

**Independent Citizen Committee**

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

**Date:**

**May 1, 2013**



# Agenda



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

**May 1, 2013  
3:00PM - 5:00PM  
Rose Room, City Hall 3<sup>rd</sup> Floor**

**AGENDA**

- |    |   |              |
|----|---|--------------|
| 1. | Welcome                                 | 3:00 PM      |
| 2. | Committee Business                      | 3:10 PM      |
|    | o Approve Meeting Summary from February |              |
| 3. | ICC Annual Report to Council            | 3:30 PM      |
|    | o Update, Date, Format                  |              |
| 4. | Overall Program Financial Reporting     | 3:40 PM      |
| 5. | Review Project Status Reports           | 3:45-4:50 PM |
|    | – Apparatus                             |              |
|    | – Station 21                            |              |
|    | – Emergency Radio System                |              |
|    | – Emergency Coordination Center         |              |
| 6. | Questions/Next Steps                    | 4:50 PM      |



# **Previous Meeting Notes**





**Public Safety GO Bond Independent Citizen Committee  
Meeting Notes for Wednesday, February 6, 2013**

**ICC members present:** Nicolette Johnson, Mick Seidl

**ICC members absent:** Kirk Hall, Scott Warnick, Steven Shane

**City staff present:** Greg Eisner, Chief Erin Janssens, Karl Larson, Aaron Beck, Frank Silva, Jeff Baer, Jim Coker, Doug Stickler, Connie Johnson, Kevin Campbell

**Committee Business:**

- Minutes from November 7, 2012 meeting were discussed (will be approved on May 1, 2013).
- 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.
- The ICC wanted to note that:
  - When it comes to the responsibility of the ICC, and if the ICC is responsible for looking at the project, or just the money involved with the GO Bond proceeds, and how that money is spent;
    - Aaron Beck stated that: "The project dollars consist of both GO Bond proceeds and other moneys (general fund, grant, etc). So, in order to get a true picture of how the monies are spent, the entire project needs to be taken into consideration. Therefore, the answer is that the ICC is charged with looking at the project, not just the GO Bond monies."

**Follow Up Items:**

City staff to do the following:

- Send ICC meeting notices.

ICC to do the following:

- Review annual report and edit and present in front of City Council (Date: TBD).
- Review quarterly report and edit or approve to be sent to CAO.

**Next Quarterly Meeting (May 2013) Agenda Items**

- Review project reports from quarter ending March, 2013.

**Adjourn**



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

**AND**

**Program Projection**



Public Safety GO Bond Program  
 Program budget and actual life to date expenses and revenues

|   | Original budget     | Current budget      | Life to date<br>actuals through<br>March 2013 | Balance             |
|---|---------------------|---------------------|---|---------------------|
| <u>Requirements</u>                         |                     |                     |   |                     |
| Fire Station 21                             | \$7,900,000         | \$11,489,000        | \$1,753,137                                   | \$9,735,863         |
| Fire Apparatus                              | \$19,800,000        | \$20,529,000        | \$4,463,730                                   | \$16,065,270        |
| Emergency Coordinations Center              | \$4,000,000         | \$4,000,000         | \$4,000,000                                   | (\$0)               |
| Public Safety Emergency Radio System        | \$52,096,007        | \$52,096,007        | \$7,452,722                                   | \$44,643,285        |
| Program Admin costs (General Fund Overhead) | \$625,000           | \$625,000           | \$19,730                                      | \$605,270           |
| Fire project management                     | \$575,000           | \$377,000           | \$0   | \$377,000           |
| Bond issuance costs                         | \$560,000           | \$560,000           | \$231,174                                     | \$328,826           |
| Program contingency                         | \$0                 | \$0                 | \$0   | \$0                 |
| <b>TOTALS</b>                               | <b>\$85,556,007</b> | <b>\$89,676,007</b> | <b>\$17,920,493</b>                           | <b>\$71,755,514</b> |

|   |                     |                     |                     |                     |
|---|---------------------|---------------------|---------------------|---------------------|
| <u>Resources</u>                                  |                     |                     |                     |                     |
| Other cash for Public Safety Emergency Radio Syst | \$3,156,007         | \$3,156,007         | \$3,156,007         | \$0                 |
| Public Safety Emergency Radio System replacemer   | \$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                 | \$2,020,000         | \$720,000           | \$1,300,000         |
| Property sales                                    | \$0                 | \$600,000           | \$0                 | \$600,000           |
| Miscellaneous                                     | \$0                 | \$0                 | \$6,362             | (\$6,362)           |
| Interest earnings                                 | \$0                 | \$0                 | \$290,712           | (\$290,712)         |
| <b>Total resources</b>                            | <b>\$85,556,007</b> | <b>\$89,676,007</b> | <b>\$42,335,325</b> | <b>\$47,340,682</b> |

Public Safety GO Bond Program Projection

|   | Projection thru     |                     |                     |                     |                    |
|---|---------------------|---------------------|---------------------|---------------------|--------------------|
|   | Current budget      | FY 2012-13          | Total FY 2013-14    | Total FY 2014-15    | Total FY 2015-16   |
| <u>Requirements</u>                         |                     |                     |                     |                     |                    |
| Fire Station 21                             | \$11,489,000        | \$3,542,361         | \$6,707,633         | \$1,239,009         | \$0                |
| Fire Apparatus                              | \$20,529,000        | \$6,483,671         | \$5,278,443         | \$3,950,443         | \$4,816,443        |
| ECC   | \$4,000,000         | \$4,000,000         | \$0                 | \$0                 | \$0                |
| Public Safety Emergency Radio System        | \$52,096,007        | \$7,640,933         | \$13,831,371        | \$30,623,703        | \$0                |
| Program Admin costs (General Fund Overhead) | \$625,000           | \$130,403           | \$164,868           | \$164,868           | \$164,861          |
| Fire project management                     | \$377,000           | \$114,999           | \$131,000           | \$131,001           | \$0                |
| Bond issuance costs                         | \$560,000           | \$230,999           | \$329,001           | \$0                 | \$0                |
| Program contingency                         | \$0                 | \$0                 | \$0                 | \$0                 | \$0                |
| <b>TOTALS</b>                               | <b>\$89,676,007</b> | <b>\$22,143,366</b> | <b>\$26,442,316</b> | <b>\$36,109,024</b> | <b>\$4,981,304</b> |
| Checktotal (S/B \$0)                        |                     |                     |                     |                     |                    |

|   |                     |                     |                     |                 |                 |
|---|---------------------|---------------------|---------------------|-----------------|-----------------|
| <u>Resources</u>                          |                     |                     |                     |                 |                 |
| Other PSSRP cash for 800 MHz radio system | \$13,156,007        | \$13,156,007        | \$0                 | \$0             | \$0             |
| Property sales (Station 21)               | \$600,000           | \$0                 | \$600,000           | \$0             | \$0             |
| Grants (Station 21)                       | \$800,000           | \$800,000           | \$0                 | \$0             | \$0             |
| Grants (Apparatus)                        | \$1,220,000         | \$1,220,000         | \$0                 | \$0             | \$0             |
| GO bond proceeds (1998)                   | \$1,500,000         | \$1,500,000         | \$0                 | \$0             | \$0             |
| GO bond proceeds (2010)                   | \$72,400,000        | \$26,662,244        | \$45,737,756        | \$0             | \$0             |
| Miscellaneous                             | \$0                 | \$2,890             | \$0                 | \$0             | \$0             |
| Interest earnings                         | \$0                 | \$309,846           | \$112,842           | \$91,395        | \$15,894        |
| <b>Total resources</b>                    | <b>\$89,676,007</b> | <b>\$43,650,987</b> | <b>\$46,450,598</b> | <b>\$91,395</b> | <b>\$15,894</b> |
| Checktotal (S/B \$0)                      | \$0                 |                     |                     |                 |                 |

|                        |     |              |              |              |             |
|------------------------|-----|--------------|--------------|--------------|-------------|
| Beginning fund balance | \$0 | \$21,507,622 | \$21,507,622 | \$41,515,904 | \$5,498,275 |
| Ending fund balance    |     | \$21,507,622 | \$41,515,904 | \$5,498,275  | \$532,865   |

