

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2003-21**

**Interlocal Agreement with the City of Everett  
for Design of the North Everett Transit Center**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	3/20/03	Discussion/Possible to	Agnes Govern, Director,	(206) 398-5037
Board	3/27/03	Recommend Board Approval Action	Regional Express Vicki Youngs, Program Manager, Capital Projects <b>Dan Eder, Project Manager, Capital Projects</b>	(206) 398-5436  (206) 398-5104

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

✓ Applicable to proposed transaction.

**OBJECTIVE OF ACTION**

- Enter into an interlocal agreement with the City of Everett for the development of the North Everett Transit Center.
- Secure funding from the City of Everett for Sound Transit's preliminary engineering, environmental documentation, and final design of the North Everett Transit Center.

**ACTION**

- Authorize the Deputy Executive Director to execute an interlocal agreement with the City of Everett that (1) establishes Sound Transit as North Everett Transit Center project lead through design and (2) provides for the City of Everett to reimburse Sound Transit for up to \$353,606 in costs for design services.

**KEY FEATURES**

- Establishes understanding that the City of Everett and Sound Transit will negotiate and enter into additional agreements (or supplements to this agreement) for operations and maintenance, continuing control, construction funding, and construction management.

## **BUDGET IMPACT SUMMARY**

**Project Description:** North Everett Transit Center.

**Current Status:** Beginning preliminary engineering / environmental documentation.

**Projected Completion Date:** 3rd Qtr. 2005.

<b>Action Outside of Adopted Budget:</b>	<b>Y/N</b>	<b>Y 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 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 financial contribution by the City of Everett, in the amount of \$353,606, was included in the 2003 adopted budget.

The City of Everett's funding became available due to the City's reallocation of their grant funds from the South Everett Transit Center at Everett Mall (Sound Transit's project #314). The South Everett Transit Center was deleted from Sound Transit's 2003 adopted budget due to refinements to the Sound Transit, Community Transit, and Everett Transit service plans for the Everett area.

In addition to the currently proposed action, the City of Everett also has approximately \$1,500,000 in federal grant funding that is now earmarked for construction of the North Everett Transit Center project. This construction funding was not included in the 2003 adopted budget. Staff expects to negotiate and recommend Board approval of an interlocal agreement concerning construction funding at a later date. Upon execution of the construction funding agreement, Sound Transit's total anticipated share of the project's funding would be reduced to \$3.4M.

## **REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS**

The proposed action will not have a material impact on Sound Transit's current long-term financial plan or the subarea financial capacity.

## SUMMARY FOR BOARD ACTION

Action Item: Memorandum of Agreement with City of Everett for Design of North Everett Transit Center (#316)

(2)

	Adopted 2003 Budget (A)	Committed To Date (B)	This Action (C)	Total Committed & Action (D)	Uncommitted (Shortfall) (E)
<b>(1) Project Budget</b>					
Agency Administration	319	68	-	68	251
Preliminary Engineering / Env Review	407	407	-	407	0
Final Design	351	347	-	347	3
Right of Way	1,301	0	-	0	1,301
Construction	2,454	-	-	-	2,454
Contingency	456	-	-	-	456
<b>Total Project Budget</b>	<b>5,287</b>	<b>822</b>	<b>-</b>	<b>822</b>	<b>4,465</b>
<b>Phase Budget Detail - PE/ER</b>					
Preliminary Engineering	407	407	-	407	0
<b>Total Phase</b>	<b>407</b>	<b>407</b>	<b>-</b>	<b>407</b>	<b>0</b>
<b>Phase Budget Detail - Final Design</b>					
Final Design	351	347	-	347	3
<b>Total Phase</b>	<b>351</b>	<b>347</b>	<b>-</b>	<b>347</b>	<b>3</b>
<b>Contract Budget</b>					
	Current Approved Contract Value (F)	Spent to Date (G)	Proposed Action (H)	Proposed Total Contract (I)	
Design	-	-	-	-	
Contingency	-	-	-	-	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Percent Contingency</b>			<b>0%</b>	<b>0%</b>	

Budget Shortfall	\$ (J)	Potential Revenues (K)	Funding Source (L)
Design	N/A	N/A	N/A

**Notes:**

- (1) Budget amounts shown are based on the 2003 adopted budget.  
 (2) Committed to date includes Parametrix design contract.

