

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2009-23**

**Maintenance Agreement with Community Transit for Canyon Park Freeway Station, Eastmont Park and Ride, Lynnwood Transit Center and South Everett Freeway Station**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	03/19/09	Discussion/Possible Action	Bonnie Todd, Director, Transportation Services <b>Loren Steel, Facilities Manager</b>	(206) 398-5367  (206) 398-5446

<b>Contract/Agreement Type:</b>	✓	<b>Requested Action:</b>	✓
Competitive Procurement		Execute New Contract/Agreement	✓
Sole Source		Amend Existing Contract/Agreement	
Agreement with Other Jurisdiction(s)	✓	Budget Amendment	
Real Estate		Property Acquisition	

**PROJECT NAME**

Maintenance Agreement for the Canyon Park Freeway Station, Eastmont Park and Ride, Lynnwood Transit Center and South Everett Freeway Station.

**PROPOSED ACTION**

Authorizes the chief executive officer to execute an agreement with Community Transit to provide maintenance services for the Canyon Park Freeway Station, Eastmont Park and Ride, Lynnwood Transit Center and South Everett Freeway Station for an amount not to exceed \$1,140,437.

**KEY FEATURES of PROPOSED ACTION**

- Community Transit will perform some of the work and direct the management of contracted work related to the maintenance of these facilities in the Snohomish subarea.
- Services to be provided or managed will include: platform and parking lot cleaning services, landscaping, utility payments and unscheduled maintenance which includes storm water drainage systems. Elevator maintenance is not included.
- The term of the agreement will be for three years with two one-year options. The requested amount is sufficient to cover the original contract and the two one-year options.
- Sound Transit will reimburse Community Transit for actual costs incurred for the required maintenance plus a 2.6% administrative fee. The administrative fee increases one tenth of one percent each of the contract years.
- Cost assessments will be made to compare actual with projected costs. Community Transit will not commit work for which the actual cost appears to exceed the projected costs without authorization from Sound Transit.
- The projected costs are reasonable relative to Community Transit's in-house and out-sourced work history, estimating references and budget recommendations.

- Sound Transit will reimburse Community Transit for eligible costs based on Sound Transit performance standards for the services identified in the agreement.
- Three additional facilities in the Snohomish subarea may be added to this agreement at a later date: the new Mountlake Terrace Freeway Station, the expanded Edmonds Station and Mukilteo Station. Staff expects to return to the Board to request adding these facilities to the maintenance agreement when the in-service date is closer and more is known about their maintenance costs.

**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 authorize an agreement with Community Transit for the facilities maintenance scope at Canyon Park Freeway Station, Eastmont Park and Ride, Lynnwood Transit Center and South Everett Freeway Station over a three-year period with two one-year extensions. The facilities maintenance for these sites is covered by the ST Express transit operations budgets.

For 2009, the ST Express maintenance of stations budget is \$1,043,856. Of this amount, a total of \$190,724 was allocated to the maintenance of the sites covered in the scope of this agreement. Future years transit operations budgets would fund the years of this agreement beyond 2009.

**BUDGET TABLE**

**Summary for Board Action (X \$1,000)**

Action Item: Agreement with Community Transit for the operations and maintenance of Lynnwood TC, Eastmont Park-and-Ride, Canyon Park Freeway Station and South Everett Freeway Station

	(A)	(B)	(C)	(D)
	Adopted 2009 Budget	Committed To Date	Contract Expenditures 2009	Remaining 2009 Budget
ST Express Transit Operations				
1 Maintenance of Stations	1,044	-	191	853
2 Other ST Express Transit Operations	92,060	-	-	92,060
3 Total	93,104	-	191	92,913

**Budget Shortfall**

	Level	Shortfall	Resources	Funding Source
4	N/A	-	-	N/A

Contract Spending Plan	Prior Year(s) Spending	2009 Spending	Future Expenditures	Total
5 Community Transit	-	-	-	-
6 Community Transit (This Action)	-	191	950	1,140
	-	191	950	1,140

	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
7 Community Transit	-	-	1,140	1,140
8 Contingency	-	-	-	-
9 Total Contract	-	-	1,140	1,140
10 Percent Contingency	-	-	0%	0%

**Notes:**

Proposed 2009 Budget for ST Express is found on Page 64 of the Proposed 2009 Budget Book. There were no amendments proposed for this line item. This budget was approved by the Board in December 2008.

## **SMALL BUSINESS PARTICIPATION**

Not applicable to this action.

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

Prior to 1999, Community Transit provided maintenance services for Eastmont Park and Ride. Sound Transit began service there in 1999 but the maintenance continued to be a Community Transit responsibility paid by Sound Transit.

