

**Task Order One
to the
PROJECT ADMINISTRATION AGREEMENT
BETWEEN SNOHOMISH COUNTY AND SOUND TRANSIT
FOR THE EVERETT LINK EXTENSION and OMF NORTH PROJECT**

This Task Order is issued under the Project Administration Agreement (GA 0078-23) between Snohomish County (the County) and Sound Transit for County services related to project development for the Everett Link Extension and Operations and Maintenance Facility (OMF) North Project (the "Project") "Project Administration Agreement." This Task Order establishes the scope, schedule, and budget for the services ("Services") provided by Snohomish County for the Project's Draft Environmental Impact Statement (EIS) and Conceptual Engineering phase. The County 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.

This Task Order is effective upon execution by both parties.

The end date of this Task Order is June 30, 2026, or as otherwise agreed in writing by the Designated Representatives of the Parties.

The not to exceed amount of this Task Order is \$702,527.00.

Task Order Description. This Task Order provides for: (1) work to be performed by the County's Designated Representative for expedited project delivery management and coordination; and (2) technical services to be performed by the County to support the Draft EIS and conceptual engineering.

- The Scope of Work and Schedule is included as Attachment 1.
- The Schedule is included as Attachment 2.
- The Rate Schedule is included as Attachment 3.

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

<p>For the County</p> <p><u><i>Ken Klein</i></u> <small>Ken Klein (Mar 22, 2024 15:19 PDT)</small></p> <hr/> <p>Signature</p> <p>Executive Director</p> <hr/> <p>Title</p> <p>Approved as to Form:</p> <p><u><i>[Signature]</i></u> 11/30/23 County Legal Counsel</p>	<p>For Sound Transit</p> <p><u><i>Don Billen</i></u> <small>Don Billen (Mar 28, 2024 10:44 PDT)</small></p> <hr/> <p>Signature</p> <p>Executive Director, Planning, Environment and Development</p> <hr/> <p>Title</p> <p>Approved as to Form:</p> <p><u><i>Jonathan Nichols</i></u> <small>Jonathan Nichols (Mar 27, 2024 12:57 PDT)</small></p> <hr/> <p>Sound Transit Legal Counsel</p>
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Attachment 1: Scope of Work

Task 1: Project Administration

1.1 Coordination and Communication

The key purpose of coordination and communication during this phase is to work collaboratively with Sound Transit on planning and design issues for the Project. The County's Designated Representative shall communicate regularly with Sound Transit's Designated Representative to provide timely responses to Project requests for data and information, discuss the status of the tasks to be performed, identify upcoming Project decisions and any information or input necessary to inform those decisions, discuss any substantial changes to the Project, and resolve any issues or disputes related to the Project, consistent with this Agreement.

The County's Designated Representative and appropriate representatives from various County departments as agreed between the County's and Sound Transit's Designated Representatives, shall attend:

- Project issues meetings approximately twice per month (approximately one-hour per meeting)
- Interagency Group (IAG) meetings approximately once per month (approximately two hours per meeting)
- Issue-specific workshops as needed to address project issues (up to three hours, approximately one per quarter)
- The County's Designated Representative shall participate in all ad hoc coordination meetings with Sound Transit's Designated Representative.

The County's Designated Representative will be responsible for identifying and disclosing to Sound Transit, as soon as practicable, any projects and/or proposals (e.g., utility, public works projects, or private development projects) that present partnership opportunities or the potential to conflict with the project.

Deliverables:

- Project-requested existing County data and information such as but not limited to: traffic data and related files, County facility and utility as-built drawings and plans, utility agreements, environmental studies and reports, etc.
- Attendance, preparation, and follow-up for Project meetings.

1.2 Management and Administration

The key purpose of this task is to provide accurate and timely project administration. This task will be continuous through the duration of this phase and includes the County's work necessary to set up and prepare quarterly invoicing, monitoring, and reporting progress, preparing for future Project phases, and providing overall project coordination.

