

ROSEBURG URBAN RENEWAL AGENCY
BOARD MEETING AGENDA
April 23, 2018



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 Linda Fisher-Fowler Ashley Hicks Steve Kaser
John McDonald Brian Prawitz Tom Ryan Andrea Zielinski

 3. **CONSENT AGENDA**
 - A. Minutes of February 12, 2018
 - B. Bid Award – Downtown Roseburg Corridor Improvements, Phase 2
 - C. Bid Award – Downtown Roseburg Corridor Improvements, Phase 2
Construction Management Services
 - D. Bid Award – Black Avenue Improvements

 4. **AUDIENCE PARTICIPATION**

 5. **DISCUSSION ITEMS**
 - A. Bid Award – Garden Valley Boulevard – Fairmount to Stephens
 - B. Garden Valley Boulevard – Fairmount to Stephens Construction Management
Services
 - C. Bid Award – Edenbower/Stewart Parkway Left Turn Lane
 - D. Edenbower/Stewart Parkway Left Turn Lane Construction Management
Services

 6. **ADJOURNMENT**
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**MINUTES OF THE ROSEBURG
URBAN RENEWAL AGENCY BOARD MEETING
February 12, 2018**

A meeting of the Roseburg Urban Renewal Agency Board was called to order by Chair Larry Rich at 7:55 p.m. on Monday, February 12, 2018, in the Roseburg City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

Present: Board Members Alison Eggers, Linda Fowler-Fisher, Ashley Hicks, Steve Kaser, John McDonald, Brian Prawitz, Andrea Zielinski and Tom Ryan.

Others Present: City Manager Lance Colley, City Recorder Sheila Cox, City Attorney Bruce Coalwell, Human Resources Director John VanWinkle, Fire Chief Gregg Timm, Community Development Director Stuart Cowie, Public Works Director Nikki Messenger, Finance Director Ron Harker, Management Assistant Koree Tate, Police Sergeant Jeff Eichenbusch, Police Sergeant Gary Klopfenstein, Police Community Services Sergeant Dennis Chrisenbery, Budget Committee Member Bob Scott, Budget Committee Member Bryan Sykes, Kyle Bailey of KQEN Radio and John Dickey of the News Review.

CONSENT AGENDA

Ryan moved to approve the minutes of the November 13, 2017 meeting. Motion was seconded by Hicks and carried unanimously.

RECESS AND RECONVENE

The meeting recessed at 7:56 p.m. in for the Urban Renewal Agency Board to convene in Executive Session under authority of ORS 192.660(2)(e). The meeting reconvened at 8:06 p.m.

PROPERTY ACQUISITION TRANSACTION

Kaser moved to authorize the City Manager to execute a purchase agreement with Stewart Avenue Property LLC in the estimated amount of \$147,175 and initiate the vacation of a portion of the Edenbower Boulevard right-of-way per the attached map. Motion was seconded by Ryan and approved unanimously.

ADJOURNMENT

The meeting adjourned at 8:07 p.m.

Koree Tate

Koree Tate
Management Assistant

C. Financial and/or Resource Considerations. To date, the Urban Renewal Agency has spent approximately \$104,000 on engineering and other miscellaneous fees, which included Phase 2 design and bidding services. The FY 18-19 draft budget includes the following amounts in each of the identified funds.

FY 18-19	Budgeted
Urban Renewal	\$ 1,400,000
Storm Drainage	\$ 200,000
Water	\$ 175,000
Sidewalk (ADA)	\$ 200,000
RUSA (Estimated)	<u>\$ 172,000</u>
Total Project FY 18-19	\$ 2,147,000

The estimated remaining project costs are shown below;

Construction	\$ 1,798,895
Other Costs (Kiosks, boulders, etc.)	\$ 50,000
Construction Mgt. Support	\$ 98,864
Contingency (10% of Const.)	<u>\$ 179,890</u>
Total	\$ 2,127,649

D. Timing Issues. If awarded, the Notice to Proceed would be given in May after execution of the construction contract. The contractor has 150 days to complete the project.

BOARD OPTIONS

The Board has the following options:

- 1) Award the contract to the lowest responsible bidder, Brown Contracting, Inc.; or
- 2) Request additional information; or
- 3) Reject all bids.

