

ROSEBURG URBAN RENEWAL AGENCY
BOARD MEETING AGENDA
June 22, 2015



Handwritten signature and date: 6/16/15

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 8, 2015 Meeting
 - B. Parrott/Spruce Improvement Engineering Contract
 - C. Stephens Street Overlay Bid Award
 - D. Stephens Improvements Construction Management Services

4. **DISCUSSION ITEMS**
 - A. Charles Gardiner Park Trail Improvement Bid Award

5. **AUDIENCE PARTICIPATION**

6. **ADJOURNMENT**

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

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SRC

**MINUTES OF THE ROSEBURG
URBAN RENEWAL AGENCY BOARD MEETING
June 8, 2015**

A meeting of the Roseburg Urban Renewal Agency Board was called to order by Chair Larry Rich at 7:45 p.m. on Monday, June 8, 2015, in the Roseburg City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

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

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, City Recorder Sheila Cox, Public Works Director Nikki Messenger, Police Captain Jerry Matthews, Finance Director Ron Harker, Human Resources Director John VanWinkle, Community Development Director Brian Davis and Management Technician Debi Davidson

CONSENT AGENDA

Ryan moved to approve the following consent agenda items:

A. Minutes of May 11, 2015 meeting.

Motion was seconded by Fazio and carried unanimously

PUBLIC HEARING – RESOLUTION NO. UR-15-01, 2015-16 BUDGET ADOPTION

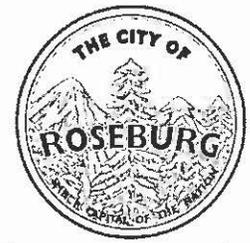
At 7:46 p.m., Rich opened the public hearing regarding the 2015-16 budget. Harker presented the budget which was recommended for approval by the Budget Committee as submitted by Staff. Total requirements are \$9,141,661. As no one else wished to speak, the hearing was closed at 7:46 p.m. Hawks moved to adopt Resolution No. UR-15-01 adopting the 2015-2016 budget, making appropriations and declaring tax increment financing. Motion was seconded by Fazio and carried unanimously.

ADJOURNMENT

The meeting adjourned at 7:47 p.m.



Debi Davidson
Management Technician



ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY

Spruce & Parrott Street Improvement Project Design Services Contract

Meeting Date: June 22, 2015
 Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff has been through a process to select the most qualified firm to design the Spruce & Parrott Street Improvement Project. The issue for the Board is whether to award the design contract.

BACKGROUND

A. Board Action History. In October of 2014, the City issued a Request for Proposals for engineering design work for the project. On November 24, 2014 the Board awarded a contract to Pinnacle Western Inc. (PWI). Due to staffing changes at PWI, at their January 27, 2015 meeting, the Board elected to cancel the solicitation and re-issue the project design as a Request for Qualifications (RFQ).

B. Analysis. Spruce Street south of Oak Avenue serves an underdeveloped industrial area between Oak and Mosher. In this same area, Parrott Street serves a mainly residential area and wyes into Spruce Street at Lane Avenue. Both streets are in very poor condition. It is the City's intent to reconstruct both streets and improve the intersection of Spruce and Parrott to route non-local traffic between Oak and Mosher on to Spruce Street and use Parrott Street for residential access.

Staff issued a RFQ in early April and received three responses on April 28th. The Statements of Qualifications were ranked by three staff members. The results of the ranking process are shown below.

Spruce/Parrott Design Services City of Roseburg Proposal Evaluation (All Reviewers)				
Category	Max. Pts.	Average Points Awarded		
		RH2	Pace	i.e.
Proposer Qualifications	45	39.7	41.0	37.3
Work Plan/Scope of Work	40	36.7	36.0	38.3
Local Involvement	5	0.0	0.0	5.0
Additional Information	10	0.0	4.0	6.0
Average Score	100	76.4	81.0	86.6

Upon completion of the selection process, staff began negotiating a scope of work and fee with the highest ranked proposer, i.e. Engineering, Inc. The scope of work includes surveying, alternatives design analysis, legal descriptions and easement preparation, geotechnical evaluation, design, specification and contract preparation, bidding assistance and neighborhood meetings. The contract does not include construction management services.