Deliverables:

- Provide quarterly invoicing and progress reporting and on-going project management activities in accordance with Attachment 4.

1.3 Agreements

The key purpose of this task is to interface with Sound Transit and provide for timely approval of task orders and other relevant agreements that may be identified as required or desired during the course of this phase of the Project. In the event other agreements are identified for completion during this phase, this task will be used by the County for all coordination and other activities associated with such agreements, letters of concurrence or other instruments.

Deliverables:

- The County will work with Sound Transit to develop a task order for future phases of the Project. This work is anticipated to occur near the end of the environmental review process.

Task 2: Design Review and Support

2.1 Review of Project Technical Memoranda and Other Documents

This task includes County discipline review for project documents prepared in support of the DEIS, including technical memoranda, feasibility studies, basis of design reports, or other documents prepared for the Project for which County review is desired by Sound Transit to efficiently advance project development. The County's Designated Representative shall resolve any inconsistencies among review comments from the County departments and shall provide Sound Transit with consistent and consolidated review, comments, and decisions. The County's Designated Representative shall be responsible for ensuring all County review comments are accurately documented in the correct Sound Transit design review format. The County will perform their review of documents within the timeline requested by Sound Transit, which will be commensurate with the length and complexity of the document being reviewed.

2.2 Over the Shoulder Design Review

The key purpose of Over the Shoulder (OTS) review during this phase is to ensure effective County coordination with the Project to implement reasonable County codes and regulations so the Project can efficiently advance project development consistent with those County codes and regulations. Close coordination, through the regularly scheduled meetings referenced in 1.1 and additional meetings as needed, will be necessary to advance, review and communicate design developments with project team members and to seek feedback and concurrence from the County. County technical staff and County department staff with sufficient decision-making authority will attend and represent the County at planning/engineering focused meetings and workshops.

2.3 Formal Submittals

This phase of the Project will likely include two formal design submittals; an 'interim' conceptual design submittal during the DEIS preparation process and an 'advanced' conceptual design submittal. As part of these submittals, County staff will review the conceptual design submittal and associated reference drawings, as well as other information submitted as part of the basis of design. County review of formal submittals is intended to ensure effective County coordination with the Project. Sound Transit will notify

the County two to four weeks in advance of providing design review packages to the County, and the County will perform a review of the packages and return the unified and coordinated comments from all relevant County departments within thirty (30) days. It is the responsibility of the County's designated representative to coordinate appropriate County staff review and consolidate timely review submittals. If the County requires additional review time, the County will notify Sound Transit immediately, and Sound Transit will determine if additional time is possible. Repeated late or delayed review submittals by the County will be elevated for issue resolution consistent with Section 7 of the Project Administration Agreement.

Deliverables:

- Submit consolidated and coordinated comments on the 'interim' conceptual design submittal and the 'advanced' conceptual design submittal.
- Meetings to review and coordinate code requirements.

Task 3: Coordination on Environmental Review

As a cooperating agency with Sound Transit and the Federal Transit Administration (FTA), the County will be afforded the opportunity to review Environmental Impact Statement (EIS) Technical Methods Reports as well as select draft Technical Reports of the Project's NEPA/SEPA documentation and provide feedback on the same to Sound Transit. Sound Transit will notify the County two to four weeks in advance of providing project environmental documents to the County and the County will perform a review of the documents and return unified and coordinated comments from all relevant County departments within thirty days. If the County requires additional review time, the County will notify Sound Transit immediately, and Sound Transit will determine if additional time is possible. Repeated late or delayed review submittals by the County will be elevated for issue resolution consistent with Section 7 of the Project Administration Agreement.

Reimbursement pursuant to the terms of the Project Administration Agreement for this activity will only be approved for time spent by the County's Designated Representative (or his or her designee) who will be charged with consolidating and reconciling all County comments as part of preparing a set of unified County comments to provide to Sound Transit. No reimbursement of individual subject matter experts or technical staff at the County will be approved as part of activities under Task 3.

