

Task Order One
to the
PROJECT ADMINISTRATION AGREEMENT
BETWEEN THE CITY OF SEATTLE AND SOUND TRANSIT
FOR THE WEST SEATTLE AND BALLARD LINK EXTENSIONS PROJECT

This Task Order is issued under the Project Administration Agreement between the City of Seattle and Sound Transit for City services and fees related to review and permitting, dated _____, 2018 (GA 0068-18) "Project Administration Agreement". This Task Order establishes the scope, schedule, and budget for the services (Services) provided by the City for the Sound Transit West Seattle and Ballard Link Extensions Project Alternatives Development phase. The City agrees to perform the Services in the manner set forth in this Task Order. The terms and conditions of the Project Administration Agreement are incorporated into this Task Order by reference.

The effective date of this Task Order is March 1, 2018.

The end date of this Task Order is April 30, 2019, or as otherwise agreed in writing by the Designated Representatives of both Parties.

Task Order Description. *City Designated Representative and Technical Services for Alternatives Development*

- The Scope of Work is included as Attachment 1.
- The Schedule is included as Attachment 2.
- The Cost Estimate is included as Attachment 3.

Each of the Parties has executed this Task Order by having its authorized representative affix his/her name in the appropriate space below:

<p><u>For the City</u></p> <hr/> <p>Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p>Ordinance:</p> <hr/> <p>Name, City Attorney</p>	<p><u>For Sound Transit</u></p> <hr/> <p>Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p>Approved as to Form:</p> <hr/> <p>Name, Sound Transit Legal Counsel</p>
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Attachment 1: Scope of Work

Task 1.1: City Designated Representative – Expedited Project Delivery Management and Coordination

The City's Designated Representative will proactively work through planning and design issues and facilitate expedited project delivery through regular coordination with Sound Transit. A full description of the Designated Representative scope and role provided in Partnering Agreement Exhibit B.

The budget assumes assigning a full-time Designated Representative from March 1, 2018 through April 30, 2019.

Task 1.2: Seattle Department of Transportation – Traffic Operations (SDOT-TO) Technical Support

SDOT-TO will assign one to two leads who will attend and represent SDOT-TO at Engineering Working Group (EWG) meetings/workshops, facilitate decisions by SDOT-TO, and coordinate the work of SDOT-TO technical staff as described below. EWG meetings and workshops would involve discussing and resolving technical issues through over-the-shoulder reviews and other methods. Agendas and meeting materials would be provided in advance by Sound Transit, and action items would be identified at the close of each meeting/workshop.

- Engineering Working Group Meetings
 - Attend up to 13 bi-weekly two-hour meetings as needed from March – July 2018.
 - Attend up to 9 monthly two-hour meetings as needed from August 2018 – April 2019.
 - Attend up to 8 additional two-hour meetings scheduled as needed.
- Workshops
 - Attend up to 7 four-hour workshops addressing specific topic areas as needed.
- Preparation
 - A total of 62 hours of preparation is budgeted to allow reviewing materials in advance of meetings/workshops, completing action items, and providing data as requested.
- Document Reviews
 - The SDOT-TO lead(s) will coordinate the review of the following memos, reports, and agreements and will provide consolidated comments to the City Designated Representative (or their designee), within the timeframe agreed to by the City Designated Representative and Sound Transit:
 - Agency Facility Compatibility Report
 - Technical Memos related to Roadway/Civil/Traffic, Traffic Forecasting, and Right-of-Way.
 - Preferred Alternative Concurrence Document
 - Letters of Concurrence (LOCs) – LOCs may be developed to document agreement on technical solutions, next steps, design criteria, or other types of concurrence. The budget assumes SDOT-TO review of 1-2 LOCs.
- Agreement Administration
 - 2 hours per month for SDOT-TO agreement administration is budgeted to support preparation of accurate and complete invoices.

Task 1.3: Seattle Department of Transportation – Capital Projects and Roadway Structures (SDOT-CPRS) Technical Support

SDOT-CPRS will assign one to two leads who will attend EWG meetings/workshops, facilitate decisions by SDOT-CPRS, and coordinate the work of SDOT-CPRS technical staff as described below. EWG meetings and workshops would involve discussing and resolving technical issues through over-the-shoulder reviews and other methods. Agendas and meeting materials would be provided in advance by Sound Transit, and action items would be identified at the close of each meeting/workshop.

