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TO: Fred Miller, Interim Chief Administrative Officer

FROM: Kirk Hall
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SUBJECT: GO Bond Independent Citizen Committee Quarterly Report
For the Period ending Dec. 31, 2013

DATE: March 12, 2014

With this memo, the Independent Citizen Committee (ICC) is pleased to convey its quarterly report to Fred Miller, the Interim Chief Administrative Officer of the City of Portland. This report provides information through the quarter ending December 31, 2013.

The ICC has been holding quarterly meetings since its inception in February 2011. In each meeting, City staff updates the citizen members about ICC activities from the preceding fiscal quarter. Aaron Beck, OMF Business Operations Division, provides status updates for the GO Bond fund, debt sales and expenditure projections. Then staff and/or Project Oversight Committee (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 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 POC. Each POC reviewed and approved the quarterly reports sent to the ICC.

c. Projects – As of 12/31/2013, all four projects are on schedule, and within scope.

Furthermore, except as specifically discussed below, the projects are progressing within budget.

Note: Rating legend is as follows:

	Up - Positive changes outweigh negative.		Green - On target, good performance against plan.
	Equal - No change, or positive changes offset by negative.		Yellow - Caution, ability to meet project objectives may be threatened, may need intervention.
	Down - Negative changes outweigh positive.		Red - Serious issues and/or go-live in jeopardy, intervention and/or corrective action needed.

Evaluation Metrics	Prior Rating	Direction Change	Current Rating	Comments
Apparatus				<ul style="list-style-type: none"> • Satisfactory progress continues on construction of the two fireboats. • Specifications for remaining new trucks and rehab/air/light units are nearly complete. Orders will be placed in February considering staggered order for replacement efficiencies. • A Request for Information (RFI) was submitted to manufacturers asking for information concerning the development of specifications for the next generation of fire engines (information packages are due to the City on January 31, 2014). Information will be used for the Request for Proposal (RFP) to order these apparatus.
Station 21				<ul style="list-style-type: none"> • The boathouse has been delivered to its permanent location at the Station 21 dock. Electrical work is underway. An upgraded electrical service to the boathouse will commence within the next six to eight weeks, once materials are received by the contractor. A firefighting standpipe will also be installed as per code and bids are being solicited to complete this part of the project. • Station 21 geotechnical work is concluding. Excavation for the foundation is scheduled to begin Jan. 21. Marina Cresswell is acting as interim Facilities project manager. Final permitting for the structure is pending BDS review and approval. Whelton Architecture is working directly with BDS to expedite permitting. • Sale of the Beaverton Hillsdale property closed netting \$377,845 in proceeds to be directed to the project. • The Regional Arts & Culture Council (RACC) art concept proposal was approved. The artist, David Franklin, is working directly with Skanska and the design team on installation methods and coordination.

Evaluation Metrics	Prior Rating	Direction Change	Current Rating	Comments
<p>Emergency Radio</p>				<ul style="list-style-type: none"> • Contract has been finalized and was approved unanimously by City Council in Oct. 2013, one month behind schedule. Detailed Design Review (DDR) began with selected vendor Motorola, and completion period of mid 2015 is not impacted by above delay. • Federal Engineering (FE) consultants attended first DDR discussion with Motorola during project kickoff meeting in Nov. 2013. FE will be engaged throughout the project to evaluate and recommend courses of action. • BTS Communications completed ground radio coverage study, in-building study continues. The City needs to verify that post-build coverage matches predicted coverage. • The City negotiated a discount on long-term sustainability plan, pre-paying the ten-year cost of a system upgrade agreement, before the end of 2013. Proportional reimbursement was negotiated should the situation change. • Stakeholder briefings are providing potential system user agencies with information. Subscriber unit purchases were explored. Upon notification of the pending purchase, two radio vendors filed formal protest, and subscriber unit purchase was cancelled. A request for information (RFI) was then completed, to which the city received responses. PSSRP staff are determining how to proceed with procurement of subscriber units.
<p>Emergency Coordination Center</p>				<ul style="list-style-type: none"> • Construction is approximately 100% complete with punchlist completion still underway. All permanent building occupants have moved in and are operating within the building. Completion of some minor furniture and technology components is ongoing. Commissioning of the building's systems is still underway, with the Functional Performance Testing occurring in early January. • Punchlist work is still underway and should be completed in Jan. 2014. A building dedication ceremony is scheduled for Jan. 30. • Since the start of construction, change order requests under the Emerick Construction contract were approved for \$1,858,025 (18%) and a credit of \$72,466 under the Bureau of Technology Services agreement. These changes are within anticipated additional costs and project contingency. The project continues to be well under budget and will be under budget at final completion.

