

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2009-87**

**Contract Amendment for Final Design Services  
for the Puyallup Parking Expansion Project**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	10/1/09	Discussion/Possible Action	Jim Edwards, Director Capital Projects <b>Fred Wilhelm, Project Manager</b>	(206) 398-5436  (206) 398-5469

<b>Contract/Agreement Type:</b>	<input checked="" type="checkbox"/>	<b>Requested Action:</b>	<input checked="" type="checkbox"/>
Competitive Procurement	<input checked="" type="checkbox"/>	Execute New Contract/Agreement	
Sole Source		Amend Existing Contract/Agreement	<input checked="" type="checkbox"/>
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

**PROJECT NAME**

Regional Mobility Parking Enhancements - Puyallup Parking Expansion

**PROPOSED ACTION**

Authorizes the chief executive officer to execute a contract amendment with INCA Engineers, Inc. to provide final design services for the Puyallup Parking Expansion project, in the amount of \$305,497, with a 10% contingency of \$30,550, totaling \$336,047, for a total authorized contract amount not to exceed \$805,054.

**KEY FEATURES of PROPOSED ACTION**

- The request for proposal (RFP) for preliminary design/environmental documentation (PE/ED) services for the Puyallup Parking Expansion project included the discretion for Sound Transit to modify the contract to include providing final design services and construction document preparation via contract amendment. The proposed action would authorize the chief executive officer to amend the contract with INCA to provide final design services.
- This action leverages Sound Transit's Regional Mobility Grant funds, plus a grant from the Federal Transit Administration obtained by the City of Puyallup to develop 600 new parking spaces on an existing lot owned and managed by the Puyallup Fair and Events Center to alleviate Sounder parking demands in the downtown area by creating additional parking for users of the Puyallup Sounder Station.
- A term sheet dated September 2, 2009, has been signed with the Puyallup Fair and Events Center, outlining the terms, roles and responsibilities of the parties. Board authorization of the final funding agreement will be sought in January 2010.

**BUDGET IMPACT SUMMARY**

Current Project Phase:            Design  
Projected Completion Date:    Q4 2010

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 will authorize a PE/ED contract amendment with INCA Engineers, Inc. in the amount of \$336,047. This action will be funded by the Regional Mobility Parking Enhancements project (#746) which is included in the Service Delivery capital budget with a lifetime budget of \$4,972,000.

Included in the lifetime budget of Regional Mobility Parking Enhancement is an allocation of \$811,000 for PE/ED services, from which the final design will be funded. YTD spending against this budget is \$297,000. After funding the amended contract of \$336,047, the remaining budget will be \$178,000.

The impact of the proposed action on the project lifetime and phase budgets is illustrated in the table below:

**BUDGET TABLE**

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

Project: 746 - Regional Mobility Parking Enhancements: Contract amendment with INCA Engineers to provide Final Design services.

	Adopted 2009 Budget <sup>1</sup> (A)	Committed To Date <sup>2</sup> (B)	This Action (C)	Total Committed & Action (D)	Uncommitted (Shortfall) (E)
1 Agency Administration	\$ 53	\$ 6	\$ -	\$ 6	\$ 47
2 Preliminary Engineering	\$ 811	\$ 297	\$ 336	\$ 633	\$ 178
3 Final Design	\$ -	\$ -	\$ -	\$ -	\$ -
4 Right of Way	\$ 236	\$ 139	\$ -	\$ 139	\$ 97
5 Construction	\$ 3,100	\$ -	\$ -	\$ -	\$ 3,100
6 Contingency	\$ 772	\$ -	\$ -	\$ -	\$ 772
7 Total Current Budget	\$ 4,972	\$ 442	\$ 336	\$ 778	\$ 4,194
<b>Phase Budget Detail</b>					
8 PE/ED Services	\$ 811	\$ 297	\$ 336	\$ 633	\$ 178
9 Misc. Activity	\$ -	\$ -	\$ -	\$ -	\$ -
10 Total Phase	\$ 811	\$ 297	\$ 336	\$ 633	\$ 178
<b>Agreement Budget</b>					
	Current Approved Contract Value (F)	Spent to Date (G)	Proposed Action (I)	Proposed Total Contract Value (J)	
11 INCA Engineers	\$ 426	\$ 442	\$ 305	\$ 731	
12 Contingency	\$ 43	\$ -	\$ 31	\$ 74	
13 Total	\$ 469	\$ 442	\$ 336	\$ 805	
14 Percent Contingency	10%		10%	10%	

**Notes:**

<sup>1</sup> Project budget is located on page 82 of the 2009 Board Adopted Budget.

<sup>2</sup> Committed to date amount includes actual outlays and commitments through July 31, 2009.

