

**Date:** May 24, 2017

**To:** Board of Directors

**From:** Neil McFarlane *Neil McFarlane*

**Subject:** RESOLUTION 17-05-47 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH WSP USA ADMINISTRATION, INC. FOR FINAL DESIGN SERVICES FOR THE DIVISION TRANSIT PROJECT

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**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 WSP USA Administration, Inc. (WSP), formerly Parsons Brinckerhoff Group Administration, Inc., for Final Design Services for the Division Transit Project (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 1<sup>st</sup> Reading  
 Ordinance 2<sup>nd</sup> Reading  
 Other \_\_\_\_\_

**5. Background**

The Project will improve transportation in the Powell-Division corridor by bringing bus rapid transit to Division Street, and also by investing in increased transit service, roadway upgrades, active transportation improvements, and safe connections to transit.

The Project was initiated in 2013 when Metro and TriMet began evaluating alignment and mode alternatives. The conceptual phase of work concluded with a request to the Federal Transit Administration (FTA) for entry into Project Development, which was confirmed in October 2015. In December 2016, the Board approved Resolution 16-12-70, adopting the Locally Preferred Alternative, which has also been endorsed by the City of Portland, City of

Gresham, and Multnomah County. Currently, the Project is transitioning from the planning process led by Metro to a design and construction phase that TriMet will lead through Project completion.

This contract is for final design services for the Project, which will include integration into the existing street right of way and the design of approximately 80 new station platforms that are coupled to create 40 bus stations. Each platform will include a passenger shelter, furnishings, signage, and lighting components, and must accommodate the planned 60 foot articulated buses that will be utilized on the Project.

## 6. Procurement Process

TriMet conducted a competitive Request for Proposals process (RFP) to select the firm to provide final design services for the Project. The RFP sought firms with successful experience supporting projects of similar nature and scale to this Project. The RFP was issued on March 17, 2017, and posted on TriMet’s vendor registration website, eBidexchange. Firms were asked to specify if they intended to be a sub-contractor or a prime contractor to assist in team building opportunities. Fifty firms downloaded a copy of the RFP. Proposals were due April 11, 2017 and TriMet received proposals from AECOM and WSP.

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 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.

An evaluation committee (EC) comprised of staff from TriMet, City of Portland Bureau of Transportation, and the City of Gresham convened on April 17, 2017, to review the technical proposals of the two firms in accordance with the procedures and criteria established in the RFP. Evaluation criteria included Corporate Experience; Personnel Experience; Work Plan, Quality Control and Diversity; Availability in Portland and Track Record; and Cost Estimating and Cost Controls. Scores were as follows:

Firm	Possible Points	AECOM	WSP
Corporate Experience	15	11.83	14.50
Personnel Experience	35	26.17	31.50
Work Plan/Quality Plan / Diversity Plan	30	20.67	29.50
Availability in Portland and Track Record	10	8.50	8.17
Cost Estimating and Controls	10	9.00	9.33
<b>Total Score</b>	<b>100</b>	<b>76.17</b>	<b>93.00</b>

Accordingly, TriMet proposes to award a contract to WSP. 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 \$8,200,000 for the final design work on the Project. TriMet staff has determined that the price is fair and reasonable, and this amount is within the budget established for this work.

**7. Diversity**

In its proposal, WSP indicated that it expects to be able to achieve at least 20 percent Disadvantaged Business Enterprise participation on this contract by subcontracting certain scopes of design work.

**8. Financial/Budget Impact**

The Division Transit Project will be funded through a combination of FTA Small Starts grant funding and local funding sources. TriMet plans to apply for the Small Starts grant in calendar year 2018, with the intent of beginning to spend Small Starts funds in FY 2019. All costs for this contract will be funded with local funds, and are included in the FY2017-18 Capital Program budget.

**9. Impact if Not Approved**

TriMet's alternative would be to hire additional staff to complete the design work. This option is not preferred because procurement of this contract requires highly specialized expertise and addresses a short term staffing need that will not exist after the Project is complete.

**RESOLUTION 17-05-47**

**RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH WSP USA ADMINISTRATION, INC. FOR FINAL DESIGN SERVICES FOR THE DIVISION TRANSIT PROJECT**

**WHEREAS**, TriMet has authority under ORS 267.200 to enter into a contract with WSP USA Administration, Inc. (WSP) for Final Design Services for the Division Transit Project; 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.

Dated: May 24, 2017

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Presiding Officer

Attest:

\_\_\_\_\_  
Recording Secretary

Approved as to Legal Sufficiency:

  
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Legal Department