

**STAFF REPORT**

**SOUND TRANSIT  
MOTION NO. M2000-116**

**Lynnwood Transit Center and Park-and-Ride Lot Enhancements Project  
Contract Amendment to Include Final Design**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	11/9/00	Meeting Postponed	Agnes Govern, Director,	(206)398-5037
Finance Committee	11/16/00	Discussion/Possible Action	Regional Express Barry Hennelly, Project Manager, Capital Projects	(206)689-4925

**PROPOSED ACTION**

Authorizes the Executive Director to execute a contract amendment with INCA Engineers to include final design services for the Lynnwood Transit Center and Park-and-Ride Lot Enhancements Project, in an amount not to exceed \$1,914,966 plus a 10% contingency of \$191,497, for a total authorized amount not to exceed \$2,106,463.

**KEY FEATURES**

**Highlights of Proposed Action:**

- ◆ Authorizes the Executive Director to execute a contract amendment with INCA Engineers to include final design services for the Lynnwood Transit Center and Park-and-Ride Lot Enhancements Project, in an amount not to exceed \$1,914,966 plus a 10% contingency of \$191,497, for a total authorized amount not to exceed \$2,106,463.
- ◆ Lists specific tasks to be undertaken during the final design phase.
- ◆ Provides an update on the Regional Express Lynnwood Project.

**Discussion of Proposed Action:**

The Regional Express Lynnwood Project is a grouping of three Sound Move projects whose objective is to develop improved facilities for express bus service into and out of Lynnwood. These projects are:

- Lynnwood Transit Center;
- Lynnwood Park-and-Ride Lot Enhancements; and
- I-5 at Lynnwood Park-and-Ride Lot Direct Access Ramps.

Although Sound Move identifies these as three separate projects, their proximity and inter-relationship led the Regional Express to group them together during preliminary engineering and environmental documentation (PE/ED) as one project – the Regional Express Lynnwood Project. Approximately \$38.7 million (YOES) has been allocated in Sound Transit's 2000

Adopted Budget for construction and land acquisition for these combined facilities, out of a total combined project budget of \$57.8 million (YOES). In May of 1998, Sound Transit awarded a \$2,235,930 contract to INCA Engineers to manage the preliminary engineering/environmental documentation (PE/ED) phase of the work. INCA's scope during the PE/ED phase involved lead responsibility for coordination of the work of WSDOT and multiple subconsultants. Work on all three projects in this grouping has been completed to the 30% design stage, and an Environmental Assessment covering the three projects was released to the public in June.

A Finding of No Significant Impact was issued (jointly) by the Federal Highway Administration and the Federal Transit Administration on September 26, 2000. As the project moves into final design and construction, WSDOT will assume specific responsibility for design and construction of the HOV access ramp element and Sound Transit will have specific responsibility for the Transit Center Project and Park-and-Ride Lot Enhancements elements.

Through the 2001 budget process, Regional Express will be requesting that the Finance Committee consider the Lynnwood Transit Center Project and the Lynnwood Park-and-Ride Lot Enhancements Project as one project. The proposed name for the combined project referenced in this board piece would be the Lynnwood Transit Center and Park-and-Ride Lot Project.

Sound Transit has found INCA's performance to be satisfactory in work to date, and wishes to retain INCA for the final design phase of the Transit Center and Park-and-Ride Lot Enhancements. As provided in Sound Transit's original contract RTA/RE47-97C with INCA, Sound Transit has the option to execute a contract extension to include final design services. In addition the original RFQ/P soliciting proposals from INCA and other consultants indicated that Sound Transit would retain the option to amend contracts to include final design services.

The scope of services for final design will include development of plans, specifications, and estimates (PS&E) necessary for construction of the project. Specific services will include the following:

- Survey services and geotechnical investigation
- Permits and approvals
- Preliminary design (60% complete)
- Complete design submittal (95% complete)
- Final submittal (100% complete)
- Contract bidding assistance
- Construction phase technical assistance

If Finance Committee approval is received on this requested change order, it is anticipated that a notice to proceed will be issued to INCA in November.

