



CITY OF PORTLAND

Fair Contracting Forum

Thursday, August 27, 2015

10:00 a.m. to 11:30 a.m.

City Hall, 3rd Floor, Rose Room
1221 SW 4th Ave., Portland, Oregon

Connie Ashbrook
Oregon Tradeswomen, Inc.

Nate McCoy
NAMC Oregon

Jonath Colon
Hispanic Metropolitan Chamber of
Commerce

Melinda Dailey
NWUCA

Herb Fricke
Oregon Native American
Chamber of Commerce

Jorge Guerra
Oregon Association of Minority
Entrepreneurs

Lauren Holmes
Nat'l Association of Women in
Construction

Pat Daniels
Constructing HOPE

Mark Matthews
Pacificmark Construction

Willy Myers
Columbia Pacific Building Trades
Council

Betsy Pratt
League of Women Voters

Sarah Coghill
AGC Columbia Chapter

Alando Simpson
Small Business Advisory Council

Valerie J. Solorzano
Chick of All Trades, LLC.

Shirlene Warnock
Innovative Growth Solutions, LLC

Megan Watts
Venture Portland

H.Q. LA
Pacific Asian Chamber of
Commerce

Wade Freitag
Oregon Remodelers Association

Vicqui Guevara
Professional Business
Development Group

Meeting Handouts: Oregon Trades Women (Graduation Invitation, Tradeswomen Institute, Back Fence PDX, Wire A Light Workshop); Portland Parks & Recreation (Upcoming RFP for Professional On-Call Services, 2014 Parks Replacement Bond Project lists); Commission on Equitable Contracting (Top Priorities, Priorities & Tasks Flowchart Graph); OMF Business Operations (Government Transparency, PIO/Vendor Payment Checkbook slideshow) Project Spotlight -Water Bureau (Willamette River Crossing – Tim Collins presentation)

Meeting Summary

The meeting began with members having refreshments and networking with other members. Christine welcomed everyone and noted that several members let us know they would not be able to attend today's meeting. She expressed her appreciation for the time and effort that it takes for members to attend. Christine thanked members and announced that there will now be membership introductions. She explained that this time is set aside for members to share what's going on with their organizations.

Welcome and Membership Introductions Announcements Highlights:

There were self-introductions around the room and a few of the members had announcements to share.

Nat McCoy is the New Executive Director of NAMC Oregon.

Connie Ashbrook, Oregon Trades Women said they have **a graduation ceremony on September 3, 2015** for their latest pre-apprentice class. She also, provided information regarding the Trades Women's Leadership Institute. Connie explained that the institute builds the leadership in women so they can develop from fieldworkers to foremen, superintendents and to perhaps business owners. She announced that there will be a special event on September 25 called **"The Back Fence Storytelling."** Her last announcement was regarding an event targeted to recruit African Americans into the electrical trades, she left flyers.

Herb Fricke, Native American Chamber announced that on Friday, October 2nd, the Oregon Native American Chamber (ONAC) will hold their 11th Annual Gathering event, **"A Celebration of Our Community"** at the Oregon Zoo's Cascade Crest Ballroom. The event benefits scholarships and they need as many sponsors as possible.

Parks Bureau Announcements

Mary Anne Cassin from Parks acknowledged that they are fortunate to be supported by the voters with a 74% approval rating last November in order to invest in replacement and repair of urgent needs in Parks. She said "that translates into wonderful opportunities for the community." She indicated the bond is issued in two groups. The first is a list of 25 projects including some as small as a new irrigation

system and the largest Pioneer Courthouse Square. She noted this is the first list and that there will be a second list of projects as well. There will be public input on the second list for about 20 million worth of projects in a year.

Mary Anne suggested that projects are starting now and then some at 3 months, 6 months, and a year out. This time they are hiring out all the professional consultants and design work. She said they want to get the private sector involved in doing the work and they are doing everything they can to share the news that there is this opportunity. She indicated that Tiffani Penson has already been a big help as they try to achieve the best MWESB participation ever.

Mary Anne shared that there will be three Requests for Proposals (RFPs) released in the next month or two. She specifically wanted to share one for On-Call Services but noted that because so many of the projects will be smaller and they won't be doing RFPs for those but then indicated there will be exceptions.

Mary Anne announced that Parks will have a new procurement person. Christine indicated that the information that Mary Anne brought is really great and Procurement will be working a lot with Parks new person. Christine commented that Procurement has their own webpage for project forecasting, Barb Gibson keeps the information updated. The page forecasts projects for PTE and Construction it offers a 3-6 month look out and another way for Procurement to spread the word to people about upcoming projects that are real and will be coming out. Mary Anne indicated that with every week they are getting closer to knowing which projects will be ready and when.

