

**Date:** April 25, 2018

**To:** Board of Directors

**From:** Doug Kelsey

**Subject:** **RESOLUTION 18-04-35 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT MODIFICATION WITH CH2M HILL FOR THE EFARE 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 contract modification with CH2M Hill (CH2M) for technical assistance services for the eFare Project (Services).

**2. Type of Agenda Item**

- Initial Contract
- Contract Modification
- Other \_\_\_\_\_

**3. Reason for Board Action**

Board authorization is required because the contract modification will cause the contract to exceed the amount previously authorized by the Board.

**4. Type of Action**

- Resolution
- Ordinance 1<sup>st</sup> Reading
- Ordinance 2<sup>nd</sup> Reading
- Other \_\_\_\_\_

**5. Background**

At its September 2012 meeting, the Board approved Resolution 12-09-77, which authorized a Contract with CH2M for the Services. At the time, the contract was broken down into two phases: 1) Development; and 2) Implementation. The initial contract that was authorized by the Board for \$648,733 was for phase 1 only.

Subsequently, staff returned to the Board for approval of phase 2 at its July 2013 Meeting. The Board authorized a modification to the contract for phase 2 in the amount of \$2,416,302 for a new total contract not-to-exceed amount of \$3,065,035. In February 2015, staff requested additional funding for the contract and the Board approved Resolution 15-02-12, which increased the total contract not-to-exceed amount to \$3,568,289.

While the Hop Fastpass system was successfully launched in July 2017, the project, while consistent with the original CH2M contract, has evolved to where there are multiple integrations underway to improve efficiency and expand partnership opportunities. Current integration efforts include:

- Low Income Fare
- Virtual Cards
- LIFT/Paratransit
- Bike Lockers
- Ticket Vending Machines

Due to these ongoing integrations, staff is hereby requesting additional funding for the contract in an amount not-to-exceed \$445,000 and would like to extend the contract with CH2M through March 2020.

#### **6. Procurement Process**

The original Contract with CH2M was procured via a competitive Request for Proposals process.

#### **7. Diversity**

Previously, CH2M had committed to achieving 11% utilization for certified firms. To date, they have achieved 15.47%.

#### **8. Financial/Budget Impact**

The additional funds in the amount of \$445,000 being requested in the attached Resolution will allow for consistent technical assistance services to support TriMet as it continues to expand the roll-out of Hop Fastpass. The Finance and Administration Division has identified and approved funds in its budget for the additional \$445,000 through Fiscal Year 2020.

#### **9. Impact if Not Approved**

Staff would be required to issue a solicitation for technical assistance services to continue to support the Hop Fastpass rollout or hire additional permanent FTEs to support the project work. This option is not recommended because staff feel that CH2M is in the best position to continue to support this effort and that a competitive RFP process, while not predetermined, would likely result in awarding to CH2M due to their experience working on the eFare Project since 2012. CH2M has performed satisfactorily under the Contract to date.

**RESOLUTION 18-04-35**

**RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT MODIFICATION WITH CH2M HILL FOR THE EFARE TECHNICAL ASSISTANCE SERVICES**

**WHEREAS**, TriMet has authority under ORS 267.200 to execute a contract modification with CH2M Hill, Inc. for eFare technical assistance services (Contract Modification); and

**WHEREAS**, the total amount of the Contract Modification exceeds the previous amount authorized by the Board; and

**WHEREAS**, the TriMet Board of Directors (Board), by Resolution dated October 27, 2017, adopted a Statement of Policies requiring the Board to authorize contract modifications obligating TriMet to pay in excess of what was previously authorized;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Contract Modification shall be in conformance with applicable laws.
2. That the General Manager or his designee is authorized to execute the Contract Modification and increase the contract amount by \$445,000 for a total not to exceed amount of \$4,013,289.

Dated: April 25, 2018

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Presiding Officer

Attest:

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

Approved as to Legal Sufficiency:

  
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Legal Department