

ROSEBURG URBAN RENEWAL AGENCY
BOARD MEETING AGENDA
May 11, 2015



Handwritten signature and date: JRC 5/15/15

7:00 p.m. City Hall Council Chambers
(Immediately following City Council meeting)

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1. **CALL TO ORDER:** Larry Rich, Chairperson

 2. **ROLL CALL OF BOARD MEMBERS**
Alison Eggers Ken Fazio Victoria Hawks Steve Kaser
Lew Marks John McDonald Tom Ryan

 3. **CONSENT AGENDA**
 - A. Minutes of November 24, 2014 Meeting
 - B. Washington/Oak Improvement Bid Award
 - C. Washington/Oak Construction Management Contract

 4. **AUDIENCE PARTICIPATION**

 5. **ADJOURNMENT**

 6. **EXECUTIVE SESSION – ORS 192.660(2)**

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**MINUTES OF THE ROSEBURG
URBAN RENEWAL AGENCY BOARD MEETING
November 24, 2014**

A meeting of the Roseburg Urban Renewal Agency Board was called to order by Chair Larry Rich at 8:10 p.m. on Monday, November 24, 2014, in the Roseburg City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

Present: Board Members Bob Cotterell, Ken Fazio, Victoria Hawks, Steve Kaser, Marty Katz, Lew Marks and Tom Ryan.

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, Public Works Director Nikki Messenger, Police Chief Jim Burge, Finance Director Ron Harker, Human Resources Director John VanWinkle, Fire Chief Gregg Timm, Management Technician Debi Davidson, Carissa Cegavske of The News Review and Kyle Bailey of the News Review.

CONSENT AGENDA

Ryan moved to approve the following consent agenda items:

- A. Minutes of November 10, 2014 meeting.
- B. Award of Spruce/Parrott Street Improvement Project design contract to Pinnacle Western Inc. for \$92,265.00.

Motion was seconded by Cotterell and carried unanimously.

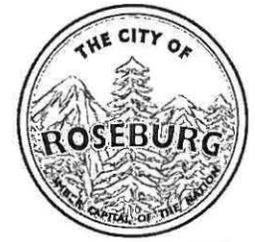
WASHINGTON/OAK IMPROVEMENTS ENGINEERING CONTRACT AMENDMENT

Messenger indicated that as a result of changes to the project concepts and additional time and meetings required of the engineer, a contract amendment was requested for the engineering services contract for the Washington/Oak/Kane Improvement Project #13UR03. Changes directed by the City Council in regard to head-in parking impacted the intersection design and location of catch basins, thus requiring additional design work. Once completed, Staff will have an open house for the public and downtown business owners to view the design concepts. It is anticipated the project will go out for bid in February with Council award in April and construction beginning in May. Kaser moved to approve a contract amendment with i.e. Engineering Inc. for \$28,392 for the Washington/Oak/Kane Improvement Project design. Motion was seconded by Cotterell and carried unanimously.

ADJOURNMENT

The meeting adjourned at 8:18 p.m.


Debi Davidson
Management Technician



ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY

Oak/Washington Improvements Bid Award Recommendation

Meeting Date: May 11, 2014
Department: Public Works
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The City received bids on the Oak/Washington Improvement Project on April 23rd. The issue for Board is whether to award the project to the low bidder.

BACKGROUND

A. Board Action History

- On October 28, 2013, acting as the Urban Renewal Board (the Board) awarded the design contract to i.e. Engineering, Inc.
- On January 27, 2014, the Board approved the design concepts for the Washington/Oak Project and included keeping Rose Street as a two-way street.
- On March 10, 2014, the Board approved a contract amendment with i.e. Engineering for additional work including a traffic operations analysis.
- On March 17, 2014, the Board revisited the project and decided to:
 - Keep the parking at the Post Office head-in.
 - Proceed with a traffic study to evaluate the impacts of reducing one lane of traffic on Washington and Oak between Jackson and Kane Streets.
 - If the traffic study indicated that one travel lane was feasible, proceed with constructing back-in angled parking on Washington and Oak as proposed for a one-year trial period.
- On May 12, 2014, the Board directed staff to eliminate all back in parking and proceed with front in angled parking.
- On November 24, 2014, the Board approved a second contract amendment to the engineering design contract.
- On February 23, 2015, Council:
 - Authorized an Intergovernmental Agreement with RUSA to include sanitary sewer work as part of the project, with RUSA reimbursing the City.
 - Authorized removal of parking meters as required; and
 - Adopted a resolution pre-qualifying two concrete contractors to perform the concrete work on this project.

B. Analysis. The intent of this project is to make storm drainage, pedestrian, and ADA improvements as well as other enhancements to increase the functionality and appearance of these streets that lead into the downtown core. The improvements will tie in with those planned as part of the Highway 138E Corridor Improvements and will utilize elements outlined in the existing Downtown Master Plan and Waterfront Development Plan.

Construction documents were completed in March 2015 and the project was advertised for bid. Two construction bids were received on April 23, 2015. They are summarized below.

Bidder	Total Bid Amount
Guido Construction	\$ 2,063,305
Brown Contracting Inc.	\$ 2,059,682
<i>Engineer's Estimate</i>	\$ 1,985,650

C. Financial and/or Resource Considerations. To date, the Urban Renewal Agency has spent approximately \$136,000 on engineering and other miscellaneous fees over the past two fiscal years. Total project costs are higher than the original project budget of \$1.5 million. Since that time, additional street lighting and utility work have been added, as well as additional engineering corresponding to utility work and project parking changes. With the utility work, these additional costs total \$700,000 plus the additional engineering involved.

