

Date: July 25, 2018**To:** Board of Directors**From:** Doug Kelsey **Subject:** RESOLUTION 18-07-56 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH STANTEC ARCHITECTURE, INC. FOR DESIGN SERVICES FOR THE FOURTH BUS BASE FACILITY 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 Stantec Architecture, Inc. (Stantec) for design services for the Fourth Bus Base Facility 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 \$500,000.

4. Type of Action

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

5. Background

TriMet is in the process of expanding its service, including the procurement of about 210 additional buses over the next seven years, increasing the fleet size from approximately 715 buses to approximately 924 by 2025. The three bus bases currently in use throughout the region will not be enough to accommodate this larger fleet and will be at or near full capacity this fall. The Project will bring an additional bus base online for both operations and maintenance.

The Project includes the redesign of a site located at 4421 NE Columbia Boulevard in Portland with an existing heavy equipment maintenance facility into a fourth bus facility. TriMet considered multiple locations around the region before determining that this property appears to be the best fit for the new facility. TriMet is currently in negotiations with the property

owner, and expects to have control of the site by early 2019.

TriMet intends to design and build the Project in two phases. The first phase (Phase 1) will prepare the site and convert and utilize existing buildings and facilities in order to reduce costs and meet the expedited timeline required by TriMet's expanding bus fleet and service needs. The second phase (Phase 2) will design and build a new permanent bus operations and maintenance facility. Phase 2 will be designed up to 30% as part of the Phase 1 scope of work. Concurrently, a master planning effort will be required to help program the entire site and provide facilities and renovations to existing buildings for other aspects of TriMet's operations. This facility will be for the use of TriMet employees and will not be open to the public. TriMet may opt to end this contract at the conclusion of Phase 1 construction.

6. Procurement Process

A competitive Request for Proposals (RFP) process was used to select the contractor for the Project. The RFP was issued on May 1, 2018, and proposals were due on May 24, 2018. A total of 311 vendors were notified of the RFP and 91 vendors viewed the solicitation.

Prior to the RFP being issued, vendor outreach was performed through notification sent to The Blue Book, Contractor Plan Center, Contractors Registry, North America Procurement Council, Salem Contractors Exchange, Seattle Daily Journal of Commerce, and Spokane Regional Plan Center; and through a pre-proposal meeting attended by 15 firms held on May 9, 2018.

This RFP was subject to the Brooks Act, also known as a 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 and TriMet's Bus Maintenance Department. EC members were selected based on their expertise, experience and knowledge related to the Project. TriMet received a total of two proposals from Stantec and MCA Architects, PC (MCA). The EC ranked the proposals in accordance with the procedures and criteria established in the RFP. After completing the initial review process, the EC determined that Stantec was the highest ranked proposer and the only one in the competitive range for contract award. Full scores for the proposers are as follows:

Evaluation Criteria	Possible Points	Stantec	MCA
Corporate Experience	15	14.75	11.75
Personnel Experience	35	33.25	30.25
Work Plan, Quality Plan, and Diversity Plan	30	27.50	22.75
Availability in Portland and Track Record	10	6.75	9.50
Cost Estimating and Cost Controls	10	8.50	9.50
Total Score	100	90.75	83.75

Accordingly, TriMet proposes to award a contract to Stantec.

In accordance with a 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 \$5,685,000 for the Project. TriMet staff has determined that the negotiated rates are fair and reasonable in relation to the local market for this type of work and comparison with other rates for similar services. The negotiated contract amount is also within the budget established for this work.

7. Diversity

In its proposal, Stantec indicated it would utilize Disadvantaged Business Enterprise (DBE) contractors for approximately 50 percent of the work on this Project in the areas of cost estimating, electrical engineering, energy modeling, geotechnical engineering, landscape architecture, and surveying.

8. Financial/Budget Impact

The Project is included in the FY 2019-20 Capital Program budget.

9. Impact if Not Approved

If the Board decides not to approve this contract, TriMet's alternative would be to re-procure or hire additional staff to complete the design work, both resulting in significant delays to the Project. In addition, the Project requires highly specialized expertise and the need for the additional staff would not exist after the work is completed.

RESOLUTION 18-07-56

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH STANTEC ARCHITECTURE, INC. FOR DESIGN SERVICES FOR THE FOURTH BUS BASE FACILITY PROJECT

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with Stantec Architecture, Inc. for design services for the Fourth Bus Base Facility Project (Contract); and

WHEREAS, the total amount of the Contract is expected to exceed \$500,000; and

WHEREAS, the TriMet Board of Directors (Board), by Resolution dated October 25, 2017, adopted a Statement of Policies requiring the Board to approve personal services contracts obligating TriMet to pay in excess of \$500,000;

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 \$5,685,000.

Dated: July 25, 2018

Attest:

Presiding Officer

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department