

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 09-142

Approving the Troutdale Library Project Plan

The Multnomah County Board of Commissioners Finds:

- a. Measure 26-81, "Renew Five-Year Local Option Levy to Continue Library Services," 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."
- b. By Resolution 09-034, Multnomah County leases approximately 6,000 square feet of office space located at 2441 SW Cherry Park Road, Troutdale, Oregon, ("Troutdale Library") under a lease commencing April 1, 2010, and expiring on March 31, 2020.
- c. On April 2, 2009, the Board of County Commissioners directed the Library and Facilities & Property Management to prepare and submit to the Board as soon as practicable, the capital planning requirements for the Troutdale Library branch approved in resolution No. 09-034 under Multnomah County Administrative Procedure FAC-1.
- d. The County Board of Commissioners established a policy for Major Facilities Capital Projects by adoption of Resolution No. 02-136, October 17, 2002. The Resolution directed Facilities & Property Management Division to revise the Facilities Capital Project Administrative Procedures to conform to the adopted Policy. This administrative Procedure, FAC-1, establishes a comprehensive process for planning authorization and construction of major Facilities Capital Projects, including capital/tenant improvements exceeding \$1,000,000 in leased facilities.
- e. The Multnomah County Administrative Procedure FAC-1 provides for four phases of Board approval of capital projects. Because of the extensive work done to plan this project and because a lease for the project site has been executed, it is in the best interest of the County to proceed directly with approval of a Project Plan for this project.
- f. To be used as a branch library, the 2441 SW Cherry Park Road site will necessitate capital investment in the form of renovation of an existing space, tenant improvements, furniture, fixtures and equipment. This capital program, along with contingency, arts programs, and related activities, will total approximately \$1.660 million. Funding for this capital program is budgeted within the Library's operating funds.

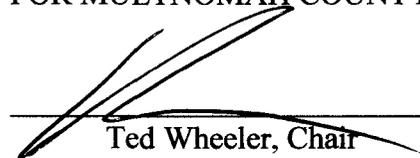
The Multnomah County Board of Commissioners Resolves:

1. It is in the best interests of the County to renovate and expand the existing space in the Cherry Park Market, located at 2441 SW Cherry Park Road, Troutdale, Oregon, for the purpose of opening a new library branch in East County, as called for in Measure No. 26-81.
2. The Board approves the attached Troutdale Library Project Plan.
3. The Library and Facilities & Property Management are hereby directed to proceed with the Project Design and Construction phase of the project and are further authorized to obtain bids or proposals and to proceed with construction of the project.
4. If at any time the Project is found to have significant changes in scope of work, cost, operational funding or capital funding, Facilities & Property Management and the Library are directed to provide the information to the Board as soon as it is known and seek and obtain further Board approval to proceed with the project.

ADOPTED this 12th day of November 2009.

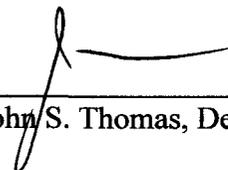


BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
John S. Thomas, Deputy County Attorney

SUBMITTED BY:
Commissioner Diane McKeel

Capital Planning Process (FAC-1)

Troutdale Library

November 2, 2009

1. OVERVIEW

The scope of work for the Troutdale Library includes a full interior build-out including partitions, finishes, furniture, heating cooling and ventilation modifications, and data within the building shell.

2. PROGRAM REQUIREMENTS

Multnomah County plans to lease a 6,000 square foot ground-floor tenant space for long-term use as neighborhood branch library for the East County neighborhood. The County intends to lease a "cold-dry" shell and finish out the interior space through a separate contract.

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 visible, central location, 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 natural light, are preferred for the library, but glare and unwanted heat gain must be controlled.

The proposed building needs to have a dedicated truck 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 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 building 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 the fit-out of the library interior. The area is approximately 6,000 square feet.

The library will be in a leased location in a shopping center.