Staff's proposed FY 15-16 budget reflects the larger project, as outlined below.

	<i>Budgeted</i>
Urban Renewal	\$1,500,000
Streetlight/Sidewalk	\$ 410,000
Storm Drainage	\$ 150,000
Water	\$ 150,000
RUSA contribution (Est.)	<u>\$ 50,000*</u>
Total Project FY 15-16 budget	\$2,260,000

**RUSA will be financially responsible for sewer work performed, per the IGA.*

Utility Bid Amounts w/mobilization (Approx.)

Water	\$186,000
Storm	\$102,500
RUSA	\$ 92,000
Streetlights	<u>\$384,000 *</u>
Total Utility Bid Amounts	\$764,500

**Money can be used towards sidewalks. Staff anticipates using \$410k from this fund*

Staff anticipates that if construction begins in June, \$200,000 may be spent in FY 14-15. The estimated remaining project costs are shown below:

Construction	\$2,059,682
Construction Mgt. Support	\$ 117,092
City Provided Materials	\$ 96,000
Contingency (7.5% of const.)	<u>\$ 154,476</u>
Total Est. Remaining Cost	\$2,427,520
<i>Less amount est. for FY 14-15</i>	<i>\$ 200,000</i>
Total Est. Cost in FY 15-16	\$2,227,520

D. Timing Issues. If a contract is awarded, Notice to Proceed (NTP) is projected to be issued on June 1, 2015 and construction would be complete by November 6, 2015.

BOARD OPTIONS

The Board has the following options:

1. Award the contract to the lowest responsible bidder, Brown Contracting, Inc., for \$2,059,682; or
2. Request additional information, which may delay the project; or
3. Reject all bids, which will delay the project.

STAFF RECOMMENDATION

The Public Works Commission discussed this project at their April 30th meeting. The Commission recommended awarding the project to the low bidder, Brown Contracting Inc., for \$2,059,682. Money has been budgeted and is available to complete this project. The low bid appears to be both responsive and responsible. Staff concurs with the Commission's recommendation.

SUGGESTED MOTION

I move to award the Oak/Washington Improvement Project to the lowest responsible bidder, Brown Contracting, Inc. for \$2,059,682.

ATTACHMENTS

None.

ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY



Oak/Washington Improvement Project Construction Management Services

Meeting Date: May 11, 2015
Department: Public Works
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and budget for construction management (CM) services for the Oak/Washington Improvements. The issue for the Board is whether to award the construction management contract to i.e. Engineering, Inc.

BACKGROUND

A. Board Action History

- On October 28, 2013, acting as the Urban Renewal Board (the Board) awarded the design contract to i.e. Engineering, Inc.
- On January 27, 2014, the Board approved the design concepts for the Washington/Oak Project and included keeping Rose Street as a two-way street.
- On March 10, 2014, the Board approved a contract amendment with i.e. Engineering for additional work including a traffic operations analysis.
- On March 17, 2014, the Board revisited the project and decided to:
 - Keep the parking at the Post Office head-in.
 - Proceed with a traffic study to evaluate the impacts of reducing one lane of traffic on Washington and Oak between Jackson and Kane Streets.
 - If the traffic study indicated that one travel lane was feasible, proceed with constructing back-in angled parking on Washington and Oak as proposed for a one-year trial period.
- On May 12, 2014, the Board directed staff to eliminate all back in parking and proceed with front in angled parking.
- On November 24, 2014, the Board approved a second contract amendment to the engineering design contract.
- On February 23, 2015, Council:
 - Authorized an Intergovernmental Agreement with RUSA to include sanitary sewer work as part of the project, with RUSA reimbursing the City.
 - Authorized removal of parking meters as required; and
 - Adopted a resolution pre-qualifying two concrete contractors to perform the concrete work on this project.

B. Analysis. In October 2013, the Urban Renewal Agency contracted with i.e. Engineering for design services for the Oak/Washington Improvement Project. The original contract amount was for \$54,115. In February 2014 the Agency approved an amendment to the design contract increasing the total contract amount to \$82,485 and in November 2014 the contract was further increased by \$28,392. The design was completed in March 2015 and construction bids were opened on April 23, 2015.

Considering their role as the design engineer, their previous CM experience with the City on several projects, their qualifications and availability, and potential cost savings given their familiarity with the project, staff negotiated directly with i.e. Engineering for the construction management services required for this project. Since the total contract costs exceed \$100,000, this will require Council to undertake an exemption process prior to the contract award, which is scheduled to occur at the Council meeting immediately preceding the Board meeting.

The proposed scope of work includes pre-construction services, request for information support, proposal request and change order preparation, submittal review, preparation of pay requests, inspection services, testing and start up, preparation of record drawings, and other miscellaneous services.

C. Financial and/or Resource Considerations. The proposed cost of the construction management contract with i.e is \$117,092. The design contract with amendments totaled \$110,877. Total estimated project costs are included in the construction award memo for this project, included in this same agenda.

D. Timing Issues. If a contract is awarded, construction would begin in June and be complete in November 2015. Delaying award will delay construction.

BOARD OPTIONS

The Council has the following options:

- 1) Award the contract for construction management services to i.e Engineering, Inc. for an amount not to exceed \$117,092 or;
- 2) Request additional information; or
- 3) Recommend not moving forward with the contract, which will require another solution for construction management and may delay the project.

STAFF RECOMMENDATION

The Public Works Commission discussed this contract at their April 30th meeting. The Commission recommended awarding the contract to i.e. Engineering, Inc. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to authorize a contract with i.e. Engineering, Inc. for construction management services for the Oak/Washington Improvement Project for an amount not to exceed \$117,092.

ATTACHMENTS

None.