



City of Portland

The Portland Building
Temporary Moves

Space Evaluation Study
November 2015

Bainbridge.

Background

In preparation for vacating The Portland Building for its future extensive remodel, Bainbridge was contracted by the city of Portland to prepare a general space analysis identifying space requirements for all Bureaus and divisions within the building. This November 2015 study is to be utilized for the temporary relocations of staff into leased space and is not intended for space allocations within The Portland Building when the remodel is completed.

Methodology

Bainbridge conducted individual interviews with each Bureau and division to:

- Confirm current staffing, immediate growth, and future growth projections for next 2-3 years.
- Define any special area space and discuss their requirements such as equipment areas, conference space, reception space, locker rooms, storage rooms, public access counters, etc.
- Discuss general proximity requirements for temporary locations within the city.
- Discuss parking requirements for city vehicles.
- Discuss adjacency requirements to other Bureaus or departments.

This was consolidated into detailed written format for review and sign-off from each department confirming that the requirements were accurately documented by the design team.

Space Allocation

The design team assigned space allocations (square foot requirements) based on standards and guidelines in the Green Building Policy for City-owned Facilities, current conditions and furniture, industry standards and our own experience with other governmental agencies and corporate organizations with similar requirements.

The following areas were **not** studied:

- Main data center (separate study being prepared)
- PBOT data center
- Ground floor retail, lobbies, and daycare.

- Second floor
 - meeting rooms and auditorium.
 - Art storage room.
 - Fitness Center.

All square foot total requirements are net useable square feet required by each group.

Assumptions

Most divisions reported they will significantly reduce their filing and storage requirements by the time a move happens. This reduction is reflected in the square foot totals.

No specific technical requirements were determined (except for Water Bureau's Data Center).

Observations

Most Bureaus and Divisions indicated that they need to remain in the Central Business Center.

Most Divisions expressed the desire to remain (be in the same building) together with other Divisions in the same Bureau. Exceptions are noted and include PBOT Parking Enforcement & PBOT Offsite Parking & Regulatory.

Contact Person: Laura Pedersen 503-823-5562

Bureau	TPB Current Floor Location	Staff	Number of Private Offices	Total Sq. Ft. Required
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Bureau of Environmental Services (BES)

10 & 11

Total		215	17	31,701
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Proximities

- Wastewater close to PBOT and Water Bureau - 5 minutes
- Wastewater close to 1900 SW 4th Ave. Bldg. - 10 minutes
- Wastewater close to City Hall - 10 minutes

Remarks:

- Most meetings and access are internal. Not much public interaction
- BES has 22 parking spots in the basement of the Portland Building, 2 have chargers and one accommodates a 15 person van.
- BES also has vehicles at the 1st and Jefferson garage.
- They have employees that encounter wet or dirty conditions in the field that need a locker room to change

Office of Management & Finance (OMF)

Accounting	12			
Administration / Facilities / Risk	3, 7, & 12			
Business Operations / CAO / CFO	12			
Grants	12			
Treasury	12			

Total		113	20	27,079
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Proximities

- Administration accessible to the Public = downtown or SE across from DT
- Risk to be centrally located to the other Bureaus
- Risk to have publically accessible lobby
- CFO, CAO, Policy, Business Operations to be close to City Hall - 5 minutes
- Grants to be close to City Hall - 10 minutes
- Treasury to be close to City Hall - 10 minutes
- Treasury's proximity to a Wells Fargo Bank branch needs consideration because Treasury contracts with Loomis to escort them to make deposits

OMF - Bureau of Human Resources (BHR)

4

Total		83	13	11,992
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Proximities

- Same building as OMF and CAO
- EBS and City Hall 10 minute commute

Note: square footages include Conference Rooms, Break Rooms, & Circulation, typical unless noted otherwise

OMF - Bureau of Technology Services (BTS)	3 & 4			
Total		75	16	12,676

- Does not include 4,800 sf Data Center (separate project)

Proximities

- Central to all Bureaus
 - Publicly accessible
 - Locate on same floor or same suite with OMF Enterprise Business Solutions (EBS)
-
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OMF - City Budget Office (CBO)	13			
Total		17	3	2,945

