



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

Charlie Hales, Mayor  
Jack D. Graham, Chief Administrative Officer

Jane Braaten, Senior Business  
Operations Manager  
Business Operations  
1120 S.W. Fifth Avenue, Rm. 1250  
Portland, Oregon 97204-1912  
(503) 823-5665  
FAX (503) 823-5384  
TTY (503) 823-6868

---

**TO:** Jack D Graham, Chief Administrative Officer

**FROM:** Kirk Hall  
Nicolette Johnston  
Mick Seidl  
Steven Shane  
Scott Warnick

**SUBJECT:** GO Bond Independent Citizen Committee Quarterly Report  
For the Period 12/31/2012 – 3/29/2013

**DATE:** May 6, 2013

---

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 29, 2013.

The ICC has been holding quarterly meetings since its inception in February, 2011. In each meeting, City staff updates the citizen members about 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.

---

*An Equal Opportunity Employer*

*To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.*

[www.portlandonline.com/omf/operations](http://www.portlandonline.com/omf/operations)

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 3/29/2013, 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
<b>Apparatus</b>				<ul style="list-style-type: none"> <li>• The Heavy Rescue Squad was delivered to PF&amp;R.</li> <li>• The Tiller Ladder Truck (Truck #3) was delivered to PF&amp;R.</li> <li>• Satisfactory progress continues on construction of the two fireboats.</li> <li>• The contract delivery date for the two fireboats is October 15, 2014.</li> <li>• PF&amp;R CORE Leadership Team is currently evaluating the type and configuration of apparatus to best meet current delivery needs.</li> </ul>
<b>Station 21</b>				<ul style="list-style-type: none"> <li>• Portland Fire &amp; Rescue (PF&amp;R) accepted the offers for the two surplus properties on Barbur Blvd. (\$300,000) and Beaverton Hillsdale Hwy. (\$400,000). The proceeds will be applied to the Station 21 project.</li> <li>• A contract with Oregon Ironworks for the boathouse, in the amount of \$1,691,000, was approved by Council and construction of the floats is underway.</li> <li>• Skanska completed the second Design Development cost estimate and constructability review based on documents revised by Whelton Architecture to include a meeting room integrated into the station.</li> <li>• Installation of the temporary structures for Station 21 began; all the permitting and approvals needed have been granted.</li> </ul>

Evaluation Metrics	Prior Rating	Direction Change	Current Rating	Comments
Emergency Radio				<ul style="list-style-type: none"> <li>The RFP responses were received on March 1, 2013. Three vendors responded to the RFP solicitation: Motorola Solutions, TAIT Communications, and Harris Corporation. All three responses were deemed as sufficient for review by Procurement Services.</li> <li>The RFP responses and all related documents were distributed at a joint meeting of Technical Advisors and Evaluators on March 21<sup>st</sup>, and the evaluation process has been on-going since that time.</li> <li>BTS Communications has begun the coverage study for both on-ground and in-building comparison information, and we are awaiting those final results prior to the award date.</li> </ul>
Emergency Coordination Center				<ul style="list-style-type: none"> <li>Construction of the new building, street, and site improvements is approximately 60% complete with substantial completion expected in late summer to early fall of this year.</li> <li>Implementation of the technology components under the Bureau of Technology (BTS) scope of work is underway.</li> </ul>