2. Major Accomplishments

- a. Apparatus – Approval from the Fire Chief to move ahead with acquisition of three tiller trucks and two rehab trucks was granted. The approval to use existing government contracts to purchase new tractor drawn tiller trucks and new Rehab/Air/Light apparatus was granted. Procurement Services has verified the validity of the contracts for our use at this time. The contract for the trucks is an existing one for Seattle Fire Department and through Tualatin Valley Fire & Rescue for the Rehab trucks. Each entity entered into these contracts after a competitive Request for Proposal process that uses the same criteria that the City of Portland does. Not

including Portland Fire & Rescue (PF&R) staff time, this method will save approximately six months in acquisition process time once approved by City Council.

- b. Station 21 – The sale of the Beaverton Hillsdale Hwy. property closed on Nov. 7, 2013 allowing \$377,845 to be available to the project. Upland station 100% Contract Documentation was submitted for permit. The permit is imminent pending final check sheets being approved by BDS. The boathouse was delivered and installed to the pilings on Dec. 16. Completion of boathouse electrical and lighting is underway. Temporary boathouse security gate was installed. David Franklin, the selected artist for the RACC required artwork has approval from the project's evaluation committee on the Catwalk screen design. Funds appear to be available after fabrication and installation of the screen, and to add a wood carved piece for the meeting room, and art for the gate separating the boathouse zone from the rest of the dock. The project is on track for LEED Gold Certification.
- c. Emergency Radio – All engineering tasks are on schedule. As noted, we are slightly behind the original timeline due to protracted contract negotiations.
- d. Emergency Coordination Center – Temporary occupancy obtained and Portland Bureau of Emergency Management (PBEM) move-in on the second floor occurred in late September. Substantial Completion to the construction contract was achieved on Oct. 24.

3. Critical Issues and Risks

- a. Apparatus – The Quint pilot project is ongoing. The Quints currently in service are being evaluated by PF&R. A final decision on this type of apparatus (if it is positive, to purchase the existing leased apparatus or order new custom Quints or a combination) is pending the outcome of this internal operational evaluation.
- b. Station 21 – The project contingency held by the City is \$1,116,000. It covers special inspections and materials testing, potential contaminated soil removal and unknown soil conditions during compaction grouting, owner-requested Portland Fire & Rescue GO Bond Project Oversight Committee Report changes or delays including additional requirements or scope added by the City during permitting, and delays caused by weather and/or high water. Although the project is on track for LEED Gold, we have a small point cushion. Permitting for the station structure is needed prior to subcontractors issuing submittals/pricing and obtaining trade permits. This is a possible impact to the schedule.
- c. Emergency Radio – The timing is important to Bureau of Emergency Communications (BOEC) regarding installation of consoles, to BOEC's restrictions on scheduling any activities that impact Operations personnel schedules between mid-April and mid-September. We will be working with Motorola on a detailed implementation plan that will mitigate impacts to BOEC operations. 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. While the City is still in need of verifying and doing some maintenance work on radio sites, as of writing this update we have received evaluations of all the City's radios sites as well as those not owned but used by the radio project. There are some deficiencies that are in the process of being scheduled for correction; however, Motorola's evaluation of the towers indicates that sufficient space is available at all the radio sites to accommodate the antennae for this project. Additionally BTS/Communications will evaluate what unused equipment could be uninstalled to provide additional space within the existing shelters. Tower construction 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 telephone pole currently supporting the antennae at the site was inadequate for any future use. The initial application was deemed incomplete and BTS is working to provide other requested

information by Gresham Planning and Development. The City, through BTS/Communications, is working on a re-submittal package to Gresham Planning and should have that resubmitted in late January or the first week of February. We are also working with Motorola on a number of issues that will be affected by Walters Hill, and we are attempting to adjust the project as little as possible.

- d. Emergency Coordination Center – None identified.

4. Upcoming Milestones

- a. Apparatus – Finalize the ordering of approved apparatus and continue work of evaluating type and configuration of apparatus needs.
- b. Station 21 – Skanska completes in-ground foundation work for the building including utility paths, oil/water separator and elevator pit. Project to have the complete building permit as soon as possible per Bureau of Development Services (BDS) approval of check sheets. The Project Team will attend weekly construction meetings. Boathouse electrical service to be completed in March. Ordering of structural steel and continued coordination of art work on the catwalk.
- c. Emergency Radio – During the first quarter of 2014, the Project will proceed with Detailed Design Review (DDR) work and work on the procurement of subscriber units. Completion of DDR is expected to take six months. The coverage study will be completed and information incorporated into our discussions with Motorola. If DDR proceeds smoothly, our first major equipment order will be placed in March 2014.
- d. Emergency Coordination Center – A building dedication ceremony was held on Jan. 30, 2014. A separate “post-construction” contract is being initiated with a shelving/racking contractor to install seismically anchored storage solutions in five storage rooms throughout the building.