

**Date:** July 23, 2014

**To:** Board of Directors

**From:** Neil McFarlane

**Subject:** **RESOLUTION 14-07-35 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A SERIES OF CONTRACTS FOR ON-CALL ENGINEERING, ARCHITECTURAL, AND RELATED SERVICES**

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**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 series of contracts for on-call engineering, architectural, and related services.

**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’s Capital Projects Division manages a series of on-call professional services contracts for as-needed design services related to TriMet work programs. These contracts are available to all TriMet staff, but are primarily used by Operations and Capital Projects staff for small, routine tasks, or to engage the services of a specialist for a specific project. Funding for these contracts comes from TriMet’s budget for the specific work item being supported. TriMet’s current group of on-call professional service contracts, which were authorized by the Board in June 2009, expire on August 31, 2014.

On April 4, 2014, TriMet issued a Request for Proposals (RFP) for a new series of on-call professional services. The RFP included a set of written selection criteria upon which the

proposals were evaluated. Proposers were permitted to propose on more than one discipline if their business provides services in several disciplines.

A total of 117 proposals were received covering 15 disciplines. TriMet formed an Evaluation Committee (“EC”) for each discipline. Each EC scored the proposals in accordance with the selection criteria identified in the RFP. At the conclusion of the process, the ECs recommend awarding a total of 58 contracts to 42 different firms, as follows:

<p><b>Accessibility Consulting Services related to ADA</b></p> <ul style="list-style-type: none"> <li>• Greenworks, P.C.</li> <li>• URS Corporation</li> </ul>	<p><b>Civil Engineering</b></p> <ul style="list-style-type: none"> <li>• CH2M Hill, Inc.</li> <li>• KPFF, Inc.</li> <li>• URS Corporation</li> </ul>	<p><b>Structural Engineering</b></p> <ul style="list-style-type: none"> <li>• CH2M Hill, Inc.</li> <li>• Cooper Zietz Engineers, Inc.</li> <li>• KPFF, Inc.</li> </ul>
<p><b>Survey</b></p> <ul style="list-style-type: none"> <li>• CH2M Hill, Inc.</li> <li>• Compass Land Surveyors, Inc.</li> <li>• David Evans and Associates</li> <li>• Otak, Incorporated</li> <li>• Westlake Consultants, Inc.</li> </ul>	<p><b>Environmental Engineering, Management and Planning</b></p> <ul style="list-style-type: none"> <li>• Environmental Science &amp; Assessment, LLC</li> <li>• ESA Vigil-Agrimis, Inc.</li> <li>• Parametrix, Inc.</li> <li>• PBS Engineering and Environmental, Inc.</li> <li>• URS Corporation</li> </ul>	<p><b>Electrical Engineering</b></p> <ul style="list-style-type: none"> <li>• Elcon Associates, Inc.</li> <li>• R &amp; W Engineering, Inc.</li> </ul>
<p><b>Facilities Architecture</b></p> <ul style="list-style-type: none"> <li>• Carleton Hart Architecture</li> <li>• DECA Architecture</li> <li>• Hennebery Eddy Architects, Inc.</li> <li>• Merryman Barnes Architects Inc.</li> <li>• PIVOT Architecture</li> <li>• Waterleaf Architecture, LLC</li> </ul>	<p><b>Geotechnical Engineering</b></p> <ul style="list-style-type: none"> <li>• Geotechnical Resources, Inc.</li> <li>• Northwest Geotechnical Consultants, Inc.</li> <li>• Shannon &amp; Wilson, Inc.</li> </ul>	<p><b>Landscape Architecture</b></p> <ul style="list-style-type: none"> <li>• ESA Vigil-Agrimis, Inc.</li> <li>• Greenworks, PC</li> <li>• Marianne Zarkin Landscape Architect LLC</li> <li>• Mayer/Reed</li> <li>• Nevue Ngan Associates</li> <li>• Place Studio LLC</li> </ul>