# **Fire Apparatus Replacement Project**

## **Quarterly Summary and Finances**





**Fire Apparatus Replacement Project  
for Period Ending March 31, 2013**

| <b>Project Status</b> |              |   |
|-----------------------|--------------|---|
| Overall               | <b>Green</b> | <ul style="list-style-type: none"> <li>• The Heavy Rescue Squad was delivered to PF&amp;R. Equipment outfitting by PF&amp;R is in the final stage.</li> <li>• The Tiller Ladder Truck (Truck #3) was delivered to PF&amp;R. Equipment outfitting by PF&amp;R is in the initial phase.</li> <li>• Satisfactory progress continues on construction of the two fireboats. 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> |
| 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 eighth Fire General Obligation Bond Project Oversight Committee (POC) meeting was held on January 10, 2013. At this meeting, the project team presented a summary of the project activities for the period ending December 31, 2012. The project's schedule, cost, scope and quality were reported on-track and no significant risks were identified.

Executive Summary

The Heavy Rescue Squad and Tiller Ladder Truck (Truck #3) have been delivered to PF&R. The equipment on the Heavy Rescue Squad is in its final stage of being outfitted. The equipment outfitting on the Tiller Ladder Truck is in the initial phase.

Satisfactory progress continues on the two fireboats. The contract delivery date for the two fireboats is October 15, 2014.

PF&R is currently evaluating the type and configuration of apparatus to best meet current delivery needs.

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

### Major Timelines / Milestones

The Heavy Rescue Squad and Tiller Ladder Truck were delivered to PF&R and are undergoing equipment outfitting.

### Project Status / Highlights / Accomplishments

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.

### Project Risks / Issues

No insurmountable risks or issues anticipated at this time.

### Problems Encountered / How They Were Dealt With

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.

### Next Steps / Next Quarter Projections

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.

Fire & Rescue Apparatus Replacement  
Financial Status Report for Independent Citizen Committees

|   | Original Unit Price Estimates | Original Allocations | Revised Unit Price Estimates (1) | Revised Allocations | Actual Expenditures (through Mar 2013) | Remaining Balance |
|---|-------------------------------|----------------------|----------------------------------|---------------------|--|-------------------|
| <b>REQUIREMENTS</b>   |                               |                      |                                  |                     |  |                   |
| Direct Costs  |                               |                      |                                  |                     |  |                   |
| 11 Engines (2)  | \$672,000                     | \$7,392,000          | \$640,000                        | \$7,040,000         | \$0                                    | \$7,040,000       |
| 4 Ladder Trucks (2)   | \$1,261,000                   | \$5,044,000          | \$1,150,000                      | \$4,600,000         | \$1,059,662                            | \$3,540,338       |
| 3 Brush Vehicles  | \$223,000                     | \$669,000            | \$205,000                        | \$615,000           | \$0                                    | \$615,000         |
| 2 Air / Light Units   | \$657,000                     | \$1,314,000          | \$566,000                        | \$1,132,000         | \$0                                    | \$1,132,000       |
| 1 Water Tender  | \$628,000                     | \$628,000            | \$500,000                        | \$500,000           | \$0                                    | \$500,000         |
| 1 Dive Apparatus  | \$215,000                     | \$215,000            | \$205,000                        | \$205,000           | \$0                                    | \$205,000         |
| 1 Heavy Rescue Squad  | \$1,200,000                   | \$1,200,000          | \$1,127,178                      | \$1,127,178         | \$1,127,178                            | \$0               |
| 2 Fire Boats  | \$1,669,000                   | \$3,338,000          | \$2,652,496                      | \$5,304,991         | \$2,055,059                            | \$3,249,932       |
| 4 Rapid Response Vehicles (RRV)   | \$0                           | \$0                  | \$55,458                         | \$221,831           | \$221,831                              | \$0               |
| Total direct costs  |                               | \$19,800,000         |                                  | \$20,746,000        | \$4,463,730                            | \$16,282,270      |
| Indirect Costs  |                               |                      |                                  |                     |  |                   |
| Project Management Costs  |                               | \$377,000            |                                  | \$250,000           |  | \$250,000         |
| Total indirect costs  |                               | \$377,000            |                                  | \$250,000           | \$0                                    | \$250,000         |
| <b>TOTAL REQUIREMENTS</b>   |                               | \$20,177,000         |                                  | \$20,996,000        | \$4,463,730                            | \$16,532,270      |
| <b>RESOURCES</b>  |                               |                      |                                  |                     |  |                   |
| GO bonds (Original 2010)  |                               | \$20,177,000         |                                  | \$20,177,000        | \$3,153,730                            | \$17,023,270      |
| Grants - Partial Funding for a Truck, Heavy Rescue Squad and Fireboat equipment |                               |                      |                                  | \$1,310,000         | \$1,310,000                            | \$0               |
| Transfer to Station 21 project  |                               |                      |                                  | (\$491,000)         |  | (\$491,000)       |
| <b>TOTAL RESOURCES</b>  |                               | \$20,177,000         |                                  | \$20,996,000        | \$4,463,730                            | \$16,532,270      |

Notes:

- 1) All unit prices are best estimates at this time, except for one truck, the heavy rescue squad, two fire boats, and 4 RRVs
- 2) The Engine and Ladder Truck estimates include internal outfitting costs, ranging from \$30,000 - \$60,000 per engine, \$60,000 - \$100,000 per truck



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



**Fire Station 21 Project as of April 11, 2013**  
*(for period ending 3/31/13)*

| <b>Project Status</b> |               |   |
|-----------------------|---------------|---|
| Overall               | <b>Green</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. Structural calculations and shop drawings for the boathouse building are 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. We are now on budget. The project now proceeds to Contract Documents with Skanska where further detail to the design and budget will be developed.</li> <li>• Installation of the temporary structures for Station 21 began; all the permitting and approvals needed have been granted. Expected completion of the temporary Station 21 is April 26th</li> </ul> |
| Schedule              | <b>Yellow</b> | The project continues to remain tentatively on schedule.  |
| Cost                  | <b>Yellow</b> | The project remains tentatively within budget.  |
| Scope                 | <b>Green</b>  | The project remains within its scope.   |
| Quality               | <b>Green</b>  | The project's quality remains on-track.   |

**Narrative**

Meetings

The eighth Fire General Obligation Bond Project Oversight Committee (POC) meeting was held on January 10, 2013. At this meeting, the project team presented a summary of the project activities for the period ending December 31, 2012. The project's scope and quality were reported on-track, however some risks were identified with the project's schedule and cost.

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

### Executive Summary

Significant progress continues on the Station 21 project. The design of the station is now finalized, integrating the meeting room into the south end of the station. Skanska, the Construction Manager/General Contractor (CM/GC), has provided two cost estimates based on 100% Design Documents prepared by Whelton Architecture. In order to integrate the meeting room into the station and because the first estimate was \$1.2 million over budget, significant reworking of the station design was required causing the design team to revisit the original plan. Changes to the exterior building finishes and window placement triggered an additional Land Use Review which is underway. The next cost estimate is at 40% of the Contract Documents and is scheduled for April 24th. Demolition of the existing station is scheduled for July. Ground stabilization (compaction grouting) is estimated to take three months.

The work to install the temporary Station 21 facility has begun and should be completed by late April with the emergency responders moving early July. The discovery of a large buried concrete slab and railroad tracks at the site complicated excavation and was the basis for a change order. 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 mid-July 2013. Demolition of the existing station will begin late 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 will bring between \$600,000 to \$700,000 depending upon realtor fees to the Station 21 project as planned.

### Major timelines / milestones

- Upland station 100% Design Development completed.
- Upland station Land Use Review application submitted
- A lease for the parking lot directly east of the upland station to provide a construction staging area and temporary Esplanade path is underway.
- Foundations are complete for the temporary structures.