- Engineering Working Group Meetings
 - Attend up to 13 bi-weekly two-hour meetings as needed from March – July 2018.
 - Attend up to 9 monthly two-hour meetings as needed from August 2018 – April 2019.
 - Attend up to 8 additional two-hour meetings scheduled as needed.
- Workshops
 - Attend up to 7 four-hour workshops addressing specific topic areas as needed.
- Preparation
 - A total of 62 hours of preparation is budgeted to allow reviewing materials in advance of meetings/workshops, completing action items, and providing data as requested.
- Document Reviews
 - The SDOT-CPRS lead(s) will coordinate the review of the following memos, reports, and agreements and will provide consolidated comments to the City Designated Representative (or their designee), within the timeframe agreed to by the City Designated Representative and Sound Transit:
 - Agency Facility Compatibility Report
 - Technical Memos related to Drainage, Utilities, Structure Types, Roadway/Civil/Traffic, Ventilation and Emergency Access, Traffic Forecasting, and Right-of-Way.
 - Preferred Alternative Concurrence Document
 - Letters of Concurrence (LOCs) – LOCs may be developed to document agreement on technical solutions, next steps, design criteria, or other types of concurrence. The budget assumes SDOT-CPRS review of 1-2 LOCs.
- Related Projects Coordination
 - Attend up to 18 one-hour meetings to discuss technical issues pertaining to related projects within the WSBLE project area.
- Agreement Administration
 - 2 hours per month for SDOT-CPRS agreement administration is budgeted to support preparation of accurate and complete invoices.

Task 1.4: Seattle City Light (SCL) Technical Support

SCL will assign one to two leads who will attend EWG meetings/workshops, facilitate decisions by SCL, and coordinate the work of SCL technical staff as described below. EWG meetings and workshops would involve discussing and resolving technical issues through over-the-shoulder reviews and other methods. Agendas and meeting materials would be provided in advance by Sound Transit, and action items would be identified at the close of each meeting/workshop.

- Engineering Working Group Meetings
 - Attend up to 13 bi-weekly two-hour meetings as needed from March – July 2018.
 - Attend up to 9 monthly two-hour meetings as needed from August 2018 – April 2019.
 - Attend up to 8 additional two-hour meetings scheduled as needed.
- Workshops
 - Attend up to 7 four-hour workshops addressing specific topic areas as needed.
- Preparation
 - A total of 62 hours of preparation is budgeted to allow reviewing materials in advance of meetings/workshops, completing action items, and providing data as requested.
- Document Reviews
 - The SCL lead(s) will coordinate the review of the following memos, reports, and agreements and will provide consolidated comments to the City Designated Representative (or their designee), within the timeframe agreed to by the City Designated Representative and Sound Transit:
 - Agency Facility Compatibility Report
 - Technical Memos related to Utilities.
 - Preferred Alternative Concurrence Document
 - Letters of Concurrence (LOCs) – LOCs may be developed to document agreement on technical solutions, next steps, design criteria, or other types of concurrence. The budget assumes SCL review of 1-2 LOCs.
- Related Projects Coordination
 - Attend up to 18 one-hour meetings to discuss technical issues pertaining to related projects within the WSBLE project area.
- Basemapping of SCL Facilities
 - Up to 100 hours is budgeted for SCL to provide ArcGIS mapping to ST of SCL facilities within about 1000' radius of the WSBLE representative alignment.
- Agreement Administration
 - 2 hours per month for SCL agreement administration is budgeted to support preparation of accurate and complete invoices.

Task 1.5: Seattle Public Utilities (SPU) Technical Support

SPU will assign one to two leads who will attend EWG meetings/workshops, facilitate decisions by SPU, and coordinate the work of SPU technical staff as described below. EWG meetings and workshops would involve discussing and resolving technical issues through over-the-shoulder reviews and other methods. Agendas and meeting materials would be provided in advance by Sound Transit, and action items would be identified at the close of each meeting/workshop.

- Engineering Working Group Meetings
 - Attend up to 13 bi-weekly two-hour meetings as needed from March – July 2018.
 - Attend up to 9 monthly two-hour meetings as needed from August 2018 – April 2019.
 - Attend up to 8 additional two-hour meetings scheduled as needed.
- Workshops
 - Attend up to 7 four-hour workshops addressing specific topic areas as needed.

- Preparation
 - A total of 62 hours of preparation is budgeted to allow reviewing materials in advance of meetings/workshops, completing action items, and providing data as requested.
- Document Reviews
 - The SPU lead(s) will coordinate the review of the following memos, reports, and agreements and will provide consolidated comments to the City Designated Representative (or their designee), within the timeframe agreed to by the City Designated Representative and Sound Transit:
 - Agency Facility Compatibility Report
 - Technical Memos related to Drainage and Utilities.
 - Preferred Alternative Concurrence Document
 - Preliminary Permitting Plan
 - Letters of Concurrence (LOCs) – LOCs may be developed to document agreement on technical solutions, next steps, design criteria, or other types of concurrence. The budget assumes SPU review of 1-2 LOCs.
- Related Projects Coordination
 - Attend up to 18 one-hour meetings to discuss technical issues pertaining to related projects within the WSBLE project area.
- Agreement Administration
 - 2 hours per month for SPU agreement administration is budgeted to support preparation of accurate and complete invoices.