## **SMALL BUSINESS PARTICIPATION**

### Prime Consultant/Contractor

INCA Engineers, Inc. is the prime consultant for this contract and has committed to 18% small business participation. They have achieved 10.42% small business participation for work to date. For this contract amendment, INCA is committed to a 7% small business goal.

### Utilization Breakdown Table

<b>Subconsultant/Subcontractor</b>	<b>Business Type</b>	<b>% of Work</b>	<b>Dollar Value</b>
Karen Kiest	M/DBE	5%	\$14,221
True North	M/DBE	2%	\$5,537
<b>Total</b>		<b>7%</b>	<b>\$19,758</b>

### Equal Employment Workforce Profile (% Women/People of Color)

INCA's workforce demographics are 26% women and 20% minorities.

## **PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION**

In August 2007, Sound Transit received a \$3.7 million Regional Mobility Grant to increase parking capacity in the southern portion of the Tacoma-Seattle commuter rail corridor. High demand has resulted in spillover parking in neighborhoods adjacent to the commuter rail stations. Sound Transit's original Regional Mobility Grant agreement with the State specified that funds were to be used to either purchase or lease property (\$2.0 million) and construct (\$1.7 million) approximately 285 new parking spaces at the Sumner, Puyallup and Auburn Sounder Stations. Under the terms of the agreement, these parking spaces were to be completed by June 30, 2009. However, market conditions at the time precluded the funding of meaningful acquisition investments and a request to re-scope the grant to allow the funding to be split between design and construction was made. WSDOT reviewed the request and in the fall of 2008 approved the re-scoping of the grant to allow the funds to be used for design and construction.

The intent of the proposals for both Puyallup and Sumner is for Sound Transit to fund the cost of design and construction for the improvements in exchange for long term agreements (twenty-year licenses) where the payments would be abated.

The development concept utilized for this project is based on a license strategy where in exchange for a twenty-year use of an existing parking facility, Sound Transit's payment of direct costs for design and construction of improvements would be in lieu of rental payments. Utilizing this strategy, Sound Transit approached the Puyallup Fair and Events Center to utilize the Red Lot as a potential satellite lot. Currently, the Red Lot is an unimproved lot approximately 5.76 acres in size. With paving the lot it is capable of supporting 625 all-weather parking spaces. An existing Pierce Transit route connects the Red Lot to the Puyallup Sounder Station.

Sound Transit is negotiating a project level funding agreement with the Puyallup Fair and Events Center to develop the 625 commuter parking spaces at the Red Lot which could potentially be open for service by the end of August 2010. Final design of the Red Lot must commence in October in order to meet this schedule and take advantage of the 2010 construction season. Further details relating to construction responsibilities of the final development concept will be resolved as we continue to negotiate the final terms of the agreement. Once the final terms have been negotiated with the Fair, staff will seek Board authorization.

Through a competitive bid process in 2008, INCA Engineers, Inc. was selected to provide preliminary engineering and environmental documentation services. The proposed contract amendment represents the next phase of the project by providing final design services to develop plans, specifications and estimates for the surface parking options in Puyallup.

With regard to environmental documentation, compliance with NEPA and SEPA has been completed. A Determination of Nonsignificance (DNS) under the State Environmental Policy Act (SEPA) was issued by Sound Transit on September 4, 2009. The 21-day Sound Transit SEPA comment and appeal period ended on September 25, 2009. A Documented Categorical Exclusion (DCE) under the National Environmental Policy Act (NEPA) was approved by the Federal Transit Administration (FTA) for this project on September 22, 2009.

Staff will seek Board approval of a second amendment for final design of the parking expansion project in Sumner will be forthcoming following the completion of the project's ongoing environmental and preliminary design work. The intent with the Sumner project is to design and construct improvements to support direct bus service to serve the potential 150-500 parking spaces at the Calvary Community Church. This location would be served by an existing Pierce Transit route connecting Bonney Lake Park-and-Ride Lot to the Sumner Station via SR 410. Agreements for the Sumner Parking Expansion project will be brought to the Board for final consideration.

**Prior Board/Committee Actions**

<b>Motion/Resolution Number and Date</b>	<b>Summary of Action</b>
M2008-112 11/20/08	Authorized the chief executive officer to execute a contract with INCA Engineers to provide preliminary design/environmental documentation services for the Puyallup/Sumner Parking Expansion project in the amount of \$426,370, with a 10% contingency of \$42,637, for a total authorized contract amount not to exceed \$469,007.
R2007-25 11/29/07	Adopted an annual budget for the period January 1, 2008 through December 31, 2008, including the addition of the Regional Mobility Parking Enhancements Project (#746) into the Service Delivery capital budget.

**CONSEQUENCES of DELAY**

A two-week delay in Board action would not negatively impact this project. A delay of a month or more would start to impact the completion of project design and cost estimates and eventually the completion of the project past the fall of 2010.

