



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD
GENERAL MANAGER'S DIVISION

Rely on us.

TO: Commissioners Bishop, Menegat, Lanning, Simpson, Farmer
FROM: Ken Beeson
DATE: August 8, 2006
SUBJECT: Roosevelt Building Project – Design Process

Issue Statement.

In preparation for Board discussion on August 15, 2006, this memo provides a review of the Roosevelt Building Project (“Project”) design process and suggestions for Board involvement in that process.

Background.

On July 18, the Board authorized execution of a design agreement between PIVOT Architecture and EWEB that allows for final design for the Project. Completion of this design work is expected to take approximately 16 months, with the first 6 months comprising the “Design Development” phase, which will provide for substantial completion of the design and a comprehensive cost estimate.

In discussion on July 18, Board members expressed interest in being involved in the Project design process. In response to that discussion, this memo provides an overview of the design process (with focus on Design Development), a recommendation on how interested Board members can be involved, and a review of how staff intends to keep the Board apprised of current Project status as the design work proceeds.

Discussion.

Overview of Project Design Process. As I described in my July 12, 2006 memo (“Roosevelt Building Project – Design Agreement and Capital Budget Amendment”), Project design work is comprised of Design Development (completion of final design and cost estimates; estimated to take 6 months) and Construction Documents (completion of all final construction drawings and specifications necessary for construction of the facilities; estimated to take 10 months).

In Design Development, the size, character and quality of the facilities will be determined and fixed, including architectural, structural, electrical, mechanical, and civil systems. Plans, elevations, and sections describing systems and components will be prepared, and types, sizes, locations, configurations, and location relationships of equipment will be determined. Site plans and floor plans are developed. Constructability reviews will be ongoing with advice from the Construction Manager / General Contractor. Criteria for the initial design decisions made in the schematic design

phase will be reviewed and reevaluated. The basic systems of the project will be evaluated for suitability and cost versus the final use or design intent. At the end of Design Development (February 2007), a formal project budget estimate will be completed.

In the Construction Documents phase of the work, all final drawings and specifications will be completed in a form that allows for bidding and construction of the new facilities. All of the information necessary to obtain the final permits will be prepared.

Design Development. In beginning this phase of the design in late July, the project manager and the architects met with the various managers of the EWEB work areas that will move to the Roosevelt site. In these meetings, program assumptions for the 30% design work were reviewed along with the preliminary plans (layout, space, and adjacencies) for the proposed new facilities (operations center, warehouse, fleet services building, fuel and wash, and yard storage). Managers provided critical review of the assumptions, including input on any organization changes that have recently incurred.

Information from these review sessions will be incorporated into a design workshop planned August 15 – 17. In this workshop, the various design firms will work collectively to advance the 30% design, using input from the recent review meetings, to the next level of detail. A variety of questions and issues will be addressed in this workshop. EWEB staff involvement will be limited; various EWEB managers will be called on for input on an as-needed basis.

Following the workshop, all of the design group will continue work on refinement of building and facility layout, sizing and adjacencies (relative locations of work areas) and in late September we can expect to see another, more detailed and refined set of building plans and related program assumptions. These refined plans will be reviewed once again with the responsible managers.

As the design work progresses into October and beyond, the CM/GC (who we expect will join the work by mid-September) will provide the constructability perspective to the design and help the design team incorporate value engineering into the process.

As Design Development is completed in February, I expect a final draft of the design will be completed along with the more refined cost estimate for the Project that will provide the Board with a basis for proceeding with authorization for Project construction funding.

Building Advisory Team. In order to provide assistance to the project manager in addressing the issues and questions that will arise during the design process, I have implemented a Building Advisory Team. As explained in the purpose and scope of work for this group (see Attachment A), I expect they will:

- learn about the design and program assumptions;
- provide organizational perspective on the overall project and also on specific design questions;
- help as needed to find design solutions that balance economics, program requirements and sustainability; and
- help ensure the program stakeholders are involved in the design as needed.

Although a final schedule has not been set, I expect this group will meet on a regular basis (once every 3 – 4 weeks) between now and next spring. The architect will also participate in these

meetings, as well as the CM/GC, once they are hired.

Board Involvement in Design Process. Given the above overview, I would suggest the following steps to help ensure that the Board stays current and well informed on the Project design process:

- Participation on the Building Advisory Team by one or two Board members; this team will meet regularly and will be reviewing all aspects of the design process as well as any emerging issues. A five to six month meeting schedule will be developed to allow coordination with group member calendars; having two Board representatives will make it likely that at least one can participate; these Board members could provide the Board with status reports.
- Provision of current Project status reports to the Board from the project manager; comprehensive reports would be supplied to the Board once every three to four weeks or more often if needed.
- In addition, the project manager could provide brief status updates on the design process and current issues two or three times between now and February 2007; these status updates would be in addition to written status reports and additional memos or presentations required for discussion of significant issues.

Recommendation / Requested Action.

I believe that implementation of all or some of the above suggestions will allow the Board to stay current on the Project design work. I would also add I think Board participation on the Building Advisory Team would work well and would in fact enhance the process.

Please call me if you have questions or if you need additional information.

Attachment A: Building Advisory Team – Purpose and Scope

Attachment A

Revised: August 1, 2006

EWEB Roosevelt Building Project

Building Advisory Team – Purpose and Scope

Situation:

- Staff is starting final design for the Roosevelt Building Project.
- Staff will be working with Architect and Board in July 2006 – September 2007 period to complete final design, construction documents, and final construction estimate.
- It is anticipated that a group of managers who are knowledgeable about the current design status will be needed to provide support during design to the project manager and Architect.

Target:

An organization representative group is formed that:

- Learns about and understands overall schematic design and program assumptions;
- Provides organizational input and perspective as needed on overall project and specific design issues;
- Assists the project manager and Architect as needed to develop design solutions that balance economics and program requirements;
- Assists the project manager in ensuring program stakeholders are involved in resolution of design issues by helping to ensure necessary information on facility design requirements, specifications, schedule, and budget flows efficiently and is provided to the project manager and Architect as well as to all building design stakeholders in a timely way.

Proposal:

- Form an organization representative group (the “Building Advisory Team”) with a charter as outlined above.
- Managers invited for participation include:
 - Dean Ahlsten
 - Dave Koski
 - Reid Hart
 - Suzanne Pearce
 - Charlie Morris
 - Mel Damewood
 - Clair Elliker-Vagsberg
 - Todd Simmons

Budgetary Implications:

Estimated time commitment:

- Over all from August 2006 – August 2007: estimate 60 hours
- August 2006: estimate two 2-hour meetings; added time to review program assumptions.
- September 2006 – August 2007: estimate one 2-hour meeting every 3 – 4 weeks.

This time is not currently budgeted and may impact other priorities.