



Motion No. M2021-32

Agreement with the City of Everett for Operations and Maintenance Services at Everett Station

Meeting:	Date:	Type of action:	Staff contact:
Rider Experience & Operations Committee	05/06/2021	Recommend to Board	Suraj Shetty, Executive Director, Operations
Board	05/27/2021	Final action	Brian Scott, Director, Support Services Kitrina Marcs, Sr. Project Manager for Inter-Local Agreements - Operations

Proposed action

Authorizes the chief executive officer to execute an Operations and Maintenance Services Agreement with the City of Everett for operations and maintenance services at Everett Station for the period through December 31, 2025 with one option to extend for a three-year period.

Key features summary

- This agreement defines the operations and maintenance services to be provided by the City of Everett at Everett Station and to establish Sound Transit's cost share of the operations and maintenance services.
- Sound Transit provides maintenance services to areas of Everett Station owned by the agency which include the parking lot (East Lot or Lot C), the pedestrian bridge, and the elevators connecting the bridge and Sounder Commuter Rail platform.
- The agreement is largely consistent with the current agreement except for the cost allocation method. The current agreement uses customer parking surveys to determine the cost allocation paid by Sound Transit. The new agreement simply uses the seat capacity and the number of trips which begin at the Everett Station between the hours of 4 a.m. to 7:30 a.m. Monday through Friday.
- The estimated cost for the initial five year term is \$1,442,658. The agreement includes an option for single three-year extension with an estimated cost of \$992,757. The total estimated cost of this agreement is \$2,435,415 to cover Sound Transit's operations and maintenance costs at Everett Station through December 31, 2028 (inclusive of the three-year extension).
- The current agreement was extended on December 2, 2020, for an additional six months and will expire June 30, 2021. If approved, the new agreement will begin July 1, 2021.

Background

Everett Station is one of the largest multi-modal transit centers in Sound Transit's service area. In addition to ST Express and Sounder Commuter Rail, the station provides facilities for Community Transit, Everett Transit, Greyhound, Amtrak, Bolt Bus, Skagit Transit and Island Transit. The city owned portion of Everett Station includes bus and train platforms, pedestrian walkways, landscaped areas, and

725 parking stalls. Sound Transit owns and maintains an adjacent portion of the facility which includes a 432 stall parking lot, pedestrian bridge and elevators.

The City of Everett provides maintenance services for the Sound Transit owned portion of the station including janitorial, electrical, structural, fire alarm monitoring and inspections, storm water maintenance, security surveillance and parking management utilizing city staff at a cost that is comparable to the amount paid to third party vendors for similar services.

The City of Everett has provided these services beginning in 2003 through Motion No. M2002-94. The current agreement, approved through Motion No. M2015-115, expires on June 30, 2021.

Under the proposed action, invoicing will be quarterly based on actual expenses and Sound Transit will pay a proportional share. The proportional share will be based on the estimated transit seating capacity originating out of the Everett Station between the hours of 4 a.m. to 7:30 a.m. The estimated seating capacity for ST service, including Sounder and ST Express, is based on the current service plan. The seating capacity for Sound Transit was determined to be 68.77%. Transit seating capacity estimates will be adjusted in March of each year based on the service plans originating at the Everett Station.

This proposed action will be funded annually by the facilities maintenance budget within the Sounder and ST Express transit modal operating budgets. The cost estimates from the Everett Station for 2021 expenses are within budgeted levels.

Fiscal information

This action for \$2,435,415 will be funded from the Services category within the Operations department's annual operating budget.

The Services category budget is \$46,117,123, of which a total of \$391,129 is estimated to be spent from this action in 2021 and is currently within the agency's budget authority. After approval of this action, the remaining annual budget will be used to fund other department expenditures anticipated in the 2021 annual budget.

Funding for the additional years of the contract will be included in future annual budget requests based on negotiated estimated costs as provided by City of Everett in conformance with the agreement and the service assumptions provided in the Service Implementation Plan for that year.

