



**MEMO TO:** Finance, Administration, and Communications Committee

**FROM:** Jeff Churchill, AICP, Transportation Strategic Advisor

**DATE:** October 23, 2018

**SUBJECT:** Project Administration Agreement for ST3: Downtown Redmond Link Extension

**I. PURPOSE**  For Info Only  Potential Agenda Item  Scheduled for Council Action

The purpose of this briefing is to share the final draft Project Administration Agreement (PAA) for the Downtown Redmond Link Extension, and commitments made therein, and to answer Councilmember questions in advance of Council action at a future business meeting.

**II. RECOMMENDATION**

Authorize the Mayor to execute a Project Administration Agreement with Sound Transit for the Downtown Redmond Link Extension, substantially in the form shown in Attachment A, at the November 6, 2018 City Council meeting.

**III. DEPARTMENT CONTACTS**

Martin Pastucha, Public Works Director	425-556-2733
Mike Paul, Assistant Public Works Director	425-556-2721
Jeff Churchill, AICP, Transportation Strategic Advisor	425-556-2492

**IV. DESCRIPTION/BACKGROUND**

Construction of the light rail extension to Downtown relies on executing at least three agreements with Sound Transit: a Project Administration Agreement (PAA), a Development Agreement (DA), and a Transit Way Agreement (TWA). City and Sound Transit staff have negotiated the PAA and are recommending approval to the City Council and the Sound Transit Board. Review and action on the DA and TWA are expected in 2019.

The PAA describes the roles and responsibilities of the City and Sound Transit during final design and construction, and establishes a staffing agreement and permitting plan that supports the accelerated project schedule. To support the permitting plan and associated activities necessary to complete the light rail extension, Sound Transit is agreeing in the PAA to compensate the City \$5.712 million. A summary staffing plan is shown in Exhibit E to Attachment A.

**A. Analysis**

The PAA commits the City and Sound Transit to the items listed in the table below.

**Substantive Commitments by Parties in PAA**

<b>Topic</b>	<b>Commitment</b>	<b>City Commitment</b>	<b>Sound Transit Commitment</b>
Designated Representatives	Identify designated representatives to coordinate the input and work of the agencies	X	X
Cooperation and Good Faith Efforts	Work in good faith to advance the project in a collaborative and transparent manner	X	X
Schedule and Budget	Work in good faith to deliver the project on schedule and within budget	X	X
	Provide regular updates on schedule and budget		X
Project Scope and Information Sharing	Agree that high-level scope is that adopted by the ST Board	X	X
	Share information about nearby development projects to identify and resolve conflicts	X	
	Provide opportunities to review project design and procurement documents		X
Environmental Review	Include City in the environmental review process		X
	Rely on Sound Transit's environmental review documents during City permitting	X	
Property	Consult City on property needs to determine right-of-way access and code compliance implications for properties to be acquired		X
	Work in good faith to negotiate a Transit Way Agreement where Sound Transit will operate light rail in public right-of-way	X	X
Permitting	Develop and implement a permitting plan that supports the project schedule and results in a code-compliant project	X	X
Staffing	Execute activities described in the agreement during procurement, design and permitting, and construction and provide timely, thorough progress reports	X	
	Compensate the City for the cost of executing such activities in the amount of \$5.712 million		X
Dispute Resolution	Work cooperatively to resolve disputes in a timely manner	X	X

**V. TIME CONSTRAINTS**

- Sound Transit intends to take the PAA to the Sound Transit Capital Committee on November 8, 2018 and the full Sound Transit Board on November 15, 2018. Local jurisdiction approval of agreements typically occurs prior to Sound Transit Board approval.
- Sound Transit has agreed to reimburse the City for costs incurred since July 1, 2017 working on this project in the estimated amount of \$411,975. In order to be reflected in the 2017-18 budget these costs must be reimbursed before the City closes its accounting books for 2018.

**VI. LIST OF ATTACHMENTS**

**Attachment A:** Project Administration Agreement

**Exhibit A:** Roles of Designated Representatives

**Exhibit B:** Schedule Milestones

**Exhibit C:** Project Description

**Exhibit D:** Permitting Framework with Attachments

**Exhibit E:** Staffing Plan and Cost

**Exhibit F:** Payment Plan and Achievement Milestones