

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. 503-823-5562	3. Bureau/Office/Dept. OMF-Internal Business Services-Facilities Services
4a. To be filed (date):  December 1, 2011	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 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)

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

To amend Contract No. 30001310 in the amount of \$16,075 to allow for additional design and space planning services for a new total contract amount of \$78,575.

**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 total costs are covered in the Portland Building 12<sup>th</sup> floor remodel project budget and included in the current fiscal-year Facilities appropriation.

**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.

Not applicable. This project is included in the FY 2011-12 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**  
**Kenneth L. Rust, Chief Administrative Officer**  
**Jeffrey B. Baer, Director, Bureau of Internal Business Services**

**Robert F. Kieta, Manager**  
**Facilities Services**

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**DATE:** September 27, 2011

**TO:** Mayor Sam Adams

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

**FROM:** Connie Johnson, Project Manager

**RE:** \* 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)

**FOR MAYOR'S OFFICE USE  
ONLY**

Reviewed by Bureau Liaison

1. **INTENDED THURSDAY FILING DATE:** November 23, 2011
2. **REQUESTED COUNCIL AGENDA DATE:** December 7, 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 increase Bainbridge Corporation's Contract No. 30001310 by \$16,075 to allow for completion of the subject project. The amendment will allow for additional design and space planning services for the 12<sup>th</sup> floor Portland Building remodel project to include: 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.

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.

Amendment No. 1 dated April 8, 2011 increased the contract amount \$12,500 to allow for additional design and space planning services.

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.

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.

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.

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

The cost of the amendment is \$16,075 and is covered in the Facilities budget.

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

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)