

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 00-200

Approval of a Project Charter for the Capital Remodel of the Justice Center Intake/Booking Facility, to Increase Efficiency and Safety and Reduce Booking Time, Allowing Arresting Officers to Return to their Street Duties More Quickly

The Multnomah County Board of Commissioners Finds:

- a. The Sheriff has proposed a remodel of the Justice Center intake/booking facility to increase efficiency and reduce booking time.
- b. The remodel changes the existing "linear"-functioning facility into a central nonlinear "open booking"-functioning facility.
- c. During the remodel, intake/booking functions will be conducted at a temporary site until the permanent facility is finished.
- d. An extensive internal and public involvement process was used by the Sheriff's Office, Commissioner Linn's Office, and the Public Affairs Office, to develop community support and confidence in the temporary booking facility to be utilized by the Multnomah County Sheriff's Office.
- e. The combined efforts of the Sheriff's Office and the Facilities and Property Management Division to prepare a Project Charter for the capital remodel of the Justice Center intake/booking facility has provided the Multnomah County Board with an understanding of the project scope, constraints, risks, and estimated costs of the project.
- f. The Board desires to complete the project within the parameters identified in the Project Charter.
- g. The Board wishes to review and approve any material changes to the Project Charter

The Multnomah County Board of Commissioners Resolves:

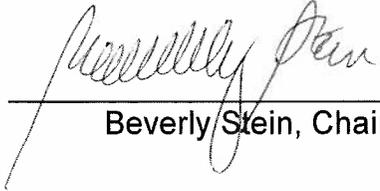
1. The Board approves the attached Project Charter for the capital remodel of the Justice Center intake/booking facility.

2. If the Chair determines that a material change to the Project Charter is required, the Chair will submit the proposed change to the Board for approval in the form of a Project Charter Amendment.

ADOPTED this 7th day of December, 2000.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON



Beverly Stein, Chair

REVIEWED:

THOMAS SPONSLER, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By Sandra Duff for
John Thomas, Assistant County Attorney

PROJECT CHARTER



Multnomah County
Facilities and Property Management

12/7/2000

PROJECT NAME

JUSTICE CENTER INTAKE / BOOKING FACILITY REMODEL

Project Number: W.O. # 719953

Project Description

Narrative Of General Scope:

Capital Improvement Project for the remodel of JC Intake/Booking area to incorporate the Open Booking concept for processing. During remodel of the existing JC Intake/Booking area, a temporary Intake/Booking facility will be constructed and operated on leased property.

Stakeholders or Sponsors

*Sponsor(s): Multnomah County Sheriff's Office

Dept(s) for Whom Project is done: MCSO

Dept(s) Affected: MCSO

*Agreements/Contracts Needed Outside County: Port of Portland – land lease

Achieved:

Lease agreement is currently under negotiation with the Port of Portland. It is anticipated that a final lease agreement will be made by 1 JAN 01. Duration of the lease is currently anticipated to extend from 1 JAN 01 to 1 JUL 02.

Goals and Objectives

Why is This Project Being Done? Current Intake/Booking area in Justice Center is processing almost 3 times design capacity, resulting in delays and safety issues.

What will it Achieve? Open Booking concept will allow processing of inmates more efficiently and quickly, allowing arresting officers to return to street.

*Background Reports? MCSO Intake/Booking Remodel Report, Aug. 1999 (MCSO Staff)
Detention Center Booking Area Remodel, Jan. 1999 (Liebert+KMD); Temporary Booking Site Analysis, April 28, 2000 (DLR group); Booking Operations Review and Recommendations, Nov. 2000 (Michael A. O'Toole, NIC.)

Key Personnel Resources

Project Manager: John Snethen, Facilities and Property Management
 Planners: Patrick Jones / Jim Emerson, Facilities and Property Management
 Property Manager: Mark Gustafson, Facilities and Property Management
 Project Budget Development: Dave Boyer (Bond); Barbara Simon (grant); Larry Aab (other); Karyne Dargan, Budget Office
 MCSO Project Contact: Ron Bishop

Deliverables

CONTRACTS TO DATE (for each: list contract #, amount, termination date, company, contact, phone #, brief description of scope in attachment(s))

<u>COMPLETE</u>	<u>ONGOING</u> (Listed by Contract Number)	
0010760-C	_____	PLANNING / SCOPING / ESTIMATING
_____	_____	ENVIRONMENTAL
301167	_____	ARCHITECTURE / ENGINEERING
300789	_____	OTHER PROFESSIONAL SERVICES
_____	_____	DEMOLITION OR CONSTRUCTION (ANY)
_____	_____	OTHER

County Telecomm, Involved? TBA Contact: Mel Blanchard

*Rfp's or Bids To Date: (List)

- RFP for Architectural/Engineering services was performed and KMD was selected. KMD is currently under contract and performing design work.
- RFP for CM/GC was issued and Facilities is currently proceeding with the selection process of the CM/GC. CM/GC should be selected by 8 DEC 00.
- GMP is scheduled to be negotiated by 19 JAN 00.

