

IMPACT STATEMENT

Legislation title: Authorize contracts as required with 22 PTE service firms for on call architecture & engineering services in support of the Portland Bureau of Transportation.

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Presenter name: Alissa Mahar/Maurice Henderson

Purpose of proposed legislation and background information:

On Call flex serve contracts aid the Bureau of Transportation in long range planning, increased control of project timelines, and provide for an uninterrupted supply of needed services. The proposed legislation does not change any current City policies however with a more robust approach to MWESB inclusion we feel the solicitation & resulting contracting process has been enhanced greatly.

Financial and budgetary impacts:

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.

All expenses associated with contracts & resulting Task Orders will be funded from current budgeted funds.

If legislation is not approved the negative impacts would be profound. We would need to solicit for each new identified new project, expanding project timelines greatly, needed safety improvements and other needed design projects would be unnecessarily delayed.

There will be no additional requests for funding that is outside of the current budget authority. Expenses will be negotiated per defined Task Orders and appropriate budgeted funds will be encumbered upon execution of Task Orders.

It is anticipate to take approximately 15% of Contract Management Coordinators time to manage all contracts.

There will be twenty two (22) 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 22 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 defined and ready to move forward.

Community impacts and community involvement:

Since this legislation has the potential to impact large geographical areas and multiple neighborhoods as projects are defined and moved forward both PBOT in conjunction with Procurement Services and in a concerted effort to increase state certified MWESB usage initiated this pilot RFP to encourage more MWESB utilization at the Task Order level once projects are defined and ready for design. Extensive outreach was conducted to include:

Procurement Services staff sent e-mailed notices to various Chambers of Commerce offices alerting them to notify their memberships roster of the availability of the solicitation to be downloaded & responded to if interested.

On December 4, 2015 an overall outreach plan was created between PBOT & Procurement Services.

On March 8th an e-mail was sent to all MWESB firms in the states database that were registered in the categories of work we were soliciting for. It was sent to 70 different firms. The e-mail did two things. It invited all representatives of those 70 firms to an informational meeting scheduled at OAME where on March 11, 2016 the project was introduced, attendees were given instructions on how to access the Buy Speed system, and further instruction on accessing & downloading the solicitation documents. PBOT & Procurement Services personnel were on hand to answer any further questions. Internal staff attending included MWESB outreach specialists from both PBOT & Procurement Services, along with the Chief Engineer from PBOT, and the PTE Supervisor.

A non-mandatory presubmittal meeting was also held on Tuesday, March 29, 2016 at the Portland Building to answer any final questions from attendees. We had a standing room only crowd with questions from both MWESB reps, and the general contracting community.

The primary contact who can provide more information on the outreach plan & subsequent meetings is. Richard Gray, Senior Management Analyst, 503.823.5052. Richard.Gray@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