4. FUNDING SOURCES

\$1.660 million is budgeted during the current fiscal year for tenant improvements and facilities costs, \$500,000 for the opening day collection, and \$90,000 for computers and peripherals. Funding for operating the new library (with rent included in the facilities costs) 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 East County and funding for operating that library, the County is legally obligated to provide it.

c. CONTRACTING METHOD/OPTION

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 East County 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 Troutdale 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 square feet. The program includes the following spaces indicated with approximate areas:

Entry Vestibule	86 SF
Reading Room with open shelving	3,690 SF
Meeting Room with coat closet, sink and counter, lockable storage	503 SF
Supervisor's Office	104 SF
Staff Room with sink, refrigerator and lockers	135 SF
Men's Toilet Room	117 SF
Women's Toilet Room	117 SF
Staff Toilet Room	61 SF
Janitor's closet	46 SF
Electrical, mechanical	63 SF
Data closet	59 SF
Workroom	720 SF
TOTAL ASSIGNABLE SF	5,701 SF

b. PROJECT TEAM

Client Team:	Library Department
Building Owner:	Regency Centers MCW-RC OR-Cherry Park, LLC
Contractor:	Regency Centers MCW-RC OR-Cherry Park, LLC
A/E Team:	
Architect:	Hennebery Eddy Architects
Structural	HBHT Engineers
Mechanical and electrical	Cundiff Engineers
Cost Consultant	Architectural Cost Consultants

c. SCHEDULE

See attached Schedule

d. COST ESTIMATES

Tenant improvements:	\$713,541
Design services (A&E, cost estimating, signage):	165,968
Regulatory costs:	9,805
Furniture/fixtures/equipment:	259,800
Miscellaneous costs*:	114,270
Project contingency**:	159,300
Total project cost:	\$1,422,684

*Telecom equipment, hazardous material removal, special inspections and testing, security cameras, 2% for Art, project management, utilities during construction, control, printing costs

**Construction contingency @ 15% of construction cost; soft cost contingency @ 12% of soft costs

e. ACCOUNTING CHART

SAP Cost Center/Group – 805371 – Lib-TDL

Facilities Management tracking Work Order number – 2016244 – B-629

f. COMMUNICATION PLAN

Once the lease with the Regency Centers, MCW-RC OR-Cherry Park, LLC is signed, Mike Harrington, Project Manager, will have the primary responsibility of communicating with and among the following, as appropriate:

- The Library Department
 - Vailey Oehlke, Director of Libraries
 - June Mikkelsen, Executive Assistant to the Director
 - Peg Solonika, Neighborhood Libraries Manager
 - 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
 - Mel Blanchard, Telecommunications Network Administrator

- Hennebery Eddy Architects
 - Timothy Eddy, Principal
 - David Wark, Associate and Project Architect

- Contractor
 - To be determined

 - Regency Centers, MCW-RC OR-Cherry Park, LLC
 - Kalin Berger, Leasing Agent

Vailey Oehlke, Director of Libraries, will have the responsibility of communicating with the Chair's Office and District 4.

10. OPERATIONAL FUNDING

Funding for operations is included in the 2006 library levy. (Budget is calculated for five months of the 2009/2010 fiscal year.)

Cost Elements	Budget Amount	Description
60000 Permanent	138,761	6.0 FTE for 5 months
60100 Temporary (on calls)	10,000	
60110 Overtime	465	
60120 Premium Pay	1,000	Shift differential, Person In Charge and bilingual premium
60130 Salary Related Expenses	43,983	
60140 Insurance Benefits	53,175	
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	9,000	General office supplies
60260 Travel and Training	200	Local training & workshops

60270 Local Travel/Mileage	200	Local travel & mileage
60340 Dues and Subscriptions	100	Business association dues
60350 Central Indirect	53,862	2.72%
60370 Telecommunications (Telephone)	3,463	1,517 (T-1 line x1) 518 (T7208 Norstar x 3) 466 (County Network DID line x 4) 345 (T7316E x 4) 184 (Fax/modem/alarm jack) 138 (T7100 x 2) 107 (Auto attendant x 1) 97 (Voice mail x 2) 88 (County Network DN line x 1) 3 (Long distance charges)
60430 Building Management	58,264	Maintenance Rate, Lease w/H, Utilities w/OH
Total	\$374,088	For 5 months

11. CAPITAL FUNDING

Capital funding for tenant improvements (\$1.660 million) is in the Library's operating budget for the 2009/2010 fiscal year.

