



Preliminary Planning Proposal

Prepared by:
East County Justice Facility Work Group
February 2005



Asset Management Section
Facilities & Property Management Division
Department of Business and Community Services
Multnomah County, Oregon

Prepared by -

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Contents -

I. Concept

- Introduction
- Recommendation
- Functions
- Scope
- Siting

II. Estimates

- Not to Exceed Cost Recommendation
- Construction Cost Breakdowns
- Cost Benefit
- Operating Cost Comparison Chart

III. Funding

- Funding Strategy
- Capital Funding Breakdown

V. Timeline

- Potential Project Milestones

VI. Next Steps

- Project Proposal

VII. Appendix

- County Planning Process Overview
- Resolution 04-159

Main Principles –

The work group produced six overarching goals:

- Create** a public facility that increases service value to East County communities.
 - Build a facility to meet 15 - 25 year public safety needs
 - Increase courtrooms from 1 to 4 to alleviate current court backlog
 - Increase Security functions to provide a safer facility
 - Increase Court Clerk functions to provider wider range of services

- Integrate** associated services that combine services and cost efficiencies
 - Bring together complimentary public safety functions that protect County residents

- Focus** on cost saving potential in all aspects
 - Establish a budget for a basic fundamental building
 - Provide cost savings in all aspects of design and construction

- Share** financial burden
 - Establish partnerships for cost sharing potential
 - Create no additional tax burden for tax payers

- Develop** facility to enhance wider community landscape
 - Position facility on a major mass/bus transit route
 - Design towards high environmental standards
 - Provide design that improves neighborhood streetscape

- Plan** for long term phase able development opportunities
 - Create a master plan to accommodate an additional 25 years capacity

East County Justice Facility Work Group



Concept

Date:
February 2005

Rev Date:

Scale: N/A

Introduction:

A 4 - 6 courtroom facility in East County is one of five courthouse recommendations presented to the County Board by the Courthouse Blue Ribbon Steering Committee in their January 2004 report. In March 2004, through resolution 04-028, the Board formed an East County Justice Facility Work Group to further explore the viability of that concept. The Work Group has met monthly for eight months to review the potential, analyze the possibilities, and provide the Board a recommendation in the form of a preliminary planning proposal.

A preliminary planning proposal is designed to be the first chapter of a three section planning report. The goal is to present for review the initial idea or concept for a project and define the requirements, scope, preliminary estimates, and potential funding strategies thought necessary to bring the project to fruition.

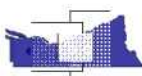
The important element to remember is that a preliminary planning proposal is the beginning of the planning process, not the end result. So this report will not deliver all the answers but hopefully will offer the Board of County Commissioners enough information to make a determination that the concept merits project consideration and grant approval to proceed to the next step in the planning process.

Recommendation:

The work group agrees with the Courthouse Blue Ribbon Steering Committee's five recommendations and further concludes that the first step toward the County's courthouse solution should be completion of an East County Justice Facility. Out of the five elements this action requires the smallest dollar commitment and would provide the momentum necessary to create support for the remaining courthouse elements.

The work group's deciding factor was that current public safety facilities serving East County are dilapidated, inefficient, and unable to meet current need. Which means the County has no choice but to expend money on facilities. The available options came down to two: Provide a short term bandage or create a beneficial long range solution.

Given government's responsibility it is better to address a new facility that has the potential to address numerous issues. An East County Justice Facility could solve immediate spatial needs and provide potential for future growth. It would combine complimentary functions under a single roof and move services out of expensive to maintain buildings and into more energy efficient space, a philosophy that aligns with the County's disposition plan by. It will take the pressure off the Historic Courthouse and provide an opportunity to create a backup facility that can serve as a hub in the event of a natural disaster. It also provides added benefits to the citizens in and around East County by increasing services and creating better access to public safety functions.



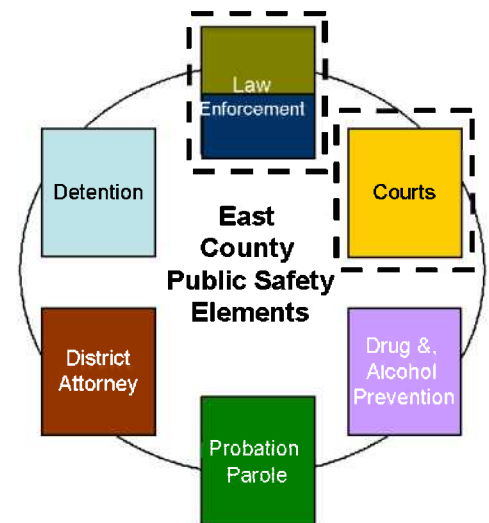
Functions:

The work group unanimously agreed that the primary focus for a Justice Facility must be to replace the current court facility in Gresham. But a new facility does not just create space, it interacts with and impacts all corresponding functions. A review of the public safety system in East County exposed a multi faceted public safety system composed of numerous functions and involving several jurisdictions.

