

PSRC's 2025-2026 FTA Earned Share and Equity Formula Allocation

Will the project be programming Earned Share or Equity Formula Allocation?

Equity Formula Allocation

General Project Information

Project Title	RTP ID#	Sponsor
Aurora Avenue N Safety & Transit Access Improvements	5768	Seattle
Co-Sponsor	Certification Acceptance?	CA Sponsor
WSDOT - NW		

Is the sponsor a designated recipient for FTA funds?

No

If you select "no" above, please select the description below that most accurately reflects the status of coordination with a designated recipient of FTA's 5307 funds for this project.

Have discussed the project with a designated recipient and have documented concurrence.

Project Contact Information

Name	Phone	Email
Sarah Strand	2063480917	sarah.strand@seattle.gov

Project Description

Project Scope: Please provide a clear and concise description of the project scope. Within the project description, verify what component of the project is proposed for each FTA funding source (i.e., number of vehicles, hours of maintenance, capital scope, etc.). This information is necessary so we can verify the eligibility of those funding sources for the project, especially in regards to 5337 and 5339 funding.

The Aurora Avenue N Safety and Transit Access Improvements project will further evaluate and develop conceptual design and transit alternatives as part of the Planning phase to enhance access to transit for equity populations along this vital transit corridor serving the state's highest ridership bus route. Funds (FTA 5307) are requested to advance the conceptual designs which could include drafting of concepts, environmental scoping, community engagement, traffic analysis, additional data collection, and other pre-design activities.

All planned improvements are within .5 miles of the transit services along the corridor (including but not limited to RapidRide E Line, Metro Routes 5, 40, 44, 62 and more). Safety and transit access improvements are intended to address sidewalk connectivity (new sidewalks, sidewalk repair) controlled crossings to access bus stops (new signalized pedestrian crossings, signal upgrades) and other access management and transit improvements (re-channelization of roadway, modifications to dedicated transit lanes, queue jumps, signal modernization to support transit signal priority).

Project Location

Location	County/Counties
Aurora Avenue N	King
Beginning Landmark	Ending Landmark
Harrison Street	N 145th Street

Plan Consistency

Is the project specifically identified in a local comprehensive plan?

Yes

If yes, please indicate (1) the plan name, (2) relevant section(s), and (3) page number(s) for the relevant sections.

Seattle's Comprehensive Plan does not list specific capital projects but it clearly describes the need for improvements to the Aurora Ave / SR 99 corridor. Aurora Ave is mentioned in the Comprehensive Plan 40 times, demonstrating its significance for numerous communities and stakeholders within our city and region. These references are a sample of the plan's statements and goals related to this critical corridor:

Goals for the Aurora-Licton Springs Community (page 209)

- AL-G6 Safe and convenient crossings of Aurora Avenue North that logically link transit stops and retail nodes. Safe and accessible pedestrian routes along Aurora Avenue North and adjacent side streets leading to the crossings.
- AL-G7 A transformed Aurora Avenue North that is an aesthetically attractive regional highway and commercial corridor that acts as a gateway to the Aurora-Licton Residential Urban Village and to other communities, and that is safe for pedestrians, motorists, business operators, and employees.

Policies for the Aurora-Licton Springs Community (page 209)

- AL-P16 Encourage provision of safe and attractive passage for pedestrians along Aurora Avenue North and safe means for pedestrians to cross Aurora Avenue North at locations that connect transit stops, retail nodes, and pedestrian routes, including relocated, enhanced, and/or additional crosswalks. Discourage the development of new pedestrian underpasses. If additional underpasses are proposed for Aurora, they should be designed to minimize public safety problems.
- AL-P17 Identify means of enhancing the visual character of Aurora Avenue North including streetscape improvements that beautify and enhance functionality. Seek to maintain the important cultural, historic, and visual landmarks while also encouraging redevelopment of deteriorated areas near Aurora Avenue North.

Neighborhood Connections Policies for Aurora-Licton Springs Community (page 210)

- AL-P21 Encourage enhanced transit service between Downtown Seattle and the Aurora- Licton Urban Village. Seek to coordinate improvements to transit service with crosswalks and pedestrian, bicycle, and transit shuttle routes.

Transportation Goals for the Broadview/Bitter Lake/Haller Lake Community (page 216)

- BL-G3 A community where neighbors are able to comfortably walk and bicycle from residential areas to Aurora Avenue, other area business districts, schools, parks, churches, community facilities, and other neighborhood focal points via a connected network of

sidewalks, pathways, and bicycle facilities.

- BL-G4 An attractive and functional streetscape on Aurora Avenue that includes safe sidewalks and crossings, facilities encouraging reliable transit, freight mobility, safe auto access, landscaping, and drainage.
- BL-G9 Aurora Avenue is designed to serve the communities and development along it as well as local and regional transportation needs
- BL-G10 Aurora Avenue will be a high-capacity transit (e.g. bus rapid transit) corridor.

Transportation Policies for the Broadview/Bitter Lake/Haller Lake Community (page 218)

- BL-P9 Work with the State, King County Metro, and the community to fund the design and construction of Aurora Avenue improvements to provide sidewalks and pedestrian crossings, frequent and fast transit, and adequate drainage.
- BL-P12 Improve the capacity of Aurora Avenue to support access by transit, pedestrians, bicycles, and automobiles, while maintaining freight mobility.
- BL-P15 Work with transit providers to provide safe, accessible, and convenient transit stops. Land Use & Housing Policies for the Broadview/Bitter Lake/Haller Lake Community (page 219)
- BL-P18 Strengthen Aurora Avenue as a regional commercial center and source of jobs, while enhancing its fit with surrounding communities.

Community Character Policies for the Fremont Community (page 305)

- F-P7 Develop methods to link the communities on both sides of Aurora Avenue North to create a more cohesive and high-quality urban environment.
- F-P9 Seek opportunities for improved vehicle access across/under Aurora Avenue North.

Specific Identified Transportation Systems Issues Policies for the Fremont Community (page 306)

- F-P25 Seek to develop efficient and safe connections between all sections of Fremont and Aurora Avenue North.
- F-P27 Seek to improve safety and convenience for pedestrians and bicyclists crossing Aurora Avenue North.

Pedestrian Facilities Policies for the Greenlake Community (page 323)

- GL-P23 Strive to improve pedestrian access across both Aurora Avenue North and Interstate 5.

Transportation Policies for the Greenlake Community (page 331)

- G/PR-P36 Strive to ensure safe and convenient pedestrian access across and under Aurora Avenue North to Green Lake Park.
- G/PR-P37 Seek transit operations that move traffic more efficiently, and have convenient pedestrian access to transit stops.

Transportation Policies for the South Lake Union Community (page 393)

- SLU-P23 Seek to provide improved access to and connections across Aurora Avenue North that result in a more integrated and efficient transportation system for multiple transportation modes.

In addition to Seattle's Comprehensive Plan, Aurora Ave N is identified as a priority street in Seattle's Pedestrian Master Plan and a Priority Transit Corridor in Seattle's Transit Master Plan. Aurora Ave N is also an existing King County Metro RapidRide bus corridor served by frequent transit and an extensive planning effort is underway to determine future transit upgrades that can be made along the corridor.

If no, please describe how the project is consistent with the applicable local comprehensive plan, including specific local policies and provisions the project supports. Please include the actual text of all relevant policies or information on where it can be found, e.g. the policy document name and page number. In addition, please describe how the project is consistent with a transit agency plan or state plan, if applicable.

Federal Functional Classification

Federal Functional Classification	Rural Functional Classification	Urban Functional Classification
		Principal Arterial

Pedestrian and Bicycle Accommodations

Does the project include bicycle and/or pedestrian features and/or paved shoulders?

Yes

If yes, please check the classifications below that best reflect the scope of the project.