<p><b>Materials Testing and Inspection</b></p> <ul style="list-style-type: none"> <li>• Northwest Testing, Inc.</li> <li>• Professional Service Industries, Inc.</li> <li>• Terracon Consultants, Inc.</li> </ul>	<p><b>Noise and Vibration Consulting</b></p> <ul style="list-style-type: none"> <li>• Daly, Standlee &amp; Associates, Inc.</li> <li>• SLR International Corporation</li> </ul>	<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• CH2M Hill, Inc.</li> <li>• David Evans and Associates</li> <li>• DL Design Group</li> <li>• KLK Consulting LLC</li> <li>• Shields Obletz Johnsen</li> <li>• URS Corporation</li> </ul>
<p><b>Traffic Engineering/Transportation Planning</b></p> <ul style="list-style-type: none"> <li>• CH2M Hill, Inc.</li> <li>• David Evans and Associates</li> <li>• DKS Associates, Inc.</li> <li>• Kittleson &amp; Associates, Inc.</li> <li>• Parsons Brinckerhoff, Inc.</li> </ul>	<p><b>Urban Design/Master Planning</b></p> <ul style="list-style-type: none"> <li>• DAO Architecture, LLC</li> <li>• Greenworks, P.C.</li> <li>• Mayer/Reed</li> <li>• Place Studio LLC</li> <li>• Zimmer Gunsul Frasca Architects LLP</li> </ul>	<p><b>Mechanical Engineering</b></p> <ul style="list-style-type: none"> <li>• PAE Consulting Engineers, Inc.</li> <li>• R &amp; W Engineering, Inc.</li> </ul>

The initial term of each contract will be one year, with four one-year extension options. The initial contract amount will be \$100,000, and may be increased by \$100,000 annually, if necessary. TriMet’s actual payments to the consultants will be based on the amount of work authorized by TriMet, subject to resources authorized in the annual budget. The special provisions of these on-call services contracts state that entry into a contract with TriMet for these services does not guarantee any minimum amount of work or compensation. TriMet will issue work under these on-call contracts on a task order basis.

TriMet will negotiate each task order with candidate firms in accordance with federal Brooks Act requirements to ensure that the selected consultant has the demonstrated competence and qualification for the work, and is able to perform the work at a fair price. TriMet staff will take into account personnel, level of expertise of a particular firm, availability, and Disadvantaged Business Enterprise (DBE)/subcontractor utilization plan as key factors in assigning a task.

## **6. Procurement Process**

The services were procured through a competitive RFP process, as described above.

## **7. Diversity**

Of the 42 firms proposed for contracts, 10 are DBE firms and five are Minority/Women/Emerging Small Business (M/W/ESB) firms.

## **8. Financial/Budget Impact**

TriMet will order work via the issuance of task orders. Task orders will only be issued when sufficient budget exists to do so, and will be billed to the particular project for which the work is being performed.

## **9. Impact if Not Approved**

TriMet could elect to award separate contracts as work is identified. However, much of the work to be performed under these contracts is of small scale and often needs to be performed under short deadlines to respond to immediate needs. The option of using on-call contracts will expedite the work while maintaining open competition and will reduce overall costs by eliminating the procurement and administrative process for multiple, separate contracts.

**RESOLUTION 14-07-35**

**RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A SERIES OF CONTRACTS FOR ON-CALL ENGINEERING, ARCHITECTURAL, AND RELATED SERVICES**

**WHEREAS**, TriMet has authority under ORS 267.200 to enter into a series of on-call contracts for engineering, architectural, and related services, each with an initial term of one year with four additional one-year options (“Contracts”); and

**WHEREAS**, the total amount of the Contracts 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 Contracts shall be in conformance with applicable laws.
2. That the General Manager or his designee is authorized to execute the Contracts.

Dated: July 23, 2014

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

Attest:

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

Approved as to Legal Sufficiency:

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Legal Department