

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Authorizing the Approval)
and Execution of a Personal Services)
Contract Utilizing the Direct Appointment)
Procedure and Awarding the Contract to)
Carter Goble Associates, Inc.)
_____)

ORDER NO. 27-2008

WHEREAS, pursuant to ORS 279A.055, Columbia County is authorized to enter into personal services contracts and to designate certain service contracts or classes of service contracts as personal services contracts; pursuant to ORS 279A.065(5) and 279A.070, Columbia County is authorized adopt rules of procedure that it will use for personal services contracts, including procedures for the screening and selection of persons to perform personal services; and pursuant to ORS 279C.105, Columbia County is authorized to designate certain personal services contracts or classes of personal services contracts as contracts for architectural, engineering and land surveying services or related services, and to adopt procedures for the screening and selection of persons to perform architectural, engineering and land surveying services and related services; and

WHEREAS, as authorized by these statutes, on May 10, 2006, the Board of County Commissioners adopted Order No. 38-2006 which in turn amended and re-adopted Columbia County's Personal Services Contracting Rule designating certain contracts as personal services contracts; designating certain personal services contracts as contracts for architectural, engineering and land surveying services or related services; and adopting procedures for the screening and selection of persons to perform personal services contracts including contracts for architectural, engineering and land surveying services and related services; and

WHEREAS, pursuant to Section IV.G of the Personal Services Contracting Rule, a "personal services contract" is defined as:

"A contract for services performed as an independent contractor in a professional capacity, for services as a consultant, and for educational or specialized services.

WHEREAS, Bill Potter, Building Services Manager, has been appointed as Project Manager for the proposed Columbia County Justice Facility Expansion Project which would result in a 224 bed jail facility expansion; and

WHEREAS, in connection with that project, Mr. Potter has recommended that a budget impact analysis be performed to analyze staffing options and cost, identify initial activation and ongoing operational costs, and verify the annual cost for amortizing capital construction costs; and

WHEREAS, Carter Goble Associates, Inc., has made a proposal to prepare a budget impact analysis for a fee of \$34,710 including reimbursable expenses, a copy of which proposal is

attached hereto, labeled Exhibit "A", and incorporated herein by this reference; and

WHEREAS, a personal services contract which is expected to exceed \$25,000, but not expected to exceed \$150,000, would normally be subject to the Informal Selection Procedure set forth in Section XIII of the Personal Services Contracting Rule, but, pursuant to Section X.B of Order No. 38-2006:

"B. The Board or the Department, subject to the other requirements of this Rule, may authorize the approval and execution of a personal services contract utilizing the Direct Appointment Procedure, even though a more formal process would normally be required, in the following instances * * *

*** **

"3. Single Source - Where only a single personal services contractor is known to the County to be qualified to do the particular job or perform the particular services required, or only the single personal services contractor has reasonable access to factual, technical or statistical information necessary to perform the services required"; and

WHEREAS, in an e-mail message dated March 24, 2008, Mr. Potter expressed his opinion that Carter Goble Associates, Inc., was the only personal services contractor known to be qualified to prepare a budget impact analysis of the type required for the Columbia County Justice Facility Expansion Project, a copy of which e-mail is attached hereto, labeled Exhibit "B", and incorporated herein by this reference;

NOW, THEREFORE, IT IS HEREBY ORDERED that:

1. The Board declares that the contract for a budget impact analysis for the Columbia County Justice Facility Expansion Project is a personal services contract for a "related service" as defined by ORS 279C.100(6).
2. The Board finds that Carter Goble Associates, Inc., is the only single personal services contractor known to the County to be qualified to do the particular job or perform the particular services required.
3. The County is authorized to utilize its Direct Appointment Procedure to select Carter Goble Associates, Inc., to prepare the budget impact analysis.

4. Based on its availability, capabilities, staffing, experience, and compensation requirements, Carter Goble Associates, Inc.'s proposal for a budget impact analysis for the Columbia County Justice Facility Expansion Project is approved and Columbia County is authorized to execute a contract with Carter Goble Associates, Inc., for the study.

DATED this 26th day of March, 2008.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____

Chair

By: _____

Commissioner

By: _____

Commissioner