

EXHIBIT A

CONSULTANT AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Portland, acting by and through its city officials, hereinafter referred to as "City," and Don Barney Consultants, a corporation authorized to conduct business in the State of Oregon, acting by and through its Corporate Officers, hereinafter referred to as "Consultant."

W I T N E S S E T H

RECITALS

1. City plans and proposes to conduct studies on the Industrial Transportation Grant.

2. City does not have sufficient qualified personnel to perform the required work within a reasonable time and deems it advisable and desirable to engage the professional services and assistance of a qualified consulting firm to perform the necessary studies.

3. Consultant has represented, and by entering into this agreement now represents, that all personnel assigned to the work required under this agreement are fully qualified to perform the work to which they will be assigned in a competent and professional manner.

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein below, the parties hereto agree as follows:

I

OBJECTIVES

The objective of the Travel Behavior Profile is to provide the City of Portland with a representative profile of the travel behavior patterns of its employment center work force. It is our intention to improve, redesign and design our transit and para-transit services with aid of this information.

II

SCOPE OF WORK

The consultant will begin work as authorized by the Bureau of Planning on or about March 12, 1980. Work will include the development of a travel behavior profile for six Portland employment centers, established from a professional systematic random sample of employees in each area. The sampling will be analyzed for basic residential and work information, travel patterns and behavior, socio-economic information, demographic information and attitudinal data related to traffic and transit alternatives. Final products, fees, schedule and documents to be finished by the consultant are specified as follows:

Phase 1: The consultant will develop a questionnaire and sampling procedures for the study.

Specific Work elements include:

- 1.a) The consultant will compile a list of firms to participate in the study.
- 1.b) The City will provide the consultant with a letter from the Mayor outlining the purposes of the study.
- 1.c) The consultant will begin management interviews with all potential participant firms.
- 1.d) The consultant will begin analysis on the current levels of transportation services existing in each employment center.
- 1.e) Due to the importance of scheduling to this study, the consultant will develop a "back up" system for sampling procedures and will implement that system in this phase if deemed necessary by the City.
- 1.f) The consultant will meet with the City and provide a preliminary report to the City summarizing work completed in the first phase.

Completion Date Phase 1: April 1, 1980

Phase 2: The consultant will review the final questionnaire with the City and begin the interview phase of the study. Specific work elements include:

- 2.a) The consultant will train the survey team.
- 2.b) The consultant will oversee the mailing of letters to employees from managers explaining the survey.
- 2.c) The consultant will revise the questionnaire as deemed necessary by the City.
- 2.d) The consultant will begin the actual survey work.
- 2.e) The consultant will conclude the management interviews.
- 2.f) The consultant will begin to identify and document work influences that effect travel behavior in each employment area. Elements to be included are: shift times, union agreements, overtime considerations, firm size and management policies.
- 2.g) The consultant will begin to identify existing transit and rideshare marketing programs and document their influence on employees in each employment area.

- 2.h) The consultant will begin to identify non-respondent origin data on characteristics of the transportation system. Elements to be included are: parking availability, level of transit service, travel cost and employee origin census tracts.
- 2.i) The consultant will meet with the City and provide a preliminary report to the City summarizing work completed in the second phase. This preliminary report will include basic crosstabulations of survey work.

Completion Date Phase 2: May 1, 1980

Phase 3: The consultant will analyze the survey information collected and incorporate the findings of Phase 2. Specific work tasks include:

- 3.a) The consultant will complete tasks 2f, 2g, 2h. The consultant will discuss each of these elements with the City prior to preparation of the draft final report.
- 3.b) The consultant concludes the assessment of the city-wide transit system as it relates to each of the employment centers.
- 3.c) The consultant will document his analysis and conclusions describing each employment center and a summation relating consultant's findings with the level of transportation service currently available and proposed for Portland.
- 3.d) The consultant will provide the city with a draft final report documenting each of the work tasks described above. The draft final report will include a narrative analysis backed by tables, charts and displays of sample data and including an executive summary with findings. All graphics, charts and tables may be in rough form.
- 3.e) The consultant will meet with the City and provide the City with ten copies of the draft final report.

Completion Date Phase 3: June 2, 1980

Phase 4: The consultant will revise the final report as deemed necessary by the City and finalize the report.

- 4.a) The consultant will meet with the City and deliver 25 copies of the final report. One black and white print ready copy that can be printed by the City in the future will also be delivered.

