

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2006-33

Relocation Management Services Contract

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	4/20/06	Discussion/Possible Action	Phil O'Dell, Director, Project Delivery Support Services Roger Hansen, Senior Real Estate Representative	(206) 398-5013 (206) 689-3366

Contract/Agreement Type:	✓	Requested Action:	✓
Competitive Procurement	✓	Execute New Contract/Agreement	✓
Sole Source		Amend Existing Contract/Agreement	
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

PROJECT NAME

Central Link Light Rail Initial Segment, Airport Link, North Link, Sounder and Regional Express (REX) Projects.

PROPOSED ACTION

Authorizes the Chief Executive Officer to execute a contract with Alan C. House and Associates LLC to provide relocation management services for Sound Transit projects for a total authorized contract amount not to exceed \$591,300, and a three-year term.

KEY FEATURES of PROPOSED ACTION

- Consultant will provide relocation management services including relocation planning, managing relocation-related right of way activities, providing relocation assistance to displaced persons, coordinating with stakeholders, and providing technical assistance on matters of appraisal, acquisition, and property management as it relates to relocation activities.
- Consultant will also serve as relocation program manager for Link and other lines of business as needed.
- Consultant will ensure that all relocation activities will be developed and implemented in full compliance with Sound Transit's policies and procedures as found in "Real Property Acquisition and Relocation Policy, Procedures and Guidelines" (as amended), Uniform Relocation Assistance and Real Property Acquisition Policies Act (as amended), and applicable regulations of the Washington State Law.

- The Board is scheduled on April 27, 2006 to select the final route, profile, and station locations for the North Link Light Rail project and the University Link portion of North Link anticipated to be constructed and operated by 2016. Relocations for University Link would begin after the Board's action to select University Link and after the Federal Transit Administration issues a Record of Decision on the North Link project.

BUDGET IMPACT SUMMARY

There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

BUDGET and FINANCIAL PLAN DISCUSSION

The proposed action would authorize execution of a contract with Alan C. House and Associates LLC to provide relocation management services for Sound Transit projects for an authorized contract amount not to exceed \$591,300, including services anticipated for the Link Light Rail project as follows: Central Link Initial Segment in the amount of \$75,000, Airport Link in the amount of \$25,000, and the University Link segment of North Link - 45th Street to Convention Place Station (CPS) in the amount of \$491,300.

The adopted lifetime capital budget for North Link – 45th Street to CPS is \$161 million. Within this budget, \$5,215,850 in the right of way phase has been set aside for right of way administration, which includes relocation services. Approval of the proposed action would leave a remaining balance of \$854,288 in the line item. The budget shortfall for the total right of way phase is the result of Board approved Resolution No. R2006-04 to purchase property contingent upon receipt of an FTA acquisition waiver, and is funded by surplus funds within other phases. When the project budget is amended later in 2006 to complete final design and construction of the University Link segment, the shortfall will be resolved.

The adopted lifetime capital budget for the Central Link Light Rail Initial Segment is \$2.07 billion, which includes a line item budget of \$38,333,259 for right of way administration in the right of way phase. Approval of the proposed action would leave a remaining balance of \$3,106,683 in the line item, and a total balance of \$32,720,934 for the right of way phase.

The adopted lifetime capital budget for Airport Link is \$243.6 million. Within this budget, \$2,930,000 has been set aside for right of way administration in the right of way phase. Should the proposed action be approved, a balance of \$2,283,420 would remain for this budget line item and \$10,911,090 for the total right of way phase.

Relocation management services for REX and Sounder projects would be on an as-needed basis for future projects; therefore, estimated costs are currently unknown. Should services be required for REX or Sounder projects, funds would be identified and secured from those projects and budgeted for this contract prior to work being assigned. This would be offset by a corresponding deduction to the Link budget to ensure that the total contract amount does not exceed \$591,300.

The proposed action is consistent with the current board-adopted budget, and is affordable within the agency's current long-term financial plan and subarea financial capacity. The action will have no new revenue impact on Sound Transit.

