



# MULTNOMAH COUNTY OREGON

---

DEPARTMENT OF COUNTY MANAGEMENT  
FACILITIES AND PROPERTY MANAGEMENT DIVISION  
401 N DIXON STREET (FIRST FLOOR)  
PORTLAND, OREGON 97227  
(503) 988-5643 FAX  
(503) 988-3322

BOARD OF COUNTY COMMISSIONERS  
TED WHEELER • CHAIR OF THE BOARD  
MARIA ROJO DE STEFFEY • DISTRICT 1 COMMISSIONER  
JEFF COGEN • DISTRICT 2 COMMISSIONER  
LISA NAITO • DISTRICT 3 COMMISSIONER  
LONNIE ROBERTS • DISTRICT 4 COMMISSIONER

---

## KENTON LIBRARY

### Capital Planning Process (FAC-1) New Kenton Library April 21, 2009

#### 1. OVERVIEW

The scope of work for the Kenton Library includes a full interior build-out including partitions, finishes, furniture, heating cooling and ventilation modifications, data and seismically upgraded building shell with addition now in the design stages.

#### 2. PROGRAM REQUIREMENTS

Multnomah County plans to lease a 6,000 sf ground-floor tenant space for long-term use as neighborhood branch library in the Kenton neighborhood.

The new library will provide a facility to better meet the community's library needs. It will meet County plans and strategies by creating a strong neighborhood identity and public gathering place, thus creating a more vibrant community. Construction features will be incorporated to address the County's sustainability strategy. Opening this new library facility within the North Portland community will fulfill obligations made to Multnomah County with the 2006 library levy.

The Library has certain design parameters and program requirements that the proposed building shell needs to meet in order to be a successful new library branch:

A highly visible, central location, serviced by public transportation, with off street parking, and a positive pedestrian experience is important to the success of the library. An easily identified ADA accessible, covered entrance; covered book drop; and exterior signage are key features that must be accommodated in the new proposed building shell.

Visibility between the interior and the exterior, as well as abundant natural light, are preferred for the Library, but glare and unwanted heat gain must be controlled.

The proposed building needs to have a loading zone in an area that is near and

accessible to the Work Room in the building. The loading zone must accommodate one large van used daily for book deliveries.

A trash and recycling area also needs to be located near the work room and be constructed in accordance with current code requirements.

The utilities available on the site need to meet the requirements listed under various headings under the next section of this document.

The interior space in the proposed building shell should meet the square footage requirement, but also be of a regular shape and have little or no obstructions to efficiently accommodate library book stacks and other programmatic features.

Sustainable concepts including the efficient use of energy, longevity of materials, and low maintenance costs are important factors that the Library, as a public facility, must incorporate.

### 3. PROJECT SCOPE

The location and size of the library has been determined in a previous planning study. The scope of this project includes shell costs and the fit-out of the library interior. The area is approximately 6,000 SF.

The library will be in a leased location in a renovated 5000 sq. ft. stand alone building, with a 1000 sq. ft. addition.

### 4. FUNDING SOURCES

\$1.754 million is budgeted during the current fiscal year for tenant improvements and facilities costs. Funding for operating the new library (with rent included in the facilities costs) beginning in 2009 is included in the 2006 levy rate.

### 5. JUSTIFICATION

Measure No. 26-81 "Renew Five-Year Local Option Levy to Continue Library Services" was passed by voters in the November 2006 General Election. The levy language reads, "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."

### 6. ALTERNATIVES

#### a. OPTIONS NOT PREVIOUSLY EXPLORED

Because funding is not available for a County-owned library building, we did not explore that option.

#### b. RESULT IF PROJECT IS NOT PURSUED

Because the 2006 library levy ballot measure included language specifying a new library in North Portland and funding for operating that library, the County is legally obligated to provide it.

c. CONTRACTING METHODS/OPTIONS

1. Design/Bid/Build

d. COMPLIANCE WITH COUNTY POLICIES, PLANS, STRATEGIES

The building will comply with all County policies, plans and strategies required for leased properties.

**7. RISK ASSESSMENT**

Because the 2006 library levy ballot measure included language specifying a new library in North Portland and funding for operating that library, the County is legally obligated to provide it.

As with any leased space, there is some risk related to the landlord's performance. Our lease will include language outlining the County's requirements and the landlord's responsibilities.

**8. PROJECT CHARTER**

The Kenton Library Project Charter is attached.

