

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2007-67**

**Contract for On-Call Construction and Repair Services**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	7/05/07	Discussion/Possible Action	Ellen Gustafson, Acting Transportation Services Director <b>Vicki Youngs, Interim Program Manager Facilities Maintenance &amp; Signage Division</b>	(206) 398-5094  (206) 398-5024

<b>Contract/Agreement Type:</b>	<input checked="" type="checkbox"/>	<b>Requested Action:</b>	<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"/>
Agreement with Other Jurisdiction(s)	<input type="checkbox"/>	Budget Amendment	<input type="checkbox"/>
Real Estate	<input type="checkbox"/>	Property Acquisition	<input type="checkbox"/>

**PROJECT NAME**

On-Call Construction and Repair Services

**PROPOSED ACTION**

Authorizes the chief executive officer to execute a contract with Cutter, Inc. to provide on-call construction, repair and project services for a total authorized contract amount not to exceed \$500,000.

**KEY FEATURES of PROPOSED ACTION**

- This action is required in order to meet the growing demand to repair and replace damaged elements of Sound Transit facilities and property which, if left unattended, could negatively impact the safety of our customers and staff and jeopardize the integrity of the facility. Services will be performed on an as-needed basis via this contract.
- On May 23, 2007, a Limited Notice to Proceed (LNTP) was issued to Cutter, Inc. in the amount of \$100,000 to start work on immediate needs, including maintenance and repair of occupied buildings on property acquired for the Link Capitol Hill Station, pavement repairs in the Tacoma Link system, and several other Sounder and Regional Express station repairs.
- The contract provides for a one-year contract period with four options to extend, each for an additional one-year term.

- The contract scope of work with Cutter, Inc., includes: general labor; carpentry; asphalt repair and installation; concrete repair and installation; repair and installation of fencing; repair of damaged landscape; painting of repaired/damaged station canopies and other structures; repair/replacement of damaged tiles/pavers station areas; welding of damaged steel structures; site clean-up; minor structural work as needed and installation of shelving; storage bins; pallet rack and the required seismic bracing; management of general requirements (i.e. safety, security, traffic management, temporary facilities & utilities); provide preventative and planned maintenance of all security systems as well as repairs not covered by a warranty; provide sweeping of parking lots; provide snow plowing and de-icing as required; and perform cleaning and maintenance of all storm drains and environmental systems.

### **BUDGET IMPACT SUMMARY**

There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

### **BUDGET and FINANCIAL PLAN DISCUSSION**

The proposed action would provide on-call maintenance and repair services for various Sound Transit facilities. These services are budgeted for in the non-capitalizable costs section of the budget and within the station maintenance costs section of the transit operations budgets for each mode.

The Adopted 2007 Budget includes \$84.0 million for non-capitalizable costs. Of this amount, \$75,000 is included for property management costs for properties owned but not under construction or in revenue service. The Adopted 2007 Budget included \$2.8 million in funding for the maintenance of station components of transit operations. Of this amount, \$128,000 was budgeted for on-call maintenance services. Through June 14, 2007, \$11,000 had been committed to these services. The remaining balance of the 2007 budget will be used to fund the first year of the \$100,000 contract with Cutter, Inc. The remaining balance of the contract will be funded through the 2008 and future non-capitalizable cost and transit operations budgets.

## BUDGET TABLE

The budget for non-capitalizable costs appears on page 216 of the Adopted 2007 Budget book. The transit operations budget table appears on page 47 of the Adopted 2007 Budget book. The impact of this contract on the 2007 transit operations budget and future requirements is illustrated below.

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

**Action Item: Execute a contract with Cutter, Inc. to provide on-call maintenance, monitoring, repair and project services for various facilities.**

Contract Budget	Current Approved Contract Value (A)	Committed to Date (B)	Proposed Action (C)	Proposed Total Contract Value (D)
1 Cutter, Inc.	-	-	500	500
2 Contingency	-	-	-	-
3 Total	-	-	500	500
4 Contingency	0%	-	0%	0%

Contract to be Charged: Transportation Services Department, Maintenance of Stations Account Budget	Current Board Adopted Budget <sup>1</sup>	Committed to Date <sup>2</sup>	2007 Portion Proposed Action <sup>3</sup>	Future Operating Budgets <sup>4</sup>	Total Contract
5 Sounder Commuter Rail	106	7	5	75	80
6 ST Express Bus	21	2	2	50	52
7 Tacoma Link Light Rail	2	1	1	17	18
8 Other Maintenance of Station Costs	2,715	N/A	N/A	N/A	N/A
9 Total Account	2,843	11	8	142	150

