



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

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SUBJECT: GO Bond Independent Citizen Committee Quarterly Report
For the Period 3/30/2012 – 6/29/2012

DATE: August 6, 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 June 29, 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 6/29/2012, 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"> Satisfactory progress continues on construction of the two fireboats. Satisfactory progress continues on the Heavy Rescue Squad and Ladder Truck 3.
Station 21				<ul style="list-style-type: none"> PF&R requested a transfer of the remaining \$1.5M funds from the 1998 GO Bond to be used for the Station 21 project. In addition, proceeds from the planned sale of surplus property acquired with 1998 GO Bond will also be transferred to the Station 21 project. Approval from City Council is expected. The total funds from the 1998 GO Bond transfer are expected to cover the costs of the boathouse and pilings. The project received approval from the Corp of Engineers along with a majority of other Federal and State regulatory agencies to proceed with in-water construction. Approval from the National Marine Fisheries is still pending but expected.

Evaluation Metrics	Prior Rating	Direction Change	Current Rating	Comments
Emergency Radio				<ul style="list-style-type: none"> A section of the technical specifications concerning Microwave equipment is being re-drafted by Federal Engineering to more clearly explain our desire to utilize the majority of the existing Microwave equipment in the replacement system. The Technical Specifications were delivered at a much higher level of detail, using a Request for Proposal design that will greatly facilitate the City's completion of the RFP for publication, scheduled for November 15, 2012.
Emergency Coordination Center				<ul style="list-style-type: none"> Construction is underway with Emerick Construction for the new building, street, and site improvements, with completion expected in the fall of 2013. Construction is underway with Schommer & Sons for the new 150' telecommunications tower and footings, with completion in late summer of this year.

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 four rapid response vehicles have been received and are currently being equipped for PF&R at the city's Fleet Services. These vehicles are expected to be ready for service by September 1st.
- b. Station 21 –Portland Fire & Rescue (PF&R) and Portland Parks and Recreation (PP&R) reached an agreement concerning the use of the Madison St. Dock. A Memorandum of Understanding between PP&R and PF&R, along with the property transfer will be executed within the next 2 weeks. Also, Whelton Architecture completed 100% of the Schematic Design along with preliminary cost estimates.
- c. Emergency Radio –The sixth deliverable, Technical (functional) Specifications, was delivered in draft to the City on July 2, 2012, and is in review by staff, sponsors, and Subject Matter Experts.
- d. Emergency Coordination Center –A permit application submitted mid-June. 100% complete contract documents were completed 8/1/11.

3. Critical Issues and Risks

- a. Apparatus – Due to budget cuts, only two of the four rapid response vehicles will be staffed this year.
- b. Station 21 –The Type III Conditional Use – Land Use Review process includes neighborhood outreach and feedback opportunities. Any unexpected outcomes of this process may affect the project.
- c. Emergency Radio –There is potential for increased impact on the project schedule and cost for training of BOEC personnel on new dispatch consoles and BTS personnel on site infrastructure hardware if the procurement process leads to the selection of a non-incumbent solution. Also, there is potential for impact on the project schedule and cost if the selected solution requires tower and cabling space at tower sites that are currently loaded to or near capacity.
- d. Emergency Coordination Center –An infrastructure project by the Water Bureau near the intersection of Powell Boulevard and I-205, is also scheduled for construction in 2012. The increased volume of truck traffic entering and leaving the Water Bureau project site could negatively impact traffic circulation along SE Powell Blvd.

4. Upcoming Milestones

- a. Apparatus –Specifications for the new fire engines and tillered ladder trucks will be finalized in preparation for a competitive bid process.
- b. Station 21 –The station work will proceed with Design Development (DD) throughout July and August. By August 27th, 100% of the Design Development will be completed along with an updated cost estimate. The Construction Manager/General Contractor (CM/GC) is expected to be on board by the end of August to begin pre-construction services. By mid-September, it is expected that the CM/GC will provide a parallel cost estimated with the architect's cost estimator of the 100% DD which will allow time for value engineering if needed, prior to the Guaranteed Maximum Price (GMP) that the CM/GC will set.
- c. Emergency Radio –During the next quarter, the RFP creation will be finalized, with significant Legal and Procurement assistance, with additional consultation with Federal Engineering.
- d. Emergency Coordination Center –Completion of the telecommunications tower work is expected to occur by 8/15/12.