

# **Independent Citizen Committee**

## **Public Safety General Obligation (GO) Bond**

**Date:**

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# Agenda

**PUBLIC SAFETY  
GENERAL OBLIGATION BOND  
INDEPENDENT CITIZEN COMMITTEE  
MEETING**

**February 6, 2013  
3:00PM - 5:00PM  
Rose Room, City Hall 3<sup>rd</sup> Floor**

**AGENDA**

- |    |   |              |
|----|---|--------------|
| 1. | Welcome                                     | 3:10 PM      |
| 2. | Committee Business                          | 3:10 PM      |
|    | – Approve Meeting Summary from November     |              |
| 3. | Introduce new ICC Citizen Member Mick Seidl | 3:15 PM      |
| 4. | Overall Program Financial Reporting         | 3:20 PM      |
| 5. | Review Project Status Reports               | 3:30-4:50 PM |
|    | – Apparatus                                 |              |
|    | – Station 21                                |              |
|    | – Emergency Radio System                    |              |
|    | – Emergency Coordination Center             |              |
| 6. | Questions/Next Steps                        | 4:55 PM      |

# **Previous Meeting Notes**

**Public Safety GO Bond Independent Citizen Committee  
Meeting Notes for Wednesday, November 7, 2012**

**ICC members present:** Kirk Hall, Nicolette Johnson, Scott Warnick, Steven Shane,

**ICC members absent:** Mick Seidl

**City staff present:** Greg Eisner, Chief Erin Janssens, Karl Larson, Aaron Beck, Frank Silva, Jeff Baer, Jim Coker, Doug Stickler, Ralph Smith, Carmen Merlo, Vinnie Puglia, Jay Guo, Connie Johnson

**Committee Business:**

- Minutes from August 1, 2012 meeting were discussed and approved.
- City staff presented financial spreadsheets on GO Bond Fund expenses to date. New projections will be available at the next ICC quarterly meeting.
- City staff presented updates on the four specific projects being funded.

**Follow Up Items:**

City staff to do the following:

- OMF staff to draft ICC quarterly report and send to ICC for review and approval
  - a. ICC Citizen Committee would like to the progress of projects documented, as such:
    - i. Type of project
    - ii. Cost of project
    - iii. Status: In design; Specs completed; on order; etc.
    - iv. If project has been completed
    - v. If project is not completed, the expected delivery date

Tasks to be accomplished via e-mail

ICC to do the following:

- Review quarterly report and edit or approve to be sent to CAO

**Next Quarterly Meeting (December 2012) Agenda Items**

- Review project reports from quarter ending December 31, 2012.

**Adjourn**

**Program, Budget, Actual Life-to-Date  
Expenses and Revenues**

**AND**

**Program Projection**

Public Safety GO Bond Fund  
 Program budget and actual life to date expenses and revenues  
 As per SAP

<u>Requirements</u>	Original budget	Current budget	Life to date	Balance
			actuals through Nov 2012	
Fire Station 21	\$7,900,000	\$10,998,000	\$732,865	\$10,265,135
Fire Apparatus	\$19,800,000	\$19,800,000	\$2,269,850	\$17,530,150
Emergency Coordinations Center	\$4,000,000	\$4,000,000	\$2,980,876	\$1,019,124
Public Safety Emergency Radio System	\$52,096,007	\$52,096,007	\$7,362,074	\$44,733,933
GO bond fund costs (General Fund Overhead)	\$625,000	\$625,000	\$11,136	\$613,864
Fire project management	\$575,000	\$377,000	\$0	\$377,000
Bond issuance costs	\$560,000	\$560,000	\$230,999	\$329,001
Program contingency	\$0	\$0	\$0	\$0
<b>TOTALS</b>	<b>\$85,556,007</b>	<b>\$88,456,007</b>	<b>\$13,587,800</b>	<b>\$74,868,207</b>
<u>Resources</u>				
Other cash for Public Safety Emergency Radio System	\$3,156,007	\$3,156,007	\$3,156,007	\$0
Public Safety Emergency Radio System replacement	\$10,000,000	\$10,000,000	\$10,000,000	\$0
GO bond proceeds (2010)	\$72,400,000	\$72,400,000	\$26,662,244	\$45,737,756
GO bond proceeds (1998)	\$0	\$1,500,000	\$1,500,000	\$0
Grants	\$0	\$800,000	\$0	\$800,000
Property sales	\$0	\$600,000	\$0	\$600,000
Miscellaneous	\$0	\$0	\$2,890	(\$2,890)
Interest earnings	\$0	\$0	\$253,143	(\$253,143)
<b>Total resources</b>	<b>\$85,556,007</b>	<b>\$88,456,007</b>	<b>\$41,574,284</b>	<b>\$46,881,723</b>



