



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

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

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

**SUBJECT:** GO Bond Independent Citizen Committee Quarterly Report  
For the Period 04/01/13/2013 – 06/30/2013

**DATE:** October 11, 2013

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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 30, 2013.

The ICC has been holding quarterly meetings since its inception in February, 2011. In each meeting, City staff updates the citizen members on 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 06/30/2013, all four projects are on schedule, and within scope and budget.

Evaluation Metrics	Prior Rating	Direction Change	Current Rating	Comments
<b>Apparatus</b>				<ul style="list-style-type: none"> <li>• Outfitting of the Heavy Rescue Squad is completed. Apparatus is expected to be put in service in July 2013.</li> <li>• Outfitting of the Tiller Ladder Truck (Truck #3) is completed; apparatus was put in service in June 2013.</li> <li>• Satisfactory progress continues on construction of the two fireboats.</li> </ul>
<b>Station 21</b>				<ul style="list-style-type: none"> <li>• Portland Fire &amp; Rescue (PF&amp;R) accepted 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. The closing dates for both properties is on track and the sales should be finalized by September/October.</li> <li>• The 75% Contract Documents (CDs) were issued June 6<sup>th</sup> by the Design Team and Skanska is currently working on the cost estimate that will be used to develop the GMP or Guaranteed Maximum Price for the new station. The cost estimate/GMP will be presented to the Project Team July 9 per schedule.</li> <li>• The temporary facility consisting of a modular unit and an apparatus shelter has been completed. The final cost was approximately \$248,000, so \$42,000 can be reallocated to the budget. The target move-in date is August 13, 2013.</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 (Q1). 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 proposals were reviewed by a team of evaluators, assisted by a group of technical advisors. The teams consisted of City, County, and external experts, as well as citizen representation from the community. The process was extensive. After a thorough review by the evaluation team, a unanimous decision was to enter into negotiations with Motorola Solutions. A notice of Intent to Award was released on May 15th.</li> <li>• PSSRP, Procurement Services, and Legal have been engaged with Motorola in contract negotiations since the first of June. Sessions have been continuing and we project the contract to be approved by Council and signed by all parties around the end of September. This is in line with our current timeline. In order to accommodate the schedule, we will begin some pre-design activities in August.</li> <li>• BTS Communications is still in the process of a detailed coverage study. The “ground” coverage drive-by has been completed. We are awaiting building plans to complete the “in-building” coverage study of 10 (ten) selected buildings within the City limits.</li> </ul>

Evaluation Metrics	Prior Rating	Direction Change	Current Rating	Comments
Emergency Coordination Center				<ul style="list-style-type: none"> <li>Construction of the new building, street, and site improvements is approximately 80% complete with substantial completion expected in early September. Implementation of the technology components under the Bureau of Technology (BTS) scope of work is underway. The focus is beginning to transition from construction to operational issues, such as mail delivery and etc., and to tenant moves.</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 internal outfitting for both the Heavy Rescue Squad and the Tiller Ladder Truck is completed.
- b. Station 21 – Upland station 75% Contract Documentation completed. The second Land Use Review application of the upland stations has been approved. The early permit package for demolition and site work has been submitted. The temporary facilities are completed, and ready for occupancy. The boathouse float forms have been completed, on schedule, in April; the steel building package was delivered in June, two months ahead of schedule.
- c. Emergency Radio – The RFP responses were received on March 1, 2013 (Q1). 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 proposals were reviewed by a team of evaluators, assisted by a group of technical advisors. The teams consisted of City, County, and external experts, as well as citizen representation from the community. The process was extensive. After a thorough review by the evaluation team, a unanimous decision was to enter into negotiations with Motorola Solutions. A notice of Intent to Award was released on May 15th.

PSSRP, Procurement Services, and Legal have been engaged with Motorola in contract negotiations since the first of June. Sessions have been continuing and we project the contract to be approved by Council and signed by all parties around the end of September. This is in line with our current timeline. In order to accommodate the schedule, we will begin some pre-design activities in August.

- d. Emergency Coordination Center – Construction of the new building, street, and site improvements is approximately 80% complete with substantial completion expected in early September. Implementation of the technology components under the Bureau of Technology (BTS) scope of work is underway. The focus is beginning to transition from construction to operational issues, such as mail delivery and etc., and to tenant moves.

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

- a. Apparatus – The project timeline may experience a slight delay as a result of the Quint pilot project.
- b. Station 21 – The project contingency held by the City is under 10%, which is low. Normal contingency amount is closer to 15%; however, the CM/GC process was designed to substantially reduce the number of change orders over a design bid-build project which is the major drain on contingency.

Other risks include high water that delays the construction process and unknown conditions below grade that could prolong the work and add cost.

- 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. Since the City does not own all the tower sites, nor all the towers that are used by the radio system, potentially some sites could be unavailable to the new system. This could result in proposed technical solutions needing to be re-designed and/or some tower sites lease agreements needing to be renegotiated. Current information indicates that there are 5 or more towers that are over 90% loaded.

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.

- d. Emergency Coordination Center – None currently known.

#### 4. Upcoming Milestones

- a. Apparatus – Continue work of evaluating type and configuration of apparatus needs.
- b. Station 21 – Skanska develops and submits required safety-related protocols. Whelton Architecture finishes 100% CDs and submits for the building permit. The GMP is accepted and Skanska proceeds with an approved construction contract into construction. Emergency responders move into temporary facility August 13th.
- c. Emergency Radio – During the 3rd quarter of 2013, the project will complete the contract process with the selected vendor, and proceed with Detailed Design Review work. Detailed Design is expected to take six (6) months to complete. Work on the planned procurement of subscriber units will continue.

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.