



Memo

Date: January 23, 2013

To: Board of Directors

From: Neil McFarlane

Subject: **RESOLUTION 13-01-08 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A MODIFICATION TO THE CONTRACT WITH CRESA PORTLAND, LLC FOR REAL PROPERTY PLANNING AND MANAGEMENT SERVICES**

1. Issue or Purpose of the Item.

The purpose of this item is to request that the TriMet Board of Directors (“Board”) approve a resolution authorizing the General Manager to execute a modification to the contract with Cresa Portland, LLC (“Cresa”) for Real Property Planning and Management Services for TriMet property and offices, focused on those affected by the Portland-Milwaukie Light Rail Transit Project.

2. Reason for Board Action.

Board authorization is required because the proposed modification increases the contract amount beyond the amount originally authorized by the Board.

3. Background.

The Portland-Milwaukie Light Rail Transit Project (“Project”) causes significant changes to two of TriMet’s existing facilities. First, the Operations Command and Control Center (“OCC”), currently housed at TriMet’s Ruby Junction Maintenance Facility in Gresham, requires a significant expansion for the new light rail. Second, TriMet’s leased facility at SE 17th and Holgate was demolished due to rail and street construction. Because there is limited space at Ruby Junction to make further expansion to the OCC, and because replacement leased space near Center Street is not readily available, TriMet is rearranging its facilities. Center Street is being renovated and reconfigured as an operations center, combining OCC, customer information, and incident command together. Administrative employees displaced from Center Street have been moved to a new leased facility at Harrison Square in the south end of downtown. Together, these changes allow the agency to leverage Project funds and make the most effective use of its facilities, and improve efficiency and accessibility with minimal impact to TriMet’s general fund. These changes are collectively known as TriMet’s “Moving Together” program, a component of the Project.

To assist TriMet in these activities, the Board approved Resolution 11-03-15 on March 23, 2011. That Resolution authorized award of a contract with Cresa to provide support to TriMet for locating the new space and implementing the changes to TriMet facilities. Cresa has performed very well in providing these services. They have augmented TriMet staff in the

selection of, and negotiations for, the new leased administration building at Harrison Square. They have also provided planning assistance for the numerous departmental moves prior to and during the Center Street remodel project.

To date, Cresa has also performed additional work elements that were not anticipated at the time the contract was awarded. These items include:

- Providing additional tasks related to coordination of TriMet department moves as required to meet the Project's construction schedule;
- Serving as the owner's representative to oversee the tenant improvement construction at Harrison Square; and
- Assisting TriMet in obtaining new Facilities Management leased space adjacent to existing leased space.

These work items were originally planned to be performed by TriMet staff. However, it was determined that there were insufficient TriMet resources available to perform the work. Using a consultant for this work was preferable to TriMet hiring additional staff because of the short-term nature of the need. Cresa had the available resources to assist TriMet and was already fully knowledgeable about the work requirements and details. TriMet has the necessary funds in its staffing budget to cover the added Cresa work.

Looking ahead, TriMet proposes several other additional services not anticipated in the original contract. New services include:

- Coordination of moves from interim facilities to permanent facilities once the Center Street building renovation work is complete;
- Coordination of the development of an operations building to house Rail Maintenance of Way and displaced Facilities Management staff;
- Leading TriMet's Information Technology Department in the implementation of low voltage and computer network wiring of the various new TriMet administrative and operational offices and workspaces.

These services will also be funded from the Project's staffing budget.

The proposed modification for these additional services would increase the contract amount by \$247,650, from \$335,775 to \$583,425. This amount is less than TriMet's Independent Cost Estimate for the proposed work scope, and is within TriMet's budget for the Project.

Prior to the issuance of the RFP for this contract, staff conferred with TriMet's Senior Director of Diversity and Transit Equity to see how contracting or subcontracting methods may be utilized to maximize the opportunity for DBE contractors to participate in this work. TriMet determined that because of the unique nature of the requirements for this contract and a standard industry practice that these services are typically provided in-house, there were few firms available for this work, sub-contracting opportunities would likely not exist and the pool of qualified proposers would be limited.

Recognizing that there were few DBE opportunities available, at the time of contract award TriMet and Cresa sought additional efforts to seek subcontracting or hiring means to include more diversity in the contract. Although no subcontracting has occurred on the contract to

date, Cresa has embraced TriMet's internship program. This program is providing a variety of professional work experiences to a minority student through involvement in the Moving Together program, exposing the student to design activities and project management work.

4. Options.

Additional options are limited to TriMet performing the planning and management work itself, without the assistance of a consulting firm, or conducting a new procurement process to select a new firm to assist with the remainder of the Moving Together program. The first option is not feasible due to the highly specialized nature and volume of this work and its limited duration. The second option is not preferred because Cresa was selected via a competitive process which included evaluation of its capabilities to perform this work, and Cresa has performed very well thus far. Additionally, Cresa possesses significant experience and familiarity with the Project based on its work to date, and such experience would be difficult to replicate.

5. Recommendation.

The General Manager recommends approval of the Resolution.

RESOLUTION 13-01-08

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A MODIFICATION TO THE CONTRACT WITH CRESA PORTLAND, LLC FOR REAL PROPERTY PLANNING AND MANAGEMENT SERVICES

WHEREAS, TriMet has authority under ORS 267.200 to enter into a modification to the contract with Cresa Portland, LLC for Real Property Planning and Management Services (“Modification”); and

WHEREAS, the total amount of the Modification shall exceed the amount previously authorized by the TriMet Board of Directors (“Board”); and

WHEREAS, the Board, by resolution dated November 25, 2009, adopted a Statement of Policies requiring the Board to approve personal services contracts obligating TriMet to pay an amount in excess of \$150,000;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Modification shall be in conformance with applicable laws.
2. That the General Manager or his designee is authorized to execute the Modification.

Dated: January 23, 2013

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:

Legal Department