

COUNCIL CONVENTION CENTER COMMITTEE MINUTES

March 25, 1988

12:00 p.m.

Rian's Atrium

ATTENDING: Councilors Cooper, Knowles and Gardner.

STAFF: Tuck Wilson, Kim Duncan, Neil McFarlane, Berit Younie, Neil Saling and Ray Phelps.

GUESTS: MERC Commissioner Mitzi Scott, Lee Fehrenkamp, Dominic Buffetta, Jan Schaeffer and Lee Hays

The lunch meeting was called to order at 12:15 p.m. at Rian's Atrium.

Agenda Item 1. Absent a quorum, Agenda Item 1 was deferred.

Agenda Item 2. Holladay Improvements Presentation. Lee Hayes from Tri-Met presented a slide show about proposed improvements to Holladay Street, in and around the convention center. The plans, while not yet funded, present the possibilities for making major improvements, not only to the transit facilities but to the street in general to accommodate increased traffic of the convention center. Ms. Hayes discussed plans for the vintage trolley system next year. She discussed the proposed improvements to the coliseum/stadium light rail station and showed drawings of proposed umbrella covers to the transit area to facilitate large groups of people in poor weather.

Plans at this point are a collaborative effort between Tri-Met, Zimmer Gunsul Frasca, PDC and Metro. Tri-Met is identifying potential sources for funding for the program; however, no support group is formally in charge or in place at this time.

Agenda Item 3. Convention Center Project Budget Review. Mr. Wilson did a general review of the convention center project's 88-89 budget. He identified several issues:

- 1) Capital Fund. Mr. Wilson noted the proposal to transfer \$1 million in interest from the capital fund to a debt reserve fund. Mr. Wilson indicated that the District should maintain its ability to use interest earnings for the project should circumstances dictate. He stated that isolation of the District's other assets from contractor claims is important. Where or how to draw the line, in

terms of isolating those funds, is the question before the council. Building a wall too high around the project may, in fact, force higher bids, stated Mr. Wilson.

- 2) Debt Reserve. Mr. Wilson recommended that a new debt reserve fund be created but the interest be left in the capital fund as an unappropriated balance accessible only by the Council.

Councilor Knowles asked that if a judgement were to be levied whether it could be paid from other district assets. Mr. Wilson indicated that the project contracts will state conditions explaining the limitations on the claims.

- 3) Overhead. Mr. Wilson also discussed the Metro cost allocation. He linked the relationship between the proposed increase in overhead and the proposed isolation of interest earnings. The district needs flexibility with regard to its access to interest money.

Councilor Knowles asked how the district would compensate for its loss of general fund monies from the project when the construction office was terminated in 1990.

- 4) Staffing. Mr. Wilson discussed the staffing levels recommended in the Executive Officer's budget. He stated that two project staff positions do not appear in the 88-89 budget; those positions are currently occupied by Kim Duncan and Sandy Stallcup. He stated that while some work is being transferred from the project office to MERC, a staffing critical mass was imperative to the project's success. The elimination of two positions detrimentally affects the project's efficiency. Mr. Wilson presented a project work plan for the next fiscal year. He further discussed the various contracts being managed by the project office.

Councilor Knowles then announced the new National Endowment for the Arts \$45,000 grant to the public art project for the convention center.

Councilor Knowles also asked that the committee hear from the Executive Officer with regard to her recommendations on the budget. The committee further asked that another meeting be held to hear the MERC budget and asked that MERC Commissioner Middleton, chairs of the MERC budget committee, attend.

Agenda Item 4. New Information Items.

a) Contract administration--A brief discussion covered concerns about managing change orders on the convention center project. Councilor Cooper indicated that it would be desirable to deal with change orders expeditiously and not delay construction because of Metro's administrative procedures.

Dan Cooper then spoke to various issues surrounding the changes in contract procedures. Those issues included control, time, and the percentage of the contract that could be altered without direct council approval. Wilson stated that as ground breaking was scheduled for May 16, it was imperative that decisions on the change order process be expedited. Council Cooper indicated that he was committed to reaching a conclusion on change orders that would keep the project on schedule and not usurp Council authority.

Councilor Knowles recommended that the committee initiate a separate item for change orders only affecting the convention center project. He asked that any comprehensive changes to Metro's contracting policies not be couped with the convention center ordinance. His recommendation was concurred in by Councilors Cooper and Gardner.