Walkways (pedestrian facilities separate from or part of the roadway), Other (e.g., pedestrian/bike bridge, curb cuts, medians, refuge island, signage, bike racks)

If no, please explain why the project does not include bicycle and/or pedestrian facilities.

PSRC Funding Request

Has this project received PSRC funds previously?	Please provide the project's PSRC TIP ID.
No	

PSRC Funding Request (cont.)

Phase	Year	Funding Source	Amount
Planning	2023-2026	5307	\$1912849
			\$
			\$

Total PSRC Funding Request: \$1912849

Total Estimated Project Cost and Schedule

Planning Phase

Fund Type	Fund Source	Funding Status	Amount
Federal	5307	Secured	\$1912849
State	Other State	Secured	\$1500000
Local	Local	Secured	\$600000
Local	Local	Secured	\$382570
			\$

Total Planning Phase Cost: \$4395419

Expected year of completion for this phase: 2025

Preliminary Engineering/Design Phase

Fund Type	Fund Source	Funding Status	Amount
			\$
			\$
			\$
			\$
			\$

Total Preliminary Engineering/Design Phase Cost: \$0

Expected year of completion for this phase:

Right of Way Phase

Fund Type	Fund Source	Funding Status	Amount
			\$
			\$
			\$
			\$
			\$

Total Right of Way Phase Cost: \$0

Expected year of completion for this phase:

Construction Phase

Fund Type	Fund Source	Funding Status	Amount
			\$
			\$
			\$
			\$
			\$

Total Construction Phase Cost: \$0

Expected year of completion for this phase:

Other Phase

Fund Type	Fund Source	Funding Status	Amount
			\$
			\$
			\$

			\$
			\$

Total Other Phase Cost: \$0

Expected year of completion for this phase:

Project Summary

Total Estimated Project Cost:	Estimated Project Completion Date (month and year):
\$4395419	December, 2025

Financial Documentation

Please enter a description of your financial documentation in the text box below.

Non-federal match will be provided by our local budget for Pedestrian Master Plan Implementation – New Sidewalks. The CIP page for this budget is attached. Additionally, a copy of the SDOT and King County Metro's MOA is attached identifying a contribution of \$600,000.

Please upload supporting documentation demonstrating all necessary matching funds for the phase(s) for which PSRC funds are being requested are secure or reasonably expected.

f-133-346-18782558_1L0eH9rJ_KC_SDOT_Aurora_MOA_Final_v4_-_signed.pdf, f-133-346-18782558_i9LHx0Og_PMP_NSWP_CIP_Pages.pdf

Final Review

A confirmation email with the attached project application will be sent to the project contact upon submission. If you need assistance editing an application that has already been submitted, please contact Nick Johnson at (206) 464-7890 or njohnson@psrc.org to have it returned to you.

Sponsor: City of Seattle

Project Title: Aurora Avenue N Safety & Transit Access

Improvements

Equity Criteria Responses

Section 1
Identify the population groups to be served by the project, i.e., people of color, people with low-income, older adults, people with disabilities, youth, people with Limited English Proficiency, populations located in highly impacted communities, areas experiencing high levels of unemployment or chronic underemployment, immigrants and refugees, and transit dependent populations.
<p>The extent of the project has a considerable range of demographics in various sections. Along the southern sections, community demographics are typical of our city and region. We observe that the residents very close to the Aurora Ave corridor tend to be less affluent and more transportation burdened than their neighbors. These residents certainly deserve our consideration, especially in regard to the air quality benefits that will accrue from this project, but the overall data for these census tracts do not indicate a struggling community.</p> <p>However, along the northern half of the project extent, census tracts primarily show communities that are heavily burdened. Transit services along this corridor provide important north-south connections for these communities, including to social services and employment opportunities with routes from Shoreline continuing into Downtown.</p> <p>Seattle's Race and Social Equity Index, indicate that these communities are approximately 33% people of color, 10% English language learners, and 15% foreign born. Approximately 28% are below 200% of the poverty level (the typical threshold for a cost-burdened household that may qualify for federal aid). At the northwest end of the project, the affected communities are even more impacted: approximately 45% are people of color, 11% are English language learners, 23% are foreign born, and 40% are below 200% of the poverty level. Disability rates are also higher than normal in these communities, an average of approximately 14% compared to a regional average of approximately 11%.</p> <p>PSRC's Project Selection Resource Map shows similar data in these tracts: 41-48% people of color compared to a regional average of 33.5%, 14-16% low income compared to a regional average of 10.8%, and 15-23% elderly compared to a regional average of 12.5%. These data show us communities that are unusually cost-burdened, transit-dependent, and impacted by various historic inequities (including disproportionate transportation investments in their neighborhoods).</p> <p>Improvements being planned along this corridor aim to improve safe access to transit and other nearby destinations and resources for these populations when walking, biking and connecting to transit, including the RapidRide E Line that many riders depend upon.</p>
Identify the disparities or gaps in the transportation system / services for these populations that need to be addressed.

This project is particularly focused on the safety of vulnerable users, and directly focuses on treatments and designs that will enhance safety, efficiency and overall access to transit stops and services along the corridor. Aurora is on the city's High Injury Network with 17% of the city's fatalities occurring on this corridor. 5% of the collisions involve pedestrians, but pedestrians are 50% of the fatalities. There are many sections of missing sidewalk and long gaps between controlled pedestrian and bicycle crossings that will be addressed with this project. Unsafe conditions for bicycles and pedestrians serves as a barrier to accessing transit stops and services along the corridor for these populations, who tend to be more transit dependent. Safety improvements will directly enhance access to transit.

Residents who face transportation burdens – whether the constraints are physical or financial – need travel options. For those who are too young or too old to drive safely, walk trips for short distances and transit trips for longer distances are often their only viable options. For those who are cost-constrained, vehicle ownership is often not feasible. Of course, these residents also require safe, reliable, and efficient transportation options – primarily nonmotorized and transit options. For many decades, the Aurora Ave corridor has neglected these needs. It focuses intently on SOV throughput, to the exclusion or even detriment of the communities that require other alternatives.

Describe how the project is addressing those disparities or gaps and providing a benefit to the population groups identified above.

The project is currently in a Planning Phase where evaluation of these continues. In addition to installing sidewalks and protected crossings (which will support safer routes to transit connections), the EIS will consider and evaluate more options to narrow the roadway, consolidate driveways, install median treatments, and other safety improvements that will enhance safety and mobility for these vulnerable users along this vital transit corridor. These users include those who cannot operate an SOV, whether due to age, disability, cost, or other factors, the project will dramatically improve safe walking and rolling conditions. These improvements include sidewalks, crossing opportunities, high-quality bus stops and safe locations to enter or exit buses, lighting, signal upgrades, and various other amenities to improve the efficiency and reliability of transit. For communities that are cost-burdened, reliable and affordable transit alternatives are a crucial foundation for securing and maintaining jobs, educational opportunities, and “quality of life” mobility like doctor visits, family connections, and even recreation.

Section 2

Describe the public outreach process that led to the development of the project. This could be at a broader planning level (comprehensive plan, corridor plan, etc.) or for the specific project. Include specific outreach or communication with the population groups identified in the previous section.

The project conducted a multicultural media and digital campaign to distribute an online survey in 7 different languages that received 2,082 responses. Our team did door-to-door outreach to over 100 small businesses, rode Metro buses, held pop up events & in person engagement over the summer. To engage harder to reach populations such as senior citizens, high school students, multiple language groups, homeless individuals and undocumented workers we sent out bilingual community liaisons with community connections for in person, one on one conversations to get valued feedback. We held 6 in depth design

workshops to get deeper feedback about visions & designs for Aurora that is leading to development of alternatives for EIS analysis.

Describe how this outreach influenced the development of the project, e.g., the location, scope, design, timing, etc.

