

Portland, Oregon
FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT
For Council Action Items

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

1. Name of Initiator Michael Riscica, Project Manager		2. Telephone No. 503-823-5060	3. Bureau/Office/Dept. OMF-Internal Business Services-Facilities Services
4a. To be filed (date): April 4, 2013	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 Merryman Barnes Architects, Otak (\$5,863), and Scott Edwards Architecture, LLP to allow for completion of existing projects (Ordinance; amend Contract No's. 37917, 37921, 37942)

2) Purpose of the Proposed Legislation:

To amend contract number 37917 with Merryman Barnes Architects Inc, to extend the validity end date, amend contract number 37921 with Otak Architects Inc to add \$6,300 and extend the validity end date, and 37942 with Scott Edwards Architecture LLP to extend the validity end date for the purpose of completing existing projects.

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 checked="" 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 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 cost of the amendments is as follows: contract no. 37921 with Otak Architects will be \$6,300. There is no additional cost for contract no. 37917 with Merryman Barnes and contract no. 37942 with Scott Edwards Architects as they are requests for time extensions only.

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 2012-13 budget is requested to complete projects already in process.

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.

BRYANT ENGE, DIRECTOR, BUREAU OF INTERNAL BUSINESS SERVICES

BUREAU DIRECTOR (Typed name and signature)



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

Charlie Hales, Mayor
Jack D. Graham, Chief Administrative Officer
Bryant Enge, Director, Bureau of Internal Business Services

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DATE: March 25, 2013

TO: Mayor Charlie Hales

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

FROM: Michael Riscica, Project Manager

RE: * Amend contracts with Merryman Barnes Architects, Otak (\$5,863), and Scott Edwards Architecture, LLP to allow for completion of existing projects (Ordinance; amend Contract No's. 37917, 37921, 37942)

FOR MAYOR'S OFFICE USE
ONLY

Reviewed by Bureau Liaison

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1. INTENDED THURSDAY FILING DATE: April 4, 2013
2. REQUESTED COUNCIL AGENDA DATE: April 17, 2013
3. CONTACT NAME & NUMBER: Michael Riscica, 3-5060
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

RFP No. BGS028 for consultants to provide architectural services as needed was issued December 27, 2007. A selection committee ranked the proposals and recommended the ten highest scoring firms be awarded contracts. Merryman Barnes Architects, Otak, and Scott Edwards Architecture, LLP were three of the ten firms awarded contracts.

The Agreement amounts were \$75,000 each with an expiration date of March 16, 2011. Amendment No. 1 to each contract extended the contract expiration date until March 16, 2012. Amendment No. 2 to each contract extended the contract expiration date until March 16, 2013.

All consultants received work under their contracts. Task orders were issued by rotating through the consultants. All work has been completed under seven of the awarded contracts and it is not necessary to renew those contracts. It is necessary to extend three of the contracts issued under RFP No. BGS028 to allow for continuation of the work that has been agreed upon by existing task orders.

Four task orders totaling \$82,843.22 have been issued against Contract No. 37917 with Merryman Barnes Architects. Amendment No. 1 to Contract No. 37917 with Merryman Barnes Architects increased the contract amount by \$7,843.22 to allow for completion of work under Task Order No. 4. Work under task orders 1 through 3 have been completed. It is necessary to extend the contract expiration date to allow for the Fire Station 21 Temporary Housing project to be completed (Task Order No. 4). No additional funds are being added. Task Order No. 4 dated August 20, 2012 in the amount of \$14,975 allowed the Contractor to provide architectural services for the Fire Station 21 Temporary Housing project. Services included: Investigate zoning and building code requirements, provide design and construction documents, client meetings and permit submission.

Amendment No. 1 to Task Order No. 4 dated November 26, 2013 in the amount of \$8,167 allowed the Contractor to provide additional architectural services for the Fire Station 21 Temporary Housing project. Services included: Construction administration, client meetings and permit assistance.

Four task orders totaling \$74,562.50 have been issued against Contract No. 37921 with Otak. There is a balance of \$437.50 remaining on the contract balance. Work under task orders 1 through 3 have been completed. Work agreed upon with Task Order No. 4 has not been completed. It is necessary to extend the contract expiration date to allow for the North Precinct Police Activities League (PAL) Tenant Improvement project to be completed. Additional architectural services with Otak, Contract No. 37921, in the amount of \$6,300 are necessary to complete the North Precinct Police Activities League (PAL) Tenant Improvement project (Task Order No. 4). Additional services include: Provide specification manual, attend pre-bid, preconstruction and on-site meetings; and provide a final punch list with report write-up. New total task order amount will be \$16,300.

Task Order No. 4 dated November 13, 2012 in the amount of \$10,000 allowed the Contractor to provide architectural services for the North Precinct PAL project. Services included: Preparing existing conditions plans, demolition plans, and construction documents. Three existing doorways are to be demolished with new walls in-filled within the existing openings, a new ADA unisex restroom, coffee bar and a 10' x 12' private office with updated floor and wall finishes provided in the space.

Three task orders totaling \$60,650 have been issued against Contract No. 37942 with Scott Edwards Architecture, LLP. Work under task orders 1 and 2 have been completed. It is necessary to extend the contract expiration date to allow for the Central Precinct Interior Finishes project to be completed (Task Order No. 4). No additional funds are being added. A continuation of architectural services with Scott Edwards Architecture, LLP, Contract No. 37942 is necessary to complete the Central Precinct Interior Finishes project. Additional services include: Contract administration, client meetings and permit assistance. Total task order amount is \$34,650.

Task Order No. 3 dated April 23, 2012 in the amount of \$29,150 allowed the Contractor to provide architectural services for the Central Precinct Interior Finishes project. Services included: As built/research, design development, construction documents, permit/bid and construction administration.

Amendment No. 1 to Task Order No. 3 dated February 27, 2013 increased Task Order No. 3 by \$5,500 to allow for completion of the Central Precinct Interior Finishes project. Additional services included: First floor Captain's office; Madison Street entry, stairs and locker room, 14th floor kitchen and backdrop signage concept and design.

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 Office of Management and Finance/Facilities Services recommends that Contract No. 37917 with Merryman Barnes Architects be amended, Attachment 1, to extend the contract expiration date an additional three (3) months to June 30, 2013 to allow for completion of Phase II of the Fire Station 21 Temporary Housing project (Task Order No. 4).

The Office of Management and Finance/Facilities Services also recommends that Contract No. 37921 with Otak be amended, Attachment 2, to increase the contract amount \$5,862.50 and extend the contract expiration date an additional year to March 31, 2014 to allow for completion of North Precinct Police Activities League Tenant Improvement project (Task Order No. 4).

The Office of Management and Finance/Facilities Services also recommends that Contract No. 37942 with Scott Edwards Architecture, LLP be amended, substantially in conformance with Attachment 3, to increase the expiration date an additional six (6) months to September 15, 2013 to allow for completion of the Central Precinct Interior Finishes project (Task Order No. 3).

8. FINANCIAL IMPACT

There is no cost for the amendments with Merryman Barnes Architecture and Scott Edwards, LLP. These are time extensions only.

The cost of the amendment with Otak is \$5,862.50. Additional services are \$6,300; there is a balance of \$437.50 remaining on the contract.

9. RECOMMENDATION/ACTION REQUESTED

* Amend contracts with Merryman Barnes Architects, Otak (\$5,862.50), and Scott Edwards Architecture, LLP to allow for completion of existing projects. (Ordinance; amend Contract No's. 37917, 37921, 37942)