

**ROSEBURG URBAN RENEWAL AGENCY**  
**BOARD MEETING AGENDA**  
**September 28, 2015**



**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      Andrea Zielinski
  
3. **CONSENT AGENDA**  
A. Minutes of September 14, 2015  
B. Cooperative Agreement with RUSA – Spruce/Parrott Project
  
4. **DISCUSSION ITEMS**  
A. Parking Structure Improvement Design/Construction Management
  
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  
September 14, 2015**

A meeting of the Roseburg Urban Renewal Agency Board was called to order by Chair Larry Rich at 8:15 p.m. on Monday, September 14, 2015, in the Roseburg City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

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

Absent: Board Members Lew Marks, Tom Ryan and Ken Fazio.

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, Finance Director Ron Harker, Community Development Director Brian Davis, Police Captain Jerry Matthew, Management Technician Debi Davidson, Troy Brynelson of the News Review and Kyle Bailey of KQEN Radio.

CONSENT AGENDA

Kaser moved to approve the following consent agenda item:

A. Minutes of June 22, 2015 meeting.

Motion was seconded by Eggers and carried unanimously.

RESOLUTION NO. UR-15-02 – ACQUISITION OF AMERICAN LEGION POST PROPERTY  
Colley noted previous discussions about whether it would be appropriate to acquire the American Legion Post property located at 406 SE Oak Avenue. Universal Field Services met with representatives of the Post to discuss that possibility and found the majority of its representatives was in favor if agreement can be reached and an acceptable relocation is arranged. He emphasized that the use of eminent domain would not be considered. The current location does not meet the Post's growing meeting or parking needs, and acquisition is recommended in the Waterfront Master Plan. McDonald noted that Post members attended an earlier meeting to object to the acquisition. That was the result of a misunderstanding that has now been addressed. McDonald moved to adopt Resolution UR-15-02 expressing intent to acquire property located at 406 SE Oak Avenue. Motion was seconded by Hawks and carried unanimously.

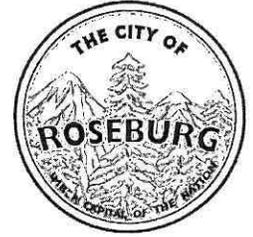
ADJOURNMENT

The meeting adjourned at 8:21 p.m.

Debi Davidson  
Management Technician

*Yc*  
*9/21/15*

# ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY



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## Intergovernmental Agreement Roseburg Urban Sanitary Authority Spruce/Parrott Street Improvements

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Meeting Date: September 28, 2015  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

Roseburg Urban Sanitary Authority (RUSA) is planning to replace aging infrastructure as part of the Spruce/Parrott Street Improvement Project. The issue for the Board is whether to authorize the City Manager to enter into an Intergovernmental Agreement (IGA) with RUSA and include this work in the City's contract.

### BACKGROUND

**A. Board Action History.** On June 22, 2015, the Council and Urban Renewal Board authorized a design engineering contract for the Spruce/Parrott Street Improvement Project.

**B. Analysis.** The Spruce/Parrot project includes the reconstruction of these streets between Oak Avenue and Mosher Avenue. As part of the construction, the City will be updating water and storm facilities as needed. RUSA would like to replace sanitary sewer facilities in the area at the same time. The most economical and least disruptive way to accomplish this is to include the work in the City's project. Under the proposed IGA, RUSA will be responsible for providing engineered drawings and specifications to include in the City's bidding documents and will be required to pay for the sanitary sewer improvements.

**C. Financial and/or Resource Considerations.** The estimated cost of the sanitary sewer work is \$150,000. This cost will be borne by RUSA, making this revenue neutral for the City.

**D. Timing Issues.** The Spruce/Parrott project is currently in design with bidding expected in early 2016.

### BOARD OPTIONS

The Board has the following options:

- 1) Authorize the City Manager to enter into an Intergovernmental Agreement with RUSA to include the sanitary sewer improvements in the Spruce/Parrott Street Improvement Project; or
- 2) Not authorize the IGA and have the projects constructed separately; or
- 3) Request additional information.

**STAFF RECOMMENDATION**

Staff recommends entering into an IGA with RUSA and including the sanitary sewer work in the City's project.

**SUGGESTED MOTION**

*I move to authorize the City Manager to enter into an Intergovernmental Agreement with RUSA to include sanitary sewer improvements in the Spruce/Parrott Street Improvement Project.*

**ATTACHMENTS**

None.

# ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY

*eje  
9/22/15*



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## Parking Garage Improvement Project Design and Construction Management Services Contract Award 13UR04

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Meeting Date: September 28, 2015  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Discussion Items  
Staff Contact: Lance Colley  
Contact Telephone Number: 541-492-6730

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### ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and budget for design, bidding and construction management services for the Parking Garage Improvements. The issue for Council is whether to award the design, bidding and construction management contract.

### BACKGROUND

**A. Council Action History.** There have been no prior Council actions regarding this project.

**B. Analysis.** MAP Engineering, Inc. was hired at a cost of \$9,465 to develop options for improving safety and aesthetics at the parking garage. The options were presented to the Oak/Washington Ad-Hoc committee and the public at a meeting on March 12, 2014. In February 2015, PIVOT Architecture was hired for \$22,000 to complete a schematic design of the safety and aesthetic improvements for the parking garage. PIVOT Architecture was hired because of their experience with renovating parking structures and their knowledge of the Roseburg downtown area and successful completion of the Public Safety Center project. Considering PIVOT's design role on the PSC, their previous construction management experience with the City, and staff qualifications and availability, staff negotiated directly with PIVOT for the schematic design, final design and construction management services required for this project.

The proposed scope of work includes preparation of construction documents, bidding services and construction management services. Representatives from Pivot attended multiple meetings with City staff and an open house to develop alternatives that could be vetted locally. After reviewing the input from the public open house and City staff, Pivot was asked to develop a scope of work through completion of the project outlined.

The initial contracts were within the City Manager authority. After completing the alternative analysis, the schematic design and public input process, we determined that we would like to move forward with the Urban Renewal project, and that it is in the City's best interest to continue working with PIVOT to complete design work, bidding and construction management for the project. The proposed cost to complete the professional services related to the project exceed the City Manager's authority and we are requesting Council authorize the remaining scope of work and the not to exceed contract amount and direct the City Manager to enter into a contract with PIVOT for \$54,000.

**C. Financial and/or Resource Considerations.** The proposed cost of the design, bidding, and construction management contract with PIVOT is \$54,000. Total project costs are estimated below.

<b>Previously Spent:</b>	
Alternative Analysis (MAP)	\$9,465
Schematic Design (PIVOT)	<u>\$22,000</u>
<b>Spent to Date Project Costs</b>	<b>\$31,465</b>
<b>Future Costs:</b>	
Design & CM Services	\$54,000
Est. Construction Costs w/contingency	<u>\$400,000</u>
	<b>\$454,000</b>
<b>Total Project Cost:</b>	<b>\$485,465</b>

The parking garage improvements are included in the Urban Renewal Five year plan and resources were included in the 2014-15 and the current 2015-16 budget to complete the project. The current Urban Renewal budget includes \$4,610,000 for capital outlay and a specific allocation of \$375,000 for the improvements to the parking structure which will not be adequate to complete the project. We believe that the updated construction estimate is a better representation of the total remaining project based on a more defined scope. At this time we would like to engage PIVOT to provide final design services and bid the project. Likely we will ask that bids consider a basic project and some additive alternates so that we can determine which components of the project can be afforded. This is an important project for the long-term benefit of downtown from an aesthetic and safety standpoint.

If the project does come in at or near the construction estimate, there is adequate money budgeted in Urban Renewal to cover the cost. Final approval would require Urban Renewal Agency Board approval.

**D. Timing Issues.** If PIVOT's contract is approved, the design is scheduled to be complete by the end of 2015; the project would be bid in January and construction could begin in the spring of 2016. As such, it is important to enter into a design and contract management services contract as soon as practical.

**E. COUNCIL OPTIONS**

Council has the options to:

1. Award the contract for design and construction management services to PIVOT Architecture for an amount not to exceed \$54,000; or
2. Request additional information; or
3. Recommend that staff issue a Request for Proposals for the design and construction management services. This is not required for contracts under \$100,000 and would prevent the project from being bid this winter thereby potentially increasing construction costs.

**STAFF RECOMMENDATION**

Staff recommends awarding the contract PIVOT Architecture for an amount not to exceed \$54,000.

**SUGGESTED MOTION**

*I move to award the design, bidding, and construction management contract for the Parking Garage Improvements Project to PIVOT Architecture for an amount not to exceed \$54,000.*

**ATTACHMENTS**

None.