

January 20, 2011

11-061

ACCEPT PROPOSAL AND AWARD CONTRACT FOR
TRANSPORTATION DEMAND MANAGEMENT
CONSULTING SERVICES (TDM)

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REPORT: The College has a need to hire a consultant to review existing transportation conditions and provide solutions to the current challenges and issues the College is facing related to single occupancy vehicle trips, mass transit use, and the parking needs of students, faculty and staff district-wide. The increase in the number of students, inter-campus commuting, and part-time faculty teaching at different campuses has created transportation impacts that exceed past experiences. Cascade Campus will be the primary focus of this work, as its transportation issues have been severe due to high enrollment growth and limited parking opportunities. Other campuses: Sylvania, Rock Creek and Southeast Center will also need to be included in the assessment. The scope of work includes, but is not limited to: 1) project management – team coordination and collaboration. The consultant will be working with the assigned College team (Manager, Parking and Transportation and Bond Project Managers) and hired consultants (Architectural/Engineering team); 2) Review existing conditions, mode splits, parking data and methodology; 3) develop criteria that will be used to evaluate TDM alternatives; 4) develop performance standards with an action plan to meet the performance needs; 5) public outreach; and 6) provide recommendations. The estimated cost of the contract will exceed the \$150,000 threshold, which will require a formal solicitation process (B505).

On November 1, 2010, the Request for Proposal (RFP) was advertised in the Daily Journal of Commerce, State of Oregon (ORPIN) System and the RFP document was accessible on the PCC Solicitation website. A total of fifty-eight (58) companies registered and had a copy of the RFP (of which 3 companies are MWESB certified in Oregon). Within the deadline of 11:00 A.M., November 23, 2010, the College received proposals from: Kittelson and Associates, Inc. and Nelson/Nygaard Consulting Associates, Inc. Their proposals were reviewed and evaluated based on the following criteria: project understanding, proposed team and approach, team experience, availability, and fee schedule. The two proposers were also interviewed and were asked to respond to several questions from the committee members.

The evaluation committee members compared each of the proposer's responses to the interview questions, discussed the advantages and disadvantages, and after much careful consideration, the committee selected Kittelson & Associates for the following reasons: 1) stronger team; 2) highly experienced in dealing with difficult negotiations with regional partners; 3) good approach to outreach and approachable style; 4) team has potential to move the College forward; 4) appreciated the philosophy of "right size" for PCC, especially with the College's unknown future enrollment.

RECOMMENDATION: That the Board of Directors accept the proposal and award the contract to Kittelson and Associates, Inc. to provide Transportation Demand Management Consulting Services. The contract is valid for one year, or thru January 31, 2011, for an estimated cost of \$200,000. Funding will be from the Bond Fund.