

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 13-02

For the purpose of accepting Carleton Hart Architecture's Proposal for the Oregon Convention Center (OCC) – Consulting Services – Original Building Roof Replacement Project, and authorizing the General Manager to enter into an agreement for Personal Services.

WHEREAS, the Metropolitan Exposition Recreation Commission (MERC) issued a request for proposals for a Qualification Based Selection for personal services related to the OCC Roof Replacement project; and

WHEREAS, on November 13, 2012, final proposals for the OCC – Consulting Services – Original Building Roof Replacement Project were due; and

WHEREAS, staff received five (5) responsive, responsible proposals before the final RFP submittal deadline; and

WHEREAS, an evaluation committee comprised of staff from OCC and Metro scored the proposals and ranked Carleton Hart Architecture highest; and

WHEREAS, no appeals or protests were received within the allotted appeal period; and

WHEREAS, MERC negotiated pricing with Carleton Hart Architecture as the highest qualified proposer and agreed on a pricing schedule for an amount not to exceed \$176,119.00 on this contract; and.

WHEREAS, MERC must approve all contracts over \$100,000 under Section 5(D) of MERC's Contracting and Purchasing Rules.

BE IT THEREFORE RESOLVED as follows:

1. MERC hereby finds that it is most advantageous to MERC to accept the proposal of Carleton Hart Architecture submitted for the Oregon Convention Center – Consulting Services – Original Roof Replacement Project for an amount not to exceed \$176,116.00;
2. MERC approves the award of the personal services agreement, in a form substantially similar to the attached Exhibit "A,";
3. MERC authorizes the General Manager of Visitor Venues to execute the contract on its behalf.

Passed by the Commission on January 9, 2013.

Chair

Secretary/Treasurer

Approved As to Form:

Alison Kean Campbell, Metro Attorney

By: _____

Nathan A. Schwartz Sykes
Senior Assistant Metro Attorney

MERC Staff Report

Agenda Item/Issue: For the purpose of accepting Carleton Hart Architecture's Proposal for the Oregon Convention Center (OCC) – Consulting Services – Original Building Roof Replacement Project, and authorizing the General Manager to enter into an agreement for Personal Services.

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Presented by: Scott Cruickshank

Date: January 9, 2013

Background: The existing roof, installed in 1990, on the original portion of the Oregon Convention Center, has experienced many failures and has been repaired several times in the last few years, and has now come to the end of its useful life. With the vast amount of roofing products and the opportunities for sustainable alternatives, a consultant is necessary to investigate and make recommendations as to the best roofing solution for the OCC. Once recommendations have been made, Carleton Hart Architecture will provide complete drawings and specifications to MERC in such time that following the appropriate bidding process, the roof replacement project can begin in July of 2013. Once the construction portion of the project begins, Carleton Hart Architecture will provide construction administration services for the contractor's work product to ensure adherence to the plans and specifications.

MERC Staff prepared and issued a Request for Proposals in accordance with MERC's Purchasing Policies for the consulting services for the original roof replacement project. Eight firms were solicited with four being M/W/ESB, and none being FOTA. MERC Staff conducted a site walk for potential proposers in which six firms attended, one was FOTA and one was M/W/ESB. Five proposals were received on November 13, 2012. One of the proposals was submitted by a certified M/W/ESB, and one was submitted by a FOTA consultant. The proposals were scored by OCC and Metro staff, with the winning proposer being Carleton Hart Architecture, a Minority Owned Business. Upon notification of the award a cost proposal was discussed and subsequently agreed upon in the amount of One-hundred seventy six thousand, one hundred and nineteen &NO/100 dollars (\$176,119). The contract will extend through 2014 to provide for all construction administration services during construction and warranty inspections.

Fiscal Impact: The current budget appropriates \$100,000 for this project. The scope of work to be completed this fiscal year will be within the appropriated amount with the balance being funded through the project budget in FY 13-14. The current 5 year plan includes \$2,000,000.00 in FY 13-14 for the Original Building Roof Replacement Project.

Recommendation: Staff recommends that the Metropolitan Exposition-Recreation Commission, by Resolution No. 13-02, approve the contract award and written contract (attached hereto) with Carleton Hart Architecture for the amount of One-hundred seventy six thousand, one hundred and nineteen &NO/100 dollars (\$176,119) for the Consulting Services – Original Roof Replacement Project at the Oregon Convention Center.