

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 09-043

Resolution Approving the Kenton Library Project Proposal Creating a Capital Improvement Project in Conformance with Administrative Procedure FAC-1

The Multnomah County Board of Commissioners Finds:

- a. Measure No. 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 09-014, Multnomah County leases approximately 6,000 square feet of office space located at 8226 N Denver, Portland, Oregon, ("Kenton Library") under a lease commencing February 27, 2009, and expiring on December 31, 2019.
- c. On January 29, 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 Kenton Library branch approved in Resolution No. 09-014 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 requires Board approval for four phases of the capital project. The materials submitted with the Board Agenda Placement Request for this Resolution are in conformance with the requirements for the Preliminary Planning Proposal, the Project Proposal, the Project Plan, and budget level cost estimate to complete the next phase, Design & Construction. Elements included are Program Requirements, Project Scope, Funding Sources, Justification, Alternatives, Risk Assessment, Development Plan, Operational Funding, Project Charter, and Project Budget Estimate.
- f. To be used as a branch library, the 8226 North Denver site will necessitate capital investment in the form of renovation and expansion of an existing building, seismic upgrades, tenant improvements, furniture, fixtures and equipment. This capital program, along with contingency, arts programs, and related activities, will total approximately \$1.754 million. Funding for this capital program is budgeted within the Library's operating funds.

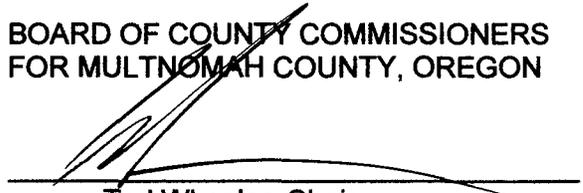
The Multnomah County Board of Commissioners Resolves:

1. It is in the best interests of the County to renovate and expand the existing building located at 8226 North Denver Street, Portland, Oregon, for the purpose of opening a new library branch in North Portland, as called for in Measure No. 26-81.
2. As set forth in Administrative Procedure FAC-1, it is the responsibility of the Board of County Commissioners to Approve Major Facilities Capital Projects consistent with overall County policies and strategies, to approve the Capital Improvement Plan and Budget, and approve the Preliminary Planning Proposal, Project Proposal, Project Plan, and Project Design and Construction prior to Facility & Property Management's solicitation of bids or proposals to construct the project.
3. The Library and Facilities are hereby directed to proceed with the Project Design and Construction phase of the project.
4. If at any time during the Project Design and Construction phase, 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 23rd day of April 2009.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

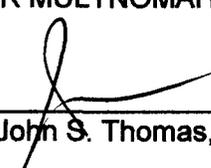


Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By



John S. Thomas, Deputy County Attorney

SUBMITTED BY:

Carol M. Ford, Director, Dept. of County Management



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COUNTY MANAGEMENT
FACILITIES AND PROPERTY MANAGEMENT DIVISION
401 N DIXON STREET (FIRST FLOOR)
PORTLAND, OREGON 97227
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BOARD OF COUNTY COMMISSIONERS
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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	500 SF
	Sub-total	<u>500 SF</u>
1,800 SF	Load Factor: 20% x 1800 SF = 360 SF	<u>360 SF</u>
2,160 SF		
	Total SF	3,840 SF
	6,000 SF	

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 Exprs	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
Total	\$2,033,089	

11. CAPITAL FUNDING

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

Kenton Library Project Charter



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

Project Name:

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

Project Description:

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

Stakeholders or Sponsors:

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

Goals and Objectives:

Why is this project being done:	Neighborhood libraries provide learning, cultural and recreational opportunities to all County residents. Residents get information and entertainment from neighborhood libraries through books, computers, and community activities. A new library in North Portland was promised in the library levy passed by voters in November 2006. The library levy includes funding for operating a new library in North Portland.
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What will the project achieve: The new library will provide a facility to better meet the community's library needs.

Library Design: Creates strong identity and public place. Incorporates sustainable construction features.

Schedule: Complete and open Library by December 2009.

