

IMPACT STATEMENT

Legislation title: * Authorize amendment with Bainbridge Design, Inc. in the total amount of \$8,000 to provide space planning services for Bureau of Development Services in the 1900 Building. (Ordinance; Amend Contract No. 30004037)

Contact name: Connie Johnson

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Presenter name: Connie Johnson, OMF Facilities Project Manager

Purpose of proposed legislation and background information:

Bureau of Development Services (BDS) asked OMF Facilities to assist with a tenant improvement project affecting four floors of the 1900 Building. The goal was to accommodate roughly 30 new hires as quickly as possible. To locate these new hires in their proper groups necessitated over 200 moves. The space planning, which began in April 2014, identified ten different phases of construction, space reconfiguration, and moves, which are planned for completion the end of January 2015.

Although there was a preliminary program and scope planning effort; scope for individual groups expanded to address new emerging needs. This required a space planning effort that increased in complexity and extended beyond the schedule originally anticipated.

Financial and budgetary impacts:

This ordinance will authorize a second amendment in the amount of \$8,000 on contract 30004037 with Bainbridge Design, Inc. This will create a new total contract amount of \$40,000, with an optimal confidence level rating. There are no foreseen long-term financial impacts, and no change in budget appropriation is required. This contract is related to a project that Facilities is managing on behalf of BDS, and therefore all contract costs will be passed through to BDS.

Community impacts and community involvement:

BDS is endeavoring to serve their customer based most effectively as the demand for their services dramatically increases. Additional staff and cohesive work groups should allow them to do so.

Budgetary Impact Worksheet**Does this action change appropriations?**

- ☐ **YES:** Please complete the information below.
☒ **NO:** Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount