

BEFORE THE METRO CONTRACT REVIEW BOARD

FOR THE PURPOSE OF AUTHORIZING AN) RESOLUTION NO. 93-1733
EXEMPTION TO THE COMPETITIVE PRO-)
CUREMENT PROCEDURES OF METRO CODE)
CHAPTER 2.04.053, AND AUTHORIZING A) Introduced by Rena Cusma,
CHANGE ORDER TO THE DESIGN SERVICES) Executive Officer
AGREEMENT WITH PARAMETRIX, INC.)

WHEREAS, It is in the public interest that the St. Johns Landfill closure process move forward in an expeditious manner; and

WHEREAS, The closure process can be expedited through the use of the existing engineering contractor to perform tasks described in Change Order No. 13; and

WHEREAS, The project requires additional engineering services that could not have been anticipated at the time of Contract award; and

WHEREAS, It is impractical to solicit proposals for the work described in Change Order No. 13; and

WHEREAS, Change Order No. 13 cannot be approved unless an exemption to the Competitive Procurement Process pursuant to Metro Code 2.04.054 is granted by the Metro Contract Review Board; and

WHEREAS, The resolution was submitted to the Executive Officer for consideration and was forwarded to the Council for approval; now, therefore,

BE IT RESOLVED,

That the Metro Contract Review Board exempts Change Order No. 13 to the Design Services Agreement with Parametrix, Inc. from the Competitive Procurement Procedures of Metro Code 2.04.053.

ADOPTED by the Metro Contract Review Board this 14th day of January, 1993.



Judy Wyers, Presiding Officer

RESOLUTION NO. 93-1733

Exhibit A

CHANGE ORDER NO. 13
METRO CONTRACT NO. 901270

To the Contract Between Parametrix Inc. and
The Metropolitan Service District Entitled,
"Design Services Agreement"

PROJECT: Design Services Agreement

METRO POC: Dennis O'Neil

CONTRACTOR POC: George Drake

COMPLETION DATE: April 30, 1996

For On-going St. Johns Landfill Gas System Operations/Maintenance Assistance

SCOPE OF WORK:

OBJECTIVE

The objective of this task is to provide Metro with operations and maintenance assistance relating to the St. Johns Landfill Gas Collection System DURING 1993. This task will also provide for on-going analysis of the data collected by Metro at the SA-1 gas collection system.

WORKPLAN

Parametrix shall provide on-call services to Metro to assist Metro in analyzing gas data collected by Metro from the SA-1 closure area. These on-call services are anticipated to include the following specific sub-tasks:

- (a) Parametrix shall review hand-written monitoring results, provided by Metro, on a weekly basis for the first six months of this contract period, and twice per month for the second six months of this contract period. This review shall include inputting the data into a computerized database structured specifically for this project.
- (b) Parametrix shall provide copies of computer-generated data and make recommendations to Metro as to any adjustments to be made to the operations of the SA-1 well field based on the data provided by Metro. These recommendations shall be based on an understanding of the need to protect the SA-1 closure improvements, minimize air infiltration to the refuse, and maximize methane withdrawal rates. These recommendations shall be made within 48-hours of receipt of data from Metro based on the schedule noted in item (a) above.

RESOLUTION NO. 93-1733

Exhibit A

- (c) At the request of Metro, Parametrix shall perform 8-hour site visits by trained environmental technicians familiar with the St. Johns SA-1 gas collection system up to 13 times during the term of this task. The purpose of these site visits will be to discuss with Metro staff existing conditions, assist in adjustment or maintenance needs, review with Metro staff operations and maintenance procedures and to assist Metro staff in understanding gas system operations or adjustment criteria.
- (d) Parametrix shall make every reasonable effort to respond to emergency requests for on-site assistance by Metro within 4-hours. These requests from Metro are anticipated to be limited to emergency response (system backfire, pipeline or well-head damage, refuse fire, etc.). Parametrix shall provide this service from personnel in their Portland office trained and familiar with the St. Johns SA-1 gas collection system. Should Metro determine that their needs require on-site assistance from staff located in Parametrix' Kirkland office, Parametrix shall make every reasonable effort to respond to Metro's request within 24-hours. For budgetary purposes, it is anticipated that the effort for this item shall consist of four hours per month for technical staff, and one hour per month for engineering/management staff.
- (e) At the request of Metro, Mr. William Sullivan of Parametrix shall attend one meeting with local fire department officials to discuss the system design, system operations, potential emergency conditions, and proper response methods. Mr. Sullivan or a mutually acceptable substitute shall attend up to two additional meetings to discuss gas system operation and maintenance if requested by Metro.

