

August 13, 1990
CM:ji/METROMOT

Introduced by: LOIS NORTH

Proposed No.: 90-733

MOTION NO. 8026

1
2 A MOTION authorizing the King County Executive to
3 enter into an interlocal agreement with the
4 Municipality of Metropolitan Seattle (METRO) for
5 conducting a high capacity transit planning
6 program and an arterial high occupancy vehicle
7 planning program and agreeing to roles,
8 responsibilities, and reimbursement.
9

10 WHEREAS, the King County council passed an ordinance
11 adopting the King County Transportation Plan, which contains
12 policies supporting the county's active participation in high
13 capacity transit planning and implementation, and

14 WHEREAS, ensuring consistency between and among the county,
15 the Municipality of Metropolitan Seattle, and other involved
16 jurisdictions is critical to the success of high capacity
17 transit and arterial high occupancy vehicle programs, and

18 WHEREAS, the Municipality of Metropolitan Seattle is
19 authorized to perform the function of metropolitan
20 transportation planning and operation for King County, and

21 WHEREAS, the State Legislature has found that it is in the
22 public interest for local governments to coordinate with one
23 another to achieve comprehensive land use planning and
24 consistent transportation improvements, and

25 WHEREAS, the goal of the adopted state 1990 Growth
26 Management Act in transportation was to "encourage efficient
27 multimodal transportation systems that are based on regional
28 priorities and coordinated with county and city comprehensive
29 plans";

30 NOW, THEREFORE BE IT MOVED by the Council of King County:

31 A. The county executive is hereby authorized to enter into
32 an interlocal agreement, attached, with the Municipality of
33 Metropolitan Seattle for the purpose of administering and
34 conducting a high capacity transit planning program and an
35 arterial high occupancy vehicle planning program

1 Provided that:

2 The interlocal agreement shall provide for the inclusion of
3 county land use and transportation policies, as adopted, and
4 that the alternatives analysis and environmental impact
5 statement to be prepared by the Municipality of Metropolitan
6 Seattle shall take into account such county land use and
7 transportation policies which are in existence and adopted at
8 the time of their preparation.

9 PASSED this 13th day of August, 1990.

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KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

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13

Louis North
Chair

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ATTEST:

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Gerald G. Peterson
Clerk of the Council

INTERLOCAL AGREEMENT BETWEEN KING COUNTY AND METRO

Metro High Capacity Transit Planning Program

Rail and HOV/Busway Planning Program

and

King County Arterial HOV Study

I N D E X

<u>SECTION</u>	<u>TITLE</u>
	Declaration
I.	Purpose
II.	Definitions
III.	Public/Community Participation
IV.	Decision/Policy Review
V.	Technical Review/Assistance
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X.	Termination and Default
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XVI.	Miscellaneous

**INTERLOCAL AGREEMENT BETWEEN KING COUNTY
AND METRO**

Metro High Capacity Transit Planning Program
Rail and HOV/Busway Planning Program
and
King County Arterial HOV Study

This Agreement is made and entered into the _____ day of _____, 1990 by and between the Municipality of Metropolitan Seattle (hereinafter called "Metro") who shall serve as the lead agency for the purpose of administering and conducting a high capacity transit planning program (hereinafter called "rail and HOV/busway"), King County (Hereinafter called, "the County") who shall serve as the lead agency for purposes of administering and conducting the King County arterial HOV program.

WHEREAS, Metro is authorized by public vote and Chapter 35.58 RCW to perform the function of metropolitan public transportation planning and operation for the Seattle-King County metropolitan area; and

WHEREAS, on July 5, 1988, the King County Council passed an ordinance to sponsor an advisory ballot asking voters whether planning for rail should be expedited and said advisory ballot issue appeared on November 2, 1988, at which election 68% of the voters voted "yes;" and

WHEREAS, on September 25, 1988, the King County Council passed an ordinance adopting the King County Transportation Plan containing policies supporting King County's active participation in high capacity transit/rail planning and implementation; and

WHEREAS, on September 15, 1988, the Metro Council passed Metro Resolution 5506 which directed Metro staff to propose a rail and bus system to be integrated into its Long-Range Plan for Public Transportation; and

WHEREAS, on March 16, 1989, the Metro Council passed Resolution 5566 approving the 4-year rail and integrated bus system planning work program and authorized the Executive Director to enter into interlocal agreements with local jurisdictions; and

WHEREAS, ensuring consistency between County and local governments and Metro is necessary to implement facilities that are successful public investments to further the goals of growth management; and

WHEREAS, the 1990 State Legislature adopted ESHB 2929 finding that it is in the public interest for local governments to coordinate with one another to achieve comprehensive land use planning; and

WHEREAS, the goal of the adopted state 1990 Growth Management Act in transportation was to "encourage efficient multimodal transportation systems that are based on regional priorities and coordinated with County and city comprehensive plans.

