

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 01-169

Approving Charter for Renovation and Repair of the Women's Transition Housing located at 722, 732, and 736 N.E. Couch Street, Portland, Oregon

The Multnomah County Board of Commissioners Finds:

- a) The Department of Community Justice/Transitional Services Unit proposes to renovate and repair three units of Women's Transition Housing to provide suitable housing meeting life/safety code requirements, environmental compliance, energy efficiency standards, and correcting Portland Housing Code violations.
- b) The Department of Community Justice and the Facilities and Property Management Division have identified a minimum scope of work needed to provide safe, regulatory compliant, and energy efficient residences for Women's Transition Housing.
- c) The scope of work identified is required to satisfy minimum standards for housing mothers and their young children. The Women's Transition Housing residences are old, in disrepair, and do not meet minimum standards for life/safety requirements, regulatory compliance, or energy efficiency.
- d) This project is eligible for participation in the Sheltered Market program.
- e) The Board desires to complete the project within the parameters identified in the Project Charter.
- f) The Board wishes to review and approve any material changes, which may be made to the Project Charter.

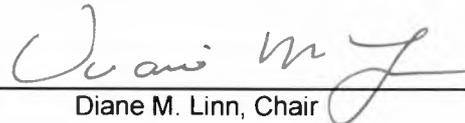
The Multnomah County Board of Commissioners Resolves:

1. The Board approves the attached Project Charter for renovation and repair of the three units of Women's Transition Housing located at 722, 732, and 736 N.E. Couch Street, Portland, Oregon.
2. If the Chair determines that material change to the Project Charter is required, the Chair will submit the proposed change to the Board for approval in the form of a Project Charter Amendment.

ADOPTED this 20th day of December, 2001.

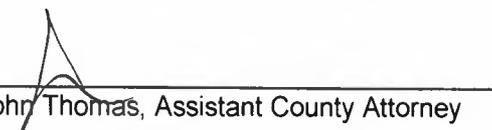


BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

THOMAS SPONSLER, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
John Thomas, Assistant County Attorney

12/12/2001

Women's Transition Houses – Renovation 2002 -044,

PROJECT CHARTER



Multnomah County
Facilities and Property Management

PROJECT NAME

Date: November 28, 2001

Name: **Women's Transitional Houses - Renovation Project, three dwellings**

Project Number: TBA

Building Number: B360, B365, B366

Project Description

Multnomah County Facilities is renovating three owned residential dwellings used for Women's Transitional House. Facilities fully intend to renovate these houses to a more acceptable standard for the user community as well as the neighborhood. The issues that will be corrected fall into a hierarchy of importance to Facilities Management and the Department of Community Services. The hierarchy is prioritized as follows:

1. Fire Life and Safety
2. Environmental Lead Abatement
3. Correct Portland Housing Code Violations
4. Energy efficiency upgrades

Stakeholders or Sponsors

Stakeholders: Department of Community Justice - Women's Transitional Services (Liv Jenssen) Facilities and Property Management (Property Manager, Project Manager, Asset Preservation Program, other Planners, etc.)

*Sponsor(s): Portland Development Commission
Facilities and Property Management

Dept(s) for Whom Project is done: Department of Community Justice - Women's Transitional Services
Facilities and Property Management

Dept(s) Affected: Department of Community Justice - Women's Transitional Services
Facilities and Property Management

Goals and Objectives

Why is This Project Being Done?

The three houses were purchased after several years of leasing. The decision to purchase was based on location, established favorable zoning, and occupancy permit status. All three dwellings are in serious need of repairs, environmental and safety hazard corrections.

What will it Achieve?

By renovating these houses, Multnomah County will have more valuable and suitable properties for Women's Transitional Services clients. Moreover, a major renovation of several systems within these houses will enhance the longevity of the dwellings, which in turn will reduce the operating costs and keep the properties in a more stable condition.

Background Reports?

Facilities Needs Assessment Report - issued: September 27, 2001

Key Personnel Resources

Project Manager (CIP): TBD
Property Manager: Stephen Kelly
Planner: TBD
Architectural and Engineering: TBD

Project Management time for this project will be charged to the total budget of the project.

Deliverables

CONTRACTS TO DATE (for each: list contract #, amount, termination date, company, contact, phone #, brief description of scope in attachment(s) DLR group contracted work, per Jon Schrotzberger.

COMPLETE ONGOING (Listed by Contract Number)

Not applicable at this point, because of two reasons.