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 Squad and Tiller Ladder Truck were delivered to PF&R and are undergoing equipment outfitting. The manufacture of the two fireboats is on schedule. PF&R CORE Leadership Team is currently evaluating the type and configuration of apparatus to best meet current service delivery needs.
- b. Station 21 –Upland Station 100% design development cost estimate is within budget. A meeting room was incorporated into the design. The Esplanade rerouting plan has been approved by PDOT and the Park Bureau. Permitting for the temporary Station 21 site is complete; foundation work is complete.
- c. Emergency Radio – The RFP responses were received on March 1, 2013. Three vendors responded to the RFP solicitation: Motorola Solutions, TAIT Communications, and Harris Corporation. All three responses were deemed as sufficient for review by Procurement Services. The RFP responses and all related documents were distributed at a joint meeting of Technical Advisors and Evaluators on March 21<sup>st</sup>, and the evaluation process has been on-going since that time. BTS Communications has begun the coverage study for both on-ground and in-building comparison information, and we are awaiting those final results prior to the award date.
- d. Emergency Coordination Center –Roof installation is complete and mech./elec./plumbing rough-in is almost complete. PGE conduit and vault installation is underway and elevator installation, insulation, drywall, and taping to begin soon.

## **3. Critical Issues and Risks**

- a. Apparatus –PF&R is currently facing budget and service delivery challenges. To meet the needs in this changing environment, PF&R is currently evaluating apparatus needs and replacement schedule.
- b. Station 21 –Potential Land Use Review appeals from neighborhoods. The building permit process delays the beginning of construction. High water delays the construction process. Unknown conditions below grade could prolong the work.
- c. Emergency Radio –Tower re-build and site work at Walters Hill: Walters Hill was purchased by the City of Portland in 2011. It was known that the building on the site needed to be replaced and the tower currently supporting the antennae at the site – a telephone pole – was inadequate for any future use. The City through a separate Project is working toward permits and tower work at that site. The citizens will have some concerns over the tower height that may delay use of that site. However, the City Radio project will closely monitor the project of the permits and the timing of the build at Walters Hill. Should it become evident that the site will not be ready at the time the schedule calls for installation of new equipment, we will work with the selected vendor and modify the schedule to work around the delay.
- d. Emergency Coordination Center –The project team continues to work through numerous technical challenges as the ECC project progresses and approximately 100 change order requests have been approved for \$570,000 (as of 4/1/13). Approximately 60 other changes are currently being reviewed and processed for an additional approx. \$500,000. These are all normal and within industry standards for changes during construction. During the design phase and prior to bidding, the ECC included a video display wall within the activation room. A video display wall includes numerous flat-panel screens in an array that can be remotely controlled to display a wide range of images from a variety of sources. Design phase cost estimates showed that the project was over budget so this item was replaced by an overhead projector and screen to reduce costs. This option greatly reduces the effectiveness and functionality for central display of information compared to a video display wall.

#### 4. Upcoming Milestones

- a. Apparatus –PF&R will finish equipment outfitting of the Heavy Rescue Squad and Tiller Ladder Truck (Truck 3) and evaluate the type and configuration of apparatus to best meet current service delivery needs before making any additional bond funded apparatus purchases.
- b. Station 21 –Proceed with Skanska into Contract Documents (CDs) where further detail to the design and the CM/GC's constructability reviews will potentially provide some cost savings. The next cost estimate is at 40% CDs, tentatively scheduled for April 24, 2013. Another cost estimate at 75% CDs, when the Guaranteed Maximum Price (GMP) is anticipated, is tentatively scheduled a month later. Demolition of the existing station will begin July 2013. Completion of the boathouse floats by April 30, 2013. Completion of the boathouse and on-site installation by August 30, 2013. Construction of the temporary facility should be completed by late April and Station 21 emergency responders should be operating out of the temporary facility by end of June or early July.
- c. Emergency Radio –During the 2<sup>nd</sup> quarter of 2013, the project will complete the review of the RFP responses, announce the intent to award of the Radio System Infrastructure contract to the selected vendor, and begin contract negotiations with that vendor. The coverage study for both ground coverage and in-building coverage will be completed and information incorporated into our discussions with the selected vendor.
- d. Emergency Coordination Center –Building construction continues to proceed on schedule. Substantial completion of construction is expected to occur in late summer to early fall of 2013. Occupancy may begin as early as late September with all move-ins completed by the end of December. The facility is expected to be fully operational after a 3-6 month shake-down period following substantial completion.