The common goal of all factions is to provide an active independent community that makes residence feel safe and secure. And although financial needs exist in all the areas, four complimentary functions emerged as having dire spatial needs.

- The single courtroom in Gresham does not provide enough space to process the current case load. The courts are running both a day and evening docket in order to process over 39,000 cases a year. The court currently has a 280 case backlog of jury trials. The follow page reflects the effects a new facility would have on court services.

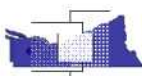
- The Sheriff's Law Enforcement Unit is currently providing patrol, detective, licensing and civil processing services out of the depilated Tier 3 Hansen Building. The Sheriff also provides security to the existing courtroom in Gresham and off site temporary holding 3 days a week within the City of Gresham.



- The City of Gresham Police Department conducted a space study in 2000 that reflects the overcrowded nature of their current facilities. Although their ultimate goal would be a new headquarters facility, there is potential for the patrol function to be combined with a new facility depending upon placement of the facility.
- The District Attorney's office currently has staff in 3 separate facilities within East County and could provide better services by combining functions with the courts and both law enforcement elements.

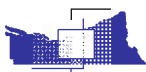
The work group is recommending that the three County functions be combined within a single public safety facility with the potential for the City element if applicable.

This recommendation fulfills both the goals for the project and the goals of the public safety system. But combining these functions provides more than just cost savings from sharing a building, program efficiencies and better service will result also.



East County Courthouse Services:

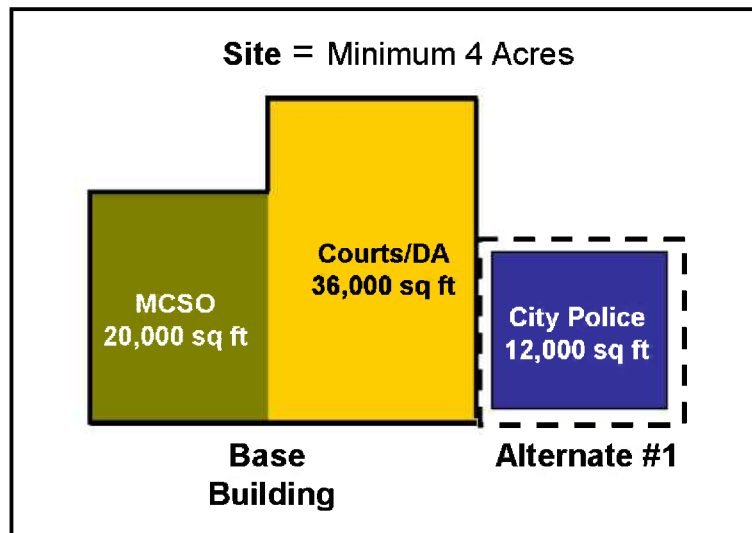
	CURRENT FACILITY	NEW FACILITY
Clerk Services		
	Filings None Payments Court Fines Traffic Fines	Filings Civil Court Pleadings Family/Elder Abuse Orders Abuse Prevention/Stalking Orders Payments Court Fines Traffic Fines Filing Fees
Case/Hearing Types (NON CUSTODY)		
	Small Claims Traffic Violations Non Custody Misdemeanors Community Court	Small Claims Traffic Violations Non Custody Misdemeanors Community Court Landlord/Tenant Limited Family
# of Cases		
	<i>2003 Actual</i> 146 Small Claims 35,540 Traffic Violations 3,965 Misdemeanors 280 Backlog Jury Trials	<i>Estimate (based on est for CY 2007)</i> 1000 Small Claims 40,994 Traffic Violations 4361 Misdemeanors 2,200 Landlord/Tenant 780 Limited Family (FAPA) 0 Backlog Jury Trials
Judicial Officials		
	(1) Day Official (1) Half-time Evening Official Traffic Violation Arraignments	(3) Day Officials At Opening (2) Misdemeanor Jury & Court Trials & Comm Ct (1) FAPA, Landlord/Tenant Small Claims, Traffic (1) Evening Official Traffic Violation Arraignments
# of Support Staff		
	<i>2004 Actual Support Staff</i> 6 Day 4 Evening	<i>Estimated Support Staff</i> 15 Day 6 Evening
# of Jurors		
	<i>Jurors pulled County Wide</i> <i>2004 Actual</i> 16-20 on Average (Currently Wednesday/Thursdays)	<i>Jurors pulled County Wide</i> <i>Estimate</i> 40 - 50 on Average Per Day (Jury Trials set Mon thru Thurs in two courtrooms)



SCOPE:

The real question here is how big should the building be? In order to meet the stated goals, the space determinations have to meet no less than a 15 year need but also must include expansion potential. A review of previous studies/concepts and discussions with the users has determined the gross space requirements as depicted in the diagram:

Scope Diagram:

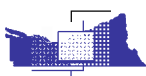


The result is a 56,000 to 68,000 sq ft building with expansion capacity to meet an additional 18,000 sq ft of future spatial needs. Given the buildings footprint; expansion potential; visitor, staff, and law enforcement parking requirements; and transportation needs such as an exterior sally port the full site recommendation is a minimum of 4 acres.

