

Portland, Oregon

# FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

1. Name of Initiator Connie Johnson, Project Manager	2. Telephone No. 823-5562	3. Bureau/Office/Dept. OMF-Internal Bus Services- Facilities Services
4a. To be filed (date):  October 20, 2011	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 Whelton Architecture, LLC in the amount of \$698,737 to provide architectural and engineering services for Fire Station 21. (Ordinance)

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

The purpose is to authorize a contract for architectural and engineering services for Fire Station 21.

**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 checked="" type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East  |
| <input type="checkbox"/> Central City                      |   |                                    |                                |
| <input 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**.)

This cost of this contract is covered within the project's 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.)*

No

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

No

*(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 contract was not processed with the public since it is in support of a construction project that may have a public involvement process. But the contract selection committee included representatives from the public and the GO Bond program has public oversight committees.

**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.**

  
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**

**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:** September 28, 2011

**TO:** Mayor Sam Adams

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

**FROM:** Connie Johnson, Project Manager

**RE:** \*Authorize contract with Whelton Architecture, LLC in the amount of \$698,737 to provide architectural and engineering services for Fire Station 21. (Ordinance)

**FOR MAYOR'S OFFICE USE  
ONLY**

Reviewed by Bureau Liaison

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1. **INTENDED THURSDAY FILING DATE:** October 20, 2011
2. **REQUESTED COUNCIL AGENDA DATE:** October 26, 2011
3. **CONTACT NAME & NUMBER:** Connie Johnson, 3-5562
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 Whelton Architecture, LLC in the amount of \$698,737 for the subject project.

RFP No. FAC017 for a consultant to provide architectural and engineering services for Fire Station 21 was issued March 24, 2011. Ten proposals were received on April 15, 2011. A Notice of Intent to Award was issued May 17, 2011. A protest was received and judged to be with merit and the Notice of Intent to Award was rescinded June 14, 2011. In accordance with Policy a second evaluation panel was convened and the evaluation process was completely re-done.

The selection committee reviewed the proposals and selected Whelton Architecture, LLC to recommend for contract award. A new Notice of Intent to Award was issued August 12, 2011. No further protests were received. The contract amount is \$698,737 with an effective date of October 21, 2011 and an expiration date of July 14, 2014. Whelton Architecture, LLC is locally owned and operated and is a state-certified ESB.

**8. FINANCIAL IMPACT**

The cost of the contract is \$698,737. The cost is covered in the budget.

**9. RECOMMENDATION/ACTION REQUESTED**

It is recommended Council Authorize contract with Whelton Architecture, LLC in the amount of \$698,737 to provide architectural and engineering services for Fire Station 21.

*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.*