



Motion No. M2019-69

Sole Source Contract with Advance Management, Inc. for Property Management Services for the Downtown Redmond Link Extension

Meeting:	Date:	Type of action:	Staff contact:
System Expansion Committee	07/11/2019	Final action	Ron Lewis, DECM Executive Director Elizabeth Dent, Property Management Assistant Manager

Proposed action

Authorizes the chief executive officer to execute a sole source contract with Advance Management Inc. to provide mini storage management services for American Mini Storage located at 17520 NE 70th St, Redmond, WA for a total authorized contract amount not to exceed \$383,200.

Key features summary

- In January 2018, the Board authorized acquisition of the American Mini Storage property through Resolution No. R2018-01. Acquisition of this property is necessary to construction the Downtown Redmond Link Extension.
- This action authorizes a sole source contract with Advance Management Inc. (AMI) to manage the American Mini Storage facility until the existing tenants are relocated.
- Under this contract, Advance Management Inc. will supervise rent collection, perform accounting, bookkeeping, data entry, light maintenance, janitorial, office management, and security patrol functions. They will also initiate the lien/auction process when requested by Sound Transit.
- The contract term is anticipated to be approximately twelve months with an option to terminate sooner if all tenants are relocated sooner. The requested amount would cover the twelve month contract.

Background

The Downtown Redmond Link Extension is a 3.4 mile light rail extension from the future Redmond Technology Center station at NE 40th Street in Redmond to the East Corridor terminus station at 166th Ave. NE in Downtown Redmond. The project includes two stations and a 1400-space parking garage. Funding for final design and construction was approved with the passage of ST3 in November 2016. Service to Downtown Redmond is planned to begin in 2024.

In 2011, DRLE was funded through conceptual engineering. The Board selected the project to be built for East Link, including Segment E of the East Link Project. In June 2017, the Board identified proposed refinements to DRLE for further study, authorizing additional environmental review and preliminary engineering. Proposed refinements included the alignment and station profile in the downtown segment of Redmond from an at-grade profile from Bear Creek to Leary Way, to an elevated profile from Bear Creek to 164th Ave NE, including an elevated station and tail tracks. Additional environmental review

was completed August 2018, and the Board approved refinements to the project to be built in September 2018.

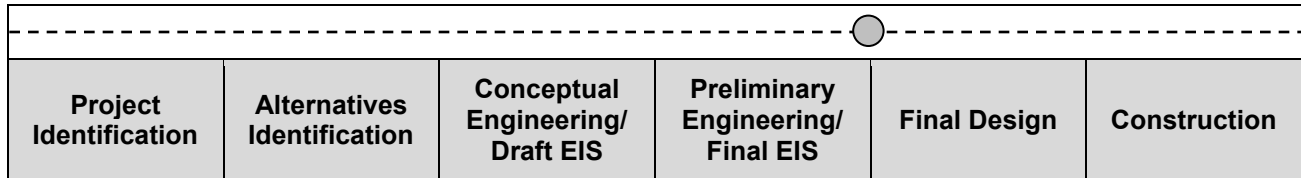
The American Mini Storage facility is being acquired for the Downtown Redmond Link Extension. Sound Transit anticipates closing on the property in the summer 2019.

Federal law requires Sound Transit to relocate all tenants from the property which includes one business tenant, one residential tenant (on-site manager) and approximately 900 storage tenants. All tenants have been notified of their relocation benefits and have been given their 90 day assurance, in accordance with the federal and state regulations.

AMI is currently managing the business on behalf of the property's current owner, and has been doing so for over 20 years. As their staff and office equipment are already onsite, they will be able to easily transition during the ownership change. AMI specializes in managing storage units and property management, and is well-versed on the local storage unit laws.

During the relocations, AMI will continue to manage the day-to-day business functions of the storage facility.

Project status



Anticipated Notice to Proceed for design build contract in Q3 2019.

Project scope, schedule, and budget summary located on page 69 of the April 2019 Link Light Rail Program Progress Report.