### **Project Background:**

The Lynnwood Transit Center and Park-and-Ride Lot Project would replace and expand the existing transit center at the Lynnwood Park-and-Ride Lot near 44th Avenue W and I-5. This project would provide a vital interface between local collector and express bus service and is necessary to enhance overall transit system operation, efficiency, and performance in South Snohomish County. The proposed facility is located on the current site of the Lynnwood Technical Center. It would expand the number of available bus bays from 17 to 20 and expand parking by approximately 250 to 300 stalls. Currently the Lynnwood Park-and-Ride Lot serves as Community Transit's service hub, and is utilized by 19 Community Transit routes as well as

three Sound Transit routes and one Metro route. The project will also include vehicle access improvements on 200th Street SW at 46th Avenue W and 48th Avenue W, along with pedestrian access improvements at 44th Avenue W; and modifications of parking areas to integrate lot operations with HOV access improvements.

**Future Board items related to this request:**

Staff will return to the Finance Committee and the Board in the coming months as this project moves into final design and property acquisition. Specific requests are expected to include:

- Request to execute Task Order 2 with WSDOT for the PS&E phase of the project (Estimated Date: February 2001).
- Request to transfer funds from three projects: Lynnwood Transit Center (#310), Lynnwood Park-and-Ride Lot Enhancements (#348) and I-5 at Lynnwood Park-and-Ride (#111) to the combined Lynnwood Transit Center and Park-and-Ride (#311) has been made as part of the 2001 budget process.

**BUDGET**

**Table 1: Adopted 2000 Budget and Obligations**

<b>Project Name / Number</b>	<b>Total Project Budget <sup>(1)</sup></b>	<b>Budget for Final Design Phase <sup>(1)</sup> (A)</b>	<b>Obligated Life-to-Date for Final Design <sup>(2)</sup> (B)</b>	<b>Total Amount Requested <sup>(3)</sup> (C)</b>	<b>Remaining Budget (A-[B+C])</b>
Lynnwood Transit Center #310	\$18,700	\$1,514	\$15	\$0	\$1,499
Lynnwood Park-and-Ride Lot Enhancements #348	2,384	191	0	0	191
I-5 at Lynnwood Park-and-Ride #111	36,671	3,543	0	0	3,543
Lynnwood Transit Center and Park-and-Ride #311 <sup>(4)</sup>	N/A	N/A	N/A	2,106	(2,106)
<b>Total</b>	<b>\$57,755</b>	<b>\$5,248</b>	<b>\$15</b>	<b>\$2,106</b>	<b>\$3,126</b>

All figures are YOES\$ in thousands

- 1 The budget amounts shown in table 1 are in accordance with the Adopted 2000 Budget (Resolution No. R99-33).
- 2 Obligation amounts shown consist of actual expenditures and commitments for final design.
- 3 The total amount requested reflects a negotiated settlement with INCA, plus 10% contingency. INCA had originally proposed \$2,234,457 for this effort and a negotiation reduction was achieved through reviewing the proposal and negotiating scope of work and rate reductions.
- 4 The combined Lynnwood Project (#311) was not included in the 2000 Adopted Budget.

**Table 2: Proposed 2001 Budget and Obligations**

Project Name / Number	Total Project Budget	Budget for Final Design Phase (A)	Obligated Life-to-Date for Final Design <sup>(2)</sup> (B)	Total Amount Requested <sup>(3)</sup> (C)	Remaining Budget (A-[B+C])
Lynnwood Transit Center #310	\$0	\$0	\$0	\$0	\$0
Lynnwood Park-and-Ride Lot Enhancements #348	0	0	0	0	0
I-5 at Lynnwood Direct Access #111 <sup>(5)</sup>	30,519	2,956	0	0	2,956
Lynnwood Transit Center and Park-and-Ride #311	33,147	2,173	15	2,106	52
<b>Total</b>	<b>\$63,666</b>	<b>\$5,129</b>	<b>\$15</b>	<b>\$2,106</b>	<b>\$3,008</b>

All figures are YOES\$ in thousands

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- 2 Obligation amounts shown consist of actual expenditures and commitments for final design.
- 3 The total amount requested reflects a negotiated settlement with INCA, plus 10% contingency. INCA had originally proposed \$2,234,457 for this effort and a negotiation reduction was achieved through reviewing the proposal and negotiating scope of work and rate reductions.
- 4 The combined Lynnwood Project (#311) was not included in the 2000 Adopted Budget.
- 5 Project 111 was renamed for the 2001 Proposed Budget.

