complete PE/ED.

CONSEQUENCES OF DELAY

The PE/ED work on the preferred alternative cannot be completed without a consultant contract amendment. Delay in approval of the contract amendment will delay subsequent project work.

PUBLIC INVOLVEMENT

Sound Transit, the City of Issaquah, and KCM have held two community meetings on the project. The first meeting was held prior to selection of the preferred site and a second meeting was held on March 16, 2004, to obtain input from the community on the two development options.

There is strong support for the proposal to include structured parking with the transit center development, including an Issaquah City Council action, as well as endorsements from the Issaquah Chamber of Commerce, the Issaquah Downtown Association, environmental groups in Issaquah, the Microsoft Corporation, Port Blakely Communities, and the community at large.

Information on the project is provided on Sound Transit's and the City of Issaquah's web sites. Community newsletters and media updates on the project are planned. The community will also have an opportunity to comment on the project during environmental review and the City of Issaquah's design review process.

LEGAL REVIEW

PW 4/2/05

DLB 4/5/04

SOUND TRANSIT

MOTION NO. M2004-37

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 to provide additional environmental documentation/ preliminary engineering services for the Issaquah Transit Center project, with structured parking as the preferred alternative, in the amount of \$180,000, with a 10% contingency of \$18,000, totaling \$198,000 for a new total authorized contract amount not to exceed \$786,830.

Background:

A siting study conducted in partnership with King County Metro (KCM), the City of Issaquah, and the community resulted in the identification of the SR-900 Issaquah Park-and-Ride Lot site as the preferred alternative for the new Issaquah Transit Center. Subsequently, it was determined that there was substantial demand for additional commuter parking at this location. The need to reconfigure and reconstruct the park-and-ride lot to incorporate a new transit center provided an opportunity to incorporate additional parking in conjunction with the project. Analysis showed a need for 400 more parking stalls in this location.


On April 1, 2004, the Executive Committee was briefed on two options for the project based on 15% design. Information was presented on advantages, disadvantages, environmental considerations, partner commitments, community support, estimated costs, and funding availability. Based on this information, the Executive Committee adopted Motion No. M2004-30 identifying the transit center with structured parking as the preferred alternative for the project. The consultant contract with KPFF must be amended to complete PE/ED work on the preferred alternative.

For compliance with the State Environmental Policy Act (SEPA), the consultant will prepare a SEPA checklist. Sound Transit will issue an environmental determination after review of the completed SEPA checklist. For compliance with the National Environmental Policy Act (NEPA), the consultant will prepare a Documented Categorical Exclusion (DCE). The DCE will be submitted to the Federal Transit Administration for review and approval.

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 to provide additional environmental documentation/ preliminary engineering services for the Issaquah Transit Center project, with structured parking as the preferred alternative, in the amount of \$180,000, with a 10% contingency of \$18,000, totaling \$198,000 for a new total authorized contract amount not to exceed \$786,830.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on April 15, 2004.



Kevin R. Phelps
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator