

Date: March 25, 2015

To: Board of Directors

From: Neil McFarlane *Neil McFarlane*

Subject: RESOLUTION 15-03-12 OF THE TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF OREGON (TRIMET)
AUTHORIZING A CONTRACT WITH CARDNO GS, INC. FOR
FACILITY SUSTAINABILITY AND ASSET MANAGEMENT PROGRAM
DEVELOPMENT AND IMPLEMENTATION SERVICES

1. Purpose of Item

The purpose of this item is to request that the TriMet Board of Directors (“Board”) authorize the General Manager to execute a contract with Cardno GS, Inc. (“Cardno”) for Facility Sustainability and Asset Management Program Development and Implementation Services (“Sustainability and Asset Management Services”).

2. Type of Agenda Item

- Initial Contract
- Contract Modification
- Other _____

3. Reason for Board Action

Board approval is required for personal services contracts obligating TriMet to pay in excess of \$150,000.

4. Type of Action:

- Resolution
- Ordinance 1st Reading
- Ordinance 2nd Reading
- Other _____

5. Background

The Federal Transit Administration is requiring formal asset management programs to ensure that facilities constructed with federal funds are maintained to achieve best value for the costs incurred. TriMet owns a substantial number of buildings, several of which are at or approaching 30 years of age. As a result, TriMet will soon require remodeling at its older facilities. In preparation for these two concurrent efforts, TriMet is updating its capital management practices to facilitate efficient design and construction decisions. This contract will assist TriMet in developing the tools needed to make cost-effective decisions about current asset usefulness as well as future use. Contract deliverables include developing an overall sustainability and asset management program and developing design criteria and standard construction specifications related to major building construction and remodel.

The contractor will provide oversight and assistance in implementing the program on the remodeling project.

This procurement was subject to the Brooks Act, also known as Qualifications Based Selection. The Brooks Act is a federal statute enacted in 1972, which establishes the procurement process by which architects and engineers are selected for contracts with federal agencies and agencies using federal grant funds. In a Brooks Act procurement, the agency must select the most qualified firm, and then negotiate a fair and reasonable price for the required professional services. Price quotations are not permitted as a consideration in the selection process.

TriMet advertised a Request for Proposals (“RFP”) for these services and received five responses. TriMet formed an Evaluation Committee, and the committee ranked the proposers in accordance with the procedures and criteria established in the RFP. Full scores for the five proposers were as follows:

Criteria	Possible Points	Cardno	Green Building Services	Mitali/YR&G	Solarc	Glumac
Corporate Experience	20	18	15	15	14	11
Personnel Experience	35	30	26	26	25	26
Work Plan and Diversity Plan	25	21	18	18	14	12
Cost Estimating and Cost Controls	10	8	8	8	8	8
Availability in Portland	10	9	9	9	8	8
Total	100	86	76	76	69	65

In accordance with the Brooks Act, the direct labor costs and overall contract value were negotiated by TriMet after selection of the highest-ranked firm. The attached Resolution authorizes the award of a contract to Cardno in an amount not to exceed \$220,000. This amount is within TriMet’s fair cost estimate and the budget established for this work.

Work performed under the contract will be authorized as needed on a task order basis, allowing TriMet to tailor the scope of services to the specific needs of each individual task.

6. Procurement Process

These contracts were procured through a competitive RFP process, as described above.

7. Diversity

In the proposal, Cardno indicated that it expects to be able to achieve approximately 20 percent Disadvantaged Business Enterprise (DBE) participation from subcontracting work such as commissioning services, cost estimating and building information modeling. When assigning a task, TriMet will work with the contractor to identify potential DBE subcontracting opportunities and will confirm subcontractor utilization as the task order is negotiated.

8. Financial/Budget Impact

TriMet will order work via the issuance of task orders. This work is included in the Maintenance Division budget for FY 2014-15.

9. Impact if Not Approved

TriMet could elect to award separate contracts as work is identified. However, much of the work to be performed under these contracts is of small scale and often needs to be performed under short deadlines to respond to immediate needs. The option of using on-call contracts will expedite the work while maintaining open competition and will reduce overall costs by eliminating the procurement and administrative process for multiple, separate contracts.

RESOLUTION 15-03-12

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING AN ON-CALL CONTRACT WITH CARDNO GS, INC. FOR FACILITY SUSTAINABILITY AND ASSET MANAGEMENT PROGRAM DEVELOPMENT AND IMPLEMENTATION SERVICES

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with Cardno GS, Inc. for Facility Sustainability and Asset Management Program Development and Implementation Services (“Contract”); and

WHEREAS, the total amount of the Contract shall exceed \$150,000; and

WHEREAS, the TriMet Board of Directors (“Board”), by Resolution dated November 25, 2009, adopted a Statement of Policies requiring the Board to approve personal services contracts obligating TriMet to pay in excess of \$150,000;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Contract shall be in conformance with applicable laws.
2. That the General Manager or his designee is authorized to execute the Contract in an amount not to exceed \$220,000.

Dated: March 25, 2015

Attest:

Presiding Officer

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department