A listing of the potential project elements includes:

Land Acquisition, Demolition, Site Improvements, Utility work, Design, Construction, Landscaping, Transportation/Parking improvements, and way finding/signage.

Now the work group has already stated its decision to look at a long term building solution versus short term piece meal options. But what about a new building versus a renovated building? Although, it is felt that it would not be cost effective to renovate an existing building given the specific nature of the functions using the facility, the ultimate answer to that question will be determined later in the process progresses.



Siting –

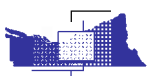
It might be best to start the siting section by answering the question; Why place the facility in Gresham versus else where in East County? And the answer is, the County is under a State mandate (Statute 3.014) to provide court services within the City limits of Gresham. So if the building houses court functions, as recommended, it has to be placed within Gresham.

The work groups process to date, summarized in the matrix on the following page, reflects five potential sites for the facility. The results meet the work group's policy direction of providing a list of possible sites as well as the goals the group set for the facility.

The work group spent the majority of their time on the siting portion of the proposal. A preliminary search of potential property along Tri-Met's frequent MAX and bus route #4 produced over thirty sites that meet the area requirement and preliminary information was gathered on all those sites. A list of twenty eight criteria was narrowed down to seven applicable categories which then produced the five sites listed on the matrix. The group heard extensive public comment on the siting issue and appreciated all the input.

But, again, it is important to note that this is just the initial planning step, not the final selection. For this proposal the work group is only directed to come up with a potential list of sites. They have received no approval to do detailed analysis or even to have discussions with property owners. So the information provided is potential only. If approved to take the concept to the next step, facilities staff will be able to conduct further real estate research to ascertain a truer picture of siting potential. Plus the last step of the planning process includes conducting the County's formal siting process through the Public Affairs Office.

The work group is recommending the County continue to work closely with the elected leaders and citizens of Gresham to ensure that if a facility becomes reality it will be placed in a proper location.



East County Facility Siting Matrix

Analytical Criteria	Measurement	181st & Couch	Flea Market	Gresham Station 1	Gresham Station 2	PGE Property
Address	Within City Limits	NE 181st & Couch	18330 SE Stark	No Listed Address ID # R337490	No Listed Address ID # R337608	NE Burnside Drive & NE Hogan Road
Site Area (GSF)	4 Acres	4.08 Acres 148,708 Sq Ft	3.66 Acres 159,390 Sq Ft (potential for adjoining property)	4.35 Acres 189,486 Sq Ft	5.34 Acres 232,428 Sq Ft	10.30 Acres 448,668 Sq Ft
Current Use	Vacant, Reusable Bldg, or Friendly Seller	4 Vacant Lots, 2 SFR, 1 Multi Family Resident	Retail Store	Vacant Land	Vacant Land	Utility Usage
Current Zoning	Existing Community Service, Retail, or Commercial	Rockwood Town Center (RTC) Corridor Mixed Use (CMU)	Rockwood Town Center (RTC)	Transit Development District High Density(TDH-C)	Transit Development District High Density(TDH-C)	Downtown Transit (DT)
Historic/Significant Designation	None	No registered designation	No registered designation	No registered designation	No registered designation	No registered designation
Land Acquisition Cost (2003 Tax Assessor RMV Estimate)	\$2 Million or under	\$1,876,630	\$4,621,280	\$1,488,220	\$1,825,490	Unknown
Transportation Mass Transit Availability	Within 800' - 1,200' +/- 15 Minute Minimum transit stop	Bus = 181st, 1 Block Transit Center = 1 Block	Bus = 181st, 4 Block Transit Center = 4 Block	Transit Stop 1 Block	Transit Stop 1 Block	Transit Stop = 2 Blocks

Subjective criteria completed as process continues

Subjective Criteria	Measurement	181st & Couch	Flea Market	Gresham Station 1	Gresham Station 2	PGE Property
Neighborhood Compatibility						
Neighborhood Support						
Established Long Range Plans						
Private Development Potential						
Availability						
Visibility						
Practicality/Other						

East County Justice Facility Work Group



Estimates

Date:
February 2005

Rev Date:

Scale: N/A

Not to Exceed Cost Recommendation:

The next element in this phase of the planning process is to start considering the costs involved to complete the scope of work. Policy requests two of the broader more global methods of project costs. The first is a recommendation for a not to exceed cost per square foot. The other is a rough order of magnitude estimate. Both of these tools are meant to be a benchmark at this point in the planning process. As the planning process moves forward and more specific information is determined additional more detailed estimates will be defined and they could vary in magnitude.