The project is actively soliciting community visions, dreams, goals, and feedback for how the Aurora corridor should be developed to meet the needs of its multimodal users. This is the first step of our process and it is informing the rest of the planning & development of the project scope. The project is being developed in partnership with Metro alongside planned transit service improvements along the corridor, accompanied by complementary outreach activities on service.

Section 3

Is the project in an area of low, medium, or high displacement risk?

The project area includes areas of high, medium and low displacement risk as mapped in the PSRC displacement risk mapping tool. The corridor travels through several areas of low and medium displacement risk. At the north end, it travels along the border of an area with high displacement risk.

If the project is in an area of medium or high displacement risk, identify the broader mitigation strategies in place by the jurisdiction to address those risks.

The project is located in areas of medium and high displacement risk. SDOT has been working with the City's Office of Planning and Community Development to address land use related displacement around impacts to small businesses and housing, especially as OPCD works on land use planning for urban villages along the corridor. Broader mitigation themes will strive to ensure community and businesses can stay in community. Additionally, mitigation strategies that SDOT may explore in their work includes ensuring that impacted communities are included in outreach and engagement activities to understand opportunities and concerns, and ensuring that during construction impacts to businesses are minimized and access is maintained to these locations.

Additionally, the City of Seattle has been a proactive leader in addressing displacement risk. Since 2017, Seattle and its partners have invested more than \$710 million to fund development of affordable homes. City investments are helping to build more than 3,600 new, low-income homes. In 2018, our mayor established the Affordable Middle-Income Housing Advisory Council to address the growing need of housing options for middle income wage earners. In 2019, our city council adopted a "community preference" policy. Under this policy, when affordable housing is built in an area of high displacement risk, developers will give applicants a better chance of securing a spot in the new development (usually based on whether they live or work in the same neighborhood). Finally, Seattle has established an Equitable Development Initiative (EDI) to fund projects that address displacement and lack of access to opportunity for historically marginalized communities. The EDI offers grants to community based organizations that perform outreach, education, and community development work within at-risk communities.

Please use the space below to provide any additional information on how the project will achieve more equitable outcomes.

Planned improvements were identified during extensive public outreach to members of the community who use the 7.5 mile long multimodal corridor according to community mission, vision and values. The city of Seattle is working in partnership with King County Metro, which operates the RapidRide E-Line - with 17,000 riders per day - its highest ridership transit line in the region and one of the busiest in the nation - to improve multimodal connections along this key regional transit corridor, reduce transit travel times, improve reliability and access to transit for the surrounding community, implement technology improvements, and evaluate extension to future light rail stations.

The project will include completion of a RET (Racial Equity Toolkit) that will identify equity outcomes for the project. Outreach and engagement activities centers reaching out to community voices we don't traditionally hear from and includes focused outreach to our BIPOC, low-income, youth, and seniors. The project is also focusing outreach on businesses, especially small businesses, to ensure impacts are minimized. A number of small businesses are BIPOC owned.



Source: WSDOT, Sound Transit, King County, City of Seattle, Esri, Mapbox, OpenStreetMap

Passenger Amenities - Segment 1

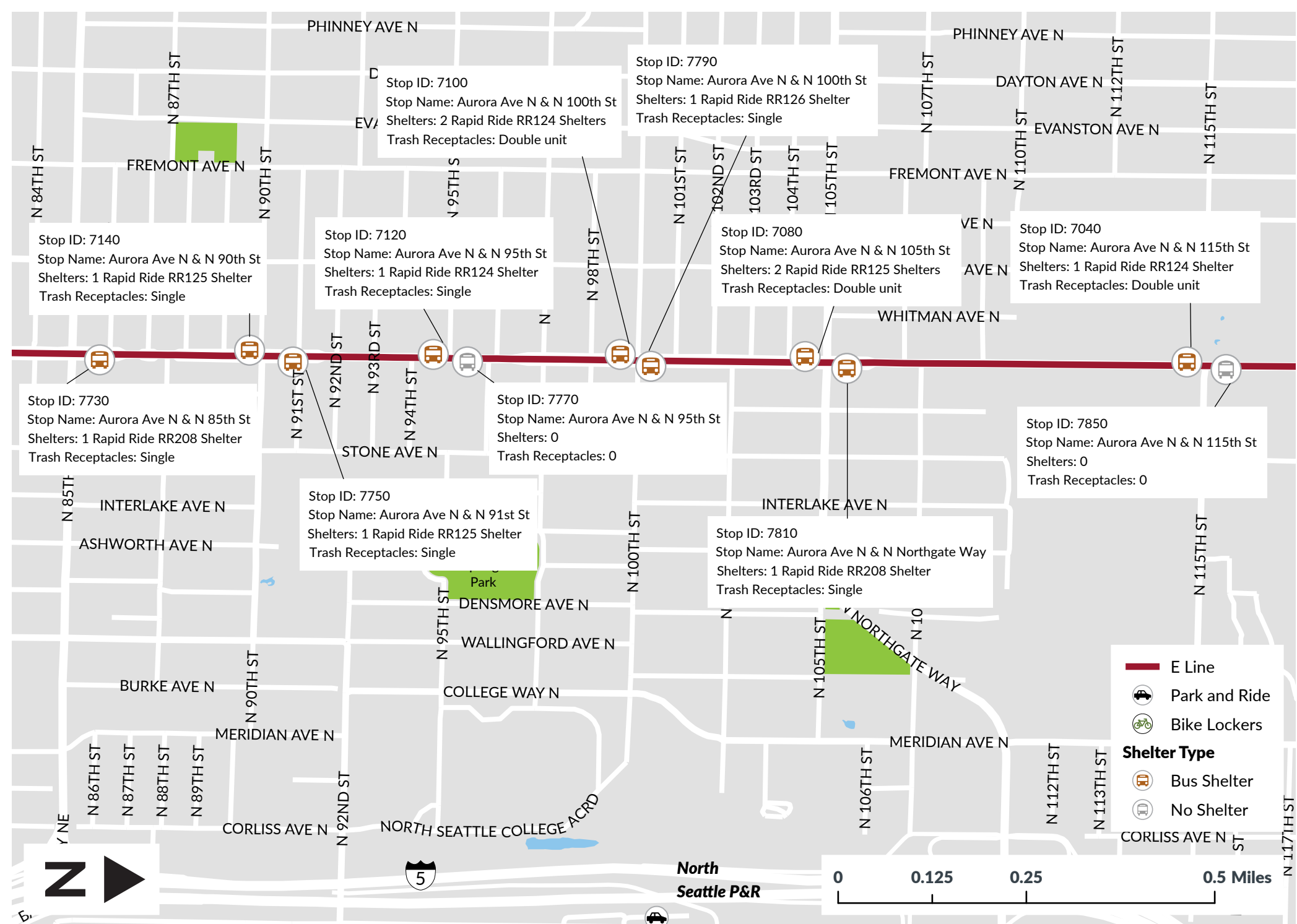


Source: WSDOT, Sound Transit, King County, City of Seattle, Esri, Mapbox, OpenStreetMap



