

IMPACT STATEMENT

Legislation title: *Authorize contracts as required with 23 Professional, Technical Expert service firms for On-Call Architecture and Engineering Services in support of the Portland Bureau of Transportation (Ordinance)

Contact name: Patrick Boyd, Contract Management Coordinator

Contact phone: 503.823.7031

Presenter name: Eva Huntsinger, P.E., JD, Supervising Engineer

Purpose of proposed legislation and background information: These On-Call service contracts provide the Portland Bureau of Transportation with an uninterrupted supply of architectural and engineering resources to supplement PBOT's staffing to deliver capital improvement projects on schedule. The consultants' work is authorized on a project by project basis by written Task Orders describing the negotiated scope of work and maximum not to exceed fee, signed by both the City and the successful Proposer. These contracts are used to provide additional project resources when PBOT does not have sufficient available engineering capacity or when specialized expertise is needed on a project.

One of the primary purposes for establishing On-Call agreements is to save time and money for the City, because multiple solicitations for many different service types do not need to be developed separately when a particular project need arises. In addition, procuring services in this manner also benefits consulting firms, which may submit proposals in more than one architectural and engineering service area, saving them both proposal development time and costs.

The proposed legislation does not change any current City policies. This ordinance does, however, provide a more robust approach to include qualified Oregon State Certified Disadvantaged, Minority-owned, Women-owned, and Emerging Small Businesses (DMWESBs) by requiring a minimum 30% DMWESB subconsultant utilization on a Task Order by Task Order basis.

The selection of consultants was conducted through a QBS (Qualifications Based Selection) process where the most qualified firms received the highest scores.

Financial and budgetary impacts: Budget impacts. This ordinance only authorizes the contracts; it does not authorize immediate expenditures. There will be twenty-three (23) new PTE Contracts in defined service areas as result of this legislation. Monies for expenses are identified in the PBOT Capital Improvement Plan budget for the necessary Task Orders that will result from the 23 new contracts associated with this legislation. All SAP cost object numbers are not defined at this time, but will be as project scopes of work are refined and ready to move forward.

All expenses associated with contracts and resulting Task Orders will be funded from current budgeted funds. There are no long-term financial impacts for the City, e.g. ongoing debt payments, purchase of property requiring operations and maintenance, ratification of labor contracts.

Negative impacts if not approved. If this ordinance is not approved, PBOT will not have the on-call architectural and engineering contract authority needed to accomplish safety improvements and the other capital improvement projects currently in the queue. Furthermore, the enhanced opportunities provided by this ordinance due to the 30% DMWESB subconsultant utilization goal would not be as forthcoming as anticipated.

Additionally, PBOT would need to solicit for each new identified new project, expanding project timelines greatly, and resulting in needed safety improvements and other transportation projects being unnecessarily delayed.

Community impacts and community involvement: This legislation has the potential to impact large geographical areas and multiple neighborhoods, as projects served by this legislation are located throughout the City. For the 30% DMWESB portion of these on-call services, PBOT worked in conjunction with Procurement Services to encourage state certified DMWESB opportunities to partner with proposers for the upcoming work. The first solicitation initiated by the pilot RFP program had a 20% MWESB target utilization and the firms averaged nearly 28% utilization. This is the Bureau's second pilot RFP solicitation and the Bureau solicited for 30% DMWESB utilization. A Declaration of Understanding was included in the solicitation package acknowledging the City's requirement for 30% DMWESB subconsultant utilization based on total Task Order amount. Outreach to DMWESB firms was conducted through Procurement Services Contractor Development Program and included solicitations to the Oregon Association of Minority Entrepreneurs (OAME) and the National Association of Minority contractors (NAMCO). The primary contact for this outreach was Tiffani Penson, Contractor Development Program Coordinator, 503.823.7785, Tiffani.Penson@portlandoregon.gov.

Budgetary Impact Worksheet

Does this action change appropriations?

- YES: Please complete the information below.
- NO: Skip this section

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