

**SOUND TRANSIT**

**MOTION NO. M99-25**

**Authorization for a sole source contract for Sounder signage design services with  
Two Twelve Harakawa, Inc.**

**BACKGROUND AND COMMENTS**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	5/6/99	Recommend Board Approval	Paul Price	206-398-5121
Board	5/13/99	Board Approval	Jack Shah	206-398-5137

**ACTION:**

Approval of Motion No. M99-25 authorizing the Executive Director to execute a sole source contract for Sounder signage design services with Two Twelve Harakawa, Inc. in an amount not to exceed \$148,300. Further, staff requests a 10% contingency of \$14,830, for unanticipated work which may arise during the contract period.

**BACKGROUND:**

Motion No. M98-58 established policy direction for system-wide signage. Motion No. M98-84 authorized the execution of the contract with Two Twelve Harakawa, Inc for signage consultant services. The consultant is currently engaged in the design process for the Sound Transit system-wide signage. Their work will include preparation of a sign manual, which will specify type, materials, sizes, mounting methods etc. This manual will become the basis for the detailed signage application to various Sound Transit facilities in support of effective way-finding and customer information. This manual is not expected to be complete in time for Sounder's application to the Tacoma-to-Seattle line. Therefore a partly completed manual will be used to initiate and implement the basic signage on all Sounder stations.

A sole source contract would allow for a parallel development of the Sound Transit system-wide signage concept, with the specific design of Sounder station signage requirements. Such knowledge is essential if Sounder signs are to be well coordinated and fully integrated with the Sound Transit program.

The consultant work will include coordination with Sounder station design consultants to implement the program and ultimately produce a set of bid documents for fabrication and installation of signs at all stations between Tacoma and Seattle. The signage installation is expected to begin in the fall of 1999. Staff will return to Finance Committee for authorization for contract award when the Fabrication Installation contract is competitively bid and a contractor is selected.

The signage design was eliminated from the station design scope of work to allow for a Sound Transit system-wide development approach.

### **RELEVANT BOARD POLICIES AND PREVIOUS ACTIONS TAKEN:**

- ◆ Motion No. M98-84 (November 19, 1998)  
(Grants the Finance Committee authority to execute a contract for \$450,000 for signage design services for Sound Transit.)
- ◆ Resolution No. 78-1 (April 9, 1998)  
(Grants the Finance Committee authority to execute contracts up to \$5,000,000, and allows the Board to authorize non-standard procurements, such as sole source and special circumstance procurements.)
- ◆ Motion No. M98-58 (August 13, 1998)  
(Addressing the issue areas of ATMs, bicycles, passenger amenities, and signage for all Lines of Business.)
- ◆ Motion No. M98-64 (August 27, 1998)  
(Addressing security issues for all Lines of Business, includes the statement that Sound Transit shall provide obvious, legible, clear, and consistent emergency and warning signage in its facilities.)
- ◆ Motion No. M98-65 (August 27, 1998)  
(Addressing advertising policies for all Lines of Business, includes statements that Sound Transit shall accommodate for advertising in areas that do not conflict with wayfinding, signage, and operations and should not be located where points of decision are being made or where confusion may result due to its presence.)

### **EXECUTIVE SUMMARY:**

Two Twelve Harakawa, Inc., the signage consultant, is currently under contract with Sound Transit to develop systemwide signage design. Their work has not progressed enough to provide a completed design manual in support of developing a *Sounder* station site specific detailed signage design.

Sounder staff considered other alternatives and recommends that the Board use the partly-completed design document and apply it to produce detailed sign designs for Sounder station sites by retaining the same consulting team. A sole source contract was negotiated on the basis of the consultant completing the systemwide design manual in sufficient detail for Sounder use. The contract includes completion of station specific signage designs, obtaining approval of local jurisdictions, and production of bid documents for procurement and installation of signage on all Sounder stations.

In an effort to keep the momentum of the accelerated schedule, the Executive Director issued a Limited Notice to Proceed (LNTP) on April 7, 1999 for \$30,000 to the design consulting team of

Two Twelve Harakawa, Inc. Approval of this sole source would allow for the completion of the scope of work.