Task 1.6: Seattle Fire Department (SFD) Technical Support

SFD will assign one to two leads who will attend EWG meetings/workshops, facilitate decisions by SFD, and coordinate the work of SFD technical staff as described below. EWG meetings and workshops would involve discussing and resolving technical issues through over-the-shoulder reviews and other methods. Agendas and meeting materials would be provided in advance by Sound Transit, and action items would be identified at the close of each meeting/workshop.

- Engineering Working Group Meetings
 - Attend up to 13 bi-weekly two-hour meetings as needed from March – July 2018.
 - Attend up to 9 monthly two-hour meetings as needed from August 2018 – April 2019.
 - Attend up to 8 additional two-hour meetings scheduled as needed.
- Workshops
 - Attend up to 7 four-hour workshops addressing specific topic areas as needed.
- Preparation
 - A total of 62 hours of preparation is budgeted to allow reviewing materials in advance of meetings/workshops, completing action items, and providing data as requested.
- Document Reviews
 - The SFD lead(s) will coordinate the review of the following memos, reports, and agreements and will provide consolidated comments to the City Designated Representative (or their designee), within the timeframe agreed to by the City Designated Representative and Sound Transit:

- Agency Facility Compatibility Report
- Technical Memos related to Ventilation and Emergency Access Location, Existing Westlake DSTT Station Fire and Life Safety Study, and Combined New and Existing Westlake Stations Fire and Life Safety Study.
- Preferred Alternative Concurrence Document
- Letters of Concurrence (LOCs) – LOCs may be developed to document agreement on technical solutions, next steps, design criteria, or other types of concurrence. The budget assumes SFD review of 1-2 LOCs.
- Agreement Administration
 - 2 hours per month for SFD agreement administration is budgeted to support preparation of accurate and complete invoices.

Task 1.7: Seattle Department of Construction and Inspections (SDCI) Streamlined Permitting Support

SDCI will assign one to two leads who will attend Permitting/Environmental Working Group (P/EWG) meetings/workshops, facilitate decisions by SDCI, and coordinate the work of SDCI technical staff as described below. P/EWG meetings and workshops would involve work that supports streamlined permitting and developing the Preliminary Permitting Plan. Agendas and meeting materials would be provided in advance by Sound Transit, and action items would be identified at the close of each meeting/workshop.

- Permitting/Environmental Working Group Meetings
 - Attend up to 18 one-hour meetings as needed from March 2018 – April 2019.
- Preliminary Permitting Plan (PPP) Workshops
 - Attend up to 3 four-hour workshops to support streamlined permitting and PPP development.
- Preparation
 - 1 hour of preparation per meeting is budgeted to allow reviewing materials and staff coordination advance of meetings/workshops.
- Document Reviews
 - The SDCI lead(s) will coordinate the review of the following memos, reports, and agreements and will provide consolidated comments to the City Designated Representative (or their designee), within the timeframe agreed to by the City Designated Representative and Sound Transit:
 - Technical Memos related to Drainage, Utilities, Roadway/Traffic/Civil, Traffic Forecasting, and ROW.
 - Preferred Alternative Concurrence Document
 - Preliminary Permitting Plan
 - Letters of Concurrence (LOCs) – LOCs may be developed to document agreement on technical solutions, next steps, design criteria, or other types of concurrence. The budget assumes SDCI review of 1-2 LOCs.
- Agreement Administration
 - 2 hours per month for SDCI agreement administration is budgeted to support preparation of accurate and complete invoices.

Task 1.8: Seattle Department of Transportation Streamlined Permitting Support

SDOT will assign one to two participants who will attend Permitting/Environmental Working Group (P/EWG) meetings and workshops. P/EWG meetings and workshops would involve work that supports streamlined permitting and developing the Preliminary Permitting Plan. Agendas and meeting materials would be provided in advance by Sound Transit, and action items would be identified at the close of each meeting/workshop.

- Permitting/Environmental Working Group Meetings
 - Attend up to 18 one-hour meetings as needed from March 2018 – April 2019.
- Preliminary Permitting Plan (PPP) Workshops
 - Attend up to 3 four-hour workshops to support streamlined permitting and PPP development.
- Preparation
 - 1 hour of preparation per meeting is budgeted to allow reviewing materials and staff coordination advance of meetings/workshops.
- Document Reviews
 - Preliminary Permitting Plan

Task 1.9: Seattle City Light (SCL) Design Allowance (OPTIONAL)

- Additional Design Work Allowance (Optional)
 - Up to 180 hours of additional design support is budgeted. Requires prior written approval.

Task 1.10: Seattle Public Utilities (SPU) Design Allowance (OPTIONAL)

- Additional Design Work Allowance (Optional)
 - Up to 180 hours of additional design support is budgeted. Requires prior written approval.