**Public Safety GO Bond Fund Projection**

<u>Requirements</u>	LTD actuals			
	FY 2012-13	Total FY 2013-14	Total FY 2014-15	Total FY 2015-16
Fire Station 21	\$3,542,361	\$6,707,633	\$1,239,009	\$0
Fire Apparatus	\$6,483,671	\$5,278,443	\$3,950,443	\$5,307,443
ECC	\$4,000,000	\$0	\$0	\$0
Public Safety Emergency Radio System	\$7,640,933	\$13,831,371	\$30,623,703	\$0
Admin Costs (Fund level requirements of GFOH, E	\$130,403	\$164,868	\$164,868	\$164,861
Fire project management	\$114,999	\$131,000	\$131,001	\$0
Bond issuance costs	\$230,999	\$329,001	\$0	\$0
Program contingency	\$0	\$0	\$0	\$0
<b>TOTALS</b>	<b>\$22,143,366</b>	<b>\$26,442,316</b>	<b>\$36,109,024</b>	<b>\$5,472,304</b>
Checktotal (S/B \$0)				

<u>Resources</u>				
Other PSSRP cash for 800 MHz radio system	\$13,156,007	\$0	\$0	\$0
Property sales (Station 21)	\$0	\$600,000	\$0	\$0
Grants (Station 21)	\$800,000	\$0	\$0	\$0
Grants (Apparatus)	\$1,220,000	\$0	\$0	\$0
GO bond proceeds (1998)	\$1,500,000	\$0	\$0	\$0
GO bond proceeds (2008)	\$26,662,244	\$46,228,756	\$0	\$0
Miscellaneous	\$2,890	\$0	\$0	\$0
Interest earnings	\$309,846	\$113,825	\$93,861	\$17,758
<b>Total resources</b>	<b>\$43,650,987</b>	<b>\$46,942,581</b>	<b>\$93,861</b>	<b>\$17,758</b>
Checktotal (S/B \$0)				

Beginning fund balance	\$0	\$21,507,622	\$42,007,887	\$5,992,724
Ending fund balance	\$21,507,622	\$42,007,887	\$5,992,724	\$538,178



# **Fire Apparatus Replacement Project**

## **Quarterly Summary and Finances**

**Fire Apparatus Replacement Project as of January 10, 2013**

<b>Project Status</b>		
Overall	<b>Green</b>	<ul style="list-style-type: none"> <li>• The Heavy Rescue Squad . was accepted for delivery. Additional outfitting by PF&amp;R will be performed before it is placed into service.</li> <li>• The Tiller Ladder Truck (Truck #3) was accepted, but the final inspection identified some minor issues that are being corrected at the factory.</li> <li>• Satisfactory progress continues on construction of the two fireboats. Delivery of the first boat is still expected by June 2013.</li> <li>• Specifications for the remaining 3 tiller ladder trucks were finalized; a Request for Proposals will be advertised in February.</li> </ul>
Schedule	<b>Green</b>	The Fire Apparatus Replacement Project is on schedule.
Cost	<b>Green</b>	The Fire Apparatus Replacement Project remains within budget.
Scope	<b>Green</b>	The Fire Apparatus Replacement Project remains within its scope.
Quality	<b>Green</b>	The Fire Apparatus Replacement Project's quality remains on-track.

**Narrative**

Meetings

The sixth Fire General Obligation Bond Project Oversight Committee (POC) meeting was held on October 10, 2012. At this meeting, the project team presented a summary of the project activities for the period ending December 30, 2012. The project's schedule, cost, scope and quality were reported on-track and no significant risks were identified.

Executive Summary

The project team visited Pierce Manufacturing to conduct the final inspections for the Heavy Rescue Squad and Tiller Ladder Truck (Truck #3). Both apparatus have been accepted. The Heavy Rescue Squad is on route to Portland and will remain out of service for approximately two months while it is outfitted by Portland Fire & Rescue. The Tiller Ladder Truck had some minor issues that were identified during the final inspection. These are being corrected at the manufacturer and the truck is expected to be transported to Portland by mid-January.

## Portland Fire & Rescue GO Bond Project Oversight Committee Report

Satisfactory progress continues on the two fireboats. One fireboat is on-track for delivery in the summer of 2013; the second fireboat is expected to be completed in the fall of 2013.

The technical specifications for the remaining tiller ladder trucks (also known as tractor-drawn aerials) have been finalized. The next step is to prepare the solicitation and issue a request for proposals (RFP). The RFP for the ladder trucks is expected to be advertised in February.

