

SOUND TRANSIT

MOTION NO. M2000-06 System-wide Signage Implementation Plan Completion BACKGROUND AND COMMENTS

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	1/20/00	Discussion/Possible Action	Agnes Govern, Director, Regional Express Lana Nelson, Signage Program, Implementation	206 398-503 206 398-5053

ACTION:

Approval of Motion No. M2000-06 would authorize the Executive Director to execute a contract amendment to an existing contract #RTA-PG 78-98, Two Twelve Harakawa, to complete sign plans for Tacoma Link, ten Express Bus facilities, six additional Sounder stations, and Central Link. The contract amendment is for \$608,750, the amount required for completing the balance of sign plans and bid documents not addressed in the original scope. A 10% contingency of \$60,875 is requested for a total of \$669,625.

BACKGROUND:

On December 3, 1998, Sound Transit awarded a contract to Two Twelve Harakawa for system-wide signage design services including the delivery of a Signage Design Standards Manual. The objective was to develop and implement a seamless customer information program that would support and sustain transit ridership. The original scope, which formulated the basis for both the solicitation of proposals and the ranking of them, provided for implementation of the approved design and the importance of retaining the same contractor for implementation. However, the amount of available resources at the time resulted in deleting portions of the intended scope prior to contract award. It is therefore proper to restore the missing aspects of the original scope in order to complete the plan that was competitively bid and envisioned.

On May 27, 1999, the Finance Committee approved a sole source contract with Two Twelve Harakawa for sign plan implementation for the first seven Sounder stations in order to be responsive to the accelerated start-up schedule envisioned. Sign plans were completed and a bid document was prepared. An Invitation for Bid has resulted in a successful bidder for fabrication of the signs for the first seven stations. Similar sign implementation plans are now needed for Tacoma Link, Regional Express, the balance of Sounder stations and Central Link, to be followed by Invitation for Bids for Fabrication of the signs within these plans.

Retaining the continuity of design that Two Twelve Harakawa provides is important to the overall and long-term maintenance of the signage program. The original scope also advised that the long-term oversight of this contractor would be important to the success of the sign program. By phasing the balance of the design work and implementation of sign plans for all of the facilities over the next three years, future procurement of fabrication contracts will have the benefit of grouping sign purchases under this phased plan.

The system-wide signage program is consistent with the objectives and set forth by the Board in *Sound Move* and in later Board policy action that directed the development of a system-wide signage program that is clear, concise and consistent.

RELEVANT BOARD POLICIES AND PREVIOUS ACTIONS TAKEN:

- ◆ Adoption of Motion No. M98-58, Establishing Objectives for the Sign Program (August 13,1998).
- ◆ Adoption of Resolution No. R98-49, Fiscal Year 1999 Budget (November 12, 1998). Provides for funding the system-wide signage plan.
- ◆ Approval of Motion No. M98-84, Authorizing the Executive Director to Execute a Contract for System-wide Signage Design Services (December 3,1998). Provided for research and development of system-wide signage and wayfinding design services, and development of a signage design manual by Two Twelve Harakawa.
- ◆ Adoption of Motion No. M99-25, Authorized the Executive Director to Execute a Sole Source Contract for Signage Design Services for Sounder Stations, (May 27,1999). Provided for accelerated implementation plan for signs in first seven Sounder stations by Two Twelve Harakawa.
- ◆ Adoption of Resolution No. R99-33, the Sound Transit 2000 Budget (November 18,1999).

COST:

The amount of this contract amendment is not to exceed \$608,750. This authorization will also make a 10% maximum contingency fund (\$60,875) available for a total authorization of \$669,625.

With Finance Committee approval, the Executive Director will have the authority to approve expenditures above the contract award through change orders or contract modifications, up to the maximum contingency amount (\$60,875).

FUNDING:

Funding for this Scope of Work is included in the Regional Express, Link, and Sounder project budgets and the FY 2000 Budget. The budget for completion of these tasks is identified in Sound Transit’s 2000 Budget under Preliminary Engineering and Final Design. The following table depicts the details of the cost by Line of Business:

Tacoma Link	\$85,375
Regional Express	\$148,875
Central Link	\$234,750
Existing Link	\$54,750
Sounder	\$85,000
Total:	\$608,750

EXECUTIVE SUMMARY:

In support of providing seamless customer service information in all Sound Transit Facilities, the Signage Program for the three lines of business has been established. In support of this program, the Signage Design Standards Manual has been prepared. Based on the Sound Transit Signage Program and the Design Manual, station sign plans are needed for all Sound Transit facilities. Sign plans were prepared and completed under a separate contract with Two Twelve Harakawa for the first seven Sounder stations due to the urgency of the original start-up schedule. Implementation of sign plans is needed for Tacoma

Link, Express bus facilities, additional Sounder stations to the North, and Central Link. This contract modification will complete the sign plans for each facility and provide bid packages according to construction schedules.