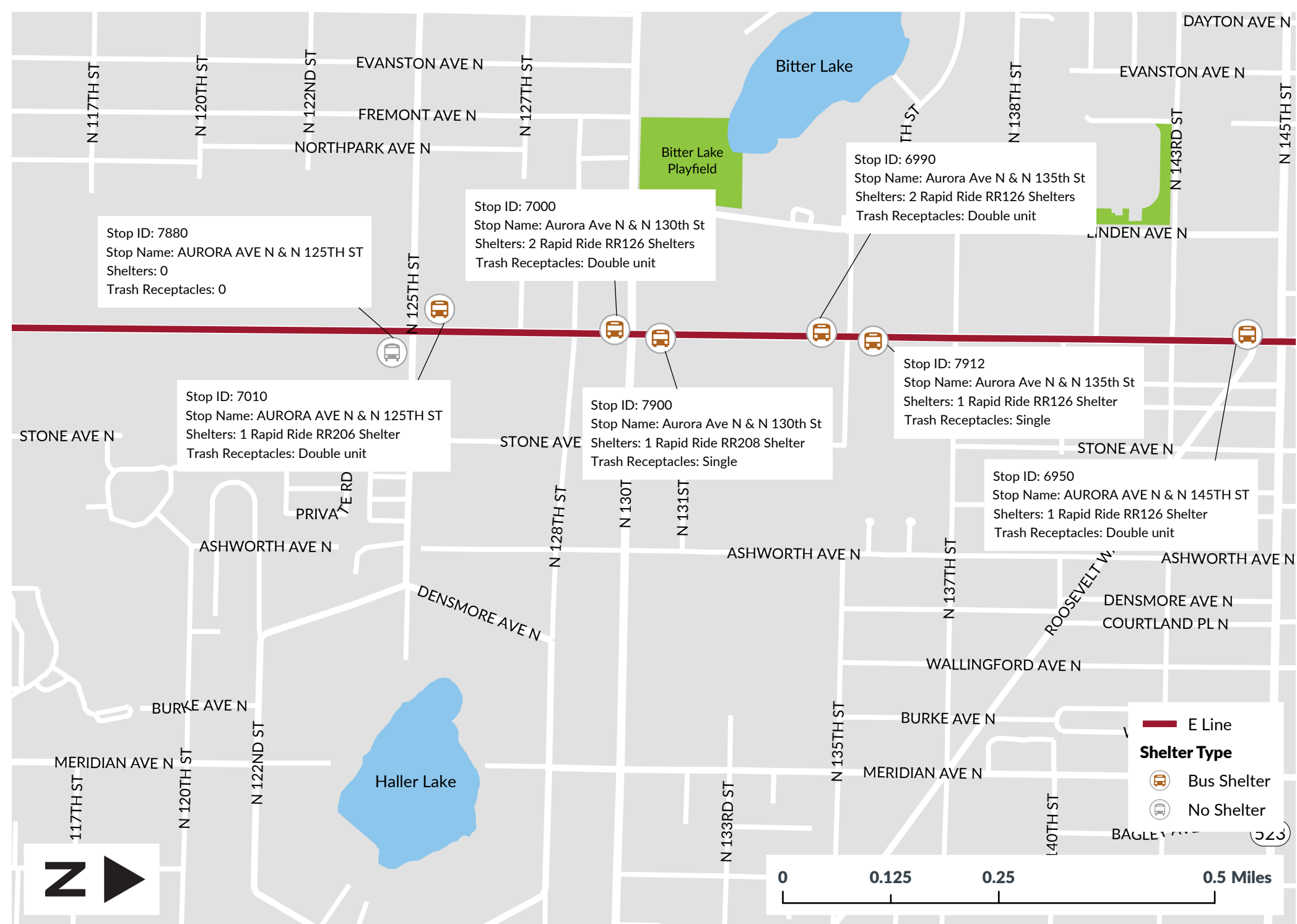
Source: WSDOT, Sound Transit, King County, City of Seattle, Esri, Mapbox, OpenStreetMap

Passenger Amenities - Segment 3



Source: WSDOT, Sound Transit, King County, City of Seattle, Esri, Mapbox, OpenStreetMap

Passenger Amenities - Segment 4



Source: WSDOT, Sound Transit, King County, City of Seattle, Esri, Mapbox, OpenStreetMap

Attachment

**PSRC FTA Equity Formula Distribution -
Aurora Ave N Safety & Transit Improvements**

Phase	Year	Funding Source	\$ Amount
Other	2023	5307	\$ 120,982
Other	2024	5307	\$ 102,628
Other	2025	5307	\$ 817,937
Other	2026	5307	\$ 871,302
		Total	\$ 1,912,849

Pedestrian Master Plan - New Sidewalks

Project No:	MC-TR-C058	BSL Code:	BC-TR-19003
Project Type:	Ongoing	BSL Name:	Mobility-Capital
Project Category:	New Facility	Location:	Citywide
Current Project Stage:	N/A	Council District:	Multiple
Start/End Date:	N/A	Neighborhood District:	Multiple
Total Project Cost:	N/A	Urban Village:	Multiple

This project enhances the pedestrian environment in Seattle's neighborhoods by dedicating funding to construct new sidewalks. The New Sidewalk Program draws funding from the School Safety Traffic and Pedestrian Improvement (SSTPI) Fund to improve sidewalks and the pedestrian environment near schools. Additional funding is drawn from other sources to pay for new sidewalk construction near frequent transit routes.

Resources	LTD Actuals	2022 Revised	2023	2024	2025	2026	2027	2028	Total
Commercial Parking Tax	1,672	(198)	-	-	-	-	-	-	1,474
Developer Mitigation	776	(87)	-	-	-	-	-	-	690
Drainage and Wastewater Rates	254	3,315	-	-	-	-	-	-	3,568
Federal Grant Funds	1,352	611	-	-	-	-	-	-	1,964
General Fund	775	-	-	-	-	-	-	-	775
Interdepartmental Transfer	-	-	-	-	-	-	-	-	-
Landscape Conservation & Local Infrastructure Program	-	-	500	-	-	-	-	-	500
Miscellaneous Grants or Donations	281	3,019	-	-	-	-	-	-	3,300
Private Funding/Donations	-	407	-	-	-	-	-	-	407
Real Estate Excise Tax I	-	2,000	525	-	-	-	-	-	2,525
Real Estate Excise Tax II	6,489	353	-	-	-	-	-	-	6,843
School Camera Ticket Revenues	16,902	(1,416)	2,761	1,672	2,113	400	3,000	3,105	28,538
Solid Waste Rates	1,133	(1,133)	-	-	-	-	-	-	-
State Gas Taxes - City Street Fund	73	-	-	-	-	-	-	-	73
State Grant Funds	1,399	1,569	-	-	-	-	-	-	2,968
Traffic Enforcement Camera Revenue	5,329	6,838	-	-	-	-	-	-	12,167
Transportation Funding Package - Parking Tax	-	-	-	-	-	-	-	-	-
Transportation Move Seattle Levy - Lid Lift	30,559	4,744	5,761	4,623	-	-	-	-	45,687
Vehicle Licensing Fees	1,219	4	-	-	-	-	-	-	1,223
Water Rates	197	(197)	-	-	-	-	-	-	-
Total:	68,411	19,830	9,547	6,295	2,113	400	3,000	3,105	112,702
Fund Appropriations / Allocations *	LTD Actuals	2022 Revised	2023	2024	2025	2026	2027	2028	Total
General Fund	775	-	-	-	-	-	-	-	775
Move Seattle Levy Fund	30,559	4,744	5,761	4,623	-	-	-	-	45,687
REET I Capital Fund	-	2,000	525	-	-	-	-	-	2,525
REET II Capital Fund	6,489	353	-	-	-	-	-	-	6,843
School Safety Traffic and Pedestrian Improvement Fund	22,150	5,503	2,761	1,672	2,113	400	3,000	3,105	40,705
Transportation Benefit District Fund	1,187	36	-	-	-	-	-	-	1,223
Transportation Fund	7,250	7,193	500	-	-	-	-	-	14,944
Total:	68,411	19,830	9,547	6,295	2,113	400	3,000	3,105	112,702

* Funds are appropriated through the Adopted Budget at the Budget Summary Level. All Amounts shown above are in thousands of dollars

Unsecured Funding:	LTD Actuals	2022 Revised	2023	2024	2025	2026	2027	2028	Total
To Be Determined	-	-	-	-	3,759	6,209	3,029	1,947	14,944
Total:	-	-	-	-	3,759	6,209	3,029	1,947	14,944

Unsecured Funding Strategy: Funding for this program beyond 2024 is dependent upon a future voter approved levy.