The East County Justice Facility Work Group is recommending the County consider the following guidelines in regards to project costs associated with a new Justice Facility in Gresham:

Land Acquisition Estimate: \$2 Million

Design & Construction Cost Estimates:

Project cost per square foot = \$200.00

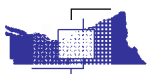
Rough Order of Magnitude Estimates ((Breakdowns Following))

Base Building:

56,000 sq ft building = \$11,033,400

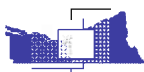
Including Alternate #1

68,000 sq ft building = \$13,396,000

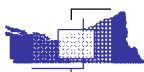


Estimated Cost Breakdowns -

Preliminary ROM Cost Estimate:			
56,000 Sq Ft Base Building			
Soft Costs:			
	Graphics/Reprographic Supplies		\$3,500
	Printing Services		\$5,000
	Delivery Services		\$5,000
	Licenses/Permits		\$63,150
	Land Use/Site Review	\$8,000	
	Design/Plan Review	\$10,000	
	System Development Chg	\$35,000	
	Appeals	\$2,000	
	Recording Fees	\$100	
	Misc. Testing	\$6,000	
	Miscellaneous	\$2,050	
	Special Inspections/Testing		\$60,000
	Architectural Services		\$1,150,000
	Construction Management		\$70,000
	Management/Consulting Services		\$50,000
	Other Construction Services		\$10,000
	Misc. Material/Services		\$5,000
	Leed Certification/Sustainability		\$350,000
	Subtotal - Soft Costs		\$1,771,650
Hard Costs: (ROM)			
	Construction*		\$8,480,000
	Courts 36,000 Sq Ft	\$5,400,000	
	Sheriff 20,000 Sq Ft	\$3,080,000	
	Additional Security Features/Equipment		\$250,000
	1% for Art		\$84,800
	F,F & E**		\$390,000
	Subtotal - Hard Costs		\$9,204,800
	TOTAL Building Estimate		\$10,976,450
	5% Project Contingency		\$56,950.00
			\$11,033,400
	56,000 Sq Ft @ \$11,033,400 = \$197 per Sq Ft		
	*Assumes		
	CMGC for time saving potential		
	Concrete Tilt construction		
	Appreciate but not ornate finishes		
	**Assumed F,F & E for general space no Courts/Sheriff Furnishings		



Preliminary ROM Cost Estimate:			
68,000 Sq Ft Building with Alternate #1			
Soft Costs:			
	Graphics/Reprographic Supplies		\$3,500
	Printing Services		\$5,000
	Delivery Services		\$5,000
	Licenses/Permits		\$81,600
	Land Use/Site Review	\$10,000	
	Design/Plan Review	\$20,000	
	System Development Chg	\$40,000	
	Appeals	\$2,000	
	Recording Fees	\$100	
	Misc. Testing	\$6,000	
	Miscellaneous	\$3,500	
	Special Inspections/Testing		\$65,000
	Architectural Services		\$1,550,000
	Construction Management		\$70,000
	Management/Consulting Services		\$50,000
	Other Construction Services		\$15,000
	Misc. Material/Services		\$7,900
	Leed Certification/Sustainability		\$350,000
	Subtotal - Soft Costs		\$2,203,000
Hard Costs: (ROM)			
	Construction*		\$10,328,000
	Courts 36,000 Sq Ft	\$5,400,000	
	Sheriff 20,000 Sq Ft	\$3,080,000	
	Police 12,000 Sq Ft	\$1,848,000	
	Additional Security Features/Equipment		\$250,000
	1% for Art		\$145,000
	F F & E**		\$400,000
	Subtotal - Hard Costs		\$11,123,000
	TOTAL Building Estimate		\$13,326,000
	5% Project Contingency		\$70,000.00
			\$13,396,000
	68,000 Sq Ft @ \$13,396,000 = \$197 per Sq Ft		
	*Assumes		
	CMGC for time saving potential		
	Concrete Tilt construction		
	Appreciate but not ornate finishes		
	**Assumed F,F & E for general space no Courts/Sheriff/Police Furnishings		



Cost Benefit:

No decision should be made regarding a concept without taking a look at the cost benefits involved. Numerous benefits and efficiencies both tangible and non tangible have already been discussed throughout this report. But County procedures requests an initial cost benefit analysis. The spreadsheet on the following page reflects the groups research.

Operating Savings:

The operating chart compares the current facilities operating budgets with the proposed operating costs of a new facility. To verify the new building estimated cost where applicable, the operating costs of Multnomah County East were calculated for a comparison of a new facilities costs. With taking into account that 40% of the MCCF facility would be transferred over to Inverness the operating savings comes to:

56,000 bldg = \$124,359

68,000 bldg = \$ 52,359

Staffing Savings:

At this time no savings in staffing benefits are being considered. All existing County staffing costs would be transferred with employees to the new facility.

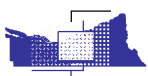
The facility does have potential for additional court staff. All court staffing costs are a state operational issue and do not impact County budgets.

Deferred Maintenance Savings:

If the building functions for MCCF and Hansen were transferred and the buildings sold over \$1.7 Million in Deferred Maintenance would be removed from the County's existing

Additional Benefit:

Financing strategy includes putting approximately 125 acres back on the tax rolls.

