



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

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June 10, 2018

From: Kristin Wells, Portland Building Project Lead

To: Leah Treat & Jeramy Patton, PBOT; Mike Stuhr & Gabe Solmer, WB; Michael Jordan & Dawn Uchiyama, BES; Kia Selley & Trang Lam, Parks; Claudio Campuzano, CBO; Jennifer Cooperman, BRFS; Serilda Summers-McGee & Larry Nelson, BHR; Jeff Baer & Dan Bauer, BTS; Carmen Merlo, Facilities & CAO; Tom Rinehart, CAO

CC: Individual Bureau Workgroup: Maribeth Elmes, PBOT; Gabe Solmer, WB; Lynne Casey, BES; Britta Herwig, Parks; Jane Marie-Ford, CBO; Stacey Foreman, BRFS; Larry Nelson, BHR; Amy Tuttle, BTS; Aymie Reynolds, Facilities; Aaron Rivera, CAO

RE: Individual Bureau Workgroup Summary Update

Your Individual Bureau Workgroup members have worked very hard in completing the first of six steps, as previously outlined, to get to completed floor plans and furniture orders for your future floor(s). There was a range of responses and we want to highlight a couple of results and reminders for you.

Process Reminders:

1. Please be sure one of you (director or deputy) are signing each form. The forms have your signature to communicate to the Project Team that you have reviewed the information and are in concurrence with your representative. This round had a few signatures that were missing at initial pass. All bureaus have now submitted signed responses.
2. Please be sure all responses are on the form provided. Information received in other formats may be missed.

Information and decision tracking:

1. Meeting notes, information, forms, etc. are all posted on the bureau Workgroup Smartsheet documents. All your workgroup members have access to that Smartsheet.
2. Specialty questions, clarifications, or special requests will need to be submitted through the bureau workgroup form: "TPB Bureau WG Clarification Items". All bureau workgroup members will be granted access next week. The project team will do its best to track items brought up in meetings, but it is the responsibility of the workgroup members to confirm items are captured as they expect. Workgroup members may also submit requests directly. **If a request does not exist on a standard project form or in this spreadsheet, it does not exist.** Please do not email requests.
3. Information provided within homework forms will be accepted as decided upon and moved to the next decision-making step.
4. If a change has occurred in your bureau and you need to change a previously made decision, the bureau Director or Deputy must make request directly to Kristin Wells and she will communicate if the change can be accommodated or not. Change accommodation will be very limited based on the stage of the project we are in.

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Design Decisions, Clarifications, and Updates:

1. Floor count – Some floors are not currently at a 156 headcount with the 2025 stack. Since space optimization committed to optimizing the space to allow for future growth, the floors will be built out with 156 workspaces regardless of the 2025 projections, this will allow for spaces to be available as we continue to grow.
 - a. Some bureaus' adjacency counts did not add up to their stack counts. The project will be reaching out for resolution/clarification if needed. If a change in the previous stack decision is requested, please request that change with Kristin Wells following the process above and she will respond to whether that change can be accommodated.
 - b. Some bureaus wish to place two employees in one workspace (i.e. inspectors or shared desk with different days/shifts). This is acceptable, and will still count as one workspace.
2. Secure floors - Basement and floors 3-15 are employee floors and secure access is required to get on them. There is no physical barrier between employee floors or within floors in the open areas. File cabinets will be provided with locks and offices and storage rooms may also be locked to allow for secure documents. This will require behavior changes for some employees and will be discussed more during change management trainings. Two of the enclosed rooms will be prepped for future card readers in case card access is required in some environments. The Project Team will be working with bureaus who need this function to ensure those functions are located in one of those rooms.
3. Printing, etc. – The Shared Bureau Spaces Workgroup will be reviewing print rooms next week. There are two print rooms on each typical floor, a business center print room on 2, a print room on 15, and a possible printer/plotter room on 3. Print rooms are typically sized for 2 multi-function devices for printing, scanning, copying, and faxing; a layout table; and recycling/shredding bin.
 - a. Specialty print functions – Workgroup members will be asked next week to inventory any specialty print functions or similar function that need to be accommodated (i.e. label makers, laminators, etc.). Each print room will have a layout table with access to power and one data port for these items.
 - b. Plotters – Due to air quality and space constraints, there are three possible options for bureaus with plotters. Up to one plotter with single side access (approx. 7' x 3' maximum) in the large print rooms on each typical floor. Inkjet plotter on the open floor in designated open collaboration space (DLR will be presenting this option to workgroup members). The project is offering to build an additional plotter specific room on the third floor for the larger plotters that require 2-sided access, and any others which bureaus would like plotters located away from their floorplate. Plotter room would have ability to have power and data for laptops or workstations and large layout tables, cutters, etc. Plotters could remain specific to bureaus or could be shared. Paper could be stored separately in plotter room. The project will be looking to a decision on this soon from bureaus that may have interest.

Step 1 Summary:

The following is a summary of responses from each bureau for the Step 1 process. There is some follow up needed or requests that need to be clarified. Those are indicated in bold below. **Please provide responses by Tuesday, June 12th.**

PBOT:

Assignment of bureau enclosed rooms: 19 huddles, 21 offices, 1 storage, 6 unassigned/not clear.
Please provide assignment of remaining 6 rooms.

Adjacencies provided.

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WB:

Assignment of bureau enclosed rooms: 31 offices, 5 unassigned.

Please provide assignment of remaining 5 rooms.

Adjacencies not identified, but assigned by floor. Will work with design on adjacency during the step 2 process.

BES:

Assignment of bureau enclosed rooms: 19 offices, 17 huddles.

Adjacencies not identified due to bureau reorganization process underway and determination of multiple locations. BES has committed to proceed with selections of future steps on schedule to accommodate a variety of BES groups and will determine later which groups will go in already designed spaces.

Parks:

Assignment of bureau enclosed rooms: 4 offices, 12 huddles, 2 storage rooms.

Note that form marked O/H on 9 of the enclosed rooms with description in email that Parks wishes to make them all huddles at move-in and will make changes after move-in as parks grows over time to change huddles to offices. All of these spaces can be changed over time with change of furniture. This is standard for all floors. Project will proceed with these all as huddles.

Adjacencies provided.

CBO:

Assignment of bureau enclosed rooms: 3 offices, 1 huddle.

No adjacencies provided or needed due to bureau size and group.

BRFS:

Assignment of bureau enclosed rooms: 0 offices, 12 huddles, 2 storage rooms.

Adjacencies provided.

BHR:

Assignment of bureau enclosed rooms: 10 offices, 2 huddles.

Adjacencies provided.

Notes: Reception area shown mid-aisle. Reception area will be in designated standard area across from meeting room.

Step 2 completed early, 16' spacing selected for north section.

BTS:

Assignment of bureau enclosed rooms: 9 offices, 9 huddles. Form contained note to confirm 8/1.

Please notify Project by date above of any changes to this ratio as it effects the overall floor layout and needs to be determined now. Decision cannot wait until 8/1.

No adjacencies, but would like all standard focus option for orientation.

2025 head count reduced to 156 per bureau request.

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Facilities:

Assignment of bureau enclosed rooms: 3 offices, 4 huddles.

Adjacencies identified.

CAO:

Assignment of bureau enclosed rooms: 1 office, 5 huddles.

Adjacencies identified.

Step 2 plan:

Step 2 form was provided to your IBW member last week. Responses are due at the next meeting with your bureau on June 25/26.

Thank you again for all your hard work and dedication to meeting the project timelines. Please contact me if there is any further clarification or information needed.

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