Goals of Involved Parties: County Commission / County staff / North Portland residents as follows:

- **County Commission:** Construct a new library facility within the North Portland community to fulfill obligations made to Multnomah County with the 2006 library levy. Complete the project as expeditiously as possible to provide better library service to North Portland residents.
- **County staff:** Desire to move the project forward quickly to meet the expectations of all stakeholders.
- **North Portland 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: Molly Raphael, Mike Harrington, Vailey Oehlke, June Mikkelsen, Facilities & Property Management

Project Manager: Mike Harrington, Facilities & Property management

Property Manager: Mike Harrington, Facilities & Property Management

Deliverables

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

Project Milestones/Target Dates

Commence Planning: January 2007

Public Meetings: September 20, October 11, and November 13, 2007; and May 29, 2008

Submit for Permits: Submit Type II Land Use Jan. 28; 10 weeks for review; 8 weeks permitting a

Bid Project: April 23, 2009

Complete Construction: December 2009

Open: December 2009/January 2010

Budget:

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

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

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

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

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

Benefits:

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

Constraints:

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

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

Risks and Contingencies

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

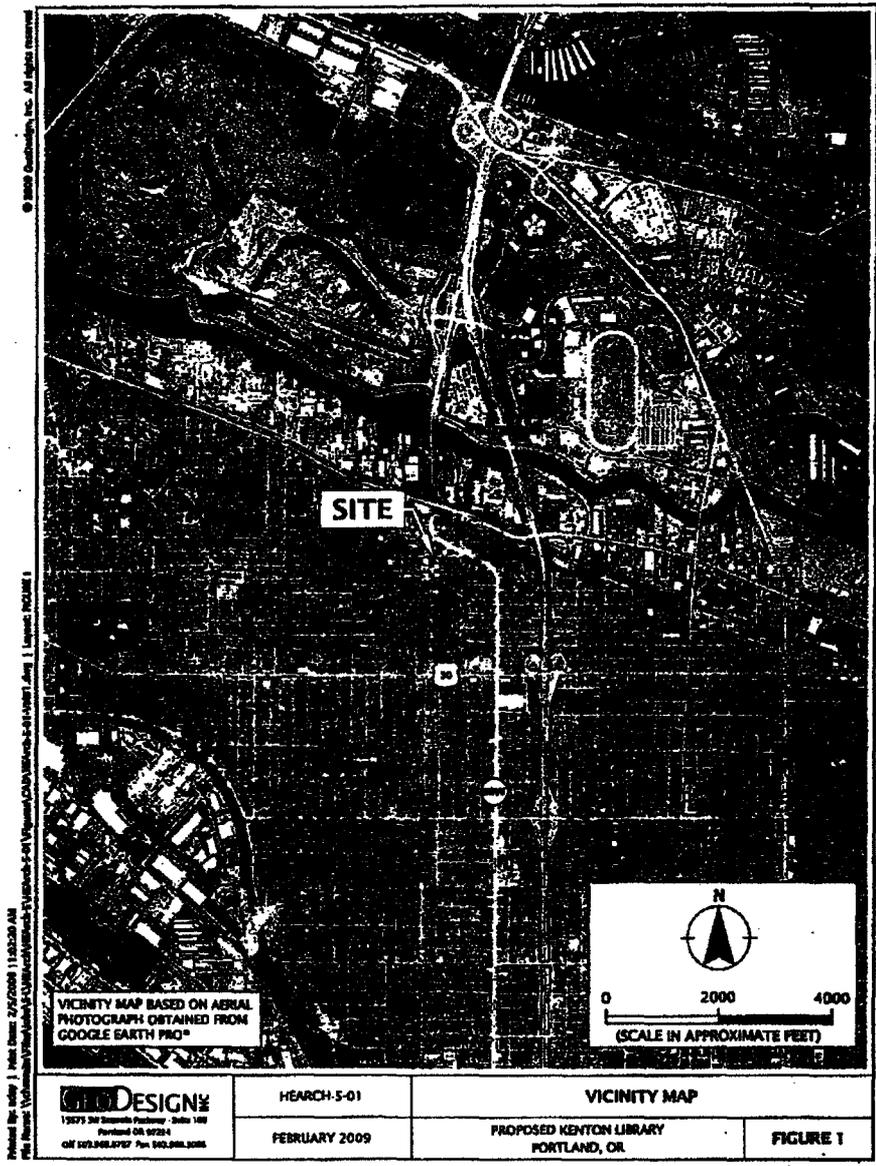
Assumptions

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

Location of Proposed Site

8226 N Denver, Portland, Oregon

Map of Project Location:



Scope of Work:

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

History of the Kenton Library Development Project / 1999 to Present

Summary of Events

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

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

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

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

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

Charter Approvals

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

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

Kenton Branch Library
Tenant Improvement, Building Improvements and Addition
Project Budget Estimate

3/27/2009

Construction Costs

Site Improvements (including site utilities)		
Estimated Construction Cost		\$86,128
Building Improvements and Addition		
Estimated Construction Cost		\$388,838
Tenant Improvements		
Estimated Construction Cost		\$523,218
Subtotal		\$998,184

Design Services

Building Improvement and Addition		
Hourly not to exceed		\$88,107
	\$79,773	
Architectural Design		
Civil Engineering (including survey and topographic map)		
Landscape Architectural Design		
Structural Engineering		
Mechanical/Electrical/Plumbing Engineering		
Geo Technical Report		
Cost Estimating		
Reimbursable Expenses (including geotech drilling rig)	\$8,334	
Tenant Improvements		
Hourly not to exceed		\$143,477
	\$134,277	
Architectural Design		
Structural Engineering		
Mechanical/Electrical/Plumbing Engineering		
Signage		
Audio Visual Design		
Cost Estimating		
Reimbursable Expenses	\$9,200	
Subtotal		\$231,584

Regulatory Costs (based on \$1,000,000 project cost)

(base fees apply when valuation is over \$600k)		
Development Services Fee (Commercial)		\$460
Building Permit (Formula in IBC)		\$1,544
Mechanical and Electrical permits included in Construction Budget		
Fire & Life Safety Review Fee		\$618
Plan Review/Process Fee		\$1,004
Fire Bureau Plan Review Fee		\$247
Land Use Planning Review Fee		\$4,138
Zoning Inspection Fee		\$247
Bureau of Environmental Services Review		\$263
Metro Construction Excise Tax	\$1,000,000 x 0.0012	\$1,200
Site Development Review Fee		\$750
Misc. City Reviews		\$0
Bureau of Environmental Services - SDC		
fee for fixtures only based on 17 PFU's, no additional impervious area		\$3,732
Portland Office of Transportation - SDC		
gross sqft 1000 x \$6.73		\$6,730
Water Bureau - SDC		\$2,641
assume new 1" meter and line per water bureau		\$4,015
denver ave has a moratorium repaving per water bureau		\$0
Building Code Appeals		\$400
Subtotal		\$27,990

Furniture, Fixings and Equipment

Stacks, Stack Ends/Tops Including (2) internet access shelves, (1) internet access sign up shelf @ book ends		\$100,000
Furniture and Children's Bins		\$63,000
(16) book carts and (6) bins, (1) computer cart		\$11,000
Millwork - (2) Information Desk Surround and (2) pedestal storage units		\$11,300
Bulletin Boards, Information Easels, Etc.		\$5,500
Interior Signage		\$8,000
Refrigerator and Microwave		\$1,800
Subtotal		\$200,600

Miscellaneous Costs

Equipment - Telecom		\$25,000
AV Equipment		\$11,386
Construction Contingency (15% of Construction Cost)	15%	\$149,728
Soft Cost Contingency (12% of soft costs)	12%	\$55,155
Hazardous Material Removal (estimate)		\$9,000
Special Inspections and Testing (estimate)		\$6,000
PGE Connection		\$6,000
Security/Camera's		\$13,500
2% for Art		\$20,000 approximate
Subtotal		\$295,769

Total Project Cost		1,734,126
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