

# Kenton Library Project Charter



**Multnomah County  
Facilities and Property Mangement  
Library Department  
March 26, 2009**

## **Project Name:**

**New Kenton Library** – (Leased space in a renovated and enlarged stand alone building)

## **Project Description:**

Multnomah County plans to lease a 6000 sq. ft. tenant space for long-term use as a neighborhood branch library for North Portland County residents. The county intends to lease a 5,000 sq. ft. existing building, build an addition of 1,000 sq. ft., and finish out the interior space.

## **Stakeholders or Sponsors:**

Stakeholders:	BOCC District 2 Commissioner North Portland Multnomah County community Multnomah County Library North Portland Multnomah County residents
Sponsor:	Multnomah County Library
Departments Affected:	Multnomah County Library Facilities & Property Mangement, DCM

## **Goals and Objectives:**

Why is this project being done:	Neighborhood libraries provide learning, cultural and recreational opportunities to all County residents. Residents get information and entertainment from neighborhood libraries through books, computers, and community activities. A new library in North Portland was promised in the library levy passed by voters in November 2006. The library levy includes funding for operating a new library in North Portland.
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What will the project achieve:	The new library will provide a facility to better meet the community's library needs.
Library Design:	Creates strong identity and public place. Incorporates sustainable construction features.
Schedule:	Complete and open Library by December 2009.
Goals of Involved Parties:	County Commission / County staff / North Portland residents as follows:
<ul style="list-style-type: none"> <li>• County Commission:</li> </ul>	Construct a new library facility within the North Portland community to fulfill obligations made to Multnomah County with the 2006 library levy. Complete the project as expeditiously as possible to provide better library service to North Portland residents.
<ul style="list-style-type: none"> <li>• County staff:</li> </ul>	Desire to move the project forward quickly to meet the expectations of all stakeholders.
<ul style="list-style-type: none"> <li>• North Portland residents:</li> </ul>	Greater livability, with opportunities for people to connect and interact, promoting a lifetime of learning, and providing a variety of cultural and recreational opportunities to help achieve a vibrant sense of community.

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**Key County Personnel Resources:**

Planning:	Molly Raphael, Mike Harrington, Vailey Oehlke, June Mikkelsen, Facilities & Property Management
Project Manager:	Mike Harrington, Facilities & Property management
Property Manager:	Mike Harrington, Facilities & Property Management

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**Deliverables:**

A 1,000 sq. ft. addition to an existing 5,000 sq. ft. building, seismic upgrade to the building shell, full interior build-out including partitions, finishes, furniture, heating, cooling & ventilation modifications in leased space.

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**Project Milestone Target Dates:**

Commence Planning:	January 2007
Public Meetings:	September 20, October 11, and November 13, 2007; and May 29, 2008
Submit for Permits:	Submit Type II Land Use Jan. 28; 10 weeks for review; 8 weeks permitting a
Bid Project:	April 23, 2009
Complete Construction:	December 2009
Open:	December 2009/January 2010

**Budget:**

Tenant improvements:	\$ 998,184
Furniture / Fixtures / Equipment:	\$ 200,600
Fees and Other Costs:	\$ 350,459
Soft Cost Contingency	\$ 55,155
Construction Contingency:	<u>\$ 149,728</u>
Total:	\$ 1,754,126

Note: The project budget has increase from \$1.25 million to \$1.75 million. This increase was due to the fact that the County will be constructing the shell of the building for the landlord. The decision to incorporate the shell costs in the scope of work was made based on a number of considerations.

- The fact that the State of Oregon ruled that all costs associated with the project shall be Prevailing Wage, including the landlord's work.
- The expertise required to incorporate a full seismic upgrade to the Facility.
- The fast track schedule that needs to be met in order to accomplish the County's goal of opening the building by the end of the year.

To off set these additional costs the County will receive an allowance of \$250,000 at 6% interest during the life of the lease. The County will also receive 11 months free rent.

**Funding Plan:**

Funding for Tenant Improvements is budgeted from the Library's operating budget, and funding for operations from the 2006 library levy.

