

City of Burien, Washington City Hall Contract Routing Sheet

Name of Contracting Party: King County Metro

Project Name/Description: MOU for Alternative Services Partnership (Burien Community Shuttle)

Contract Amount: \$ N/A

Type of Contract: (Includes Agreements, Grants, Interlocals, Leases, MOUs, etc.)

<input type="checkbox"/> <u>Architectural/Engineering</u> <input type="checkbox"/> From MSRC Engineering Roster <input type="checkbox"/> RFQ Process Done	<input type="checkbox"/> <u>Construction/Public Works</u> <input type="checkbox"/> Informal Bidding Process Done-3 bids (less than \$35,000) <input type="checkbox"/> From MRSC Small Works Roster (\$35,000 to \$300,000) <input type="checkbox"/> Competitive/Advertised Bidding Done (Over \$300,000) <input type="checkbox"/> Other: <u>Sole Source - Emergency</u>	<input type="checkbox"/> <u>Grant</u> <input type="checkbox"/> <u>Lease</u> <input checked="" type="checkbox"/> <u>Other: _____</u> <input type="checkbox"/> <u>Contract Amendment to Contract No. _____</u>
<input type="checkbox"/> <u>Consulting/Services (Non-Engineering)</u>		
<input type="checkbox"/> <u>Human Svcs/Arts&Culture</u>		

Is this contract authorized in the current year's budget? Yes No

If budgeted, list Fund/Dept.: _____

Page # in Budget: _____ Budget line item amount: \$ _____

BARS Account Number: _____

CONTRACT ROUTING INSTRUCTIONS:

Contract Manager Directions/Review: Chip D. Date: _____

- Draft contract, get contract file checklist items
- Prepare Contract Package (Contract Routing Sheet, contract, and checklist items)
- Obtain Dept. Director Approval _____ Date: _____

Legal Dept. Directions/Review: _____ Date: _____

- Review insurance
- Review of City Attorney (non-routine contracts)

Finance Dept. Directions/Review: _____ Date: _____

- Review contract budget/administrative review.

City Manager Review if over \$25,000: _____ Date: _____

- Return Contract Package to Finance Dept.

Contract Manager Directions:

- Obtain signatures on contract.
- Provide fully signed copy of contract to other party.
- Make copy of contract for own files, if desired.
- Return original Contract Package to Finance Dept.

Finance Dept. Directions:

- Assign contract number.
- Provide contract number to Contract Manager.
- Provide Contract Package to Scanner.

<p>Contract File Checklist:</p> <ul style="list-style-type: none"> <input type="checkbox"/> W-9 Taxpayer ID Form <input type="checkbox"/> Burien Business License # _____ <input type="checkbox"/> Insurance Certificate <input type="checkbox"/> Bids, if applicable <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Contract Fully Signed
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**Memorandum of Understanding
King County Metro and City of Burien
Alternative Services Partnership**

This Memorandum of Understanding (MOU) describes a partnership to demonstrate an “alternative service” for Burien, Washington starting in June 2015. The demonstration is provided under King County Metro’s (Metro) Alternative Services Program. The MOU describes the Alternative Service, the time-frame for service, and County and City responsibilities. The MOU also memorializes the expectations for the City of Burien’s (the City) role and for meetings between the parties that present opportunities to review performance and proposed adjustments to service.

WHEREAS, the County operates a public transportation system in King County, including Burien; and,

WHEREAS, in July 2011, the King County council adopted the King County Metro Transit Strategic Plan for Public Transportation 2011-2021 (the “Strategic Plan”) and Service Guidelines; and,

WHEREAS, strategies 2.1.1, 2.1.3, and 2.1.4 of the Strategic Plan encourage Metro to design and offer a variety of transportation products and services, including non-fixed-route transit service, that meet different mobility needs and provide value to all areas of King County; and,

WHEREAS, strategies 6.2.3 and 6.2.4 of the Strategic Plan call for Metro to develop and implement alternative public transportation services and delivery strategies; and,

WHEREAS, in September 2012, the King County council, via Motion 13736, accepted the King County Metro Transit Five-Year Implementation Plan for Alternatives to Traditional Transit Service Delivery (“Five-Year Implementation Plan”), which calls for Metro to establish alternatives to traditional transit service as an integral part of a comprehensive transit system, and use it as an option to, among other things, meet unmet travel needs and to work in collaboration with jurisdictions who have secured funding for an alternative-service program to develop and implement that program; and,

WHEREAS, on November 17, 2014, the King County Council, via Ordinance 17941, appropriated \$12 million for the 2015-2016 biennium to implement an alternative services demonstration program consistent with the Strategic Plan and Five-Year Implementation Plan; and,

WHEREAS, the City and the County share the objective to lessen the impacts of transit service reductions that took effect in September 2014, and improve mobility and access to public transportation in the City; and,

WHEREAS, the City and the County have determined to address this objective as described in this Memorandum of Understanding; and,

WHEREAS, these alternative services will be initiated as demonstrations that may require adjustments during the term of this MOU in order to serve the community more effectively;

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. Purpose

This MOU establishes the parameters for an alternative service demonstration in the City of Burien. The MOU also provides for ongoing assessment of this demonstration service, and potential to revise the service to improve its likelihood of success.