### Major timelines / milestones

Final inspections for the Heavy Rescue Squad and Tiller Ladder Truck were completed and the two apparatus were accepted

### Project status / highlights / accomplishments

Technical specifications for the remaining Bond-funded tiller ladder trucks were finalized

### Project risks / issues

No risks or issues anticipated at this time

### Problems encountered / how they were dealt with

No problems have been encountered

### Next steps / next quarter projections

Initiate the procurement process for the tiller ladder trucks

Fire and Emergency Apparatus Replacement  
 Financial status report for independent citizen committees

	Current Budget	LTD* actuals (through Dec 2012)	Remaining balance
<b>REQUIREMENTS</b>			
Direct costs			
11 Engines	\$7,392,000	\$0	\$7,392,000
4 Ladder Trucks Subtotal	\$5,764,000	\$1,059,662	\$4,704,338
3 Brush Vehicles Subtotal	\$669,000	\$0	\$669,000
2 Air Units	\$1,314,000	\$0	\$1,314,000
2 Fire Boats	\$3,588,000	\$1,800,842	\$1,787,158
1 Water Tender	\$628,000	\$0	\$628,000
1 Dive Apparatus	\$215,000	\$0	\$215,000
1 Heavy Rescue Squad	\$1,200,000	\$1,127,178	\$72,822
4 Rapid Res Med Vehicles	\$250,000	\$221,831	\$28,169
<b>Total direct costs</b>	<b>\$21,020,000</b>	<b>\$4,209,513</b>	<b>\$16,810,487</b>
Indirect costs			
Project Management Costs	\$377,000	\$0	\$377,000
<b>Total indirect costs</b>	<b>\$377,000</b>	<b>\$0</b>	<b>\$377,000</b>
<b>Subtotal</b>	<b>\$21,397,000</b>	<b>\$4,209,513</b>	<b>\$17,187,487</b>
Contingency		\$0	
<b>Total Requirements</b>	<b>\$21,397,000</b>	<b>\$4,209,513</b>	<b>\$17,187,487</b>
<b>RESOURCES</b>			
GO bonds	\$20,177,000	\$2,989,513	\$17,187,487
Grants*	\$1,220,000	\$1,220,000	\$0
Blank	\$0		\$0
<b>TOTAL</b>	<b>\$21,397,000</b>	<b>\$4,209,513</b>	<b>\$17,187,487</b>

\* Life to date (LTD)

**Fire Station 21 Project**  
**Quarterly Summary and Finances**

**Fire Station 21 Project as of January 10, 2013**

Project Status		
Overall	Green	<ul style="list-style-type: none"> <li>• The Madison St. Dock property ownership transfer took place directly between Portland Development Commission and Portland Fire &amp; Rescue (PF&amp;R) at no expense to PF&amp;R.</li> <li>• The City received offers for the PF&amp;R surplus properties on Barber Blvd. (\$300,000) and Beaverton Hillsdale Hwy. (\$400,000). If the sales go through, the proceeds will be applied to the Station 21 project.</li> <li>• The work needed for the new boathouse pilings is complete.</li> <li>• The FEMA Port Security Grant of \$800,000 toward the construction of the boathouse was formally authorized, however a condition of the grant requires that funds be used by April 30, 2013, which forces a fast track on the boathouse construction.</li> <li>• A Request for Proposals (RFP) for the boathouse was advertised in October and only one proposal was received from Oregon Ironworks.</li> <li>• A contract with Oregon Ironworks for the boathouse, in the amount of \$1,691,000, was negotiated and is awaiting formal authorization from City Council on January 23<sup>rd</sup>. The timing of City Council's approval, along with the expiration of the Port Security Grant pose a risk to the project's budget if the grant funds expire before required boathouse work is completed.</li> <li>• Skanska completed the first cost estimate and constructability review based on the 100% Design Development documents prepared by Whelton Architecture. Original estimate was \$1.2M over budget but, a value engineering exercise brought the budget down to within \$200,000. The project now proceeds to Contract Documents with Skanska where further detail to the design and budget will be developed.</li> </ul>



Portland Fire & Rescue GO Bond Project Oversight Committee Report

		<ul style="list-style-type: none"> <li>Installation of the temporary structures for Station 21 began; all the permitting and approvals needed are close to being granted. PF&amp;R took possession of the modular building donated by the City of Gresham. Expected completion of the temporary Station 21 is mid-March</li> </ul>
Schedule	Yellow	The project continues to remain tentatively on schedule. The timing of City Council's authorization of the boathouse contract will delay the boathouse construction and potentially jeopardize the boathouse funding from Port Security Grant.
Cost	Yellow	The project remains tentatively within budget. The latest cost estimates are slightly over budget, but it is hoped that the next process with the Construction Manager/General Contractor (CM/GC) will result in a cost savings. Additionally, the boathouse budget may be affected if Port Security Grant funds expire before required boathouse completion.
Scope	Green	The project remains within its scope.
Quality	Green	The project's quality remains on-track.