Deliverables:

- Consolidated set of County comments, including all relevant discipline groups, of the Project's EIS Technical Methods Reports and selected Draft EIS draft technical reports.

Task 4: Public Outreach Efforts Support

4.1 Participate in Planning Public Outreach Efforts

The County will provide assistance to Sound Transit, as required, in planning outreach activities to local stakeholders. This may include strategizing about effective outreach, identifying communities where efforts should be targeted, assisting in preparing materials, and other assistance as requested.

Task 5: Preliminary Permitting Coordination

5.1 Establish Permit Process

A key activity during this phase is to jointly develop and approve a preliminary permitting plan that supports the project schedule and provides the County with the information and time needed to develop reasonable codes and regulations and to provide approvals. County and Sound Transit staff will work together to establish mutually agreeable procedures and to streamline processes where possible. Much of this work will take place through the Model Code Partnership process through 2024. MCP work is ineligible for reimbursement because of the in-kind commitment made by jurisdictions in the grant agreement. However, work on a permitting plan beyond the grant period may be eligible for reimbursement.

Deliverables:

- Participation in meetings to develop preliminary permitting plan (assumed to occur at bi-weekly meetings described in Task 1) and at scheduled Model Code Partnership meetings.

Task 6: Station Planning Coordination

6.1 Station Access Improvements

The purpose of coordination between the County and Sound Transit is to support definition of and responsibility for and projects to provide for safe and convenient multi-modal access to the stations. This could include technical analysis of needs and gaps, interagency workshops and conceptual design development of access improvements (vehicular and non-motorized) within the project footprint as well as in the broader access shed. This task may also include coordination on integration of transit. Modes to be covered include, but not be limited to bus, pedestrian and bicycle and passenger drop-off facilities. This work will be closely coordinated with 6.2 Transit Oriented Development and Urban Design.

Deliverables:

- Participation in meetings and workshops to develop access concepts at and in vicinity of stations (e.g 2 three-hour workshops and other meetings as necessary)

6.2 Transit Oriented Development and Urban Design

The purpose of coordination is to incorporate TOD principles into the project's conceptual engineering design. This could include technical analysis, interagency workshops and development of urban design frameworks that define the interface of Sound Transit's project with the surrounding urban fabric to support TOD. It could also include planning support for joint development or redevelopment of potential future surplus property in accordance with County and Sound Transit policy. This work will be closely coordinated with 6.1 Station Access Improvements.

Deliverables:

- Participation in meetings and workshops to develop urban design concepts and frameworks for stations (e.g. two 3-hour workshops and other meetings as needed)
- Review and execution of memos of concurrence with urban design drawings, documents, and technical studies produced through the project.

Basis of Scope and Budget Estimate

The Budget set forth in Attachment 3 represents the Parties' best estimate for completing the Scope of Work. The County 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, which requires supplementing the budget through amendment to this Task Order.

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:

- 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 not to exceed amount associated with this Agreement.
- The scope and budget for this Task Order assume Sound Transit and its consultants will identify issues requiring input from the County. County 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.

Attachment 1: Estimated Schedule

Task	Start Month	End Month
Task 1: Project Administration	July 2023	June 2026
Task 1.1: Coordination and Communication		
Task 1.2: Management and Administration		
Task 1.3: Agreements		
Task 2: Design Review and Support	July 2023	June 2026
Task 2.1: Review of Project Technical Memoranda and Other Documents		
Task 2.2: Over the Shoulder Design Review		
Task 2.3: Formal Submittals		
Task 3: Coordination on Environmental Review	July 2023	June 2026
Task 4: Public Outreach Efforts	July 2023	June 2026
Task 5: Preliminary Permitting Coordination		
Task 6: Station Planning Coordination		
Task 6.1: Station Access Improvements	July 2023	June 2026
Task 6.2: Transit Oriented Development and Urban Design		
<i>Dates are current as of Task Order execution but are subject to change. ST will keep the County apprised of schedule changes by means of a "look ahead" schedule to be updated on a regular basis.</i>		

Attachment 2: Meetings Summary

Task	Estimated Frequency	Estimated Total Meeting Hours
Task 1: Project Administration		
Project Issue Resolution meetings	1 hour; 2/month	60
Interagency Group meetings	2 hours; 1/month	60
Project workshops	3 hours; 1/quarter	30
Designated Representative ad-hoc coordination	4hour/month	120
Task 2: Design Review and Support		
Code Review meetings	As-needed	9
Task 3: Coordination on Environmental Review		
n/a		
Task 4: Public Outreach Efforts		
Coordination on Outreach	As-needed	Included in Issue Resolution Meetings
Task 5: Preliminary Permitting Coordination		
Permitting Coordination meetings	1/quarter	Included in Issue Resolution Meetings
Task 6: Station Planning Coordination		
Station Access Improvements workshops	3 hours; 2 total	6
Transit Oriented Development and Urban Design workshops	3 hours; 2 total	6
Other coordination meetings	As-needed	Included in Issue Resolution Meetings
<p><i>ST will keep the County apprised of meeting plan changes by means of a “look ahead” schedule to be updated on a regular basis.</i></p>		

Attachment 3: Cost Estimate

Task Order 1

Contract contingency will be used per Sound Transit discretion and in accordance with signature authority procedures.

Task	Total Hours	Labor Rate ⁽¹⁾	Total
1. Project Management and Administration			
1.1 Coordination and Communication	724	\$73.71	\$53,362.65
1.2 Management and Administration	232	\$73.71	\$17,099.63
1.3 Agreements	525	\$73.71	\$38,695.29
2. Design Review and Support			
2.1 Review of Project Technical Memoranda and Other Documents	928	\$73.71	\$68,398.54
Consultant Assistance			\$92,959.45
2.2 Over the Shoulder Design Review	1152	\$73.71	\$84,908.53
Consultant Assistance			\$41,629.06
2.3 Formal Submittals	128	\$73.71	\$9,434.28
Consultant Assistance			\$57,810.12
3. Coordination on Environmental Review	360	\$73.71	\$26,533.92
4. Public Outreach Efforts Support			
4.1 Participate in Planning Public Outreach Efforts	400	\$73.71	\$29,482.13
Consultant Assistance			\$2,999.23
5. Preliminary Permitting Coordination			
5.1 Establish Permit Process ⁽²⁾	328	\$73.71	\$24,175.35
6. Station Access Improvements			
6.1 Station Access Improvements	418	\$73.71	\$30,808.82
Consultant Assistance			\$65,543.67
6.2 Transit Oriented Development and Urban Design	160	\$73.71	\$11,792.85
Consultant Assistance			\$46,892.98
	5355		
Total Estimated Cost			\$702,527.00

NOTES:

This revised Task Order No. 1 is assumed to begin on or about January 2024 and conclude July 2026

(1) Labor rate is assumed as a blended rate across different job classifications based on 2024 payroll rates.

(2) Task 5.1 does not include MCP tasks of developing policies or revising code and assumes Sound Transit's consultant provides the draft permitting plan











Task Order 1 under the PAA between ST and County


Final Audit Report

2024-03-28


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-  Document created by Tami Sant (tamara.sant@soundtransit.org)
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-  Document emailed to ken.klein@co.snohomish.wa.us for signature
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-  Email viewed by ken.klein@co.snohomish.wa.us
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-  Signer ken.klein@co.snohomish.wa.us entered name at signing as Ken Klein
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-  Document e-signed by Ken Klein (ken.klein@co.snohomish.wa.us)
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-  Signer jonathan.nichols@soundtransit.org entered name at signing as Jonathan Nichols
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-  Document e-signed by Jonathan Nichols (jonathan.nichols@soundtransit.org)
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 Document e-signed by Don Billen (don.billen@soundtransit.org)

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