**Benefits:**

The new library will provide enhanced library services to the North Portland community.

**Constraints:**

The Library Department and Facilities and Property Management Division have involved community representatives in the siting process. Four public meetings were held to provide opportunities for public input representing community interests. There were also two Board meetings for citizens to provide input

directly to the BOCC. It is the opinion of County staff that the process was conducted in a cooperative and collaborative fashion. On January 28, 2009 the Board of County Commissioners held a public meeting and approved a Real Property Lease with Osbeck Properties LLC, for the new Kenton Library, located at 8226 N Denver Avenue in Portland, Oregon.

### **Risks and Concerns:**

Space:	Adequate per Library operational requirements.
Scope:	Site improvements and development are confined due to size of site.
Permits / Zoning:	Type II Land Use permit is needed and review will take 10 weeks. After review, permitting will take 8 weeks.
Funding / Budgeting:	Funds for Tenant Improvements are available via the Library's operating budget. Operating funds are in the 2006 library levy.
Schedule:	The schedule may possibly be impacted by the permitting process in meeting December 2009 completion date.
Neighborhood:	Involved and participatory in the siting process.

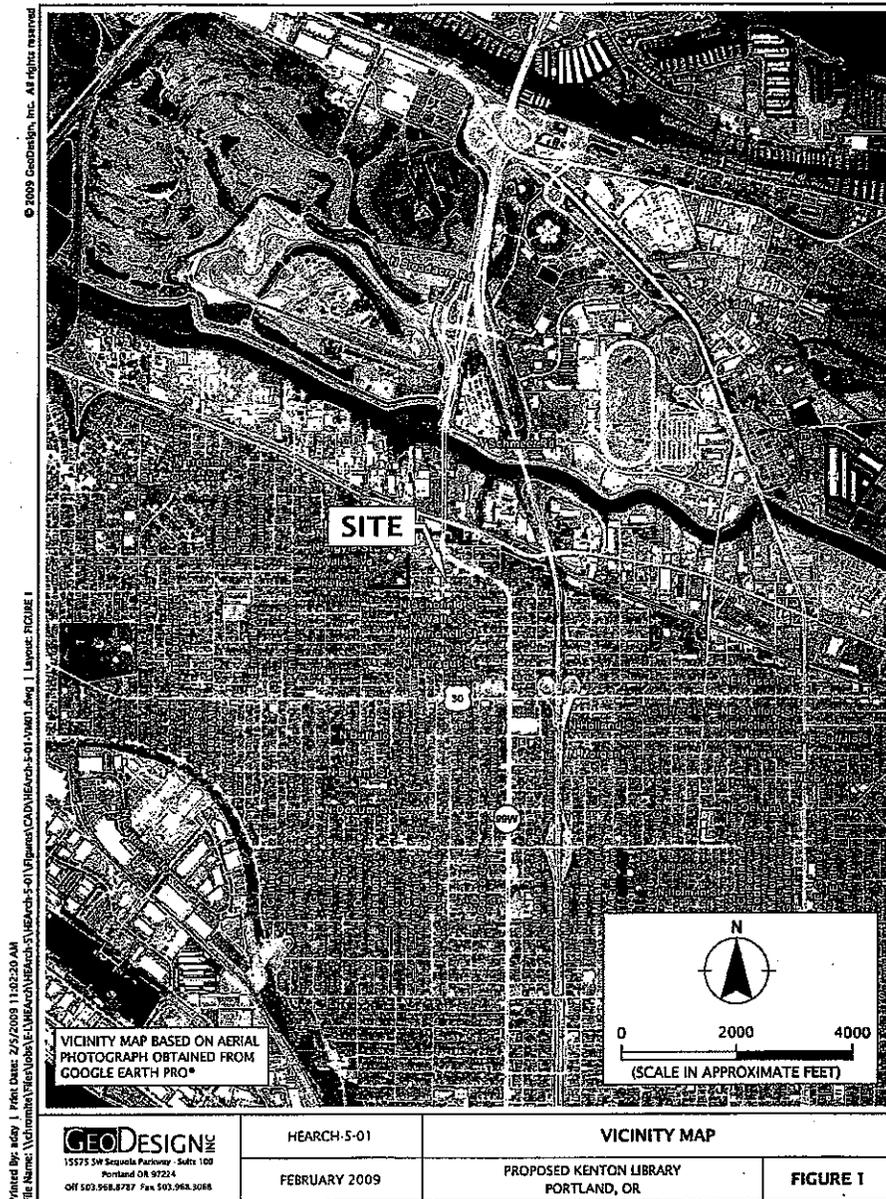
### **Assumptions:**

- Land Cost: \$ 0 (The County is leasing space in a mixed-use building).
- Zoning: CS / Historic District Design Overlay Zone (Promotes the conservation, enhancement, and continued vitality of areas of the City with special scenic, architectural, or cultural value. This is achieved through the creation of design districts and applying the Design Overlay Zone as part of community planning projects, development of design guidelines for each district, and by requiring design review or compliance with the Community Design Standards. In addition, design review or compliance with the Community Design Standards ensures that certain types of infill development will be compatible with the neighborhood and enhance the area.)
- There will be some off-street parking spaces behind the building.

### **Location of Project Site:**

8226 N Denver, Portland, Oregon

## Map of Project Location:



## Scope of Work:

1. Lease negotiations with landlord are complete.
2. Develop architectural and engineering documents with County reviews at Schematic Design, Design Development, and Construction Documents.
3. Obtain required City of Portland permits and design reviews.
4. Competitively bid construction work.
5. Construct addition to the facility and related site work.
6. Procure and install project furniture, fixtures, and equipment to meet the Library needs.
