

Portland, Oregon

# FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

1. Name of Initiator Diane Seaton, Contracts Administrator		2. Telephone No. 3-6987	3. Bureau/Office/Dept. OMF-BIBS-Facilities
4a. To be filed (date):  September 20, 2012	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:**

\* Amend contracts with Environmental & Engineering Services Inc., HDR Architecture Inc., R&W Engineering Inc. and System Design Consultants Inc. to extend termination dates beyond five years. (Ordinance; Amend Contract No's. 37638, 30002583, 37636 and 37711)

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

This legislation would extend termination dates of four mechanical engineering on-call services contracts through September 23, 2013.

**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 amendments do not change the contract amounts. These are on-call services contracts and are only used when work is needed. The cost of the work is budgeted in various CIP and maintenance projects planned by Facilities Services. The project budgets are covered by the major maintenance reserves in the Facilities Services fund, building rental rates, or are pass-through expenses billed to other bureaus.

**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.

Public involvement was not part of the development of this ordinance. This legislation would extend the expiration dates on four existing contracts but would have no impact on the contract amounts.

**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.



BRYAN 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**

**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

185648

**DATE:** September 14, 2012

**TO:** Mayor Sam Adams

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

**FROM:** Diane Seaton, Contracts Administrator

**RE:** \* Amend contracts with Environmental & Engineering Services Inc., HDR Architecture Inc., R&W Engineering Inc. and System Design Consultants Inc. to extend termination dates beyond five years. (Ordinance; Amend Contract No's. 37638, 30002583, 37636 and 37711)

**FOR MAYOR'S OFFICE USE  
ONLY**

Reviewed by Bureau Liaison

1. **INTENDED THURSDAY FILING DATE:** September 20, 2012
2. **REQUESTED COUNCIL AGENDA DATE:** September 26, 2012
3. **CONTACT NAME & NUMBER:** Diane Seaton, 3-6987
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 extend termination dates of four mechanical engineering on-call services contracts through September 23, 2013. City of Portland Code 5.33.220.D.10 authorizes the renegotiation of existing contracts with incumbent contractors when it is in the best interests of the City. The Contractors were competitively awarded their current on-call services contracts August 23, 2007. Request for Proposals (BGS025) was issued on July 19, 2007 and eight proposals were received on August 7, 2007. A selection committee recommended all eight firms be awarded contracts in the amount of \$50,000 each.

Amendments to the following contracts are necessary to allow for completion of existing task orders and potential utilization of the balances remaining on the contracts. The contract amounts will remain the same.

Environmental & Engineering Services Inc. – Contract No. 37638

Three task orders have been issued for a total of \$31,730. There is a balance of \$18,270 remaining against the balance of the contract. Task order 3 issued July 9, 2012 allowed for mechanical engineering services for the City Kids Heating & Ventilation project at The Portland Building which is in progress.

HDR Architecture Inc. – Contract No. 30002583

Two task orders have been issued for a total of \$25,000. There is a balance of \$25,000 remaining against the balance of the contract. Task order 2 issued November 23, 2011 allowed for mechanical engineering services to replace air handling units at Union Station which is in progress.

*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.*

R&W Engineering Inc. – Contract No. 37636

Four task orders have been issued for a total of \$28,759. There is a balance of \$21,241 remaining against the balance of the contract. Task order 4 issued June 11, 2012 allowed for mechanical engineering services for the City Hall DDC system upgrade project which is in progress.

System Design Consultants Inc. – Contract No. 37711

Two task orders have been issued for a total of \$31,600. There is a balance of \$18,400 remaining against the balance of the contract. Task order 2 issued June 4, 2012 allowed for mechanical engineering services at The Portland Building for the louver and valve replacement and DDC conversion project which is in progress.

**8. FINANCIAL IMPACT**

The amendments do not change the contract amounts. These are on-call services contracts and are only used when work is needed. The cost of the work is budgeted in various CIP and maintenance projects planned by Facilities Services. The project budgets are covered by the major maintenance reserves in the Facilities Services fund, building rental rates, or are pass through expenses billed to other bureaus.

**9. RECOMMENDATION/ACTION REQUESTED**

Approve amendments to Contract No's. 37638, 30002583, 37636 and 37711 with Environmental & Engineering Services Inc., HDR Architecture Inc., R&W Engineering Inc. and System Design Consultants Inc. to extend termination dates beyond five years.