

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2002-118

**Execute Contract with INCA Engineers
for Right-of-Way Survey Services**

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	10/17/02	Discussion/Possible Action	Agnes Govern, Director, Regional Express Jim Edwards, Chief Engineer, Regional Express Kristin Vickery, Project Coordinator, Regional Express	(206) 398-5037 (206) 398-5437 (206) 689-4945

Contract/Agreement Type:	<input checked="" type="checkbox"/>	Requested Action:	<input checked="" type="checkbox"/>
Competitive Procurement	<input checked="" type="checkbox"/>	Execute New Contract/Agreement	<input checked="" type="checkbox"/>
Sole Source	<input type="checkbox"/>	Amend Existing Contract/Agreement	<input type="checkbox"/>
Memorandum of Agreement	<input type="checkbox"/>	Contingency Funds Required	<input type="checkbox"/>
Purchase/Sale Agreement	<input type="checkbox"/>	Budget Amendment Required	<input type="checkbox"/>

✓ Applicable to proposed transaction.

OBJECTIVE OF ACTION

- Enter into contract with INCA Engineers, Inc. for right-of-way survey services associated with property acquisition for Regional Express Capital Projects.

ACTION

- Authorizes the Executive Director to execute a contract with INCA Engineers, Inc., in the amount not to exceed \$400,000 for right-of-way survey services associated with property acquisition for Regional Express Capital Projects.

KEY FEATURES

- Provides for the execution of a contract with INCA Engineers, Inc. as the primary provider of survey services.
- Describes the approach taken and provisions for a second contract with Lin & Associates in the amount of \$100,000 in the event additional resources are needed to meet emergent needs.
- Describes the project specific agreements (task orders) that will be administered under these contracts.

BUDGET IMPACT SUMMARY

Project Description: Multiple projects.

Current Status: Various stages of completion.

Projected Completion Dates: Varies.

Action Outside of Adopted Budget:	Y/N	Y	Requires Comment
This Line of Business	N		
This Project	N		
This Phase	N		
This Task	N		
Budget amendment required	N		
Key Financial Indicators:	Y/N	Y	Requires Comment
Contingency funds required	N		
Subarea impacts	N		
Funding required from other parties other than what is already assumed in financial plan	N		

N = Action is assumed in current Board-adopted budget. Requires no budget action or adjustment to financial plan

BUDGET DISCUSSION

The proposed contract actions are for right of way services to be provided on an on-call basis at the time the work is needed. The contracts are not tied to any specific project and will not impact a project budget until a task order is issued. An evaluation of specific project budgets will be performed prior to issuing a task order for any work under these contracts, to ensure that adequate budget is available for the work. The scope of work covered by these contracts is in-line with the anticipated scope and budgets for Regional Express capital projects.

REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS

The proposed action is consistent with the current Board-adopted budget and is affordable within Sound Transit's current long-term financial plan and the subarea financial capacity.

M/W/DBE – SMALL BUSINESS PARTICIPATION

M/W/DBE percentages will be established on a task order basis and staff will seek to maximize the percentage on each task order as budget and schedule permit. INCA Engineers has two subconsultants committed for this project which are certified M/W/DBE firms. Lin & Associates is a certified M/W/DBE firm and has a subconsultant committed for this project that is also a certified M/W/DBE firm.

HISTORY OF PROJECT

Sound Transit real estate acquisition requirements involve the creation of parcel-specific maps, legally described by recognized property subdivisions (sections) or lots and blocks. It is necessary to "translate" Washington State Department of Transportation (WSDOT) maps into Sound Transit format. This necessary step typically arises when WSDOT acts as the lead agency for design and construction of a Regional Express project. Sound Transit and WSDOT have agreed that Sound Transit will acquire the necessary right-of-way for construction of a

project and then transfer the property to WSDOT. The burden falls to Sound Transit to prepare the proper maps, surveys, and legal descriptions required for this property transfer.

Recognizing this as a programmatic need, Regional Express, Contracts, and Real Estate determined it was necessary to procure an umbrella contract for these services in an on-call relationship. This contract will create a mechanism for Regional Express to be more efficient in its property acquisition process. Regional Express and staff worked cooperatively with the Real Estate division to assess upcoming right-of-way needs. An average number of parcels per project were estimated based on past right-of-way needs. An independent cost estimate was completed, and it was determined that the need for right-of-way survey services may be in the range of \$300,000 to \$500,000.

Since this work will need to be completed on short schedules, primary and secondary firms were selected through a competitive process. The primary firm will receive a majority of the work to provide consistency and stability to the project needs. The secondary firm will be available as needed if the level of effort is too great for the primary firm. The secondary firm is Lin & Associates, a certified M/W/DBE firm. The Executive Director will execute a contract in the amount of \$100,000 with Lin & Associates. The Executive Director is awarded this authority through Resolution No. R78-1.

Task orders will be issued as needed on a project-by-project basis. Any task order over \$200,000 will be brought before the Finance Committee for review and approval. Given the nature of this work, it is not anticipated that any task order will exceed \$200,000.

LEGAL REVIEW

JW 10/03/02

SOUND TRANSIT

MOTION NO. M2002-118

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute a contract with INCA Engineers, Inc. for right-of-way survey services associated with property acquisition for Regional Express Capital Projects, in an amount not to exceed \$400,000

Background:

Sound Transit real estate acquisition requirements involve the creation of parcel-specific maps, legally described by recognized property subdivisions (sections) or lots and blocks. It is necessary to "translate" Washington State Department of Transportation (WSDOT) maps into Sound Transit format. This necessary step typically arises when WSDOT acts as the lead agency for design and construction of a Regional Express project. Sound Transit and WSDOT have agreed that Sound Transit will acquire the necessary right-of-way for construction of a project and then transfer the property to WSDOT. The burden falls to Sound Transit to prepare the proper maps, surveys, and legal descriptions required for this property transfer.

Motion:

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director is authorized to execute a contract with INCA Engineers, Inc. for right-of-way survey services associated with property acquisition for Regional Express Capital Projects, in an amount not to exceed \$400,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on October 17, 2002.



Kevin Phelps
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator