

**MEMORANDUM**

**TO:** Chairperson and Members of the Board of Directors

**FROM:** Tim Wilder, Planning Director  
Mary Anderson, Senior Transit Planner  
Magan Waltari, Purchasing & Contracts Manager

**DATE:** September 15, 2022

**SUBJECT:** Consideration of Approval of a Task Order for Transpo Group for a Bellingham Station Visioning Study and Increasing the Transpo Group Contract Amount

**RECOMMENDATION**

Staff recommends that the Board of Directors approve and authorize the General Manager to sign a task order for Transpo Group for a Bellingham Station Visioning Study for \$85,890 and to increase the contract amount to a maximum of \$600,000.

**BACKGROUND**

On March 16, 2022, the Board of Directors approved a two-year contract with Transpo Group for on-call Transportation Planning services. The average annual amount of the entire contract was estimated at \$230,000, for a total of \$460,000 over two years. The Bellingham Station Visioning Study was budgeted for \$75,000 in 2022.

While this task order does not individually exceed the General Manager's approval authority, the total of all Transpo task orders now equals \$496,790 spread over two years, and an increase of \$18,395 in 2022. Staff recommends increasing the contract amount to \$600,000 to accommodate this project and potential future planning projects.

The Bellingham Station Visioning Study is the first phase of a larger project that is intended to engage stakeholders and identify potential transformative projects for the Bellingham Station and surrounding area. The study will evaluate the potential for Transit Oriented Development as well as build consensus around the core Bellingham Station bus bay expansion component. It will precede design and construction work on the BTS occurring in 2024-2025+. To support future construction, WTA was earmarked to receive \$5 million as part of the Move Ahead WA legislation. Finally, the Bellingham Station expansion project is identified as an action item in WTA 2040.

**FISCAL IMPACT**

This request increases the Bellingham Station Visioning Study budget by \$10,890. The Planning Division has the resources to cover this additional expense due to changes in other projects planned for 2022.

The entire contact amount would increase by \$140,000, providing headroom for the Bellingham Station Visioning Study and up to \$103,210 for new planning projects. New projects identified by staff would be subject to Board approval through the budget process.

## **C. PUBLIC HEARING / BOARD ACTION**

### **C.1 Open Public Hearing on Title VI Plan**

Mary Anderson, Senior Transit Planner, gave an overview about WTA's Title VI Plan.

Board Chairman Lilliquist opened the Public Hearing for comment on the Title VI Plan at 8:10 a.m. Hearing none, he closed the Public Hearing at 8:11 a.m.

### **C.2 Consideration of Approval of Title VI Plan**

MOTION BY KORTHUIS, SECONDED BY HUTHMAN THAT THE BOARD OF DIRECTORS APPROVE THE DRAFT 2022 TITLE VI REPORT FOR SUBMITTAL TO THE FEDERAL TRANSPORTATION ADMINISTRATION (FTA) BY SEPTEMBER 30, 2022.

*The motion was approved by unanimous consent.*

## **D. CITIZEN COMMUNICATIONS**

None

## **E. BOARD ACTION**

### **E.1 Consideration of Approval of a Task Order for Transpo Group for a Bellingham Station Visioning Study and Increasing the Transpo Group Contract Amount**

**Recommendation:** Staff recommends that the Board of Directors approve and authorize the General Manager to sign a task order for Transpo Group for a Bellingham Station Visioning Study for \$89,890 and to increase the contract amount to a maximum of \$600,000.

Tim Wilder, Planning Director, gave an overview of this item and stated a correction to the amount shown in the packet which should be \$89,890 instead of \$85,890.

MOTION BY KORTHUIS, SECONDED BY HAWKINSON THAT THE BOARD OF DIRECTORS APPROVE AND AUTHORIZE THE GENERAL MANAGER TO SIGN A TASK ORDER FOR TRANSPOR GROUP FOR A BELLINGHAM STATION VISIONING STUDY FOR \$89,890 AND TO INCREASE THE CONTRACT AMOUNT TO A MAXIMUM OF \$600,000.

*The motion passed by unanimous consent.*