### Project status / highlights / accomplishments

- Upland Station 100% design development cost estimate is within budget.
- A meeting room was incorporated into the design. The Esplanade re-routing plan has been approved by PDOT and the Park Bureau.
- Permitting for the temporary Station 21 site is complete; foundation work is complete



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

### Project risks / issues

- 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.

### 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 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.

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

|   | LTD actuals (through |                    | Remaining balance  |
|---|----------------------|--------------------|--------------------|
|   | Current budget       | Mar 2013)          |                    |
| <b>Requirements</b>                             |                      |                    |                    |
| <b>Direct costs</b>                             |                      |                    |                    |
| Construction-Station                            | \$5,664,000          | \$7,700            | \$5,656,300        |
| Construction-Boathouse                          | \$1,898,000          | \$769,312          | \$1,128,688        |
| Temporary structure                             | \$300,000            | \$90,152           | \$209,848          |
| Telecomm  | \$73,000             | \$10,332           | \$62,668           |
| RACC art  | \$162,000            | \$157,320          | \$4,680            |
| <b>Total direct costs</b>                       | <b>\$8,097,000</b>   | <b>\$1,034,816</b> | <b>\$7,062,184</b> |
| <b>Indirect costs</b>                           |                      |                    |                    |
| Professional services                           | \$1,124,000          | \$413,145          | \$710,855          |
| Facilities Services hours                       | \$879,000            | \$240,993          | \$638,007          |
| Permits and fees                                | \$358,000            | \$31,698           | \$326,302          |
| Miscellaneous                                   | \$31,000             | \$32,484           | <b>(\$1,484)</b>   |
| <b>Total indirect costs</b>                     | <b>\$2,392,000</b>   | <b>\$718,320</b>   | <b>\$1,673,680</b> |
| <b>Subtotal</b>                                 | <b>\$10,489,000</b>  | <b>\$1,753,137</b> | <b>\$8,735,864</b> |
| <b>Contingency</b>                              | <b>\$1,000,000</b>   | <b>\$0</b>         | <b>\$1,000,000</b> |
| <b>Total</b>                                    | <b>\$11,489,000</b>  | <b>\$1,753,137</b> | <b>\$9,735,864</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 | \$491,000            | \$0                | \$491,000          |
| GO bonds (1998)                                 | \$1,500,000          | \$1,500,000        | \$0                |
| Miscellaneous                                   | \$0                  | \$2,890            | <b>(\$2,890)</b>   |
| Grants  | \$800,000            | \$383,520          | \$416,480          |
| Property sales                                  | \$600,000            | \$0                | \$600,000          |
| <b>Total</b>                                    | <b>\$11,489,000</b>  | <b>\$4,854,410</b> | <b>\$6,634,590</b> |

# **Radio Replacement Project**

## **Quarterly Summary and Finances**



## Radio Replacement Project Oversight Committee Report as of March 31, 2013

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*Please note: The following is update information on the project's status and performance only for the quarter from January 1 through March 31, 2013.*

### Project Status / Highlights / Accomplishments

The Oversight Committee met once by phone this quarter while waiting for the proposal reviews to complete.

The Radio Project RFP was released on November 21, 2012. Since that time, we have answered questions from vendors and published 3 addenda to the original documents. The RFP responses were due on March 1, 2013. While awaiting the RFP responses, we have:

Organized the Evaluation Team

and

Organized the Technical Advisory Team

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. As of April 7<sup>th</sup>, 2013, the teams were approximately 50% complete, and the project is on track to be completed with the evaluation and announce an intent to award by the end of May.

During the evaluation period, we were disappointed to receive notice that one of our citizen evaluators had to withdraw due to family concerns. We have received a waiver from Procurement to proceed without the second citizen evaluator. A member of the Radio Replacement Project Oversight Committee, Cate Simons, is participating as our citizen evaluator. Cate brings some previous experience of evaluating RFP responses, having participated in the review for the Law Enforcement Records system.

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.

The Project still remains within expected budget norms.