WHEREAS, a rail and/or an HOV/busway system will have impacts that will affect King County's transportation system and land use activities; and

WHEREAS, the County recognizes that Metro is authorized to make the decision to implement a regional rail and integrated bus system; and

WHEREAS, Metro and the County acknowledge that a decision to construct and implement a regional high-capacity transit system is principally a policy decision to be made by elected officials, supported by technical analysis; and

WHEREAS, the County desires that Metro share its plans at various stages during development, afford the County an early opportunity for feedback, and make every effort to address and incorporate the County's concerns;

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

I. PURPOSE

This Agreement defines the roles and responsibilities of Metro and King County for the Metro high-capacity transit (HCT) planning program and the King County Arterial HOV Study. The Agreement provides the framework for the joint County/Metro planning and design process and includes provisions for coordination and review; public participation; County participation in Metro's technical analysis; County participation in the priority corridor study; County participation in alternatives analysis; funding and dispute resolution. This Agreement also provides for sharing information that relates to both the County Arterial HOV Study and the Metro HCT and HOV busway studies. This Agreement further provides for amendments prior to the Alternatives Analysis (AA) Phase and at other times with the mutual consent of the parties. Subsequent pre-construction phases will be scoped prior to their initiation. This Agreement will be amended for each phase to describe the County's participation and reimbursement. Section 2 of this Agreement contains definitions of commonly used technical terms.

This Agreement contains the scope of the high-capacity transit planning program to be conducted by Metro and the Arterial HOV study to be conducted by the County. The specific work products and schedule are described in Attachments A and B to this Agreement. Attachment C is Metro's Policy Review Process proposed by Metro staff for the High-Capacity Transit Planning Program. Attachment D is the scope of responsibilities for the Metro funded coordinator position.

II. DEFINITIONS

The following definitions are employed throughout this Agreement and its attachments:

Alignment - The specific location of a high capacity transit alternative within a corridor or segment.

Alternatives Analysis - U. S. Urban Mass Transportation Administration (UMTA) - required analysis and evaluation of alternatives within a priority corridor leading to the identification of a locally preferred alternative.

Corridor - A wedge - - shaped geographical area that includes a central business district. Within the corridor there can be several alternative alignments, transit networks and fixed facilities.

Issues of Systemwide Significance - Results of specific Metro rail and HOV/busway planning studies that require critical decisions, have critical effects on other studies conducted for Metro's High Capacity Transit Planning Program, and/or require approval by decisionmakers from throughout Metro's service area, and require Metro Transit Committee concurrence.

Jurisdictional Working Group - Technical staff working groups within a jurisdiction, for King County known as the "HCT Technical Working Group."

Priority Corridor - The corridor selected for further detailed analysis during Alternatives Analysis.

Segment - A portion or portions of one or more corridors.

Technical Forum - A Metro-sponsored group of representatives from interested jurisdictions and agencies throughout the Metro service area and adjacent transit operators.

Technical Review Groups (TRGs) - Subgroups of the Technical Forum convened on an as-needed basis to discuss specific issues of technical concern.

III. PUBLIC/COMMUNITY PARTICIPATION

A. Metro and the County agree to jointly develop a comprehensive community participation program for issues pertaining to systemwide significance. The community participation program shall include, but not be limited to, public meetings, community forums, press briefings and distribution of written materials such as newsletters and hearing notices. Responsibilities for managing community participation programs shall be allocated as follows:

1. Metro shall have lead responsibility for community participation during all phases of planning and implementation of a high capacity transit system. The public participation process shall include the presentation of information on issues of systemwide significance. The County shall have a role in planning the public meetings, and Metro will notify the County of the public meetings. Metro shall provide the County with an outline of the public involvement process and a schedule of tasks and meetings. Metro shall inform the County of any Metro-sponsored meetings with community organizations, neighborhood interest groups and countywide organizations. Metro shall notify the County two (2) weeks or more in advance of all such meetings. If the County anticipates that a meeting it is sponsoring will address significant issues covered by this Agreement, it will inform Metro as soon as it is practical. Metro and the County further agree to encourage broad-based participation by interest groups and the public.