STAFF RECOMMENDATION

Money has been budgeted and is available to proceed with all three schedules of the project. The bids appear both responsive and responsible. The Public Works Commission discussed this contract at their April 12th meeting. The Commission recommended awarding the entire project to the lowest responsible bidder, Brown Contracting, Inc. for \$1,798,895.

SUGGESTED MOTION

I move to award the Downtown Corridor Improvements Phase 2 Project to the lowest responsible bidder Brown Contracting, Inc. for \$1,798,895.00.

ATTACHMENTS

None

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ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY



**Downtown Roseburg Corridor Improvements Phase 2
Construction Management Services
17UR04**

Meeting Date: April 23, 2018
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 Downtown Roseburg Corridor Improvements Phase 2 Project. The issue for the Board is whether to approve the construction management (CM) services contract.

BACKGROUND

A. Board Action History. On November 13, 2017 the Board authorized an engineering contract for the design of this project.

B. Analysis. In November 2017, the Urban Renewal Board authorized a contract with i.e. Engineering Inc. for design services for the Downtown Roseburg Corridor Improvements Phase 2 Project. The design was completed in March 2018 and construction bids were opened on April 5, 2018.

Considering their role as the design engineer, their previous CM experience with the City on several projects, including the Oak & Washington Avenue Improvements project, and their qualifications and availability, staff negotiated directly with i.e. Engineering for the construction management services required for this project. The proposed scope of work includes contract administration, pre-construction services, request for information support, proposal request and change order preparation, submittal review, preparation of pay requests, inspection services, construction progress meetings, agency and utility consultation, 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. Engineering, Inc. is \$98,864. Total estimated project costs are included in the construction award memo for this project, included in this same agenda.

D. Timing Issues. If awarded, the Notice to Proceed will be issued in early May. The contractor has 150 days to complete the project.

BOARD OPTIONS

The Board has the following options

1. Award the contract for construction management services to i.e Engineering, Inc. for an amount not to exceed \$98,864; 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

The Public Works Commission discussed this contract at their April 12th meeting. The Commission recommended awarding the construction management contract to i.e. Engineering, Inc. for an amount not to exceed \$98,864. Staff concurs with this recommendation.

SUGGESTED MOTION

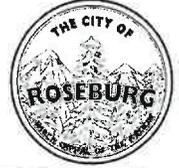
I move to award a construction management services contract for the Downtown Roseburg Corridor Improvements Phase 2 project to i.e. Engineering, Inc. for an amount not to exceed \$98,864.

ATTACHMENTS

None

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ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY



Black Avenue Improvements Bid Award Recommendation 17UR01

Meeting Date: April 23, 2018
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 for the Black Avenue Improvements project. The issue for the Board is whether to award the construction contract.

BACKGROUND

A. Board Action History. On December 12, 2016 the Urban Renewal Board awarded a master engineering services contract for the Black Avenue Improvement Project to 3J Consulting, Inc. On May 8, 2017 staff presented the Alternatives Analysis for this project. The Board authorized staff to proceed with design and bidding of a project to improve Black Avenue between the Garden Valley Shopping Center and Estelle Street. On July 24, 2017, the Board authorized a task order for design and bidding services. On January 22, 2018 the Council authorized an Intergovernmental Agreement with RUSA to include sanitary sewer improvements in the project.

B. Analysis. The extension of Black Avenue is a project that has been identified for many years. The alternate analysis performed in order to evaluate extending Black Avenue to Goetz Street indicated that the additional traffic at Goetz and Garden Valley would cause issues with that intersection. Therefore, the decision was made to not extend Black Avenue at this time and the project was condensed to include improvements between Estelle Street and the Garden Valley Shopping Center.

The project was advertised for bid on March 1st. Bids were opened on March 29th. Four bids were received. They are summarized below.

	Bidder	Bid Amount
1	Cradar Enterprises	\$ 642,259.00
2	Knife River Materials	\$ 777,777.00
3	KSH Construction	\$ 778,778.00
4	JRT Construction	\$ 799,980.50
	Engineer's Estimate	\$ 658,115.00

C. Financial and/or Resource Considerations. The engineering fee for the alternative analysis was \$49,700. The engineering fee for the project design was \$85,450. The remaining project costs are estimated below.

Construction	\$ 642,259
Construction Mgt. Support	\$ 35,000
Resident Observer	\$ 25,000
Contingency (10% of Const.)	<u>\$ 64,226</u>
Total	\$ 766,485

The FY 18-19 draft budget includes project funding as outlined below.

