

## Parsons, Susan

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**From:** Pearce, Art  
**Sent:** Monday, July 23, 2012 12:44 PM  
**To:** Parsons, Susan; Harris, Tawnya  
**Cc:** Hunt, John; Moore-Love, Karla; Graham, Sandy; Dillmann, Katja  
**Subject:** RE: Pull Council Agenda Item \*855

Lets have this item referred back to the Mayor's office. We have received recent information that the RFP may not be needed.

Art Pearce  
Project Manager  
Portland Office of Transportation  
1120 SW 5th Ave, Suite 800  
Portland Oregon 97204  
503-823-7791  
503-984-8320(cell)

File:

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**From:** Parsons, Susan  
**Sent:** Monday, July 23, 2012 11:24 AM  
**To:** Harris, Tawnya; Pearce, Art  
**Cc:** Hunt, John; Moore-Love, Karla; Graham, Sandy; Dillmann, Katja  
**Subject:** RE: Pull Council Agenda Item \*855

Hi Tawnya,  
Have you been in touch with Art Pearce in Transportation yet?

Art,  
Will you be submitting a substitute ordinance or an amendment? Or...do you want this item to be referred back to the Mayor's office (taking it off the agenda entirely) and submit a new ordinance at another time?

Susan Parsons  
Assistant Council Clerk  
City of Portland  
[susan.parsons@portlandoregon.gov](mailto:susan.parsons@portlandoregon.gov)  
503.823.4085

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**From:** Harris, Tawnya  
**Sent:** Monday, July 23, 2012 10:55 AM  
**To:** Parsons, Susan; Moore-Love, Karla  
**Cc:** Hunt, John  
**Subject:** Pull Council Agenda Item \*855

Good Morning,

We would like to pull Council Agenda item \*855 for July 25<sup>th</sup> 2012, (Authorize a competitive solicitation for streetcar maintenance).

The item was not written properly.

If you require additional information please email or call me.

Thanks,

***Tawnya S. Harris***

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*Executive Assistant to the Director, Bureau of Internal Business Services.*

*City of Portland Office of Management and Finance*

*1120 SW 5th Avenue, Room 1250 | Portland, OR 97204*

*Phone: 503.823.4352 | Fax: 503.823.5384*

*Interoffice Mail: 106/1250*

[Tawnya.Harris@portlandoregon.gov](mailto:Tawnya.Harris@portlandoregon.gov)

[www.portlandonline.com/omf/bibs](http://www.portlandonline.com/omf/bibs)

*Please consider the environment before printing this email.*

Portland, Oregon

**FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT  
For Council Action Items**

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

1. Name of Initiator Art Pearce		2. Telephone No. 823-7791	3. Bureau/Office/Dept. PDOT/PMD
4a. To be filed (date): July 25, 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: July 13, 2012
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 a streetcar maintenance truck. (Ordinance)

**2) Purpose of the Proposed Legislation:**

This legislation will authorize a competitive solicitation for the purchase of a maintenance truck for the Portland streetcar system.

**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)?**

- City-wide/Regional
- Northeast
- Northwest
- North
- Central Northeast
- Southeast
- Southwest
- East
- Central City
- 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.**

This legislation will authorize the issuance of a Request for Proposals and will have no direct financial impact. If a proposal is selected and a maintenance truck is purchased, a separate Council action will be required.

**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.)**

There are no expenses related to running the competitive solicitation process. However, the maintenance truck is expected to cost up to \$105,000. This amount has been budgeted for FY 2012-2013 in T00014.C09.

**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. If a maintenance truck is purchased, it will be operated and maintained by existing personnel.
- **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.)*

<b>Fund</b>	<b>Fund Center</b>	<b>Commitment Item</b>	<b>Functional Area</b>	<b>Funded Program</b>	<b>Grant</b>	<b>Sponsored Program</b>	<b>Amount</b>

**[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.

This procurement process is related to regular and ongoing streetcar maintenance functions.

**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.**

Future public involvement will include a minimum of one (1) representative from the Minority Evaluator's Program participating in the selection of the winning proposal.

KK 07-13-13



BUREAU DIRECTOR

TOM MILLER, Bureau of Transportation

## ORDINANCE No.

\*Authorize a competitive solicitation for a streetcar maintenance truck. (Ordinance)

The City of Portland ordains:

Section 1. The Council Finds:

1. The Portland Streetcar Loop Project is currently under construction, with an anticipated opening in September 2012. The project includes construction of 28 new station platforms and up to 7 new streetcar vehicles.
2. The current maintenance equipment is adequate for the existing system. Once the loop expansion opens, additional maintenance equipment will be required.
3. The estimated cost for a new maintenance truck is approximately \$105,000.
4. The Federal Transit Administration has provided \$75,000,000 in federal grant funds for the streetcar loop project to TriMet. The City of Portland is subrecipient of these funds, through City Contract #30000943. Federal funds will be used to purchase the maintenance truck.
5. The Bureau of Transportation seeks Council authorization for Procurement Services to issue a Request for Proposal (RFP) resulting in a not-to-exceed contract.

NOW, THEREFORE, the Council directs:

- a. The Chief Procurement Officer is authorized to facilitate the use of the competitive solicitation process in order to obtain the most responsible and responsive Offeror providing a not-to-exceed contract for the purchase of a streetcar maintenance truck.
- b. Upon Council acceptance of the Chief Procurement Officer's Report, Procurement Services is authorized to negotiate and execute a contract, provided the contract has been approved as to form by the City Attorney's office.

Section 2. The Council declares that an emergency exists because a delay in proceeding with the purchase will unnecessarily delay the manufacture and delivery of the maintenance truck; therefore, this Ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council,

Mayor Sam Adams  
Prepared by: Art Pearce:slg  
Date Prepared: July 6, 2012

**LaVonne Griffin-Valade**  
Auditor of the City of Portland  
By

Deputy

Agenda No.  
**ORDINANCE NO.**  
Title

\*Authorize a competitive solicitation for a streetcar maintenance truck. (Ordinance)

<p align="center"><b>INTRODUCED BY</b> Commissioner/Auditor: <b>MAYOR SAM ADAMS</b> <i>K. [Signature]</i> <b>COMMISSIONER APPROVAL</b></p> <p>Mayor—Finance and Administration - Adams</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Leonard</p> <p align="center"><b>BUREAU APPROVAL</b></p> <p>Bureau: Bureau of Transportation Group Manager: Greg Jones Development &amp; Capital Program Other:</p> <p>Prepared by: Art Pearce:slg Date Prepared: July 6, 2012 <i>Art</i></p> <p>Financial Impact Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/> Not Required <input type="checkbox"/></p> <p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Council Meeting Date <b>July 25, 2012</b></p> <p><b>City Attorney Approval</b></p>	<p>CLERK USE: DATE FILED <u>JUL 20 2012</u></p> <p align="center"><i>LaVonne Griffin-Valade</i> LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: <u><i>[Signature]</i></u> Deputy</p> <p><b>ACTION TAKEN:</b> <b>JUL 25 2012 REFERRED TO COMMISSIONER OF FINANCE AND ADMINISTRATION</b></p>
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<b>AGENDA</b>
<p><b>TIME CERTAIN</b> <input type="checkbox"/></p> <p>Start time: _____</p> <p><b>Total amount of time needed:</b> _____ (for presentation, testimony and discussion)</p>
<p><b>CONSENT</b> <input checked="" type="checkbox"/></p>
<p><b>REGULAR</b> <input type="checkbox"/></p> <p><b>Total amount of time needed:</b> _____ (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
	YEAS	NAYS
1. Fritz	1. Fritz	
2. Fish	2. Fish	
3. Saltzman	<b>3. Saltzman</b>	
4. Leonard	4. Leonard	
Adams	Adams	