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# 191661

Emergency Ordinance

## \*Authorize competitive solicitation and contract for architectural and engineering schematic design, design development, construction documentation, and construction administration services to support CityFleet maintenance and repair headquarters relocation

Passed

The City of Portland ordains:

Section 1. The Council finds:

1. The Division of Asset Management (DAM) is seeking to replace the City's primary fleet maintenance and repair garage, which is too small and too deteriorated to meet the City's existing and future fleet needs.
2. DAM requires the services of a qualified architectural and engineering consultant to lead schematic design, design development, construction documentation, and construction administration activities for the build-out of a new CityFleet maintenance and repair headquarters.
3. It is anticipated that the new site will be an existing, leased facility that will require tenant improvements and the installation of substantial specialized equipment in order to service the approximately 2,400 vehicles and equipment units that DAM maintains and repairs at its existing facility.
4. Examples of anticipated tenant improvements and specialized equipment include, but are not limited to:
  - a. Lifts, fluid dispensers, exhaust capture and waste-oil suction for approximately 44 light and heavy-duty equipment maintenance bays.
  - b. Structural support for overhead cranes and automated parts & tire dispensers.
  - c. ADA accessible offices, parts rooms and common area spaces.
  - d. Upgrades to the electrical system to support electric vehicle (EV) charging and other energy-intensive specialty equipment.
  - e. Code-compliant maintenance bays for working on compressed natural gas (CNG) vehicles.

Introduced by

[Mayor Ted Wheeler](#)

Bureau

[Management and Finance](#)

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Requested Agenda Type

Consent

Date and Time Information

Requested Council Date

March 20, 2024

5. DAM has engaged in limited preliminary design for the purpose of developing budget-level cost estimates; this design work will be available for the selected consultant to leverage for schematic design, design development, and construction documentation services.
6. DAM and the Office of Management and Finance's Procurement Services division will collaboratively prepare the appropriate documents and competitively solicit services through the City of Portland's Code Chapter 5.68 - Professional, Technical, and Expert Services Request for Proposal (RFP) process.
7. DAM will supervise the successful consultant to ensure the cost effective and efficient delivery of contracted services.
8. The estimated cost is \$3.3 million. The level of confidence in the estimate is Low. Funds will be appropriated for the project – including funds for the architectural and engineering services being discussed in this ordinance – via the FY 2024-25 budget process, specifically, the approval of the CityFleet Relocation Decision Package submitted by the City Operations service area.
9. Because funding will not be approved unless and until the CityFleet Relocation Decision Package is approved, no contract related to this solicitation will be signed unless and until the CityFleet Relocation Decision Package is approved.

NOW, THEREFORE, the Council directs:

- A. The Chief Procurement Officer is authorized to conduct a competitive solicitation process in accordance with Chapter 5.68 of the Portland City Code for the services identified in Section 1.
- B. Upon evaluation of responsive proposals and negotiation of acceptable terms and conditions with the highest scored proposer, and upon the approval of the CityFleet Relocation Decision Package by the City Council for the FY 2024-25 budget, the Chief Procurement Officer is hereby authorized to enter into a contract with the selected consultant, provided the contract has been approved as to form by the City Attorney's Office.
- C. The Mayor and Auditor are hereby authorized to pay for the Contract from the CityFleet Operating Fund when demand is presented and approved by the proper authority.

Section 2. The Council declares that an emergency exists because delay in funding would delay the project and imposes increasing risks to employees and CityFleet Operations; therefore, this Ordinance shall be in full force and effect from and after its passage by the Council.

An ordinance when passed by the Council shall be signed by the Auditor. It shall be carefully filed and preserved in the custody of the Auditor (City Charter Chapter 2 Article 1 Section 2-122)

Passed by Council

March 20, 2024

Auditor of the City of Portland

Simone Rede

## Impact Statement

### Purpose of Proposed Legislation and Background Information

The Division of Asset Management (DAM) is seeking to replace the City's primary fleet maintenance and repair garage, which is too small and too deteriorated to meet the City's existing and future fleet needs.

It is anticipated that the new site will be an existing, leased facility that will require tenant improvements and the installation of substantial specialized equipment in order to service the approximately 2,400 vehicles and equipment units that DAM maintains and repairs at its existing facility, including electric vehicle charging and code-compliant maintenance bays for compressed natural gas vehicles.

A Professional, Technical and Expert Services contract with a qualified architectural & engineering consultant for schematic design, design development, construction documentation and construction administration services will be required to support the relocation of CityFleet's maintenance and repair headquarters.

### Financial and Budgetary Impacts

The FY 2024-25 DAM Requested Budget includes a CityFleet Relocation Decision Package for Council's approval that would fund a project to relocate CityFleet's Kerby Garage operations with bonds and cash. A portion of this decision package includes a funding request to pay for this Professional, Technical and Expert Services contract. The estimated cost of the contract is \$3.3 million.

The decision package includes an analysis of rate increases CityFleet would have in FY 2024-25 and FY 2025-26 and beyond as the City enters into a lease for the facility, and as debt service on the bonds begins in FY 2025-26. These additional costs would be passed onto bureaus by increases to all CityFleet rates. Total rate increases are projected to be \$1.17 million in FY 2024-25 and \$7.89 million in FY 2025-26 and beyond.

Because funding for the Professional, Technical and Expert services contract discussed in this ordinance will not be approved unless and until the CityFleet Relocation Decision Package is approved, no contract related to this solicitation will be signed unless and until the CityFleet Relocation Decision Package is approved.

## Community Impacts and Community Involvement

Public Involvement in this transaction is not necessary since this is scheduled to occupy an existing building zoned for the intended use.

### 100% Renewable Goal

The relocation of the City's fleet maintenance facility is a key step to meeting the City's goal of having 100% of community-wide energy needs met with renewable energy by 2050.

The new site will provide sufficient capacity to support electric vehicle charging at a scale that supports City goals, from a load and power quality perspective, as well as the physical space required for multi-vehicle charging. This building is critical for enabling CityFleet to safely service the increasing number of electric vehicles owned by the City.

In addition, specialized maintenance bays will be constructed to safely service the compressed natural gas vehicles the City owns, which can run on renewable natural gas (RNG); RNG is an essential "bridge fuel" in CityFleet's forecasted path to net zero.

New LED lighting, HVAC systems and energy-efficient appliances will also promote the City's green goals, and will be more economical than their existing counterparts at Kerby.

Overall, the new Fleet facility will be significantly more energy efficient than the Kerby Garage and will support acceleration of the City's overall net-zero carbon emissions plan.

## Agenda Items

242 Consent Agenda in [March 20, 2024 Council Agenda](https://www.portland.gov/council/agenda/2024/3/20)  
(<https://www.portland.gov/council/agenda/2024/3/20>)

Passed

Commissioner Carmen Rubio Yea

Commissioner Dan Ryan Yea

Commissioner Rene Gonzalez Yea

Commissioner Mingus Mapps Yea

Mayor Ted Wheeler Yea