

**ROSEBURG URBAN RENEWAL AGENCY**  
**BOARD MEETING AGENDA**  
May 23, 2016



*Handwritten:* 5/17/16

**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 April 25, 2016
    - B. Spruce/Parrott Improvement Bid Award
    - C. Spruce/Parrott Construction Management Contract
  
  4. **AUDIENCE PARTICIPATION**
  
  6. **ADJOURNMENT**
  
  7. **EXECUTIVE SESSION – ORS 192.660(2)**

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**MINUTES OF THE ROSEBURG  
URBAN RENEWAL AGENCY BOARD MEETING  
April 25, 2016**

A meeting of the Roseburg Urban Renewal Agency Board was called to order by Chair Larry Rich at 7:48 p.m. on Monday, April 25, 2016, in the Roseburg City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

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

Absent: Board Members Alison Eggers and 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 and Management Technician Debi Davidson.

CONSENT AGENDA

Ryan moved to approve the following consent agenda items:

- A. Minutes of March 14, 2016 meeting.

Motion was seconded by Fazio and carried unanimously.

BID AWARD – PARKING STRUCTURE IMPROVEMENTS

Colley reported that bids were received to make improvements to the parking structure with alternatives to be considered in light of the \$500,000 budgeted in Urban Renewal for the project. It was recommended that the base bid be awarded along with two alternatives to paint the north and south stairs and the east elevator stairwell. Alternatives that were not considered due to cost were replacement of the east stairs, exterior painting and enclosure of ground floor areas. The north and south stairwells will be replaced with steel to improve visibility. Ryan moved to award the Parking Structure Improvement Project base bid and alternatives 3A and 3B to R.E. Noah & Co. for \$458,278. Motion was seconded by Zielinski and carried unanimously.

ADJOURNMENT

The meeting adjourned at 7:52 p.m.

  
Debi Davidson  
Management Technician



# ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY

## Spruce/Parrott Street Improvements Bid Award Recommendation 15UR03

Meeting Date: May 23, 2016  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

### ISSUE STATEMENT AND SUMMARY

The City has received construction bids for the Spruce/Parrott Street Improvement Project. The issue for the Board is whether to award the construction contract.

### BACKGROUND

#### A. Board Action History.

- On June 22, 2015 the Urban Renewal Agency Board awarded the engineering contract to i.e. Engineering.
- On September 28, 2015 as City Council authorized an Intergovernmental Agreement with RUSA to include their sanitary sewer work in the project.
- On February 22, 2016 as City Council passed a resolution authorizing property acquisition for the project.

**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.

In June of 2015, the City of Roseburg contracted with i.e. Engineering, Inc. for design services for the Spruce/Parrott Street Improvement project. In October 2015 the City approved an amendment to the design contract to include Cass Ave. between Parrot and Flint Streets

The project was advertised on April 13<sup>th</sup> and three bids were received on May 5<sup>th</sup>. They are summarized below.

#	Bidder	Total Bid Amount
1	Knife River Materials	\$ 1,397,668.00
2	Cradar Enterprises, Inc.	\$ 1,523,724.00
3	Wildish Construction	\$ 1,694,852.50
	<i>Engineer's Estimate</i>	\$ 1,360,781

**C. Financial and/or Resource Considerations.** Funding has been budgeted over a two year time period to complete this project. To date, \$113,043 has been spent on design and property acquisition. Staff expects an additional \$125,000 to \$150,000 to be expended this fiscal year. The FY 15-16 expenditures will be paid with the money budgeted in the Urban Renewal Fund.

Total project costs are projected below:

Total Project Costs	
Design	\$ 109,394
Property Acquisition	\$ 11,087
Construction Contract	\$ 1,397,668
Contingency	\$ 104,825
Engineering C/M	\$ 90,560
<b>Total</b>	<b>\$ 1,713,534</b>

Total project resources are identified below:

<b>Fund</b>	
Urban Renewal	\$ 925,000*
RUSA	\$ 192,153
Water	\$ 67,352**
Storm	\$ 75,000
Sidewalk/Streetlight	\$ 75,000
Transportation	\$ 400,000
<b>Total Project Resources</b>	<b>\$ 1,734,505</b>

\* Combined FY 15-16 & 16-17 funding

\*\* Exceeds estimated cost reflected in water capital budget (\$50k)

**D. Timing Issues.** If awarded, the Notice to Proceed would be given immediately after execution of the construction contract. The contractor is allowed until November 1, 2016 to 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 and cancel the project.

**STAFF RECOMMENDATION**

Money has been budgeted and is available to construct the project. The bids appear to be both responsive and responsible. The Public Works Commission discussed the project at their May 12<sup>th</sup> meeting. The Commission recommended awarding the project to the low bidder, Knife River Materials for \$1,397,668. Staff concurs with this recommendation.

**SUGGESTED MOTION**

*I move to award the Spruce/Parrott Improvement Project to the low bidder, LTM Inc. dba Knife River Materials for \$1,397,668.*

**ATTACHMENTS**

None



# ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY

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## Spruce/Parrott Improvements Construction Management Services

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**Meeting Date: May 23, 2016**  
**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

Staff recently negotiated a proposed scope and budget for construction management services for the Spruce/Parrott Street Improvements. The issue for the Board is whether to authorize the construction management (CM) contract.

### BACKGROUND

#### A. Board Action History.

- On June 22, 2015 the Urban Renewal Agency Board awarded the engineering contract to i.e. Engineering.
- On September 28, 2015 the Council authorized an Intergovernmental Agreement with RUSA to include their sanitary sewer work in the project.
- On February 22, 2016 the Council passed a resolution authorizing property acquisition for the project.

**B. Analysis.** In June 2015, the City contracted with i.e. Engineering for design services for the Spruce/Parrott Street Improvement Project. The original contract amount was for \$100,144. In October 2015 the City approved an amendment to the design contract increasing the total contract amount to \$108,394 due to addition of Cass Street to the project scope. In March 2016 the contract was increased by \$1,000.00 for additional geotechnical work. The design was completed in April 2016 and construction bids were opened on May 5, 2016.

Considering their role as the design engineer, previous CM experience with the City, qualifications, and availability, staff negotiated directly with i.e. Engineering, Inc. for the construction management services required for this 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, 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 \$90,560. The design contract with amendments totaled \$109,394.

**D. Timing Issues.** If the construction project is awarded, staff expects construction to begin in June and be complete by November 1, 2016.

### BOARD OPTIONS

The Board has the following options:

1. Authorize the construction management contract to i.e Engineering, Inc. for an amount not to exceed \$90,560 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**

Money has been budgeted and is available to construct the project. The Public Works Commission discussed this contract at their May 12<sup>th</sup> meeting. The Commission recommended awarding the construction management contract to i.e. Engineering, Inc. for an amount not to exceed \$90,560. Staff concurs with this recommendation.

**SUGGESTED MOTION**

*I move to award the construction management services contract for the Spruce/Parrott Improvement Project to i.e. Engineering, Inc. for \$90,560.*

**ATTACHMENTS**

None