

AGENDA BILL

**Beaverton City Council
Beaverton, Oregon**

SUBJECT: Contract Award – Engineering Construction
Inspection Services for Site Development
Division

FOR AGENDA OF: 03-06-18 **BILL NO:** 18060

Mayor's Approval: Denny Doyle

DEPARTMENT OF ORIGIN: CDD WMC for C

DATE SUBMITTED: 02/12/18

CLEARANCES:

City Attorney W. S. K...
CAO (acting) Denny Doyle
Purchasing J. K. M...
Finance Proctor
Site Devel. for J.D.

PROCEEDING: Consent Agenda
(Contract Review Board)

EXHIBITS: 1. Proposals Received
2. Evaluation Score Matrix

BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$60,000	BUDGETED \$106,443*	REQUIRED \$0

*Account Number: 001-85-0701-511 and 525 General Fund – Public Works Department – Site Development Program - Professional Services Account (\$56,443) and Payments to Other Governments (\$50,000) Account. The \$50,000 appropriation for the Payments to Other Governments was for potential outsourcing of erosion control services to Clean Water Services. However, this function will remain at the City and will be provided by a combination of City staff and services under these recommended contracts; therefore, this appropriation is available to fund these recommended contracts through the end of the fiscal year.

RECOMMENDED ACTION:

City Council, acting as Contract Review Board, awards a contract in a form approved by the City Attorney to CMTS, LLC and Otak, Inc., for Engineering Construction Inspection Services for an initial one year and three months to line up with the end of Fiscal Year 2018-19, with automatic renewals up to four additional one-year terms, subject to Council's approval of future budgets from FY 2018-19 into FY 2022-23. The anticipated annual expense is up to \$300,000 for a total five-year contract price of up to \$1,500,000, if these additional services are needed to augment staff capacity.

HISTORICAL PERSPECTIVE:

In October 2017, the City entered into a contract with MacKay & Sposito, Incorporated, in the amount of \$29,950 to assist with inspection services due to increased inspections required for developments in South Cooper Mountain and for other new developments within city limits. In December 2017, due to the large number of inspections required by these developments and current staffing shortages, the City issued a change order and increased MacKay & Sposito's contract by an additional \$66,606.75 which totals \$96,556.75. The contractor with MacKay and Sposito was a pilot program to test the effectiveness of using private sector consultant services under the management of City staff. The results were positive for both the customer and the City. Since there is a continued need for help with inspection services and as the costs to the City will exceed \$100,000, City staff prepared a Request for Proposal and completed a formal bid process to award new contracts for inspection services.

Therefore, with these two firms, Site Development Division expects to alleviate some of the workload for site inspections during peak construction periods.

INFORMATION FOR CONSIDERATION:

The Request for Proposal (RFP) was advertised in the *Daily Journal of Commerce* on January 17, 2018. A total of four (4) proposals were received and opened at 2:00 PM on February 9, 2018, (Exhibit 1). The proposals were reviewed and rated by a selection committee comprised of City staff. All proposals were evaluated on the following factors: knowledge, experience and qualifications (28 points possible), project approach and understanding (12 points possible), relevant experience and references (20 points possible), M/W/ESB Program (12 points possible), and contract price (28 points possible). The points awarded by selection committee members were averaged to arrive at an overall score for each proposer (Exhibit 2). Based on the evaluation on the above criteria, staff recommends that Council award contracts to CMTS, LLC and Otak, Inc.

City of Beaverton

PROPOSALS RECEIVED

Request for Proposals for Engineering Construction Inspection Services

Solicitation #3309-18B

Closed: February 9, 2018 @ 2:00 PM

Proposals Submitted:

1. Harper Houf Peterson Righellis Inc., Portland, OR
2. OTAK, Vancouver, WA
3. CMTS, Portland, OR
4. MacKay & Sposito, Vancouver, WA

**Engineering Construction Inspection Services Solicitation #3309-18
Evaluation Committee Score Sheet**

Company Name	Evaluation Factor	Total Possible	Evaluator 1	Evaluator 2	Evaluator 3	TOTAL	AVERAGE	Overall Position
Company A (HHPR)	1. Knowledge, Experience & Qualifications of Project Team Members and Firm	28	21	21	7	49	16.33	4
	2. Project Approach & Understanding	12	10.5	8	6	24.5	8.17	
	3. Relevant Experience and References	20	17.5	15	5	37.5	12.50	
	4. MW/SDV/ESB Program	12	8	8	8	24	8.00	
	5. Contract Price	28	17.5	20	14	51.5	17.17	
	Total Points	100	74.5	72	40	186.5	62.17	
Company B (OTAK)	1. Knowledge, Experience & Qualifications of Project Team Members and Firm	28	24.5	24	14	62.5	20.83	2
	2. Project Approach & Understanding	12	12	8	6	26	8.67	
	3. Relevant Experience and References	20	17.5	18	10	45.5	15.17	
	4. MW/SDV/ESB Program	12	6	6	6	18	6.00	
	5. Contract Price	28	24.5	22	28	74.5	24.83	
	Total Points	100	84.5	78	64	226.5	75.50	
Company C (CMTS)	1. Knowledge, Experience & Qualifications of Project Team Members and Firm	28	24.5	26	21	71.5	23.83	1
	2. Project Approach & Understanding	12	9	9	9	27	9.00	
	3. Relevant Experience and References	20	20	19	15	54	18.00	
	4. MW/SDV/ESB Program	12	12	12	12	36	12.00	
	5. Contract Price	28	21	25	21	67	22.33	
	Total Points	100	86.5	91	78	255.5	85.17	
Company D (MacKay Sposito)	1. Knowledge, Experience & Qualifications of Project Team Members and Firm	28	28	23	7	58	19.33	3
	2. Project Approach & Understanding	12	12	9	9	30	10.00	
	3. Relevant Experience and References	20	20	18	15	53	17.67	
	4. MW/SDV/ESB Program	12	8	8	8	24	8.00	
	5. Contract Price	28	10.5	20	7	37.5	12.50	
	Total Points	100	78.5	78	46	202.5	67.50	

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