

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2003-63

**Interlocal Agreement with Community Transit for
Maintenance and Operations of the Lynnwood Transit Center**

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	6/19/03	Discussion/Possible Action to Recommend Board Approval Action	Agnes Govern, Director, Regional Express	(206) 398-5037
Board	7/10/03		Mike Bergman, Project Manager Frederick Chun, Regional Bus Project Coordinator	(206) 398-5358 (206) 398-5044

Contract/Agreement Type:	✓	Requested Action:	✓
Competitive Procurement		Execute New Contract/Agreement	✓
Sole Source		Amend Existing Contract/Agreement	
Interlocal Agreement	✓	Contingency Funds Required	
Purchase/Sale Agreement		Budget Amendment Required	

✓ *Applicable to proposed transaction.*

OBJECTIVE OF ACTION

To establish a maintenance and operations agreement with Community Transit for the new Lynnwood Transit Center and Park-and-Ride Lot expansion scheduled to be completed the third quarter of 2003.

ACTION

Authorizes the Chief Executive Officer to execute an interlocal agreement with Community Transit for maintenance and operations of the Lynnwood Transit Center for an amount of \$180,062, with a 10% contingency of \$18,006, for a total authorized amount not to exceed \$198,068.

KEY FEATURES

- The term of the agreement will commence with the opening of the new Lynnwood Transit Center anticipated in the third quarter of 2003. The term will expire December 31, 2006, and will be renegotiated for an additional two-year term.
- Community Transit will maintain and operate the existing parking area and the improvements made by Sound Transit. The improvements include additional parking, transit platform, bus driveways, bus shelters, five underground detention vaults, and other transit assets. Sound Transit and Community Transit have agreed on the costs of maintenance of the improvements consistent with the methodology outlined in the good neighbor policy. This approach was followed in Sound Transit's agreement with King County Metro for the maintenance of the Bellevue Transit Center.
- The agreement cost allocation is 59% for Sound Transit and 41% for Community Transit. The cost to Sound Transit is \$198,068, while Community Transit's cost is \$135,332 including an annual cost escalator of 3% for both agencies. Sound Transit's cost share is higher because

the agency's improvements and the assets require more maintenance. Some of the key maintenance items are glass passenger shelters and the five bus-sized underground detention vaults. Community Transit's cost is lower because it is responsible for the existing assets like the parking lot and landscaping.

- Community Transit will perform janitorial services, scheduled and on-demand maintenance, and repairs in accordance with its current procedures used at other transit centers operated by Community Transit.
- Community Transit will provide bus signage updates for periodic service changes.

BUDGET IMPACT SUMMARY

Not applicable to this action.

BUDGET DISCUSSION

Budget for the agreement with Community Transit is included in the Maintenance and Operations and the Snohomish subarea Regional Bus Program transit operations budget. The program has sufficient budget in the Adopted 2003 Budget to cover the 2003 portion of this contract. Budgets related to the contract years 2004 through 2006 will be addressed during those respective years budgeting cycles. Sufficient funding has been set aside in the financial plan.

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.

BUDGET TABLE

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

Action Item: Interlocal Agreement with Community Transit for O&M of the Lynnwood Transit Center

2003 Transit Operations Budget Detail	2003 Budget	2003 Spent to Date	Proposed Action for 2003	2003 Surplus (Shortfall)
Station Maintenance (Transit Facilities)	1,245	20	17	1,209
Other	56,297	16,324	-	39,974
Total	57,542	16,343	17	41,182

Station Maintenance (Transit Facilities) Detail	2003 Budget	2003 Spent to Date	Proposed Action for 2003	2003 Surplus (Shortfall)
Lynnwood Transit Center	25	-	17	9
Other	1,220	20	-	1,200
Total Work Function	1,245	20	17	1,209

Contract Detail	Proposed Action for 2003	Proposed Action for Future Years ('04-'06)	Total Proposed Action
Community Transit	15	165	180
Contingency	2	17	18
Total contract	17	182	198
Percent Contingency	10%	10%	10%

M/W/DBE – SMALL BUSINESS PARTICIPATION

Sound Transit and Community Transit, or its contractor, agree to ensure the disadvantaged business enterprises, as defined in 49 CFR part 26, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under this agreement. In this regard, Community Transit, or contractors, shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts consistent with Community Transit's FTA Approved DBE Program. Community Transit and its contractors shall not discriminate on the basis of race, creed, color, national origin, age, or sex in the award and performance of DOT assisted contracts.

