

Date: February 26, 2020
To: Board of Directors
From: Doug Kelsey

Subject: RESOLUTION NO. 20-02-10 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH NEWJEE, LLC dba HYPHN FOR THE PURCHASE OF PROJECT MANAGEMENT AND SPACE PLANNING SERVICES

1. Purpose of Item

This Resolution requests that the TriMet Board of Directors (Board) authorize the General Manager or his designee to execute a contract with NewJee, LLC dba Hyphn (Hyphn) for the purchase of project management and space planning services (Contract).

2. Type of Agenda Item

- Initial Contract
- Contract Modification
- Other _____

3. Type of Contract Procurement

- Low Bid / Invitation to Bid (ITB)
- Request for Proposals (RFP) (inc. CM/GC)
- Request for Qualifications (RFQ) (Personal Services)
- Other (inc. sole source) _____

4. Reason for Board Action

Board authorization is required for all personal services contracts obligating TriMet to pay in excess of \$500,000.

5. Type of Action

- Resolution
- Ordinance 1st Reading
- Ordinance 2nd Reading
- Other _____

6. Background

Within its 533 square mile service area, TriMet owns and occupies numerous facilities necessary to accommodate employees and/or equipment. The services of an integrated resource team are needed to support TriMet in addressing current and future space needs due to a growing workforce, changing space usage and projects under development (Powell Garage, the new Transit Security Office, Columbia Bus Base, TriMet Ticket Office and Space Planning Steering Committee).

TriMet requires the services of a contractor to perform project management and space planning services pertaining to the relocation and/or reconfiguration of TriMet's current and future facilities. These services must include, but are not limited to the following:

A. Project Management

- Manage and provide oversight during bidding, purchasing, fabrication, delivery and installation of Furniture, Fixtures and Equipment (FF&E). Maintain inventory and warranty for FF&E and complete final turnover.
- Assist TriMet's Project Manager, architect and/or other TriMet team members with coordination of programming and space planning efforts.
- Train TriMet Move Representatives.
- Plan for workstation mock-ups or other methods of facilitation during the space planning process.
- Manage logistics for department staff relocations/reconfigurations which may or may not be part of a larger construction project.
- Verify that all FF&E layouts conform to the latest Americans with Disabilities Act (ADA), and current Building Code requirements.
- Plan and manage scheduling and phasing of moves, etc.
- Prepare inventory of existing FF&E, plan and coordinate relocation or disposal.
- Manage decommissioning of spaces vacated by TriMet.
- Work with TriMet staff to coordinate relocation to new spaces.

B. Space Planning

- Determine individual project needs.
- Coordinate with designer to develop furniture layouts.
- Prepare floor plans and review layouts including placement of power outlets, data ports and other building components that may interfere with FF&E placement.
- Review furniture designs.

7. Description of Procurement Process

TriMet issued a Request for Proposals (RFP) on November 25, 2019. One-hundred and sixty-two vendors were notified of the opportunity via TriMet's eProcurement System (TriPS). Seventeen vendors stated their intentions to bid. Five proposals were received from Cushman & Wakefield, Graebel, NewJec LLC dba Hyphn, JLD Construction Consulting, and Suddath.

A Source Evaluation Committee (SEC) comprised of staff from TriMet's Maintenance Operations, Information Technology and Engineering & Construction divisions evaluated the proposals based on the criteria set forth in the RFP. The criteria included qualifications of the proposer, staff and workforce diversity, and understanding of the work (technical quality of the proposed work plan).

After evaluating the initial proposals, both Cushman & Wakefield and Hyphn were shortlisted to the competitive range and the SEC opened their price proposals. The SEC

determined that both competitive range finalists would be considered for award, and they were asked to submit a Best and Final Offer (BAFO) to clarify areas of their proposals and to revise pricing. Overall scores of the firms after BAFOs are summarized in the table below:

<i>Evaluation Criteria</i>			
	Possible Points	Cushman & Wakefield	Hyphn
Qualifications of Proposer, Staff and Diversity	30	25.6	27.3
Understanding of the Work	40	33.2	33.7
Price Proposal	30	21.6	30.0
Total Score =	100	80.4	91.0
<i>Pricing . . .</i>		<i>\$1,234,400</i>	<i>\$889,400</i>

The SEC determined that Hyphn demonstrated the highest qualifications, staff and workforce diversity, and a strong understanding of the work (technical quality of proposed workplan). Hyphn's prices for the above project management and space planning services total \$889,400 over a five-year term, and were determined to be fair and reasonable in comparison to TriMet staff's independent cost estimate (ICE). Therefore, the SEC recommended that Hyphn be awarded the Contract.

This is a task order-based requirements contract, so actual costs will be based on the agency's actual requirements for the Services over the contract term. In no event shall price increases be greater than the percentage listed in the yearly percentage change in the Consumer Price Index – All Urban Wage Earners and Clerical Workers (CPI-W), for the Western Region, Pacific Division – Class A. The applicable CPI-W shall be the most recently published figure as of the anniversary date of the execution of the contract.

The attached Resolution authorizes TriMet to contract with Hyphn for the services in the amount of \$889,400, for a five-year period. The actual amount of money spent during the five-year contract will be based on actual agency requirements during the contract term.

8. **Diversity**

TriMet's RFP required proposers to include a workforce diversity summary of the firm as well as a Disadvantaged Business Enterprise (DBE) subcontracting plan. Hyphn's workforce diversity is 47.3% female and 17.6% minority. The total employee count of the firm is 74. Hyphn intends to self-perform all of the Services.

9. **Financial/Budget Impact**

The Contract amount is accounted for under the operating budgets of various TriMet divisions for FY20 through FY25.

10. Impact if Not Approved

TriMet is outgrowing its current facilities and needs additional and/or reconfigured facilities over the next five years. TriMet is not staffed or equipped to perform the required project management and space planning services using TriMet personnel. Resolicitation of the services is not likely to yield better results in quality of proposals, DBE participation, or price. Staff has determined Hyphn's proposal to be fully responsive and responsible, and its pricing fair and reasonable, and staff therefore recommends that Hyphn be awarded this Contract.

RESOLUTION NO. 20-02-10

**RESOLUTION NO. 20-02-10 OF THE TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A
CONTRACT WITH NEWJEE, LLC dba HYPHN FOR THE PURCHASE OF
PROJECT MANAGEMENT AND SPACE PLANNING SERVICES**

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with NewJee, LLC dba Hyphn for the procurement of project management and space planning services (Contract); and

WHEREAS, the total amount of the Contract exceeds \$500,000; and

WHEREAS, by Resolution dated October 25, 2017, the TriMet Board of Directors (Board) adopted a Statement of Policies requiring the Board to authorize personal services contracts obligating TriMet to pay in excess of \$500,000;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Contract shall conform with applicable law.
2. That the General Manager or his designee is authorized to execute the Contract in the amount of not more than \$889,400, through the February 28, 2025 Contract term.

Dated: February 26, 2020

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department

1875