Project Milestone Target Dates

Intake and Booking Facility Project milestones for the **Permanent Booking** at the Justice Center, based on 2 JAN 01 start date:

Construction Documents	8w	01/30/00	03/26/01
Permitting	10w	03/27/01	06/04/01
Mobilization / Shop Drawings	8w	06/05/01	07/30/01
Construction	36w	08/02/01	04/10/02
Move into Permanent Facility	2d	05/09/02	05/10/02

Intake and Booking Facility Project milestones for the **Temporary Booking** at the Port site, based on 2 JAN 01 start date.

Construction Documents - site	4w	01/02/01	01/29/01
Building Permitting - site	10w	01/30/01	04/09/01
Construction Documents - modular	4w	01/23/01	02/19/01
Bidding and Award Construction - modular	4w	02/20/01	03/19/01
Modular Building Construction	14w	03/20/01	06/25/01
Construction On-site	12w	05/07/01	07/27/01
Move into Temporary Facility	2d	08/13/01	08/14/01
Vacate Temporary Facility	2d	05/09/02	05/10/02
Remove Modular Buildings and Restore Port Site	6w	05/11/02	06/21/02

Project Budget Total

Funds Available:	GO Bond Interest	\$ 3,348,344
	GO Bond Permanent Facility	\$ 586,080
	State Grant to Sheriff	\$ 550,000
	MCSO General Revenues	\$ 627,950
	GO Bond MCIJ Reprogrammed Funds	\$ 464,397
	GO Bond Funds Reprogrammed from Wapato Site Purchase	\$ 600,000
	GO Bond Funds Reprogrammed from Wapato VE Savings	\$ 563,438
	Total Funds Available for Construction	<u>\$6,740,279</u>
Estimated Cost of Work:	Remodel of Intake/Booking Facility	\$4,480,344
	Temporary Intake/Booking Facility	<u>\$2,255,785</u>
	Total Estimated Cost of Work	<u>\$6,736,129</u>
Temporary Facility Operating Funds Available and Estimated Cost		<u>\$ 369,888</u>
Total Estimated Project Cost		<u>\$7,106,017</u>

Funding Plan

Funding Plan is shown above in Project Budget Funds Available. This funding plan was negotiated between the Chair and Sheriff on 29 NOV 00.

Exclusions

Benefits

Impact

Constraints

- Remodel work will be performed inside a fully functional correctional facility and office building.
- Temporary facility still needs approval of the Portland City Council in the form of an Ordinance.
- Remodel work must be completed and leased space vacated prior to expiration of lease.
- Lease site must be returned to pre-occupancy condition.

Risks and Concerns

- SPACE
- SCOPE
- X PERMITS/ZONING - Temporary Conditional Use Permit at Temporary Booking Site
- X LAND ACQUISITION - Lease agreement not finalized at this time
- X FUNDING/BUDGETING - GMP will confirm cost estimates
- X TIMING - Work must be completed prior to lease expiration, extension beyond 1 JUL 02 not firm
- NEIGHBORHOOD - Siting effort complete
- X BUDGET - Current construction estimates have minimal contingency included
- X MODULAR BUILDING - County will own modular building and it is unknown if there will be a salvage value after project is complete or whether there may be a disposal cost not included in current project budget
- X UTILITIES - Port of Portland may require that all utility lines pulled to the Modular Buildings from the street locations be removed to the street locations. This could delay the project completion target date.
- OTHER

Assumptions

1. Modular buildings will be permitted at the temporary site for this use by the State of Oregon, the City of Portland Buildings Department, and the Fire Marshal.
2. Modular buildings can be manufactured and delivered to site in fourteen (14) weeks.

3. The Conditional Use Permit for the Temporary Facility process will be completed in one hundred and twenty (120) days.
4. The City of Portland will approve an ordinance to declare temporary booking facility a temporary facility and waving site Greenway compliance requirements
5. A waiver to all the Recreational Trail requirements is granted for the temporary facility.
6. Modular buildings will be purchased by Multnomah County and the buildings will either be sold to another party at completion of the project or reused by Multnomah County, which ever provides greatest salvage value to Multnomah County for the temporary modular buildings.

Location and/or Directions to Project Site

Justice Center (permanent) PLUS

Interim location on Port of Portland land (NW Front Ave.)

Map of Project Location

Correspondence

Charter Approvals:

Sponsor	_____	Date	_____
Chair's Office	<u>Meredith Stein</u>	Date	December 7, 2000
Departments	<u>Dan Noelle em</u>	Date	12/04/00
Budget Office	<u>Kaume Dargatzis</u>	Date	12/4/00
DES	<u>Maria Rajode Steffey</u>	Date	12/04/00
Facilities & Property Mgt.	<u>[Signature]</u>	Date	12/4/00