O&M Impacts: SDOT has individual project budgets for the maintenance of painted markings, signage, signals, bridges and roadway structures, urban forestry, and sidewalks and pavement; these budgets are constrained by the availability of transportation specific and general funds. The SDOT Asset Management website (<https://www.seattle.gov/transportation/about-sdot/asset-management>) provides unconstrained operational cost forecasting by asset type, typical lifecycle and average maintenance cost ranges.

* Funds are appropriated through the Adopted Budget at the Budget Summary Level. All Amounts shown above are in thousands of dollars

Aurora Ave Project MOA Cover Letter

Staff at King County Metro (County) and Seattle Department of Transportation (City) who make up the Aurora Ave Project team have drafted a streamlined Memorandum of Agreement (MOA) for upcoming planning work on the Aurora Ave N corridor that will be performed by a design consultant. This MOA establishes the framework for the County's financial contribution to the project and is meant to be a complement to a charter (see Exhibit A) that has been signed by the County and City. We want to provide some background to assist in your review of the MOA.

The County and City are partnering on planning and outreach for the Aurora Ave Project. The County seeks to improve safety, speed and reliability, and ridership to the E Line along the Aurora Avenue corridor in Seattle and possibly extend the line north of the city limits. The City is combining a grant from the Washington State Department of Transportation (WSDOT) with Move Seattle Levy funding for a planning study of the corridor in Seattle to identify safety concerns and gaps in the pedestrian network. The County is contributing funding that was identified during the 2021 omnibus budget process. The County and City share goals for the project to create a unified vision, improve pedestrian safety, make multi-modal improvements, and increase transit safety, reliability, and connections. Because of the common corridor, the County and City have created a combined project team and charter (see Exhibit A).

The charter is meant to facilitate County and City collaboration during current phases of concept planning and outreach, as well as 90% design of two or three spot improvements. Construction of these spot improvements would be funded by future grants or other funding sources to be determined and is not covered by the proposed MOA. The County and City have developed a shared set of outcomes in the charter and prepared a joint scope of work for a design consultant. The charter also outlines the operating principles and outcomes, structure, process, and timeline for the planning study and accompanying outreach phase.

The County and City will be hiring a consultant to conduct this planning work using the City of Seattle procurement process for selection. Metro will be a non-voting member but will be included in the process through proposal review, sharing proposal scores, and collaboration on selection. Once a consultant is selected, scope, project management, and budget oversight will be equally divided between agency project managers. Through this MOA, the County would pay the City an agreed upon lump sum which will be used by the City to execute the consultant contract. Details regarding the review and approval process for project invoices are in Section 4 of the MOA. Since this is a design and planning study, standard construction and capital agreements will not be utilized due to the minimally complicated nature and limited risks associated with a planning study versus construction and capital projects.

**INTERLOCAL AGREEMENT
REGARDING
THE AURORA AVE N CORRIDOR AND E LINE PLANNING STUDY
BETWEEN KING COUNTY AND THE CITY OF SEATTLE**

THIS RCW 35.58.180 AGREEMENT REGARDING THE AURORA AVE N CORRIDOR AND E LINE PLANNING STUDY (this “Agreement”) dated this 10 day of January, 2023, is made and entered into by and between KING COUNTY acting through King County Metro (“Metro”) and THE CITY OF SEATTLE acting through its Department of Transportation (“SDOT”) and collectively, the “Parties”, for the purpose of collaborating on the planning and design of corridor safety upgrades and transit improvements along Aurora Ave N.

RECITALS:

WHEREAS, SDOT was awarded a \$1.5 million grant through the Washington State Department of Transportation’s Pedestrian and Bicycle Program to study and design improvements for the Aurora Ave N corridor between Harrison St and N 145th St. King County Metro will be contributing \$600,000 in funding that was identified during the 2021 omnibus budget and affirmed in the 2023-24 biennial budget to conduct a planning study of the E Line to gain an understanding of the potential costs, travel time savings, and ridership gains associated with improvements to and reinvestment in the E Line and the Aurora Avenue corridor. The study will also evaluate the potential extension of the E line from the Aurora Village Transit Center to connect to new link stations in either Mountlake Terrace or Shoreline; and

WHEREAS, the Parties have a shared interest in enhancing accessibility, mobility, transit connections to transit service, and safety along Aurora Ave N corridor and making investments to address safety and security, speed and reliability, and modernize and improve the user experience for the E Line, Metro’s highest ridership route; and

WHEREAS, the Parties have enacted a project charter (provided in Exhibit A of this agreement) that establishes groundwork for Metro and SDOT collaboration throughout the planning study and through project implementation, including establishing agreed-upon operating principles, desired outcomes, team structures, processes, and timelines; and

WHEREAS, SDOT recognizes Aurora Ave N within Seattle as a high priority for traffic and pedestrian safety upgrades. The corridor is within SDOT’s “high injury network” and over recent years 17% of all traffic fatalities in Seattle occurred on Aurora Ave N. While pedestrians were involved in only 5% of all collisions, pedestrians accounted for 75% of the fatalities on the corridor; and

WHEREAS, the Parties intend to pursue the Aurora Ave N Corridor and E Line Planning Study as a joint agency project to allow for a single project team approach, efficiently leverage project resources, and facilitate the development of a common vision for the corridor; and

WHEREAS, SDOT intends to execute a consultant contract to aid in the analysis of corridor and transit operations, development and evaluation of corridor and transit concepts, and early-phase design work for prioritized corridor spot improvements. The scope of the consultant contract intends

to include elements requested by Metro for evaluation and planning of RapidRide E Line elements; and

WHEREAS, the Parties intend to utilize one team vision, with full top leadership support to enable a culture of learning and innovation. Both parties desire that the one team vision will create efficiencies that will allow the work to be fast tracked while still preserving quality; and

WHEREAS, the Parties will create and promote accountability for this collaborative effort from the top through the front line of each organization, with consistent and continual leadership support of the team; and

WHEREAS, the City and Metro may enter into interlocal agreements consistent with chapter 39.34 RCW (the “Interlocal Cooperation Act”) and are each independently authorized to perform the activities described in this Agreement in accordance with RCW 39.34.080

NOW THEREFORE, it is hereby agreed and covenanted among the undersigned as follows:

Section 1. Definitions. In addition to the terms defined in the Recitals above, the following terms shall have the meanings set forth below:

“Agreement” means this Interlocal Agreement, entered into pursuant to the Interlocal Cooperation Act, as it may be amended from time to time.

“Project” means the joint Aurora Ave N Corridor and E Line Planning Study that includes the scope elements identified by both SDOT and Metro.

Section 2. Purpose and Objectives of this Agreement.

The purpose and overall objective of this Agreement is to create an arrangement to collaboratively and jointly aid in the development of a study that develops and analyzes street design concepts for the Aurora Ave N corridor in Seattle as well as transit upgrade and extension concepts for the RapidRide E Line, which operates along the Aurora Ave N corridor. The ultimate goal of the project is to develop a unified vision for the corridor that accommodates preferred E Line upgrades, enhances pedestrian and multi-modal safety, and increases transit safety, reliability, and connections. With this shared vision, the Parties will cooperatively participate in community and stakeholder engagement, design development and analysis activities, and traffic and transit modeling.

Based on the roles and responsibilities defined in the project charter (see Exhibit A), SDOT will assume the lead role in procuring a consultant team and managing the consultant contract throughout the duration of the study. Metro will reimburse SDOT for costs incurred for study scope related to the analysis, upgrade, and expansion of the RapidRide E Line and will lead these elements of the consultant work. SDOT will lead consultant work for roadway operations analysis and all non-transit related design concepts. Consultant work, outreach reports, and all study deliverables will be shared openly between SDOT and Metro to ensure transit and corridor design concepts are compatible, serve community interests, and achieve shared visions for Aurora Ave N.

