

**Date:** July 26, 2017

**To:** Board of Directors

**From:** Neil McFarlane *Neil McFarlane*

**Subject:** RESOLUTION 17-07-60 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH FFA ARCHITECTURE AND INTERIORS INC. FOR DESIGN SERVICES FOR THE TRIMET CENTRAL POLICE PRECINCT PROJECT

---

**1. Purpose of Item**

The purpose of this item is to request that the TriMet Board of Directors (Board) authorize the General Manager to execute a contract with FFA Architecture and Interiors Inc. (FFA) for design services for the TriMet Central Police Precinct Project (Project).

**2. Type of Agenda Item**

- Initial Contract  
 Contract Modification  
 Other \_\_\_\_\_

**3. Reason for Board Action**

Board approval is required for personal services contracts obligating TriMet to pay in excess of \$150,000.

**4. Type of Action**

- Resolution  
 Ordinance 1<sup>st</sup> Reading  
 Ordinance 2<sup>nd</sup> Reading  
 Other \_\_\_\_\_

**5. Background**

TriMet is in the process of relocating the Central Precinct for the Transit Police to a new facility that will more adequately meet its needs and provide for a lower cost alternative to the existing leased facility. The existing facility is located in Old Town at 210 NW 1st Avenue on the ground floor of a multiple story building directly adjacent to the MAX line. Shortcomings of the current site include a lack of adequate workspace, storage, workflow, and security separation of critical functions that adversely impact several compliance requirements. These conditions affect operational efficiency, occupant safety, and logistics of the Transit Police.

A new potential site has been identified at the intersection of NE 1st Avenue and NE Holladay streets and is part of a larger development planned by Prosper Portland (formerly the Portland Development Commission). The TriMet Transit Central Police Precinct will be a new ~18,000 square foot, 2-story office space within a new office and parking garage building. It will consider the current space needs of the Precinct and provide for future flexibility.

## 6. Procurement Process

On May 9, 2017, TriMet issued a Request for Proposals (RFP) for design services for the Project. The RFP sought firms with building and systems expertise of a similar nature and scale to this Project, including qualifications of the firm and key individuals; work plan, quality plan, and diversity plan; the availability of key personnel in Portland and a track record with local jurisdictions; and cost estimating and controls. The proposal documents were downloaded by 87 firms. A pre-proposal meeting was held on May 16, 2017; 11 firms attended, 3 of which were certified firms. On May 31, 2017, TriMet received three proposals in response to the RFP from Pivot Architecture (Pivot), Mackenzie, and FFA.

This procurement was subject to the Brooks Act, also known as Qualifications-Based Selection. Qualifications-Based Selection is a procurement process utilized when selecting architects and engineers for design contracts. In a Qualifications-Based Selection procurement, the agency must select the most qualified firm, and then negotiate a fair and reasonable price for the required professional services. Price quotations are not permitted as a consideration in the selection process.

TriMet appointed an evaluation committee (EC) to review and evaluate the proposals, which was comprised of staff from TriMet's Capital Projects and Construction division, Transit Police, and Office of Diversity and Transit Equity. The EC ranked the proposers in accordance with the procedures and criteria established in the RFP. After completing the initial review, the EC determined that all three firms were in the competitive range and interviews were held with each of the firms. After interviews, FFA was the highest ranked proposer. Full scores for the proposers were as follows:

Firm	Possible Points	FFA	Pivot	Mackenzie
Corporate Experience	15	12	13	12
Personnel Experience	30	28	27	27
Work Plan/Quality Plan/Diversity Plan	25	23	22	21
Availability in Portland and Track Record	15	14	14	13
Cost Estimating and Controls	15	14	13	14
<b>Total Score</b>	<b>100</b>	<b>91</b>	<b>89</b>	<b>87</b>

Accordingly, TriMet proposes to award a contract to FFA. In accordance with Qualifications-Based Selection, the direct labor costs and overall contract value were negotiated after selection of the contractor. The attached Resolution authorizes the award of a contract in an amount not to exceed \$665,000 for design services on the Project. TriMet staff has determined that the direct labor rates are fair and reasonable, and this amount is within the budget established for the Project.

**7. Diversity**

In its proposal, FFA indicated that it expects to be able to achieve 35 percent Minority owned Business Enterprise, Woman owned Business Enterprise, Emerging Small Business Enterprise, and Service Disabled Veteran owned Business Enterprise (M/W/E/SDVBE) participation on this contract by self-performing and subcontracting work such as structural engineering, electrical engineering, mechanical/plumbing engineering, cost consulting, acoustic engineering, lighting design, and signage/wayfinding work.

**8. Financial/Budget Impact**

The Project is included in the FY 2018-19 Capital Program budget. All costs for this contract will be funded with local funds. The attached Resolution authorizes the award of a contract in an amount not to exceed \$665,000 for design services on the Project. This amount is within the established budget for this portion of the Project.

**9. Impact if Not Approved**

TriMet's alternative would be to hire additional staff to complete design work for the Project. This option is not preferred because procurement of this contract requires highly specialized expertise and addresses a short term staffing need that will not exist after the Project is complete.

**RESOLUTION 17-07-60**

**RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH FFA ARCHITECTURE AND INTERIORS INC. FOR DESIGN SERVICES FOR THE TRIMET CENTRAL POLICE PRECINCT PROJECT**

**WHEREAS**, TriMet has authority under ORS 267.200 to enter into a contract with FFA Architecture and Interiors Inc. (FFA) for Design Services for the TriMet Central Police Precinct Project (Contract); and

**WHEREAS**, the total amount of the Contract is expected to exceed \$150,000; and

**WHEREAS**, the TriMet Board of Directors (Board), by Resolution dated November 25, 2009, adopted a Statement of Policies requiring the Board to approve personal services contracts obligating TriMet to pay in excess of \$150,000;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Contract shall be in conformance with applicable laws.
2. That the General Manager or his designee is authorized to execute the Contract in an amount not to exceed \$665,000.

Dated: July 26, 2017

\_\_\_\_\_  
Presiding Officer

Attest:

\_\_\_\_\_  
Recording Secretary

Approved as to Legal Sufficiency:

  
\_\_\_\_\_  
Legal Department