

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

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

1. Name of Initiator Jim Coker, Project Manager		2. Telephone No. 503-823-5348	3. Bureau/Office/Dept. OMF-Internal Business Services-Facilities Services
4a. To be filed (date):  May 2, 2013	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 Michael Willis Architects to increase contract amount by an \$82,655 to provide additional architectural and engineering services for new construction of the Emergency Coordination Center. (Ordinance; amend Contract No. 30000701)

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

To amend contract number 30000701 to provide additional architectural and engineering services for construction on the new Emergency Coordination Center

**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)?**

- City-wide/Regional       Northeast       Northwest       North  
 Central Northeast       Southeast       Southwest       East  
 Central City  
 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 legislation would increased the contract value by \$82,655, increasing the not to exceed

amount of the contract to \$1,344,172.91. Funding for the project exists in FY 2012-13 appropriations.

**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.

**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**

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

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**DATE:** March 17, 2013

**TO:** Mayor Charlie Hales

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

**FROM:** Jim Coker, Project Manager

**RE:** \* Amend contract with Michael Willis Architects to increase contract amount by \$82,655 to provide additional architectural and engineering services for new construction of the Emergency Coordination Center. (Ordinance; amend Contract No. 30000701)

**FOR MAYOR'S OFFICE USE  
ONLY**

Reviewed by Bureau Liaison

186035

1. **INTENDED THURSDAY FILING DATE:** May 9, 2013
2. **REQUESTED COUNCIL AGENDA DATE:** May 22, 2013
3. **CONTACT NAME & NUMBER:** Jim Coker, 3-5348
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 Michael Willis Architect's Contract No. 30000701 by \$82,655 to allow for final payment and completion of the subject project. The amendment will allow for payment of additional architectural and engineering services that include the following: Structural scope additional; video wall design and integration; additional geotechnical special inspections; and building commissioning.

ABHT, structural engineering firm, and Energy Performance Engineering (EPE), the commissioning agent, will be performing a significant part of this additional work. ABHT is a state-certified MBE and EPE is a state certified MBE/ESB.

A Request for Proposals for architectural and engineering services for new construction for the Emergency Coordination Center was issued on April 22, 2009. Six proposals were received on May 21, 2009. A selection committee reviewed the proposals and recommended award of contract to Michael Willis Architects as they were the highest scoring proposer.

Contract No. 30000701 provides for architectural and engineering services in the amount of \$957,819 to design a new Emergency Coordination Center facility directly adjacent to the existing Portland Communications Center located in southeast Portland. There are three main components of this project: a new Emergency Coordination Center building, new parking lot, and realignment of a section of SE Bush Street. Expiration date of Contract No. 30000701 was June 1, 2012.

The new building will serve as the City's Emergency Coordination Center and house the Portland Bureau of Emergency Management (PBEM), Portland Water Bureau (PWB) Emergency Management and Security staff.

Amendment No. 1 issued March 2011, increased the contract amount \$166,251.25 to allow for additional architectural and engineering services.

Amendment No. 2 (ordinance no. 185252), dated May 2, 2012, increased the contract amount \$86,767.66 and extended the expiration date to January 1, 2014 to allow for additional architectural and engineering services.

Amendment No. 3, dated April 2013, increased the contract amount \$40,680 to allow for additional architectural and engineering services.

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

The cost of the amendment is \$82,655 which is included in the FY 2012-13 budget.

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

Amend contract with Michael Willis Architects to increase contract amount by an \$82,655 to provide additional architectural and engineering services for new construction for the Emergency Coordination Center. (Ordinance; amend Contract No. 30000701)