

Portland Building Community Oversight Committee Quarterly Report (October – December 2016)

Executive Summary

In summer of 2016, City Council selected five community representatives to serve as members of the Portland Building Community Oversight Committee (PBCOC). The Committee was tasked with providing community oversight on the Portland Building Reconstruction project and assess project progress towards completion by the end of 2020 at a cost not to exceed \$195 million.

From October through December 2016, the PBCOC held two meetings to learn more about the project and develop reporting tools that will be used in monitoring the project. Future reports will include color-coded dashboard scoring.

PART 1 – PORTLAND BUILDING COMMUNITY OVERSIGHT, CITY OF PORTLAND October – December 2016

Background

In October 2015, City Council approved Resolution #37158 directing the Office of Management and Finance to complete the Portland Building Reconstruction project by the end of 2020 for a cost not to exceed \$195 million. Council also direct OMF to convene a community oversight committee, similar to the City's Technology Oversight Committee, with members selected by each Council member.

Committee Charge: The PBCOC's purpose is to provide community oversight on the Portland Building Reconstruction project and report their findings to the CAO. The Committee's role includes:

1. Reviewing project reports from staff and external experts.
2. Determine if project components such as scope, schedule, budget, equity performance, and sustainability are meeting desired results and assess progress towards the overall goal.
3. Provide project assessment.
4. Report findings and submit quarterly reports to the CAO.

Committee Members

In July 2016, Council members selected the following community members to serve on the PBCOC:

Member	Selected by:
Cindy Nichol	Mayor Charlie Hales
Charles Farrington	Commissioner Nick Fish
Don Shanklin	Commissioner Amanda Fritz
Robert Ball	Commissioner Steve Novick
Tom Walsh	Commissioner Dan Saltzman

Committee members signed statements of independence and non-conflict of interest. By signing, they agreed to treat their positions as a public trust, adhere to stipulated ethical laws, render decisions required based on merits and not upon prejudice, maintain independent and objective judgment, avoid any appearance of impropriety, and refrain from disseminating confidential and sensitive information. In addition, the committee determined that decisions would ideally be made by consensus. If the group is unable to reach a consensus, the committee will take a vote.

Committee Meetings to Date:

October 20, 2016:

The PBCOC met with the project team including representatives from the project management team at the Office of Management and Finance, the Owner's Representatives (Day CPM Services LLC), and the Design-Build-Relocate contractors (Howard S. Wright Construction company/DLR Group). Team representatives provided background information and current status updates. Much of the discussion focused on salient topics such as project scope and budget, re-location decision, community engagement initiatives, remote work, archiving, and the Data Center Move project.

Committee members gained a better understanding of their roles and discussed a project scoring system modeled after the Technology Oversight Committee, as Council recommended. The expectation is that the PBCOC will score project components such as budget, schedule, scope, equity performance, and sustainability based on information provided by team leaders and then submit quarterly reports to the CAO. Committee members agreed to meet every third Thursday of the month.

November 17, 2016:

At this meeting, the project team shared updates related to Phase I of the Portland Building Reconstruction project and covered topics including project scope, envelope design, blended floor plan, Kit-Of-Parts furniture solution, and bureau's workplace alignment plans.

The committee also provided feedback on more detailed report templates.

December 15, 2016: The December meeting was cancelled due to severe weather conditions and closure of City offices.

Note: Future quarterly reports will include scoring from each meeting. However, there was no scoring during this quarter.

PART II: SUMMARY OF PROJECT UNDER PBCOC OVERSIGHT

October – December 2016

Project Description: This project is for the reconstruction of the existing Portland Building. At the minimum, the project will include the following: eliminate water intrusion issues; repair structural degradation and upgrade seismic level to meet current code for the existing buildings; upgrade/replace HVAC and other building systems that are at/near the end of their useful life; and upgrade accessibility of the building.

Project Vision: Provide a resilient building that serves community and workplace needs for current and future City operations for years to come.

Project Mission: Reconstruct the Portland Building in a fiscally responsible way, creating a functional, accessible, sustainable, seismically upgraded workplace.

Budget: \$195 million

Completion Deadline: By the end of 2020

Current Status: The project team is on track to complete design, building construction, as well as tenant move-in and move-out by 2020. Phase 1 was completed in Dec. 2016. The information provided at the completion of Phase 1 will give the PBCOC more detailed budget, scope, and schedule to assess when scoring.

Major Accomplishments this quarter:

- Completion of Phase 1 (Conceptualization and Criteria Design).
- Submitted Phase 1 report. The report provides information on project scope, target budget, and schedule and completes the conceptualization and design criteria. It includes a narrative of design requirements and preliminary design drawings that establish the project Basis of Design (BOD). In addition, the reports includes a revised eco-charrette report covering alignment with the City's Green Building Policy, energy, thermal efforts, and WELL certification.

- Work groups finalized baseline designs and scope across all disciplines.
- The Design-Build-Relocate team submitted the Design Advice Request package in preparation for hearing with the Historic Landmarks Commission.
- The project team held community open houses.
- The Equity team attended 21 outreach events to share information and recruit Disadvantages/Minority/Women/Emerging Small Business Enterprises (D/M/W/ESB).
- Technology and security consultants conducted a building wide evaluation to further diagnose the City's infrastructure and security needs.
- Completion of the project's co-location on the first floor of the Portland building.

Upcoming milestones for next quarter:

- Secure temporary re-location spaces and complete lease execution.
- Execute phase II amendment and authorization.
- Finalize the Equity, Inclusion and Diversity plan.

Risks, Concerns and Comments from the PBCOC for this quarter:

- Risks:
 - The PBCOC is concerned about the re-location move considering the tight commercial lease market in Portland. The project team, however, assured the Committee that they have identified more office spaces than needed and are on target to complete re-location.
 - The PBCOC requested more details be included in project budget reporting. Updates were made to the report and the project team will provide the committee with more details going forward.