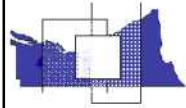


Operating Cost Comparison

Current Operating		Operating Cost 2004 Actual (Utilities, Janitorial, Repairs, Lease, A/P, etc.)	Deferred Maintenance/Seismic 2004 Estimated	Staffing Expense* 2004 Actual	Debt Service 2004 Actual
Hansen Building Owned 36,820 GSF Built 1956		\$216,652	\$1,409,056	114 Sworn & Support Staff Includes 50% Occupancy for Sheriff & Chaplain Sheriff's Staffing Budget = \$8,952,092	\$0
	Correctional Facility (MCCF) Owned 24,450 GSF Built 1939	\$203,679 60% Transferable to new facility \$122,207 40% Transferable to Inverness \$81,471	\$308,649	16 Sworn Staff Sheriff's Staffing Budget = \$1,348,136	\$0
	Gresham District Court Building Leased 6,200 GSF Built 1953	\$43,199 Ops Cost on 5,437 sq ft for courts \$35,801 Ops Cost on 763 sq ft for DA	N/A	1.5 Judicial Officers & 10 Support Staff Courts Staffing Budget = Not County Budget 4 DA Staff Members DA Staffing Budget = \$264,583	\$0
DA Support Enforcement Leased 2,300 GSF Built - Unknown		\$40,000 2005 Budget Figure No actuals available	N/A	8 DA Staff Members DA Staffing Budget = \$456,096	\$0
Gresham Neighborhood Building Leased 200 GSF Built		\$2,500	N/A	2 DA Staff Members DA Staffing Budget = \$179,434	\$0
		\$460,359 Transferable Yearly Ops Cost	\$1,717,705 Current Deferred Costs	\$11,200,341 Current Staffing Budgets	\$0 Current Debt Service
Proposed Operating:		Operating Costs (Estimate)	Deferred Maintenance (Estimate)	Staffing Expense* (Estimate)	Debt Service (Estimate)
New Justice Facility 66,000 Sq Ft.		\$396,000 \$6.00 per sq ft	N/A	Sheriff = 114 Sworn & Support Staff Includes 50% Occupancy for Sheriff & Chaplain @ \$8,952,092 DA = 14 staff members @ \$900,113 Courts = 4 Judicial Officers & 21 Support Not County Budget	\$0
		\$396,000 Estimated Yearly Ops Cost	N/A Estimated Deferred Costs	\$9,852,205 Estimated Staffing Budgets	\$0 Estimated Debt Service
Comparison:		Operating Costs (2004 Actual)	Deferred Maintenance Actual)	Staffing Expense* (2004 Actual)	Debt Service (2004 Actual)
Multnomah County East (MCE) Owned 87,572 GSF Built 2001		\$463,974 \$5.30 per sq ft	\$0	N/A	\$24,972,145 Principal + Interest

*All staffing personnel & cost figures may be adjusted due to unforeseen factors

East County Justice Facility Work Group



Funding

Date:
February 2005

Rev Date:

Scale: N/A

Funding Strategy:

With the current financial constraints facing Multnomah County the main interest in this report will undoubtedly be how it answers the basic funding question; How is this project getting paid for?

And there is no easy answer to that question. The work group struggled to find a strategy that would accomplish the stated financial goals which meant providing a funding strategy that did not increase taxes. So the normal routes of pursuing a General Obligation Bond or Certificate of Participation were out of the question.

In the end the work group is proposing the following funding strategy:

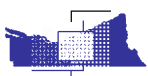
- Sell surplus County Property to fund base building
- Work with City of Gresham regarding funding participation
(Maximum \$2 Million for possible land acquisition)
- Continue addressing additional funding/partnership options

The work group took the basis of this strategy to the Board of County Commissioners in November 2004. Resolution 04-159 proposed an intent for three County properties to be declared surplus and requested the proceeds be earmarked for the Justice Facility. The Board offered their support for the strategy by approving the resolution.

Some concerns have been raised regarding surplus property funds being used for a new facility when there are other County issues needing funding such as Wapato. But there are two options here. Use one time funds from property sales to operate a facility such as Wapato for one year or create a facility that can be used for 25 years. In this case the work group is considering the long term benefit the County's best option.

The Gresham participation element has not been finalized. The City has stated that with their financial constraints, their only funding opportunity comes in the form of tax increment funding. Which means the City could possibly provide a site if the facility were to be placed within an urban renewal area. Both the work group and the Gresham City Council has decided to let the siting process decide where the facility should be placed not the funding strategy. So Gresham's participation in the funding strategy remains unanswered at this point in the process.

A full finalized capital funding plan is due during the project plan phase. At this point in the planning process the County is looking for a listing of potential funding sources substantial enough to cover the estimated costs. The following chart attempts to answer the preliminary capital funding question.

