

**Memorandum**  
**Planning and Urban Development Department**  
**Planning Division**



**To:** City of Portland Finance Committee  
**From:** Jeff Levine, Planning & Urban Development Director, Caitlin Cameron, Urban Designer  
**Date:** March 28, 2018 (REVISED April 4, 2018)  
**Re:** **Congress Square Redesign Funding**  
**Meeting Date:** Thursday, April 5, 2018

**I. Project Background & Status**

In 2014, the City agreed to work with the Friends of Congress Square Park in a partnership on the park. The concept was that the City would provide some initial design funds to allow the Friends to raise additional funds for construction, with the final construction budget being split between private and public funds. The Friends are forming a fundraising committee to raise private funds towards the project with a focus on the park spaces and the public art. However, the vast majority of the design funds programmed to date have been from the City. In addition, the Public Art Committee has been programming funds for a major public art installation on site, planning for significant private fundraising to leverage these City funds.

The Congress Square Redesign and Public Art projects are currently in the Design/Development phase, which is fully funded through past CIP budgets. The FY19 CIP budget includes \$15,000 to finish the MDOT Preliminary Design Report process, with the understanding that MDOT would cover the construction document phase for the intersection once PDR is completed. The intersection design is being coordinated with the traffic signal project for the area, so that work to construct the intersection can be done in coordination with traffic signal upgrades in 2020.

**II. Funds to Date**

**Public Art Commission**

| Amount                         | Source                      | Use                        | Status                        | Expended                |
|--------------------------------|-----------------------------|----------------------------|-------------------------------|-------------------------|
| \$225,000                      | CIP - Public art allocation | Artist Fee, Public Artwork | Approved                      | \$75,000 under contract |
| \$4,000                        | CIP - Public art allocation | Consultant RFQ Stipends    | Approved                      | \$4,000                 |
| \$30,000                       | NEA ArtWorks FY18/19        | Public Art Fabrication     | Grant received, not disbursed | \$0                     |
| <b>Total Allocated</b>         |                             |                            |                               | <b>\$259,000</b>        |
| <b>Total City Contribution</b> |                             |                            |                               | <b>\$229,000</b>        |

### Congress Square Redesign

| Amount                             | Source   | Use                                | Status                                    | Expended                    |
|------------------------------------|--|------------------------------------|---|-----------------------------|
| \$50,000                           | CIP FY13                                       | Design Fees                        | Approved                                  | \$50,000                    |
| \$50,000                           | Westin Hotel FY13                              | Design Fees                        | Approved                                  | \$50,000                    |
| \$35,000                           | City Manager<br>Discretionary Fund FY14        | Design Fees                        | Approved –<br>through Parks<br>Commission | \$35,000                    |
| \$3,000                            | Planning Dept FY17                             | Consultant RFQ<br>Stipends         | Approved                                  | \$4,000                     |
| \$7,250                            | Friends of Congress<br>Square Park- FY 15,FY16 | Consultant Stipend,<br>Design Fees | Received                                  | \$7,250                     |
| \$25,000                           | NEA Our Town FY17                              | Design Fees                        | Received                                  | \$25,000                    |
| \$150,000                          | CIP FY18                                       | Design<br>Development/PDR          | Approved, under<br>contract               | \$125,000 under<br>contract |
| <b>Total<br/>Allocated</b>         |  |                                    |   | <b>\$320,250</b>            |
| <b>Total City<br/>Contribution</b> |  |                                    |   | <b>\$238,000</b>            |

|  |                  |
|--|------------------|
| <b>GRAND TOTAL<br/>ALLOCATION TO DATE</b>        | <b>\$579,250</b> |
| <b>GRAND TOTAL CITY<br/>CONTRIBUTION TO DATE</b> | <b>\$467,000</b> |

### III. Future Steps

The Design Development phase will conclude in FY18. The next steps include:

- Approvals
  - 2018 – City of Portland Site Plan, Historic Preservation, Land Bank Commission, Council
  - 2018/2019 – MDOT PDR, Roadway design approvals for High Street (\$15,000 proposed in FY19)
- Construction Documents – Proposed in phases with future year CIP requests:
  - 2019 – Phase I - Intersection (\$125,000 estimated cost)
  - 2019/20 – Phase II – PMA plaza (\$50,000 estimated cost)
  - 2020 – Phase III – Congress Square Park (\$75,000 estimated cost)
  - 2020 – Intersection to coordinate with DPW traffic signal project
  - 2021 or later – Future phases dependent on private fundraising
- Fabrication/Installation of public art
  - 2020 or later – Coordinated with Congress Square Park construction and dependent on private fundraising

To: Brendan O'Connell, Finance Director  
From: Chris Branch, P.E. Public Works Director  
Date: April 2, 2018  
Re: Congress Square

At the Finance Committee Meeting on March 21, 2018, a question was raised about the process to receive MDOT funding to help with the cost of the Congress Square intersection improvements. As stated at that meeting, the City has met with MDOT Commissioner Bernhardt and he said the first step was to get the project to the Preliminary Design Report (PDR) level. The MDOT will then review it to insure that the project meets the criteria to be considered for funding. In discussions with Jeff Levine, Planning Director, he indicated that the project was at the 50% design level. He said he would contact the consultant about the work needed and the cost to get the project to the 60% design level and meet the other requirements for a PDR. The consultant indicated the cost at \$40,000. Jeff said there was \$25,000 remaining in previously approved funds, so we needed \$15,000 to fund the work. This resulted in the request by staff for \$15,000 in the FY 19 CIP to get the project to a point where a PDR can be reviewed by the MDOT. The PDR process is discussed as follows:

“The MDOT requires that any transportation project that is a Local Project Administration (LPA) or a MDOT/Federal Highway (FHWA) funded project go through the Preliminary Design Report procedures (PDR).

The PDR has several components that have to be followed, in a specific order, recorded, properly and communicated to the MDOT.

Not following the procedures will cause the MDOT to stop any funding and make the municipality responsible for paying back any state or federal funds already received.

The steps for a Project from concept to completion include:

Approval by MDOT, Consultant Selection, Project Design, Submittal of PDR, Right of Way, Compliance of State & Federal Laws, Utility Coordination, Advertising & Awarding Contract, Construction Administration & Documentation.

The PDR must include documentation of the following: Planning, Traffic, Design Criteria, Design Summary, Pavement Structure, Complete Streets Compliance, ADA Compliance, Environmental Permits/ Issues, Right of Way Coordination, Utility Impacts/Issues, Geotechnical Coordination, Public process, M&O Issues, Construction Schedule, TAME Results, Budget, Summary of Preliminary Engineering, Draft PDR Comments & Responses, Approvals.

Again not properly completing the PDR is cause for the funding for project to be ended.”

Questions or if you need additional information let me know.