Parks Replacement project list:

<https://www.portlandoregon.gov/parks/article/501673>

Upcoming RFP for Professional On- Call Services:

<https://www.portlandoregon.gov/parks/article/543922>

Q&A:

Herb Fricke wondered how this affects the On-Call contracts Parks already has in place. Mary Anne explained that they are already using those and are going through them really fast. Herb, are those smaller size? Mary Anne indicated that those that the existing ones have a \$100K limit and the new ones will have a \$250K limit. Christine added that this is part of the pre-planning they have all been working on with Parks.

Mark Matthews questioned if in the RFP there will be language for utilization or percentage for MWESBs? Christine indicated that it will have the same Corporate Responsibility evaluation criteria where points are allocated whether you are a prime contractor or if you're using subs for the professional services. There are preference points in the RFPs. Mark inquired so there's a percentage of so much? Christine said It's not so much not a percentage; as a contractor you identify either you are an MWESB as a prime or you are going to be using subs. It's then evaluated. There are 12 points that are just dedicated to certification and then there are other criteria like sustainability practices, workforce and what kinds of employee benefits you give to your employees. Mary Anne replied, "and this" is especially why we're trying to get the word out about this On Call RFP because we need vendors to come to us in teams.

Project Forecast Calendars for PTE and Construction are located under Procurement Contracting Opportunities: <https://www.portlandoregon.gov/brfs/index.cfm?&c=27336>

Commission on Equitable Contracting Bryant Enge

Bryant Enge introduced Amira Streeter as a direct support to the Commission on Equitable Contracting (Commission.) Bryant explained that along with being the Director of the Bureau of Internal Business Services he has also been called by City Council to Chair this commission. He explained that communications “like this” are part of it and presenting information to Council in terms of the work they are doing and about the initiatives the City has underway and how they are “moving the needle” in terms of increasing professional services and construction contracts.

Bryant talked about how they had their first meeting in July and commissioners were asked about their priorities. Amira passed around some handouts. She implied that “basically” the handout chart was what Bryant, she, and the Commission have envisioned to create change to the current programs and policies that are in place. Change she said, in order to help benefit women and minority owned businesses. Next Amira directed folks to the list of priorities that came from their last meeting. She said that on the priorities page is a list of what they would like to accomplish in the two year term of the Commission.

Bryant expressed that there was a lot of interest in terms of having a report and that they are trying to pull information together to possibly identify a baseline in terms of how “we’re” doing. He suggested that they will be convening a meeting of city staff mainly from bureaus that have capital projects. He predicts that those meetings will take place monthly. Bryant indicated that at their meeting one or two Commissioners expressed a desire for “increasing the pie” and “not just for what it means to them. He said “there was acknowledgement to that.” Bryant shared they are going to do their best in terms of support and staff to move “this” forward from a very factual and database conversation and use that in a way to have communication and transparency.

Q&A:

Herb Fricke spoke about the high cost of competing for projects and the financial burden to small businesses overhead. He pointed out the disparity of large businesses who are financially positioned to compete on 3 or more projects a year, a smaller firm may only be able to compete for one because it isn’t financially feasible for them to compete on more. Bryant thanked Herb and acknowledged there was discussion on alternative contracting.

Nate McCoy asked about capital projects and asked about project check ins. He suggested that check ins are currently at the beginning and end. He wondered about check ins as they are progressing through the different stages of construction to see where they are in real time? Bryant said that will take back this communication: “how can we provide up to date status in terms of where we are with projects.” Bryant added what about the possibility of quarterly reporting.

Dante James inquired on alternative contracting or alternative bidding opportunities. How willing is the City to in some sense “push the envelope” of the state statutory requirements to do proposals instead of hard bids? Bryant indicated that we need consistent policy around alternative contracting and that “we’re working on it.”

There was some discussion amongst attendees on alternative contracting and if the City has considered legislative action.

Christine noted that with State legislative changes there are now more findings that have to be validated for alternative contracting. Lisa pointed out that the changes were for CM/GC specifically requirements.

Christine mentioned not to forget Bureau of Technology Service that they do have large construction projects.