2. Metro shall involve the County in its preparation of a community participation program prior to initiation of the Alternatives Analysis for those issues of special relevance to the County, including alignments, station locations, access and circulation impacts, neighborhood traffic impacts, and environmental impacts within the County.

B. The elected officials of the County and Metro Council reserve the right to conduct independent public meetings and hearings at any stage of the planning process.

IV. DECISIONMAKING/POLICY REVIEW PROCESS

A. The County Council and the County Executive shall have an opportunity to review and make formal recommendations on issues of systemwide significance in the High Capacity Transit Planning programs, including, but not limited to, the following:

1. Long-Range Plan

- a. Alternative segments for evaluation as an initial high capacity transit element.
- b. Selection of the Priority Corridor with the adoption of the Metro Long-Range Plan.
- c. Fixed-route service policies for the Long-Range Plan
- d. Shared-ride program policies for the Long-Range Plan

2. Pre-design/Special Studies

- a. Most promising University District Alternative(s) for pre-design.
- b. Most promising I-90 or SR-520 alternative(s) for pre-design.
- c. Most promising Bellevue CBD alternative(s) for pre-design.
- d. Refinement of south King County alternatives and most promising Sea-Tac Airport alternatives for pre-design.
- e. Most promising HOV and Busway alternatives for pre-design in Phase II of the HOV/Busway planning contract.
- f. Most promising HOV/Busway alternative for pre-design within the Priority Corridor.

B. The County Council and the County Executive shall have an opportunity to review and make formal recommendations on issues of systemwide significance in the High Capacity Transit Planning programs, including, but not limited to, the following:

1. Authorization to initiate Alternatives Analysis.

2. Recommendations for alternatives and other issues of system significance to be evaluated in more detail in Alternatives Analysis or other future studies in the corridors.

C. Metro agrees to provide the County two (2) weeks to comment on draft technical memos following the completion of work by staff and consultants on issues of systemwide significance. To allow time for the County to review the staff recommendations, Metro staff shall schedule a minimum of two (2) weeks between any action presented to the Planning Subcommittee and subsequent action by the Transit Committee or Metro Council.

D. Metro shall, at the discretion of the County, brief County officials, including the Executive and the Council, on issues of systemwide significance in the Rail and HOV/Busway Planning Program. The issues of systemwide significance include, but are not limited to, the items identified in Section 4.A. and 4.B.

E. Metro agrees to provide the County with its anticipated schedule of information or action items related to the high-capacity transit planning program when such items appear on the agenda of the Metro Council, Transit Planning Subcommittee at least two (2) weeks in advance or as soon as practicable. If needed, the County agrees to schedule briefings for the Executive, County Council and staff for discussion of the Metro information or action item in advance of Metro Subcommittee, Committee, or Council consideration. If briefings are needed, the review time before Metro Council action will be extended to allowing time for County Council briefings prior to Metro Council action.

F. The County agrees to provide Metro with its anticipated schedule of information or action items related to the high capacity transit planning program when such items appear on the agenda of the County Council or Council Subcommittee at least two (2) weeks in advance or as soon as practicable.

G. In the development of their alternatives, Metro shall consider the County's permitting and environmental requirements as well as adopted land use plans that affect the location of both population and commercial activity.

V. TECHNICAL REVIEW/ASSISTANCE PROCESS

A. The King County HCT Working Group, which includes representatives of the Council staff, Public Works, Community Planning and Comprehensive Planning shall be the County's principal review body for Metro's Rail and HOV/Busway planning work program. The County HCT Working Group is chaired by Public Works, Transportation Planning staff, which is also the County's designated technical lead liaison from the County administrative staff with Metro technical staff. The County also has a designated technical lead staff representing the Council.

B. The County's HCT Technical Forum representatives shall be responsible for distributing copies of appropriate draft technical memos, draft reports and final reports as identified in attachment A, "Scope of Work" to the County HCT Working Group for their review and comments.