Basis of Scope and Budget Estimate

The Budget represents the Parties' best estimate for completing the Scope of Work, but does not represent a fixed fee commitment to complete the Scope of Work. The City agrees to make best efforts to complete the Scope within the Budget, and further agrees not to exceed the budgeted amount without prior written authorization from Sound Transit.

In addition to those assumptions stated elsewhere in this Task Order, the following assumptions have been used in estimating the effort required to complete the Scope of Work:

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- Budgets reflect anticipated blended hourly rates and overhead charges using mid-point of agreement estimates or salary escalation rates. Significant additional hourly rate or overhead adjustments are not anticipated during the duration of this Task Order and would be offset by scope reductions given the fixed total Budget associated with this Agreement.
- The use of budget associated with “Optional” tasks or subtasks, as noted in the scope of work above, is subject to prior written approval by Sound Transit.
- The scope and budget for this Task Order assume Sound Transit and their consultants will identify issues requiring input from the City. City staff would provide feedback on materials and issues as presented by Sound Transit, but would not be responsible for confirming the quality or accuracy of those materials.
- Drawings, sections, as-builts, traffic model analysis, cost estimates, survey work and other such engineering products needed to resolve issues will be collected and prepared by Sound Transit staff and are not budgeted for in this Task Order unless otherwise noted in the scope of work above.

Budget and Contingency

The Budget for this Task Order is described in Attachment 3. A contingency of 10 % is included in the Budget for this Task Order. The reallocation of uncommitted funds within or between tasks by the City is allowed subject to prior written approval by Sound Transit. The use of contingency is subject to prior written approval by Sound Transit and requires a change order.

Attachment 2: Estimated Schedule

Task	Start Month	End Month
Task 1.1: City Designated Representative – Expedited Project Delivery Management and Coordination	March 2018	April 2019
Task 1.2: Seattle Department of Transportation Traffic Operations (SDOT-TO) Technical Support	March 2018	April 2019
Task 1.3: Seattle Department of Transportation Capital Projects and Roadway Structures (SDOT-CPRS) Technical Support	March 2018	April 2019
Task 1.4: Seattle City Light (SCL) Technical Support	March 2018	April 2019
Task 1.5: Seattle Public Utilities (SPU) Technical Support	March 2018	April 2019
Task 1.6: Seattle Fire Department (SFD) Technical Support	March 2018	April 2019
Task 1.7: Seattle Department of Construction and Inspections (SDCI) Streamlined Permitting Support	March 2018	April 2019
Task 1.8: Seattle Department of Transportation Streamlined Permitting Support	March 2018	April 2019
Task 1.9: Seattle City Light (SCL) Design Allowance (OPTIONAL)	March 2018 (or as authorized)	April 2019
Task 1.10: Seattle Public Utilities (SPU) Design Allowance (OPTIONAL)	March 2018 (or as authorized)	April 2019

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Attachment 3: Cost Estimate

Task/Department/Activity	Hours	Rate (1)	Cost
<u>Task 1.1:</u> City Designated Representative – Expedited Project Delivery Management and Coordination	2,436	\$275	\$669,900
<u>Task 1.2:</u> SDOT – Traffic Operations (SDOT-TO) Technical Support	338	\$178	\$60,164
<u>Task 1.3:</u> SDOT – Capital Projects and Roadway Structures (SDOT-CPRS) Technical Support	365	\$200	\$73,000
<u>Task 1.4:</u> Seattle City Light (SCL) Technical Support	451	\$156	\$70,469
<u>Task 1.5:</u> Seattle Public Utilities (SPU) Technical Support	405	\$167	\$67,635
<u>Task 1.6:</u> Seattle Fire Department (SFD) Technical Support	306	\$153	\$46,930
<u>Task 1.7:</u> Seattle Department of Construction and Inspections (SDCI) Streamlined Permitting Support	255	(2)	\$42,967
<u>Task 1.8:</u> SDOT Streamlined Permitting Support	59	\$200	\$11,800
OPTIONAL TASKS (3)			
<u>Task 1.9:</u> Seattle City Light (SCL) Design Allowance (OPTIONAL)	180	\$156	\$28,125
<u>Task 1.10:</u> Seattle Public Utilities (SPU) Design Allowance (OPTIONAL)	180	\$167	\$30,060
TOTAL WITHOUT CONTINGENCY	4,975		\$1,101,050
Sound Transit-Controlled Contingency (10%)			\$110,105
GRAND TOTAL			\$1,211,155

Notes

- (1) Reimbursement to be based on actual rates, not to exceed estimated cost without Sound Transit approval and change order or amendment.
- (2) SDCI estimate based on combination of average loaded staff rate of \$131, and 2018 permit fee schedule hourly rates of \$216 (Engineering) and \$324 (Land Use).
- (3) Optional Tasks require prior written authorization.