

# Meeting Minutes



## Public Contracts Subcommittee

CITY OF BEND

March 11, 2025

Awbrey Butte Conference Room  
Bend City Hall, Floor 2  
710 NW Wall, Bend, Oregon

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The meeting of the City of Bend Public Contracts Subcommittee was called to order at 12:35 p.m. on Tuesday, March 11, 2025, in the Awbrey Butte Conference Room at City Hall, 710 NW Wall Street, and online.

1. **Roll Call:** Councilor Gina Franzosa, Councilor Megan Norris, Councilor Mike Riley
2. **Approval of the December 11, 2024, Meeting Minutes**

Councilor Riley moved to approve the December 11, 2024, meeting minutes. Councilor Norris seconded the motion.

The voice vote passed 3-0:

Yes: Franzosa, Norris, Riley  
No: none

3. **Subcommittee Orientation** – Presentation by Procurement Manager Justin Sweet

Slides included:

- Public Contracts Subcommittee
- Discussion Topics
  - Subcommittee
    - Overview of LCRB Subcommittee
    - Proposed change to Subcommittee
    - Role of Subcommittee
  - Public Procurement
    - Goals of public procurement
    - Regulations
    - Processes
    - Who authorizes
- Local Contract Review Board Subcommittee

- State law related to public procurement designates certain procurement related responsibilities to the Local Contract Review Board (LCRB)
- Similar to many cities, the City Council serves as the LCRB for the City of Bend.
- The City also has this subcommittee which provides input on procurement policies and program changes, discusses significant contracts which will be presented to Council, and reviews alternative and innovative procurement processes.
- Propose a Name Changes
  - Current name of Local Contract Review Board (LCRB) Subcommittee causes confusion with the statutory LCRB (City Council).
  - Propose changing the name to Public Contracts Subcommittee.
  - This new name clarifies this is not the statutory LCRB, and only reviews public contracts (not leases, intergovernmental agreements, or other arrangements).
- Public Contracts Subcommittee
  - Topics and discussion focused on:
    - Procurement policies and program changes, such as supplier diversity initiatives, supporting local workforce, and providing opportunities to priority populations;
    - Alternative project delivery planning, findings, and project completion reports (e.g. Design-Build or Construction Manager/General Contractor (CM/GC) projects); and
    - Competitive exemption processes for large contracts, such as cooperative contracts and sole source justifications
- Goals of Procurement Regulations
  - Promote fairness and opportunity
  - Efficient use of government resources
  - Encourage competitiveness
- Regulatory Landscape
  - Laws and Rules
  - Codes and Policies
  - Best Practices and Procedures
- Procurement Processes [chart]
- Who Authorizes Purchases?
  - Approval of any purchase/contract must be approved as designated by Bend Code
  - \$50,000 and less may be approved by Department Director or designee
  - Over \$50,000 requires City Manager approval
  - Over \$250,000 requires City Council approval
  - Amendments that increase a previously authorized contract by \$250,000 or more require City Council approval

Councilor Riley moved to change the name to Public Contracts Subcommittee. Councilor Franzosa seconded the motion.

The voice vote passed 3-0:

Yes: Franzosa, Norris, Riley

No: none

**4. On-Call Engineering Services Contract Awards – Presentation by Assistant City Engineer Eric Forster (15 minutes)**

Slides included:

- On-Call Engineering and Related Professional Services
- Standard Procurement Tools for A&E services
  - Direct Appoint: \$0-\$100K
  - Intermediate Procurement: \$0-\$250K
  - Formal Procurement: Over \$250K
  - On-Call Engineering Services: Task orders limited to \$0-\$250K
  - Can Engineering self-perform the design or other service?
- Selected Firms by Category [chart]
  - Utility Infrastructure - \$500k
    - AKS Engineering & Forestry
    - Century West
    - DOWL
    - Jacobs
    - Parametrix
  - Utility Facility - \$500k
    - Anderson Perry
    - Consor
    - Jacobs
    - Keller Associates
    - WSC inc.
  - Utility & Enviro - \$500k
    - AKS Engineering & Forestry
    - Consor
    - HDR
    - Kittelson
    - Parametrix
  - Traffic Control & Analysis - \$500k
    - AKS Engineering & Forestry
    - Consor
    - HDR
    - Kittelson
    - Parametrix
  - Survey - \$300k
    - AKS Engineering & Forestry
    - DOWL
    - HWA
    - Parametrix
    - S&F Land Services
  - Archaeologist - \$300k
    - DOWL
    - Environmental Science