- Close to City Hall - 10 minutes
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OMF - Enterprise Business Solutions (EBS)	14			
Total		34	16	6,073

- BHR - 5 minutes
 - OMF Accounting, Treasury & Business Ops - 5 minutes
 - Large conference room needs to be within 2-3 minutes walking distance
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OMF - Procurement	7			
Total		44	8	7,294

- BES, Water, Parks, PBOT, Facilities - 5-10 minute distance
 - Flexibility on Location within the city
 - Close to Transit
 - Publicly accessible
 - Parking would benefit customers
-
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Bureau of Parks and Recreation	13			
Total		95	11	15,540

- Procurement, BDS, Budget Office and HR - 10 minutes
 - City Hall and other Bureaus - 20-40 minutes
 - Flexibility on location within the city.
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Parks - Customer Service	1			
Total		18	0	2,265

- Needs to be downtown and close to transit
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Note: square footages include Conference Rooms, Break Rooms, & Circulation, typical unless noted otherwise

Bureau of Transportation (PBOT)

8, 9, & 10

Total	286	3	44,480
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Proximities

- Transportation Director Close to Commissioner's Office (City Hall) - 10 minute drive
- Parking Enforcement close to Transit Mall - 5 minutes walk
- Engineering near Bureau of Environmental Services (BES) Engineering Services Design Division Manager (Gibson) - 10 minute drive
- Development Permitting & Planning near Bureau of Environmental Services (BES) - 5 min walk
- Development Permitting & Planning near 1900 SW 4th Ave. Building - 10 min walk
- Development Permitting & Planning requires (2) parking spaces in same Bldg
- Policy Planning & Projects requires 1st floor exterior, but not public, access for

PBOT - Parking Enforcement

7

Total	16	1	8,506
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Proximities

- Per Benson (Division Head): Near existing TPB location
- Per Friedman (Group Mgr): Critical to locate central to beat - between SW 4th - SW Broadway & between SW Stark - SW Taylor
- Close to parking at 1st & Jefferson - 10 minute walk
- Close to Transit Mall - 5 minutes walk

Parking / Garage Requirements (same building)

- Secure parking required
- (4) Car parking spaces
- (2) Van parking spaces
- (2) High-security Van parking spaces (individual fencing)
- (22) Scooter parking spaces = (11) regular parking spaces - high security?
- (20) Bicycle parking spaces
- 170 sf Delineator Cage w/ 80 sf adjacent work-bench space

PBOT - Offstreet Parking & Regulatory

14

Total	10	0	2,409
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Proximities

- Locate in Central Eastside Industrial District - preferred not required

Special Requirements

- Public Access for Issuing Permits and Proctoring Exams
- Street Parking for Inspection of Taxi-cabs: 20-25 spaces (currently conducted at airport)

Note: square footages include Conference Rooms, Break Rooms, & Circulation, typical unless noted otherwise

Water Bureau (PWB)

1, 5, 6, & 14

Total	234	28	49,200
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Proximities

- Chief Engineer interacts w/ City Hall & City Attorney's Office - 20 minutes
- Customer Service close to PWB Interstate Facility (Rose Quarter on Interstate Ave.) - 30 minutes
- (Walk-in) Customer Service Center to be near major transit line - 5 min walk
- Data Center close to Printing/Distribution Center and OMF Cayenta Center, both at 1st & Jefferson - 10 minutes
- Data Center near OMF Treasury for cash drops - same building or armored transport
- Data Center needs building with loading dock
- Resource Protection close to (20) vehicles parked in 1st & Jefferson garage - 10 min walk (or temp relocate garage while keeping exst while empty)
- Resource Protection requires 225sf of storage in building garage adjacent to truck access
- Engineering needs access to conference facilities for 100-140 up to (9) times a year
- Survey team requires (3) Truck Parking Spots w/ 300sf of immediately

Appendix A - Water Bureau Data Center Programming Document

Grand Total Sq. Ft. Required**222,160**

Note: square footages include Conference Rooms, Break Rooms, & Circulation, typical unless noted otherwise

