



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

Ted Wheeler, Mayor

Tom Rinehart, Chief Administrative Officer
1120 SW Fifth Ave., Room 1250
Portland, Oregon 97204-1912
(503) 823-1182
FAX (503) 823-5384
TTY (503) 823-6868

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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: Stack Finalization, Workgroup Updates, and Communications

Thank you all for your diligence in completing Step 2. With those results and bringing some of the special considerations to conclusion, we have also finalized the building stack.

Stack Finalization:

The preliminary draft stack was presented to Bureau Directors earlier this year. Since then, the following has influenced changes to the stack.

1. Parks and Water Bureau requested complete floors and did not want to share a customer service/call center floor.
2. Risk joined BRFS, and BRFS requested all BRFS employees in the building be on one floor.
3. It was determined a combined plotter room on the third floor would be advantageous, particularly to accommodate the 2-sided extra-large plotters.
4. It was determined that Water Bureau's training room needed to be separate and specially designed from the shared training rooms on the third floor.
5. It was determined that PBOT's traffic operations center would be located on a PBOT floor, and not on the third floor.

The concept of the building and the space optimization project is to provide infrastructure and furnishings to make moves relatively simple in the future. However, the projects need to finalize furniture orders soon, which will be ordered based on final floor plan, and run cabling infrastructure throughout the building, which will be customized for some specific groups needing specific accommodations. Thus, this is necessitating locking in the locations of bureaus now. As such, the following is the final stack for the building.

4th floor: Water Bureau

5th floor: Water Bureau

6th floor: BES

7th floor: BES

8th floor: Parks

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9th floor: CAO/BHR

10th floor: BRFS/CBO

11th floor: BTS

12th floor: Facilities/PBOT

13th floor: PBOT

14th floor: PBOT

We know that bureaus will continue to change over time both between now and move-in, as well as for the many years to come while we are in the Portland Building. This influenced the plan to build out all 156 workspaces per floor regardless of specific bureau needs on those floors that are not projecting 156 within five years of growth. The two bureaus which initially planned to place more than 156 employees on the floor have changed their projection plans and the entire building will be stacked with 156 per floor. This supports the count which all the support spaces were designed for and will help ensure a supportive work environment for all our employees. It will also allow Facilities to manage building-wide moving forward, if a bureau needs additional or less space beyond their 5-year growth allocation.

Workgroup Updates:

Shared Spaces Workgroup: Due to input from this workgroup, the gathering rooms will now have two sinks and one dishwasher, rather than what was previously planned. Lately, this group has been primarily focused on shared print rooms and plotter options to ensure we have the technical design correct and confirming the layouts will work. Next, we will be discussing the gathering room furnishing layout and graphics.

Meeting Rooms Workgroup: This group has been reviewing the conference room layouts as well as plans for the Citywide Technology project AV program to ensure our conference rooms are technically supported for this proposed project and the future of our meeting rooms. Furniture layouts are nearly complete and the AV group has information they need to complete their designs.

Public Engagement Workgroup: This group broke into four leadership groups in the areas of Regulations, Cash Process, Security, and Reception/Info/Receiving. It is combining the outcomes of those groups together, along with recommendations from the 311 project, into a final Basis of Design document for the design team to complete the design for the customer service zone.

Individual Bureaus Workgroup - Step 2 - 3: The step 2 process has been completed. The project team is working on laying out your floors with those selections of spacing and orientation.

Step 3 forms, with the information from the step 2 process inserted, has been sent to your IBW member. During step 3, your bureau will be selecting the layout and pieces for each of your spaces which will be supporting the primary workspace.

Each bureau floor will have four core collaboration spaces as part of the new floor plate layout. These areas will be equipped with custom recycling/supply stations and magnetic marker board walls. Your IBW will then select from the options provided for the additional furniture for these areas.

Huddle/storage room options are also being selected during this step. The number of huddle rooms will vary depending on the bureau choices made as part of Step 2.

The remaining extra work spaces available on each floor depend on the type of spacing chosen in Step 2. The 16' workstation spacing option allows for larger extra work spaces since this space is groups together. The 20' workstation spacing option allows for more narrow collaboration space between the workstations.

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As with each step, please let us know if you have questions or need help with completion. There is an optional assistance meeting on July 18th for your IBW member to meet with the project team for additional clarification as needed. Step 3 is due August 1st.

Communications:

We have been working to ensure transparency throughout this project. In the spirit of transparency and information-sharing, we will be posting this memo on the website in approximately 48 hours. Please send out any communications you wish within your bureau prior to that time. We will also be announcing the Grand Opening Ceremony and the general move-back timeline planned for the project completion at that time.

Thank you!

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