Vendor Payment Checkbook Michelle Kirby and Phil Marchbanks

Michelle Kirby began the presentation sharing background information about the Vendor Payment Checkbook (VPC) that went live on the City's website June 18, 2015. She indicated that all over the nation citizens are pushing for government to conduct their business in a transparent manner, so cities are responding and their websites include features for greater access and transparency. Michelle suggested people go to any municipal website and "Search" the word transparency to see what other cities are doing

Michelle indicated that after looking at all the City provided like, budget and financial reports the one thing that was missing was the VPC.

Michelle explained what is and what's not in the Vendor Checkbook such as:

- Data comes from the City's financial system SAP (the City's General Ledger system)
- SAP information that is downloaded monthly into quick base solution
- The Vendor Checkbook is limited to vendor payments. (No Payroll or 3rd Party Payments or Procurement Card)

Michelle provided a useful handout that contains more VPC information she then turned the presentation over to Phil Marchbanks.

Phil gave an outline of the VPC webpages. He indicated what you can expect to find on the web page; Contact information with links to bureau PIOs, public records contact information lists and the OMF number for general site questions. There are also Frequently Asked Questions that speak to why the City is providing this information and what limits may be in the information. There is a "How To" document is provided to explain the basic and advanced features and other links to information related to transparency.

Phil continued to provide even more detail about the VPC. For instance, that it is utilizing Intuit Quick Base cloud solution because it is affordable, easily developed and maintained. It also, extracts and prepares one file monthly from SAP to manually load. He pointed out it is limited to payments made to the City's primary (trade) vendors (1xxxxx vendor numbers in SAP). There are No: payroll, one-time vendor refunds (tax or otherwise), third-party remittance vendors, and no employee reimbursements vendors. There is also no internal petty cash/imprest accounts or P-card vendor payments.

Phil explained that right now July data for 2016 fiscal year is in the system and after the close of the month in September the August data will be extracted and uploaded into the VPC. He added that all of fiscal year 2015 is there too. He shared statistics on the VPC website, the number of hits and searches, indicating that mostly people were looking for vendors and bureaus. He confirmed that everything is downloadable. Michelle noted there was a big flurry of activity but now it has tapered off.

Christine acknowledged the VPC is a big step for the City in terms of transparency and this is why we want to help get the word out.

Link to VPC: <http://www.portlandoregon.gov/brfs/67404>

Q&As

Dante asked if it would be possible in the future to filter the data by state certified M/W/ESBs? Phil suggested that for now you can filter by vendors. Christine added that we don't have that information in SAP. She offered the possibility of doing an interface with the state website so it would be added to the master and then it could be pulled out each month. She implied that we could look into it and see.

Project Spotlight Willamette River Crossing David Peters and Tim Collins

David Peters was excited to share this next big project that is coming into the Water Bureau's capital plan. He introduced Tim Collins the project manager and today's presenter. Tim stated that this project will affect those people who live in and people who do business on the west side of the river. Tim spoke about the 32,000 water services, major hospital, 20% of All service, and 31% of jobs in Portland that they are all in the project area. He explained the seismic hazards to the Willamette and how an Earthquake could cause damage to the pipes crossing the Willamette River. Tim said that "Currently we don't have a seismically hardened solution." He added their research has estimate that in the event of a seismic significant earthquake the City would lose 3 of the 6 crossings.

Tim provided details on the project such as: Using Design Build procurement and giving the length of the tunnel and diameter of the steel. The project he said, would provide a seismically hardened water main crossing to the west side of the Willamette River. Tim told about the Horizontal Directional Drilling (HDD) method as the solution. This method involves a long drill stem with a GPS navigator at the end and a reamer and then a back reamer that goes back and forth to create an opening for pipe that goes in all at once from one side of the river with pipe to the other using.

Tim spoke about the benefits of going Design-Build (DB). He said that there would be only one contract for design and construction. The Water Bureau will need PTE for contracting for an Owner's Representative and to assist Portland Water Bureau with DB team selection, Permits, Easements, QA, and with Construction Assistance. He shared that there would be subcontracting opportunities for instance: Civil design work, Public Involvement, Environmental Compliance, Trucking, Connection Piping, and Flagging.

Tim said that the project is incorporated into the 5 year CIP budget. The budget numbers have low level of confidence as project design has not begun. At this time, Tim couldn't give a projected start date.

Meeting ended with Christine announcing that because of the Holidays our next meeting will not be until January 2016.

Jorge from OAME invited those who are involved in these big projects discussed today to use their facilities for outreach activities.

Next Meeting
January 28, 2016
10:00 to 11:30 a.m., Portland City Hall
3rd Floor - Rose Room

