CITY COUNCIL MEETING

STAFF REPORT

Meeting Date: June 19, 2023	Subject: Resolution No. 3054 Authorizing City Manager to Execute a Contract with PIVOT Architecture for Design of the SMART Facility Expansion **Staff Member:** Kelsey Lewis, Grants & Programs Manager **Department:** SMART
Action Required	**Advisory Board/Commission Recommendation**
☒ Motion ☐ Public Hearing Date: ☐ Ordinance 1st Reading Date: ☐ Ordinance 2nd Reading Date: ☒ Resolution ☐ Information or Direction ☐ Information Only ☐ Council Direction ☒ Consent Agenda	☒ Approval ☐ Denial ☐ None Forwarded ☐ Not Applicable
	Comments: N/A
Staff Recommendation: Staff recommends Council adopt the Consent Agenda.	
Recommended Language for Motion: I move to adopt the Consent Agenda.	
Project / Issue Relates To:	

☐Council Goals/Priorities:	☐Adopted Master Plan(s):	☒Not Applicable

ISSUE BEFORE COUNCIL:

To select PIVOT Architecture, a qualified firm, to design the SMART Facility Expansion Project, including expansion to provide additional bus parking, a reconfigured drive aisle, and security gate, automated bus wash facility, and undergrounding electric utilities for battery electric bus charging.

EXECUTIVE SUMMARY:
The current SMART maintenance facility was constructed in 2012. Since that time, the transit service continues to expand and the bus fleet has transitioned to alternative fuels. As a result, the maintenance facility needs more space for new buses and battery electric charging/compressed natural gas (CNG) fueling stations. This project is included in the City's annual capital improvement program (CIP). While the CIP for this project includes funds for administrative building expansion, that portion is not included in this project. The administrative expansion ideas are paused due to planning and design for the SMART customer service center in the Transit Oriented Development (TOD) at Wilsonville Transit Center. A holistic review of future SMART administrative office expansion may occur after the TOD project is completed and the new customer service center opens.

SMART released a Request for Proposals for project design on February 17, 2023. Two firms submitted proposals on March 16, 2023. Staff reviewed and scored the qualified proposals. Based on this review, staff recommends PIVOT Architecture for this contract award. The contract will be substantially in the form attached to the resolution, subject to final negotiation of the terms by the City Attorney.

EXPECTED RESULTS:
Contract approval with PIVOT Architecture and their subsequent performance to deliver the design for the SMART Facility Expansion Project.

TIMELINE:
We are estimating project completion (design) in early 2024.

CURRENT YEAR BUDGET IMPACTS:
The total contract fee is not to exceed $851,724 during fiscal year 2023-24. The preliminary design is budgeted with Federal Transportation Administration (FTA) Section 5307 funds, and final design and construction will be funded with a combination of Statewide Transportation Improvement Fund (STIF) formula and local transit tax funding.

COMMUNITY INVOLVEMENT PROCESS:
This project is supported by community involvement conducted during the Transit Master Plan process beginning in the fall of 2022 and continuing to present.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:
This facility expansion will support further efforts to transition to alternative fuels for our transit fleet, addressing climate resiliency and allowing us to pursue further grant funding opportunities (like federal No-Low grants for electric vehicles) to expand our service and fleet. Updated facilities will also allow for greater safety and security of the site.

ALTERNATIVES:
The City could repost the Request for Proposals or attempt to negotiate with the other proposer. Not approving this contract will delay the project construction, which in turn would delay service expansion plans and the transition to more battery electric buses.

CITY MANAGER COMMENT:
N/A

ATTACHMENTS:
1. Resolution No. 3054
   A. Professional Service Agreement