**PUBLIC INVOLVEMENT**

A public open house for this project was held on June 11, 2009 and there was strong support throughout the community for the satellite parking alternative in Puyallup.

**ENVIRONMENTAL COMPLIANCE**

SSK 9-22-09

**LEGAL REVIEW**

LA 9-24-09

## SOUND TRANSIT

### MOTION NO. M2009-87

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 INCA Engineers, Inc. to provide final design services for the Puyallup Parking Expansion project, in the amount of \$305,497, with a 10% contingency of \$30,550, totaling \$336,047, for a total authorized contract amount not to exceed \$805,054.

#### **Background:**

In August 2007, Sound Transit received a \$3.7 million Regional Mobility Grant to increase parking capacity in the southern portion of the Tacoma-Seattle commuter rail corridor. High demand has resulted in spillover parking in neighborhoods adjacent to the commuter rail stations. Sound Transit's original Regional Mobility Grant agreement with the State specified that funds were to be used to either purchase or lease property (\$2.0 million) and construct (\$1.7 million) approximately 285 new parking spaces at the Sumner, Puyallup and Auburn Sounder Stations. Under the terms of the agreement, these parking spaces were to be completed by June 30, 2009. However, market conditions at the time precluded the funding of meaningful acquisition investments and a request to re-scope the grant to allow the funding to be split between design and construction was made. WSDOT reviewed the request and in the fall of 2008 approved the re-scoping of the grant to allow the funds to be used for design and construction.

The intent of the proposals for both Puyallup and Sumner is for Sound Transit to fund the cost of design and construction for the improvements in exchange for long term agreements (twenty-year licenses) where the payments would be abated.

The development concept utilized for this project is based on a license strategy where in exchange for a twenty-year use of an existing parking facility, Sound Transit's payment of direct costs for design and construction of improvements would be in lieu of rental payments. Utilizing this strategy, Sound Transit approached the Puyallup Fair and Events Center to utilize the Red Lot as a potential satellite lot. Currently, the Red Lot is an unimproved lot approximately 5.76 acres in size. With paving the lot it is capable of supporting 625 all-weather parking spaces. An existing Pierce Transit route connects the Red Lot to the Puyallup Sounder Station.

Sound Transit is negotiating a project level funding agreement with the Puyallup Fair and Events Center to develop the 625 commuter parking spaces at the Red Lot which could potentially be open for service by the end of August 2010. Final design of the Red Lot must commence in October in order to meet this schedule and take advantage of the 2010 construction season. Further details relating to construction responsibilities of the final development concept will be resolved as we continue to negotiate the final terms of the agreement. Once the final terms have been negotiated with the Fair, staff will seek Board authorization.

Through a competitive bid process in 2008, INCA Engineers, Inc. was selected to provide preliminary engineering and environmental documentation services. The proposed contract amendment represents the next phase of the project by providing final design services to develop plans, specifications and estimates for the surface parking options in Puyallup.

With regard to environmental documentation, compliance with NEPA and SEPA has been completed. A Determination of Nonsignificance (DNS) under the State Environmental Policy Act (SEPA) was issued by Sound Transit on September 4, 2009. The 21-day Sound Transit SEPA comment and appeal period ended on September 25, 2009. A Documented Categorical Exclusion (DCE) under the National Environmental Policy Act (NEPA) was approved by the Federal Transit Administration (FTA) for this project on September 22, 2009.

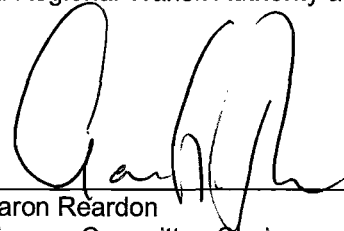
Staff will seek Board approval of a second amendment for final design of the parking expansion project in Sumner will be forthcoming following the completion of the project's ongoing environmental and preliminary

design work. The intent with the Sumner project is to design and construct improvements to support direct bus service to serve the potential 150-500 parking spaces at the Calvary Community Church. This location would be served by an existing Pierce Transit route connecting Bonney Lake Park-and-Ride Lot to the Sumner Station via SR 410. Agreements for the Sumner Parking Expansion project will be brought to the Board for final consideration.

**Motion:**

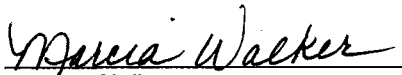
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract amendment with INCA Engineers, Inc. to provide final design services for the Puyallup Parking Expansion project, in the amount of \$305,497, with a 10% contingency of \$30,550, totaling \$336,047, for a total authorized contract amount not to exceed \$805,054.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on October 1, 2009.



Aaron Reardon  
Finance Committee Chair

ATTEST:



Marcia Walker  
Board Administrator