

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 06 - 06

For The Purpose Of Approving The Oregon Convention Center Kiosk Way-Finding Capital Project And Authorizing Moving Surplus Capital Project Funds To Cover The Increase In Cost Of This Project.

WHEREAS, the costs for the Kiosk Way-finding project exceed the \$100,000 capital projects purchasing threshold and need the approval of the MERC Commission per the adopted MERC Purchasing Policies.

WHEREAS, there are sufficient savings from other budgeted capital projects to cover the \$24,000 increase in costs for the Kiosk project.

WHEREAS, the Metropolitan Exposition Recreation Commission has the authority to approve this capital project for the Oregon Convention Center way-finding needs.

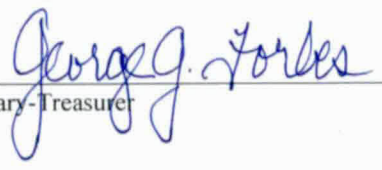
BE IT THEREFORE RESOLVED that the Metropolitan Exposition Recreation Commission approve the Kiosk/Way-finding project increase from \$85,500 to \$109,500 in the Oregon Convention Center Capital Budget and authorize moving surplus capital project funds to cover the increased cost of this project.

Passed by the Commission on April 26, 2006.

Approved as to Form:
Daniel B. Cooper, Metro Attorney

By: 


Chair


Secretary-Treasurer

MERC STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 06-06, FOR THE PURPOSE OF APPROVING THE OREGON CONVENTION CENTER KIOSK WAY-FINDING CAPITAL PROJECT AND AUTHORIZING MOVING SURPLUS CAPITAL PROJECT FUNDS TO COVER THE INCREASE IN COST OF THIS PROJECT.

Date: April 26, 2006

Prepared by: Jeffrey A. Blosser

Agenda Item/Issue: Approval of the Oregon Convention Center Kiosk Way-Finding capital project and authorizing moving surplus capital project funds to cover the increase in cost of this project.

Background and Analysis: The OCC Kiosk Way-Finding project was originally part of the Expansion Project and was deleted early on due to potential project funding shortfalls. Staff requested, in the OCC capital budget, the Kiosk Way-Finding project which was approved by the MERC Commission during the 2005-06 budget process. Costs for the structures and screens came in at \$24,000 over the anticipated cost of \$85,500 after quotes were taken for the support structure and the new Daktronics' boards. There are sufficient surplus funds in the OCC capital budget, from other projects' savings, to fund this price increase. (See attached sheets.)

Fiscal Impact: There will be no fiscal impact to the approved capital projects budget or negative affect on any of the projects approved by the Commission for FY 2005-06.

Recommendation: Staff recommends that the Metropolitan Exposition Recreation Commission approve the Oregon Convention Center Kiosk Way-Finding capital project, at the \$109,500 cost, and authorize the moving of surplus capital project funds to cover the increase in cost of this project.

KIOSK Project – Way-finding at OCC

<u>Components</u>	<u>Vendor</u>	<u>Cost</u>	<u>OCC Expansion Fund</u>	<u>OCC Pooled Capital Fund</u>	<u>Status</u>
Design	Mayer-Reed	\$ 14,000	\$ 14,000		Completed December 2004
Structures	ES&A Signs	74,500		\$ 74,500	Awarded & in progress
Reader Boards	TBA	33,000		33,000	Quotes to be solicited in April
Map Light Boxes	TBA	2,000		2,000	Quotes to be solicited in May

\$	123,500	\$	14,000	\$	109,500
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Project Budget, 2005-06

\$ 85,550

Available from other 2005-06 projects that came in under budget

23,950

\$	109,500
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MERC CAPITAL FORM

Date Submitted: 02/17/06

Description: Electronic Signs & Map Boxes

Facility/Department: Oregon Convention Center

Priority Level: ☐ LOW ☐ MED ☒ HIGH

Project Number: Assigned by MERC

Estimated Start Date: 05/01/06

Estimated Completion Date: 06/15/06

Type of Project
☐ Health & Safety ☒ New/Replacement
☐ Revenue Generating ☐ Other
☐ Aramark Reserve

