

Date: February 22, 2017

To: Board of Directors

From: Neil McFarlane *Neil McFarlane*

Subject: RESOLUTION 17-02-11 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH SUMMIT STRATEGIES GOVERNMENT AFFAIRS LLC FOR FEDERAL LEGISLATIVE SERVICES

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 Summit Strategies Government Affairs LLC (Summit) for federal legislative services (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 1st Reading
- Ordinance 2nd Reading
- Other _____

5. Background

TriMet receives a significant portion of its funding from the federal government, primarily from the Federal Transit Administration (FTA), an agency within the United States Department of Transportation (DOT). In addition, TriMet has a significant interest in the continued funding, through appropriations by Congress, of public transit as a whole. Key to securing this funding is the utilization of relationships within the federal government, both on the administrative side (DOT/FTA) and the legislative side (Congress). This contract will help ensure that the interests of the Portland metro region generally, and TriMet specifically, are most fully represented on a national level.

6. Procurement Process

TriMet conducted a Request for Proposals (RFP) process to select a contractor to be able to consider experience, qualifications, workforce diversity and an understanding of the Services to be performed. The RFP was issued on November 2, 2016 with a due date of November 23, 2016. TriMet received four proposals in response to the RFP from Capri & Clay, Inc.; Convergence Communications, Inc.; Peyser Associates LLC; and Summit Strategies Government Affairs LLC. An Evaluation Committee (EC) comprised of staff from TriMet's Public Affairs and Capital Projects Divisions as well as one member from Metro was appointed to review, evaluate, and score the proposals. The evaluation criteria in the RFP included experience and capability of the firm, experience and qualifications of key staff, a work plan, and price.

After evaluation of the technical proposals, the EC determined that Summit Strategies Government Affairs, LLC (Summit) and Peyser Associates LLC (Peyser) were the highest technically ranked, and only opened price proposals from those two firms. The table below shows the scoring for Summit and Peyser, including technical and price scores:

Evaluation Criteria	Proposers	
	Summit	Peyser
Experience and Capability of Firm (25 points)	23	21
Experience and Qualifications of Key Staff (25 points)	23	22
Work Plan/Project Approach (30 points)	27	24
Price Proposal	\$1,049,870	\$900,000
Price Score (20 points)	17	20
Total	90	87

Summit's proposal was the highest scoring and represented the overall best value to TriMet. Although their price proposal was higher than Peyser's, the EC noted that Summit proposed a robust staff and has a company presence in Portland and in Washington, D.C. In addition, Summit demonstrated excellent relationships with FTA staff as well as Oregon's Congressional delegation and other members of Congress. The EC also felt Summit thoroughly demonstrated their ability to respond to the changing landscape in the federal government and would be able to represent TriMet's interests more effectively. Therefore, the EC unanimously agreed to request a Best and Final Offer (BAFO) price proposal only from Summit. Summit's BAFO price came in at \$1,008,736 for the five year term of the contract and represents a 4% reduction in total price from their initial proposal.

This Resolution authorizes TriMet to contract with Summit for the Services in the amount of \$190,000 for a base term of one year with four one-year options at TriMet's sole discretion. The not-to-exceed amount of the contract over the full five years is \$1,008,736. Price adjustments will be permitted on an annual basis, but will be capped at the difference of the Consumer Price Index for the Portland-Salem area from the previous year.

7. Diversity

Summit intends to self-perform all of the Services under the contract. Their current workforce is comprised of 40% female and 10% minority employees.

8. Financial/Budget Impact

The amount of the contract will be \$1,008,736. The Services are included in the Public Affairs budget.

9. Impact if Not Approved

TriMet could re-procure the contract, however, this option is not recommended because Summit is well qualified to perform the Services and has offered fair and reasonable pricing. Re-procuring the contract would result in unnecessary delay and hinder TriMet's ability to make inroads with the new Administration.

RESOLUTION 17-02-11

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH SUMMIT STRATEGIES GOVERNMENT AFFAIRS LLC FOR FEDERAL LEGISLATIVE SERVICES

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with Summit Strategies Government Affairs LLC (Summit) for federal legislative services (Services); and

WHEREAS, the total amount of the Contract shall 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.

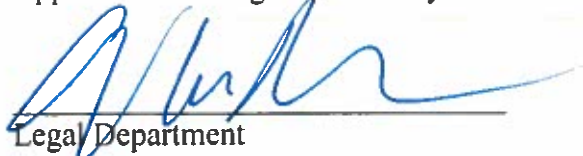
Dated: February 22, 2017

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department