C. Financial and/or Resource Considerations. The proposed fee for the design portion of the project is \$101,144. The FY 2015-16 budget includes \$425,000 for design and a portion of the construction costs that may be expected in the current fiscal year.

D. Timing Issues. If a contract is awarded, design should be complete by the end of the calendar year.

BOARD OPTIONS

The Board has the following options:

1. Award a design contract to i.e. Engineering Inc. for \$101,144; or
2. Request additional information; or
3. Not award the contract and not proceed with design.

STAFF RECOMMENDATION

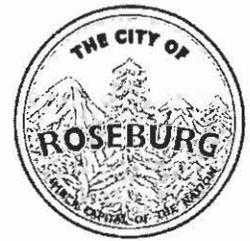
Money has been budgeted and is available to design this project. The Public Works Commission discussed this contract at their June 11th meeting. The Commission recommended awarding a contract to i.e. Engineering, Inc. for an amount not to exceed \$101,144.

SUGGESTED MOTION

I move to award a design services contract for the Spruce/Parrott Street Improvement Project to i.e. Engineering, Inc. for an amount not to exceed \$101,144.

ATTACHMENTS

None.



ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY

Stephens Street Improvements – Stewart Parkway to Newton Creek Bid Award Recommendation

Meeting Date: June 22, 2015
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 Stephens Street Improvements Project. The issue for the Board is whether to award the construction contract.

BACKGROUND

A. Board Action History. On December 8, 2014, the City Council awarded a Five Year Pavement Management Program engineering contract to Murray Smith & Associates, Inc. (MSA). On January 13, 2015, the Board authorized a task order for MSA to design the pavement rehabilitation project on NE Stephens Street.

B. Analysis. This project makes up the majority of the City's 2015 Pavement Management Program. The project consists of the following elements:

- Grind out 2-inches of existing asphalt and replace with new asphalt between Stewart Parkway and Newton Creek Road.
- ADA curb ramp improvements at all intersections within project limits as necessary for compliance with Public Right-of-Way Accessibility Guidelines (PROWAG).
- Construction of a mid-block pedestrian crosswalk with a refuge island and appropriate safety treatments including a rectangular rapid flashing beacon.

One bid was received on June 4, 2015. It was as follows:

Bidder	Total Bid Amount
Knife River Materials	\$ 812,861.80
<i>Engineer's Estimate</i>	\$ 834,497

C. Financial and/or Resource Considerations. The design contract with MSA was for \$94,695. The remaining estimated project costs are shown below. The FY 2015-16 budget includes \$1,550,000 is the Pavement Management Program (PMP). This includes \$800,000 in the Transportation fund and \$750,000 in the Urban Renewal fund.

Construction	\$ 812,862
Construction Mgt. Support	\$ 107,094
Contingency (7.5% of const.)	\$ 60,965
Total Remaining Costs	\$980,921

Including the remaining costs of the Slurry Seal Project (\$125,260), the City-wide pavement analysis (\$58,331), and materials used by the Street Crew to prep the projects (\$35,000) the PMP will be committed to spend \$1,199,512. This leaves sufficient funding to proceed with the design of the 2016 program.

D. Timing Issues. The contract documents allow 90 calendar days after the Notice to Proceed for the contractor complete the project.

BOARD OPTIONS

The Board has the following options:

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

STAFF RECOMMENDATION

The bid appears to be both responsive and responsible. Money has been budgeted and is available to construct this project. The Public Works Commission discussed this project at their June 11th meeting and recommended awarding the project to the low bidder, Knife River Materials for \$812,861.80. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the Stephens Street Improvements from Stewart Parkway to Newton Creek Project to the low bidder, Knife River Materials, for \$812,861.80.

