



CITY OF PORTLAND
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TO: Jack D Graham, Chief Administrative Officer

FROM: Kirk Hall
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SUBJECT: GO Bond Independent Citizen Committee Quarterly Report
For the Period 1/1/2012 – 3/30/2012

DATE: May 3rd, 2012

With this memo, the Independent Citizen Committee (ICC) is pleased to convey its quarterly report to Jack D. Graham, the Chief Administrative Officer of the City of Portland. This report provides information through the quarter ending March 30, 2012.

The ICC has been holding quarterly meetings since its inception. In each meeting, City staff provides updates to the citizen members of the ICC about activities from the preceding fiscal quarter. Aaron Beck, OMF Business Operations Division, provides information about the status of the GO Bond fund, debt sales and expenditure projections. Then staff and/or POC members from each of the four GO Bond-funded projects (Fire Station 21, Fire Apparatus, Emergency Coordination Center, and PSSRP Radio project) provide updates on the progress of the respective projects.

The ICC members have reviewed the quarterly reports submitted by the Project Oversight Committees (POCs) to the ICC and we concur with their findings, which are summarized below.

1. Executive Summary

- a. Public Safety GO Bond Fund – Program budget and actual expenses
The fund is in sound financial condition. The program's financial needs are being met through GO Bond proceeds received from the first debt sale in May 2011. Each project is progressing according to its budget with no serious exceptions. While there are some delays in the progress of the different projects, this does not negatively impact the status of the overall fund.

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b. Project Oversight Committees

Each of the four projects is overseen by a citizen project oversight committee (POC). Each POC has reviewed and approved the quarterly reports sent to the ICC.

c. Projects – As of 3/30/2012, all four projects are on schedule, and within scope. Furthermore, except as specifically discussed below, the projects are progressing within budget.

It should be noted that each of the projects is operating within the constraints of their GO Bond-funded dollar limits, but each project potentially can bump up against that dollar limit. It is important to convey that the full list of apparatus, for example, or the full-blown design of Fire Station 21 may not be achievable within the limits of the bond fund. However, Fire is investigating the availability of grants and other funding sources to enable it to purchase all items on its original list.

Evaluation Metrics	Prior Rating	Direction Change	Current Rating	Comments
Apparatus				<ul style="list-style-type: none"> The construction of the two new fireboats has begun. The manufacturer is working with PF&R on final drawings and the actual physical construction should be starting in the next few weeks. The pre-construction conference was held at the manufacturer (Pierce Manufacturing) for the tractor drawn squad in mid-March. The construction process had been started.
Station 21				<ul style="list-style-type: none"> Anticipated date for the transfer of ownership of the Madison St. dock from Portland Development Commission (PDC) to Portland Parks & Recreation will occur by May 2012. Whelton Architecture is preparing the bid packages for the boathouse remodels, the additional pilings required, and for the new low-freeboard dock extension.

Evaluation Metrics	Prior Rating	Direction Change	Current Rating	Comments
Emergency Radio				<ul style="list-style-type: none"> The Feasibility and Alternatives, is in progress and is scheduled for presentation in the next quarter (April 12, 2012). This critical deliverable will set the stage for the development of a high level conceptual design which will lead to technical specifications used in the eventual Request for Proposal documents.
Emergency Coordination Center				<ul style="list-style-type: none"> Procurement Services rejected the initial lowest responsive bidder, Triplett Wellman, and awarded the contract to the second lowest responsive bidder, Emerick Construction. Triplett Wellman filed a protest which created a delay to the final contract award. The protest has now been resolved and City Council approved the construction contract with Emerick Construction on March 21, 2012.

Note: Rating legend is as follows:

-  **Green** - On target, good performance against plan.
-  **Yellow** - Caution, ability to meet project objectives may be threatened, may need intervention.
-  **Red** - Serious issues and/or go-live in jeopardy, intervention and/or corrective action needed.
-  **Up** - Positive changes outweigh negative.
-  **Equal** - No change, or positive changes offset by negative.
-  **Down** - Negative changes outweigh positive.

2. Major Accomplishments

- a. Apparatus – The heavy rescue apparatus and tractor-drawn aerial apparatus are in the process of being constructed. The fireboats are currently being constructed.
- b. Station 21 –The land and in-water surveys have been completed. The draft of the geotechnical report recommends a subsurface stabilization process called compaction grouting. The decision to stabilize just the underlying required areas of the Station 21 structure has been made by the Fire Chief.
- c. Emergency Radio –Chief Mike Reese and Director Lisa Turley have been added as co-sponsors, to the project, joining Chief Klum and CTO Mark Greinke. Mark Tanner has also been added to the project as a co-project manager with Karl Larson. The Project is also in the midst of determining the correct software and hardware that will be used for a Coverage analysis.
- d. Emergency Coordination Center – A construction contract with Emerick Construction was executed on 3/21/12.

3. Critical Issues and Risks

- a. Apparatus – Cost estimates for some of the apparatus are coming in higher than initially projected. To mitigate, Fire is applying for and receiving grants for additional funding; examining cost-savings within specs, and considering strategically timing the ordering and purchasing specific pieces of apparatus.
- b. Station 21 –The projected costs for the Station 21 renovation developed for the GO Bond budget did not take into consideration the costs for a new boathouse and modification of the dock. Because the boathouses and dock were not funded by the Bond request, cost benefit analyses were crucial for the decision-making for such issues as the extent of bank stabilization. The ICC noted the recent Council discussion that GO Bond Funds would not be used for construction of the new Campbell Firefighter Memorial at Fire Station 21, and received assurances from Fire that it was aware of this limitation and was complying with it in its design of Fire Station 21 and its plaza.
- c. Emergency Radio – The RPOC has lost one member, Shea Marshman, who resigned as an independent member after joining the Multnomah County Sheriff's Department, one of the Radio Project's largest stakeholders.
- d. Emergency Coordination Center – TriMet has requested the removal of additional parking spaces dedicated at the ECC. The project team is currently negotiating with Trimet.

4. Upcoming Milestones

- a. Apparatus – Work toward specifications for new fire engines and develop an RFP for identifying potential manufacturers for construction.
- b. Station 21 – Ongoing efforts to coordinate and keep permitting process on schedule; ongoing efforts to identify time- and cost-saving efforts related to the cost of the renovation of the boathouse and dock.
- c. Emergency Radio – The Alternatives and Feasibility presentation will be complete and direction set for the procurement of replacement equipment. Writing for the RFP will continue in the next quarter, with input from Federal Engineering on the conceptual design and the detailed specifications used in the RFP. A coverage workshop for the primary Stakeholders will be conducted during the next quarter as well.
- d. Emergency Coordination Center – Construction has begun on the building, with a project completion date of 10/1/13.