Urban Renewal	\$ 575,000
Storm Drainage	\$ 100,000
RUSA Contribution (Est.)	<u>\$ 92,000</u>
Total Project FY 18-19	\$ 767,000

D. Timing Issues. If awarded, the Notice to Proceed would be given in May after execution of the construction contract. The contractor has 120 days to complete the project.

BOARD OPTIONS

The Council has the following options:

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

STAFF RECOMMENDATION

Money has been budgeted and is available to construct this project. The bids appear both responsive and responsible. The Public Works Commission discussed this project at their April 12th meeting. The Commission recommended awarding the project to the lowest responsible bidder, Cradar Enterprises, Inc. for \$642,259. Staff concurs with this recommendation.

SUGGESTED MOTION

I move award the Black Avenue Improvement Project to the lowest responsible bidder Cradar Enterprises, Inc., for \$642,259.00

ATTACHMENTS

None

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ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY



Garden Valley Boulevard – Fairmount to Stephens Bid Award Recommendation 17UR03

Meeting Date: April 23, 2018
Department: Public Works
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 Garden Valley Boulevard – Fairmount to Stephens Project. The issue for the Board is whether to award the construction contract.

BACKGROUND

A. Board Action History. On December 8, 2014, Council awarded a Five Year Pavement Management Program engineering contract to Murraysmith (MSA). On March 12, 2017 the Board authorized a task order under this contract for the design of this project. On June 12, 2017, the Council rejected all bids for the project.

B. Analysis. In March 2017, Murraysmith, Inc. (MS) was awarded a task order to provide study and design services required to prepare biddable construction documents for this project. The design was completed in May 2017 and bids were opened on June 1, 2017. The Engineer's Estimate for the project was \$560,000 and the City received one bid for \$831,696 from Knife River Materials. Due to lack of funding the bids were rejected and staff was directed to rebid the project in 2018.

In January 2018, staff negotiated a task order with MS to update the construction documents for the rebid of the project. Multiple changes were made to the plans and specifications based on contractor input related to cost savings opportunities. The design was completed in March 2018 and the project was advertised on March 7, 2018. Bids were opened on April 10, 2018. Two bids were received. They were as follows:

Brown Contracting, Inc.	\$833,832.00
LTM, Inc. dba Knife River	\$907,551.50
<i>Engineer's Estimate</i>	<i>\$919,000</i>

C. Financial and/or Resource Considerations. The following outlines estimated pre-construction costs associated with this project:

Original design (FY16-17)	\$ 63,680
Re-design (FY 18-19)	<u>\$ 40,377</u>
<i>Total Pre-construction costs</i>	<i>\$104,057</i>

Total construction costs are estimated as follows:

Construction	\$833,832
C/M Services	\$ 59,368
Resident Observer	\$ 25,000
Contingency (7.5%)	<u>\$ 62,537</u>
<i>Total Construction Cost</i>	<i>\$980,737</i>

The project costs for fiscal years FY17-18 and 18-19 total \$1,021,114. If the project savings on the Stewart Parkway/Edenbower Phase 2 projects are applied to this project, there is adequate funding in the Urban Renewal Fund to complete the project. *The other option would be to utilize Transportation Funding.* With this in mind, funding is available from the following sources:

Urban Renewal	
FY 2017-18	\$ 100,000
FY 2018-19	\$ 700,000
Urban Renewal – Left Turn Underrun	<u>\$ 224,000</u>
<i>Total Available Resources</i>	<i>\$1,024,000</i>

D. Timing Issues. If awarded, the Notice to Proceed would be given immediately after execution of the construction contract. The contractor is allowed 120 days from Notice to Proceed to complete the project.

BOARD OPTIONS

The Board has the following options:

1. Award the contract to the lowest responsible bidder, Brown Contracting, Inc. for \$833,832; or
2. Request additional information; or
3. Reject all bids and not proceed with the project. Since this is Urban Renewal funded, this project may have to be fully financed by Transportation Funds if it is delayed.

STAFF RECOMMENDATION

The bids appear to be both responsive and responsible. Money has been budgeted and is available to construct the project. The Public Works Commission considered this project at their April 12th meeting. The Commission recommended awarding the project to the lowest responsible bidder, Brown Contracting, Inc. for \$833,832. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the Garden Valley Boulevard Fairmount to Stephens Project to the lowest responsible bidder Brown Contracting, Inc., for \$833,832.