BUDGET TABLE

Action Item: Alan C. House and Associates LLC (Provide relocation services for the Central Link Initial Segment, Airport Link and the University Link segment within North Link-45th Street to CPS)

(Year of Expenditure \$000)

Contract Amount	Board Approvals to Date (A)	Current Approved Contract Value (B)	Proposed Action (C)	Proposed Total for Board Approval (D)	Proposed Contract Value (E)
1 Contract Amount - Total	-	-	591	591	591
2 Contingency	-	-	-	-	-
3 Total	-	-	591	591	591
4 Percent Contingency	0%	0%	0%	0%	0%

Central Link Right of Way Phase Budget	Adopted 2006 Budget (F)	Committed To Date (G)	This Action (H)	Total Committed & Action (I)	Uncommitted (Shortfall) (J)
5 North Link-Northgate to 45th Street	150	98	-	98	52
6 Right of Way Administration	150	98	-	98	52
7 North Link-45th St to CPS (incl University Segment)	34,139	36,791	491	37,282	(3,143)
8 Right of Way Administration	5,216	3,870	491	4,362	854
9 Initial Segment	223,516	190,720	75	190,795	32,721
10 Right of Way Administration	38,333	35,152	75	35,227	3,107
11 Airport Link	23,000	12,064	25	12,089	10,911
12 Right of Way Administration	2,930	622	25	647	2,283
13 Total Central Link Right of Way Phase	280,805	239,673	591	240,265	40,541
14 Total Right of Way Administration	46,629	39,742	591	40,333	6,296

Notes:

(F) ADOPTED 2006 BUDGET reflects right of way phase lifetime capital budget amounts by Link project from pages 79, 80, 81, and 85 of the *Adopted 2006 Budget*. The line item budget for Right of Way Administration with the right of way phase is presented for each Link project.

7(J) UNCOMMITTED (SHORTFALL reflects Board Resolution R2006-04 (approved 2/29/06) authorizing acquisition of the Amundson property needed for construction staging for the Capital Hill Station upon grant of an FTA acquisition waiver. The budget shortfall will be resolved when the 2006 Budget is amended to complete final design and construction of the University Link segment.

M/W/DBE – SMALL BUSINESS PARTICIPATION

Prime Contractor

Alan C. House and Associates LLC is a Vietnam-veteran owned small business. This contract is for one position to serve as Relocation Program Manager. The prime contractor will perform 100% of the contract.

Equal Employment Opportunity

Alan C. House and Associates LLC is a single person firm with no employees.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

The existing relocation management services contract will expire on April 20, 2006. Alan C. House and Associates LLC was selected through Sound Transit's Request for Proposals process, pending Finance Committee authorization to execute a contract.

Sound Transit also contracts with and will secure future acquisition, relocation and property management services contracts from other companies to provide acquisition, relocation and property management services needed to acquire properties and relocate displaced persons, as required to construct Sound Transit projects. Alan C. House and Associates LLC will provide management and oversight of relocation activities and services performed by these consultants

to ensure compliance with Sound Transit policies and procedures and federal and state laws and regulations.

Environmental compliance pursuant to the State Environmental Policy Act (SEPA) for North Link, including the preferred alternative and University Link segment, was completed with the North Link Final Supplemental Environmental Impact Statement (EIS) issued on April 7, 2006. The Federal Transit Administration is expected to issue a Record of Decision for North Link in late May or early June 2006 completing compliance with the National Environmental Policy Act (NEPA).

Sound Transit has current acquisition and relocation activities associated with the Central Link Initial Segment, Airport Link, Sounder, and REX projects. Relocation management services are currently needed for ongoing Link projects, and may be needed in the future for REX and Sounder projects.

CONSEQUENCES of DELAY

A delay beyond April 20, 2006 will delay relocation activities for various Link projects and could result in properties needed for construction not being available in a timely manner, or a delay in timely payments to displaced persons.

PUBLIC INVOLVEMENT

Not applicable for this action.

ENVIRONMENTAL COMPLIANCE

JI 4/5/06

LEGAL REVIEW

JW 4/12/06

SOUND TRANSIT

MOTION NO. M2006-33

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a contract with Alan C. House and Associates LLC to provide relocation management services for Sound Transit projects for a total authorized contract amount not to exceed \$591,300, and a three-year term.

Background:

Alan C. House and Associates LLC will provide relocation management services including relocation planning, managing relocation-related right of way activities, providing relocation assistance to displaced persons, coordinating with stakeholders, and providing technical assistance on matters of appraisal, acquisition, and property management as it relates to relocation activities. The firm will also serve as relocation program manager for Link and other lines of business as needed.

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Motion:

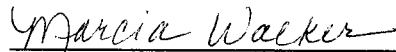
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Chief Executive Officer is authorized to execute a contract with Alan C. House and Associates LLC to provide relocation management services for Sound Transit projects for a total authorized contract amount not to exceed \$591,300, and a three-year term.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on April 20, 2006.



Fred Butler
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator