

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. BES-Engineering
4a. To be filed (date): November 7, 2012	4b. Calendar (Check One)  Regular    Consent    4/5ths <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	5. Date Submitted to Commissioner's office and FPD Budget Analyst: November 5, 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 price agreements with CMTS, LLC, and DRW, LLC to provide Construction Management, Inspection, and Project Support Services. (Procurement Report RFP No. 114678)

**2) Purpose of the Proposed Legislation:** The purpose of this legislation is to authorize a price agreement with CMTS, LLC, for a 5-year contractual total not to exceed \$12,500,000, and a price agreement with DRW, LLC for a 5-year contractual total not to exceed \$7,500,000. These price agreements will provide supplemental construction management, inspection, and project support personnel on an as-needed basis during peak construction periods for the projects included in the bureau's 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 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 checked="" 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 revenue will be generated.

**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.)

Services will be provided on an as needed basis and billed as utilized per the contracts. The services to be provided under these contracts are funded in the approved FY 12/13 BES Capital Improvement Program (CIP) budget and funding for subsequent years will be included in the requested CIP 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.

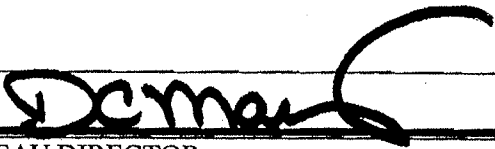
There was involvement from the public through the Minority Evaluator Program in the selection of the firms to provide these services, however the services are limited to internal business operations.

**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.**

No future public involvement is anticipated, the item provides for internal business operations.



BUREAU DIRECTOR



# CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Sam Adams, Mayor  
Jack D. Graham, Chief Administrative Officer  
Bryant Enge, Director, Bureau of Internal Business Services

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**FOR MAYOR'S OFFICE USE ONLY**

Reviewed by Bureau Liaison \_\_\_\_\_

**DATE:** November 14, 2012

**TO:** Mayor Sam Adams

**FROM:** Christine Moody, Chief Procurement Officer

**RE:** Authorize price agreements with CMTS, LLC, and DRW, LLC to provide Construction Management, Inspection, and Project Support Services. (Procurement Report RFP No. 114678)

1. **INTENDED THURSDAY FILING DATE:** November 7, 2012
2. **REQUESTED COUNCIL AGENDA DATE:** November 14, 2012
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 Bureau of Environmental Services has a need for supplemental construction management, inspection, and project support personnel on an as-needed basis during peak construction periods for the projects included in the bureau's Capital Improvement Program. With the passage of Ordinance 185489, the Bureau of Environmental Services received Council authorization to issue a Request for Proposals (RFP).

The Chief Procurement Officer advertised RFP No. 114678, issued on August 6, 2012, for Construction Management, Inspection, and Project Support Services and four (4) proposals were received. The proposals were reviewed, evaluated, and scored by the evaluation committee in accordance with Portland City Code 5.33. CMTS, LLC, received the highest evaluation score and DRW, LLC, received the second highest evaluation score. The City issued a Notice of Intent to Negotiate and Award price agreements to CMTS, LLC, and DRW, LLC, on September 20, 2012. One protest was received and was resolved by the Chief, Procurement Officer on October 16, 2012.

CMTS, LLC, has a current City of Portland business license, is in compliance with the Equal Benefits Program, and their EEO Certification is current through April 1, 2013. DRW, LC, is a local firm and has a current City of Portland business license, is in compliance with the Equal Benefits Program, and their EEO Certification is current through July 9, 2014. Neither firm is a State Certified MWESB contractor. 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 CMTS, LLC, and DRW, LLC, will allow the Bureau of Environmental Services to continue its efficient and cost effective process of completing the projects included 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**– Mr. Andrew Woods, Human Resource Specialist, participated as an evaluator under the Minority Evaluator Program.

**Link to current city policies**– none

**Other governmental participation**– none

**8. FINANCIAL IMPACT:**

The Bureau of Environmental Services anticipates the yearly cost for these price agreements to be approximately \$2,500,000 to CMTS, LLC, and \$1,500,000 to DRW, LLC and funding will be available from adopted budgets each year

**9. RECOMMENDATION/ACTION REQUESTED:**

Authorize price agreements with CMTS, LLC, for a 5-year contractual total not to exceed \$12,500,000 and a price agreement with DRW, LLC, for a 5-year contractual total not to exceed \$7,500,00.