**Narrative**

Meetings

The sixth Fire General Obligation Bond Project Oversight Committee (POC) meeting was held on October 10, 2012. At this meeting, the project team presented a summary of the project activities for the period ending December 30, 2012. The project's scope and quality were reported on-track, however some risks were identified with the project's schedule and cost.

Executive Summary

Significant progress continues on the Station 21 project. In this last quarter, Portland Fire & Rescue (PF&R) finally obtained ownership of the Madison St. dock that allows the bureau to proceed with its plans to make necessary alterations to the public dock. Work to finalize the design of the Station 21 continues with Skanska and Whelton Architecture. The latest design allows for a community meeting room, a desired amenity for the area neighborhoods that PF&R hoped to make possible. Skanska, the Construction Manager/General Contractor (CM/GC), provided its first cost estimates based on 100% Design Documents prepared by Whelton Architecture. Their estimate was approximately \$1.2 million over budget but a value engineering exercise brought the figure down to within \$200,000 of the project's budget. To reach this figure, the program and operational requirements of the station were left intact, but difficult decisions had to be made. The project now proceeds to the Contract Documents (CD) phase where further detail to the design and the CM/GC's constructability

## Portland Fire & Rescue GO Bond Project Oversight Committee Report

reviews will potentially eliminate the \$200,000 delta. The next cost estimate is at 40% of the Contract Documents and is tentatively scheduled for mid-March.

The Port Security Grant from FEMA was formally authorized after PF&R received a favorable review of the environmental and historical site impacts. This grant comes from 2008 fiscal year FEMA funds and must therefore be used by April 30, 2013.

The City opened the public solicitation (Request for Proposals) for the construction and installation of a boathouse in October and received only one proposal from Oregon Ironworks of Clackamas. PF&R staff worked with Oregon Ironworks to negotiate the price at \$1,691,000 and two major benchmarks: 1) completion of the floats by April 30, 2013 which aligns with the Port Security Grant provisions and deadline, and 2) completion of the building and on-site installation no later than August 30, 2013. An ordinance to authorize the contract with Oregon Ironworks is scheduled before City Council on January 23<sup>rd</sup>. It is hoped that the timing of this ordinance will not significantly delay the boathouse floats construction and jeopardize receipt of the \$800,000 grant funding.

The work to install the temporary Station 21 facility has begun and should be completed by mid-March. All the necessary permitting and approvals for the temporary structures are close to being granted; the discovery of a large buried concrete slab and railroad tracks at the site complicated and delayed the permitting process. Once the installation is complete, interior improvements to the structures will be necessary before the Station 21 emergency responders can move into the facilities. It is expected that the temporary Station 21 will be operational by the end of April 2013. The City advertised the existing Station 21 site for salvage but there was no interest. Demolition of the existing station will begin July 2013.

Finally, the City has received offers for the two PF&R surplus properties recently placed on the market. Together the proceeds of these two properties could bring \$600,000 to \$700,000 to the Station 21 project as planned.

### Major timelines / milestones

- A successful initial value engineering process allows proceeding from design development to contract documents
- A contract was successfully negotiated with Oregon Ironworks to fabricate floats and the upper structure for the new boathouse

### Project status / highlights / accomplishments

- Pilings work completed within in-water construction period
- Latest Station 21 design allows for a community meeting room
- PF&R took possession of the modular building from the City of Gresham that will be outfitted as the temporary Station 21 facility

## Portland Fire & Rescue GO Bond Project Oversight Committee Report

- PF&R obtained the ODOT property for the temporary Station 21 site at a zero cost lease
- Architectural firm hired to do the planning and permitting for the temporary Station 21 site

### Project risks / issues

Timing of City Council's approval of the boathouse contract will delay the construction of the boathouse and may jeopardize PF&R's opportunity to use Port Security Grant funds to offset the cost of the boathouse due to the grant's April 30, 2013 expiration.

### Problems encountered / how they were dealt with

The project team continues to work proactively to mitigate any known or potential risks by initiating and maintaining communications with key stakeholders.