COST:

The contractor shall receive compensation on a time and materials basis for performance of the above tasks. The net additional amount authorized by Change Order No. 13 shall not exceed a total maximum sum of FORTY SIX THOUSAND SEVEN HUNDRED AND NO/100 DOLLARS (\$46,700).

All other terms and conditions of the original agreement and previous agreement shall remain in full force and effect.

PARAMETRIX, INC.

METROPOLITAN SERVICE DISTRICT

Signature

Signature

Print name, title

Print name, title

Date

Date

DO:clk
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CHANGE ORDER SUMMARY

CONTRACTOR: Parametrix, Inc.

PROJECT: St. Johns Landfill Closure

PURPOSE: On-going SJLF Gas System Operation

CONTRACT NO.: 901270 **BUDGET NO.:** 531-310231-524190-75000

DEPARTMENT: Solid Waste **FUND NAME:** Operating

THIS REQUEST IS FOR APPROVAL OF CHANGE NUMBER: 13

- 1. The original contract sum was \$2,301,692.00
- 2. Net change by previously authorized change order \$477,473.00
- 3. The contract sum prior to this request was \$2,779,165.00
- 4. Total amount of this change order request \$46,700.00
- 5. The new contract sum, including this change order \$2,825,865.00
- 6. The total contract sum paid \$1,930,262.59
- 7. Fiscal Year appropriation for FY 92-93 \$606,467.00

Line item name: Misc. Prof. Services

Estimated appropriation remaining as of 12/18/92 \$464,288.77

8. Start Date: 1/1/93 Expire Date: 4/30/96

REVIEW AND APPROVAL:

<hr/>	Date	<hr/>	Fiscal Review	Date
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Director, Solid Waste Department	Date	Budget Review	Date
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Director, Regional Facilities	Date	Legal Review	Date
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VENDOR # 4106

SOLID WASTE COMMITTEE REPORT

CONSIDERATION OF RESOLUTION NO. 93-1733, FOR THE PURPOSE OF AUTHORIZING AN EXEMPTION TO THE COMPETITIVE PROCUREMENT PROCEDURES OF METRO CODE CHAPTER 2.04.053, AND AUTHORIZING A CHANGE ORDER TO THE DESIGN SERVICES AGREEMENT WITH PARAMETRIX, INC.

Date: January 7, 1993

Presented by: Councilor Buchanan

Committee Recommendation: At the January 5 meeting, the Committee voted 3-0 to recommend Council adoption of Resolution No. 93-1733. Voting in favor: Councilors Buchanan, McLain and Washington. Councilors McFarland and Wyers were excused.

Committee Issues/Discussion: Jim Watkins, Solid Waste Engineering Manager, explained that the purpose of the resolution is to adopt a change order to the existing design services agreement with Parametrix for services related to the closure of the St. Johns Landfill. Since the gas collection and flaring system in subarea 1 recently became operational, the department has explored options for managing the system. Parametrix offered to fully manage the system for \$109,000. Staff believed that, with proper training, Metro staff could provide much of the gas system management work.

The change order would enable Metro to call on Parametrix to handle problems or questions about the system that our staff could not resolve. The change order would cover calendar year 1993. The maximum expenditure under the change order would be \$46,700. A total of \$30,000 is budgetted for this fiscal year and \$16,700 for the first half of FY 93-94. Watkins noted that expenditure of any of these funds will be dependent upon the number of problems that Metro staff encounters in managing the system.

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 93-1733 FOR THE PURPOSE OF AUTHORIZING AN EXEMPTION TO THE COMPETITIVE PROCUREMENT PROCEDURES OF METRO CODE CHAPTER 2.04.053 AND AUTHORIZING A CHANGE ORDER TO THE DESIGN SERVICES AGREEMENT WITH PARAMETRIX, INC.