Section 3. Duration; Termination; Timing.

(a) *Term.* The initial duration of this Agreement shall be for a period ending upon final acceptance of the Project by Metro and SDOT, which shall occur after completion and joint acceptance of the final Aurora Ave N and RapidRide E Line Study Report and completion and acceptance of the 90% PS&E for specified spot improvements along the corridor.

(b) *Withdrawal from Agreement; Termination by the Parties.* Either Party may terminate this Agreement by providing thirty (30) days' written notice to the other Party. SDOT shall notify the consultant to stop work on the terminating party's scope of work. The terminating party will be responsible for all consultant charges through the date the consultant is instructed to stop work.

(c) *Timing.* The Parties commit to completing the Project with all due diligence, recognizing the short timeline.

Section 4. Coordination, Teams and Anticipated Work Phases

(a) *Coordination.* In order to promote efficiency and optimize innovative coordination techniques, the Parties agree to operate under a "one team" approach. Leadership from both Parties shall emphasize a shared focus on the big picture that includes a focus on what needs to be done, not who needs to perform it, a shared understanding and valuation of everyone's roles and strengths, combined with a willingness to switch roles if doing so creates better performance by the team. In addition, to provide clarity in roles and goals, the following will be established.

- i. The Parties will follow roles and terms set forth in the Charter between King County Metro and SDOT (see Exhibit A).
- ii. SDOT will procure a Consultant which will be scoped to perform work for both King County Metro and SDOT.
- iii. Consultant invoices will be prepared monthly and will separately track the scope of work performed by task
- iv. The Parties will collaborate to do the following:
 - Developing a timeline for the Planning Study with deliverable milestones identified;
 - Supplying support material including existing data for the consultant team;
 - Coordination of consultant scoped tasks;
 - Outreach activities with stakeholders;
 - Monitoring and maintaining the budget;
 - Tracking project risks; and
 - Reporting progress and issues to each agency's management.

(b) *Planning Phase:* SDOT will procure a Consultant that will be scoped to perform work for both King County Metro and SDOT. Metro will pay a jointly agreed-upon lump sum to the City of Seattle to cover the cost of King County Metro consultant work plus contingencies to cover cost overruns and limited incidental added scope items at the Metro PM's discretion. Consultant Notice To Proceed will not be given on any Metro tasks without confirmation and transfer of Metro budget. It is anticipated that in a one team environment, the consultant procurement process may be completed by the end of 2022. Both Parties shall also have the opportunity to have equal representation at all joint project meetings. Some meetings may require extended representatives from the Parties. However, the core team will meet regularly to ensure the Project is moving forward

in a timely manner. Joint meetings do not preclude separate agency meetings, however. The Parties commit to maintaining a meeting schedule as reasonably necessary to achieve project milestones and schedule of deliverables. Anticipated deliverables for the Planning Phase are identified in the charter.

Metro shall be the owner of all scoped tasks and deliverables that relate to Metro's Rapid Ride E Line Expansion Study. SDOT will collaborate and coordinate with Metro in completing Planning phase elements.

(c) *Scope Changes:* For scoped tasks that relate to Metro's Rapid Ride E Line Expansion Study, scope changes shall only be made by written agreement between the Metro PM, SDOT PM, and the consultant PM.

(d) *Amendments:* Metro may make amendments to Metro's scope of work for additional work by written request including a draft scope of work and cost estimate. Final cost will be negotiated with the consultant PM. Metro agrees to transfer a lump sum to SDOT consisting of the negotiated cost plus 10% contingency and 5% PM contingency prior to SDOT giving Notice to Proceed (NTP) to the consultant on amendments.

(e) *Use of Contingency:* 10% contingency shall be reserved to cover cost overruns associated with Metro's agreed scope of work tasks. 5% PM contingency shall be held to cover unanticipated incidental scope items to be added or changes made at the sole discretion of the Metro PM but not used without prior written approval by the Metro PM.

(f) *Cost Overruns:* The consultant PM shall track and monitor the project budget with monthly reports included in invoices and shall notify both the SDOT PM & Metro PM in writing when the total task budget (including task amendments) is within 20% of being exhausted and spending from the total 15% contingency is anticipated. The SDOT PM shall consult the Metro PM on budget and scope rebalancing when contingency spending is anticipated.

Section 5. Payment and Budget.

(a) It is acknowledged and agreed that SDOT and Metro will each pay for the consultant tasks that are identified and separately tracked by the consultant for each agency, including any cost overruns associated with each agency's tasks. Any specific request by SDOT or Metro for work done solely by request of and benefit for SDOT or Metro shall be made in writing and will be applied to that agency's budget.

(b) *Payment Mechanism.* Metro agrees to make a pre-payment lump sum in the amount of \$600,000 to SDOT to cover the cost of consultant scope of work tasks performed on behalf of Metro, which includes a contingency in the amount of 10% of the tasked scope of work plus 5% for PM contingency. No less frequently than monthly, SDOT shall submit to Metro any invoice for payment of consultant time. Within ten (10) days of receipt of this invoice, Metro shall review and indicate concurrence with the invoice. If Metro disputes any part of the invoice, Metro shall inform SDOT in writing of its objections, reserving such dispute for resolution as set forth in the Charter (see Exhibit A) to be made within fourteen days from submission of written objection.

(c) *Budget.* Metro has allocated an initial budget in the amount of \$600,000, including contingencies, in accordance with section 5(b) above and Metro shall pay \$600,000 to SDOT before Notice To Proceed is issued for the Metro task items in the consultant scope of work.

(d) *Unexpended Funds.* Upon completion of the project, the City will notify Metro of any unexpended funds provided to the City by Metro. Metro will invoice the City for the amount of such unexpended funds and the City will pay the invoice within 30 days of receiving it. In the event of a dispute about the existence or amount of unexpended funds subject to return under this provision, the parties will utilize the dispute resolution section 6 of this Agreement.

Section 6. Dispute Resolution

(a) In the event of a contractual dispute between the parties regarding any provision of this Agreement, the parties shall attempt to resolve the matter informally, involving the Aurora Ave Project Management Team ("PMT") and Aurora Ave Project Steering Committee ("AAPSC"), following the dispute resolution protocol outlined in the project charter (see Exhibit A). If the parties are unable to resolve the matter informally, the matter shall be forwarded for discussions to the Director of SDOT and the General Manager of King County Metro, or their respective designee(s). If this process fails to resolve the dispute within thirty (30) calendar days after such referral, the parties shall submit the matter to mediation or other alternate dispute resolution. If the parties submit the matter to alternate dispute resolution and the matter is not resolved, either party shall be entitled to pursue any legal remedy available in a court of law.

1. Aurora Ave Project Management Team ("PMT"). The PMT will be comprised of the following agency representatives: a) King County Metro (KCM) RapidRide Existing Network and Policy Manager, b) KCM Policy and Planning Lead, c) KCM Program Communications and Public Engagement Manager, d) Seattle Department of Transportation (SDOT) Project Developers, e) SDOT Capital Projects Project Manager, f) SDOT Communications & Outreach Lead, f) SDOT Transit & Mobility Regional Transit Planner.
2. Aurora Ave Project Steering Committee ("AAPSC"). The AAPSC has the authority to review and accept, reject or modify PMT decisions, resolve outstanding issues, and provide overall guidance and direction to the PMT. The AAPSC may be convened at the request of the PMT or on its own initiative. The AAPSC will be comprised of the following agency representatives: a) KCM System Expansion and Integration Supervisor, b) KCM Managing Director, Service Development c) SDOT Pedestrian Program Team Manager d) SDOT Capital Projects Supervisor e) SDOT Project Development Division Director, d) SDOT Deputy Director of Capital Project Delivery.

