

**MOTION NO. M2011-25**  
**Everett Station Agreement**

<b>MEETING:</b>	<b>DATE:</b>	<b>TYPE OF ACTION:</b>	<b>STAFF CONTACT:</b>	<b>PHONE:</b>
Operations and Administration Committee	03/17/11	Recommendation to Board	Bonnie Todd, Executive Director Operations	206-398-5367
Board	03/24/11	Final Action	<b>Michael Miller,</b> Customer Facilities and Accessible Services Manager	206-689-4927

**PROPOSED ACTION**

Authorizes the chief executive officer to execute a five-year agreement with the City of Everett for operations and maintenance costs at Everett Station in the amount of \$670,437 with a 10% contingency of \$67,044 for a total authorized agreement amount not to exceed \$737,481.

**KEY FEATURES**

- Everett Station is owned by the City of Everett and served by ST Express and Sounder. Under this agreement; Sound Transit will pay a proportionate share of approximately 61%, based on rider usage and determined by rider surveys, of the operation and maintenance costs of Everett Station, including bus and commuter rail shelters, platforms and the parking lots west of the BNSF tracks.
- The City will perform all maintenance including janitorial, electrical, structural, fire alarm monitoring and inspections, storm water, security, surveillance and parking management. Costs for the service are commensurate with those paid to other transit partners and to Sound Transit's contractors.
- This is the third multi-year agreement that Sound Transit and the City of Everett have entered into for the maintenance of Everett Station. The current agreement was within the CEO's authority and expires on March 31, 2011.
- The base year of the agreement is for \$126,280 and includes an estimated annual increase of 3%. The actual increase will be determined yearly based on the annual consumer price index (CPI) for the Seattle Metropolitan area. Contingency is included in the contract in the event the CPI exceeds 3%.
- The agreement does not include areas that are owned and maintained by Sound Transit, which are the parking lot east of the BNSF tracks, the pedestrian bridge, and the elevators connecting the bridge to the platform.

**PROJECT DESCRIPTION**

Everett Station is one of the larger multi-modal transit center in Sound Transit's service area and provides shared facilities for ST Express and Sounder service as well as for Community Transit, Everett Transit, Greyhound, and Amtrak. The city owns the transit bus and train platforms, pedestrian walkways, landscaped areas and 675 parking stalls. Sound Transit owns an adjacent portion of the facility that includes a pedestrian bridge, elevators and 432-stall parking lot.

**FISCAL INFORMATION**

Summary for Board Action (X \$1,000)

Action Item: To execute an agreement with City of Everett for operation and maintainance at Everett Station .

	Adopted 2011 Budget (1)	Spent to date in 2011	Contract Expenditures 2011	Remaining 2011 Budget
Current Year Budget				
Service Agreement budget for Sounder	86	-	84	2
Service Agreement budget for ST Express	44	-	42	2
<b>Total</b>	<b>130</b>	<b>-</b>	<b>126</b>	<b>4</b>

Contract Spending Plan	Prior Year(s) Spending	2011 Spending	Future Expenditures	Total
Agreement with City of Everett	-	126	611	737

Contract Budget	Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Agreement with City of Everett	-	-	670	670
Contingency	-	-	67	67
<b>Total Contract</b>	<b>-</b>	<b>-</b>	<b>737</b>	<b>737</b>
<b>Percent Contingency</b>	<b>-</b>	<b>-</b>	<b>10%</b>	<b>10%</b>

**Notes:**

Maintenance budgets for Everett Station reside within Sounder and ST Express facilities maintenance budgets. The facilities mainteance budget for Sounder and ST Express can be found on page 48 and 54 of 2011 Proposed Budget book, respectively. The Board endorsed the 2011 Budget on December16, 2010.

**SMALL BUSINESS PARTICPATION**

Not applicable to this action.

**EQUAL EMPLOYMENT WORKFORCE PROFILE**

The City of Everett is an equal opportunity employer.

