

Date: June 23, 2021

To: Board of Directors

From: Sam Desue, Jr.

Subject: **RESOLUTION NO. 21-06-31 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT MODIFICATION WITH WENAHA GROUP, INC. FOR SPECIALIZED STAFF AUGMENTATION SERVICES**

1. Purpose of Item

This Resolution requests that the TriMet Board of Directors (Board) authorize the Interim General Manager or his designee to execute a contract modification (Modification) with Wenaha Group, Inc. (Wenaha) for Specialized Staff Augmentation Services.

2. Type of Agenda Item

- Initial Contract
- Contract Modification
- Other _____

3. Type of Contract Procurement

- Low Bid / Invitation to Bid (ITB)
- Request for Proposals (RFP) (inc. CM/GC)
- Request for Qualifications (RFQ) (Personal Services)
- Other (inc. sole source)

4. Reason for Board Action

Board authorization is required for all goods and services contracts obligating TriMet to pay in excess of \$1,000,000.

5. Type of Action

- Resolution
- Ordinance 1st Reading
- Ordinance 2nd Reading
- Other _____

6. Background

TriMet's Engineering and Construction Division utilizes temporary staffing firms to augment staffing levels. Temporary staff are used for project management, construction management, and executive assistance, among other positions.

In April of 2019, TriMet issued a Request for Proposals to obtain several contractors to provide these temporary services. The parameters of this procurement effort were based upon historical levels and projected future use of temporary staff. Based upon the review of the eight (8) responsive proposals received, a selection committee composed of TriMet staff determined that six (6) proposers should receive contracts, including Wenaha. None of these contracts were to exceed \$1 million over the five (5) year term of each contract.

Wenaha has been providing key staff on the Powell Garage, Columbia Bus Base, and Steel Bridge projects (Projects) and has been utilized for more work than was previously anticipated. Therefore, Wenaha's contract is in need of additional funding. This Resolution seeks additional funding authority to retain the Wenaha Specialized Staff Augmentation Contract through June 2022.

In order to retain the key staff provided by Wenaha for these Projects, this Resolution would authorize a Modification of the Wenaha contract to increase the total amount from \$1,000,000 to \$1,850,000.

7. Procurement Process

The contract was procured via a competitive RFP process.

8. Diversity

Wenaha's workforce consists of 36% Women and 40% Minorities, and is a certified DBE, MBE, and ESB firm.

9. Financial/Budget Impact

The costs for these services are included in the Engineering and Construction division's FY2022 operating budget.

10. Impact if Not Approved

Staff is very satisfied with Wenaha's work under its contract to date and recommends approval of this Resolution. Although the services could be re-procured if the Board does not approve the Resolution, this option is not recommended because it would delay various ongoing projects. Additionally, the original contract was obtained via a competitive process, and re-procuring will not likely result in better pricing or a more qualified vendor.

RESOLUTION NO. 21-06-31

**RESOLUTION NO. 21-06-31 OF THE TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A
CONTRACT MODIFICATION WITH WENAHA GROUP, INC. FOR
SPECIALIZED STAFF AUGMENTATION SERVICES**

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract modification with Wenaha Group, Inc. for Specialized Staff Augmentation Services (Modification); and

WHEREAS, the total amount of the Modification exceeds the contract amount originally authorized by the TriMet Board of Directors (Board); and

WHEREAS, by Resolution dated October 25, 2017, the Board adopted a Statement of Policies requiring it to approve goods and services contracts obligating TriMet to pay in excess of \$1,000,000.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Modification of the contract shall conform with applicable law.
2. That the Interim General Manager or his designee is authorized to execute the Modification to increase the total contract amount by not more than \$850,000, through the original June, 2022 contract termination date.

Dated: June 23, 2021

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:

Gregory E. Skillman

Legal Department