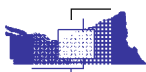


Capital Funding Breakdown -

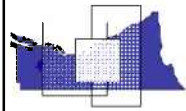
Figures stated are preliminary estimate

Estimated Budget for East County Justice Facility Multnomah County Responsible		
REVENUES:		
Estimated Net Proceeds of Property Sales		
Hansen	\$	2,000,000
MCCF		2,000,000
Edgefield		10,000,000
	\$	14,000,000
EXPENDITURES:		
Land	\$	2,000,000
Capital (56,000 sq ft Bldg)		11,033,400
	\$	13,033,400

Estimated Budget for East County Justice Facility Multnomah County/Gresham Partnership		
City Land - County Building		
REVENUES:		
Estimated Net Proceeds of Property Sales		
Hansen	\$	2,000,000
MCCF		2,000,000
Edgefield		10,000,000
	\$	14,000,000
EXPENDITURES:		
Land (City of Gresham to provide)	\$	-
Capital (66,000 sq ft Bldg)		13,002,150
	\$	13,002,150



East County Justice Facility Work Group



Timeline

Date:
February 2005

Rev Date:

Scale: N/A

Schedule:

When considering any project it is important to answer the question: How long will it take? County procedure requests a basic schedule reflecting anticipated milestones, necessary occupancy dates, funding deadlines, or other vital elements. But in order to fulfill that request some assumptions have to be made to answer the question.

The timeline that follows is an attempt by the work group to reflect an optimistic view of the entire process needed to complete the project. It includes the theory that all elements will flow smoothly and there will be no time extensions for extenuating circumstances such as issues with land acquisition or surplus property disposition.

It is also important to remember that all the financial and schedule information included in this report will be analyzed, revised, and advanced during the next planning phase. The information included here is strictly preliminary and is meant to provide a basic overall perspective toward project completion.

Project Milestones =

Project Proposal

Project Plan

Funding Obtained

Land Acquisition

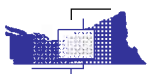
Design

Permit Issuance

Construction

Dedication

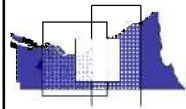
Optimistic Completion Date: December 31, 2007



Estimated Project Milestones
East County Justice Facility



East County Justice Facility Work Group



Next Step

Date:
February 2005

Rev Date:

Scale: N/A

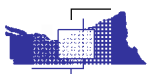
Project Proposal:

With the main concept having been defined here in the preliminary planning proposal the focus now turns to the next step in the planning process, the project proposal. The project proposal will examine the projects viability by addressing the concepts feasibility; assessing all the risks; consider if there are additional options or alternatives; and further evolve the cost estimates and schedule.

The project proposal will:

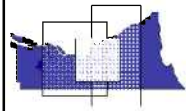
- Be completed by Facilities and Property Management Division
- Take approximately two months to complete (Detailed schedule attached)
- Incorporate the use of consultants to review the estimate and schedule
- Receive board review and approval prior to proceeding to project plan

All expenses for the project proposal will be expended from the existing FY 2005 Facilities Administration Budget, Cost Center #902350.



Project Proposal Element		Responsibility	February 2005				March 2005				April 2005				May 2005		Cost Estimate
			Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2				
Justification																	
Refine Cost Estimates	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Consultant Scope Review	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
BA & TO Study	PM	<div><div>Complete</div><div>Complete</div></div>														\$2,800	
General Cost Breakdown review	Consultant	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Review Consultant Data	PM/Consultant	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Budget Impacts	PM/Consultant	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Budget Breakdown	PM/Consultant	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Create Report Section	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Schedule																	
Refine Project Schedule	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Consultant Scope Review	PM	<div><div>Complete</div><div>Complete</div></div>														\$3,000	
BA & TO	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Schedule Review	Consultant	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Review Consultant Data	PM/Consultant	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Create Report Section	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Alternatives:																	
General Estimation	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Viability of and assessing options	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Consultant Consulting Methods	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Determine Public Compliance	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Create Report Section	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Risk Assessment																	
Listing of Risks	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Discussion on rating	PM/MS/MS	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Recommendation	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Create Report Section	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Feasibility																	
Weight issues versus costs	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Determine size of project team	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Outline Project Team	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Open Shop	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Create Report Section	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Next Steps																	
Project Plan, Timeline/Report	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Report Completed																	
Sections Completed	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
50 Draft Copies Printed	PM	<div><div>Complete</div><div>Complete</div></div>														\$500	
Revision 1, 40% Created	PM	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Proposal Review																	
Chair Approval	Chair's Office	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Executive Staff Presentation	Chair's Office	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Board Presentation																	
Board Staff Presentation	Chair's Office	<div><div>Complete</div><div>Complete</div></div>														Start Time	
File with Board Chair	Chair's Office	<div><div>Complete</div><div>Complete</div></div>														Start Time	
Board Presentation	Chair's Office	<div><div>Complete</div><div>Complete</div></div>														Start Time	

East County Justice Facility Work Group



Appendix

Date:
February 2005

Rev Date:

Scale: N/A

Capital Planning Process Overview

Projects subject to FAC-1 Administrative Procedure shall be developed with consideration to the following planning outline. With the extent to which projects differ, each planning process will vary slightly given the variations in the scale, scope, funding and timing elements inherent in individual projects.

STEP #1

Preliminary Planning Proposal

Responsible:

Sponsoring Department(s) &
Facilities & Property Management (F&PM)

Elements:

Follow outlined process

Approval: (Required In Sequential Order)

- Sponsoring Department approves next phase estimate
- County wide Management reviews
- Chair approves proposal
- The Sponsoring Department(s) and F&PM shall jointly prepare a resolution and present the Preliminary Planning Proposal to the Board for approval.

STEP #2

Project Proposal

Responsible:

Facilities & Property Management (F&PM)

Elements:

Follow outlined process

Approval: (Required in Sequential Order)

- Sponsoring Department approves next phase estimate
- County wide Management reviews
- Chair approves proposal
- The F&PM shall prepare a resolution and present the Project Proposal to the Board for approval.

STEP #3

Project Plan

Responsible:

Facilities & Property Management (F&PM) &
Sponsoring Department

Elements:

Follow outlined process

Approval: (Required in Sequential Order)

- Sponsoring Department approves next phase estimate
- County wide Management reviews
- Chair approves plan
- The Sponsoring Department(s) and F&PM shall jointly prepare a resolution and present the Project Plan to the Board for approval.

Program Requirements:

- ☐ Define basic issue(s), concept, or idea
- ☐ Produce a specific statement regarding the overall goal to be accomplished. Statement should act as a guiding principle for the entire work.
- ☐ Create a listing of potential department or program functions/elements/features to be served, housed or impacted by the project
- ☐ An initial evaluation of how project aligns with applicable County Plans and Strategies.

Project Scope:

- ☐ Explore available options for fulfilling goal.
- ☐ Provide overall conceptual view of building size, potential placement or siting locations, or other elements pertinent to an individual project.
- ☐ Generate a listing of potential project elements required for project completion.
(i.e. Demolition, Site Improvements, Landscaping, etc)

Estimates:

- ☐ Provide a recommendation for a not to exceed cost per square foot cost estimate with consideration for all project costs.
- ☐ Estimate a total project rough order of magnitude cost estimate rounded to nearest \$100,000.
- ☐ Produce an initial cost benefit analysis with assessment of potential for applicable elements such as: operation savings, return on investment, and probable life cycle for all options considered.
- ☐ Create a basic schedule that reflects any anticipated milestones, necessary occupancy dates, grant/funding deadlines, or other vital elements.

Funding Sources:

- ☐ Work with the County Finance Director to produce a funding strategy that targets specific potential funding options substantial enough to cover the entire estimated project costs

Next Phase Estimate:

- ☐ FPM will develop a budget level cost estimate to complete the next planning phase

Justification:

- ☐ Examine, verify, and refine previous cost estimates, to include a general breakdown of all determined project costs.
- ☐ Generate a detailed description of full impacts to all budgets including department, general fund, and capital.
- ☐ Provide a breakdown that reflects how project costs will be budgeted over life of project.

Feasibility:

- ☐ Analyze the potential for project completion by:
 - Weigh the needs/issues against the financial considerations and the goals impact to determine project viability.
 - Prepare a matrix that compares project elements with existing staffing potential to determine appropriate size of project team.
 - Create an outline of an appropriate project team, include a description of the quality and expertise necessary.
 - Produce a step by step game plan that reflects all elements through project completion.

Alternatives:

- ☐ Examine any applicable program, location/siting, or other pertinent options not previously explored.
- ☐ Explore what happens if project is not pursued.
- ☐ Consider the different construction contracting methods/options available and provide judgment of best alternative.
- ☐ Depict project compliance with County policy, plans, and strategies. Identify any aspect not in compliance.
(i.e. purchasing, green building or other County related policies.)

Risk Assessment:

- ☐ Create a chart that provides a listing of potential risks along with a ranking of each risk. Provide suggestions for handling risks and highlight any unavoidable risks.

Schedule:

- ☐ Provide a reasonable detailed project schedule/timeline in either a Gantt or other appropriate format that reflects complete project life cycle.

Next Phase Estimate:

- ☐ F&PM will develop a budget level cost estimate to complete the next phase, development of the project plan

Project Charter:

- ☐ Develop a Project Charter that summarizes the project information and impacts. This document provides Facility's a vehicle to receive project approval from the County Chair, Department Directors, and other applicable parties. A copy of the project Charter will be included within the Project Plan.