**BACKGROUND**

The first interlocal agreement with the City of Everett for operations and maintenance costs was authorized by the Board in 2002 with a three-year term, and amended by the Board in 2005 to extend the agreement through 2009. In 2010, a one-year agreement within the authority of the chief executive officer was executed between the City of Everett and Sound Transit.

The proposed five-year agreement covers Sound Transit’s portion of the estimated costs for the operation and maintenance of the city-owned portion of Everett Station. These costs include staff costs, maintenance, janitorial, utilities, landscaping, irrigation and garbage services. The City of Everett will provide these services using City staff at a cost that is comparable to the amounts paid to third-party vendors for similar services.

Everett Transit is run by the City of Everett and pays a proportionate amount of the operations and maintenance costs. The other users of the facility, including Community Transit, Greyhound and Amtrak also pay a proportionate amount.

**ENVIRONMENTAL COMPLIANCE**

SSK 3-09-11

**PRIOR BOARD/COMMITTEE ACTIONS**

Motion No. M2002-94 - Authorized the executive director to execute a three-year interlocal agreement with the city of Everett to provide operations and maintenance services at the Everett Station for ST Express in the total amount of \$109,849 with a ten percent contingency of \$10,985 for a total authorized amount not to exceed \$120,834.

Motion No. M2005-16 - Amended an existing interagency agreement with the city of Everett in the amount of \$605,832 for the maintenance and operations of the Everett Station for a new total authorized amount not to exceed \$797,166 and to extend the term of the agreement from March 1, 2005 to December 31, 2009.

**TIME CONSTRAINTS**

The current agreement expires on March 31, 2011, and without Board authorization of a new agreement, there may be a delay in maintenance services at the Everett Station.

**PUBLIC INVOLVEMENT**

Not applicable to this action.

**LEGAL REVIEW**

BN 3/9/11

**MOTION NO. M2011-25**

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a five-year agreement with the City of Everett for operations and maintenance costs at Everett Station in the amount of \$670,437 with a 10% contingency of \$67,044 for a total authorized agreement amount not to exceed \$737,481.

**BACKGROUND:**

Everett Station is owned by the City of Everett and served by ST Express and Sounder. Under this agreement; Sound Transit will pay a proportionate share of approximately 61%, based on rider usage and determined by rider surveys, of the operation and maintenance costs of Everett Station, including bus and commuter rail shelters, platforms and the parking lots west of the BNSF tracks.

The first interlocal agreement with the City of Everett for operations and maintenance costs was authorized by the Board in 2002 with a three-year term, and amended by the Board in 2005 to extend the agreement through 2009. In 2010, a one-year agreement within the authority of the chief executive officer that expires on March 31, 2011 was executed between the City of Everett and Sound Transit.

The proposed five-year agreement covers Sound Transit's portion of the estimated costs for the operation and maintenance of the city-owned portion of Everett Station. These costs include staff costs, maintenance, janitorial, utilities, landscaping, irrigation and garbage services. The City of Everett will provide these services using City staff at a cost that is comparable to the amounts paid to third-party vendors for similar services.

Everett Transit is run by the City of Everett and pays a proportionate amount of the operations and maintenance costs. The other users of the facility, including Community Transit, Greyhound and Amtrak also pay a proportionate amount.

The base year of the agreement is for \$126,280 and includes an estimated annual increase of 3%. The actual increase will be determined yearly based on the annual consumer price index (CPI) for the Seattle Metropolitan area. Contingency is included in the contract in the event the CPI exceeds 3%.

The agreement does not include areas that are owned and maintained by Sound Transit, which are the parking lot east of the BNSF tracks, the pedestrian bridge, and the elevators connecting the bridge to the platform.

**MOTION:**

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a five-year agreement with the City of Everett for operations and maintenance costs at Everett Station in the amount of \$670,437 with a 10% contingency of \$67,044 for a total authorized agreement amount not to exceed \$737,481.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on March 24, 2011.



Aaron Reardon  
Board Chair

ATTEST:



Marcia Walker  
Board Administrator