

**Signage Fabrication and Installation Contract**

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Operations and Administration Committee	7/18/13	Final Action	Bonnie Todd, Operations Executive Director Support Services Director <b>Michael Miller, Customer Facilities and Accessible Services Manager</b>	(206) 398-5367  (206) 398-5134  (206) 689-4927

PROPOSED ACTION

Authorizes the chief executive officer to execute a two-year contract with three one-year options with Tube Art Displays, Inc. to provide agency-wide signage fabrication and installation services for all ST Express, Sounder and Link facilities for a total authorized contract amount not to exceed \$1,303,208.

KEY FEATURES SUMMARY

- A total of 44 operating facilities will be covered under this contract including rail stations, park-and-ride lots, freeway stations, multi-modal stations and other locations.
- This contract allows for the addition of new facilities as they are placed into operations.
- The scope of work covered in this contract includes:
  - Updating signage at three times per year for service changes
  - Replacing and installing as needed new ADA appropriate signage with raised lettering and braille
  - Fabricating and installing 60 Link train stop location markers
  - Fabricating and installing transit-oriented signage in the Sound Transit System
  - Storing, as required, completed sign assemblies, sub-assemblies and raw materials
  - Providing on-call signage fabrication and installation services
- The requested contract amount covers the initial two-year term and the three one-year options to extend.

BACKGROUND

Sound Transit has 44 ST Express, Sounder, Central Link, and Tacoma Link facilities with informational signage. This contract will provide signage fabrication and installation services for those facilities. Types of signage covered in the contract include customer information about area and system maps, directions, facility locations, parking, and regulatory requirements.

Partner transit agencies provide sign fabrication, installation and maintenance services not included in this contract.

Sound Transit’s historical signage costs were used to prepare the Independent Cost Estimate (ICE) for the Invitation For Bid process. An invitation to bid was advertised in May 2013. Two bids were received, and both were higher than the ICE. Tube Art Displays submitted the lowest reasonable and responsive bid. Their bid exceeded the ICE by \$52,772 or 4.23%.

## FISCAL IMPACT

The proposed action is funded through the Service Delivery facilities maintenance. The combined modal maintenance budget for 2013 is \$3,238,020. Of which, \$220,397 is reserved for the Signage Installations and Maintenance. The year-to-date spending and commitment for the signage budget is \$145,694. Upon the approval of this action, the remaining budget will be \$59,703.

Planned spending beyond 2013 will be included in the future annual budgeting process.

The budget table below illustrates the budget impact of this action.

Action Item:

Current Year Operations Maintenance Budget	Adopted 2013 Budget	Spent and Committed to date in 2013	Contract Expenditures 2013	Remaining 2013 Budget
<i>Signage Budget</i>	220	146	15	59
Other Facilities Budget	3,018	2,716	N/A	302
Total Service delivery Facilities Maintenance Budget	3,238	2,862	15	361

Contract Spending Plan	Prior Year(s) Spending	2013 Spending	Future Spending	Total
Tube Art Displays, Inc		15	1,288	1,303

Contract Budget	Current	Spent to Date	Proposed	Proposed
Tube Art Displays, Inc	-	-	1,303	1,303
Contingency	-	-	-	-
Total Contract	-	-	1,303	1,303
Percent Contingency	-	-	0%	0%

Notes:

The budget for signage maintenance is embedded in the Service Delivery Facilities Maintenance budget, which can be found on page 19 of 2013 Adopted Budget book. Currently, another signage contract for signage maintenance M2013-52 is being submitted to the board for approval.

## SMALL BUSINESS PARTICIPATION

No Small Business Participation Goals were established for this procurement.

## EQUAL EMPLOYMENT WORKFORCE PROFILE

143 employees; 22% women; 8% minorities.

## PUBLIC INVOLVEMENT

Not applicable to this action.

## TIME CONSTRAINTS

The current signage contract expires on July 31, 2013. A delay in approval of this contract could result in a shortened time frame for the selected contractor to mobilize staffing, equipment, supplies and organize work schedules relative to the start of service.

## ENVIRONMENTAL REVIEW

JI 6/24/2013

## LEGAL REVIEW

JW 7/12/2013

**MOTION NO. M2013-51**

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a two-year contract with three one-year options with Tube Art Displays, Inc. to provide agency-wide signage fabrication and installation services for all ST Express, Sounder and Link facilities for a total authorized contract amount not to exceed \$1,303,208.

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**MOTION:**

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a two-year contract with three one-year options with Tube Art Displays, Inc. to provide agency-wide signage fabrication and installation services for all ST Express, Sounder and Link facilities for a total authorized contract amount not to exceed \$1,303,208.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 18, 2013.

  
Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
Marcia Walker  
Board Administrator