

# ORDINANCE No. 185040

\* Amend contract with Bainbridge Corporation to increase contract amount by an additional \$16,075 to provide additional design and space planning services for the 12<sup>th</sup> floor Portland Building remodel project. (Ordinance; amend Contract No. 30001310)

The City of Portland ordains:

Section 1. The Council finds:

1. RFP No. FAC012 for consultants to provide On-Call Design and Space Planning Services was issued February 2010. A selection committee recommended the five highest scoring firms be awarded a contract. A contract in the amount of \$50,000 was awarded to the Bainbridge Corporation who is a state-certified WBE.
2. Amendment No. 1 dated April 8, 2011 increased the contract amount \$12,500 to allow for additional design and space planning services.
3. Three (3) task orders totaling \$62,500 have been issued against this contract for various projects. There is a balance of \$0 remaining on the contract.
4. Task order 3 dated January 7, 2011 in the amount of \$12,600 allowed the Contractor to provide design and space planning services for the 12<sup>th</sup> floor of the Portland Building. Services included the following:
  - Conduct space analysis of current conditions.
  - Conduct interviews with selected managers on the 12<sup>th</sup> floor and the Treasurer's Office to gather space requirements.
  - Prepare new work station typicals.
  - Prepare space planning options maximizing the space.
  - Review with client, refine and finalize.
  - Prepare detailed plans and coordinate with office dealer for purchase of additional inventory as required.
  - Coordinate power and communication requirements.
  - Prepare construction documents as required.
  - Provide construction observation and move coordination.
5. Amendment No. 1 to task order 3 allowed for additional design and space planning services in the amount of \$27,600 to complete space planning and preparation of documents for the 12<sup>th</sup> floor of the Portland Building to provide the following:
  - Review signed-off schematic plan with selected managers.
  - Refine floor plans showing workstation detail and central equipment locations.
  - Review with managers refine and finalize.
  - Prepare detailed plans and coordinate with office dealer for purchase of additional Herman Miller inventory as required.
  - Coordinate power and communication requirements.
  - Prepare construction documents as required.
  - Provide construction observation and move coordination.

6. Additional design and space planning services for the 12th floor Portland Building remodel project, as shown in Attachment 1, are necessary to allow for completion of the project and include the following:
- Additional space plan options and revisions.
  - Additional meetings.
  - Changes to phasing plans.
  - Prepare space plan for Treasurer's office in existing vacant space.
  - Review space plan with City, refine and finalize.
  - Coordinate with office dealer for purchase of additional inventory as required.
  - Coordinate power and communication requirements.
  - Prepare construction documents.
7. The fee for the additional services listed in paragraph no. 6 above is \$16,075 and is included in the budget for the 12<sup>th</sup> floor Portland Building remodel project.
8. The Office of Management and Finance/Facilities Services recommends that Contract No. 30001310 with Bainbridge Corporation be amended, Attachment 1, to increase the contract by \$16,075 to provide additional design and space planning services for the 12<sup>th</sup> floor Portland Building remodel project. The new total Contract amount will not exceed \$78,575.

NOW THEREFORE, the Council directs:

- a. The Mayor and Auditor are hereby authorized to amend Contract No. 30001310 to increase the contract amount by \$16,075 for a total contract amount of \$78,575 for additional design and space planning services for the 12<sup>th</sup> floor Portland Building remodel project.
- b. The Mayor and Auditor are hereby authorized to draw and deliver checks chargeable to the fiscal year 2011-2012 Facilities budget when demand is presented and approved by the proper authorities.

SECTION 2. The Council declares that an emergency exists in order to avoid additional expenses and a delay in the completion of this project; therefore, this ordinance shall be in full force and effect from and after its passage by Council.

Passed by the Council:

DEC 07 2011

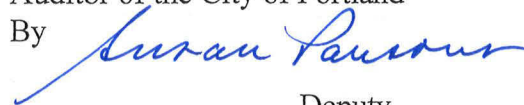
Commissioner: Mayor Sam Adams  
Prepared by: Connie Johnson:dseaton  
Date Prepared: November 17, 2011

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**LaVonne Griffin-Valade**

Auditor of the City of Portland

By



Deputy

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✓ 140

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Agenda No.  
**ORDINANCE NO.**  
 Title

185040

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<b>INTRODUCED BY</b> Commissioner/Auditor: <b>Mayor Adams</b>	CLERK USE: DATE FILED <u>DEC 02 2011</u>
<b>COMMISSIONER APPROVAL</b> Mayor—Finance and Administration - Adams Position 1/Utilities - Fritz Position 2/Works - Fish Position 3/Affairs - Saltzman Position 4/Safety - Leonard	LaVonne Griffin-Valade Auditor of the City of Portland By: <u>[Signature]</u> Deputy
<b>BUREAU APPROVAL</b> Bureau: Internal Business Services Bureau Head: Jeff Baer, Director Prepared by: Connie Johnson::dseaton Date Prepared: November 17, 2011 Financial Impact & Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/> Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Council Meeting Date <b>December 7, 2011</b>	ACTION TAKEN:
✓ City Attorney Approval <u>GE for LM</u>	

<b>AGENDA</b> <b>TIME CERTAIN</b> <input type="checkbox"/> Start time: _____ Total amount of time needed: _____ (for presentation, testimony and discussion) <b>CONSENT</b> <input checked="" type="checkbox"/> <b>REGULAR</b> Total amount of time needed: _____ (for presentation, testimony and discussion)
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FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz	✓	
2. Fish	2. Fish	✓	
3. Saltzman	3. Saltzman	✓	
4. Leonard	4. Leonard	_____	_____
Adams	Adams	✓	