**9. DEVELOPMENT PLAN**

a. PROJECT SCOPE

The project scope includes a full interior fit out within an existing shell (now in the planning stages). The area is approximately 6,000 SF. The program includes the following spaces indicated with approximate areas:

	Reading Room with open shelving	3,840 SF
	Entry Vestibule	60 SF
	Meeting Room with coat closet, sink and counter, lockable storage	
	500 SF	
	Supervisor's Office	90 SF
	Staff Room with sink, refrigerator and lockers	120 SF
	Men's and Women's Toilet Rooms	
220 SF	Staff Toilet Room	50 SF
	Janitor's closet	
40 SF	Electrical, mechanical	
120 SF	Data closet	100 SF
	Workroom	<u>500 SF</u>
	Sub-total	
1,800 SF	Load Factor: 20% x 1800 SF = 360 SF	<u>360 SF</u>
2,160 SF		
	<b>Total SF</b>	3,840 SF
	<b>6,000 SF</b>	

b. PROJECT TEAM

Client Team:

Multnomah County Facilities

Multnomah County Library Department

Building Owner:	Osbeck Properties, LLC
Contractor:	To Be Determined
A/E Team:	
Architect:	Hennebery Eddy Architects, Inc.
Structural (interior):	ABHT Structural Engineers
Structural (exterior):	TM Rippey Consulting Engineers
Civil:	Thomas/Wright, Inc.
Geotechnical Engineering:	GeoDesign Inc.
Mechanical and Electrical:	MKE & Associates, Inc.
Audio Visual:	Listen Acoustics
Signage:	Anderson Krygier, Inc.
Cost Consultant:	Architectural Cost Consultants

See attached Contact List for full list of team members.

c. SCHEDULE

See attached Schedule.

d. COST ESTIMATES

See attached Project Budget Estimate.

e. ACCOUNTING CHART

SAP Cost Center/Group – 805371 – Lib-TDL

Facilities Management tracking Work Order number – 2016243 – B-628

f. COMMUNICATION PLAN

Once the lease with Osbeck Properties, LLC is signed, Mike Harrington, Project Manager, will have the primary responsibility of communicating with and among the following, as appropriate:

- The Library Department
  - Molly Raphael, Director of Libraries
  - Vailey Oehlke, Deputy Director
  - June Mikkelsen, Executive Assistant to the Director
  - Becky Cobb, Library Budget and Finance Manager
- Facilities & Property Management
  - Jon Schrotzberger, Operations & Maintenance Manager
  - John Lindenthal, Capitol Improvement Manager
  - Mike Sublett, Asset Manager
- Information Technology
  - Lance Murty, IT Manager
  - Mel Blanchard, Telecommunications Network Administrator
- Hennebery Eddy Architects, Inc.
  - Timothy Eddy, Principal
  - David Wark, Associate and Project Architect
  - Meg Matsushima, Project Manager

- Contractor:
  - TBD – By Public Bid Process
  
- Building Owner / Landlord:
  - Osbeck Properties, LLC  
P.O. Box 17458  
Portland, Oregon 97217

Molly Raphael, Director of Libraries, will have the responsibility of communicating with the Chair’s Office and District 2.

### 10. OPERATIONAL FUNDING

Funding for operations is included in the 2006 library levy. (Budget is calculated for seven months in the 2009/10 fiscal year.)

Cost Elements	Budget Amount	Description
60000 Permanent	220,835	6.0 FTE
60100 Temporary (oncalls)	10,000	
60110 Overtime	465	
60120 Premium Pay	1,000	Shift differential, Person In Charge and bilingual premium
60130 Salary Related Expns	69,812	
60140 Insurance Benefits	84,968	
60170 Professional Services	350	Bank of America VISA machine rental
60180 Printing	1,165	Copier rental
60220 Repairs and Maintenance	100	Cash register & fax machine repairs
60240 Supplies	24,000	General office supplies (\$20,000 opening day supplies)
60260 Education and Training	200	Local training & workshops
60270 Local Travel/Mileage	200	Local travel & mileage
60340 Dues & Subscriptions	100	Business association dues
60370 Telecommunications (Telephone)	3,463	\$1,517 (T-1 line x 1) \$ 518 (T7208 Norstar x 3) \$466 (County network DID line x 4) \$345 (T7316E x 4) \$184 (Fax/modem/alarm jack) \$138 (T7100 Norstar x 1) \$107 (Auto attendant x 1) \$97 (Voice mail x 2) \$88 (County network DN line x 1) \$3 (Long distance charges)
60430 Building Management	1,616,431	\$1,510,000 Tenant improvements \$26,942 Base & utilities for 7 months \$76,620 12 months lease @ \$6,385 \$2,869 Svc. Request
<b>Total</b>	<b>\$2,033,089</b>	

**11. CAPITAL FUNDING**

Capital funding for tenant improvements (\$1.754) million is in the Library’s operating budget for the 2009/2010 fiscal year.