2. Description of Alternative Service

The Burien Community Shuttle (Route 631) will be a two-year demonstration service under King County Metro's Alternative Services Plan. The shuttle replaces former Route 139, which was eliminated in September 2014 due to low ridership. The shuttle will operate on weekdays using a scheduled, fixed route with a Flexible Service (on-call) Area. Approximately 2,200 annual service hours will be invested to operate this service. Implementation and ongoing management of the shuttle will be supported by Metro and the City of Burien, whose respective responsibilities are defined in Attachment A. This service may be adjusted following performance reviews described in Section 4. Monitoring and Evaluation, and in Attachment A. Details about the service and a map are included in Attachment A.

3. Timeline

The service begins Monday, June 8, 2015 as part of Metro's summer service change. It will continue as a demonstration for a two-year trial period, with adjustments possible during that time as described below under Monitoring and Evaluation, and in more detail in Attachment A.

4. Monitoring and Evaluation

King County and the City will meet at least twice per year to review service performance and to propose adjustments if warranted for the success of the service. Specific metrics and performance indicators are included in Attachment A.

Adjustments related to transit services will need to be finalized at least 180 days prior to a scheduled Metro service change, unless a shorter timeframe is determined by Metro to be feasible.

An evaluation of this service, along with other alternative services, will be included in an Alternative Services section of the County's annual Service Guidelines Report.

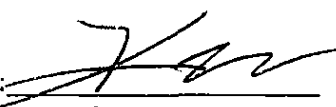
5. Continuation or Termination of Service

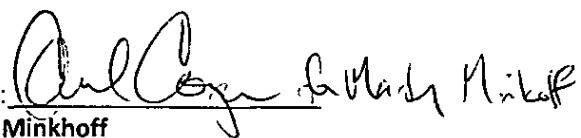
King County Metro is committed to funding this service as a demonstration project for a period of two years beginning June 8, 2015. During this period Metro will monitor and evaluate the service in consultation with the City, measuring key performance indicators as outlined in Attachment C. After the two-year demonstration period Metro will make a recommendation to King County Metro management and King County Council, if required, regarding the continuation of the service. If recommended, continuation of the service after the two-year demonstration period will be contingent on the availability of funds and King County Council approval.

6. Contact Persons

Primary staff contacts for the project are as follows:

	<i>City of Burien</i>	<i>King County Metro</i>
Name	Charles W. "Chip" Davis	Lori Burchett
Title	Community Development Director	Senior Transportation Planner
Address	400 SW 152nd St Suite 300 Burien, WA 98166	KSC-TR-0411 201 S Jackson St Seattle, WA 98104
Telephone	(206) 248-5501	206-477-0192
Email	chipd@burienwa.gov	lori.burchett@kingcounty.gov