### Next steps / next quarter projections

- 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 mid-March.
- Another cost estimate at 75% CDs, when the Guaranteed Maximum Price (GMP) is anticipated, is tentatively scheduled for mid-April
- 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 mid-March and Station 21 emergency responders should be operating out of the temporary facility by end of April

**Fire Station 21**  
**Financial status report for independent citizen committees**  
**MFOP000038/B70011 and B70012**

	Account	Current budget	LTD actuals (through Nov 2012)	Remaining balance
<b>Requirements</b>				
<b>Direct costs</b>				
Construction-Station	563300	\$5,664,000	\$0	\$5,664,000
Construction-Boathouse	563300	\$1,898,000	\$0	\$1,898,000
Temporary structure	525000	\$300,000	\$0	\$300,000
Telecomm	651511	\$73,000	\$11,254	\$61,746
RACC art	549000	\$162,000	\$0	\$162,000
<b>Total direct costs</b>		<b>\$8,097,000</b>	<b>\$11,254</b>	<b>\$8,085,746</b>
<b>Indirect costs</b>				
Professional services	521000	\$1,124,000	\$440,119	\$683,881
Facilities Services hours	651306	\$879,000	\$202,190	\$676,810
Permits and fees	549000	\$358,000	\$20,510	\$337,490
Miscellaneous	549000	\$31,000	\$58,791	(\$27,791)
<b>Total indirect costs</b>		<b>\$2,392,000</b>	<b>\$721,610</b>	<b>\$1,670,390</b>
<b>Subtotal</b>		<b>\$10,489,000</b>	<b>\$732,865</b>	<b>\$9,756,136</b>
<b>Contingency</b>	571100	\$1,000,000	\$0	\$1,000,000
<b>Total</b>		<b>\$11,489,000</b>	<b>\$732,865</b>	<b>\$10,756,136</b>
<b>Resources</b>				
GO bonds (2010)-Original for Station21		\$8,098,000	\$2,968,000	\$5,130,000
GO bonds (2010)-Transfer from Apparatus project/interest earnings		\$491,000	\$0	\$491,000
GO bonds (1998)		\$1,500,000	\$1,500,000	\$0
Miscellaneous		\$0	\$2,890	(\$2,890)
Grants		\$800,000	\$0	\$800,000
Property sales		\$600,000	\$0	\$600,000
<b>Total</b>		<b>\$11,489,000</b>	<b>\$4,470,890</b>	<b>\$7,018,110</b>

# **Radio Replacement Project**

## **Quarterly Summary and Finances**

## **Radio Replacement Project Oversight Committee Report as of December 31, 2012**

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*Please note: The following is update information on the project's status and performance only for the quarter from October 1 through December 31, 2012.*

*The Citizen Oversight Committee met once during this quarter while the RFP was out and the Project Office was waiting proposals returns. The RPOC will meet resume meetings in February, 2013.*

### **Project Status / Highlights / Accomplishments**

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. Those deliverables are:

- Existing Inventory and Assessment

- Stakeholder Needs Analysis

- Requirements Definitions

- Feasibility Analysis

- Conceptual Design

- Technical Specifications

The sixth deliverable, Technical (functional) Specifications, was delivered and has been incorporated into the Request for Proposal (RFP) document.. That RFP was issued on November 21, 2012. A mandatory Pre-Bid meeting was held on December 12, 2012, with approximately 6 vendors represented. After the morning session, a tour of three radio sites provided an overview of the site conditions that will generally be found at each of the City of Portland radio infrastructure facilities.

A series of questions have been received, and an initial addendum (Addendum #1) was issued to the vendors on December 21, 2012, answering all questions but one. The individual question that will be answered in a subsequent addendum concerned the number and location of buildings to be tested for a baseline of coverage inside buildings. That list has now been prepared and will be incorporated in a future addendum. No other questions have been forth-coming from the vendors at this time.

Federal Engineering (FE) is continuing to assist the City in RFP review and will participate as a consulting body during selection and contract negotiations. FE has provided guidance on tower location conditions and potential site restrictions due to facility space or tower space. At this time, no additional action on tower survey or site survey will be taken until such time as we can determine design responses from the vendor community.

The Project still remains within expected budget norms.

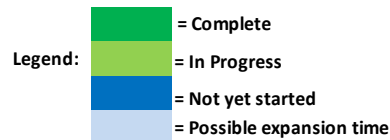
Stakeholder briefings continue to occur. The next regularly scheduled general meeting for the primary group of users in January 31, 2013.

## Major Timelines / Milestones

All engineering tasks are on schedule.

Portland Public Safety Radio Replacement Project - Summary Time Line

Major Task	2011	2012				2013				2014		2015	
		Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-DEC	Jan-Jun	Jul-Dec	Jan-Jun	Jul-Dec
Collect/Update Inventory Data	Complete												
Hire Engineering Consultant	Complete												
Perform Engineering Analysis		In Progress	In Progress	In Progress									
Procure System			In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	Possible expansion time				
Subscriber Unit Procurement Process										Possible expansion time	Possible expansion time	Possible expansion time	Possible expansion time
Implement system										Possible expansion time	Possible expansion time	Possible expansion time	● < 3/2015



## Project Risks / Issues / Problems

The following review highlights the main risks being identified on the project that may affect schedule and/or costs. (This list remains consistent with Q3 reports).

