

Portland, Oregon
FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT
For Council Action Items

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Todd Liles		2. Telephone No. 823-6992	3. Bureau/Office/Dept. Transportation
4a. To be filed (date): June 13, 2013	4b. Calendar (Check One) Regular Consent 4/5ths <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		5. Date Submitted to Commissioner's office and FPD Budget Analyst: May 21, 2013
6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed	

1) Legislation Title: Authorize price agreements with DRW, LLC, and CMTS, LLC, to provide Construction Inspection and Engineering Support Services for a 5-year contract total not to exceed \$3,500,000.00 each. (Procurement Report RFP No. 114975)

2) Purpose of the Proposed Legislation: The purpose of this legislation is to authorize price agreements for construction inspection and engineering support services. The price agreements will support the Portland Bureau of Transportation (PBOT) in their completion of the bureau's projects within the Capital Improvement Program.

3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?

- | | | | |
|--|------------------------------------|------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> City-wide/Regional | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East |
| <input type="checkbox"/> Central City | | | |
| <input type="checkbox"/> Internal City Government Services | | | |

FINANCIAL IMPACT

4) Revenue: Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source. No change in revenue generation is anticipated.

5) Expense: What are the costs to the City related to this legislation? What is the source of funding for the expense? *(Please include costs in the current fiscal year as well as costs in future years. If the action is related to a grant or contract please include the local contribution or match required. If there is a project estimate, please identify the level of confidence.)*

Construction inspection and engineering support services will be provided on a regular basis and billed as utilized per the price agreements. The services to be provided on an as-needed basis under the price agreements will be funded in the approved FY 13/14 PBOT budget, and funding for subsequent years will be included in the requested budget.

6) Staffing Requirements:

- Will any positions be created, eliminated or re-classified in the current year as a result of this legislation? *(If new positions are created please include whether they will be part-time, full-time, limited term, or permanent positions. If the position is limited term please indicate the end of the term.)* No
- Will positions be created or eliminated in future years as a result of this legislation? No

(Complete the following section only if an amendment to the budget is proposed.)

7) Change in Appropriations *(If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Fund Center column if new center needs to be created. Use additional space if needed.)*

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount

[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]

PUBLIC INVOLVEMENT

8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:

☒ YES: Please proceed to Question #9.

☐ NO: Please, explain why below; and proceed to Question #10.

9) If "YES," please answer the following questions:

a) What impacts are anticipated in the community from this proposed Council item?

None, as the services are limited to internal business operations.

b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved? The goods and services contracting community, including contractors certified with the State of Oregon as minority, women, and emerging small businesses. They became involved when the project advertised for proposals in February 2013. PBOT also advertised in the Contracts & Careers newspaper, along with advertisement in the Oregon Association of Minority Entrepreneurs (OAME) Plan Center.

c) How did public involvement shape the outcome of this Council item? Potential proposers were able to review the request for proposals (RFP), ask questions and provide comments which resulted in addenda to the RFP.

d) Who designed and implemented the public involvement related to this Council item? Procurement Services advertised a competitive RFP which included contractors certified with the State as minority, women, and emerging small businesses. PBOT additionally advertised in Contracts & Careers newspaper and OAME.

e) Primary contact for more information on this public involvement process (name, title, phone, email): Jim Van Nest, Strategic Sourcing Program Coordinator, 503-823-5680, James.VanNest@portlandoregon.gov

10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not. No future public involvement is necessary to execute the services price agreements. No future public involvement is anticipated as the item provides services for internal business operations.

KK 05-31-13

Director, Bureau of Transportation



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Charlie Hales, Mayor

Jack D. Graham, Chief Administrative Officer

Bryant Enge, Director, Bureau of Internal Business Services

Christine Moody
Chief Procurement Officer
Procurement Services

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FOR MAYOR'S OFFICE USE ONLY

DATE: May 21, 2013

TO: Mayor Charlie Hales

FROM: Christine Moody, Chief Procurement Officer *CM*

Reviewed by Bureau Liaison _____

RE: Authorize price agreements with DRW, LLC, and CMTS, LLC, to provide Construction Inspection and Engineering Support Services for a 5-year contract total not to exceed \$3,500,000 each. (Procurement Report RFP No. 114975)

1. **INTENDED THURSDAY FILING DATE:** June 13, 2013
2. **REQUESTED COUNCIL AGENDA DATE:** June 19, 2013
3. **CONTACT NAME & NUMBER:** Christine Moody x31095
4. **PLACE ON:** ☐ CONSENT ☒ REGULAR
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ Yes ☐ No ☐ N/A
6. **ONE (1) ORIGINAL OF CONTRACT "APPROVED AS TO FORM" BY CITY ATTORNEY ATTACHED:** ☐ Yes ☐ No ☒ N/A

7. **BACKGROUND/ANALYSIS:**

The Portland Bureau of Transportation has a need for supplemental construction inspection and engineering support personnel on an as-needed basis during peak construction periods for the projects included within the bureau's Capital Improvement Program. With the passage of Ordinance 185935, the Portland Bureau of Transportation received Council authorization to issue a Request for Proposals (RFP).

On February 21, 2013, the Chief Procurement Officer advertised RFP No. 114975 for Construction Inspection and Engineering Support Services. On April 18, 2013 six (6) proposals were received. The proposals were reviewed, evaluated, and scored by the evaluation committee in accordance with Portland City Code 5.33. The proposals from DRW, LLC and CMTS, LLC, were deemed responsive to the requirements of the solicitation and received the highest evaluation scores. The City issued a Notice of Intent to Negotiate and Award price agreements to DRW, LLC, and CMTS, LLC on May 15, 2013. No protests were received.

DRW, LLC, is a local firm and has a current City of Portland business license tax account, is in compliance with the Equal Benefits Program, and their EEO Certification is current through July 9, 2014. DRW, LLC, is a State Certified Emerging Small Business contractor. CMTS, LLC, has a current City of Portland business license tax account, is in compliance with the Equal Benefits Program, and their EEO Certification is current through March 4, 2015. The Bureau's level of confidence in the cost estimates for this project is high, as there is very good historical information showing purchases made for these types of services for the bureau.

Awarding price agreements to DRW, LLC and CMTS, LLC will allow the Portland Bureau of Transportation to continue its efficient and cost effective process of completing the projects in the Bureau's Capital Improvement Program.

Legal issues - none known

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

Controversial issues – none known

Citizen participation – Ms. Sharon Maxwell and Neil Fernando of Emerio Design participated as evaluators under the Minority Evaluator Program.

Link to current city policies – none

Other governmental participation – none

8. FINANCIAL IMPACT:

The Portland Bureau of Transportation anticipates the initial cost for these price agreements to be approximately \$2,000,000 to DRW, LLC and \$2,000,000 to CMTS, LLC for the first three (3) years, with price agreement extensions of \$750,000 per year for each firm for the remaining two (2) years. Funding will be available from adopted budgets each year.

9. RECOMMENDATION/ACTION REQUESTED:

Authorize price agreements with DRW, LLC, and CMTS, LLC, for a 5-year contractual total not to exceed \$3,500,000 for each price agreement.