Completion Date Phase 4: June 27, 1980

In addition to the specific work tasks outlined above, the consultant agrees to make no more than two presentations outlining their work at a later date. These presentations would be conducted by the City and would be for the benefit of the Federal Economic Development Administration.

The consultant agrees to bill the Bureau of Planning for fees incurred for this Travel Behavior Profile on a monthly basis. Each bill should show a breakdown of time, materials, and other direct costs. Total billing is not to exceed \$38,715.00.

The parties to this agreement agree that Don Barney, Consultants, is providing professional services to the City of Portland as an independent contractor, and is not an employee of the City of Portland, and is therefore not entitled to the benefits provided by the City of Portland to its employees, including, but not limited to, group health insurance, pension plans, or use of City-owned vehicles. You may practice your profession for others during those periods when you are not performing work under this agreement.

Don Barney, Don Barney, Consultants

Frank Frost, Acting Director
Bureau of Planning

Connie McCready, Mayor
City of Portland

BUC# 51449002
Project 3619

ORDINANCE No. 149444

An Ordinance authorizing an agreement between the City of Portland and Don Barney Consultants in the amount of \$38,715, to provide professional consulting services, including the preparation and distribution of a Travel Behavior Profile, retroactive to March 12, 1980, and authorizing the drawing and delivery of warrants.

The City of Portland ordains:

Section 1. The Council finds:

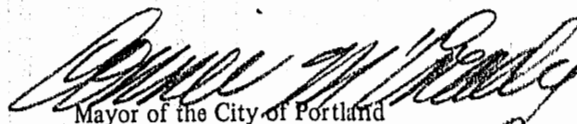
1. By Ordinance No. 147932, adopted June 20, 1979, the Council expressed its support of a grant application to the Federal Economic Development Administration for the Industrial Transportation Grant.
2. The Federal Economic Development Administration awarded the City a \$150,000 grant in September, 1979.
3. By Ordinance No. 148625, adopted October 17, 1979, the Council accepted the \$150,000 grant and amended the 1979-80 budget.
4. The Bureau of Planning Budget 1979-80 currently has sufficient funds for this agreement.
5. The firm of Don Barney Consultants has submitted an acceptable proposal to accomplish the work within the allotted time.

NOW, THEREFORE, the Council directs:

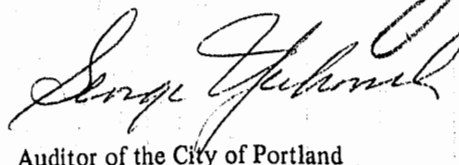
- a. That the Mayor is authorized to execute, on behalf of the City, an agreement similar in form to the agreement attached to the original of this Ordinance, as Exhibit A and by this reference made a part hereof, and retroactive to March 12, 1980.
- b. The Mayor and the Auditor are hereby authorized to draw and deliver warrants chargeable to the Bureau of Planning in the amount of \$38,715 by June 27, 1980, payable to Don Barney Consultants.

Passed by the Council, **APR 16 1980**

Mayor Connie McCready
Lee Hames/db
April 3, 1980


Mayor of the City of Portland

Attest:


Auditor of the City of Portland

reconsidered

4/14/80 1st Vote

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
Ivancie		
Jordan		
Lindberg		
Schwab		
McCready		

FOUR-FIFTHS CALENDAR	
Ivancie	
Jordan	
Lindberg	
Schwab	
McCready	

Cont
of AM

1354

Calendar No. ~~1223~~

ORDINANCE No. 149414

Title

An Ordinance authorizing an agreement between the City of Portland and Don Barney Consultants in the amount of \$38,715, to provide professional consulting services, including the preparation and distribution of a Travel Behavior Profile, retroactive to March 12, 1980, and authorizing the drawing and delivery of warrants.

APR 9 1980

PASSED TO THIRD READING APR 16 1980

Filed APR 4 1980

GEORGE YERKOVICH

Auditor of the CITY OF PORTLAND

Gordon Orrell
Deputy

INTRODUCED BY

Mayor McCready

NOTED BY THE COMMISSIONER

Affairs

Finance and Administration *CMCL*

Safety

Utilities

Works

BUREAU APPROVAL

Bureau:

Planning

Prepared By:

Date:

Lee Hames

4/3/80

Budget Impact Review:

☒ Completed ☐ Not required

Bureau Head:

Frank Frost
Frank Frost, Acting Director

NOTED BY

City Attorney

City Auditor

City Engineer