

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, Supervising Project Manager		2. Telephone No. 3-5348	3. Bureau/Office/Dept. OMF-Internal Business Services-Facilities Services
4a. To be filed (date): 7-28-11	4b. Calendar (Check One) Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <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:

*Authorize contract with Carleton Hart Architecture, PC in the amount of \$100,295 to provide architectural and engineering services for Roof Replacement at Two Police Facilities.
(Ordinance)

2) Purpose of the Proposed Legislation:

This ordinance will authorize a contract with Carleton Hart Architecture, PC in the amount of \$100,295 for architectural and engineering services for Roof Replacement at Two Police Facilities.

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 Carleton Hart Architecture, PC in the amount of \$100,295 for accomplishment of the work. This contract shall become effective on August 22, 2011. This contract shall expire, unless otherwise terminated or extended, on August 21, 2013.

The total costs are covered in the project budget to be funded out of the major maintenance reserve. The FY 2011-12 portion of 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

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[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 maintenance 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.

JEFFREY B. BAER, 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
Jeffrey B. Baer, Director, Bureau of Internal Business Services

184782
Robert F. Kieta, Manager
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DATE: July 15, 2011

TO: Mayor Sam Adams

VIA: Jeff Baer, Director of Internal Business Services
Bob Kieta, Facilities Services Manager

FROM: Jim Coker, Supervising Project Manager

RE: * Authorize contract with Carleton Hart Architecture, PC in the amount of \$100,295 to provide architectural and engineering services for Roof Replacement at Two Police Facilities. (Ordinance)

**FOR MAYOR'S OFFICE USE
ONLY**

Reviewed by Bureau Liaison

1. **INTENDED THURSDAY FILING DATE:** July 28, 2011
2. **REQUESTED COUNCIL AGENDA DATE:** August 3, 2011
3. **CONTACT NAME & NUMBER:** Jim Coker, 3-5348
4. **PLACE ON:** ☒ **CONSENT** ☐ **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ **Y** ☐ **N** ☐ **N/A**
6. **(2) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY**
ATTACHED: ☒ **Yes** ☐ **No** ☐ **N/A**

7. BACKGROUND/ANALYSIS

Attached is an ordinance to authorize a contract with Carleton Hart Architecture, PC in the amount of \$100,295 for the subject project.

RFP No. FAC018 for a consultant to provide architectural and engineering services for Roof Replacement for Two Police Facilities was issued April 28, 2011. Four proposals were received on May 26, 2011. A selection committee reviewed the proposals and selected Carleton Hart Architecture, PC to recommend for contract award. The contract amount is \$100,295 with an effective date of August 22, 2011 and an expiration date of August 21, 2013. Carleton Hart Architecture, PC is locally owned and operated and is a state-certified MBE.

8. FINANCIAL IMPACT

The cost of the contract is \$100,295. The cost is covered in the budget.

9. RECOMMENDATION/ACTION REQUESTED

It is recommended Council Authorize contract with Carleton Hart Architecture, PC in the amount of \$100,295 to provide architectural and engineering services for Roof Replacement at Two Police Facilities.

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.