

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2002-64**

**Contract Change Order with INCA Engineers for Design and Construction  
Support of the Community Transit Ride Store**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	5/16/02	Discussion/Possible Action	Agnes Govern, Director, Regional Express Jim Edwards, Program Manager, Regional Express, Capital Projects <b>Barry Hennelly, Project Manager</b> <b>Regional Express, Capital</b> <b>Projects</b>	(206) 398-5037  (206) 398-5436  (206) 689-4925

<b>Contract/Agreement Type:</b>	✓	<b>Requested Action:</b>	✓
Competitive Procurement		Execute New Contract/Agreement	
Sole Source		Amend Existing Contract/Agreement	✓
Memorandum of Agreement		Contingency Funds Required	
Purchase/Sale Agreement		Budget Amendment Required	

✓ Applicable to proposed transaction.

**OBJECTIVE OF ACTION**

- Execute a contract amendment with INCA Engineers, Inc. to accommodate Community Transit's pass-through funding for design and construction support of the Community Transit ride store.

**ACTION**

- Authorizes the Executive Director to execute a contract amendment with INCA Engineers, Inc. for engineering services of the Community Transit ride store in the amount of \$155,364 for a new total contract amount not to exceed \$2,246,291, contingent upon Board approval of Motion No. M2002-59.

**KEY FEATURES**

- Authorizes the Executive Director to execute a contract amendment with INCA Engineers, Inc. for engineering services.
- Defines a scope of work for Community Transit's ride store.
- Describes the key features of the Community Transit ride store.
- Describes the terms of the Memorandum of Agreement (MOA) with Community Transit to allow the design and construction of a Community Transit ride store at the Lynnwood Transit Center using \$500,000 of Community Transit pass-through funding.

## **BUDGET IMPACT SUMMARY**

**Project Description:** Lynnwood Transit Center.

**Current Status:** Final Design and ROW Acquisitions nearly complete.

**Projected Completion Date:** December 2003.

<b>Action Outside of Adopted Budget:</b>	<b>Y/N</b>	<b>Y</b>	<b>Requires Comment</b>
This Line of Business	N		
This Project	N		
This Phase	N		
This Task	N		
Budget amendment required	N		
<b>Key Financial Indicators:</b>	<b>Y/N</b>	<b>Y</b>	<b>Requires Comment</b>
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 project budget contains sufficient funds for the INCA contract and committing these funds does not endanger any other project elements that are to be funded out of the overall project pending Finance Committee adoption of **Motion M2002-59**.

## **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.

**Summary for Board Action (Year of Expenditure \$000)**

**Project: Lynnwood Transit Center and Park-and-Ride Project (#311 )**

**Action Item: Contract Amendment with INCA Engineers, Inc. for Design of Ride Store**

	Current Board Adopted Budget (A)	Committed To Date (B)	This Action (C)	Total Committed & Action (D)	Uncommitted (Shortfall) (E)
Agency Administration	1,724	721	-	721	1,003
Pre-Engineering	1,590	1,594	-	1,594	(4)
Final Design	2,347	1,406	155	1,562	785
Right of Way	11,567	11,123	-	11,123	444
Construction	14,582	13	-	13	14,569
Contingency	1,874	-	-	-	1,874
<b>Total Current Budget</b>	<b>33,684</b>	<b>14,857</b>	<b>155</b>	<b>15,013</b>	<b>18,671</b>

**Phase Budget Detail - Final Design**

INCA Engineers	2,020	1,375	-	1,375	645
Ride Store	155	-	155	155	-
INCA On-Call	30	-	-	-	30
Milbor-Pita On-Call	27	2	-	2	25
Signage Design	26	4	-	4	22
Miscellaneous	83	23	-	23	61
Printing	5	2	-	2	3
	-	-	-	-	-
<b>Total Phase</b>	<b>2,347</b>	<b>1,406</b>	<b>155</b>	<b>1,562</b>	<b>785</b>

