

Date: August 12, 2015

To: Board of Directors

From: Neil McFarlane 

Subject: RESOLUTION 15-08-50 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH CARLETON HART ARCHITECTURE, P.C. FOR DESIGN SERVICES FOR THE FACILITIES MANAGEMENT BUILDING REPLACEMENT 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 Carleton Hart Architecture, P.C. (“CHA”) for Design Services for TriMet’s Facilities Management Building Replacement 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 1st Reading
- Ordinance 2nd Reading
- Other _____

5. Background

On July 23, 2014, the Board approved Resolution 14-07-40, authorizing TriMet to purchase a warehouse building located at 3520 SE 20th Avenue in Portland. This purchased building was needed to replace the former Facilities Management Building located on SE 17th Avenue, which was removed as part of construction of the Portland-Milwaukie Light Rail (“PMLR”) Project. The building replacement is part of the approved scope of work for the PMLR Project. This contract is to provide design services for the improvements to the building in order to make it suitable for Facilities Management uses.

6. Procurement Process

On June 2, 2015, TriMet issued a Request for Proposals (“RFP”) for these services. The RFP sought firms with building renovation expertise of similar scale. The RFP sought qualifications of the firm and key individual experience, work plan, diversity plan, the availability of key personnel in Portland, and cost estimating and cost controls. On June 24, 2015, TriMet received four proposals in response to the RFP.

This procurement was subject to the Brooks Act, also known as Qualifications-Based Selection. Qualifications-Based Selection is a procurement process which is 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 division, Facilities Management, and office of Diversity and Transit Equity. EC members were selected based on their expertise, experience and knowledge related to the Project.

After evaluating the four proposals, the EC determined that CHA and MCA Architects, P.C. were in the competitive range, and conducted interviews with these two proposers. After evaluating the proposals and conducting interviews, scores were as follows:

Firm	Possible Points	CHA	MCA
Corporate Experience	20	16	18
Personnel Experience	35	31	29
Work Plan / Diversity Plan	25	24	19
Availability in Portland	10	9	9
Cost Estimating and Controls	10	8	8
Total Score	100	88	83

Accordingly, TriMet proposes to award a contract to CHA. 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 \$260,000 for the design work on the Project. TriMet staff has determined that the price is fair and reasonable, and this amount is within the budget established for this work.

7. Diversity

CHA is a certified Disadvantaged Business Enterprise (“DBE”) firm, and expects to self-perform approximately 50 percent of the work under this Contract.

8. Financial/Budget Impact

The Project is included in the PMLR Project budget.

9. Impact if Not Approved

TriMet’s alternative would be to hire additional staff to complete the work. 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 this work is complete.

RESOLUTION 15-08-50

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH CARLETON HART ARCHITECTURE, P.C. FOR DESIGN SERVICES FOR THE FACILITIES MANAGEMENT BUILDING REPLACEMENT PROJECT

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with Carleton Hart Architecture, P.C. for Design Services for the Facility Management Building Replacement 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.

Dated: August 12, 2015

Attest:

Presiding Officer

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department