- PDC is fully expected to provide \$180,000 of the total \$404,800 dollars needed for this renovation project, which means Multnomah County is actually providing \$224,800 dollars.

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

Not applicable at this point.

*Other Attachments:

Not applicable at this point.

Project Milestone Target Dates

Initial Expectations:

- Receive authorization from BCC: December 2001
- A & E Firm produce Bid Documents: February 2002
- Planning and CIP Review Bid Documents: February 2002
- Release Bid Documents to public for Bid Request: March 2002

12/12/2001

- Review Bids from General Contractors and Award Project: March 2002
- Renovation Project begins: April 2002
- Portland Development Commission receives Final Notice of funds extinguished: June 2002
- Facilities and Property Management finishes renovation project: September 2002
- Facilities and Property Management finishes all punch-list items: October 2002

Project Budget Total

Estimate Project Total: \$404,800 dollars.

Funding Plan

This project is to be funded by Public Safety Bond funds for transitional housing and monies from the Portland Development Commission.

Tier One Funding: The Board of County Commissioners is requested to approve of the use of \$224,800 of interest earned from the Public Safety Bond fund for the purpose of initiating this project. The PCRB requires Multnomah County to have adequate funding appropriated before bidding public works.

Tier Two Funding: The Portland Development Commission has proposed funding \$180,000 of the project to DCJ - Women's Transitional Services. Due to PDC internal policy, grant funds will not be released until a contract is awarded.

Note: Between Tier One and Tier Two Funding methods, Multnomah County will need to approve a total of \$404,800 dollars. The PDC funding of \$180,000 dollars will act as a partial reimbursement for the County's commitment to the renovation of the three houses.

Exclusions

No exclusions are known at this point

Benefits

The renovation these facilities will bring the houses into compliance with health and building codes, reduce energy usage and operating costs for the Women's Transition clients, as well as improving the physical assets of Multnomah County. The upgrades to the houses will reflect a positive appearance to the community and the NE Portland area neighborhood.

Impact

Site, program and client impact will be minimal for the renovation process. One house at a time will be vacated for the construction process.

Constraints

PDC (Portland Development Commission) funds must be used by June 30, 2002. One of three houses must be vacant at a time during the renovation project.

12/12/2001

Risks and Concerns

- SPACE
 - SCOPE - Unidentified Lead based paint on covered siding, and soil contamination is a concern, and \$37,000 contingency has been identified for that purpose.
- PERMITS/ZONING
- LAND ACQUISITION
- FUNDING/BUDGETING
- TIMING
- NEIGHBORHOOD
- OTHER

This action is using \$224,800 of Public Safety Bond interest. It leaves about \$200,000 in unallocated interest earnings.

Citizen Involvement

No citizen involvement required for this maintenance related project.

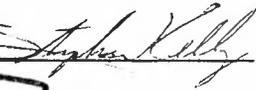
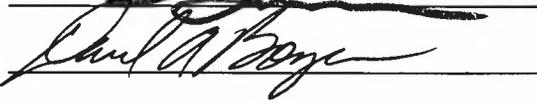
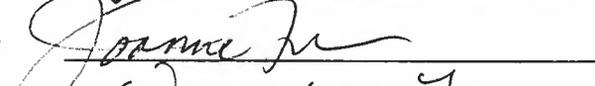
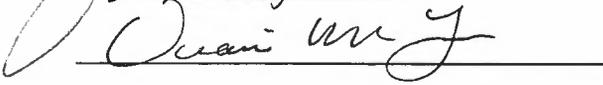
Assumptions

- Project Management duties will be assigned to a CIP Project Manager.
- PDC funds (\$180,000) will be expended before June 30, 2002.
- An assigned PDC Construction Coordinator will periodically review renovation progress with the assigned CIP Project Manager.

Location of Project Site

722 NE Couch St., Portland, Oregon
732 NE Couch St., Portland, Oregon
736 NE Couch St., Portland, Oregon

Charter Approvals:

Charter Prepared By	<u>Stephen Kelly</u> 	Date	<u>11 / 28 / 2001</u>
Facilities & Property Management Director		Date	<u>12 / 4 / 01</u>
Budget Office		Date	<u>12 / 11 / 01</u>
Department of Sustainable Community Development Director		Date	<u>12 / 11 / 01</u>
Department Stakeholder		Date	<u>12 / 04 / 01</u>
Chair's Office		Date	<u>12 / 20 / 01</u>
Legal Representative	<u>N/A</u>	Date	<u> / /</u>