Note: At its June 19, 2003, meeting, the Finance Committee directed staff to include Community Transit's M/W/DBE goals, and the mechanism to ensure the goals are followed, in the agreement.

HISTORY OF PROJECT

Prior Board or Committee Actions

Motion or Resolution Number	Summary of Action	Date of Action
M2003-43	Cooperative agreement with WSDOT for the maintenance of storm water detention pond at Lynnwood Transit Center.	4/24/03
M2002-91	Contract with Bayley Construction for construction of the Lynnwood Transit Center and Park-and-Ride Lot.	9/12/02
M2002-59	MOA with Community Transit to allow design and construction of a rider store at Lynnwood Transit center.	5/23/02
R2000-16	Authorizing property acquisition for the Lynnwood Transit Center.	10/26/00
R99-12	Operations and maintenance of Regional Express bus service with Community Transit.	2/18/99

Sound Transit, Community Transit, WSDOT, and the City of Lynnwood have worked in partnership to develop and design the improvements and expansion to the existing Lynnwood Transit Center to better accommodate the transit bus service and customers. This agreement with Community Transit reflects the cooperation between Sound Transit and Community Transit to jointly use and share maintenance and operating costs for the Lynnwood Transit Center. Sound Transit and Community Transit have worked collaboratively to develop the agreement based on Sound Transit funding the incremental additional costs of the Lynnwood Transit Center while Community Transit is paying its current costs. The 39-month agreement costs through 2006 are \$198,068 including a 10% contingency and an annual CPI of 3%.

CONSEQUENCES OF DELAY

Postponing this action significantly may delay maintenance preparation to provide the full maintenance service in conjunction with the opening of the transit center.

REGIONAL PARTNERSHIP AND COOPERATION

- Sound Transit and Community Transit worked cooperatively to develop and finalize this agreement.
- The City of Lynnwood provided the maintenance guidelines for the landscape maintenance.
- Community Transit and Sound Transit continues to work closely to meet the needs of the customers during the construction.
- The Lynnwood Transit Center project has been a joint effort between Sound Transit and WSDOT, with cooperation by the City of Lynnwood.

PUBLIC INVOLVEMENT

Not applicable to this action

LEGAL REVIEW

MB 5-22-03

SOUND TRANSIT

MOTION NO. M2003-63

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute an interlocal agreement with Community Transit for maintenance and operations of the Lynnwood Transit Center in the amount of \$180,062, with a 10% contingency of \$18,006, for a total authorized amount not to exceed \$198,068.

Background:

This motion is to establish a maintenance and operations agreement with Community Transit for the Lynnwood Transit Center and Park-and-Ride Lot expansion currently in construction and scheduled to be completed the third quarter of 2003. Sound Transit, Community Transit, WSDOT, and the City of Lynnwood have worked in partnership to develop and design the improvements and expansion to the existing Lynnwood Transit Center to better accommodate the transit bus service and customers. This agreement with Community Transit reflects the cooperation between Sound Transit and Community Transit to jointly use and share maintenance and operating costs for the Lynnwood Transit Center. Sound Transit and Community Transit have worked collaboratively to develop the agreement based on Sound Transit funding the incremental additional costs of the Lynnwood Transit Center while Community Transit is paying its current costs. The 39-month agreement costs through 2006 are \$198,068 including a 10% contingency and an annual CPI of 3%.


Motion:

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority to authorize the Chief Executive Officer to execute an interlocal agreement with Community Transit for maintenance and operations of the Lynnwood Transit Center in the amount of \$180,062, with a 10% contingency of \$18,006, for a total authorized amount not to exceed \$198,068.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 10, 2003.


David Earling
Board Vice Chair

ATTEST:


Marcia Walker
Board Administrator