

Portland, Oregon

# FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Jim Coker, Project Manager		2. Telephone No. 3-5348	3. Bureau/Office/Dept. OMF-BIBS-Facilities
4a. To be filed (date):  April 5, 2012	4b. Calendar (Check One)  Regular    Consent    4/5ths <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		5. Date Submitted to Commissioner's office and FPD Budget Analyst:
6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed	

**1) Legislation Title:**

\* Amend contract with Michael Willis Architects to increase contract by \$86,767.66 to provide additional architectural and engineering services for new construction for the Emergency Coordination Center (Ordinance; amend Contract No. 30000701)

**2) Purpose of the Proposed Legislation:**

The proposed legislation would amend the contract with Michael Willis Architects, increasing the contract by \$86,767.66 to provide additional architectural and engineering services for the construction of the Emergency Coordination Center.

**3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?**

- |   |                                    |                                    |                                |
|---|------------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> City-wide/Regional                           | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast                            | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East  |
| <input type="checkbox"/> Central City                                 |                                    |                                    |                                |
| <input checked="" type="checkbox"/> Internal City Government Services |                                    |                                    |                                |

### FINANCIAL IMPACT

4) **Revenue:** Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source.

No

5) **Expense:** What are the costs to the City related to this legislation? What is the source of funding for the expense? *(Please include costs in the current fiscal year as well as costs in future years. If the action is related to a grant or contract please include the local contribution or match required. If there is a project estimate, please identify the level of confidence.)*

The City agrees to pay Michael Willis Architects a new total contract value not to exceed \$1,210,837.91 for accomplishment of the work.

The total costs are covered in the project budget to be funded out of the Emergency Coordination Center Project bond proceeds. This project is included in the current Facilities budget.

6) **Staffing Requirements:**

- **Will any positions be created, eliminated or re-classified in the current year as a result of this legislation?** *(If new positions are created please include whether they will be part-time, full-time, limited term, or permanent positions. If the position is limited term please indicate the end of the term.)*

None

- **Will positions be created or eliminated in future years as a result of this legislation?**

None

*(Complete the following section only if an amendment to the budget is proposed.)*

7) **Change in Appropriations** *(If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Fund Center column if new center needs to be created. Use additional space if needed.)*

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount

[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]

**PUBLIC INVOLVEMENT**

**8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:**

- ☐ **YES:** Please proceed to Question #9.  
☒ **NO:** Please, explain why below; and proceed to Question #10.

This is a routine project included in the FY 2011-12 Adopted Budget.

**9) If "YES," please answer the following questions:**

**a) What impacts are anticipated in the community from this proposed Council item?**

**b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved?**

**c) How did public involvement shape the outcome of this Council item?**

**d) Who designed and implemented the public involvement related to this Council item?**

**e) Primary contact for more information on this public involvement process (name, title, phone, email):**

**10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.**

No additional public involvement is anticipated or required.

BRYANT ENGE, DIRECTOR, BUREAU OF INTERNAL BUSINESS SERVICES

BUREAU DIRECTOR (Typed name and signature)





**CITY OF PORTLAND**  
**OFFICE OF MANAGEMENT AND FINANCE**

**Sam Adams, Mayor**  
**Jack D. Graham, Chief Administrative Officer**  
**Bryant Enge, Director, Bureau of Internal Business Services**

**185252**  
**Robert F. Kieta, Manager**  
**Facilities Services**  
1120 S.W. Fifth Avenue, Rm. 1204  
Portland, Oregon 97204-1912  
(503) 823-5288  
FAX (503) 823-6924  
TTY (503) 823-6868

**DATE:** March 26, 2012

**TO:** Mayor Sam Adams

**VIA:** Bryant Enge, Director of Internal Business Services  
Bob Kieta, Facilities Services Manager *BEK*

**FROM:** Jim Coker, Supervising Project Manager

**RE:** \* Amend contract with Michael Willis Architects to increase contract by \$86,767.66 to provide additional architectural and engineering services for new construction for the Emergency Coordination Center (Ordinance; amend Contract No. 30000701)

**FOR MAYOR'S OFFICE USE  
ONLY**

Reviewed by Bureau Liaison

1. **INTENDED THURSDAY FILING DATE:** April 5, 2012
2. **REQUESTED COUNCIL AGENDA DATE:** April 11, 2012
3. **CONTACT NAME & NUMBER:** Jim Coker, 3-5348
4. **PLACE ON:** X **CONSENT** \_\_\_ **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** X **Y** \_\_\_ **N** \_\_\_ **N/A**
6. **(2) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY**  
**ATTACHED:** X **Yes** \_\_\_ **No** \_\_\_ **N/A**

**7. BACKGROUND/ANALYSIS**

Attached is an ordinance to authorize an amendment with Michael Willis Architects in the amount of \$86,767.66 for the subject project.

Additional architectural and engineering services are necessary to allow Contractor to provide the following:

- Structural and Architectural value engineering revisions to the roof design to reduce anticipated cost of construction;
- Surveying charges for Qwest easement relocation, right-of-way dedication, and water main locate;
- Radio frequency tower permit set and geotechnical investigation;
- Additional drawings and documentation required for permit review beyond those anticipated in the contract;
- Milestone plots of project drawings and specifications that exceeded the original contract amount;
- Contract extension of eighteen months through January 1, 2014.

A Request for Proposals for architectural and engineering services for new construction for the Emergency Coordination Center was issued on April 22, 2009. Six proposals were received on May 21, 2009. A selection committee reviewed the proposals and recommended award of contract to Michael Willis Architects as they were the highest scoring proposer.

Contract No. 30000701 provides for architectural and engineering services in the amount of \$957,819 to design a new Emergency Coordination Center facility directly adjacent to the existing Portland Communications Center located in southeast Portland. There are three main components of this project: a new Emergency Coordination Center building, new parking lot, and realignment of a section of SE Bush Street. Expiration date of Contract No. 30000701 is June 1, 2012.

*An Equal Opportunity Employer*

*To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.*

The new building will serve as the City's Emergency Coordination Center and house the Portland Bureau of Emergency Management (PBEM), Portland Water Bureau (PWB) Emergency Management and Security staff.

Amendment No. 1, issued March 2011, increased the contract amount \$166,251.25 to allow for additional architectural services.

The Office of Management and Finance/Facilities Services, also recommends that it be authorized to further amend the contract up to an additional \$50,000 to be used, only if needed, to complete this architectural and engineering work for a total Contract amount not to exceed \$1,260,837.91 without Council approval.

#### **8. FINANCIAL IMPACT**

The cost of the contract is \$86,767.66. The cost is covered in the budget.

#### **9. RECOMMENDATION/ACTION REQUESTED**

It is recommended Council Authorize contract with Michael Willis Architects in the amount of \$86,767.66 to provide additional architectural and engineering services for new construction for the Emergency Coordination Center.