Procurement information

The contract with AMI is being negotiated through a Sole Source Procurement method. A notice of noncompetitive procurement was advertised in May 2019 and received no comment. A non-competitive, sole source procurement was approved by the Deputy CEO in June 2019.

Fiscal information

This action is within the authorized project allocation to date and sufficient monies remain after approval of the action to fund the remaining work in the right of way phase as contained in the current cost estimates.

The authorized project allocation to date of the Downtown Redmond Link Extension is \$1,530,000,000. Within the right of way phase, \$28,078,937 has been allocated to the budget line item for Administration/ PC. The proposed action would commit additional \$383,200 to this line item and leave a remaining budget balance of \$18,355,507.

Downtown Redmond Link Extension Project

(in thousands)

Project Phase	Baseline Budget	Board Approvals	This Action	Approved Plus Action	Uncommitted / (Shortfall)
Administration	\$77,000	\$6,265	\$	\$6,265	\$70,735
Preliminary Engineering	23,000	19,942		19,942	3,058
Final Design	4,500	119		119	4,381
Third Party	17,000	6,578		6,578	10,422
Right of Way	199,000	29,189	383	29,572	169,428
Construction	1,151,500	845,193		845,193	306,307
Construction Services	58,000	1,830		1,830	56,170
Vehicles					
Project Contingency					
Total Current Budget	\$1,530,000	\$909,115	\$383	\$909,498	\$620,502

Phase Detail - Right of Way

Administration / PC	\$28,079	\$9,340	\$383	\$9,723	\$18,356
Other Right of Way Phase	170,921	19,848		19,848	151,073
Total Phase	\$199,000	\$29,189	\$383	\$29,572	\$169,428

Advance Management Inc. (AMI)	Board Approvals to Date	Current Approved Contract Status	Proposed Action	Proposed Total for Board Approval
Contract Amount			\$383	383
Contingency Amount			0	0
Total Contract Amount			\$383	\$383
Percent Contingency			0%	0%

Notes:

Amounts are expressed in Year of Expenditure \$000s.

* Board Approvals = Commitment and PO Contingency Remaining as of 6/26/19.

For detailed project information, see page 177 of the 2019 Financial Plan & Adopted Budget.

Disadvantaged and small business participation

Not applicable to this action.

Public involvement

Not applicable to this action.

Time constraints

A one-month delay may impact the timing of the property's acquisition and delay relocation efforts.

Prior Board/Committee actions

Resolution No. R2018-01: Authorized the chief executive officer to acquire certain property interests, including acquisition by condemnation to the extent authorized by law, and to reimburse eligible relocation and reestablishment expenses incurred by affected owners and tenants as necessary for the Downtown Redmond Link Extension.

Environmental review – KH 6/27/19

Legal review – AJP 7/3/19

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A motion of the System Expansion Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a sole source contract with Advance Management Inc. to provide mini storage management services for American Mini Storage located at 17520 NE 70th St, Redmond, WA for a total authorized contract amount not to exceed \$383,200.

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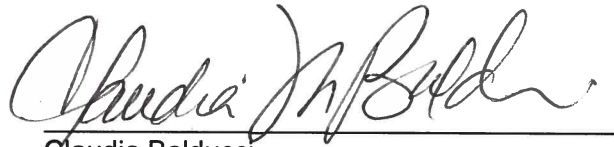
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- The contract term is anticipated to be approximately twelve months with an option to terminate sooner if all tenants are relocated sooner. The requested amount would cover the twelve month contract.

Motion

It is hereby moved by the System Expansion Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a sole source contract with Advance Management Inc. to provide mini storage management services for American Mini Storage located at 17520 NE 70th St, Redmond, WA for a total authorized contract amount not to exceed \$383,200.

APPROVED by the System Expansion Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 11, 2019.



Claudia Balducci
System Expansion Committee Chair

Attest:



Kathryn Flores
Board Administrator