



REQUEST FOR FACILITY SPACE (FPM001)

DATE: August 14, 2017

TO: Facilities and Property Management Division Director

CC: Mark Gustafson; FPM Property Manager; IT Help Desk; Garret Vanderzanden, FREDS

FROM: Marc Jolin, Director, Joint Office of Homeless Services (JOHS)

SUBJECT: Request for New Space [X] Additional Space [] Less Space [] Renewal []

PLEASE FILL-IN ALL ITEMS, EVEN IF ITEM SEEMS OBVIOUS OR YOUR RESPONSE IS UNCERTAIN

LOCATION REQUIREMENTS:

- 1. Current Building Location: Number - Name - Floor
2. Desired Geographic Area/Location/Building: Southeast Portland on transit line. 6144 SE Foster Road
3. Why This Area/Location/Building? Additional presence in SE Portland will allow relief from overflowing shelters nearby. This site well positioned to provide future options for services in SE Portland
4. Will current space(s) be vacated?: Yes [] No [X]
If Yes, please provide estimated date the space will be vacated:
If No, please explain:

PROGRAM/SPACE REQUIREMENTS:

- 1. Program Name(s) to be relocated, expanded, or reduced: --
2. Number of Employees to be relocated, expanded, or reduced: 0
3. Any Special Requirements? (E.g. parking, extra storage, security, etc.): Secured outside area, approx. 10 parking spaces, ADA bathrooms, showers, flexible layout, 2-3 offices, storeroom, refrigeration, kitchen, outdoor storage area, access to transit
4. Approximate Square Footage Requested: 10-14,000 SF
5. Requested Action/Move Dates: Gain property access as of October 1, 2017 to begin planning/renovation work.

FUNDING INFORMATION:

- 1. What is your budget total rent amount/year for this current location?
a. Base Rent = \$ /year + \$ /year Other Building expenses
2. What is your proposed rent amount/year for your new space(s)? \$168,000
3. Base Rent = \$168,000/year + \$20,000/year Other Building expenses
a. Budget for Tenant Improvement & Relocation Costs, if any = \$
4. Are these proposed costs included the current or proposed budget? Yes [] No []
5. If yes, what is the Service Order Number or WBS Element? []

BUSINESS PLAN (Briefly describe the program business plan objectives): The building is in good condition and in the short term could be a replacement location for Hansen building (shelter for adults, with preference for Veterans, adults 55& older, and those with disabilities). Long term, with its proximity to Mt. Scott Learning Center across the street, could be a good location for family shelter. []

ADDITIONAL COMMENTS: Will need access to architectural services, engagement of general contractor, County contracts for renovation, review of existing zoning vs 2018 zoning change (200 beds vs 75 with new zone change) & possible planning consultant time. Propose to purchase this property due to its outstanding potential for future use by County agencies. Need to assess roof & mechanical units.

ADDITIONAL DEPARTMENT CONTACT INFORMATION:

Contact Names: Marc Jolin, JOHS Director
Contact Phone Numbers: 503.988.5531

REQUESTING DEPARTMENT/OFFICE MANAGEMENT APPROVAL:

NAME, SIGNATURE, TITLE, August 14, 2017
DATE

FACILITIES & PROPERTY MANAGEMENT APPROVAL OF REQUEST:

Henry Alaman, FACILITIES DIRECTOR **DATE**

Scott Churchill, Manager **DATE**
Facilities Strategic Planning, Real Estate and Capital Projects