**Risk:** 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.

**Mitigation:** The RFP will require the proposing vendors to submit a training plan for all relative personnel which addresses the city's training needs and meets the project schedule time frames and restrictions. Based on the chosen solution, the Radio Project Schedule will be adjusted to accommodate all necessary training.

**Risk:** 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 and 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.

**Mitigation:** Proceed to evaluate the space requirements base on the Conceptual Design provided by FE 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. .

**Risk:** BOEC must upgrade all its PC workstations to Windows 7 not later than April 2014. The schedule to complete this software upgrade could coincide with the radio project's schedule to upgrade or replace the radio consoles on the BOEC Operations Floor. Collision of these two scheduled changes could introduce a significant disruption to the BOEC Ops floor.

**Mitigation:** Project Managers will coordinate with BTS Deployment, BTS IT Services Manager at BOEC and BOEC Operations Manager to minimize the impact of these changes on BOEC Operations.

### **Next Steps / Next Quarter Projections**

During the next quarter, answers to any RFP questions will be prepared and sent out as addenda. Project Managers are also working on finalizing the evaluation committee and will be calling preliminary meetings to address any concerns prior to the closing date (March 1, 2013). Coverage analysis of current baseline coverage for both street level and a sampling of in-building coverage for comparison on vendor proposals and eventual actual coverage of the completed radio system has begun.



Public safety emergency radio system  
 Financial status report for independent citizen committees  
 MFCPS00002 and 500008






Accounts	Description	Current budget	LTD actuals Sept 2012	500008		LTD actuals (through Nov 2012) after closing	Remaining balance*
				500002 Stabilization	Replacement		
				Oci/Nov Expenses			
<b>Requirements</b>							
511100	Full-time Employees	\$1,100,488	\$504,034	\$0	\$31,511	\$535,545	\$584,921
511300	Part-time Employees	\$1	\$851	\$0	\$0	\$851	(\$850)
512000	Overtime	\$0	\$708	\$0	\$0	\$708	(\$708)
513000	Premium Pay	\$45	\$98	\$0	\$7	\$103	(\$58)
514000	Benefits	\$373,835	\$157,327	\$0	\$9,931	\$187,258	\$206,377
<b>Total</b>	<b>Personnel Services</b>	<b>\$1,474,147</b>	<b>\$822,814</b>	<b>\$0</b>	<b>\$41,450</b>	<b>\$704,284</b>	<b>\$789,884</b>
521000	Professional Services	\$0,828,282	\$3,883,188	\$0	\$7,588	\$3,890,754	\$8,135,528
522000	Utilities	\$0	\$0	\$0	\$0	\$0	\$0
523000	Equipment Rental	\$0	\$0	\$0	\$0	\$0	\$0
524000	Repair & Maintenance Services	\$0	\$0	\$0	\$0	\$0	\$0
529000	Miscellaneous Services	\$1,800,350	\$33,738	\$0	\$0	\$33,738	\$1,766,614
531000	Office Supplies	\$113	\$113	\$0	\$0	\$113	\$0
532000	Operating Supplies	\$2,284,311	\$2,250,594	\$0	\$0	\$2,250,594	\$13,717
532350	Computer Supplies - software	\$0	\$0,874	\$0	\$0	\$0,874	(\$0,874)
532355	Computer Supplies - hardware	\$0	\$4,877	\$0	\$0	\$4,877	(\$4,877)
533000	Repair & Maintenance Supplies	\$0	\$0	\$0	\$0	\$0	\$0
534000	Minor Equipment & Tools	\$10,108,152	\$110,954	\$0	\$0	\$110,954	\$10,007,198
535000	Clothing & Uniforms	\$0	\$0	\$0	\$0	\$0	\$0
539000	Other commodities (external)	\$50	\$309	\$0	\$0	\$309	(\$259)
541000	Education	\$5,089	\$0	\$0	\$0	\$0	\$5,089
542000	Travel (In-town/Out-of-town)	\$43,812	\$28,281	\$0	\$88	\$28,347	\$17,465
544000	Space Rental	\$0	\$0	\$0	\$0	\$0	\$0
548000	Operating Lease	\$0	\$0	\$0	\$0	\$0	\$0
549000	Miscellaneous	\$10,249	\$10,249	\$0	\$0	\$10,249	\$0
<b>Total</b>	<b>External Materials &amp; Services</b>	<b>\$33,058,408</b>	<b>\$6,129,175</b>	<b>\$0</b>	<b>\$7,832</b>	<b>\$6,136,807</b>	<b>\$28,021,601</b>
851100	Fleet Services	\$0	\$0	\$0	\$0	\$0	\$0
851200	Printing & Distribution	\$178	\$234	\$0	\$0	\$234	(\$58)
851300	Facilities Services	\$0	\$804	\$0	\$57	\$861	(\$804)
851400	EBS Services	\$0	\$0	\$0	\$0	\$0	\$0
851500	Technology Services	\$1,018,304	\$519,907	\$0	\$0	\$519,907	\$498,397
851800	Insurance	\$0	\$0	\$0	\$0	\$0	\$0
852000	Bureau to Bureau Interagency	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>Internal Materials &amp; Services</b>	<b>\$1,018,480</b>	<b>\$520,945</b>	<b>\$0</b>	<b>\$57</b>	<b>\$521,002</b>	<b>\$497,478</b>
583000 / 589830	Capital Equipment	\$12,357,547	\$0	\$0	\$0	\$0	\$12,357,547
<b>Total</b>	<b>Capital Outlay</b>	<b>\$12,357,547</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,357,547</b>
551000	Debt Retirement	\$0	\$0	\$0	\$0	\$0	\$0
555000	Debt Interest	\$0	\$0	\$0	\$0	\$0	\$0
557000	Debt Issuance	\$0	\$0	\$0	\$0	\$0	\$0
571100	General Operating Contingency	\$4,187,425	\$0	\$0	\$0	\$0	\$4,187,425
573000	Equipment Cash Transfers	\$0	\$0	\$0	\$0	\$0	\$0
850010 / 589981	General Fund Overhead	\$0	\$0	\$0	\$0	\$0	\$0
850020 / 589984	Other Cash Transfers	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>Other</b>	<b>\$4,187,425</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,187,425</b>
<b>Grand Total</b>		<b>\$52,008,007</b>	<b>\$7,312,934</b>	<b>\$0</b>	<b>\$49,139</b>	<b>\$7,382,073</b>	<b>\$44,735,935</b>
<b>Resources</b>							
CO bonds		\$38,940,000	\$4,753,938	\$0	\$0	\$4,753,938	\$34,186,062
Project cash		\$13,158,007	\$2,558,996	\$0	\$49,139	\$2,608,135	\$10,549,872
<b>Total</b>		<b>\$52,098,007</b>	<b>\$7,312,934</b>	<b>\$0</b>	<b>\$49,139</b>	<b>\$7,382,073</b>	<b>\$44,735,934</b>