(b) In the event that either party deems it necessary to institute legal actions or proceedings to enforce any right or obligation under this Agreement, the parties hereto agree that any such action shall be initiated in King County Superior Court of the State of Washington. This Agreement shall be interpreted and construed in accordance with the laws of the State of Washington.

Section 7. Miscellaneous Provisions.

(a) *Waiver.* No officer, employee, or agent of the County or the City has the power, right, or authority to waive any of the conditions or provisions of this Agreement. No waiver of any breach of this Agreement by either Party shall be held to be a waiver of any other or subsequent breach. Failure of the County or the City to enforce any of the provisions of this Agreement or to require performance of any of the provisions herein, shall in no way be construed to be a waiver of such conditions, nor in any way effect the validity of this Agreement or any part hereof, or the right of the County or the City to hereafter enforce each and every such provision.

(b) *Indemnity.*

The City and the County agree to defend, indemnify, and hold harmless each other, and their respective officials, agents, and employees from and against any and all claims, damages, injuries, liabilities, actions, fines, penalties, costs, and expenses (including reasonable attorney fees), that arise out of or are related to the negligent acts or omissions of the indemnifying party (and its officers, officials, employees, agents, representatives, and contractors of every tier) in the performance of obligations under this Agreement or the exercise of a party's rights and privileges under this Agreement. In the event any such liability arises from the concurrent negligence of the indemnifying party and the other party, the indemnity obligation of this section shall apply only to the extent of the negligence of the indemnifying party and its actors.

The foregoing provisions specifically and expressly intend to constitute a waiver of each party's immunity under industrial insurance, Title 51 RCW, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. This waiver has been mutually negotiated.

(c) *Integration.* This Agreement contains all of the terms and conditions agreed upon by the County or the City concerning the Project. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto. The Parties have read and understand all of this Agreement, and now state that no representation, promise, or agreement not expressed in this Agreement has been made to induce the officials of the County or the City to execute this Agreement.

(d) *Filing of Agreement.* This Agreement shall become effective immediately after it is duly adopted and executed by the County and the City and shall be filed and/or posted as required in the Interlocal Cooperation Act.

(e) *Notice.* Any formal notice or communication to be given among the Parties to this Agreement shall be deemed properly given, if delivered either in physical or electronic means, or if mailed postage prepaid and addressed to:

King County
201 S Jackson St
Seattle, WA 98104

Phone: 206-477-7881
Attn: Hannah Faires, Project Manager

City of Seattle
700 5th Ave, Suite 3900
Seattle, WA 98104

Phone: 206-684-3190
Attn: MariLyn Yim, Project Manager

(f) *Amendment.* This Agreement may be amended by the mutual consent of the Parties hereto. No additions to or alterations of the terms of this Agreement shall be valid unless made in writing, formally approved and executed by duly authorized agents of all Parties.

(g) *Applicable Law.* The Parties shall comply with all applicable law, including but not limited to the King County Code and the Seattle Municipal Code.

(h) *Counterparts.* This Agreement may be executed in any number of counterparts, each of whom shall be an original, but those counterparts will constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first written above.

Christina O'Claire
Christina O'Claire (Feb 3, 2023 10:58 PST)

Chris O'Claire
King County Metro
Mobility Division Director

Jim Curtin
Jim Curtin (Jan 11, 2023 07:11 PST)

Jim Curtin
Seattle Department of Transportation
Project Development Director

King County and the City of Seattle Aurora Ave Project Team Charter

INTRODUCTION

King County Metro (County) and Seattle Department of Transportation (City) are partnering on planning and outreach for the Aurora Ave Project. The County seeks to expand and improve the E-line along the Aurora Avenue corridor in Seattle and extending north of the city limits. The City has obtained a grant from the Washington State Department of Transportation (WSDOT) for a planning study of the corridor in Seattle to identify safety concerns, and gaps in the pedestrian network. The County and City share goals for the project to create a unified vision, improve pedestrian safety, make multi-modal improvements, and increase transit safety, reliability, and connections. Because of the common corridor, the County and City have decided to create a combined project team and charter.

The intent of this project charter is to facilitate the County and City collaboration during current phases of concept planning and outreach, as well as implementation of spot improvements funded by existing grants. The project charter is intended to position the County and City for successful long-term implementation of the vision and associated improvements. The County and City have developed a shared set of outcomes and are preparing a joint scope of work for a design consultant. This project charter outlines the operating principles and outcomes, structure, process, and timeline for the planning and outreach phase. As well, this charter may later be used for the subsequent design and construction phases with minor modifications such as changes to the project team membership.

1. Operating Principles

- A close, collaborative working relationship among staff that cultivates and nurtures respectful relationships, enhances transparent communications (including explanations about why decisions are made), and strengthens the partnership between the two agencies that serve as a model for future projects.
- A deeper understanding of each agency's needs, pressures, interests, and situational context to help us develop solutions and solve problems jointly.
- Documenting expectations and assumptions for the team, how we work together, and the deliverables.
- We recognize our common goals in creating a socially equitable, safe, and environmentally sustainable vision for Aurora Avenue.
- We ground our work in the customer perspective and community needs.
- We create a positive working relationship by documenting our commitments to one another, communicating openly about issues using established protocols that work for each agency, identifying clear next steps and milestones, and abiding by established deadlines.
- We assume positive intent in working towards our common goals, and we continuously seek to build and reinforce trust.

- We take the time to set context for our discussions and explain “the why” in our partnering conversations to understand each agency’s interests.
- We are frank and transparent about political, regulatory, and funding constraints that influence our discussion and decisions. We understand the complexity of separate governance structures and external pressures. We respect and commit to understanding each other’s perspectives.
- We depersonalize and recognize outside influences for what they are; we set those aside to accomplish our common goals.
- We address challenging issues early, at the lowest possible level, and use current elevating processes when necessary and in a timely manner, with full awareness and agreement of all parties. We will not let issues “sit” unresolved. We will identify and agree when an issue is unlikely to be resolved after two meetings or two weeks without escalation.
- We invite healthy dissent and have the competencies to navigate this dissent.
- We maintain clear and direct lines of communications between each agency throughout the study.

2. Desired Outcomes for the Study

Community Involvement

- A corridor design co-created with community through robust and inclusive outreach and community engagement.
- Extensive outreach including use of community liaisons and tools such as focus groups, online and intercept surveys, pop-up events, door-to-door business outreach, design charrettes, and briefings with key stakeholder groups.
- Relationships developed with stakeholders and impacted communities who are kept informed about the study and understand how their feedback was used to create the preferred design and proposed improvements.

Analysis

- Identification of options that improve travel times and service reliability for riders on the E-Line.
- Assessment of alignment options for an extension of the E Line to a Link station.
- Identification of locations and ways to improve access for people walking and biking to the E-Line stops and destinations.
- Identification of enhancements that will improve safety and security along Aurora and at stops.
- Identification of locations most in need of investment to improve pedestrian and bicycle safety.
- Greater understanding of drainage deficiencies in the corridor and potential improvements.

Planning & Design (to be completed as part of the planning study)

- 90% design for safety and/or multi-modal spot improvements to be constructed by the City at two or three locations.