### **Scope of work**

Please refer to Attachment A.

### **FUNDING:**

The adopted budget for 1999 includes \$93.5 million for the development of stations along the Seattle-to-Tacoma Commuter Rail corridor. This sole source contract of \$148,300 plus a 10% contingency of \$14,830 (for a total cost of \$163,130) is consistent with the adopted budget and will be funded from that \$93.5 million.

The signage design cost was eliminated from the individual station design budgets to allow for the development of an agency-wide approach.

### **Contingency**

The contingency amount of \$14,830 will not be included in the executed contract with the consultant but will be retained for unforeseen expenditures associated with design and station consultants coordination work.

### **M/W/DBE participation**

Disadvantaged Business Enterprise participation was strongly encouraged. Two Twelve Harakawa, Inc. is a certified Disadvantaged/Minority/Women-Owned Business Enterprise. In addition, Two Twelve Harakawa, Inc., will use the subconsultant firms of Maestri and Nakano Dennis who are certified WBE and MBE, respectively, with the City of Seattle and State of Washington. Jon Bentz Design is a qualified Small Business Enterprise that will be utilized.

### **ALTERNATIVES:**

1. Award a Sole Source Contract, as recommended and negotiated by staff.
2. Reintroduce the signage design scope back into the station design efforts and execute seven (7) change orders for the individual station designers.
3. Place temporary signs for station opening; await the completion of the signage design manual and bid final signage design. This would delay final signage at the stations until the Spring/Summer of 2000.
4. Have no signage available for the first six (6) months of operation.

**CONSEQUENCES OF DELAY:**

Delay in providing effective wayfinding and customer information on the opening day. This element of the initial service is important for convenient and customer-friendly, commuter service information for the Tacoma-to-Seattle Sounder.

**LEGAL REVIEW:**

The Legal Department has reviewed and approved the Background and Comments and the Motion.

**SOUND TRANSIT**

**MOTION NO. M99-25**

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute a sole source contract for Sounder signage design services with Two Twelve Harakawa, Inc. in the amount of \$148,300 and allocating a 10% contingency amount of \$14,830, for a total contract amount not to exceed \$163,130.

**BACKGROUND:**

Two Twelve Harakawa, Inc. is currently engaged in the design process for the Sound Transit system-wide signage. Their work will include preparation of a sign manual, which will specify type, materials, sizes, mounting methods etc. This manual is not expected to be complete in time for *Sounder's* application to the Tacoma-to-Seattle line. Therefore a partly completed manual will be used to initiate and implement the basic signage on all Sounder stations.

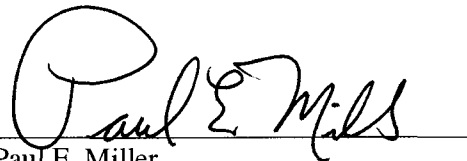
Since time is of the essence for *Sounder* commuter services, a sole source contract with the same consultant, Two Twelve Harakawa, Inc., will be cost effective. A sole source contract is also the only practical method for proceeding, since only the Two Twelve Harakawa team has the ongoing direct knowledge of the evolving Sound Transit system-wide signage program. The signage installation is expected to begin in the fall of 1999.

This sole source contract of \$148,300 plus a 10% contingency of \$ 14,830 is consistent with the adopted budget. The total amount not to exceed \$163,130 will be funded from \$93.5 million in the adopted 1999 Budget for the development of stations along the Seattle-to-Tacoma Commuter Rail corridor.

**Motion:**

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the Executive Director is authorized to execute a sole source contract for Sounder signage design services with Two Twelve Harakawa, Inc. in the amount of \$148,300. It is further moved that a contingency of 10% (\$14,830) be allocated for unanticipated work which may arise during the contract period, for a total amount not to exceed \$163,130.

Approved by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof on the 27<sup>th</sup> day of May, 1999.



