

**Date:** April 22, 2015  
**To:** Board of Directors  
**From:** Neil McFarlane *Neil McFarlane*

**Subject:** **RESOLUTION 15-04-15 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A SERIES OF CONTRACTS FOR NEW STARTS AND SMALL STARTS STRATEGIC PLANNING, FINANCIAL ANALYSIS AND TECHNICAL ASSISTANCE 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 series of contracts for New Starts and Small Starts Strategic Planning, Financial Analysis and Technical Assistance (“New Starts Technical Assistance”).

**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 Federal Transit Administration’s (“FTA”) discretionary New Starts (Section 5309) program is the federal government’s primary financial resource for supporting locally-planned and implemented corridor-based transit capital projects. TriMet has received more than \$2.2 billion in Section 5309 funds for six corridor projects over the last 20 years.

The proposed contracts will assist TriMet in competing for additional Section 5309 funds to support future corridor projects in the region, such as the Powell-Division project and the Southwest Corridor project. To apply for these funds, a detailed application must be prepared and submitted to the FTA at various milestones in the planning and design process.

The application must address a variety of vital project criteria, including financing, mobility improvements, environmental benefits, land use and other applicable grant criteria.

The proposed consultant contracts will assist TriMet in preparing Section 5309 grant applications by providing services in the following areas: Strategic Planning, Financial Analysis and Technical Assistance. These services will be provided as-needed to supplement TriMet staff expertise. Expected contract scope will include preparation of financial models, advice on grant eligibility and competitiveness, supplemental travel demand forecasting, preparation of application templates and supporting documents, and quality assurance/quality control on grant application documents.

TriMet advertised a Request for Proposals (“RFP”) for these services and received responses from five firms for the three work areas. 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 proposers for each area of work were as follows:

	Qualifications of Firm and Staff and Diversity	Work Plan	Price	Total
Possible Points	40	30	30	100
<i>Strategic Planning</i>				
The PFM Group	25	20	28	73
Steven Siegel	38	30	30	98
<i>Financial Analysis</i>				
The PFM Group	28	20	28	76
Steven Siegel	38	30	30	98
<i>Technical Assistance</i>				
John Parker Consulting, LLC	35	27	30	92
Leon Skiles & Associates, Inc.	35	28	21	84
Parsons Brinckerhoff, Inc.	37	28	27	92
Steven Siegel	36	30	15	81

The attached Resolution authorizes the award of a contract to Steven Siegel in all three work areas, and to John Parker Consulting, LLC; Leon Skiles & Associates, Inc.; and Parsons Brinckerhoff, Inc. in the Technical Assistance area. The Resolution authorizes a total contract amount of up to \$250,000 for each contract in each work area over a five-year contract term, thereby authorizing the award of contracts to John Parker Consulting, Leon Skiles & Associates, and Parsons Brinckerhoff, Inc. in the amount of up to \$250,000 and to Steven Siegel for up to \$750,000.

## 6. Procurement Process

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

## 7. Diversity

Due to the specific skill sets required for this work, none of the contractors could identify realistic subcontracting opportunities for Disadvantaged Business Enterprise (DBE) firms. Three of the four contractors are small firms consisting of two or fewer employees. The

fourth firm, Parsons Brinckerhoff, Inc. has an excellent record of meeting or exceeding DBE subcontracting goals on TriMet work, but does not foresee DBE opportunities for this work. Nonetheless, TriMet will work with the contractors to identify any potential DBE subcontracting opportunities as each task order is negotiated.

**8. Financial/Budget Impact**

Work performed under the contracts will be authorized as needed by each task, allowing TriMet to tailor the scope of services and assure that adequate budget exists. Funding for these services will come from the project budget, as they are approved each fiscal year and from funds provided by other regional partners, such as Metro.

**9. Impact if Not Approved**

TriMet could elect to award separate contracts as work is identified over the course of the development of each project. 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. Using these 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 15-04-15

**RESOLUTION OF THE TRI-COUNTY METROPOLITAN  
TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A  
SERIES OF CONTRACTS FOR NEW STARTS AND SMALL STARTS  
STRATEGIC PLANNING, FINANCIAL ANALYSIS AND TECHNICAL  
ASSISTANCE SERVICES**

**WHEREAS**, TriMet has authority under ORS 267.200 to enter into contracts with Steven Siegel, John Parker Consulting LLC, Leon Skiles & Associates, Inc., and Parsons Brinckerhoff, Inc. (“Contracts”); and

**WHEREAS**, the total amount of each of the Contracts 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 Contracts shall be in conformance with applicable laws.
2. That the General Manager or his designee is authorized to execute Contracts up to \$750,000 for Steven Siegel and up to \$250,000 for John Parker Consulting LLC, Leon Skiles & Associates, Inc., and Parson Brinckerhoff, Inc.

Dated: April 22, 2015

Attest:

\_\_\_\_\_  
Presiding Officer

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

Approved as to Legal Sufficiency:

  
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Legal Department