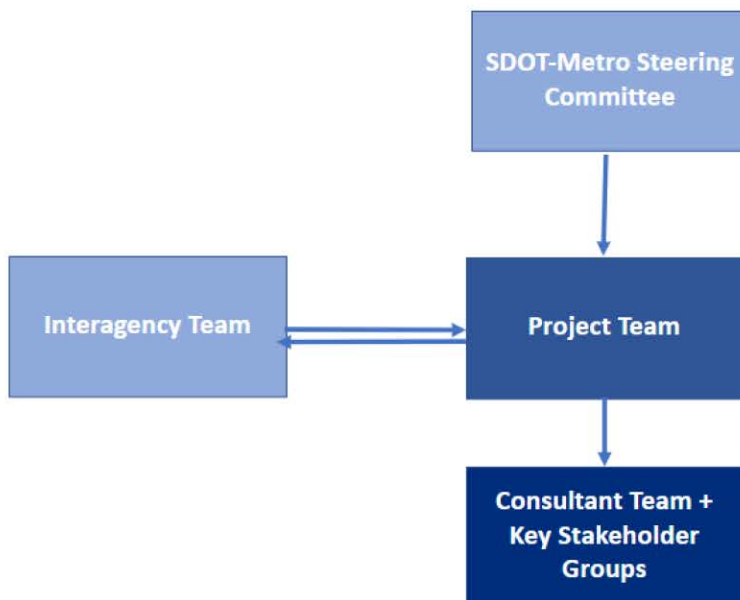
- Conceptual cross sections for Aurora Avenue from Harrison Street to N 145th Street that are responsive to community needs, feedback, and guidance, each agency’s goals and are approved by WSDOT. These cross sections will be used to apply for future construction grant funding. They will include up to two or three concepts for each corridor segment.

Further Design, Implementation, & Construction (to be completed after the planning study)

- Construction by the City of spot improvements at the identified two or three locations when funding becomes available.
- Continued, multi-year design and implementation of safety, transit, and corridor improvements by the City and County as funding becomes available.

3. Structure

There will be three teams working to conduct and guide the study: a Project Team, a Steering Committee, and an Interagency Team.



Project Team

The Project Team will agree upon the set list of issues for negotiation and handle the direct negotiations of the agreed upon issues given their day-to-day responsibilities and subject matter expertise.

The Project Team will facilitate bringing issue experts to the table to negotiate detailed or complex items and reach resolution. Topics for elevation will be identified by the Project Managers and will be elevated to the Steering Committee.

The Project Team for the planning study includes the following members, with support members and subject matter experts as needed:

	County	City
Project Manager	Hannah Faires	MariLyn Yim

Project Team Members	Erik Rundell Matthew Crane Jerry Roberson Lluvia Ellison-Morales	Ed Pottharst David Burgesser Christa Dumpys Ben Smith Ian Macek Maria Koengeter
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It is anticipated that the Project Team for the post-planning study work (“Further Design, Implementation, & Construction” above) may include different members from Metro and Seattle.

Steering Committee

The Steering Committee is responsible for setting the direction for negotiations, developing the framework, guiding project goals, scoping, timeline, and working principles, ensuring timelines are met and resolving priority items unable to be successfully negotiated at the Project Team level. This group will also develop strategy around future corridor investments and continuing interagency partnerships. The Steering Committee members will be responsible for reporting progress to the leadership their respective agencies.

	County	City
Members	Hannah McIntosh	Brian Dougherty Joanna Hankamer

Interagency Team

The Interagency Team will consist of members from the County and the City (including other City departments such as Seattle Public Utilities, Seattle City Light, and others), WSDOT (planning and operations), City of Shoreline, City of Mountlake Terrace, Community Transit, and other agencies, as appropriate, to coordinate on corridor goals and operations. This group will also align on design concepts and community engagement as well as address interagency concerns and clarify review processes during engineering design.

4. Process (team functions and meeting frequency, communication, dispute resolution, contract management, and working with consultants)

Project Team

The Project Team will manage the project and serve as the primary forum for coordination among the City, County, and the consultant team. At a minimum, the Project Team will meet bi-weekly for the duration of the study. The Project Team will also be the main point of coordination for community engagement activities and with the consultant team. The consultant project manager will be expected to join the biweekly project team meetings.

The Project Team is responsible for inviting key team members and subject matter experts (SME) not on the Project Team to participate on topics as necessary. The project manager will be responsible for bringing together and facilitating the Project Team and Interagency Team.

Project Team Expectations:

- Timely review of project materials
- Active participation in meetings and outreach events; delegate if not able to join
- Facilitate agency connections to subject matter experts for relevant topics

Steering Committee

The Steering Committee will guide project scoping, timeline, goals, and working principles. They will provide direction on study processes, review key deliverables, and resolve conflicts around design decisions. It is the responsibility of the Steering Committee, with assistance as needed from Project Team members, to keep the leadership of the respective agencies up to date on progress and to proactively highlight any potential items needing discussion and resolution between the two parties. The Steering Committee will meet monthly or as needed through the duration of the study.

The Project Team, Steering Committee, and consultants will be accountable to the timeline in section 4. Both agencies should strive to maintain timely review turnarounds, deliverables, meeting attendance, timely elevation of issues, and other measures to ensure the schedule is met. In the spirit of open communication, any difficulties in maintaining schedule commitments should be shared honestly, and as early as possible. If changes to the timeline in section 4 are needed, such changes shall be considered by the Steering Committee with input from the Project Team.

Interagency Team

The Interagency Team will be a forum to share information with key stakeholders and coordinate on broader corridor goals and operations among the City, County, WSDOT, and other key stakeholders. It will identify interagency concerns, clarify the review processes during design, and work to align on design concepts. The Interagency Team will also serve as a forum for coordinating engagement processes. The Interagency Team will meet once or twice monthly for the duration of the project. The Interagency Team will be facilitated by the City and County project managers on a rotating basis (one time per month).

Communication

- External media requests will be shared with Public Information Officers from the other agency, and they will be allowed to review responses before they are sent.
- External communications with partners will be coordinated through the Interagency Team.
- Communication with elected officials and leaders will be developed and coordinated by the Project Team. Each agency will be invited to participate and attend meetings with the City or County Council as a whole or individually.

Dispute Resolution

To resolve any issues, the Project Team agrees to make good faith efforts to resolve any disputes arising under this work.

- At the Project Team level, all parties shall confer and attempt to resolve the dispute at the lowest level possible. If the dispute cannot be resolved at this level, members of

Project Team will collectively prepare and agree on a written one- or two-page summary of the issue which will be shared with the Steering Committee for potential resolution.

- The practice will follow the Solutions Alliance protocols for elevation of issues. Issues that require elevation should be raised appropriately to each level with the following roles meeting to resolve and elevate to the next level as needed:
 - Steering Committee: Metro System Expansion and Integration Supervisor (Hannah McIntosh) and SDOT Pedestrian & Neighborhood Projects Team Manager & Project Management Director (Brian Dougherty/Joanna Hankamer)
 - Directors: Service Development Managing Director (Katie Chalmers), Metro Mobility Division Director (Chris O'Claire) and Project Development Director & Capital Project Delivery Deputy Director (Jim Curtin/Francisca Stefan)
 - Agency Leadership: Metro General Manager (Terry White) and the SDOT Director (Greg Spotts)
 - At the Director level, if no resolution can be reached, the Directors will request discussion and resolution by the City's DOT Director and the County's Transit General Manager. Any resolution will be shared with all parties, including the Project Team.

Protocols for Contract Management and Working with Consultants

- Request for Qualifications (RFQ) Development and Release
 - The City will lead the procurement process and be the owner of the consultant contract
 - The County will assist in the development of the scope of work and other items as needed
- Consultant Selection and Negotiation
 - The City and County will jointly develop evaluation criteria for scoring the consultant proposals which will be reviewed by steering committee members.
 - Consultant interviews will consist of up to six panel members with no more than three County members and three City members, including:
 - County: project manager, transportation planner, and transportation engineer
 - City: project manager, project developer, and transportation planner
 - Selection process based on interviews with up to four consultant teams
 - Contract and scope of work negotiations with the selected consultant will be led by the project managers and involve the Project Team.
- Consultant Management
 - Communication and points of contact: the project will be co-led by the City and County. Project managers for both the City and County will be the primary point of contact for the consultant. Project managers will take care to provide clear direction to the consultant.
 - Task Leads: the City or County project manager will be listed as the lead for each task, and they will be the consultant's primary contact for that task. However, both project managers should be included on all emails and invited to all meetings.