Contract Budget	Current Approved Contract Value (F)	Spent to Date (G)	Proposed Action (H)	Total Contract Value (I)
Base Amount	2101	1473	155	2,256
Contingency	71	0	-	71
<b>Total</b>	<b>2171</b>	<b>1473</b>	<b>155</b>	<b>2,327</b>
Percent Contingency	3%	---	0%	3%

Budget Shortfall	\$ Amount (J)	Potential Rev (K)	Funding Source (L)
NA	-	-	NA

**Notes:**

(A) The current budget amount shown above assumes Board approval of the MOA between ST and Community Transit for design and construction of the CT Ride Store. The motion included a budget amendment to increase the project budget by \$500,000 to accept funds from CT for ST to manage the design and construction of the Ride Store for CT.

## **M/W/DBE – SMALL BUSINESS PARTICIPATION**

This work represents a change order to the existing PS&E contract with INCA Engineers. ZGF, a subconsultant to INCA, will be doing a majority of the design work associated with the ride store. However, RoseWater Engineering and PATH Engineers both will assist ZGF in designing the ride store facility. Both RoseWater and PATH were DBE firms at the time the original INCA contract was executed. Since that time, PATH graduated from the State's DBE program. Since this action continues a contract, which PATH was on, Path will continue to perform on this contract and will continue to be counted as a DBE.

This change request, with PATH's participation will result in a 21% DBE involvement for this new work. If Path's participation was not counted, the DBE percentage on the new work portion of the contract is 8% for RoseWater's involvement. Due to the overall contract amount, the existing DBE involvement remains at 18% and is not measurably effected by this change.

## **HISTORY OF PROJECT**

### **Prior Board or Committee Actions and Relevant Board Policies**

<b>Motion or Resolution Number</b>	<b>Summary of Action</b>	<b>Date of Action</b>
M2002-59	Execute a Memorandum of Agreement with Community Transit.	5/16/02
M2002-47	Executed a contract with Utility Vault for storm water vault manufacture and delivery.	4/18/02
M2002-37	Executed a contract with KBA for construction management services.	4/4/02
M2000-116	Final design contract with INCA Engineers.	11/9/00
R2000-16	Acquisition of Real Property Easements.	10/26/00
R98-86	Reallocation of Funds from Lynnwood Connector project to Lynnwood Project.	2/24/00
R98-11	PE/ED Contract with INCA Engineers.	4/9/98

The Lynnwood Transit Center/Park-and-Ride Lot Project is part of the Lynnwood Project Group that includes the transit center, park-and-ride lot, and HOV direct access ramp. The project group consists of three improvements to the existing facility:

1. A new transit facility with more bus bays, larger passenger waiting areas, better weather protection, more lighting, public art, and up to 300 new parking spaces.
2. New ramps providing bus and HOV direct access to I-5 HOV lanes. The ramps will bypass city streets and eliminate the need for HOV vehicles to merge across multiple lanes of traffic.
3. Improvements to the existing park-and-ride lot.

Currently, the Lynnwood Transit Center 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. As a member of the Executive Advisory Committee for the Lynnwood Transit Center Project, Community Transit saw the value of locating a customer service ride store at the transit

center site. Community Transit representatives approached Sound Transit with the suggestion that a customer service ride store be built with Community Transit funds as part of the larger transit center project. Sound Transit would essentially act as Community Transit's designer and general contractor. Sound Transit anticipated the inclusion of this building at the time the final design contract with INCA Engineers was negotiated. However, the work was not included in the original scope until funding arrangements with Community Transit could be solidified.

Sound Transit and Community Transit have worked cooperatively to develop the terms of a MOA detailing how Sound Transit will construct a Community Transit funded ride store within the Lynnwood Transit Center Park-and-Ride Lot Project. Community Transit will contribute a not-to-exceed budget of \$500,000 for the design and construction of their ride store. Community Transit negotiated an acceptable scope of work and fee proposal with Sound Transit's design consultant, INCA Engineers, Inc. Once negotiations with INCA Engineers, Inc. and Community Transit were complete, INCA Engineers, Inc. agreed to incorporate the ride store into the plans for the transit center/park-and-ride lot and will begin working on this effort once the contract amendment is executed.