ATTACHMENTS

None.

ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY



Stephens Street Improvements – Construction Management Services

Meeting Date: June 22, 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 services for the Stephens Street Improvements project. The issue for the Board is whether to authorize a task order for construction management services.

BACKGROUND

A. Board Action History. On December 8, 2014, the City Council awarded a Five Year Pavement Management Program engineering contract to Murray Smith & Associates, Inc. (MSA). The contract requires separate task orders to be issued for each assignment of work. On January 13, 2015, the Board authorized a task order for MSA to design the pavement rehabilitation project on NE Stephens Street.

B. Analysis. This task order will cover the construction management services related to the Stephens overlay project. 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, preparation of record drawings, and other miscellaneous services.

C. Financial and/or Resource Considerations. The cost of the proposed task order for construction management services is \$107,094. The FY 15-16 budget includes \$1,550,000 for the 2015 Pavement Management Program. Total costs for this project are estimated below:

Construction	\$ 812,862
Construction Mgt. Support	\$ 107,094
Contingency (7.5% of const.)	<u>\$ 60,965</u>
Total Remaining Costs	\$980,921

D. Timing Issues. Construction is expected to begin in July and be complete in September 2015.

BOARD OPTIONS

The Board has the following options:

1. Authorize the task order for construction management services with MSA for \$107,094; or
2. Request additional information; or

3. Not approve with the task order, which will require another solution for construction management and may delay the project.

STAFF RECOMMENDATION

Money has been budgeted and is available to proceed with this task order. The Public Works Commission discussed this task order at their June 11th meeting and recommended approving the task order. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to authorize a task order with Murray, Smith & Associates, Inc. for \$107,094 for construction management services for the Stephens Street Improvements Project.

ATTACHMENTS

None.

ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY



Charles Gardiner Multi-Use Path Reconstruction Bid Award Recommendation

Meeting Date: June 22, 2015
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

On May 27, 2015, the City received bids for the reconstruction of the multi-use path in Charles Gardiner Park. The issue for the Board is whether to award the construction contract.

BACKGROUND

A. Board Action History. None.

B. Analysis. Charles Gardiner Park is located along the south side of Newton Creek between Rennan and Edenbower Blvd. This multi-use path has been in place for close to fifteen years and has numerous issues including asphalt cracking and heaving from tree roots. The path is approximately 2,000 feet long and between eight and ten feet wide.

The project consists of the removing and reconstructing the asphalt path in the current alignment. Sections that are less than ten feet wide will be widened to meet the minimum standard. Geo-grid will be placed under the new base rock as part of the construction in order to prevent additional heaving and cracking. Some tree removal will occur in order to facilitate a safe path. The contractor will perform both the removal of the existing path and the construction of a new path.

Bids were opened on May 27th. Three bids were received. They were as follows:

1. LTM Incorporated dba Knife River	\$116,440
2. KSH	\$124,124
3. Cradar Enterprises	\$125,814
<i>Engineer's Estimate</i>	<i>\$125,000</i>

C. Financial and/or Resource Considerations. The FY 2015-16 Urban Renewal budget includes \$125,000 to construct this project.

D. Timing Issues. None.

BOARD OPTIONS

The Board has the following options:

1. Award the project to the low bidder, LTM Inc. dba Knife River for \$116,440; or
2. Request additional information; or
3. Not award the project and not proceed with construction.

STAFF RECOMMENDATION

Money has been budgeted and is available to construct this project. The bids appear to be both responsive and responsible. The Parks Commission discussed this project at their June 3rd meeting and recommended awarding the project to the low bidder, LTM, Inc. dba Knife River for \$116,440. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the Charles Gardiner Multi-Use Path Renovation Project to LTM, Inc. dba Knife River Materials for \$116,440.

ATTACHMENTS

None.