Stakeholder briefings continue to occur. We have discovered that, despite repeated notifications to the users of the Radio System, there is still some concerns regarding the timing of replacement for hand-helds and mobiles. We are endeavoring to re-enforce the message to all users regarding timing and need to change out equipment.

We have also been asked to coordinate if possible with Clark County, Washington in their attempt to bring in vendors for review and observations of equipment. We are exploring ways that may allow for our participation in that effort in conjunction with our selection process.

## Major Timelines / Milestones

All engineering tasks are on schedule.

| Major Task                           | 2011     | 2012     | 2013        |         | 2014    |         | 2015    |                    |
|--------------------------------------|----------|----------|-------------|---------|---------|---------|---------|--------------------|
|                                      |          |          | Jan-Jun     | Jul-Dec | Jan-Jun | Jul-Dec | Jan-Jun | Jul-Dec            |
| Collect/Update Inventory Data        | Complete |          |             |         |         |         |         |                    |
| Hire Engineering Consultant          | Complete |          |             |         |         |         |         |                    |
| Perform Engineering Analysis         |          | Complete |             |         |         |         |         |                    |
| Procure System                       |          |          | In Progress |         |         |         |         |                    |
| Subscriber units procurement process |          |          |             |         |         |         |         |                    |
| Implement system                     |          |          |             |         |         |         |         | Planned < MAR-2015 |

| Legend | Complete           |
|--------|--------------------|
|        | In Progress        |
|        | Planned            |
|        | Possible expansion |

### System Infrastructure Procurement

RFP released: 21-Nov-12

Proposals received: 1-Mar-13

Award target date: 30-May-13

Contract Execute date: 1-Oct-13

Installation phase: Q4/13 - Q3/15

## Project Risks / Issues / Problems

The following review highlights the main risks being identified on the project that may affect schedule and/or costs. (Our list of Risks remain the same, with one additional risk identified).

**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.

**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.

**Risk:** 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.

**Mitigation:** 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.

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

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.

Public safety emergency radio system  
 Financial status report for independent citizen committees  
 MFCP/S00002 and S00008