## **ALTERNATIVES**

Begin a new procurement to solicit proposals from interested firms. The advantage of this alternative is that it would provide an opportunity for other firms to compete for this work. The disadvantage is the high probability that the time and work necessary to carry out such a solicitation will be unproductive because it is unlikely another firm can successfully compete with INCA's ability to perform this work. INCA's two years of work on the Regional Express Lynnwood Project has given the firm and its team extensive and detailed knowledge of a broad range of issues specific to this project. In addition, INCA has developed experience with Sound Transit's Lynnwood Project partners and in this time has earned confidence of and cooperation from key staff and stakeholders on the project.

Renegotiate the contract amount. Staff analysis has concluded that the contract amount is reasonable for final engineering.

## **CONSEQUENCES OF DELAY**

A delay in decision at this time would impact the critical path of the project and Sound Transit's ability to keep the current schedule for opening the facility in early 2004. This could have a negative impact on public opinion of this project.

## **REGIONAL PARTNERSHIP AND COOPERATION**

A Project Management Team and an Executive Advisory Committee have been established for the Lynnwood Project to assist staff in making project decisions. The Project Management Team is comprised of technical staff from Sound Transit, the Washington State Department of

Transportation, the City of Lynnwood, and Community Transit. The Executive Advisory Committee is comprised of elected officials, key agency management staff, and city business and community leaders, whose responsibility is to advise Sound Transit on project matters. Both of these committees will continue to meet through the final design phase. Additionally, Sound Transit has an agreement with WSDOT to manage the HOV direct access ramps project, and to reimburse them for their effort.

### **PUBLIC INVOLVEMENT**

Sound Transit has an extensive public outreach program that is designed to solicit feedback at different stages of the project. So far there have been two open houses, three newsletters, and an environmental hearing on the project, as well as a project web site. The project team has met on different occasions with the Lynnwood City Council, the Lynnwood Planning Commission, and the Lynnwood Arts Commission, as well as attending community and special interest group meetings.

### **LEGAL REVIEW**

MLB 10-19-00

**SOUND TRANSIT**

**MOTION NO. M2000-116**

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority to authorize the Executive Director to execute a contract amendment with INCA Engineers for final design services on the Lynnwood Transit Center and Lynnwood Park-and-Ride Lot Projects, in an amount not to exceed \$1,914,966 plus a 10% contingency of \$191,497 for a total authorized amount not to exceed \$2,106,463.

**Background:**

The proposed Lynnwood Transit Center Project will provide a vital interface between local collector and express bus service and will enhance overall transit system operation, efficiency, and performance in South Snohomish County. The proposed facility would replace and expand the current transit center at the Lynnwood Park-and-Ride Lot, by increasing the number of available bus bays from 17 to 20 and expanding parking by approximately 250 to 300 stalls.

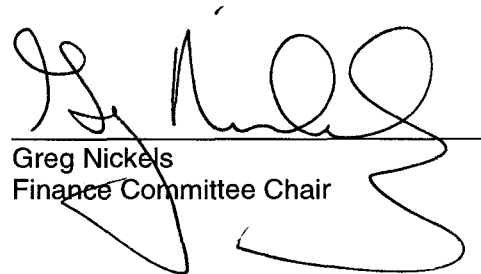
The Lynnwood Park-and-Ride Lot Enhancements Projects would be comprised of vehicle access improvements at 46th Avenue W, along with pedestrian access improvements at 44th Avenue W, and modifications of transit bays, boarding areas, and parking areas to integrate lot operations with HOV access improvements.

As provided in the original contract (RTA/RE47-97C), Sound Transit has the option to extend the preliminary engineering contract with INCA to include final design. Sound Transit is satisfied with the level of competency, flexibility, and responsiveness INCA has shown to date and wishes to retain this firm for the next phase of work. The scope of services for final design will include development of plans, specifications, and estimates (PS&E) necessary for construction of the project. Specific services will include survey services and geotechnical investigation; permits and approvals; preliminary design (60% complete); complete design submittal (95% complete); final submittal (100% complete); contract bidding assistance; and assistance during construction.

**Motion:**

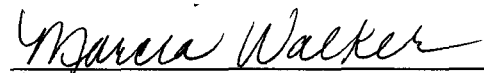
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director be authorized to execute a contract amendment with INCA Engineers for final design services on the Lynnwood Transit Center and Lynnwood Park-and-Ride Lot Projects, in an amount not to exceed \$1,914,966 plus a 10% contingency of \$191,497 for a total authorized amount not to exceed \$2,106,463.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on the 16th day of November, 2000.



Greg Nickels  
Finance Committee Chair

ATTEST:



Marcia Walker  
Board Administrator