- HDR
- Stantec
- Construction Contract Administration - \$300k
  - Anderson Perry
  - Century West
  - Consor
  - DOWL
  - HDR
- Right of Way Services - \$300k
  - Clark Land Resources
  - Commonstreet
  - HDR
  - Universal Field Services

Foster summarized the City's current on-call process, which is typically used from smaller projects, and explained that the proposed process promotes efficiency, includes 23 separate price agreements, has a much larger scope, and will be open to all City departments. The price agreements will be greater than \$250,000, but the task orders issued from the price agreements are limited to \$250,000.

Foster summarized the selection process. A committee reviewed 105 proposals from 36 unique firms for 10 categories. Foster stated that one category, potholing services, did not receive any proposals. Proposals were scored based on qualification.

Forster provided the following clarifications:

- The dollar amount listed with each category is the maximum amount per category per firm
- Several firms won bids in multiple categories
- Selection for each category was limited to five firms
- Contracts durations are three-years with two one-year extensions available
- The intent is to spread out work among firms, but staff has the flexibility to choose the best firm for a specific project's scope.
- The intent is to use on-call services to supplement work on other projects, unexpected projects, or small projects
- Total of \$17.9 M of price agreements; dollars are not tied to any specific work or projects

Sweet explained that this approach will reduce administrative fees on side of the City and firms, as it offsets the need for multiple direct appoint or intermediate procurement processes.

Councilor Franzosa requested information on whether any minority or women owned businesses applied but were not selected and expressed interest in amplifying minority and women owned businesses.

Oshel explained that the Subcommittee can set a goal of creating a program to target minority and women owned businesses, but the City does not currently have a program in place.

Councilor Riley requested staff mention other communities who have implemented a similar process and include the \$17.9M amount on the slide “Selected Firms by Category” in the presentation to Councilor for greater transparency.

**5. Bear Creek & 27<sup>th</sup> Street Improvements** – Presentation by Senior Project Engineer Sinclair Burr (15 minutes)

Slides included:

- Bear Creek Road and 27<sup>th</sup> Street Improvements Project
- Project Background and Scope
  - Primarily GO Bond Project
  - Key Routes improvements
    - Bear Creek from Cessna Drive to the Urban Growth Boundary
    - 27th Street from Reed Market to Bear Creek
    - Trail connection – 15th/Bear Creek Roundabout to Coyner trail
  - Roundabout at Bear Creek Road/Pettigrew Road/Purcell Boulevard
  - Synergy water infrastructure improvements
  - Collections synergy project
- Project Schedule [timeline]
  - May 7, 2025 Council Meeting for Construction Contract
- Budget
  - Project Estimate by Fund:
    - 2020 GO Bond - \$11,400,000
    - Water - \$1,000,000
    - Sewer - \$400,000
    - Total budget - \$12,800,000
  - Contracts on Tonight’s Agenda
    - Construction Contract - \$TBD
  - Previously Approved Contracts
    - Alternatives Analysis and Design - \$2,888,069
  - Future Contracts & Amendments
    - Misc. Costs (Quality Assurance, Lighting, Permitting, Easements and Acquisitions) - \$TBD
  - Total Budget - \$12,800,000
- Public Outreach
  - Postcard mailed to stakeholders invitation to open houses
  - Two open houses to solicit feedback on alternatives and provide information on the selected alternative
  - Website updates at critical milestones
  - Email & social media updates to the community
  - Message boards.

Councilor Franzosa expressed concerns about impact of construction on the community and asked if the Request for Proposal (RFP) could include one open lane.

Engineering and Infrastructure Director Ryan Oster explained that that could be discussed and noted

that a half build would keep a lane open, but that the project would take twice as long and would likely be more expensive.

Sweet added that the RFP has already gone out and bids are due March 24, 2025.

Councilor Riley requested a high-level review of design at the May 7, 2025, Council meeting.

**6. Adjourned at 1:26 p.m.**

**Respectfully submitted,**

Ashley Bontje  
Deputy City Recorder

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