

MOTION NO. M2013-107

Maintenance Agreement with Community Transit for ST Express Facilities in Snohomish County

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Operations and Administration Committee	12/05/2013	Final Action	Bonnie Todd, Executive Director Operations Michael Miller, Manager Customer Facilities and Accessible Services	206-395-5367 206-689-4927

PROPOSED ACTION

Authorizes the chief executive officer to execute a three-year agreement with two one-year options with Community Transit to provide maintenance services for Canyon Park Freeway Station, Eastmont Park and Ride, Lynnwood Transit Center, and South Everett Freeway Station for a total authorized agreement amount not to exceed \$973,000.

KEY FEATURES SUMMARY

- Community Transit will be responsible for all maintenance work at the four facilities in Snohomish County, except elevator maintenance. Community Transit will also be responsible for the selection and management of contracted services. Sound Transit is able to achieve economies of scale through this agreement because all four facilities are within Community Transit's service district.
- Services to be provided include:
 - Platform and parking lot cleaning;
 - Landscaping;
 - Utility payments; and
 - On-call maintenance such as cleaning storm water drainage systems.
- Sound Transit will periodically inspect the work using established performance standards.
- The agreement amount was determined using costs based on Community Transit's in-house and contractor work history.
- The requested amount is sufficient to cover the three-year agreement and the two one-year options.

BACKGROUND

In 2003 Sound Transit entered into a maintenance agreement with Community Transit to jointly share in the costs of operation and maintenance of the Lynnwood Transit Center.

In 2009, the Board authorized an agreement with Community Transit to maintain the Canyon Park Freeway Station, Eastmont Park and Ride, Lynnwood Transit Center and South Everett Freeway Station. Under this new agreement, Community Transit would continue to maintain these facilities.

Community Transit is able to offer Sound Transit's Snohomish County bus facilities the same level of maintenance services that they provide to their own transit facilities. Sound Transit Facilities Maintenance staff did an analysis of costs and found that using Community Transit facilities maintenance service for the entire contract period would be approximately 5% less than using other vendors.

Sound Transit will reimburse Community Transit for actual costs incurred for the required maintenance plus an 8% annual administrative fee. Community Transit has provided a written explanation showing the 8% administrative fee to be valid. The contract includes an annual escalation fee of 3%.

While Community Transit only operates its own service through the Lynnwood Transit Center, it does operate ST Express bus service through all four facilities and owns and maintains the Canyon Park park-and-ride lot directly connected to the Sound Transit Canyon Park Freeway Station.

Community Transit shows a sense of ownership in these facilities due to their shared location and/or proximity to their other facilities. Community Transit is vigilant for a full range of maintenance and operations responsibilities and provides a good response time for urgent matters.

This agreement reflects the continued cooperation between Sound Transit and Community Transit to work together to reduce costs.

FISCAL IMPACT

The proposed action will be funded from the Facilities Maintenance ST Express operating budget. In 2014, the total facilities maintenance budget is \$1,419,000. Within that amount, \$162,000 is allocated to the interlocal agreement between Sound Transit and Community Transit for maintenance work performed at Canyon Park Freeway Station, Eastmont Park and Ride, Lynnwood Transit Center, and South Everett Freeway Station. This amount is sufficient to cover estimated costs for 2014. Spending for the future years during the lifetime of the contract will be included in future annual budgeting processes.

Action Item:

ST Express Operating Budget	2014 Proposed Budget	Spent and Committed to date in 2014	Contract Expenditures 2013	Remaining 2013 Budget
<i>Interlocal Agreement budget</i>	162	-	161	1
<i>Other Facilities Maintenance budget</i>	1,257	-	-	1,257
Total Sounder Service budget	\$ 1,419	\$ -	\$ 161	\$ 1,258

Contract Spending Plan	Prior Year(s)		Future	Total
	Spending	2014 Spending	Spending	
Community Transit	\$ -	\$ 161	\$ 812	\$ 973

	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Contract Budget				
Community Transit	\$ -	\$ -	\$ 973	\$ 973
Contingency	\$ -	\$ -	\$ -	\$ -
Total Contract	\$ -	\$ -	\$ 973	\$ 973
Percent Contingency	-	-	0%	0%

ST Express facilities maintenance budget can be found on page 48 of 2014 Proposed budget book.

SMALL BUSINESS PARTICIPATION

Not applicable to this action.

EQUAL EMPLOYMENT WORKFORCE PROFILE

Not applicable to this action.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one month delay in approval would impact Sound Transit's ability to provide maintenance services at its Snohomish County bus facilities.

PRIOR BOARD/COMMITTEE ACTIONS

Motion No. M2009-23: Authorized the chief executive officer to execute an agreement with Community Transit to provide maintenance services for the Canyon Park Freeway Station, Eastmont Park and Ride, Lynnwood Transit Center and South Everett Freeway Station for an amount not to exceed \$1,140,437.

Motion No. M2003-63: Authorized the chief executive officer to execute an interlocal agreement with Community Transit for maintenance and operations of the Lynnwood Transit Center.

ENVIRONMENTAL REVIEW

JI 11/26/2013

LEGAL REVIEW

JW 11/26/2013

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A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a three-year agreement with two one-year options with Community Transit to provide maintenance services for Canyon Park Freeway Station, Eastmont Park and Ride, Lynnwood Transit Center, and South Everett Freeway Station for a total authorized agreement amount not to exceed \$973,000.

BACKGROUND:

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Community Transit will be responsible for all maintenance work at the four facilities in Snohomish County, except elevator maintenance. Community Transit will also be responsible for the selection and management of contracted services. Sound Transit is able to achieve economies of scale through this agreement because all four facilities are within Community Transit's service district. Services to be provided include: platform and parking lot cleaning; landscaping; utility payments; and on-call maintenance such as cleaning storm water drainage systems.

Sound Transit will periodically inspect the work using established performance standards.

Sound Transit will reimburse Community Transit for actual costs incurred for the required maintenance plus an 8% annual administrative fee. Community Transit has provided a written explanation showing the 8% administrative fee to be valid. The contract includes an annual escalation fee of 3%. The agreement amount was determined using costs based on Community Transit's in-house and contractor work history. The requested amount is sufficient to cover the three-year agreement and the two one-year options.

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MOTION:

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a three-year agreement with two one-year options with Community Transit to provide maintenance services for Canyon Park Freeway Station, Eastmont Park and Ride, Lynnwood Transit Center, and South Everett Freeway Station for a total authorized agreement amount not to exceed \$973,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on December 5, 2013.


Paul Roberts
Operations and Administration Committee Chair

ATTEST:


Marcia Walker
Board Administrator