C. The County HCT Working Group shall be represented on Metro's Technical Forum by one administrative staff member and one Council staff member who will serve as Metro's primary contacts. These contacts shall each be notified separately of meetings. Other County staff shall participate in Metro's Technical Review Groups according to their departmental and/or professional discipline. The County shall actively participate and contribute to the development of Metro scopes of work for both Metro staff and consultant studies, and review draft and final work products. The County's two Technical Forum Representatives shall each receive two (2) reproducible copies of all technical memorandums, reports and other work products produced for Metro's Rail and HOV/Busway Planning Program as listed in Attachment A, "Scope of Work." Metro shall provide one (1) copy of large format drawings to the County administrative staff representative. The County at its option and expense may request additional copies of large format drawings from Metro.

The schedule for technical memos and draft and final work products is presented in Attachment A, "Draft Scope of Metro Rail and HOV/Busway Planning Program," and Attachment B, "Metro High Capacity Transit Planning Program Consultant Products List and Estimated Master Schedule." Metro further agrees to brief County officials and the County HCT Working Group on the results of these studies as requested. The County HCT Working Group shall review and comment on draft work products within the following specified time periods or notify Metro of significant issues that requires a longer comment and/or resolution period.

1. Metro agrees to provide the County at least two (2) weeks notice prior to completion of staff or consultant work on all draft and final technical memos and reports including, but not limited to, those referenced in Attachments A and B. Metro shall also provide at least two (2) weeks notice prior to the presentation of their results to the Metro Planning Subcommittee as an information item.

2. The County agrees to forward its comments to Metro within two (2) weeks of receipt of draft product(s). If the County identifies major potential problems, it will notify Metro of major technical and/or policy problems within one (1) week or as soon as possible. Metro agrees to submit the County's comments to the consultant verbatim.

3. In the case significant issues are identified that require a longer comment and/or resolution period, the County agrees to request additional time for comments within one week (1) of receipt of Metro's work product or as soon as possible.

D. The County HCT Working Group shall report to the County Council and County Executive on Metro's progress and inform them of potential disputes.

E. As part of the technical review process, the County HCT Working Group shall review Metro scopes of work and technical work products to ensure integration and consistency with the County's Comprehensive Plan goals and policies, with King County Transportation Plan goals and policies, integration of land use and transportation issues and to ensure efficient use of resources. Metro shall afford the County the opportunity to review and comment on draft consultant scopes of work prior to release of requests for proposals and prior to conclusion and approval of contracts. Metro shall notify the County representative to the Technical Forum of any written change in the process or product at the time of consultant or policy committee notification.

F. The County staff shall participate in Metro forums for technical review. The County staff shall also work with Metro staff on a regular basis to review draft work products and provide technical assistance and data on both land use and transportation issues. The County agrees to participate in other regional forums that Metro has established for this program.

G. It is the County's and Metro's intent, that for any portion of a proposed high-capacity transit system that is located within unincorporated King County, both parties shall jointly participate in the preparation of the Alternatives Analysis and Environmental Impact Statement. These shall be consistent with the requirements of the County's comprehensive and transportation plans, as are in effect or may be adopted during the term of this agreement.

H. Metro and the County shall share data and other information that could be of mutual benefit in the Metro high capacity transit planning program and the King County arterial HOV study to minimize duplication of data collection and analysis.

I. Metro agrees to provide technical review and comment on technical memoranda produced during King County's Arterial HOV Study. The County agrees to provide two (2) weeks for reviewing the technical memoranda. The Scope of Work outlining the technical process is attached as Attachment E.

VI. DISPUTE RESOLUTION

A. All attempts will be made to resolve technical differences by both parties in a professional manner. When technical agreement cannot be reached at the staff level, the technical dispute will be raised to Metro's Director of Transit and King County's Director of Public Works who shall consult with the Executive and County Council. When technical agreement cannot be reached at the Director level of the County and Metro, the directors shall agree to employ one of the two following approaches:

1. Carry forward both positions for further analysis, including sensitivity analyses of the impacts of alternative assumptions.

2. Engage the services of a professional mediation firm to resolve the dispute.

B. All disputes and their resolutions will be reported to the Metro Transit Committee and the King County Council Transportation and Public Works Committee and the King County Executive.