7. Close out project insuring completion of punch list, delivery of as built and warranties, training of County maintenance personnel, and turn over of building to maintenance.

## Project History:

### History of the Kenton Library Development Project / 1999 to Present

#### Summary of Events

Planning for new libraries in North Portland and East Multnomah County began in 1999, although new branches were not specifically named in the 1997 or 2002 library levy language. The County's previous siting processes in both areas ended in 2003, due to County budget cuts. Measure No. 26-81, "Renew Five-Year Local Option Levy to Continue Library Services," passed by voters in November 2006, specifically calls for new libraries in North Portland and Troutdale:

Continue programs for school age children, story hours for babies and toddlers, summer reading, literacy services for children in child care, programs for teens; Help teachers and students use library resources; provide homework helpers to assist children with school work; Maintain free access to information; Update books and materials; Continue books delivery to homebound seniors and nursing home residents; Open **planned libraries in underserved neighborhoods of East County and North Portland**; Keep libraries open; Maintain current hours and services at Central and neighborhood libraries.

In January 2007, Commissioner Jeff Cogen (District 2) met with Library and Facilities & Property Management staff to plan a public siting process for a new library in North Portland. Four public meetings were held to get community input: September 20, October 11, and November 13, 2007; and May 29, 2009. Community residents suggested potential sites, and additional sites were identified through a Request for Information issued to more than 600 real estate professionals. Three potential sites were identified, later narrowed down to two. A final community-wide public meeting to get input on the two potential sites was held on May 29, 2008, with more than 70 people attending. In addition, members of the public were invited to send comments to Commissioner Cogen's Office and/or Multnomah County Library.

County and Library staff reviewed the positives and negatives of each site with the Board of County Commissioners. After discussion, the BCC voted to direct the Department of Libraries and Facilities & Property Management staff to proceed with lease negotiations with the landlord of the 8226 N Denver site.

After an reiterative negotiation process, Library and Facilities & Property Management staff returned to the Board of County Commissioners on January 28, 2009, with a draft lease. At that meeting, the BCC approved the lease of real property from Osbeck Properties LLC.

## Charter Approvals:

Sponsor (Library): Molly Raphael Date: 04/08/09

Facilities and Property Management: Robert Thomas Date: 4/8/09