This change order is consistent with the original procurement which was to provide for continuity in completing the design and implementation of the Sound Transit System-wide Signage Plan. There has been no change in plan or process for the System-wide Signage Plan. The scope of work for this change order includes implementation elements not funded under the initial contract with Two Twelve Harakawa.

Scope of work

The scope of work for this change order includes implementation provisions from the original scope of work not funded to complete the following attributes of the Sign Program:

- Sign programming and sign plans for Tacoma Link (five stations), Regional Express facilities (ten stations), Sounder (six additional stations), and Central Link (16 stations plus four existing).
- Support for securing permits and providing additional drawings and compliance requirements.
- Customization and Bid Package design.
- Continuing oversight and design continuity for the Sign Plan including responding to vendor inquiries during bid procurement processes.

Fabrication and Installation Process:

Invitations for Bid for fabrication and installation for signs covered in this scope of work will follow completion of the Sign Plan in accordance with the construction schedules for each line of business.

ALTERNATIVES:

1. Begin a new procurement process and select a new contractor to complete the design and sign plan.
2. Take no action at this time.

It is not the recommendation of staff to consider either alternative. The original scope of work which formulated the basis for both the solicitation of proposals and the ranking of them, specified that it was important to the continuity of design and consistency within a system-wide signage program to retain one contractor and project manager for the duration of the project. The current contract provides for three one-year options of renewal.

CONSEQUENCES OF DELAY:

The sign plan for the first seven Sounder stations is complete, and Sound Transit has in hand the low bid fabricator and installer awaiting contract award and notice to proceed. Time is of the essence in completing sign plans for Tacoma Link, Express facilities, and the additional Sounder stations which are all due to be in use in 2000-2001. Failure to move forward will place at risk the ability to have signage available when the new facilities open. To insure continuity of design for system-wide signage, Central Link is included in this change order and subject to approval for notice to proceed upon approval of design.

LEGAL REVIEW:

MBL 1/10/00.

SOUND TRANSIT

MOTION NO. M2000-06

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute contract amendment #1 with Two Twelve Harakawa to complete sign plans for Tacoma Link, Express Bus, additional Sounder stations, and Central Link – RTA 78-98 contract, in the amount of \$608,750 with a 10% contingency of \$60,875, for a total amount not to exceed \$669,625.

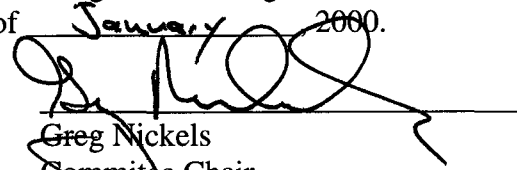
Background:

In support of providing seamless customer service information in all Sound Transit Facilities, the Signage Program for the three lines of business has been established. In support of this program, the Signage Design Standards Manual has been prepared. Based on the Sound Transit Signage Program and the Design Manual, station sign plans are needed for all Sound Transit facilities. Sign plans were prepared and completed under a separate contract with Two Twelve Harakawa for the first seven Sounder stations due to the urgency of the original start-up schedule. Implementation of sign plans is needed for Tacoma Link, Express bus facilities, additional Sounder stations to the North, and Central Link. This contract modification, based on the original scope of work awarded to Two Twelve Harakawa, will complete the sign plans for each facility and provide bid packages according to construction schedules.

Motion:


It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director be authorized to execute a contract amendment with Two Twelve Harakawa for completion of sign plans and implementation in an amount of \$608,750 with a 10% contingency amount (\$60,875) for a total amount not to exceed \$669,625.

ADOPTED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof on the 20th day of January 2000.



