



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 6/29/2012 – 9/28/2012

DATE: November 13, 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 September 28, 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 9/28/2012, all four projects are on schedule, and within scope. Furthermore, except as specifically discussed below, the projects are progressing within budget.

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. Delivery of the first boat is expected by June 2013. • Satisfactory progress continues on the construction of the Heavy Rescue Squad. The project team completed the on-site mid-construction inspection in September and will be doing a final inspection on the week of October 22nd. • Satisfactory progress continues on the construction of the Tiller Ladder Truck (Truck #3). The project team will be doing a mid-construction inspection on the week of October 22nd. • The 4 Rapid Response Vehicles have been fully outfitted and are at Stations 7, 11, 19 and 30.

Evaluation Metrics	Prior Rating	Direction Change	Current Rating	Comments
Station 21				<ul style="list-style-type: none"> The Madison St. Dock property transfer from Portland Parks & Recreation to Portland Fire & Rescue is being finalized. PF&R's request to transfer the remaining funds from the 1998 GO Bond to the 2010 GO Bond is in process and expected within the next month. PF&R's request to surplus two properties acquired with the 1998 GO Bond was approved by City Council. PF&R has requested that the properties be sold and the proceeds be transferred to the Station 21 project. PF&R was awarded a FEMA Port Security Grant of \$800,000 to be used toward the construction of the boathouse.
Emergency Radio				<ul style="list-style-type: none"> The engineering analysis by Federal Engineering began in the last quarter of 2011. At this time, all six contractual deliverables have been accomplished and signed off by PSSRP and the Sponsors.
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 of the new 150' telecommunications tower is complete.

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 ready for service. The Heavy Rescue Squad and Tiller Ladder Truck (Truck #3) are currently under construction at Pierce Manufacturing. The project team will be conducting onsite inspections of these apparatus during the week of October 22nd. Satisfactory progress continues on the two fireboats. One fireboat is on-track for delivery next summer 2013; the second fireboat is expected to be completed in the fall of 2013.
Station 21 – Approval of Land Use Review and required permits. Selection of Skanska as Construction Manager/General Contractor (CM/GC). Selection of Hickey Marine Enterprises to begin construction of pilings. Successful grant award of \$800,000 toward boathouse.
- b. Emergency Radio –The sixth deliverable, Technical (functional) Specifications, was delivered and has been incorporated into the Request for Proposal (RFP) document now being prepared for Q4 publishing date, scheduled for November 15, 2012. Work is continuing on the RFP by PSSRP personnel, Procurement Services, and Legal.
- c. Emergency Coordination Center –Construction is underway with Emerick Construction for the new building, street, and site improvements, with completion expected in the fall of 2013. Construction of the new 150' telecommunications tower is complete.

3. Critical Issues and Risks

- a. Apparatus – Due to budget cuts, only two of the four rapid response vehicles will be staffed this year. The ICC was surprised that the Fire Department did not have sufficient staff to use two of the four rapid response vehicles that had been paid for by the bond measure, and asked Chief Janssens a number of questions about how this had occurred. Chief Janssens indicated the department was conducting only a pilot program with the rapid response vehicles, and might use the other rapid response vehicles at a future date if additional fire department personnel become available.
- b. Station 21 –Timing of the permit process for the temporary Station 21 building may affect the project schedule. The project's budget scenario improved with the award of the Port Security Grant, however until Skanska completes a comprehensive cost estimate, the budget for this project remains tentatively within budget.
- 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. Additionally, the timing is important as further impact may occur due to BOEC's restrictions on scheduling any activities that impact Operations personnel schedules between mid-April and mid-September. 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. This is being mitigated by evaluating the space requirements base on the Conceptual Design provided by Federal Engineering and the capacities for each tower site based on current tower load. BTS/Communications will also evaluate what unused equipment could be uninstalled to provide additional space. Additionally, the City has contacted the Tower owners for those leased for additional information on site condition. Most importantly, the City is currently working on a Scope of Work that will be used to have a detailed survey of all sites and towers completed prior to the RFP closing date in sufficient time to give responding vendors accurate information on the sites being used for the replacement project.
- d. Emergency Coordination Center –The project team continues to work through numerous technical changes as the ECC project progresses and approximately 17 change order requests have been approved for \$121,463 (as of 9/24/12). Twenty nine other changes are

being reviewed and processed for an additional approx. \$120,000. These are all normal and within industry standards for changes during construction.

4. Upcoming Milestones

- a. Apparatus –Acceptance of the Heavy Rescue Squad is expected by October 31, 2012. Acceptance of the Ladder Truck (#3) is expected by November 30, 2012.
- b. Station 21 –Skanska will provide a cost estimate of the upland portion of the project along with a constructability review. A fabricator will be selected to build the boathouse off-site. The new pilings will be installed. Construction of the temporary facility should be completed and Station 21 emergency responders should be operating out of the temporary facility. Salvage of the existing station should occur in December.
- c. Emergency Radio –All engineering tasks are on schedule.
- d. Emergency Coordination Center –Building construction continues to proceed on schedule. While completion of construction is expected in the fall of 2013, a 3-6 month shake-down period is anticipated between completion of construction and final move-in and beginning of operations. Final move-in and beginning of operations is anticipated by 1/1/14.