

BEFORE THE CONTRACT REVIEW BOARD

FOR THE PURPOSE OF AMENDING THE)	RESOLUTION NO. 95-2253
CONTRACT BETWEEN METRO AND JHK)	
& ASSOCIATES (CONTRACT NO. 903828)	Introduced by
FOR CONSULTANT SERVICES ASSOCIATED)	
WITH THE COMPLETION OF THE PORT-)	Mike Burton
LAND METROPOLITAN AREA CONGESTION)	Executive Officer
MANAGEMENT SYSTEM STUDY)	

WHEREAS, Metro executed Contract No. 903828 with JHK & Associates in 1994; and

WHEREAS, Additional consultant services are necessary to complete scope of work tasks; and

WHEREAS, Work scope tasks have been redefined to focus on the Congestion Management System regulatory element; and

WHEREAS, This request represents a shift in existing or available resources and is not a request for new funds; and

WHEREAS, The Regional Transportation Planning Section of the Transportation Department has established that JHK & Associates has performed the work as specified and satisfactorily within the terms of the contract; and

WHEREAS, The Metro Council as Public Contract Review Board may declare that it is in the public's interest for this work on the Congestion Management System Study to move forward in the most expedient manner, accepts those findings and waives competitive bidding; and

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

BE IT RESOLVED,


That the Metro Contract Review Board hereby exempts Change Order No. 1 to Contract No. 903828 with JHK & Associates from the competitive procurement procedures of Metro Code provision 2.04.053 and authorizes the execution of the change order pursuant to the terms of Metro Code Sections 2.04.054(a)(2) and (3) by increasing the contract value by \$25,000.

ADOPTED by the Metro Council this 21 day of Dec., 1995.



J. Ruth McFarland, Presiding Officer

Approved as to Form:



Daniel B. Cooper, General Counsel

WDB:lmk
95-2253.RES
12-8-95

TRANSPORTATION PLANNING COMMITTEE REPORT

CONSIDERATION OF RESOLUTION NO. 95-2253, FOR THE PURPOSE OF AMENDING THE CONTRACT BETWEEN METRO AND JHK & ASSOCIATES (CONTRACT NO. 903828) FOR CONSULTANT SERVICES ASSOCIATED WITH THE COMPLETION OF THE PORTLAND METROPOLITAN AREA CONGESTION MANAGEMENT SYSTEM STUDY

Date: December 20, 1995

Presented by: Councilor Kvistad

Committee Recommendation: At the December 19 meeting, the Committee voted unanimously to recommend Council adoption of Resolution No. 95-2253. Voting in favor: Councilors Kvistad, Monroe and Washington.

Committee Issues/Discussion: Bill Barber, Senior Transportation Planner, presented the staff report and reviewed the purpose of the proposed resolution. Barber noted that federal law requires the completion of a congestion management system study for the Portland metropolitan area. At the time the study was initiated, federal requirements relating to the contents of the study were unclear. As the study has proceeded, federal requirements have become better defined. As a result, Metro staff determined that there was a need for additional consultant services related to network definition, performance measures and data collection and monitoring.

The proposed resolution would amend the existing contract to define these additional work tasks and increase the contract value by \$25,000 (from \$99,900 to \$124,900). Funding would come from a \$25,000 reduction in funding for the public transit management system study. Metro staff has determined that much of the public transit study work has already been completed by Tri-Met and therefore overall funding for this study could be reduced.

Councilor Washington asked if this would be the final adjustment in the cost of the contract for this study. Barber responded that it would be the final adjustment.

Councilor Kvistad asked when the study would be completed. Barber indicated that it would be completed by March or April 1996.

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 95-2253 FOR THE PURPOSE OF AMENDING THE CONTRACT BETWEEN METRO AND JHK & ASSOCIATES (CONTRACT NO. 903828) FOR CONSULTANT SERVICES ASSOCIATED WITH THE COMPLETION OF THE PORTLAND METROPOLITAN AREA CONGESTION MANAGEMENT SYSTEM STUDY

Date: December 8, 1995

Presented by: Andrew Cotugno

PROPOSED ACTION

Approval to amend the existing contract (Contract No. 903828) between Metro and JHK & Associates for consultant services associated with the completion of the Portland Metropolitan Area Congestion Management System (CMS) study. This resolution would increase the contract value by \$25,000.