ATTACHMENTS

None

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ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY



Garden Valley Boulevard – Fairmount to Stephens Construction Management Services 17UR03

Meeting Date: April 23, 2018
Department: Public Works
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 Garden Valley Boulevard – Fairmount to Stephens Project. The issue for the Board is whether to authorize a contract for construction management (CM) services.

BACKGROUND

A. Board Action History. On December 8, 2014, Council awarded a Five Year Pavement Management Program engineering contract to Murraysmith (MSA). On March 12, 2017 the Board authorized a task order under this contract for the design of this project. On June 12, 2017, the Council rejected all bids for the project.

B. Analysis. In March 2017, Murraysmith, Inc. (MS) was awarded a task order to provide study and design services required to prepare biddable construction documents for this project. The design was completed in May 2017 and bids were opened on June 1, 2017. The Engineer's Estimate for the project was \$560,000 and the City received one bid for \$831,696 from Knife River Materials. Due to lack of funding the bids were rejected and staff was directed to rebid the project in 2018.

In January 2018, staff negotiated a task order with MS to update the construction documents for the rebid of the project. Multiple changes were made to the plans and specifications based on contractor input related to cost savings opportunities. The design was completed in March 2018 and the project was advertised on March 7, 2018. Bids were opened on April 10, 2018.

Considering their role as the design engineer, previous CM experience with the City, qualifications, and availability, staff negotiated directly with MS 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, limited inspection services, testing and start up, preparation of record drawings, and other miscellaneous services. A memo regarding additional resident observation services to be provided by i.e. Engineering through a master resident observation contract is the April 23rd Council agenda. The intent is to utilize the i.e. Engineering, Inc. for inspection of daytime work including the removal and replacement of ADA ramps and storm drainage work. MS would provide inspection during the nighttime paving work.

C. Financial and/or Resource Considerations. The proposed cost of the construction management contract with MS is \$59,368. The design contract totaled \$40,377. Estimated cost for additional RO services through i.e. Engineering, Inc. is \$25,000.

D. Timing Issues. If the construction project is awarded, construction would likely begin in May. The contractor is allowed 120 days to complete the project.

BOARD OPTIONS

The Board has the following options:

1. Award the construction management contract to Murraysmith for an amount not to exceed \$59,368 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

The Public Works Commission discussed this contract at their April 23rd meeting. The Commission recommended awarding the construction management contract to Murraysmith, Inc. for an amount not to exceed \$59,368. Staff concurs with this recommendation.

SUGGESTED MOTION

I move award the construction management contract for the Garden Valley Boulevard – Fairmount to Stephens Street Project to Murraysmith, Inc. for an amount not to exceed \$59,368.

ATTACHMENTS

None

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ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY



Edenbower/Stewart Parkway Left Turn Lane Bid Award Recommendation 17UR02

Meeting Date: April 23, 2018
Department: Public Works
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 Edenbower/Stewart Parkway Left Turn Lane Project. The issue for the Board is whether to award the construction contract.

BACKGROUND

A. Board Action History.

- On March 28, 2011, the Council awarded the engineering design contract to i.e. Engineering, Inc.
- On March 26, 2012, the Council awarded the construction contract for the Phase 1 improvements
- On April 23, 2012, the Council awarded the construction management contract for Phase 1.
- On June 13, 2016, the Urban Renewal Board awarded the engineering contract for the Phase 2 design.
- On December 12, 2016, the Council adopted a resolution authorizing property acquisition for Phase 2.
- On March 13, 2017, the Council heard from abutting business owners concerned about reduced access to their businesses and declined to direct staff to move forward with the project.
- On June 12, 2017, the Council reached consensus to have staff do additional study regarding the intersection improvements and to meet with the property owner.
- On August 14, 2017, the Council directed staff to move forward with the improvements including the widening of Stewart Parkway east of Edenbower.

B. Analysis. This project has been in development for multiple years. After receiving direction from the City Council in August of 2017, staff worked with i.e. Engineering, Inc. to design and bid the improvements. Negotiations with all impacted property owners have been ongoing over the past year and all necessary right-of-way has been obtained or will be obtained shortly. The project was advertised for bid in March. Bids were opened on April 6th. Three bids were received. They are outlined below.

