



THE PORTLAND BUILDING RECONSTRUCTION PROJECT

Phase 1 Project Report FAQ

- What is the submittal?** The Phase 1 Report details project scope, target budget, and schedule and completes the conceptualization and criteria design. It includes a narrative of design requirements and preliminary design drawings that establish the project Basis of Design (BOD). While drawings are included in the Phase 1 package, they are not final construction drawings. **At this phase, the drawings incorporate the requirements established by City stakeholders with the intended design direction to validate the project budget.**
 - What is the typical floor plan?** The Phase 1 drawings included the “Blended Floor” (floors 4 – 14) preliminary plans. The blended floors do not show specific Bureau requirements, which will be further developed in Phase 2 of the project.
 - Why is the furniture shown different from our existing furniture?** Based on the project vision defined by the Bureau leadership, the design direction for the workspace will allow the building to accommodate growth and provide flexibility over time. In addition, the preliminary plan creates a more balanced work environment by increasing shared spaces for focus and collaboration spaces, maximizing natural light, and creating a flexible furniture system that can accommodate the various work styles. To achieve these goals, there is a reallocation of employee space, reducing some of the individually assigned workspaces in exchange for additional collaboration and employee support spaces. This results in a reduced typical cube size from the current standards. While the test-fits show a standard approach and workstation configuration, the final configuration for each Bureau will be determined in Phase 2.
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- How will the public access the building?** Direct service to community customers and the public will be provided mainly on Levels 1 and 2. These functions include a consolidated Customer Service Center and shared public and staff meeting, training, and event spaces. City leadership acknowledged the benefits of the approach; however, programming and operational discussions still need to occur to develop the optimal solution for public facing services on the lower floors.
 - What are the employee support floors?** Employee support floors include Levels B (basement), 3, and 15. Bike parking, lockers, showers, and a fitness center are located on Level B along with other building support areas. Vehicle parking will no longer be provided in the building. Level 3 has very little access to natural light and so is ideally suited for shared storage and some conferencing. Level 15 has a great deal of access to natural light because of the large windows that occur around its perimeter. This floor has been designated primarily as an employee support floor with shared meeting space, collaborative work space, and break space.
 - When will we move out to the temporary location(s) and where is it?** Moves are anticipated in the fall of 2017 with some potentially occurring during late summer. Moves will not happen all at once and are estimated to occur over a two-month period. The Project Team is working on securing leases for temporary space. More information on the location(s) of the temporary space should be available in the early part of 2017.
 - What’s included in Phase 2?** Phase 2 is the remainder of the design and includes detailed design and implementation documentation inclusive of permitting. Phase 3 is the construction phase and is likely to start while Phase 2 is still being completed.

Glossary

Basis of Design: The narrative description combined with drawings to establish the criteria and direction for the remaining design. Incorporates all program requirements set for the project.

Preliminary Plans: The preliminary plans are used by the project team to confirm if the City's project requirements will fit in the space and are a component of the Basis of Design. They are used to validate the project budget. The project design will be further refined in Phase 2 of the project.

Kit of Parts: A collection of interchangeable furniture components that can be arranged in multiple configurations. A standardized kit of parts reduces move costs substantially allowing staff to easily reconfigure and adapt workspace to meet needs.