

MOTION NO. M2015-115
Agreement for Operations and Maintenance Services at Everett Station

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	12/03/2015	Final Action	Bonnie Todd, Executive Director of Operations Rand Stamm, Project Manager Customer Facilities and Accessible Services

PROPOSED ACTION

Authorizes the chief executive officer to execute an interagency agreement with the City of Everett for operations and maintenance of the Everett Station for the period January 1, 2016 through December 31, 2020 for a total authorized agreement amount not to exceed \$1,392,100.

KEY FEATURES SUMMARY

- Everett Station is owned and operated by the City of Everett. Sound Transit provides ST Express bus and Sounder commuter rail services at Everett Station.
- This agreement covers Sound Transit's proportionate share, approximately 61 percent, of the operation and maintenance costs of Everett Station that include bus and commuter rail shelters, platforms and the parking lots west of the BNSF tracks.
- The city will perform all maintenance including janitorial, electrical, structural, fire alarm monitoring and inspections, storm water maintenance, security, surveillance and parking management. Costs for the service are commensurate with those paid to other transit partners and to Sound Transit's contractors.
- This is the third multi-year agreement that Sound Transit and the City of Everett have entered into for the maintenance of these facilities.
- The cost estimate for the base year of the agreement is \$240,767. Costs for the second and subsequent years will be determined by a joint use survey conducted by Sound Transit and Everett Transit. The estimated costs for the life of the agreement are \$1,392,100.
- The agreement does not include areas that are owned by Sound Transit, which include the parking lot east of the BNSF tracks, the pedestrian bridge and elevators connecting the bridge to the platform.

BACKGROUND

The agreement defines the operations and maintenance services to be provided by City of Everett at the Everett Station and establishes Sound Transit's cost share of the operations and maintenance service. The City of Everett provides maintenance services using city staff at a cost that is comparable to the amount paid to third-party vendors for similar services.

Everett Station is one of the largest multi-modal transit centers in Sound Transit's service area. It provides shared facilities for Sound Transit ST Express bus and Sounder commuter rail services as well as for Community Transit, Everett Transit, Greyhound, and Amtrak services. The city-owned portion of Everett Station includes transit bus and train platforms, pedestrian walkways, landscaped areas and 675 parking stalls. Sound Transit owns an adjacent portion of the facility that includes a pedestrian bridge, elevators and 432-stall parking lot.

City of Everett owns and operates the majority of Everett Station. Sound Transit pays a proportionate share of the operations and maintenance costs for the station based on the use by Sound Transit customers.

The agreement provides for a five year term. For planning purposes, a 2.5% CPI rate has been built into the future years' estimates. Cost for the agreement may increase in out years due to the percentage split determined during the user survey to be conducted in 2016. Methodology for the survey is under development.

FISCAL INFORMATION

The proposed action will be funded from the contract maintenance budget within the Operations Department annual operating budget. Estimated costs for the next five years total \$1,392,100. The 2016 contract maintenance budget is \$28,915,000*. Within that amount, \$240,768 is committed to fund the base year cost (forecasted at \$240,767) under the proposed action. The budget authority will be granted upon the Board's adoption of 2016 operating budget in December, 2015.

Estimated costs for the remaining years of the contract will be included in annual budgeting cycle beyond 2016.

**Operations Department budget can be found on page 24 of 2016 proposed Budget book.*

SMALL BUSINESS/DBE PARTICIPATION AND APPRENTICESHIP UTILIZATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Small Business and DBE goals are based upon an examination of subcontracting opportunities contained in the work of this contract and the number of Small Businesses/DBEs available to perform such subcontracting work.

Sound Transit funds will be used to pay for work as outlined in this agreement. If City of Everett contracts for portions of this work, they will follow their agency policies in regards to Small Business and DBE.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

The current agreement expires on December 31, 2015. Board authorization for a new agreement is necessary to continue the provision of operations and maintenance of the Everett Station garage.