In 2003 Sound Transit entered into a maintenance agreement with Community Transit to jointly share in the costs of operation and maintenance of the Lynnwood Transit Center.

When Canyon Park and South Everett Freeway Stations in Sound Transit's Snohomish subarea came on-line, Community Transit provided the necessary maintenance services to those station as well, and received compensation from Sound Transit.

This new master Agreement with Community Transit reflects the continued cooperation between Sound Transit and Community Transit to jointly use and share maintenance costs for the Lynnwood Transit Center and extends the partnership to the other facilities. At this time, the other facilities are not used directly by CT busses. However, Community Transit:

1. Maintains their own Canyon Park Park and Ride facility directly connected to the Sound Transit Canyon Park Freeway Station via elevator and pedestrian bridge.
2. Historically maintained the Eastmont Park and Ride prior to service changes resulting in the current Sound Transit only service there.
3. Operates all ST Express bus service using these facilities including the South Everett Freeway Station.

Under this Agreement, Community Transit will be responsible for performing maintenance work as well as the selection and management of contracted services. Sound Transit will inspect the quality of the work performed by Community Transit using established performance standards to protect Sound Transit's capital investments.

Community Transit is well suited to perform this work because:

1. They have a sense of ownership in the facilities due to their shared locations and/or proximity to other Community Transit facilities.
2. They have a proven record of reliable service and good judgment.
3. They will conduct necessary work and defer that which is not needed and invoice Sound Transit only for the actual cost of work conducted.
4. They will be vigilant for a full range of maintenance and operations issues.
5. They have a good response time to the facilities in the event of an urgent matter.
6. They have an economy of scale in maintaining several Sound Transit and Community Transit facilities using the same staff and contractors.

### **Analysis of Contracting Out vs. Performing In-House**

Sound Transit does not currently have adequate staffing, equipment or infrastructure to conduct the necessary maintenance using in-house employees.

Due to the geographical and jurisdictional location of facilities requiring on-going maintenance services and the potential need for timely emergency response times, utilizing Community Transit for maintenance services at this time provides an effective contractual alternative for the agency.

The administrative fee to be paid to Community Transit is below a proposed 4% benchmark for maintenance services to be provided by King County Metro, is well below a 12% benchmark for Amtrak services and offers a reasonable value to Sound Transit over the life of the contract.

Only the actual maintenance costs will be invoiced to Sound Transit.

**Prior Board/Committee Actions**

<b>Motion/Resolution Number and Date</b>	<b>Summary of Action</b>
M2003-63 July 10, 2003	Authorizing the Chief Executive Officer to execute an interlocal agreement with Community Transit for maintenance and operations of the Lynnwood Transit Center.

**CONSEQUENCES of DELAY**

Postponing this action past the end of March could result in deferred landscaping services at South Everett Freeway Station.

**PUBLIC INVOLVEMENT**

Not applicable to this action

**ENVIRONMENTAL COMPLIANCE**

SSK 2-13-09

**LEGAL REVIEW**

JW 3/12/09

## SOUND TRANSIT

### MOTION NO. M2009-23

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute an agreement with Community Transit to provide maintenance services for the Canyon Park Freeway Station, Eastmont Park and Ride, Lynnwood Transit Center and South Everett Freeway Station for an amount not to exceed \$1,140,437.

#### **Background:**

Prior to 1999, Community Transit provided maintenance services for Eastmont Park and Ride. Sound Transit began service there in 1999 but the maintenance continued to be a Community Transit responsibility paid by Sound Transit.

In 2003 Sound Transit entered into a maintenance agreement with Community Transit to jointly share in the costs of operation and maintenance of the Lynnwood Transit Center.

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Sound Transit does not currently have adequate staffing, equipment or infrastructure to conduct the necessary maintenance using in-house employees.

Due to the geographical and jurisdictional location of facilities requiring on-going maintenance services and the potential need for timely emergency response times, utilizing Community Transit for maintenance services at this time provides an effective contractual alternative for the agency.

The administrative fee to be paid to Community Transit is below a proposed 4% benchmark for maintenance services to be provided by King County Metro, is well below a 12% benchmark for Amtrak services and offers a reasonable value to Sound Transit over the life of the contract.

Only the actual maintenance costs will be invoiced to Sound Transit.


**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 an agreement with Community Transit to provide maintenance services for the Canyon Park Freeway Station, Eastmont Park and Ride, Lynnwood Transit Center and South Everett Freeway Station for an amount not to exceed \$1,140,437.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on March 19, 2009.

  
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Aaron Reardon  
Finance Committee Chair

ATTEST:

  
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Marcia Walker  
Board Administrator