

Date: May 25, 2016

To: Board of Directors

From: Neil McFarlane *Neil McFarlane*

Subject: RESOLUTION 16-05-29 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH CASSO CONSULTING, INC. FOR DEVELOPMENT OF TECHNICAL SPECIFICATIONS

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 Casso Consulting, Inc. (“Casso”) for Development of Technical Specifications (“Project”).

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

This Project would create an updated set of standard technical specifications to utilize in future TriMet construction projects. Currently, TriMet staff modifies technical specifications from prior projects when drafting technical specifications for new projects. This can lead to inconsistent specifications across projects. This Project would review current TriMet technical specifications and Design Criteria, apply the “lessons learned” by TriMet from past projects, and modify the technical specifications to create a new base document that is consistent with current industry standards and best practices. The creation of a set of standard technical specifications would then serve as a starting point for any specific project. This will help create consistency between TriMet’s projects, providing clarity for bidders and reducing construction risk.

6. Procurement Process

On March 14, 2016, TriMet issued a Request for Proposals (“RFP”) for these services. The RFP sought qualifications of each firm, including individual experience, work plan, diversity plan, and the availability of key personnel in Portland.

This procurement was subject to the Brooks Act, also known as Qualifications-Based Selection. Qualifications-Based Selection is a procurement process which is utilized when selecting architects and engineers for design contracts. In a Qualifications-Based Selection 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 appointed an evaluation committee (“EC”) to review and evaluate the proposals, which was comprised of staff from TriMet’s Capital Projects division and the office of Diversity and Transit Equity. EC members were selected based on their expertise, experience and knowledge related to the Project.

On April 4, 2016, TriMet received one proposal in response to the RFP. The RFP was widely distributed via TriMet’s Ebid system to well over 300 firms, including some plan centers. About 100 firms downloaded and reviewed the RFP, including several potential prime contractors. At the conclusion of the process, TriMet requested feedback from some firms that downloaded the RFP but did not propose. The responses indicate that, in this busy market, some firms felt they did not have sufficient resources to provide a thorough proposal in response to the RFP and also might have difficulty adequately staffing the work if awarded the contract, and some firms felt that this specialized scope of work was outside their area of expertise.

When only one proposal is received, TriMet may cancel the procurement if it determines that the proposer is not qualified. In this instance, the EC determined that Casso was well qualified. After evaluating the proposal, Casso’s scores were as follows

Firm	Possible Points	Casso
Corporate Experience	20	18
Personnel Experience	35	32
Work Plan / Diversity Plan	30	28
Availability in Portland	5	5
Cost Estimating and Controls	10	8
Total Score	100	91

Accordingly, TriMet proposes to award a contract to Casso.

7. Diversity

Casso is a certified Disadvantaged Business Enterprise (“DBE”), a Women-owned and Minority Business Enterprise (“W/MBE”), and an Emerging Small Business (“ESB”) in the State of Oregon. In its proposal, Casso indicated that it expects to be able to achieve approximately 45 percent M/W/ESB participation from both its work and from subcontracting work such as electrical design, landscape design and quality control management.

8. Financial/Budget Impact

The Project is included in the FY 2016 and FY 2017 Capital Program budget. In accordance with Qualifications-Based Selection, the direct labor costs and overall contract value were negotiated after selection of the contractor. The attached Resolution authorizes the award of a contract in an amount not to exceed \$450,000. TriMet staff has determined that the price is fair and reasonable in accordance with the local market for this type of work, and this amount is within the established budget for this Project.

9. Impact if Not Approved

TriMet could hire additional staff to complete the work. This option is not preferred because procurement of this contract requires specialized expertise and addresses a short term staffing need that will not exist after this work is complete.

RESOLUTION 16-05-29

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH CASSO CONSULTING, INC. FOR DEVELOPMENT OF TECHNICAL SPECIFICATIONS

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with Casso Consulting, Inc. for Development of Technical Specifications (“Contract”); and

WHEREAS, the total amount of the Contract is expected to 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.

Dated: May 25, 2016

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department