Troutdale Library Project Charter

**Multnomah County
Facilities and Property Mangement
Library Department
11/2/09**

Project Name:

Troutdale Library – (Leased space in a shopping center)

Project Description:

Multnomah County will be leasing a 6,000 sq. ft. tenant space for long-term use as a neighborhood branch library for East County residents. The county will be leasing a "cold-dry" shell and finish out the interior space through a separate contract.

Stakeholders or Sponsors:

Stakeholders:	BOCC District 4 Commissioner East Multnomah County community Multnomah County Library East Multnomah County residents
Sponsor:	Multnomah County Library
Departments Affected:	Multnomah County Library Facilities and Property Mangement, DCM

Goals and Objectives:

Why is this project being done:	The area of Multnomah County west of 122 nd Avenue, home to 450,000 residents, is currently served by 12 neighborhood libraries. East County, home to 210,000 residents and the fastest growing area in the County, is less well served by Multnomah County Library (there are only 3 libraries east of 122 nd Avenue). A new library in East County was promised in the library levy passed by voters in November 2006. The library levy includes funding for operating a new library in East County.
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 June 2010. (Rent commences April 1, 2010.)
- Goals of Involved Parties: County Commission / County staff / East County residents as follows:
- County Commission: Construct a new library facility within the East County 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 East County residents.
 - County staff: Desire to move the project forward quickly to meet the expectations of all stakeholders.
 - East County residents: 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.

Key County Personnel Resources:

- Planning: Vailey Oehlke, Mike Harrington, June Mikkelsen, Peg Solonika
- Project Manager: Mike Harrington
- Property Manager: Mike Harrington

Deliverables:

A full interior build-out including partitions, finishes, furniture, heating, cooling & ventilation modifications in a 6,000 sq. ft. leased space.

Project Milestone Target Dates:

- Commence Planning: December 2006
- Public Meetings: January 29, May 21, July 30, September 17, October 29, 2007, and November 24, 2008; plus two Board meetings (December 18, 2008 and April 2, 2009)
- Submit for Permits: Conditional Use permit application submittal by developer on April 17, 2009; conditional use permit has been obtained; construction permit submitted on October 30, 2009.
- Bid Project: January 2010
- Complete Construction: May 2010
- Open: June 2010

Budget:

- | | |
|--|------------|
| Tenant improvements: | \$ 713,541 |
| Design services (A&E, cost estimating, signage): | 165,968 |
| Regulatory costs: | 9,805 |

Furniture / Fixtures / Equipment:	259,800
Miscellaneous costs*:	114,270
Project Contingency**:	159,300
Total:	\$1,422,684

*Telecom equipment, hazardous material removal, special inspections and testing, security cameras, 2% for Art, project management, utilities during construction, controls, printing costs

**Construction contingency @ 15% of construction cost; soft cost contingency @ 12% of soft costs

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 East County community.

Constraints:

The Library Department and Facilities and Property Management Division have involved community representatives in the siting processes. A citizens' Siting Committee met four times during the first siting process to provide input and represent community interests. There was also one widely publicized public meeting in Troutdale for the community as a whole to provide input, plus two Board meetings for citizens to provide input directly to the BOCC. After the first developer withdrew his proposal, an expanded Siting Committee was reconvened, meeting three times to provide input. There was also another widely publicized public meeting for the community as a whole to provide input, plus an opportunity to provide input directly to the BOCC at the April 2, 2009 Board meeting. It is the opinion of County staff that the process was conducted in a cooperative and collaborative fashion. On April 2, 2009, the Board of County Commissioners held a public meeting and determined that the facility should be located in leased space in the Cherry Park Market, located at 2441 SW Cherry Park Road, Troutdale, Oregon.

Risks and Concerns:

Space:	Adequate per Library operational requirements.
Scope:	Site improvements and development are confined due to size of site.
Permits / Zoning:	Conditional Use permit required and has been obtained; construction permit submitted.
Funding / Budgeting:	Funds for tenant improvements are budgeted in the Library's operating budget. Funding for operations is in the 2006 library levy.

Schedule: The schedule may possibly be impacted by the time required for bidding the tenant improvements.

Neighborhood: Involved and participatory in the siting process.

Easements: None known.