VII. FUNDING

A. Metro shall reimburse the County for the full costs of 1.0 full time equivalent (FTE) Senior Transportation Planner for the purposes of coordination, monitoring and analysis up to the beginning of the Alternatives Analysis phase. The roles and responsibilities of the coordinator are outlined in Attachment D. The amount to be funded shall be equivalent to the salary, benefits and office expenses and 28% administrative overhead, of a Transportation Planner up to \$64,000 annually. The administrative overhead

expense is applicable to all other costs including but not limited to salary, benefits and office expenses. In addition, Metro agrees to appropriate funds for the Transportation Planner in quarterly payments beginning with written notification by the County to Metro that the position has been filled. Metro shall make subsequent quarterly payments upon receipt of County invoices indicating the amount of time devoted to the Metro High Capacity Transit Planning Project. Metro can have access to timesheets and other supporting documentation.

B. Metro shall reimburse the County for specific tasks requested by Metro and performed by the County that also contribute directly to rail, HOV, busway or high-capacity transit analysis in addition to that provided by the position funded in Section 7.A of this Agreement. These specific tasks include, but are not limited to, costs for data production, analysis, or other assistance requested by Metro or its consultants including staff time, computer time, production of materials, consulting services, and other data collection or analysis costs.

C. It is expressly understood by both parties that the County and Metro shall re-negotiate this Agreement to provide for funding of the County's review and technical services during the Alternative Analysis and Preliminary Engineering Phase. Metro recognizes the need to fund additional FTEs for technical review and evaluation by the County during the Alternatives Analysis and later phases of the high capacity transit program. The County will review final reports from this initial phase and will develop a listing and description of issues. Metro agrees to treat issues presented by the County as priority work items that will be addressed initially and comprehensively in the Alternatives Analysis phase. Metro agrees that identifying issues at the end of the initial Long-Range Plan phase and at the beginning of Alternatives Analysis is timely and appropriate with respect to the progress of the project.

D. In the case that the Rail Development Account is released by the Washington State Legislature for the purpose of funding rail pre-implementation planning programs, the County agrees to submit an application to fund its review and technical services activities covered under this agreement to the Rail Development Account. Until funding is secured from the Rail Development Account, Metro remains obligated to provide direct funding to the County.

VIII. MODIFICATION OF AGREEMENT

A. This Agreement shall be amended following the selection of the preferred initial segment and before the initiation of Alternatives Analysis. At that time, the roles of the parties may be changed, information requirements and review schedules will be modified, and reimbursement requirements will be updated.

B. This Agreement may be modified at other times in writing as agreed to by both parties.

C. This Agreement may be extended to add phases, including, but not limited to, planning and pre-design and preliminary engineering as mutually agreed upon by both parties. Any extension to add phases shall be incorporated by written amendments to this Agreement after approval by the County Council and Metro Council in accordance with the parties' normal contractual procedures.

IX. EXTENSION OF SCOPE OF DURATION OF AGREEMENT

This Agreement shall take effect immediately upon its approval by Metro and the County. The Agreement shall remain in force until the beginning of construction of a high-capacity transit system or December 31, 1995, whichever occurs first. This Agreement may be terminated at any time with the consent of both parties.

X. TERMINATION AND DEFAULT

A. This Agreement shall not be terminated except by initiation by resolution of the Council of the terminating party and agreement by resolution of the other Council. Termination shall not become effective until sixty (60) days after the resolution is approved.

B. If either party terminates this Agreement prior to the completion of Metro's Rail and HOV/Busway Planning Program, the party shall remain liable for the completion of tasks already undertaken during that phase of the program unless the other party agrees to waive task completion.

C. If either party terminates the Agreement prior to the completion of Metro's Rail and HOV/Busway Planning Program, the terminating party shall remain liable for its share of consultant costs incurred as a result of services performed prior to the termination date and of any other costs directly incurred as a result of the termination.

XI. FUTURE COMMITMENT

Nothing in this Agreement shall bind the County now or in the future to the construction, financing or operation of a regional rail and HOV/busway system.

XII. PROJECT MANAGER

King County Project Manager: Bill Hoffman, Manager, Transportation Planning, or a successor individual appointed by the County to carry out the responsibilities set forth by this Agreement.

Metro Project Manager: Robert K. White, Capital Planning and Development Division, or a successor individual appointed by Metro to carry out the responsibilities set forth by this Agreement.

XIII. NON-WAIVER

No waiver by either party of any term or condition of this Agreement, including Attachments A-E, shall be deemed or construed as a waiver of any other term or condition, nor shall a waiver of any breach be deemed to constitute a waiver of the same or a different provision of this Agreement. No waiver shall be effective unless made in writing.