Ray Phelps commented that while the Executive Officer was missing the committee may wish her opinions on these subjects.

b) Testing and Inspection--Mr. Wilson talked about the testing and inspection work contracts which are under \$10,000. The Rittenhouse-Zeiman contract will be reviewed by the committee. The city requires inspection during the course of construction as a protection against future claims.

c) Pre-Bid Conference--The schedule for the pre-bid conference on the steel package was distributed and reviewed. Councilor Knowles asked about the maintenance of affirmative action plan in the contract. Mr. Wilson responded that the project contracts borrowed language from the City of Portland and require that contractors be EEO certified by the City. Mr. Wilson further explained the direct outreach efforts being made by the project office including a distribution of plans within the minority community. The direct mail has been sent to all certified DBE/WBE contractors.

Mr. Fehrenkamp indicated that his experience with major construction projects underline the need for adequate staffing at all times. He further offered to host the next council convention center committee meeting at the coliseum.

d) 60% Estimates--Mr. Wilson announced that the 60% estimates were the next milestone for the project. They are due next week and will be reviewed by ACDC at its meeting next Friday and would be discussed with the council committee at its meeting on April 12th.

Respectfully Submitted,

Kim Duncan

Council Convention Center Committee

Thursday, March 24, 1988
Convention Center Office
2000 SW First, Suite 150

Agenda

I. Site Work Bid Package

Action Requested: Committee Approval

STAFF REPORT

Agenda Item No. _____

Meeting Date: March 24, 1988

CONSIDERATION OF RESOLUTION NO. 88-893
AUTHORIZING SOLICITATION OF BIDS FOR THE
OREGON CONVENTION CENTER BID PACKAGE 2:
SITE WORK

Date: March 14, 1987

Presented by: Cooper/Wilson

FACTUAL BACKGROUND AND ANALYSIS

On March 10, 1988, the Council authorized the District to receive bids for Bid Package 1: Steel Fabrication and Erection. The Bid period for the Steel Package will begin on March 21, with bid opening on April 19. The Steel contract is scheduled to be awarded by Council April 28, and Notice to Proceed May 12.

The next step in contracting for the Center's construction is Bid Package 2: Site Work. The proposed schedule for this bid package is Council authorization of bids on March 24 (per attached resolution), bid period beginning March 28, bids opened April 26, Council contract award on April 28, with the notice to proceed scheduled for May 12.

The attached resolution authorizes receipt of bids for the Site Work Package. This work will advance the schedule for the project by completing the following tasks between May 16, 1988, and August 26, 1988:

- Fencing and signing of the site;
- Clearing and grubbing of the site, including removal of streets, sidewalks, curbs, and other civil improvements. Also, basement walls, remaining structure footings, and underground storage tanks which could not be removed during the PDC demolition phase will be removed under this contract;
- Rough grading of the site to approximately the bottom of the finished floor grade under the building;
- Pile driving;

Contract documents will be available for review in the Convention Center Project Office. The documents include the following features:

- Requirements that the Contractor be an affirmative action, equal opportunity employer;

- Specification of the Districts DBE/WBE policy and contracting procedures;
- Requirements for contractor provided insurance. The Districts option to provide a coordinated insurance program (wrap-up) for the general contract and portions of the Steel contract is independent of this contract (i.e. this work has no effect on the decision whether or not to elect "wrap-up" for the general contract);
- Inclusion of bid alternates, consistently maintained through all three bid packages, so that maximum budget control can be maintained by selectively choosing additive or deductive alternates at the time the general contract bids are in hand.

The Site Work package is estimated to cost approximately \$1.5 million.

At the conclusion of this package, the site is scheduled to be turned over to the general contractor, who will be responsible for all other work involved in construction of the building and improvements on the site. Council will consider authorizing bidding on the general contract on May 26, with the bid period to begin June 6, bids received on July 19, contract award on July 28, with the notice to proceed scheduled for August 11.

This resolution will be considered by the Council Convention Center Committee at their March 24, 1988 meeting.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Resolution No.88-893.

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING)
SOLICITATION OF BIDS FOR THE) RESOLUTION NO.88-893
OREGON CONVENTION CENTER)
BID PACKAGE 2: SITE WORK)

WHEREAS, The Council has reviewed and approved the design of the Oregon Convention Center at the conclusion of the design development phase; and

WHEREAS, Construction documents have been prepared for the initial site work package; and

WHEREAS, It is necessary for the project's construction schedule to advance this package to the public bidding phase; and

WHEREAS, The Council Convention Center Committee recommends adoption of this resolution; now, therefore,

BE IT RESOLVED:

1. That the Council of the Metropolitan Service District authorizes the District to solicit bids for Oregon Convention Center, Bid Package 2: Site Work.

ADOPTED by the Council of the Metropolitan Service District this ____ day of _____, 1987.

Mike Ragsdale, Presiding Officer