Greg Nickels
Committee Chair

ATTEST:



Marcia Walker
Board Administrator

Attachment – A

Scope of work:

I. SCOPE FOR IMPLEMENTATION OF REGIONAL EXPRESS, TACOMA LINK, SOUNDER AND CENTRAL LINK SIGNAGE

Task 1 – Preliminary Programming and Design

- Regular and consistent meetings with client involving the sign design team with architects and artists as needed.
- Circulation analysis of each station/facility.
- Review Sound Transit Signage Design Manual for applicable signs and applications
- Outline any customization needed

Deliverables:

- Year 2000 Phase 1 Analysis for Tacoma Link, 5 Express facilities, 6 Sounder stations
Review with ST Project Managers
Determine components of sign plan
- Year 2001 Phase 2 Analysis for Central Link and 5 Express Facilities
Review with ST Project Managers
Determine components of sign plan

Task 2 – Prepare Documents

- Prepare preliminary plans, sign and message schedule, specifications, and estimates for signage at each station/facility based on Task 1
- Prepare preliminary designs to meet customization needs outlined in Task 1
- Review preliminary plans, sign schedule and message schedule, specifications and estimates for signage with client and architects/artists
- Modify documents per client direction
- Prepare final plans, sign schedule, specifications and estimates
- Obtain approval from client prior to proceeding with bid package preparations

Deliverables:

- Year 2000 Phase 1 Preliminary sign plans for Tacoma Link, 5 Express facilities and 6 Sounder Stations including sign schedule, message schedule, specifications and estimates for signage.
After review with client, modify and prepare final plans, sign schedule, message schedule, specifications and engineer's estimate for sign plans.
- Year 2001 Phase 2 Preliminary sign plans for Central Link stations and 5 Express facilities including sign schedule, message schedule, specifications and estimates for signage.
After review with client, modify and prepare final plans, sign schedule, message schedule, specifications and engineer's estimate for sign plans for 5 Express facilities.

Year 2002 Phase 3 After review with client, modify and prepare final plans, sign schedule, message schedule, specifications, and engineer's estimates for sign plans for Central Link stations.

Task 3 – Prepare Bid Package

- Modify documents per client direction from final designs
- Prepare Issue for Bid Plans utilizing applicable portions of the boiler plate created for the Sounder signage bid package, sign and message schedule, specifications and estimates.

Deliverables:

Year 2000 Bid Package for Tacoma Link, 6 Sounder Stations
5 Express or exercise options
Year 2001 Bid Package for 5Express facilities
Year 2003 Bid Package for Central Link

Task 4 – Schedule

- Prepare schedule for all services within 14 days of Notice to Proceed
- Prepare bid/fabrication and installation construction schedule during preliminary design and assume that signs not previously done in prototype or sign types needing improvement will need to be done.
- Modify schedule as needed during the final design and preparation of the bid package
- Provide final construction schedule with Issue for Bid submittal.

Deliverables:

Year 2000 Master Schedule of all 3 years including staffing levels and Phase 1 Detailed Schedule
Year 2001 Phase 2 Detailed Schedule
Year 2003 Phase 3 Detailed Schedule

Task 5 – Permits

- Review preliminary and final signage plans with local jurisdictions in which the stations reside
- Determine permit process
- Assure code compliance within jurisdictions
- Work with fabricator in submitting permit application to jurisdictions to meet permit process
- Permit tasks should be presented on design and construction schedule

Deliverables:

Year 2000 Phase 1 Permit Plan and Schedule
Year 2001 Phase 2 Permit Plan and Schedule
Year 2003 Phase 3 Permit Plan and Schedule

Task 6 – Bid Support

The design consultant shall provide services during bid period by responding to bidder's questions and updating drawings and specification during construction bid period for addenda as required. Digital files shall be updated with required changes and new drawings. Digital files will be prepared consistent standards exercised for the ST Sounder signage bid package and files for sign maintenance.

Deliverables:

Year 2001 Phase 1 Record of contacts and response and updated drawings

Year 2002 Phase 2 Record of contacts and response and updated drawings

Year 2003 Phase 3 Record of contacts and response and updated drawings

Task 7 – Fabrication and Construction Support

The design consultant shall perform fabrication and construction design support services to contractor's request for information; conform Bid documents to "Issue for Construction"; and to review, comment and approve design submittals received for the construction of projects resulting from the design services specified herein. This work specifically excludes construction management and field inspection services. However, Sound Transit may increase the consultants project scope by means of a change order to include construction supervision services to ascertain that construction meets the intended design and/or documentation of record drawings.

Deliverables:

Year 2000 Oversight for First 7 Stations and bus facilities

Year 2001 Oversight for Tacoma Link, 5 Express facilities, and new Sounder Stations

Year 2002 Oversight for 5 Express facilities

Year 2003 Oversight for Central Link and Express facilities