XIV. INDEMNIFICATION

A. The County agrees to hold Metro harmless from all claims or lawsuits arising by reason of its negligent acts or omissions performed pursuant to the terms of this Agreement. Likewise, Metro agrees to hold the County harmless from any claims or lawsuits arising by reason of its negligent acts or omissions performed pursuant to the terms of this Agreement.

B. The County and Metro agree that, in the event that either party is required to institute legal action concerning this Agreement, such action shall be brought before the King County Superior Court.

XV. SOUTH KING COUNTY COMMUTER RAIL DEMONSTRATION PROJECT

The terms of this Agreement do not apply to Metro's South King County Commuter Rail Demonstration Project.

XVI. MISCELLANEOUS

A. Notices to County - Until such time as the County notifies Metro in writing otherwise, all notices to the County required to be given under the terms of this Agreement, unless otherwise specified herein, or as may be amended, shall be given in writing, addressed as follows:

Bill Hoffman, Manager, Transportation Planning
King County Public Works
976 King County Administration Building
500 Fourth Avenue
Seattle, WA 98104
Attention: Sue Osterhoudt, Transportation Planner

B. Notices to Metro - Until such time as Metro notifies the County in writing otherwise, all notices to Metro required to be given under the terms of this Agreement, unless otherwise specified herein, or as may be amended, shall be given in writing, addressed as follows:

Robert K. White, Manager
Capital Planning and Development Division
Metro
821 Second Avenue, MS/51
Seattle, WA 98104

C. Data Requests - Metro and its consultants agree to honor standard procedures and protocol in making data requests for the County.

D. Media Policy - Any official news releases and public reports issued by Metro or County staff relating to the High Capacity Transit Planning Program should include reference to the other party whenever appropriate. Both parties shall use their best efforts to consult with each other prior to releasing any official statement to the press.

E. Captions - Section titles or other headings contained in this Agreement are for convenience only and shall not be part of this Agreement, nor be considered in its interpretation.

F. Binding Upon Successors - This Agreement shall inure to the benefit of, and be binding upon the successors and assigns of both parties.

G. Entire Understanding - This Agreement constitutes the total understanding between the County and Metro relative to the matters identified herein.

H. Counterparts - This Agreement may be executed in any number of counterparts, each of which shall be an original, but such counterparts shall constitute one and the same instrument.

I. No Third-Party Beneficiaries - This Agreement is entered into solely for the mutual benefit of Metro and the County. This Agreement is not entered into with the intent that it will benefit any other person and no other such person shall be entitled to be treated as a third-party beneficiary of this Agreement.

J. UMTA Funding - The County and Metro acknowledge that a portion of the high-capacity transit planning program is or may be funded by the Urban Mass Transportation Administration (UMTA) of the United States Department of Transportation and if such funding is obtained, then the terms and conditions of the financial assistance agreement between UMTA and Metro shall apply to this Agreement.

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

KING COUNTY

MUNICIPALITY OF METROPOLITAN SEATTLE

County Executive

Richard Sandaas, Executive Director

Date

Date

Approved as to Form:

Approved as to Form

Prosecuting Attorney

Administrative Legal Counsel

ATTACHMENTS

Attachemnt A - Scope of Work
Rail Planning Service Contract
HOV/Busway Planning Services Contract

Attachment B - Schedule and Products List

Attachment C - Metro Policy Review Process

Attachment D - Scope of Coordinator Responsibilities

Attachment E - Scope of Work
King County Arterial HOV Study

ATTACHMENT D

Responsibilities of County Coordinators

Coordination

- Serve as Metro's primary liaison and contact for the high capacity transit planning program.
- Brief elected officials and/or senior management.
- Coordinate the County's internal review of Metro's High Capacity Transit Planning Program.
- Gather and prepare County's comments on Metro's Technical memos.
- Draft resolutions for Council in conjunction with Council Staff.
- Administer interlocal agreement and coordinate billings and payments.
- Attend Technical Forums, scoping meetings, and policy committee meetings where appropriate.
- Advise Metro and its consultants in securing necessary information from the County.
- Serve as liaison between Metro and County HCT Working Group.
- Provide coordination and assistance in the area of public participation.

Analysis

- Prepare policy analysis on behalf of the County.
- Review and analyze selected technical products.
- Assess ability of the County to accommodate high capacity transit corridors.
- Conduct assessment of impacts of potential alignments and stations within the County.
- Provide population and employment estimates.
- Identify distribution of special transit populations.
- Identify current and future issues to be addressed in the Alternatives Analysis.
- Refine Metro evaluation criteria.