Development Plan:

- ☐ Complete a development plan that provides:
 - Defined Project Scope
 - Outline of Project Team
 - Comprehensive Schedule
 - Detailed estimates for entire project
 - Accounting Chart reflecting breakdown of SAP cost elements applicable for project expense tracking
(to be in compliance with accounting procedures in project management manual)
 - Communication plan that identifies lines of communication on the Project.
 - Other applicable data essential to an individual project

Siting Plan:

- ☐ Produce a siting plan that includes:
 - Evaluation analysis of potential sites with consideration to county-wide facilities needs, operational/facilities/program efficiencies with co-locations, program delivery, community betterment/impact, mass transit, zoning, and other applicable requirements.
- ☐ The Sponsoring Department(s) in collaboration with the Public Affairs Office will develop and implement a Siting Process that shall comply with Executive Order 264 and include:
 - The process for completion of site selection for a particular County function.
 - The public involvement process for site selection.
 - Siting Plan to be approved by the Chair.
 - Sponsoring Department shall implement Siting Process.

Operational Funding:

- ☐ The Sponsoring Department(s) will provide an Operational Funding Plan which includes a description of how the program(s) will be funded, complete with personnel costs, one-time and on-going operational expenses, and a description of the services the program provides.

Capital Funding:

- ☐ Finance office will provide a finalized Capital Funding Plan which describes timing and funding for the Capital Project.
- ☐ Initiate project into CIP budget and receive Budget Authority.

Next Phase Estimate:

- ☐ F&PM will develop a budget level cost estimate to complete the next phase, Design & Construction

Design &
Construction

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-159

Directing Funds from the Sale of the Hansen Building and Multnomah County Correctional Facility (MCCF) to Help Fund a Possible New East County Justice Facility

The Multnomah County Board of Commissioners Finds:

- a. Oregon Revised Statute 1.185 requires counties in which a circuit court is located to provide "suitable and sufficient courtrooms, office and jury rooms."
- b. Oregon Revised Statute 3.014(2) further requires Multnomah County to "provide facilities in the City of Gresham for a court judge to hold court".
- c. The 2002 Multnomah County Courthouse Renovation Study by HOK Consulting and the 2003 Courthouse Recommendation by the Courthouse Blue Ribbon Steering Committee found the existing courthouse to be past its functional lifespan and insufficient to accommodate the County's court system. The groups recommend additional court facilities in East County as a key part to solving the County's inadequate courtroom facilities and overall public safety building dilemma.
- d. Resolution 04-028 created a work group chaired by Commissioner Lonnie Roberts. The work group is currently working toward completion of a detailed preliminary planning proposal which will contain project scope, site proposals, construction estimates, partnership potentials, and other pertinent details. The proposal will be presented to the Board no later than March 2005.
- e. The work group is also charged with creating a viable financing strategy for land acquisition, facility construction, and related costs.
- f. Resolution 02-032 directed Facilities and Property Management to work with the Chair's Office and the Multnomah County Sheriff's Office (MCSO) to:
 - 1) Develop a replacement strategy for the Hansen Building;
 - 2) Bring the strategy to the Board for approval; and
 - 3) Proceed with a phased sale and/or lease of the Hansen Building once suitable alternative Multnomah County Sheriff's Office facilities are identified and made ready.
- g. Since the passage of Resolution 02-032 suitable alternative MCSO facilities have not been identified nor made ready.
- h. It is in the interest of both the County and Sheriff's Office to explore the cost saving potential and the desirability of moving the Sheriff's enforcement operations now located at the Hansen Building into a new East County justice facility.
- i. The Multnomah County Correctional Facility (MCCF) is a County-owned property located in Troutdale that currently houses MCSO work crews that were formerly located at the Multnomah County Inverness Jail (MCIJ).

There is sufficient bed capacity in the Multnomah County Jail System to house work crews from MCCF. Therefore, MCCF and other undeveloped Edgefield property should be considered for surplus disposition.

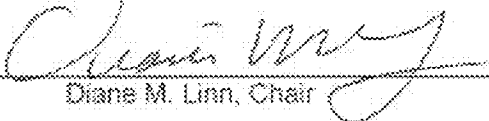
The Multnomah County Board of Commissioners Resolves:

1. It is the intent of the Board that funds from the sale of the Hansen Building be earmarked for use toward a new East County Justice Facility. Should MCCF and other Edgefield properties be declared surplus, it is the intent of the Board that the funds from the sale of those properties also be earmarked for use toward a new East County Justice Facility.
2. Following presentation and adoption of Commissioner Roberts' work group proposal, it is the intent of the Board that construction of an East County Justice Facility will be in full compliance with Administrative Procedure FAC-1.
3. If construction of the East County Justice Facility does not occur, the revenue from the Hansen Building sale shall be earmarked to create permanent facilities for MCSO law enforcement. As required by Administrative Procedure FIN-15, any alternative use of the proceeds must be authorized by the Board of County Commissioners.
4. Commissioner Lonnie Roberts shall present this Resolution to the work group so that these resources are considered as they finalize their preliminary planning proposal which will be brought back to the Board in compliance with Administrative Procedure FAC-1.

ADOPTED this day 4th of November, 2004.

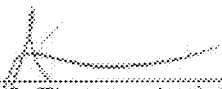


BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
John S. Thomas, Assistant County Attorney