Contract to be Charged: Non-Capitalizable Costs	Current Board Adopted Budget <sup>5</sup>	Committed to Date <sup>2</sup>	2007 Portion Proposed Action <sup>3</sup>	Future Operating Budgets <sup>4</sup>	Total Contract
10 Property Management	75	-	50	300	350
11 Other Non-Capitalizable Costs	4,415	N/A	N/A	N/A	N/A
12 Total Account	4,490	-	50	300	350

#### Notes

<sup>1</sup> Represents the portion of the maintenance of stations budget from page 47 of the Adopted 2007 Budget that is related to professional services for facilities. The total budget for the maintenance of stations is \$2.8 million for 2007.

<sup>2</sup> Committed to date per expenditures incurred through June 14, 2007.

<sup>3</sup> This contract would become effective for one year after execution. The remaining options would be funded through future budgets.

<sup>4</sup> Represents the amount expected to be included in the future transit operations and non-capitalizable costs budget for on call repair and maintenance services. This amount would be available to fund the remaining balance of the proposed contract.

<sup>5</sup> Represents the portion of the Non-Capitalizable Budget from page 216 of the Adopted 2007 Budget that is related to professional services for property management. The total budget for Non-Capitalizable Costs is \$4,489,620.

## SMALL BUSINESS PARTICIPATION

### Prime Consultant/Contractor

Cutter, Inc. is the prime consultant for this contract. They are a small business and will perform 100% of the work.

### EEO COMMITMENT

Cutter, Inc's workforce demographics are 50% women and 12% minorities.

## **PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION**

Sound Transit has a growing demand for the repair and maintenance of a variety of facilities, including a recent acquisition of properties for the Link Capitol Hill Station. The thirteen newly acquired properties include parking lots, active businesses, and tenant occupied apartment buildings. In addition, Sound Transit has a growing number of transit facilities that need to be maintained in safe working order.

This contract provides for on-call construction and repair services for various Sound Transit facilities, including park-and-ride lots, Sounder, Link light rail, HOV freeway stations, operations and maintenance buildings and Union Station. The services may include the following types of work:

- carpentry;
- welding;
- site clean-up;
- installation of shelving, storage bins, pallet racks and seismic bracing; and
- repairs to station canopies and related structures, asphalt, concrete, paint, landscaping, fencing

These services will provide Sound Transit with the ability to respond to emergency situations and provide for necessary repair and maintenance of Sound Transit facility assets.

## **CONSEQUENCES of DELAY**

A delay beyond July 19, 2007 may require immediate suspension of the on-call construction repair and project services.

## **PUBLIC INVOLVEMENT**

Not applicable to this action.

## **ENVIRONMENTAL COMPLIANCE**

SSK 6-18-07

## **LEGAL REVIEW**

BN 6-27-07

## SOUND TRANSIT

### MOTION NO. M2007-67

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract with Cutter Inc. to provide on-call construction, repair and project services for a total authorized contract amount not to exceed \$500,000.

#### **Background:**

Sound Transit has a growing demand for the repair and maintenance of a variety of facilities, including a recent acquisition of properties for the Link Capitol Hill Station. The thirteen newly acquired properties include parking lots, active businesses, and tenant occupied apartment buildings. In addition, Sound Transit has a growing number of transit facilities that need to be maintained in safe working order.

This contract provides for on-call construction and repair services for various Sound Transit facilities; including park-and-ride lots, Sounder, Link light rail, HOV freeway stations, operations and maintenance buildings and Union Station. The services may include the following types of work:

- carpentry;
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- repairs to station canopies and related structures, asphalt, concrete, paint, landscaping, fencing

These services will provide Sound Transit with the ability to respond to emergency situations and provide for necessary repair and maintenance of Sound Transit facility assets.

#### **Motion:**

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract with Cutter Inc. to provide on-call construction, repair and project services for a total authorized contract amount not to exceed \$500,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 5, 2007.



Fred Butler  
Finance Committee Chair

ATTEST:



Marcia Walker  
Board Administrator