Brown Contracting, Inc.	\$995,743.00
LTM, Inc. dba Knife River	\$811,811.00
KSH Construction Co.	\$838,838.00
<i>Engineer's Estimate</i>	<i>\$823,000</i>

C. Financial and/or Resource Considerations. Estimated costs associated with the project prior to beginning construction are outlined below.

Engineering	
Design	\$ 91,125
Revised Design	\$ 45,250
R/W Acquisition Services	\$ 26,922
Property Acquisition (est)	<u>\$137,553</u>
<i>Total Pre-construction Cost</i>	<i>\$300,850</i>

The FY 18-19 draft Urban Renewal Budget includes \$1,250,000 for this project. Total construction costs are estimated as follows:

Construction	\$811,811
C/M Services	\$ 81,424
Contingency	<u>\$ 81,181</u>
<i>Total Construction Cost</i>	<i>\$974,416</i>

On September 25, 2017, the Urban Renewal Agency adopted an updated Capital Improvement Program for the Urban Renewal Fund. The adopted CIP included \$1.5 million for this project. Total Project cost (pre-construction plus construction) is estimated at \$1,275,266.

D. Timing Issues. If awarded, the Notice to Proceed would be given immediately after execution of the construction contract. The contractor is allowed 120 days from Notice to Proceed to complete the project.

BOARD OPTIONS

The Board has the following options:

- 1) Award the contract to the lowest responsive bidder, Knife River Materials, Inc. for \$811,811; or
- 2) Request additional information; or
- 3) Reject all bids.

STAFF RECOMMENDATION

The bids appear to be both responsive and responsible. Money has been budgeted and is available to construct the project. The Public Works Commission discussed this project at their April 12th meeting. The Commission recommended awarding the project the lowest responsible bidder, Knife River Materials, Inc. for \$811,811. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the Edenbower/Stewart Parkway Left Turn Project to the lowest responsible bidder Knife River Materials, Inc., for \$811,811.00.

ATTACHMENTS

None

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ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY



**Edenbower/Stewart Parkway Left Turn Lane
Construction Management Services
17UR02**

Meeting Date: April 23, 2018
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 negotiated a proposed scope and budget for construction management services for the Edenbower/Stewart Parkway Left Turn project. The issue for the Board is whether to authorize the construction management (CM) services contract.

BACKGROUND

A. Board Action History.

- On March 28, 2011, the Council awarded the engineering design contract to i.e. Engineering, Inc.
- On March 26, 2012, the Council awarded the construction contract for the Phase 1 improvements
- On April 23, 2012, the Council awarded the construction management contract for Phase 1.
- On June 13, 2016, the Urban Renewal Board awarded the engineering contract for the Phase 2 design.
- On December 12, 2016, the Council adopted a resolution authorizing property acquisition for Phase 2.
- On March 13, 2017, the Council heard from abutting business owners concerned about reduced access to their businesses and declined to direct staff to move forward with the project.
- On June 12, 2017, the Council reached consensus to have staff do additional study regarding the intersection improvements and to meet with the property owner.
- On August 14, 2017, the Council directed staff to move forward with the improvements including the widening of Stewart Parkway east of Edenbower.

B. Analysis. The City recently received construction bids for this project. The project was designed by i.e. Engineering, Inc. Considering their role as the design engineer, their previous CM experience with the City on several projects, and their qualifications and availability, staff negotiated directly with i.e. Engineering for the construction management services required for this project.

The proposed scope of work includes contract administration, pre-construction services, request for information support, proposal request and change order preparation, submittal review, preparation of pay requests, inspection services, construction progress meetings,

agency and utility consultation, 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. Engineering, Inc. is \$81,424.

D. Timing Issues. The Board is considering the award of a construction contract at the April 23rd meeting. If the construction contract is awarded, it would be appropriate to authorize the C/M contract as well in order to ensure the project moves forward efficiently.

BOARD OPTIONS

The Board has the following options:

1. Authorize a construction management services contract with i.e. Engineering, Inc. for an amount not to exceed \$81,424; 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 this project. The Public Works Commission discussed this contract at their April 23rd meeting. The Commission recommended awarding a construction management contract to i.e. Engineering, Inc. for an amount not to exceed \$81,424. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award a construction management contract for the Edenbower/Stewart Parkway Left Turn project to i.e. Engineering, Inc. for an amount not to exceed \$81,424.

ATTACHMENTS

None