



CITY OF PORTLAND
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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 10/1/2011 – 12/31/2011

DATE: February 8, 2012

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, 2011.

The ICC held four quarterly meetings in 2011 since its inception: March, May, September and December. In each meeting, City staff updates the citizen members of 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 12/31/2011, 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
Apparatus				Contract for fireboat construction awarded to Oregon Iron Works; service delivery study completed to provide guidance vis-à-vis rapid response vehicles.
Station 21				Project tentatively on schedule. Procurement process took longer than expected, but use of a Construction Manager/General Contractor is expected to reduce total project time.
Emergency Radio				Engineering tasks on schedule project expenditures within budget.
Emergency Coordination Center				Bids closed December; six bids received; under review by Procurement.

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 contract fireboat construction was awarded to Oregon Iron Works. UASI and FEMA grants to provide supplemental funding for apparatus being applied for and, in some cases, awarded.
- b. Station 21 – Contract with architectural/engineering firm executed November 2011; pre-design phase ended January; PF&R and Portland Parks and Recreation in agreement on reconfiguration of the dock; cost and time-saving efforts in design changes to boathouse.
- c. Emergency Radio – Engineering analysis by Federal Engineering; first major deliverables (Needs Analysis and Inventory Analysis) developed, reviewed and approved.
- d. Emergency Coordination Center – Bid phase complete; bids under review.

3. Critical Issues and Risks

- a. Apparatus – Cost estimates for some of the apparatus are coming in higher than initially projected. To mitigate, Fire is applying for and receiving grants for additional funding; examining cost-savings within specs, and considering strategically timing the ordering and purchasing specific pieces of apparatus.
- b. Station 21 – As noted in prior reports, the in-water permitting process remains the most complex and challenging aspect of the planning process. To mitigate this, project staff and consultants are working closely to coordinate the various City bureaus involved in the permitting process. The projected costs for Station 21 renovation did not originally take into consideration the costs for a new boathouse and modification of the dock. Efforts are underway to mitigate this.
- c. Emergency Radio – Slight delays due to longer period for contracting; schedule remains intact. As reported previously, the risk remains of equipment failure before new equipment can be put into place. Also as noted before, the constraints of finite dollars available for the project and site restrictions (no additional tower sites planned) remain high on the issues confronting the project.
- d. Emergency Coordination Center – As noted in previous reports, the complexity of the bidding process and potential for protests are risks to the project schedule and budget. If all bidders are found to be non-responsive, the project would need to be re-bid which could cause a delay of roughly six months.

4. Upcoming Milestones

- a. Apparatus – City Council to approve fireboat contract with Oregon Iron Works; contracts negotiated for heavy rescue and tractor-drawn apparatus completed.
- b. Station 21 – Ongoing efforts to coordinate and keep permitting process on schedule; ongoing efforts to identify time- and cost-saving efforts related to the cost of the renovation of the boathouse and dock.
- c. Emergency Radio – Requirements definition will be finalized and approved; Alternatives Report will be completed; high-level conceptual design will be developed and completed.
- d. Emergency Coordination Center – If responsive bidder is confirmed, contract to be awarded.