Attachment D (Continued)

Evaluation

- Evaluate segments against County developed criteria.
- Review population and employment assumptions.
- Evaluate mitigation measures.

General

- Undertake other responsibilities or tasks as necessary for the success of the High Capacity Transit Program.

ATTACHMENT E

SCOPE OF WORK KING COUNTY ARTERIAL HOV STUDY March 1990

1. PREPARE INTERLOCAL AGREEMENT

- Write draft interlocal agreement between King County and Metro for cooperation in Metro HCT Rail and Busway Studies and for cooperation in King County Arterial HOV Plan development.
- Review draft agreement -- County staff and Legal Counsel.
- Review draft agreement -- Metro staff.
- Revise draft agreement.
- Act on draft agreement -- Metro Council.
- Prepare ordinance for King County Council.
- Review Ordinance -- County staff and Legal Counsel.
- Review Ordinance -- King County Transportation Committee.
- Act on Ordinance -- King County Council.

2. PREPARE BACKGROUND REPORT

- Develop bibliography of pertinent literature and policies.
- Interview appropriate jurisdictional representatives.
- Collect and review appropriate existing plans.
- Write background report.
- Review Draft Background Report.
- Revise Draft Background Report.
- Produce Final Background Report..

3. ADMINISTER PROJECT

- Refine Scope of Work.
- Determine staffing needs.
- Ongoing administration.

4. PREPARE HOV IMMEDIATE PRIORITY IMPLEMENTATION PLAN

- Review TNR projects and compare with ETP and Metro Projects.
- Coordinate with Community Plan Lead Planners for additional HOV projects.
- Coordinate with Metro to include Metro HOV projects.
- Review WSDOT project list for update.
- Identify HOV projects for inclusion in CIP.
- Review and include Metro HOV projects in CIP.

5. ASSESS HOV NEEDS

- Review other agencies' assessment criteria.
- Develop criteria for assessing needs.
- Collect, summarize and map data
 - LOS
 - accident
 - transit
 - carpool
- Analyze data
- Map needs areas.

6. PREPARATION FOR HOV DESIGN STANDARDS

- Review existing HOV standards and designs.
- Identify and analyze HOV project design issues.
- Identify components for inclusion in future design manual.

7. DEVELOP MENU OF ALTERNATIVE ACTIONS

- Review literature and field data.
- Summarize actions.

8. DEVELOP HOV POLICIES

- Review King County TSM work.
- Review appropriate literature.
- Review existing applicable legislation, resolutions, ordinances, etc.
- Identify and analyze policy issues.
- Draft proposed policies.
- Review proposed policies -- staff.
- Revise proposed policies.

9. DEVELOP HOV PROJECT IMPLEMENTATION SCHEDULE

- Review King County project prioritization Methodology.
- Review other appropriate project/HOV project prioritization methodologies.
- Identify and analyze HOV prioritization issues.
- Develop recommended HOV project prioritization methodology.
- Develop list of HOV program actions and projects.

10. DEVELOP HOV IMPLEMENTATION COSTS

- Develop capital cost methodology.
- Develop operating and maintenance cost methodology.
- Review existing enforcement programs
- Identify and analyze enforcement issues.
- Develop enforcement cost methodology.
- Plan HOV enforcement needs.
- Apply cost methodologies.

11. DEVELOP HOV PROJECT EVALUATION METHODOLOGY AND PLAN

- Develop potential HOV operations standards and measures.
- Identify and analyze issues related to application of potential standards and measures.
- Document recommended evaluation standards and measures.

12. PREPARE HOV STATUS REPORT FOR KING COUNTY

- Assess progress of HOV Plan development.
- Write draft status report.
- Review draft status report.
- Produce final report.

13. PREPARE DEIS

14. ANALYZE AND FORMULATE IMPLEMENTATION STRATEGIES

- Coordinate with Transportation Financing Strategies Committees.
- Analyze appropriate legislation.
- Identify and analyze issues.
- Develop implementation strategy for HOV programs and projects.

15. WRITE DRAFT ARTERIAL HOV PLAN

- Write draft plan.
- Review draft plan -- staff.
- Revise draft plan.
- Present plan to Executive.
- Transmit to Council.

16. ADOPT PLAN

- Council review and consideration of Plan.