

**ROSEBURG URBAN RENEWAL AGENCY**  
**BOARD MEETING AGENDA**  
August 22, 2016



*Handwritten signature and date: 8/16*

**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 June 13, 2016
  
  4. **DISCUSSION ITEM**  
A. Deer Creek Trail and Parking Lot Bid Award  
B. Garden Valley/Stewart Parkway Engineering
  
  5. **AUDIENCE PARTICIPATION**
  
  6. **ADJOURNMENT**
  
  7. **EXECUTIVE SESSION – ORS 192.660(2)**

---

Please contact the office of the City Recorder, 900 SE Douglas Avenue, Roseburg, Oregon, 97470; phone (541) 492-6866, at least 48 hours prior to the scheduled meeting time if you need an accommodation in accordance with the Americans With Disabilities Act. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

SPC

**MINUTES OF THE ROSEBURG  
URBAN RENEWAL AGENCY BOARD MEETING  
June 13, 2016**

A meeting of the Roseburg Urban Renewal Agency Board was called to order by Chair Larry Rich at 7:55 p.m. on Monday, June 13, 2016, in the Roseburg City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

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

Absent: Board Member Victoria Hawks.

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 Captain Jerry Matthews, Fire Chief Gregg Timm, Management Technician Debi Davidson, Kyle Bailey of KQEN Radio and Troy Brynelson of the News Review.

CONSENT AGENDA

Ryan moved to approve the following consent agenda items:

- A. Minutes of May 23, 2016 meeting.
- B. Award of 2016 Pavement Rehabilitation Project to Knife River Materials for \$822,100 upon expiration of the seven day Notice of Intent to Award period.
- C. Task order with Murray, Smith & Associates for construction management services for the 2016 Pavement Rehabilitation Project for an amount not to exceed \$111,909.

Motion was seconded by Marks and carried unanimously.

PUBLIC HEARING – RESOLUTION UR-16-01 – 2016/17 BUDGET ADOPTION

At 7:55 p.m., Rich opened the public hearing regarding the 2016-17 budget. Harker reported the Budget Committee completed their review in May and recommended adoption of the budget totaling \$8,079,270. As no one else wished to speak, the hearing was closed at 7:56 p.m. Ryan moved to adopt Resolution No. UR-16-01 adopting the 2016/17 budget, making appropriations and declaring tax increment financing. Motion was seconded by McDonald and carried unanimously. McDonald expressed appreciation for the job Staff does with preparation and presentation of the budget.

EDENBOWER/STEWART PARKWAY INTERSECTION ENGINEERING DESIGN

Messenger reported that Phase 2 of improvements to this intersection will include a second eastbound left turn lane on Stewart Parkway, new sidewalks, ADA ramps, storm drainage, road widening and at least one new signal pole. Kaser moved to award the

engineering contract for the Edenbower/Stewart Parkway Intersection Improvements Phase 2 to i.e. Engineering, Inc. Motion was seconded by Fazio and carried unanimously.

ADJOURNMENT

The meeting adjourned at 8:01 p.m.

A handwritten signature in black ink, appearing to read "Debi Davidson", with a long horizontal flourish extending to the right.

Debi Davidson  
Management Technician

8/16/16



# URBAN RENEWAL BOARD AGENDA ITEM SUMMARY

## Deer Creek Path & Parking Lot – Bid Award Recommendation

Meeting Date: August 22, 2016  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

### ISSUE STATEMENT AND SUMMARY

The City received bids for the Deer Creek Trail and Parking Lot project. The issue for the Board is whether to award the construction contract.

### BACKGROUND

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

B. **Analysis.** When the Public Safety Center was built a paved trail was constructed along Deer Creek. This trail stops at the edge of the city employee parking lot on Court Ave. People using the path then have to walk through the parking lot to access the existing sidewalk on Court Street. The project includes extending the existing trail 225 feet and installing a metal stairway to access Jackson Street. The existing paved parking lot will also be expanded by 134 feet by 96 feet to the north toward the new trail. Improvements will include 3 new catch basins with water quality filters, new landscaping and new lighting.

The project was designed in house and advertised on July 20<sup>th</sup>. Three bids were received on August 4<sup>th</sup>. They are summarized below.

#	Bidder	Total Bid Amount
1	Cradar Enterprises, Inc.	\$ 172,850
2	Knife River Materials	\$ 181,989
3	KSH Construction Co.	\$ 197,197
4	<i>Engineer's Estimate</i>	<i>\$ 147,780</i>

C. **Financial and/or Resource Considerations.** The remaining project costs are estimated below. The FY 16-17 Urban Renewal Fund includes \$200,000 to complete this project.

