

ROSEBURG URBAN RENEWAL AGENCY
BOARD MEETING AGENDA
February 22, 2016



CJE
2/17/16

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

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 Andrea Zielinski

3. **CONSENT AGENDA**
A. Minutes of October 26, 2015

4. **DISCUSSION ITEMS**
A. Traffic Signal Connectivity Engineering Contract
B. Verizon Property Permit of Entry

5. **AUDIENCE PARTICIPATION**

6. **ADJOURNMENT**

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

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**MINUTES OF THE ROSEBURG
URBAN RENEWAL AGENCY BOARD MEETING
October 26, 2015**

A meeting of the Roseburg Urban Renewal Agency Board was called to order by Chair Larry Rich at 8:12 p.m. on Monday, October 26, 2015, in the Roseburg City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

Present: Board Members Alison Eggers, Lew Marks, Ken Fazio, Victoria Hawks, Steve Kaser, John McDonald and Andrea Zielinski.

Absent: Board Member Tom Ryan.

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, City Recorder Sheila Cox, Public Works Director Nikki Messenger, Finance Director Ron Harker, Community Development Director Brian Davis, Human Resources Director John VanWinkle, Police Chief Jim Burge, Management Technician Debi Davidson, Troy Brynelson of the News Review and Kyle Bailey of KQEN Radio.

CONSENT AGENDA

Fazio moved to approve the following consent agenda items:

- A. Minutes of September 28, 2015 meeting.
- B. Resolution No. UR-2015-03 Urban Renewal line of credit authorization and intergovernmental agreement.

Motion was seconded by Hawks and carried unanimously.

ADJOURNMENT

The meeting adjourned at 8:13 p.m.



Debi Davidson
Management Technician

ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY



Traffic Signal Upgrades Engineering Contract Award

Meeting Date: February 22, 2016
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff has completed the selection process for study, design, and construction management services related to traffic signal upgrades. The issue for the Board is whether to award an engineering master contract for these services.

BACKGROUND

A. **Board Action History.** None.

B. **Analysis.** The adopted Five Year Capital Improvement Plan (CIP) for Urban Renewal includes funding to improve the existing traffic signals within the district. On December 18, 2015, staff issued a Request for Qualifications (RFQ) for engineering services related to study, design, and implementation of improvements to the traffic signals. Three statements of qualifications (SOQs) were received on January 19, 2016. The SOQs were ranked by a review committee consisting of three Public Works staff members. The final rankings were as follows.

	Proposer	Average Score
1.	Sadow Engineering, LLC	69.3
2.	DKS Associates	83.3
3.	Kittelson & Associates, Inc.	84.7

Staff is requesting authorization to execute a master contract with the highest ranked consultant to provide study, design, bidding, and construction management services to upgrade the City's existing traffic control system. Each task order under the master contract would be individually negotiated, based upon the scope of work. Work that may be accomplished under this contract is as follows:

- Project / Program Management Services.
- Evaluation of Existing Conditions
- Traffic Counts
- Alternative analysis of signal intertie solutions including traffic signal coordination plans for multiple corridors and for multiple time periods.
- Implementation and tuning of timing/phasing plans in the field
- Assistance with analysis and development of detection strategies

- Recommendations on best available technologies
- Recommendations on other upgrades to improve function
- Recommendations on ADA upgrades to meet PROWAG
- Cost Estimates
- Design Bid Documents which may include: detection, fiber or wireless communication, CCTV signal controllers, removal of existing signals, ADA improvements, etc.
- Services during Bidding.
- Services during Construction.

C. Financial and/or Resource Considerations. The Urban Renewal CIP includes \$475,000 for traffic signal coordination over three fiscal years, including \$25,000 in the current budget. The budgeted costs include design and construction. The total of all task orders under this contract may exceed \$100,000. Any individual task orders over \$50,000 will require approval from the Board.

D. Timing Issues. None.

BOARD OPTIONS

The Board has the following options:

1. Award a master contract for engineering services to the highest ranked proposer, Kittelson & Associates, Inc.; or
2. Request additional information; or
3. Not award the contract and direct staff to not pursue these projects at this time.

STAFF RECOMMENDATION

Money has been budgeted and is available to start this project. The Public Works Commission discussed this contract at their February 11th meeting. The Commission recommended awarding the contract to the highest ranked proposer, Kittelson & Associates, Inc. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award a master contract for engineering services related to Traffic Signal Improvements to Kittelson & Associates, Inc.

ATTACHMENTS

None.

ROSEBURG URBAN RENEWAL AGENCY AGENDA ITEM SUMMARY

VERIZON PROPERTY PERMIT OF ENTRY

Meeting Date: February 22, 2016
Department: City Manager's Office
www.cityofroseburg.org

Agenda Section: Action Items
Staff: C. Lance Colley
Contact Telephone: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The issue is whether to authorize steps necessary to investigate potential environmental concerns for the CP National property the Agency may acquire.

BACKGROUND

A. Board Action History.

In June 2013 Staff approached the City Council and Urban Renewal Board during the Capital Improvement Plan process to determine if there was interest in pursuing property acquisition some strategic areas near the water front within the Urban Renewal Agency boundaries. Two properties were identified initially to pursue. One, the American Legion Post, was evaluated and at this time the Post has officially declined our offer to purchase. The second property identified in 2013 was referred to as the CP National property on the Pine Alley adjoining City property near Deer Creek. After significant research, it was determined this property is actually owned by Verizon Wireless.

B. Analysis.

Staff authorized Universal Field Services to pursue both properties outlined above. The Verizon property appears to have previously been developed for a natural gas distribution hub, and as such, may contain some environmental concerns. To determine if there are environmental concerns, Universal approached representatives from Verizon to obtain a permit of entry to perform a Level I environmental review. Verizon's proposed permit of entry included a blanket indemnification clause. Attorney Coalwell has proposed language that will cover the City's liability question, but recommends the Board approve the indemnification clause in the permit of entry similar to the requirements that we agreed to when applying for an environmental assessment grant to enter the railroad property.

Mr. Coalwell's proposed language is as follows-

Subject to the limits contained in ORS 30.260 to 30.300, the City agrees to indemnify and hold Verizon Wireless harmless from any third party claims arising from the negligent acts or omissions or willful misconduct of the City, its officers, employees, agents or contractors in relation to its activities under this Agreement; except to the extent such claims arise from the negligent acts or omissions or willful misconduct of Verizon Wireless, its officers, employees, agents or subcontractors.

C. Financial and/or Resource Considerations.

There are no additional considerations. The level I assessment has been authorized and budgeted for subject to receipt of the permit of entry.

D. Timing Issues.

Staff would like to provide direction to Universal Field Services to execute a permit of entry and move forward with the property evaluation process to determine if the URA should acquire the property as outlined.

BOARD OPTIONS

The Board may either authorize the permit of entry indemnification language as proposed by Attorney Coalwell or decline to authorize the permit of entry. If the Board determines not to authorize the permit of entry, we will likely abandon the property acquisition process related to this property.

STAFF RECOMMENDATION

Based on the proposed language from Attorney Coalwell, Staff believes that we have limited exposure in entering into a permit of entry to allow a third party consultant to perform a level I assessment. Any consultant will also be required to have liability coverage under our standard City contract language.

SUGGESTED MOTION

"I move to direct Staff to include the aforementioned language in a permit of entry and authorize the indemnification clause outlined."