Type of Request
☒ Initial ☐ Revision

1 - Cost Estimates

Original Amount \$0.00 ☒ Preliminary ☐ Based on Design Revised Amount \$35,000.00 ☐ Formal Bid ☐ Quotes

2 - Description (attach additional pages if necessary)

These pieces will be the guts of the KIOSK with electronic reader boards that will list event and room locations as well as provide "you are here" maps of OCC to orient visitors and then allow for them to use overhead signage to find their event location in OCC.

3 - Justification

Wayfinding is needed with expansion and the need to greet people at entry points so they can locate where their event is taking place and map to get them oriented to how to locate space in OCC.

4 - Funding Source

OCC Capital Fund

5 - Operating Budget Impact

None - OCC is buying these as part of the owner installed portion of the project.

6 - Return on Investment (attach additional pages if necessary)

None - OCC is buying these as part of the owner installed portion of the project.

7 - Consequences of not doing this project in current fiscal year

No improvement to wayfinding difficulties currently experienced by OCC event attendees.

Included in the Adopted Budget

☒ Yes

☐ No

Budget Year

FY 2005/06

Originator: Jeffrey A. Blosser, OCC Exec. Dir.

Facility Director: _____

Date

Finance/Budget: _____

Date

MERC Capital Projects Manager: _____

☐ Preliminary

☐ Bid Process

☐ Final

MERC General Manager/Deputy: _____

Date

☐ Preliminary

☐ Final

Date

Comments (attach additional pages if necessary)

Return to Budget for any equipment or project greater than \$10,000

Distribution ☐ Budget

☐ Construction

☐ General Manager

☐ Other _____

MERC CAPITAL FORM

Date Submitted: 02/17/06
Description: OCC Wayfinding Kiosks
Facility/Department: Oregon Convention Center
Priority Level: ☐ LOW ☐ MED ☒ HIGH
Project Number: Assigned by MERC
Estimated Start Date: 02/01/06
Estimated Completion Date: 06/15/06

Type of Project
☐ Health & Safety ☒ New/Replacement
☐ Revenue Generating ☐ Other
☐ Aramark Reserve
Type of Request
☒ Initial ☐ Revision

1- Cost Estimates

Original Amount \$85,500.00 ☒ Preliminary ☐ Based on Design Revised Amount \$74,500.00 ☐ Formal Bid ☒ Quotes

2 - Description (attach additional pages if necessary)

Three doubleside KIOSK structures to support electronic signage and maps to help attendees locate their event and meeting location. 2 single side structures to be located in the Oregon Ballroom entry rotundas

3. Justification

With the expansion, there is a significant need to catch attendees at the lobby areas to give them event related information so they can locate their intended meeting space. KIOSK will provide maps and even locations.

4 - Funding Source

OCC Capital fund

5 - Operating Budget Impact

None

6 - Return on Investment (attach additional pages if necessary)

There is no return on investment other than these will provide better wayfinding for attendees looking for their meeting destination. Less labor needed for making of signs for directional purposes in several lobbies.

7 - Consequences of not doing this project in current fiscal year

None

Included in the Adopted Budget

☒ Yes

☐ No

Budget Year

FY 2005/06

Originator: Jeffrey A. Blosser, OCC Exec. Dir.

Facility Director: _____

Finance/Budget: _____ Date _____

MERC Capital Projects Manager: _____ Date _____

MERC General Manager/Deputy: _____ Date _____

☐ Preliminary

☐ Bid Process

☐ Final

☐ Preliminary

☐ Final

Comments (attach additional pages if necessary)

Return to Budget for any equipment or project greater than \$10,000

Distribution ☐ Budget ☐ Construction ☐ General Manager ☐ Other _____