Date: December 18, 1992

Presented by: Sam Chandler

PROPOSED ACTION

Adoption of Resolution No. 93-1733, which grants exemption from the competitive procurement process for Change Order No. 13 to the Design Services Agreement with Parametrix, Inc., for engineering services related to St. Johns Landfill Closure.

FACTUAL BACKGROUND AND ANALYSIS

In June 1990, Metro entered into a Design Services Agreement with Parametrix, Inc., for engineering services related to the St. Johns Landfill Closure. This agreement extends to 1996. Under this agreement, Parametrix, Inc., has on-going responsibility for designing closure improvements, helping Metro to issue requests for RFBs and performing construction management services for the closure of St. Johns Landfill.

A contractor for Metro has recently completed the construction of the final cover profile, stormwater system, and gas collection system on a 35-acre portion of St. Johns Landfill. Metro Operations staff has recently assumed responsibility for operation and maintenance of the gas collection system which consists of gas wells equipped with monitoring ports and control valves, gas condensate collection pipes, valves and pumps, a gas collection pipe network, and a temporary motor blower flare. It is important to frequently monitor the gas at various locations and then to adjust various valves to regulate gas flow through the collection network. These adjustments are necessary to maximize gas quality and quantity for future energy recovery purposes and to minimize the risk of subsurface or gas collection system fires, off-site migrating gas or damage to the cover system.

According to Change Order No. 13, Parametrix, Inc. will assist Metro Operations staff by analyzing the monitoring data collected by Metro and then quickly recommending how the various valves should be adjusted to properly operate the gas collection system. This would be done on a weekly basis for 6-months and then twice per month thereafter. Parametrix, Inc., staff would visit the site up to 13 times to discuss existing conditions and advise Metro about routine operation and maintenance procedures. These visits would only occur after a request by Metro. Parametrix, Inc. would attend one meeting with local fire department officials to explain the gas system design, operations and proper

emergency response methods. This budget also contains funds for Parametrix, Inc., staff to respond to requests from Metro for immediate assistance in the event of emergencies.

An exemption to the competitive procurement process is clearly justified. Parametrix, Inc., designed the gas system and managed its construction. Construction management includes actual monitoring, operation, maintenance of the gas collection system until it was turned over to Metro staff. Parametrix, Inc., will continue to perform engineering services related to the St. Johns Landfill closure. It would be inefficient and cause risky delays to hire another engineering consultant to perform this work.

BUDGET IMPACT

The budget for this work is not to exceed \$46,700. The actual expenditure may be considerably lower if there are few requests by Metro for routine or emergency on-site assistance. This work will be paid for from the St. Johns Landfill Operation budget and not from the Closure Account. As of October 31, 1992, the St. Johns Landfill Operation Miscellaneous Professional Services (524190) has \$488,764 budget remaining.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 93-1733.



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

Memorandum

To: Solid Waste Committee Members

From: John Houser, Council Analyst

Date: December 29, 1992

Re: Resolution No. 93-1733, For the Purpose of Authorizing an Exemption to the Competitive Procurement Procedures of Metro Code Chapter 2.04.53, and Authorizing a Change Order to the Design Services Agreement with Parametrix, Inc.

Resolution No. 93-1733 is scheduled to be considered by the Committee at the January 5 meeting.

Background

Since 1990, Parametrix has provided a variety of design and engineering services related to the closure of the St. Johns Landfill under a contract that expires in April 1996. The contract has been amended as new unanticipated service needs have emerged.

The gas collection and flaring system has been completed on a 35-acre portion of the landfill. Metro staff can monitor and gather data from the system, but may require periodic assistance in interpreting the data, adjusting the system, or addressing emergency situations. The purpose of this resolution is to adopt a change order that would permit Parametrix to provide these specialized levels of support during 1993. The resolution also exempts this work from competitive procurement procedures because of Parametrix already has extensive experience in such work at the landfill under its existing contract.

The maximum value of the services to be provided under the change order would be \$46,700.

Issues and Questions

The committee may wish to consider the following issues and questions relating to its consideration of this resolution:

- 1) The scope of work outlined in the resolution spans two fiscal years. How much money will be allocated this year and how much would be allocated next year?
- 2) Was the expenditure of these funds from the operating account identified in the current budget?
- 3) Will Parametrix likely be asked to continue to provide similar services in future years?