Paul E. Miller  
Board Chair

**ATTEST:**



Marcia Walker  
Board Administrator

## ATTACHMENT - A

### Scope of work:

#### **I. SCOPE FOR SOUNDER SIGNAGE DESIGN SERVICES**

##### 1 Programming

This task locates the appropriate sign types on site plans and develops unique messages for each of the signs at each station. It includes preparing sign location plans and message schedules, using the Sounder design consultants' site plans as base. This work will be delivered for incorporation as information in the station construction bid documents and in the signage bid/fabrication package described in 3, below. This task includes one meeting with each station design team, Sounder project manager and TEC staff to review the architectural development and sign programming.

##### 2 Code review and Compliance

This task involves the review of the proposed signage by each of the localities where Sounder stations reside. The consultant will work with the station design teams and local review authorities to assure the code compliance of signage and the securing of variances as required. The materials presented and presentations will be sufficient to insure ultimate construction permitting of the signage.

The following services for each of seven stations are included:

- \* Adaptation of existing drawings for code review
- \* 2 presentations to local review authorities (preliminary and final)
- \* 1 meeting with station team to review progress

##### 3 Customization and Bid Package

This task involves the assembly of standard drawings as signage bid/fabrication packages and the development of customized drawings for signs which cannot/will not conform to the standard design guidelines. The consultant scope will include the following services for each of seven stations:

- \* Assembly of bid package from standard manual elements
- \* Customization of two sign types for installation in a particular station
- \* Assistance to Sounder during pre-bid conference and preparation of technical responses

Not in scope:

Services of a licensed engineer/architect to sign the drawings.  
Fabrication and installation support services.

## II. DELIVERABLES

Presentation drawings will be sufficient to explain to each locality Sound Transit's signage program through the depiction of sign types, materials, colors and typographic styles, etc.

The construction package will contain the necessary number of drawings and documentation for the successful construction and installation of the signs. This will include plans, elevations, sections, details and specifications necessary to communicate the design intention and standards of quality required by Sound Transit.

All materials will be delivered to Sound Transit in electronically readable and physically reproducible form. The consultant will accept documents in AutoCAD format and produce documents in a mutually acceptable layout/format using mutually agreed upon software.

## III. SCHEDULE

This is the intended schedule for the completion of this work:

Completion of sample design boards: 1 week after Sound Transit approval  
(currently April 23rd, 1999)

Programming of sign locations and messages: March 15 - April 15

Code review and permitting: April 1 - 30

Completion of customized and assembled bid packages: May 31

Additional Detail:

4/12 CADD files received from the design consultants.

4/16 Begin location plan "red lines." Final plans in on CADD base prioritized by need.

4/20 Begin design consultants' response.

4/20 Sounder PMs start scheduling meetings with localities

4/23 Sounder sign manual pages available including layouts, specifications, typical construction details.

4/23 Begin customization effort: light pole connections and approximately two custom signs.

5/28 (Approx.) Localities sign off/permit approval.

6/4 Bid document for seven stations complete.

The exact schedule for the coordination of location plans for inclusion in the architectural packages follows the in-house review schedule you shared with us:

<b>Station</b>	<b>Red Line</b>	<b>Location Plan</b>
King Street	done	4/15
Tukwila	4/14	4/16
Auburn	4/16	4/20
Kent	4/20	4/23
Sumner	4/22	4/27
Puyallup	4/29	5/5
Tacoma Dome	5/3	5/7

#### IV. DESIGN FEES AND EXPENSES

These are the fees and expenses for the above items:

##### 1 Programming

Design fees:

\$7,000 per station x 7 = \$49,000

Expenses: \$125 per station x 7 = \$875

##### 2 Permitting

Design fees:

Meetings: \$1,500 per station x 7 = \$10,500

Drawings (if needed): \$2,000 per station x 7 = \$14,000

Expenses: \$25 per station x 7 = \$175

##### 3 Customization and Bid Package

Design fees:

Customization: \$5,000 per station x 7 stations = \$35,000

Bid package: \$12,000 for all 7 stations

Pre-bid and technical response: \$10,000 for all 7 stations

Expenses: \$250 per station x 7 = \$1,750

Travel Allowance for out-of-town travel: \$15,000

Not to exceed amounts:

Total Design Fees: \$116,500

Total Expenses: \$ 2,800

Total Travel Expenses: \$ 15,000

Total not-to-exceed amount \$134,300