PRIOR BOARD/COMMITTEE ACTIONS

Motion No. M2015-94: Authorized the chief executive officer to amend an agreement with the City of Everett to provide operations and maintenance services at Everett Station in the amount of \$110,000, for a new total authorized agreement amount not to exceed \$847,481.

Motion No. M2011-25: Authorized the chief executive officer to execute a five-year intergovernmental agreement with the City of Everett for operations and maintenance costs at Everett Station for an amount of \$670,437 with a ten percent contingency of \$67,044 for a total authorized contract amount not to exceed \$737,481.

Motion No. M2005-16: Amended an existing interagency agreement with the city of Everett in the amount of \$605,832 for the maintenance and operations of the Everett Station for a new total authorized amount not to exceed \$797,166 and to extend the term of the agreement from March 1, 2005 to December 31, 2009.

Motion No. M2002-94: Authorized the executive director to execute a three-year interlocal agreement with the city of Everett to provide operations and maintenance services at the Everett Station for ST Express in the total amount of \$109,849 with a ten percent contingency of \$10,985 for a total authorized amount not to exceed \$120,834.

ENVIRONMENTAL REVIEW

JI 11/16/2015

LEGAL REVIEW

JW 11/24/2015

MOTION NO. M2015-115

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute an interagency agreement with the City of Everett for operations and maintenance of the Everett Station for the period January 1, 2016 through December 31, 2020 for a total authorized agreement amount not to exceed \$1,392,100.

BACKGROUND:

The agreement defines the operations and maintenance services to be provided by City of Everett at the Everett Station and establishes Sound Transit's cost share of the operations and maintenance service. The City of Everett provides maintenance services using city staff at a cost that is comparable to the amount paid to third-party vendors for similar services.

Everett Station is one of the largest multi-modal transit centers in Sound Transit's service area. It provides shared facilities for Sound Transit ST Express bus and Sounder commuter rail services as well as for Community Transit, Everett Transit, Greyhound, and Amtrak services. The city-owned portion of Everett Station includes transit bus and train platforms, pedestrian walkways, landscaped areas and 675 parking stalls. Sound Transit owns an adjacent portion of the facility that includes a pedestrian bridge, elevators and 432-stall parking lot.

City of Everett owns and operates the majority of Everett Station. Sound Transit pays a proportionate share of the operations and maintenance costs for the station based on the use by Sound Transit customers. This agreement covers Sound Transit's proportionate share, approximately 61 percent, of the operation and maintenance costs of Everett Station that include bus and commuter rail shelters, platforms and the parking lots west of the BNSF tracks.

The city will perform all maintenance including janitorial, electrical, structural, fire alarm monitoring and inspections, storm water maintenance, security, surveillance and parking management. Costs for the service are commensurate with those paid to other transit partners and to Sound Transit's contractors.

This is the third multi-year agreement that Sound Transit and the City of Everett have entered into for the maintenance of these facilities.

The cost estimate for the base year of the agreement is \$240,767. Costs for the second and subsequent years will be determined by a joint use survey conducted by Sound Transit and Everett Transit. The estimated costs for the life of the agreement are \$1,392,100.

The agreement does not include areas that are owned by Sound Transit, which include the parking lot east of the BNSF tracks, the pedestrian bridge and elevators connecting the bridge to the platform.

The agreement provides for a five year term. For planning purposes, a 2.5% CPI rate has been built into the future years' estimates. Cost for the agreement may increase in out years due to the percentage split determined during the user survey to be conducted in 2016. Methodology for the survey is under development.

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 an interagency agreement with the City of Everett for operations and maintenance of the Everett Station for the period January 1, 2016 through December 31, 2020 for a total authorized agreement amount not to exceed \$1,392,100.

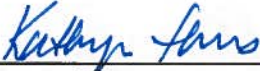
APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on December 3, 2015.



Paul Roberts

Operations and Administration Committee Chair

ATTEST:



Kathryn Flores
Board Administrator