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

- Not applicable for interlocal agreements.

## **HISTORY OF PROJECT**

- In 2002, Sound Transit participated in a siting study with Everett Community College (ECC) and Everett Transit. The siting study resulted in a unanimous recommendation that the transit center be sited in an existing parking lot on the ECC campus. In order to mitigate the loss of parking stalls, the project needs to include replacement parking stalls (approximately 125 stalls).
- The City of Everett determined that grants it had received for the South Everett Transit Center would not be needed for that project. The City requested Sound Transit to consider using a portion of those City-controlled FTA grants for planning, study, and design of the North Everett Transit Center. The City has worked with FTA and the Puget Sound Regional Council to transfer the grants from the South Everett Transit Center project to the North Everett Transit Center 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>
M2002-13	Contract with Parametrix for preliminary engineering, environmental documentation, and final design.	2/6/03

## **CONSEQUENCES OF DELAY**

There are no serious consequences should the Finance Committee delay action on this proposed motion.

## **REGIONAL PARTNERSHIP AND COOPERATION**

ECC funded a siting study, completed May 2002. The study analyzed approximately ten alternatives and resulted in a unanimous recommendation from Sound Transit, ECC, and the City of Everett that the facility be located on the College's campus at the current preferred alternative site.

ECC and the City of Everett are participating with Sound Transit on a monthly project management team (PMT). The PMT was formed to actively manage problems and issues as they arise.

## **PUBLIC INVOLVEMENT**

ECC hosted an open house and siting-alternatives charrette co-sponsored by Sound Transit and the City of Everett on January 16, 2002.

Sound Transit briefed the ECC Board of Trustees concerning the project at a public meeting on August 14, 2002. Board members toured the proposed transit center site. No formal positions were expected or taken by the College's Board of Trustees.

Sound Transit attended an open house for ECC staff and faculty on September 16, 2002, to inform college employees about the project plans and schedule.

Everett Transit attended a neighborhood coalition open house on October 22, 2002, to inform area residents about the project plans and schedule.

## **LEGAL REVIEW**

MB – 02/27/03

## **SOUND TRANSIT**

### **MOTION NO. M2003-21**

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the Deputy Executive Director to execute an interlocal agreement with the City of Everett that (1) establishes Sound Transit as North Everett Transit Center project lead through design and (2) provides for the City of Everett to reimburse Sound Transit for up to \$353,606 in costs for design services.

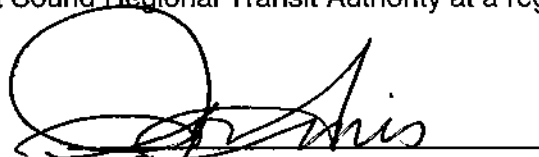
#### **Background:**

The City of Everett recently determined that grants previously earmarked for the South Everett Transit Center would not be needed for that project. The City requested Sound Transit consider using a portion of those grants for planning, study, and design of the North Everett Transit Center. The City has worked with the FTA and the Puget Sound Regional Council to transfer the grants from the South Everett Transit Center project to the North Everett Transit Center project.

#### **Motion:**

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the Deputy Executive Director is authorized to execute an interlocal agreement with the City of Everett that (1) establishes Sound Transit as North Everett Transit Center project lead through design and (2) provides for the City of Everett to reimburse Sound Transit for up to \$353,606 in costs for design services.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on March 27, 2003.



Ron Sims  
Board Chair

#### **ATTEST:**



Marcia Walker  
Board Administrator