| Account             | Description                              | Current budget      | LTD actuals Nov 2012 | S00008               |                 | LTD actuals (through Mar 2013) after closing | Remaining balance*  |
|---------------------|--|---------------------|----------------------|----------------------|-----------------|--|---------------------|
|                     |  |                     |                      | S00002 Stabilization | Replacement     |  |                     |
|                     |  |                     |                      | Expenses             |                 |  |                     |
| <b>Requirements</b> |  |                     |                      |                      |                 |  |                     |
| 511100              | Full-time Employees                      | \$1,100,466         | \$536,646            | \$0                  | \$56,140        | \$591,685                                    | \$508,781           |
| 511300              | Part-time Employees                      | \$1                 | \$651                | \$0                  | \$0             | \$651  | (\$650)             |
| 512000              | Overtime                                 | \$0                 | \$706                | \$0                  | \$0             | \$706  | (\$706)             |
| 513000              | Premium Pay                              | \$45                | \$103                | \$0                  | \$13            | \$116  | (\$71)              |
| 514000              | Benefits                                 | \$373,635           | \$167,258            | \$0                  | \$19,843        | \$187,101                                    | \$186,534           |
| <b>Total</b>        | <b>Personnel Services</b>                | <b>\$1,474,147</b>  | <b>\$704,263</b>     | <b>\$0</b>           | <b>\$75,996</b> | <b>\$780,259</b>                             | <b>\$693,888</b>    |
| 521000              | Professional Services                    | \$9,826,282         | \$3,690,754          | \$0                  | \$14,486        | \$3,705,240                                  | \$6,121,042         |
| 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                   | \$1,800,360         | \$33,736             | \$0                  | \$0             | \$33,736                                     | \$1,766,614         |
| 531000              | Office Supplies                          | \$113               | \$113                | \$0                  | \$0             | \$113  | \$0                 |
| 532000              | Operating Supplies                       | \$2,264,311         | \$2,250,594          | \$0                  | \$0             | \$2,250,594                                  | \$13,717            |
| 532350              | Computer Supplies - software             | \$0                 | \$9,074              | \$0                  | \$0             | \$9,074                                      | (\$9,074)           |
| 532355              | Computer Supplies - hardware             | \$0                 | \$4,677              | \$0                  | \$0             | \$4,677                                      | (\$4,677)           |
| 533000              | Repair & Maintenance Supplies            | \$0                 | \$0                  | \$0                  | \$0             | \$0  | \$0                 |
| 534000              | Minor Equipment & Tools                  | \$19,108,152        | \$110,954            | \$0                  | \$0             | \$110,954                                    | \$18,997,198        |
| 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            | \$26,347             | \$0                  | \$168           | \$26,515                                     | \$17,297            |
| 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>\$6,136,807</b>   | <b>\$0</b>           | <b>\$14,654</b> | <b>\$6,151,461</b>                           | <b>\$26,906,947</b> |
| 651100              | Fleet Services                           | \$0                 | \$0                  | \$0                  | \$0             | \$0  | \$0                 |
| 651200              | Printing & Distribution                  | \$176               | \$234                | \$0                  | \$0             | \$234  | (\$58)              |
| 651300              | Facilities Services                      | \$0                 | \$861                | \$0                  | \$0             | \$861  | (\$861)             |
| 651400              | EBS Services                             | \$0                 | \$0                  | \$0                  | \$0             | \$0  | \$0                 |
| 651500              | Technology Services                      | \$1,018,304         | \$519,907            | \$0                  | \$0             | \$519,907                                    | \$498,397           |
| 651600              | Insurance                                | \$0                 | \$0                  | \$0                  | \$0             | \$0  | \$0                 |
| 652000              | Bureau to Bureau Interagencies           | \$0                 | \$0                  | \$0                  | \$0             | \$0  | \$0                 |
| <b>Total</b>        | <b>Internal Materials &amp; Services</b> | <b>\$1,018,480</b>  | <b>\$521,002</b>     | <b>\$0</b>           | <b>\$0</b>      | <b>\$521,002</b>                             | <b>\$497,478</b>    |
| 563000 / 599630     | 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                 |
| 580010 / 589961     | General Fund Overhead                    | \$0                 | \$0                  | \$0                  | \$0             | \$0  | \$0                 |
| 580020 / 589964     | 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>\$62,096,007</b> | <b>\$7,362,072</b>   | <b>\$0</b>           | <b>\$90,650</b> | <b>\$7,452,722</b>                           | <b>\$44,643,285</b> |
| <b>Resources</b>    |  |                     |                      |                      |                 |  |                     |
| GO bonds            |  | \$38,940,000        | \$4,803,076          | \$0                  | \$0             | \$4,803,077                                  | \$34,136,923        |
| Project cash        |  | \$13,156,007        | \$2,558,996          | \$0                  | \$90,650        | \$2,649,645                                  | \$10,506,362        |
| <b>Total</b>        |  | <b>\$52,096,007</b> | <b>\$7,362,072</b>   | <b>\$0</b>           | <b>\$90,650</b> | <b>\$7,452,722</b>                           | <b>\$44,643,285</b> |











# **Emergency Coordination Center Project**

## **Quarterly Summary and Finances**



## Emergency Coordination Center Quarterly Report

| Project summary for the period ending April 1, 2013 |  |   |
|---|--|---|
| <b>Overall:</b>                                     |   | 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. Implementation of the technology components under the Bureau of Technology (BTS) scope of work is underway.   |
| <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 \$513,875 under the building construction contract and \$55,756 under the BTS 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  |
|--|---|---|---|--|
| 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. |  |  |  | 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. |

# 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

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 August 1, 2011.
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 March 21, 2012 and a Notice to Proceed issued on April 2, 2012 with a project completion date (issuance of Certificate of Substantial Completion\*) of October 1, 2013.  
\*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 June 22, 2012. 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 and its relocation to the north end of the building. Phase II also involved

# Emergency Coordination Center Quarterly Report

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 2012.
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 currently under construction. The increased volume of truck traffic entering and leaving the Water Bureau project site could negatively impact traffic circulation along SE Powell Boulevard.

