



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

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

**FROM:** Kirk Hall  
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**SUBJECT:** GO Bond Independent Citizen Committee Quarterly Report  
For the Period 9/28/2012 – 12/31/2012

**DATE:** February 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 December 31, 2012.

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.

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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 12/31/2012, 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
<b>Apparatus</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>• Specifications for the remaining 3 tiller ladder trucks were finalized; a Request for Proposal will be advertised in February.</li> </ul>
<b>Station 21</b>				<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 Barbur 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>• 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 23rd.</li> <li>• 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.</li> </ul>

Evaluation Metrics	Prior Rating	Direction Change	Current Rating	Comments
Emergency Radio				<ul style="list-style-type: none"> <li>The sixth deliverable of the project, Technical (functional) Specifications, was delivered and has been incorporated into the Request for Proposal (RFP) document.</li> <li>Federal Engineering (FE) is continuing to assist the City in RFP review and will participate as a consulting body during selection and contract negotiations.</li> </ul>
Emergency Coordination Center				<ul style="list-style-type: none"> <li>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.</li> <li>Implementation of the technology components under the Bureau of Technology (BTS) scope of work has begun as the building's floor plan takes shape.</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 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 technical specifications for the remaining tiller ladder trucks have been finalized. An RFP for the ladder trucks is expected to be advertised in February.
- b. Station 21 – Pilings work completed within in-water construction period. The 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. PF&R obtained the ODOT property for the temporary Station 21 site at a zero cost lease. An architectural firm hired to do the planning and permitting for the temporary Station 21 site.
- c. Emergency Radio – Federal Engineering (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. 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.
- d. Emergency Coordination Center – 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.

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

- a. Apparatus – The Heavy Rescue Squad is en 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 were being corrected by the manufacturer.
- 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. However, 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. 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; however, the space requirements will be evaluated based on the Conceptual Design provided by FE. Lastly, 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. This problem will be mitigated by having the 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.

- d. Emergency Coordination Center –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.

#### 4. Upcoming Milestones

- a. Apparatus –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.
- 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. 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.
- c. Emergency Radio –During the next quarter, answers to any RFP questions will be prepared and sent out. 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.
- 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.