

Date: December 12, 2018

To: Board of Directors

From: Doug Kelsey 

Subject: **RESOLUTION 18-12-85 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH NORRIS & STEVENS, INC. FOR FOURTH BUS BASE SITE PROPERTY MANAGEMENT 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 Norris & Stevens, Inc. (Norris & Stevens) for fourth bus base site property management services (Services).

2. Type of Agenda Item

- Initial Contract
 Contract Modification
 Other _____

3. Reason for Board Action

Board approval is required for goods and services contracts obligating TriMet to pay in excess of \$1,000,000.

4. Type of Action

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

5. Background

TriMet is in the process of significantly expanding its service. As a result, TriMet will be purchasing a large number of new buses, and the three bus base and maintenance facilities it currently operates will not provide enough space to store and maintain the entire bus fleet. Therefore, TriMet is in the process of acquiring a fourth bus maintenance and operations facility, located at 4221 NE Columbia Blvd (Site). The new Site is a 30 acre industrial site containing approximately 15 buildings that was previously occupied by Peterson Caterpillar. Peterson Caterpillar is vacating the Site by January 1, 2019, at which time TriMet will be responsible for all Site management. TriMet expects to need property management Services at the Site at least until the end of 2019; with the possibility the Services may be required at

least until the end of 2022.

Norris & Stevens shall be responsible for all care, maintenance, and security of the Site. The Contractor shall perform all work necessary to ensure that the buildings and systems on the Site do not fall into disrepair or suffer damage.

6. Procurement Process

A competitive Request for Proposal (RFP) process was used to select the contractor for the Services. The RFP was issued on October 18, 2018, and proposals were due on November 8, 2018. A total of 194 vendors were notified of the RFP and 46 vendors viewed the solicitation.

TriMet appointed an evaluation committee (EC) to review and evaluate the proposals, which was comprised of staff from TriMet's Capital Projects and Construction Division, Risk Management Department, and Facilities Management Department. EC members were selected based on their expertise, experience, and knowledge related to the Services. TriMet received a total of three proposals, from Norris & Stevens, Kidder Mathews, Inc. (Kidder Mathews), and Ortiz & Associates, Inc. (Ortiz & Associates). The EC ranked the proposals in accordance with the procedures and criteria established in the RFP. After completing the initial review process, the EC determined that Norris & Stevens was the highest ranked proposer and the only one in the competitive range for contract award. Full scores for the proposers are as follows:

Evaluation Criteria	Possible Points	Norris & Stevens	Kidder Mathews	Ortiz & Associates
Qualifications and Diversity	40	35.7	29.9	23.5
Work Plan	40	31.8	22.5	28.2
Price	20	20.0	16.5	13.9
Total Score	100	87.5	68.9	65.6

Accordingly, TriMet proposes to award a contract to Norris & Stevens.

The term of the contract will be for one (1) year with TriMet's option to extend for four (4) additional one (1) year terms. The not-to-exceed amount if all option years are exercised will be \$3,678,800.

7. Diversity

Norris & Stevens' workforce is comprised of 38% women and 7% minorities. Norris & Stevens estimated it will utilize MBE/WBE/ESB/SDV subcontractors for approximately 60% of the Services in the areas of security, janitorial, and landscaping.

8. Financial/Budget Impact

The Services are included in the FY 2018-19 Capital Program budget.

9. Impact if Not Approved

TriMet could re-procure the contract, however, this option is not recommended because Norris & Stevens is a well-qualified firm and has offered fair and reasonable pricing. Re-procurement would result in an unnecessary delay in providing the Services, which are required by January 1, 2019, when TriMet takes control of the Site.

RESOLUTION 18-12-85

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH NORRIS & STEVENS, INC. FOR FOURTH BUS BASE SITE PROPERTY MANAGEMENT SERVICES

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with Norris & Stevens, Inc. for fourth bus base property management services (Contract); and

WHEREAS, the total amount of the Contract is expected to exceed \$1,000,000; and

WHEREAS, the TriMet Board of Directors (Board), by Resolution dated October 25, 2017, adopted a Statement of Policies requiring the Board to approve goods and services contracts obligating TriMet to pay in excess of \$1,000,000;

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 \$3,678,800.

Dated: December 12, 2018

Attest:

Presiding Officer

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department