Construction of the access road from Kelly Butte to the SE Powell is currently underway and heavy truck traffic is anticipated to begin soon. Most work at the ECC project that relies on significant truck transportation is complete, so overlapping transportation-related issues are now considered to be minimal; however, the project team will continue to monitor the situation. The ECC contractor (Emerick Construction) has been directed to exit the project site to the south and avoid SE Powell Boulevard if traffic circulation becomes a problem.

2. 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. Bids and subsequent contract award for construction were well below our estimate so this item was proposed for re-inclusion to the project as a change order. A change order request has recently been generated by Emerick Construction and the net cost for this item is approximately \$130,000. This change request is being evaluated but is generally within the expected cost range for this scope of work. This additional cost can be accommodated within the project budget.

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

| Asset/project line item                                    | Account | Current budget | LTD actuals<br>(through Mar 2012) | Remaining<br>balance |
|--|---------|----------------|-----------------------------------|----------------------|
| Land   | 56XXXX  | \$1,500,000    | \$1,500,000                       | \$0                  |
| <b>Building</b>  |         |                |                                   |                      |
| <u>Hard costs</u>  |         |                |                                   |                      |
| Construction Services                                      | 563300  | \$10,863,875   | \$4,063,095                       | \$6,800,780          |
| Furniture fixtures and equipment                           | 534000  | \$402,833      | \$0                               | \$402,833            |
| Moves  | 529000  | \$50,000       | \$0                               | \$50,000             |
| ComNet / IT  | 651511  | \$1,601,837    | \$366,453                         | \$1,235,384          |
| Other  | 529000  | \$252,720      | \$0                               | \$252,720            |
| Percent for Art  | 549000  | \$220,333      | \$220,000                         | \$333                |
| Total for hard costs                                       |         | \$13,391,598   | \$4,649,548                       | \$8,742,050          |
| <u>Soft Costs:</u>   |         |                |                                   |                      |
| Professional services:                                     | 521000  | \$1,804,215    | \$1,324,207                       | \$480,008            |
| City staff time  |         |                |                                   |                      |
| Project Management   | 651306  | \$713,172      | \$400,149                         | \$313,023            |
| Maintenance technician                                     | 651307  | \$10,000       | \$11,630                          | (\$1,630)            |
| BTS Design phase cost                                      | 651511  | \$50,000       | \$64,066                          | (\$14,066)           |
| WB design and construction phase c                         | 652529  | \$150,000      | \$100,000                         | \$50,000             |
| Subtotal City staff time                                   |         | \$923,172      | \$575,845                         | \$347,327            |
|  |         | \$2,727,387    | \$2,577,321                       |                      |
| Permits, fees, misc and overhead                           |         |                |                                   |                      |
| Permits & fees   | 549000  | \$395,591      | \$351,960                         | \$43,631             |
| Misc   | 549000  | \$151,923      | \$64,264                          | \$87,659             |
| General Fund Overhead                                      | 601020  | \$145,650      | \$145,650                         | \$0                  |
| Subtotal permits, fees, misc and overhead                  |         | \$693,164      | \$561,873                         | \$131,291            |
| Total for building   |         | \$16,812,149   | \$7,111,474                       | \$9,700,675          |
| Contingency  | 571100  | \$1,536,394    | \$0                               | \$1,536,394          |
| Total for project  |         | \$19,848,543   | \$8,611,474                       | \$11,237,069         |
| Checktotal   |         | \$0            | \$0                               |                      |
| <b>Resources</b>   |         |                |                                   |                      |
| <u>Facilities</u>  |         |                |                                   |                      |
| 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            | \$35,166                          | (\$35,166)           |
| Fund balance   |         | \$73,000       | \$73,000                          | \$0                  |
| Total  |         | \$6,653,213    | \$6,688,379                       | (\$35,166)           |
| 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   | \$12,353,379                      | \$7,495,164          |
|  |         |                | \$0                               |                      |