Operations

(in thousands)

Cost Category	2021 Annual Operating Budget ¹	YTD Actuals	This Action (2021 Only)	YTD Actuals Plus Action (2021 Only)	Remaining Annual Operating Budget
Salaries and Benefits	\$31,712	\$5,770	\$	\$5,770	\$25,941
Services	46,117	10,088	391	10,479	35,638
Materials and Supplies	11,583	2,057			11,583
Utilities	7,732	1,352			7,732
Taxes	2,203	269			2,203
Purchased Transportation Services	191,177	44,312			191,177
Miscellaneous	331	95			331
Leases and Rentals	1,164	234			1,164
Total Annual Operating Budget	\$292,019	\$64,177	\$391	\$16,249	\$275,770

Agreement Spending Plan	Estimated Spending to Date	Forecasted for 2021	Proposed Future Spending	Total
City of Everett	\$	\$391	\$2,044	\$2,435

Agreement Detail	Board Approved Agreement Value	Proposed Action	Proposed Total for Board Approval
City of Everett	\$	\$2,435	\$2,435
Contract Amount - Total	\$	\$2,435	\$2,435

Notes:

¹ 2021 Annual Operating Budget is located on page 70 of the 2021 Financial Plan & Adopted Budget Book.

Disadvantaged and small business participation

Not applicable to this action.

Public involvement

Not applicable to this action.

Time constraints

A one month delay would not have a significant impact. The current agreement expires on June 30, 2021. Board authorization for a new agreement is necessary to continue the provision of operations maintenance of the Everett Station.

Prior Board/Committee actions

Motion No. M2015-115: Authorized the chief executive officer to execute an interagency agreement with the City of Everett for the operations and maintenance of the Everett Station for the period January 1, 2016 through December 31, 2020 for a total authorized agreement amount not to exceed \$1,392,100.

Motion No. M2011-25: Authorized 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.

Motion No. M2005-16: Authorized the chief executive officer to amend 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.

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 Everett Station for ST Express in the total amount of \$109,849, with a 10% contingency of \$10,985, for a total authorized amount not to exceed \$120,834.

Environmental review – KH 4/26/21

Legal review – MT 4/30/21



Motion No. M2021-32

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute an Operations and Maintenance Services Agreement with the City of Everett for operations and maintenance services at Everett Station for the period through December 31, 2025 with one option to extend for a three-year period.

Background

Everett Station is one of the largest multi-modal transit centers in Sound Transit's service area. In addition to ST Express and Sounder Commuter Rail, the station provides facilities for Community Transit, Everett Transit, Greyhound, Amtrak, Bolt Bus, Skagit Transit and Island Transit. The city owned portion of Everett Station includes bus and train platforms, pedestrian walkways, landscaped areas, and 725 parking stalls. Sound Transit owns and maintains an adjacent portion of the facility which includes a 432 stall parking lot, pedestrian bridge and elevators.

The City of Everett provides maintenance services for the Sound Transit owned portion of the station including janitorial, electrical, structural, fire alarm monitoring and inspections, storm water maintenance, security surveillance and parking management utilizing city staff at a cost that is comparable to the amount paid to third party vendors for similar services.

The City of Everett has provided these services beginning in 2003 through Motion No. M2002-94. The current agreement, approved through Motion No. M2015-115, expires on June 30, 2021. If approved, the new agreement will begin July 1, 2021.

Under the proposed action, invoicing will be quarterly based on actual expenses and Sound Transit will pay a proportional share. The proportional share will be based on the estimated transit seating capacity originating out of the Everett Station between the hours of 4 a.m. to 7:30 a.m. The estimated seating capacity for ST service, including Sounder and ST Express, is based on the current service plan. The seating capacity for Sound Transit was determined to be 68.77%. Transit seating capacity estimates will be adjusted in March of each year based on the service plans originating at the Everett Station.

The agreement is largely consistent with the current agreement except for the cost allocation method. The current agreement uses customer parking surveys to determine the cost allocation paid by Sound Transit. The new agreement simply uses the seat capacity and the number of trips which begin at the Everett Station between the hours of 4 a.m. to 7:30 a.m. Monday through Friday.

The estimated cost for the initial five year term is \$1,442,658. The agreement includes an option for single three-year extension with an estimated cost of \$992,757. The total estimated cost of this agreement is \$2,435,415 to cover Sound Transit's operations and maintenance costs at Everett Station through December 31, 2028 (inclusive of the three-year extension).

This proposed action will be funded annually by the facilities maintenance budget within the Sounder and ST Express transit modal operating budgets. The cost estimates from the Everett Station for 2021 expenses are within budgeted levels.

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 an Operations and Maintenance Services Agreement with the City of Everett for operations and maintenance services at Everett Station for the period through December 31, 2025 with one option to extend for a three-year period.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on May 27, 2021.



Kent Keel
Board Chair

Attest:



Kathryn Flores
Board Administrator