

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

1. Name of Initiator Sue Williams		2. Telephone No. 823-5520	3. Bureau/Office/Dept. Environmental Services
4a. To be filed (hearing date): July 11, 2012	4b. Calendar (Check One) Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/>		5. Date Submitted to Commissioner's office and FPD Budget Analyst:
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 a competitive solicitation for construction management, inspection and project support personnel.

2) Purpose of the Proposed Legislation:

Authorize a competitive solicitation for construction management, inspection and project support personnel.

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 | | | |

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.

NA

5) Expense: What are the costs to the City as a result of 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**.)

The resulting contracts will have a total not-to-exceed limit of \$12,000,000 over three year terms. Services will be requested as needed and charged against approved fiscal year CIP and Operating budgets.

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

185489

- 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

185489

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.

At this stage in the process there is no need or opportunity for public involvement, however, there will be in later stages as described below.

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

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

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?

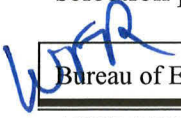
c) How did public involvement shape the outcome of this Council item?

d) Who designed and implemented the public involvement related to this Council item?

e) Primary contact for more information on this public involvement process (name, title, phone, email):

10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.

This Council item will allow a public competitive RFP process as well as involvement by the public in the selection process via the Minority Evaluator Program.

 Bureau of Environmental Services, Dean Marriott, Director


APPROPRIATION UNIT HEAD (Typed name and signature)



CITY OF PORTLAND ENVIRONMENTAL SERVICES



1120 SW Fifth Avenue, Room 1000, Portland, Oregon 97204 ■ Dan Saltzman, Commissioner ■ Dean Marriott, Director

City Council
Agenda Item
Staff Supplemental Report

185489

TO: Commissioner Dan Saltzman
THROUGH: Matt Grumm or Amy Trieu

FROM: Sue Williams

DATE: May 23, 2012

RE: *Authorize a competitive solicitation for construction management, inspection and project support personnel.

Requested Council Hearing Date: July 11, 2012

I. RECOMMENDATION

Approve this request for Procurement Services to conduct a competitive solicitation for construction management, inspection and project support personnel.

II. BACKGROUND

During peak construction periods BES does not have adequate construction management, inspection and project support personnel to support work scheduled in the Capital Improvement Program or under contract. Augmenting City staffing levels with contract staff during these periods has proven to be an effective method for managing the workloads both in terms of cost and schedules. The current contracts under which these services are provided expire on December 31, 2012. BES has a need to continue these services.

Over the past years the use of contract employees has been monitored carefully to determine the appropriate "mix" of City and contract staff. Each year, as the CIP is developed, an analysis of resource requirements and current City staffing levels is conducted. The BES Contract Staffing Policy is used to assist in determining whether work should be performed by City staff or is appropriate for contracted services. Factors such as type and duration of work, appropriateness of delegation, availability of expertise, cost benefit and impact on the work environment are included in the guidelines.

Contract employees anticipated to be needed during the proposed three year contract terms, upon which the requested "not to exceed limits" are based, include the following:

Construction Managers, who provide supervision, direction, and contract administration to ensure capital projects are constructed according to specifications and costs are collected and paid according to the contract terms, for various CIP projects.

Inspectors, who supervise the physical installation of pipe and construction of facilities on a daily basis to ensure adherence to specifications and record as-built information, for various CIP projects during peak construction periods.

Project cost control/schedulers, which provide cost accounting review and control and scheduling analysis during design, preconstruction and construction phases.

Technicians, who support the administration of the contracts, collect and track quantities and costs, and provide technical support for a variety of project tasks including CADD for general CIP peak construction periods.

Clerical Assistants, who provide general clerical support.

Inspection services are the most widely used services under these contracts. The ratio of City vs. contract inspectors has been closely monitored. Efforts to improve the "mix" of staff have resulted in the addition of some City FTE's, while at the same time a reduction in the number of contract inspectors. Notification to the DCTU has been done per the terms of the current labor agreement.

Augmenting staffing through these contracts provides the flexibility to increase or decrease the workforce as peaks and valleys in the workload occur.

III. FINANCIAL IMPACT

The resulting contract(s) will have a term of three years with a total not-to-exceed limit of approximately \$12,000,000. Funds for these services are included in the BES Capital Improvement Program.

IV. LEGAL ISSUES

None Identified

V. CONTROVERSIAL ISSUES

None Identified

VI. LINK TO CURRENT CITY POLICIES

This request is consistent with current City contracting policies.

VII. CITIZEN PARTICIPATION

The solicitation will be a public competitive process and the public will participate in the selection via the Minority Evaluator Program.

VIII. OTHER GOVERNMENT PARTICIPATION

None Identified

IX. FINANCIAL IMPACT ON LOCAL ECONOMY

This action will allow BES to maintain the current CIP schedule, providing contracting opportunities to the local construction community and provide employment opportunities to local residents through the selected contractors.

IF APPLICABLE, PROVIDE INFORMATION ON ESTIMATED NUMBER OF
JOBS CREATED BY THIS ACTION

IF THIS ACTION IS CONTRACT-RELATED, PROVIDE INFORMATION ON
M/W/ESB PARTICIPATION (NUMBER AND PERCENTAGE)

This will be determined at later stages in the contracting process.

- X. IF THIS IS A CONTRACT, DOES CONTRACTOR HAVE A CURRENT BUSINESS
LICENSE? ____ WHAT IS THEIR BUSINESS LICENSE NUMBER? ____ IS
THEIR ACCOUNT WITH THE CITY CURRENT? ____ IF NOT, HOW MUCH IS
OWING? ____

NA