Assumptions:

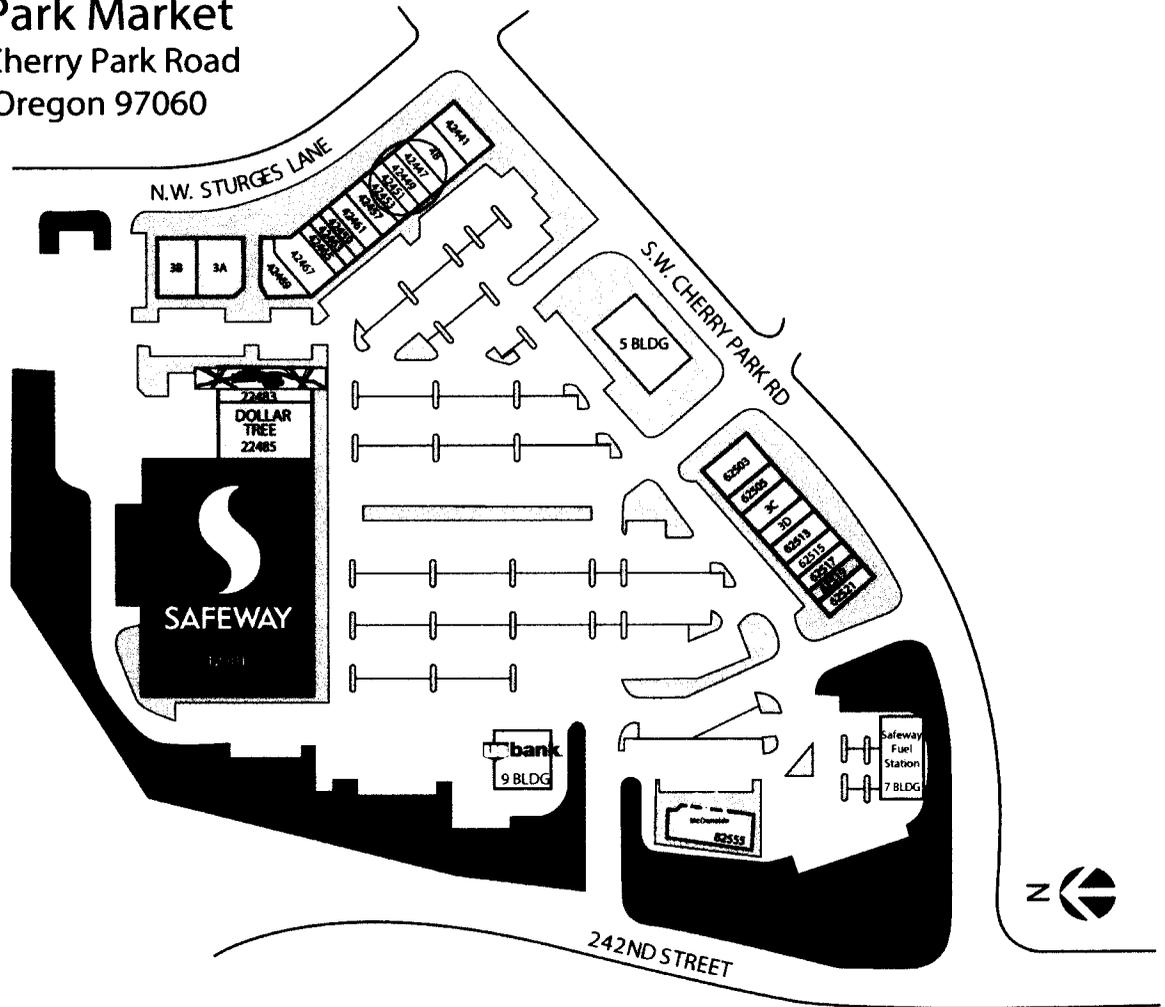
- Land Cost: \$ 0 (The County is leasing space in an existing shopping center).
- Zoning: CS / Library allowed with Conditional Use permit.

Location of Project Site:

2441 SW Cherry Park Road, Troutdale, Oregon

Map of Project Location:

Cherry Park Market
2501 S.W. Cherry Park Road
Troutdale, Oregon 97060



Portland Office
503.603.4700 800.465.4558
regencycenters.com

Scope of Work:

1. Complete architectural and engineering documents with County reviews at Schematic Design, Design Development, and Construction Documents phases.
2. Obtain required City of Troutdale design reviews in addition to required building permits.
3. Competitively bid construction work.
4. Construct tenant improvements and related site work.
5. Procure and install project furniture, fixtures, and equipment to meet the Library needs.