FACTUAL BACKGROUND

Amendment of the existing contract (Contract No. 903828) is necessary due to redefinition of some work tasks, project management changes and project interruptions. In July 1994, Metro executed a contract with JHK & Associates for \$99,890 for consultant services for the CMS study. Through July and August 1995, as work progressed on the Interim CMS document, Metro Regional Transportation Planning staff reached the conclusion that additional consultant resources would be necessary to complete scope of work tasks related to network definition, performance measures, and data collection and monitoring.

As the study progressed, the importance of the CMS regulatory element became more apparent and additional coordination with ODOT and local jurisdictions ensued. At the same time, task coordination benefits were realized on identification of critical areas and single occupancy vehicle project analysis.

In November 1995, as work progressed on the Final CMS document, work scope tasks to identify, evaluate and implement sample strategies were redefined to focus on finalizing the regulatory element and preparing regulatory element examples. Considerable work remains on defining how the CMS performance measures and criteria will be used to select projects and establish priorities. Also, regulatory element examples must be developed to guide CMS implementation.

The original consultant contract budget for CMS was established in conjunction with other management system studies required by the Intermodal System Transportation Efficiency Act (ISTEA) and the state Transportation Planning Rule. There was some anticipation that budget adjustments would be necessary as the various management system studies progressed. As a result, the Public

Transit Management System study would be reduced by \$25,000 and the CMS consultant contract would be increased by \$25,000 to a new total of \$124,900. This represents a shift in existing or available resources and is not a request for new funds. Also, it should be noted that JHK & Associates has performed the requested Scope of Work to Metro's specification within the terms of the contract.

Section 2.04.054(a) (3) of the Metro Code requires that, "For Personal Services contracts, any contract amendment or extension exceeding \$10,000 shall not be approved unless the Contract Review Board shall have specifically exempted the contract amendment from the competitive procurement procedures of Section 2.04.53."

Metro Council, acting as Contract Review Board, is hereby requested to specifically exempt this amendment from competitive procurement procedures of Section 2.04.053 and thereby authorizes the Executive Officer to execute this contract amendment.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 95-2253.

AMENDMENT NO. 1
CONTRACT NO. 903828

This Agreement hereby amends the above titled contract between Metro, a metropolitan service district, and JHK & Associates, hereinafter referred to as "Contractor."

This amendment is a change order to the original Scope of Work as follows: Item 1. Duration: This contract, entered into July 1, 1994, shall be extended from the expiration date of December 31, 1995 to June 30, 1996. Item 2. Scope of Work: Work tasks and budgets shall be adjusted according to Attachment A1. Item 2. Payment: The contract amount of \$99,890.00 shall be increased by \$25,000 bringing the adjusted total to \$124,890.00.

Except for the above, all other conditions and covenants remain in full force and effect.

In Witness to the above, the following duly authorized representatives of the parties referenced have executed this agreement:

CONTRACTOR: JHK & Associates

METRO

SIGNATURE DATE

SIGNATURE DATE

NAME

NAME

TITLE

TITLE

A-1

PORTLAND METROPOLITAN AREA CMS
PROJECT STATUS REVIEW

TASK	STATUS	ORIGINAL BUDGET	REVISED BUDGET	REASONS/COMMENTS
1. CMS Definitions	Mostly Complete. Need to finalize "Significant SOV Capacity Increase" Product: Appendix to Interim and Final CMS (draft submitted)	\$3,141	\$3,600	Increase needed to cover inefficiencies related to change in project management and project interruptions.
2. Review of Current Policies	Complete. Product: Discussion within Interim CMS	\$6,514	\$7,500	Increase needed to cover inefficiencies related to change in project management and project interruptions.
3. Interim CMS	In Progress. Metro to lead remaining effort with minor Consultant involvement. Product: Draft document submitted.	\$5,515	\$12,000	Consultant scope increased. Also inefficiencies related to change in project management and project interruptions.
4. Relationship to Other Initiatives	"Picture" is clear, need to finalize. Product: Description to be included in Final CMS document.	\$4,596	\$5,400	Increase needed to cover inefficiencies related to change in project management and project interruptions.
5. Network Definition	Nearly Complete. Metro to refine corridors. Products: Technical memo (draft submitted). Section in Final CMS document.	\$5,039	\$10,100	Increase needed to cover inefficiencies related to change in project management and project interruptions (needed to revisit issues and concepts with staff and TAC).
6. Performance Measures	Nearly Complete. Need to address issue of potential future measures. Products: Technical memo (draft submitted). Section in Final CMS document.	\$9,492	\$15,000	Increase needed to cover inefficiencies related to change in project management and project interruptions (needed to revisit issues and concepts with staff and TAC).