The amount requested of \$155,364 was negotiated by Community Transit and represents 31% of the overall ride store budget. The industry standard for determining design costs is 20%-30% of the project budget. Due to the extensive permitting coordination effort being required from the consultant, it was determined that this fee was reasonable.

**This Motion's approval is contingent upon approval of Motion M2002-59, which authorizes Sound Transit to enter into a MOA with Community Transit for design and construction of the Community Transit Ride Store.**

### **REGIONAL PARTNERSHIP AND COOPERATION**

- The Lynnwood Project grouping established a Project Management Team (PMT) and an Executive Advisory Committee (EAC) to assist staff in making project decisions. Technical personnel from the project team staff the PMT. The EAC is comprised of elected officials, key agency management staff, and city business and community leaders to advise Sound Transit on project-related matters. Both these committees remained very active through the lifecycle of the project.
- Sound Transit and Community Transit have worked cooperatively throughout the life of this project to meet the needs of the community by designing a facility that enhances transit service, provides for transfers, and incorporates a ride store that will enable Community Transit to provide needed services at its transit hub.

### **PUBLIC INVOLVEMENT**

- Sound Transit has an extensive public outreach program that is designed to solicit feedback at different stages of the project. To date, there have been three open houses, three newsletters, an environmental hearing, as well as a project web site. On different occasions, the project team has met with the Lynnwood City Council, Lynnwood Planning Commission, Lynnwood Arts Commission, Lynnwood Central Business District, Lynnwood Public Facilities District, South Snohomish County Chamber of Commerce, Snohomish County Citizen Advisory Committee on Disabilities. Sound Transit has also attended community and special interest group meetings.

- A groundbreaking ceremony and a project newsletter are scheduled for the start of the construction phase.
- Sound Transit will work closely with Community Transit and the City of Lynnwood to keep the public apprised of changes to the park-and-ride lot throughout construction.

**LEGAL REVIEW**

JW 5-1-02

**SOUND TRANSIT**

**MOTION NO. M2002-64**

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute a contract amendment with INCA Engineers, Inc. for engineering services of the Community Transit ride store in the amount of \$155,364 for a new total contract amount not to exceed \$2,246,291, contingent upon Board approval of Motion No. M2002-59.

**Background:**

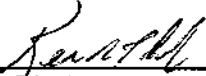
Sound Transit and Community Transit have worked cooperatively to develop the terms of a Memorandum of Agreement (MOA) detailing how Sound Transit will construct a Community Transit funded ride store within the Lynnwood Transit Center Park-and-Ride Lot Project. Community Transit will contribute a not-to-exceed budget of \$500,000 for the design and construction of their ride store. Community Transit negotiated an acceptable scope of work and fee proposal with Sound Transit's design consultant, INCA Engineers, Inc. Once negotiations with INCA Engineers, Inc. and Community Transit were complete, INCA Engineers, Inc. agreed to incorporate the ride store into the plans for the transit center/park-and-ride lot and will begin working on this effort once the contract amendment is executed.

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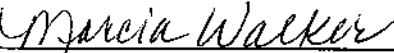
**Motion:**

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director is authorized to execute an amendment to the contract with INCA Engineers, Inc. for final design services on the Lynnwood Transit Center and Lynnwood Park-and-Ride Lot Projects to add additional design services for the Community Transit ride store in the amount of \$155,364 for a new total contract amount not to exceed \$2,246,291, contingent upon Board approval of Motion No. M2002-59.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on May 16, 2002.

  
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Kevin Phelps  
Finance Committee Chair

ATTEST:

  
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Marcia Walker  
Board Administrator