# **Emergency Coordination Center Project**

## **Quarterly Summary and Finances**

# Emergency Coordination Center Quarterly Report

Project summary for the period ending December 31, 2012		
<b>Overall:</b>		Construction of the new building, street, and site improvements is approximately 40% complete with substantial completion expected in late summer to early fall of 2013. Implementation of the technology components under the Bureau of Technology (BTS) scope of work has begun as the building's floor plan takes shape.
<b>Schedule:</b>		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.
<b>Cost:</b>		Since the start of construction, change order requests have been approved for \$322,350 under the building construction contract and \$127,574 under the Bureau of Technology Services agreement. These changes are well within anticipated additional costs and project contingency.
<b>Scope:</b>		Project remains within scope.
<b>Quality:</b>		Quality on-track per requirements stated in the drawings and specifications.

Quarterly Project Summary	Prior Rating	Current Rating	Change	Problems Encountered / How They Were Dealt With
The building floor slab and erection of the steel structure is complete and mechanical, electrical, and plumbing rough-in is underway along with installation of interior and exterior wall studs.				The project team continues to work through numerous technical challenges as the ECC project progresses and approximately 31 change order requests have been approved for \$449,924 (as of 12/31/12). 35 other changes are currently being reviewed and processed for an additional approx. \$232,000. These are all normal and within industry standards for changes during construction.

# Emergency Coordination Center Quarterly Report

## PROJECT NARRATIVE

The ECC serves as a multiagency coordination entity that supports the on-scene response to an emergency. It is the centralized location that:

- Coordinates, collects, monitors and distributes damage information and assess impacts.
- Develops overall strategies and policies in support of emergency response and recovery efforts.
- Coordinates the allocation and management of scarce resources based on incident priorities.
- Documents all communications, decisions, activities, and the deployment and tracking of resources.
- Coordinates emergency public information with and among governmental agencies, private sector, community based organizations (CBO)/non-governmental organizations (NGO) and initiates alert and warnings and provide public messaging to the media and general public including issuance of protective action recommendations.

The ECC will co-locate the Portland Bureau of Emergency Management, Portland Water Bureau Emergency Management and Water Bureau Security.