Signed: 
Kamron Guro
 City Manager
 City of Burien
 Date: 9/21/15

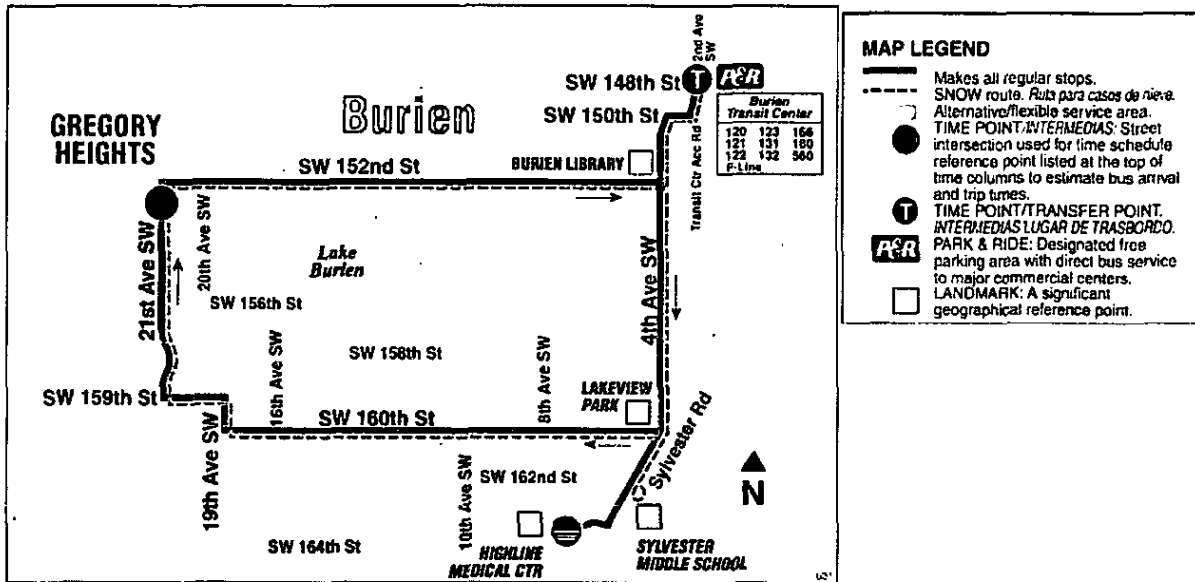
Signed: 
Marty Minkhoff
 Acting Manager, Service Development
 King County Metro Transit
 Date: 10-13-15

Attachment A
Service Details, Partner Responsibilities, Performance Indicators

A. Service Details

Burien Community Shuttle	
General Service Information	Description
Route Number	Route 631
Co-Branding Name	Burien Community Shuttle
Contract Service Provider	Hopelink
Official start date	Monday, June 8, 2015
Service description	Fixed route with deviation, operating as 1-way clockwise loop. Weekday service operating between Burien Transit Center, Highline Medical Center, and Gregory Heights with Flexible Service Area
Flexible Service Area	As shown on the map.
Service span & frequency	M-F about every 30 minutes between about 7:55 AM and 4:30 PM
Total number of trips per day	17 round trips
Service hours	2,172
Fare	Standard Metro fares – 1 zone, peak and off-peak as applicable
Fare collection method	ORCA Reader – portable fare transaction processor (FTP)
Number of vehicles	1 (plus one spare)
Vehicle type	19 passenger van

Route map



B. Partner Responsibilities

King County will:

1. Pay for service operations and capital costs using the adopted Alternative Services budget.
2. Contract for the service to be operated and dispatched by a provider according to King County's procurement process and labor agreements.
3. Arrange for appropriate vehicle(s) for the service.
4. Site bus stops and shelters where applicable.
5. Process and pay invoices.
6. Establish the service in Metro's standard service change packages, including scheduling, service span, customer information (timetables, TripPlanner, bus stop signs).
7. Collaborate with the City on outreach efforts.
8. Collect and analyze metrics related to cost, ridership and rider satisfaction, in coordination with City.
9. Work with the City on adjustments to the service based on operating issues, costs and community feedback.

City will:

1. Assist with pre-project needs assessment, selecting options and soliciting community input.
2. Assist with local operational issues such as siting bus stops and layover, permitting, signage in the public right-of-way, or parking adjustments.
3. Collaborate with King County on outreach to keep residents and employers informed of the shuttle and related services, such as through print, web, social media, mailings, posters at public locations.
4. Provide a staff member who acts as a liaison between King County and the City's elected officials and management, including presentations as applicable.
5. Assist with evaluation, including gathering, analyzing and reporting on project metrics.

C. Performance indicators

Data to measure the service's operations will be collected and used as part of the Service Performance Review. This information will be considered when determining any proposed adjustments to the service. Where feasible and applicable, these metrics will be compared against baseline data for former Route 139, the fixed-route bus previously serving the same area.

Performance Measures will include, but not be limited to:

- Cost per ride (i.e. per boarding)
- Average daily ridership
- Passenger loads (i.e. riders per trip, trip utilization rate)
- Average number of lift deployments per trip
- Average number of flexible service deviations per trip

In addition, an evaluation of the service will report:

- Service characteristics:
 - Cost of service
 - Number of trips per day during each service period, as applicable (i.e. peak, off-peak,) 17
 - Span of service M – F / 7:55 am – 4:30 pm
 - Extent of Flexible Service Area
 - Vehicle type (# of seats) 19-Passenger Van

- Customer and stakeholder satisfaction measures, such as surveys
- Market characteristics including service area population, jobs and measures of social equity.

D. Service performance review

The Parties' designated contact staff will meet two (2) times a year to review the financial expenditures and service operating performance of the service. The purpose of these meetings will be to identify any issues which may have a budget impact and discuss any potential changes to service operations. Any proposed changes related to service operations must be determined at least 180 days prior to a scheduled service change.