

**MOTION NO. M2015-94**
**Amendment to the Agreement for Operations and Maintenance Services at Everett Station.**

<b>MEETING:</b>	<b>DATE:</b>	<b>TYPE OF ACTION:</b>	<b>STAFF CONTACT:</b>
Operations and Administration Committee Board	10/01/2015  10/22/2015	Recommend to Board  Final Action	Bonnie Todd, Executive Director of Operations  <b>Michael Miller, Customer Facilities and Accessible Services Manager</b>

**PROPOSED ACTION**

Authorizes 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.

**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 amendment is necessary to authorize spending for the remaining term on this agreement, through December 31, 2015.
- An administrative error in the previous request for funding resulted in an underestimate of total costs for the original board motion.
- Funding covers Sound Transit's proportionate share of the maintenance of Everett Station, currently 61 percent. Everett Station includes bus and commuter rail shelters, platforms and parking lots west of the BNSF tracks.
- The city performs 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.
- The agreement does not include areas owned by Sound Transit, which include the parking lot east of the BNSF tracks, pedestrian bridge, and elevators connecting the bridge and platform.

**BACKGROUND**

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

The agreement defines the operations and maintenance services to be provided by the City of Everett at the Everett Station and to establish 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.

The agreement with the city of Everett is an intergovernmental agreement and does not contain a specific not-to-exceed amount the way service contracts do. Instead, consistent with our other intergovernmental agreements, it provides a scope of work and cost sharing methodology.

The Everett Station agreement was approved by the Board in 2011 with an estimated cost for five years. Total costs for the agreement were forecast and split between ST Express and Sounder. When the motion to approve the agreement was developed an administrative error used only forecasted costs for Sounder and did not include ST Express, resulting in an underestimate of the actual funding requirements. Sound Transit has implemented procedures and internal controls to eliminate future errors.

## FISCAL INFORMATION

The proposed action will be funded from the maintenance budget within the Sounder and ST Express operating budget. The costs sharing is 44% to Sounder and 56% to ST Express.

The 2015 Sounder maintenance budget is \$1,278,000. Within that amount, \$80,000 is allocated for Sounder share of the costs under the agreement with Everett City. Spent and committed to date in 2015 is \$31,000 and the anticipated costs under the proposed action are \$48,000. The combined costs are within the 2015 budget authority.

The 2015 ST Express maintenance budget is \$1,444,000. Within that amount \$103,000 is allocated for ST Express share of the costs under the agreement with Everett City. Spent and committed to date in 2015 is \$39,000 and the anticipated costs under the proposed action is \$62,000. The combined costs are within the 2015 budget authority.

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

Currently Year Maintenance budget	Adopted 2015 Budget	Spent and Committed to date in 2015	Contract Expenditures 2015	Remaining 2015 Budget
Everett Interlogal Agreement Budget (Sounder)	80	31	48	1
Other Facilities Maintenance	1,198	864	N/P	334
<b>Total Sounder Facilities Maintenance</b>	<b>1,278</b>	<b>895</b>	<b>48</b>	<b>335</b>
Everett Interlogal Agreement Budget (ST Express)	103	39	62	2
Other Facilities Maintenance	1,345	813	N/P	532
<b>ST Express Facilities Maintenance</b>	<b>1,444</b>	<b>813</b>	<b>62</b>	<b>569</b>
<b>Total Operations Maintenance budget</b>	<b>2,722</b>	<b>1,708</b>	<b>110</b>	<b>904</b>

Contract Spending Plan	Prior Year(s)			Total
	Spending	2015 Spending	Future Spending	
City of Everett	667	180	-	847

Contract Budget	Approved	Spent to Date	Proposed Action	Contract Value
City of Everett	737	734	110	847
Contingency	-	-	-	-
<b>Total Contract</b>	<b>737</b>	<b>734</b>	<b>110</b>	<b>847</b>
<b>Percent Contingency</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

### Notes:

Spent and Committed to Date = YTD actuals + forecast.

Amounts are expressed in Year of Expenditure \$000.

Board Approvals = Committed to-date + Contingency, and includes pending Board Actions.

## **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 determined that Small Business and DBE subcontracting opportunities are infeasible or improbable based upon the work described in this contract, so Small Business/DBE goals were not established or required.

## **PUBLIC INVOLVEMENT**

Not applicable to this action.

## **TIME CONSTRAINTS**

A one month delay would not impact current operations and maintenance services.

## **PRIOR BOARD/COMMITTEE ACTIONS**

Motion No. M2011-25: Authorizing 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 10% contingency of \$67,044 for a total authorized contract amount not to exceed \$737,481

## **ENVIRONMENTAL REVIEW**

Jl 9/14/2015

## **LEGAL REVIEW**

JW 9/24/2015

**MOTION NO. M2015-94**

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing 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.

**BACKGROUND:**

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

The agreement defines the operations and maintenance services to be provided by the City of Everett at the Everett Station and to establish Sound Transit's cost share of the operations and maintenance service. The City of Everett provides maintenance services including janitorial, electrical, structural, fire alarm monitoring and inspections, storm water maintenance, security, surveillance and parking management using city staff at a cost that is comparable to the amount paid to third-party vendors for similar services. The proposed action will be funded from the maintenance budget within the Sounder and ST Express operating budget. The costs sharing is 44% to Sounder and 56% to ST Express.

The agreement with the city of Everett is an intergovernmental agreement and does not contain a specific not-to-exceed amount the way service contracts do. Instead, consistent with our other intergovernmental agreements, it provides a scope of work and cost sharing methodology. The Everett Station agreement was approved by the Board in 2011 with an estimated cost for five years. Total costs for the agreement were forecast and split between ST Express and Sounder. When the motion to approve the agreement was developed an administrative error used only forecasted costs for Sounder and did not include ST Express, resulting in an underestimate of the actual funding requirements. Sound Transit has implemented procedures and internal controls to eliminate future errors. The amendment is necessary to authorize spending for the remaining term on this agreement, through December 31, 2015.

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

**MOTION:**

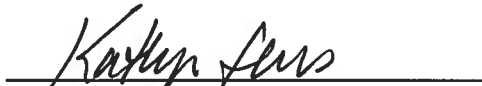
It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to amend an agreement with the City of Everett to provide operations and maintenance services at Everett Station in the amount of \$110,000, for a new total authorized agreement amount not to exceed \$847,481.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on October 22, 2015.



Dow Constantine  
Board Chair

ATTEST:



Kathryn Flores  
Board Administrator