### A. Project Oversight Committee (POC) meetings

July 25, 2012

October 3, 2012

January 9, 2013

April 3, 2013

July 3, 2103

October 2, 2013

### B. Major timelines / milestones

1. Permit application submitted mid-June 2011.
2. 100% complete contract documents completed 8/1/11.
3. The bid phase was complete and bids were opened in December 2011 with all bids under the construction cost estimate.
4. A construction contract with Emerick Construction was executed on 3/21/12 and a Notice to Proceed issued on 4/2/12 with a project completion date (issuance of Certificate of Substantial Completion\*) of 10/1/13.  
\*Note: Substantial Completion occurs at the beginning of the "punchlist" phase. Construction of a new building is not considered 100% complete until issuance of the "Certificate of Final Completion" which occurs when all punchlist items are completed. Usually, building occupants can move in sometime between substantial and final completion.
5. Construction started on-site in mid-April and Phase I (new street construction) and tower footings were completed on 6/22/12. Phase II of construction (building and site improvements) commenced on this date. Phase II required the closure of the 911 Center's main pedestrian entry point

# Emergency Coordination Center Quarterly Report

and its relocation to the north end of the building. Phase II also involved removal of the 911 Center's south parking lot and an on-street parking program was implemented to replace the lost parking spaces during construction.

6. The telecommunications tower work was completed in mid-August.
7. The building floor slab and erection of steel structural frame were completed in late 2012.

## C. Project risks / issues

1. An infrastructure project by the Water Bureau near the intersection of Powell Boulevard and I-205 – the Kelly Butte Storage Improvement Project which will replace the existing water tank with a new buried 25 MG reservoir – 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.  
The Kelly Butte project is experiencing a slow start and heavy truck traffic is not anticipated to begin on SE Powell for several months. Most work at the ECC project that relies on significant truck transportation will be mostly completed this fall, so overlapping transportation-related issues are now considered to be minimal.
2. The project team continues to address numerous technical challenges that are typical for a project of this scope and complexity, and no singular significant risks or issues are currently foreseen.

ECC  
Financial status report for independent citizen committees  
MFOP/B00001 and B00014

Asset/project line item	Account	Current budget	LTD actuals (through Nov 2012)	Remaining balance
Land	56XXXX	\$1,500,000	\$1,500,000	\$0
<b>Building</b>				
<u>Hard costs</u>				
Construction Services	563300	\$10,672,350	\$2,901,619	\$7,770,731
Furniture fixtures and equipment	534000	\$402,833	\$0	\$402,833
Moves	529000	\$50,000	\$0	\$50,000
ComNet / IT	651511	\$1,673,655	\$327,067	\$1,346,588
Other	529000	\$270,000	\$0	\$270,000
Percent for Art	549000	\$220,333	\$220,000	\$333
Total for hard costs		\$13,289,171	\$3,448,686	\$9,840,485
<u>Soft Costs:</u>				
Professional services:	521000	\$1,654,149	\$1,250,266	\$403,883
City staff time				
Project Management	651306	\$713,172	\$356,539	\$356,633
Maintenance technician	651307	\$10,000	\$1,835	\$8,165
BTS Design phase cost	651511	\$64,066	\$64,066	\$0
WB design and constrction phase cost	652529	\$150,000	\$100,000	\$50,000
Subtotal City staff time		\$937,238	\$522,440	\$414,798
Permits, fees, misc and overhead				
Permits & fees	549000	\$395,591	\$327,418	\$68,173
Misc	549000	\$111,923	\$111,923	\$0
General Fund Overhead	601020	\$145,650	\$145,650	\$0
Subtotal permits, fees, misc and overhead		\$653,164	\$584,990	\$68,174
Total for building		\$16,533,722	\$5,806,383	\$10,727,339
Contingency	571100	\$1,814,821	\$0	\$1,814,821
Total for project		\$19,848,543	\$7,306,383	\$12,542,160
Checktotal		\$0	\$0	
<b>Resources</b>				
Facilities				
IA's with customers (originally intended for debt service)				
FY 2009		\$350,000	\$350,000	\$0
FY 2010		\$350,000	\$350,000	\$0
FY 2011		\$350,000	\$350,000	\$0
FY 2012		\$0	\$0	\$0
Debt sales (with debt service covered by Facilities IA's)				
Approved in FY 2010 and 2011		\$5,530,213	\$5,530,213	\$0
Interest earnings		\$0	\$30,497	(\$30,497)
Fund balance		\$73,000	\$73,000	\$0
Total		\$6,653,213	\$6,683,710	(\$30,497)
Cash from BTS for share of tower				
		\$65,000	\$65,000	\$0
GO bonds				
		\$4,000,000	\$4,000,000	\$0
Water				
		\$9,130,330	\$1,600,000	\$7,530,330
Total		\$19,848,543	\$12,348,710	\$7,499,833
			\$0	