

BEFORE THE METRO CONTRACT REVIEW BOARD

FOR THE PURPOSE OF AUTHORIZING AN ) RESOLUTION NO. 94-1988  
EXEMPTION TO THE COMPETITIVE PRO- )  
CUREMENT PROCEDURES OF METRO CODE ) Introduced by Rena Cusma,  
CHAPTER 2.04.053, AND AUTHORIZING A ) Executive Officer  
CHANGE ORDER TO THE DESIGN SERVICES )  
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. 17; 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. 17; and


WHEREAS, Change Order No. 17 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. 17 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 22nd day of December, 1994.

  
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Judy Wyers, Presiding Officer

RESOLUTION NO. 94-1988  
Exhibit A

CHANGE ORDER NO. 17  
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 change order is to provide Metro with operations, maintenance and data analysis assistance relating to the St. Johns Landfill Gas Collection System until expiration of the Contract. This change order replaces Change Order Nos. 13 and 14.

WORKPLAN

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

- (a) Parametrix shall review computer-generated monitoring results provided by Metro, on a weekly basis for the months of September through December of this contract period, and twice per month for the months of January through August 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 well field based on the data provided by Metro. These recommendations shall be based on an understanding of the need to protect the 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. 94-1988

Exhibit A

- (c) At the request of Metro, Parametrix shall perform 8 hour site visits by trained environmental technicians familiar with the St. Johns gas collection system up to 6 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, assist Metro staff in understanding gas system operations or adjustment criteria, and to instruct Metro staff on instection of permanent gas system installation.
  
- (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 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.

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. 17 shall not exceed a total maximum sum of SEVENTEEN THOUSAND SIX HUNDRED AND NO/100 DOLLARS (\$17,600).

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

PARAMETRIX, INC.

METRO

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Signature

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Signature

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Print name, title

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## STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 94-1988 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.

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Date: November 9, 1994

Presented by: Sam Chandler

## PROPOSED ACTION

Adoption of Resolution No. 94-1988 which grants exemption from the competitive procurement process for Change Order No. 17 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 (including the gas collection system), helping Metro to issue requests for bids and performing construction management services for the closure of St. Johns Landfill.

Based on designs prepared by Parametrix, closure contractors have completed the construction of the final cover profile, stormwater system, and gas collection and flare system for Sub-Areas I, II and III of the St. Johns Landfill. In 1992, Metro Operations staff 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 the motor blower flare facility. 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.

Through Change Order Nos. 13 and 14, Parametrix, Inc. began providing technical assistance to Metro Operations staff when they assumed operation of the gas system. Change Order No. 17 continues this assistance from Parametrix. The firm will analyze the monitoring data collected by Metro and then recommend how the various valves should be adjusted to properly operate the gas collection system. This would be done on a weekly basis for the months of September through December and then twice per month for the remaining months of the year. Parametrix staff would visit the site up to 6 times during

the course of the change order to discuss existing conditions and advise Metro about routine operation and maintenance procedures. These visits would only occur after a request by Metro. 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 oversight of 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 \$17,600. This work will be paid for from the St. Johns Landfill Operation budget and not from the Closure Account.

#### EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 94-1988.

**SOLID WASTE COMMITTEE REPORT**

CONSIDERATION OF RESOLUTION NO. 94-1988, 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.

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Date: December 21, 1994

Presented by: Councilor Buchanan

**Committee Recommendation:** At the December 20 meeting, the Committee voted unanimously to recommend Council adoption of Resolution No. 94-1988. Voting in favor: Councilors Buchanan, Hansen, McFarland, McLain, Monroe and Wyers.

**Committee Issues/Discussion:** Sam Chandler, Solid Waste Operations Manager, presented the staff report. He explained that as the various segments of the gas collection system have been completed during the closure of the St. Johns Landfill, Metro staff has assumed the responsibility for the operation and maintenance of the system. Periodically technical engineering questions beyond Metro staff's expertise arise and Metro must seek outside assistance. Historically, Metro has used Parametrix for this purpose because the firm has the overall general engineering and design contract for the closure project. Chandler noted that the purpose of this resolution is to adopt a change order to the Parametrix contract for up to \$17,600 to provide this technical assistance work related to the gas collection system for the remainder of the fiscal year.

Councilor Hansen asked what is presenting being done with the gas being produced at the landfill. Chandler responded that it is still being flared while staff continues to explore options for the sale of the gas.