

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): November 7, 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 Carleton Hart Architecture, PC to increase contract by \$4,990 to provide additional architectural and engineering services for Roof Replacement for Two Police Facilities. (Ordinance)

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

To amend contract number 30002200 with Carleton Hart Architecture, PC by increasing the contract by \$4,990 and extend the termination date through June 30, 2014 to provide additional architectural and engineering service for the Roof Replacement for Two Police Facilities project.

**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*.)

The total cost of the amendment is \$4,990 for a total Contract amount not to exceed \$143,125.00

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 2013-14 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)



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**CITY OF PORTLAND**  
OFFICE OF MANAGEMENT AND FINANCE

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

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**DATE:** October 17, 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 contract with Carleton Hart Architecture, PC to increase contract by \$4,990 to provide additional architectural and engineering services for Roof Replacement for Two Police Facilities. (Ordinance).

**FOR MAYOR'S OFFICE USE  
ONLY**

Reviewed by Bureau Liaison

1. **INTENDED THURSDAY FILING DATE:** November 14, 2013
2. **REQUESTED COUNCIL AGENDA DATE:** November 27, 2013
3. **CONTACT NAME & NUMBER:** Michael Riscica, 3-5060
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 increase Carleton Hart Architecture, PC's Contract No. 30002200 by \$4,990 and extend termination date to June 30, 2014 for the subject project. The amendment will allow for additional architectural and engineering services necessary for the Roof Replacement for Two Police Facilities project. The additional work at North Precinct and St. John's Training Building was unforeseeable during the planning of this project. The issues were uncovered after construction began.

During construction of the North Precinct roof replacement, several questions arose during the installation and use of the roofing materials due to several unique circumstances. Additional architectural services as follows are required for quality control to ensure the subcontractor is providing the best product and installation.

North Precinct Facility

- a. Two (2) additional site inspections of cap sheet installation
- b. Perform moisture testing of North Precinct roof, provide roof plan & memo
- c. Site visit with Soprema (roofing material manufacturer) to evaluate installation issues
- d. Additional time for roof manufacturer's quality issues
- e. Additional site visits for installation quality issues
- f. PRC (Professional Roofing Consultants) letter to Soprema requiring manufacturer's observation of installation

During demolition of the St. John's Training Building (Historic St. Johns City Hall) the structure supporting the bell on top of the roof was severely dry rotted. Additional architectural services as follows are required to provide architectural details to reframe a new bell support structure into the existing framing of the building.

St. John's Training Building

Additional detail for bell structure reconstruction

RFP No. FAC018 was issued April 28, 2011 for a contractor to provide architectural and engineering (A/E) services for Roof Replacement for Two Police Facilities. Four proposals were received on May 26, 2011. A selection committee reviewed the responses and recommended award of the contract to Carleton Hart Architecture, PC who was the highest scoring Respondent. The agreement amount was \$100,295 with an expiration date of August 21, 2013. Carleton Hart Architecture, PC is a state-certified MBE.

Amendment No. 1, dated February 9, 2012, increased the contract amount \$24,500 for a total contract amount of \$124,795 to allow for additional A/E services for the re-roof of a city-owned building located at 5420 NE 6<sup>th</sup> Avenue, Portland, more commonly known as the Walnut Park laundromat building.

Amendment No. 2, dated April 10, 2013, increased the contract amount \$13,340 for a total contract amount of \$138,135 to allow for additional A/E services as follows: extension of schedule for roofing installation at the Training Building, extension of schedule for window and cap sheet installation at the North Precinct Facility and boiler replacement at the Walnut Park Laundromat building.

The amendment extends the termination date through June 30, 2014.

**8. FINANCIAL IMPACT**

The cost of these services is \$4,990 and is covered in the 2013-14 budget.

**9. RECOMMENDATION/ACTION REQUESTED**

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