7. Data Collection & Monitoring	Considerable work remains. Need to develop plan for data collection and data management. Significant input from subconsultants. Products: Technical memo (draft submitted). Section in Final CMS document.	\$9,023	\$14,800	Scope of task expanded, also inefficiencies related to change in project management and project interruptions.
8. Identify Critical Areas	Task Redefined. Focus on assessment using existing data. Significant portion Completed with Task 9. Metro to lead additional work. Products: Section within Phase I Compliance report (submitted). Appendix in Final CMS.	\$6,870	\$2,400	Task coordination benefits realized. Resources applied to other tasks.
9. Phase I Compliance	Complete. Product: Phase Compliance report (submitted).	\$6,934	\$7,500	Increase needed to cover inefficiencies related to change in project management and project interruptions.
10. Identify & Evaluate Sample Strategies 10. Define Regulatory Element	Task redefined. Partially complete. Work on Sample strategies undertaken with Task 3. Metro to finalize table. Regulatory element definition to be finalized. Products: Strategies Section in Interim CMS document (submitted). Evaluation table (to be completed by Metro). Section in Final CMS document.	\$10,582	\$13,500	Scope of task was redefined as project progressed.
11. SOV Project Analysis	Nearly Complete. Coordinated with Task 3. Product: Section in Final CMS document.	\$6,391	\$3,500	Task coordination benefits realized. Resources applied to other tasks.

<p>12. Implementation of Strategies</p> <p>12. Prepare Regulatory Element Examples</p>	<p>Task Redefined. Considerable Work Remains. Need to define how CMS and CMS measures are used to select projects and establish priorities. Metro to take lead. Need to develop Regulatory element examples as guides for CMS implementation. Products: Sections in Final CMS document.</p>	<p>\$7,216</p>	<p>\$11,000</p>	<p>Scope of task was redefined as project progressed.</p>
<p>13. Process to Evaluate Impacts</p>	<p>Considerable Work Remains. Need to identify measures useful for evaluating individual measures and strategies. Product: Section in Final CMS document.</p>	<p>\$6,364</p>	<p>\$6,400</p>	
<p>14. Final CMS</p>	<p>Partially Complete: To be finalized when other tasks are completed. Product: Final CMS document.</p>	<p>\$12,213</p>	<p>\$12,200</p>	
<p>TOTAL</p>		<p>\$99,890</p>	<p>\$124,900</p>	

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CHANGE ORDER SUMMARY

CHANGE ORDER NO: 1 INITIATION DATE: 12/11/95
CONTRACT NO: 903828 PROJECT: Congestion Management System
CONTRACTOR: JHK & Associates VENDOR # _____
PROPOSED BY: A Cotugno / Transportation
PROJECT MANAGER/DEPARTMENT

FINANCIAL IMPACT

BUDGET CODE/TITLE: 140 122100 524190 44290

Original Contract Sum: \$ 99,890

Net Change Orders to Date: \$ 0

Contract Sum Prior to this C/O: \$ _____

This Change Order Request: \$ 25,000

New Contract Sum, Post C/O: \$ 124,890

Fiscal Year 95 - 96
Appropriation \$ 25,000

Contract, Paid to Date: \$ 79,370

Est. Appropriation Remaining: \$ 45,429

EFFECTIVE DATE(S): 7-1-94 - 6-30-96

REVIEW & APPROVAL:

<u>Michael G. Hay</u>	<u>12-11-95</u>	_____	_____
DIVISION MANAGER	DATE	FISCAL	DATE
<u>A Cotugno</u>	<u>12-11-95</u>	_____	_____
DEPARTMENT DIRECTOR	DATE	BUDGET (MULTI-YEAR ONLY)	DATE
_____	_____	_____	_____
DIRECTOR GENERAL SERVICES	DATE	LEGAL	DATE