



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

Date: October 18, 2018
To: Portland Building Employees
From: Kristin Wells, Portland Building Project Lead
Cc: Portland Building Bureau Directors
RE: Portland Building Workgroups update

The Portland Building Reconstruction project team would like to extend a huge thank you to the bureaus and individuals who have devoted countless hours by contributing to the design of what will be our new workplace and public service space. Contributions have come in many forms including:

- Meetings and workshops with directors and bureau leaders;
- The original Design Committee and the four design workgroups that formed at the beginning of this year;
- The Change Management Committee;
- Small focus groups on special topics/focus areas;
- Public meetings;
- Suggestions via the comment boxes;
- Feedback provided during information sessions;
- Comments through the track-it form;
- Feedback provided through members of the workgroups and committees.

Thank you. Your contributions resulted in the completion of Portland Building design and space planning – which you will see reflected in the attached documents. Construction is well underway. Many of you have watched as the building has been deconstructed. This week, many of you will have a chance to see the raw building before new spaces are built out. Soon, you will witness the new building come to fruition.

This memo acknowledges the conclusion of the space planning and design input of the individual bureau, shared space, and meeting space workgroups. The following provides an overview of the work performed and outcomes derived from each workgroup.

- **Individual Bureau Workgroup**
The Individual Bureau Workgroup (IBW) focused on individual bureau assigned areas including employee work zones and bureau storage spaces. Representatives worked with the project team and their respective bureaus to determine workspace layouts, team adjacencies, and support areas on the bureau floors. Additionally, this workgroup worked your bureaus to determine the mix of private offices, huddle rooms, and on-floor

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

storage rooms within their bureau and the need for additional storage off the bureau floor. Final layouts from the individual bureau workgroup [can be found here](#).

- **Shared Space Workgroup**

This workgroup focused on fine tuning the final design of the kitchen area within gathering spaces, and space planning for the shared bureau spaces on floors 4-15, except the meeting rooms. Representatives worked with the project team to determine layouts and furniture selection of, lactation/wellness rooms, print rooms, and third spaces on typical floors and the 15th floor. Final plans from the shared space workgroup [can be found here](#).

- **Meeting Space Workgroup**

This workgroup focused on meeting room functionality and amenities throughout the building. Representatives worked with the project team and their respective bureaus to determine meeting room layouts considering flexibility, operational realities, and the appropriate level of audio/visual technologies.

In partnership with the Citywide Technology package, new meeting rooms are expected to be outfitted with a baseline level of technology, to help propel the City into the 21st Century and beyond. The Citywide Technology package is pending Council approval this fall. Final plans from the meeting space workgroup [can be found here](#).

- **Public Engagement Workgroup**

The Public Engagement Workgroup (PEW) has not yet concluded. It will meet at least once more to confirm the final layout of the first-floor customer service counter. Thus far, the workgroup has confirmed the basis of design and the conceptual design meets all required functionality.

Thank you for your continual collaboration and support throughout the Portland Building Reconstruction project. Next up, we are shifting to change management and identifying change elements as we prepare to move back in winter 2019/2020. The project team met with bureau directors on October 4th to present the overall approach to change management and get initial input and support from leadership. This fall/winter will be focused on planning the strategy for change management and the change management strategy will be rolled out in winter/spring 2019.

Please take a moment to look at the space plans and envision yourself maximizing the multitude of work spaces in our new building. Remember that the axis of each floor including conference rooms, gathering spaces, print rooms, lactation/wellness rooms, the 15th floor, and the 1st & 2nd floors are now a part of our shared collective workspace. All tenant employees will have access to these workspaces, in addition to your bureau assigned spaces.