#### *Remaining Project Costs*

Construction	\$172,850.00
Estimated Fees	\$ 1,500.00
Contingency (7.5% of const.)	<u>\$ 12,963.75</u>
<b>Total Remaining Costs</b>	<b>\$187,313.75</b>

D. **Timing Issues.** If awarded, the Notice to Proceed would be given immediately after execution of the construction contract. The contractor is allowed 30 calendar days to complete the project.

## **BOARD OPTIONS**

The Board has the following options:

1. Award the contract to the lowest responsive bidder, Cradar Enterprises, or
2. Request additional information; or
3. Reject all bids.

## **STAFF RECOMMENDATION**

Money has been budgeted and is available to construct the project. The Public Works Commission discussed this project at their August 11<sup>th</sup> meeting. The Commission recommended awarding the project to the lowest responsive bidder, Cradar Enterprises, Inc. for \$172,850.

## **SUGGESTED MOTION**

*I move to award the Deer Creek Path & Parking Lot Project to the low bidder, Cradar Enterprises Inc. for \$172,850.*

## **ATTACHMENTS**

Project Map



# URBAN RENEWAL BOARD AGENDA ITEM SUMMARY

*JE*  
8/16/16



---

## Garden Valley/Stewart Parkway Intersection Engineering Contract Award

---

**Meeting Date: August 22, 2016**

**Department: Public Works**

**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section: Department Items**

**Staff Contact: Nikki Messenger**

**Contact Telephone Number: 541-492-6730**

---

### ISSUE STATEMENT AND SUMMARY

Staff has negotiated a scope and fee for design of intersection improvements at Garden Valley and Stewart Parkway. The issue for the Board is whether to award a design contract.

### BACKGROUND

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

**B. Analysis.** The intersection of northbound Stewart Parkway onto eastbound Garden Valley experiences congestion, particularly during peak hours. The City has previously identified a need for a right turn lane from northbound Stewart Parkway onto eastbound Garden Valley to improve traffic flow. Under a previous contract, Century West and their sub-consultants have performed a wetlands delineation analysis in the southeast quadrant of the intersection to determine if the project was constructible without obtaining a wetlands permit. Final concurrence of their determination is still pending from DSL.

Urban Renewal Funding is now available for design of the proposed intersection improvements. This scope of work will include all work necessary for the study and design of the proposed Improvements. A scope, fee, and schedule for the study and design work have been negotiated with Century West Engineering. The scope of work includes conceptual design, topographic survey, traffic analysis, preliminary design, geotechnical evaluation, traffic signal modifications, and final design with biddable contract documents.

The conceptual design and traffic analysis will evaluate lane configuration, traffic signal phasing, and turn lane storage at the intersection. Additionally, the analysis will include evaluation of the Stewart Parkway/Valley View intersection to identify potential mitigations such as restricting to right-in/right out only. The project is anticipated to be completed during the summer/fall of 2017.

Based on Century West's experience and performance on the Stewart Parkway Realignment project and their familiarity with Stewart Parkway in the project area, staff elected to negotiate an engineering contract directly with Century West Engineering.

**C. Financial and/or Resource Considerations.** Century West Engineering's fee for all required study and design services is \$79,252. The Urban Renewal FY 2016-2017 budget includes \$100,000 for this design.

**D. Timing Issues.** If awarded, the consultant could begin work in September and the conceptual design would be completed within 30 days. The project could be designed this winter and bid early in 2017 with construction in the summer and fall of 2017.

## **BOARD OPTIONS**

The Board has the following options:

1. Award the design contract to Century West Engineering, Inc. for an amount not to exceed \$79,252 or
2. Request additional information; or
3. Recommend not moving forward with the contract, which will require another solution for design services and may delay the project.

## **STAFF RECOMMENDATION**

Money has been budgeted and is available to complete this design. The Public Works Commission discussed this contract at their August 11<sup>th</sup> meeting. The Commission recommended awarding the contract to Century West Engineering for \$79,252. Staff concurs with this recommendation.

## **SUGGESTED MOTION**

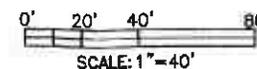
*I move to award the Garden Valley/Stewart Parkway Intersection engineering contract to Century West Engineering for an amount not to exceed \$79,252.*

## **ATTACHMENTS**

None.

# SEGMENT 1 - GARDEN VALLEY BOULEVARD TO VALLEY VIEW DRIVE

## RECOMMENDED ALTERNATIVE: ALTERNATIVE 3



**i.e.** ENGINEERING  
100 2nd Street  
Plymouth, Oregon 97147  
PHONE: (503) 773-8100  
FAC: (503) 773-8200  
PROJECT NO. 1399-08