6. Close out project insuring completion of punch list, delivery of as builts and warranties, training of County maintenance personnel, and turn over of building to maintenance.

Project History:

History of the Troutdale 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 East County:

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.

After the levy passed, a new public siting process for a Troutdale Library began in December 2006 with a Siting Committee chaired by Diane McKeel, culminating in a negotiated letter of intent for the Discovery Block on Historic Columbia River Highway (Resolution 08-106). Before a lease could be completed, the developer withdrew due to financial considerations.

Subsequently, the Troutdale Siting Committee was expanded and reconvened, meeting three times to discuss potential sites. At the end of the public siting process, six potential sites were identified. A community-wide public meeting to get input on the potential sites was held on November 24, 2008, with more than 30 people attending. In addition, members of the public were invited to send comments to Commissioner McKeel's Office and/or Multnomah County Library. There was also an opportunity for public testimony to the Board of County Commissioners at the December 18, 2008 Board meeting. At that meeting, the Board directed Multnomah County Library and Facilities & Property Management to commence exclusive lease negotiations with the developers of four sites: Gateway Corner, Handy site, Gateway Estates, and Cherry Park Market (Resolution 08-163).

The Library retained Hennebery Eddy Architects to assist in drafting project criteria for inclusion in a Lease Terms Solicitation issued by Facilities in January 2009. Before responses to the Lease Terms Solicitation were due, Library and Facilities & Property Management staff met with each developer at least twice to respond to questions and to ask for clarifications. Although each proposal had merit, after careful evaluation of the developers' responses, we recommended the Cherry Park site. On April 2, 2009, the Board of County Commissioners approved a lease for property located at 2441 SW Cherry Park Road, Troutdale, with MCW-RC OR-Cherry Park, LLC (Resolution 09-034).

Charter Approvals:

Sponsor (Library): _____ Date: / /

Budget Office: _____ Date: / /

Department of County Management: _____ Date: / /

Facilities and Property Mangement: _____ Date: / /

County Chair: _____ Date: / /

**Troutdale Branch Library
Tenant Improvement**

10/23/2009

Project Budget Estimate

Construction Costs

Tenant Improvements		
Estimated Construction Cost		\$713,541
Subtotal		\$713,541

Design Services

Tenant Improvements		
Hourly not to exceed		\$160,233
Architectural Design		
Structural Engineering		
Mechanical/Electrical/Plumbing Engineering		
Cost Estimating		
Signage		
	\$151,033	
Additional Service	\$1,665	\$1,665
Reimbursable Expenses	\$9,200	
Additional Services Reimbursable Expenses	\$4,070	\$4,070
Subtotal		\$165,968

Regulatory Costs (based on \$750,000 project cost)

Development Services Fee (Commercial)		\$9,805
SDC Charges not required per City of Troutdale		\$0
Subtotal		\$9,805

Furniture, Fittings and Equipment

Stacks, Stack Ends/Tops including (2) internet access shelves, (1) internet access sign up shelf @ book ends		\$130,500
Furniture and Children's Bins, Display Carts, Computer Cart		\$103,500
Bulletin Boards, Information Easels, Etc.		\$6,000
Interior Signage		\$8,000
Exterior Signage		\$10,000
Refrigerator and Microwave		\$1,800
Subtotal		\$259,800

Miscellaneous Costs

Equipment - Telecom		\$25,000
Hazardous Material Removal (by building owner)		\$0
Special Inspections and Testing (estimate)		\$5,000
Security/Camera's		\$13,500
2% for Art		\$14,270
Project Management		\$25,000
Utilities during construction		\$3,000
Controls		\$25,000
Printing Costs		\$3,500
Subtotal		\$114,270

Project Cost (Hard and Soft Costs) 1,263,384

Contingency

Construction Contingency (15% of Construction Cost)	15%	\$107,031
Soft Cost Contingency (12% of soft costs)	12%	\$52,269
Subtotal		\$159,300

Total Project Cost 1,422,684

Hennebery Eddy Architects

Troutdale Branch Library
October 26, 2009
HEA 0802

