City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, January 7, 2014

Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon

URA Board of Directors Regular Meeting

(Following the City Council Meeting)

SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING AGENDA

Tuesday, January 7, 2014
(following the City Council meeting)

City of Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon

REGULAR URA BOARD MEETING

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **CONSENT**

   A. **Approval of December 17, 2013 URA Board Meeting Minutes**

4. **NEW BUSINESS**

   A. **URA Resolution 2014-001 authorizing the URA District Manager to sign the URA contract for Professional Services Amendment #1 with Murray Smith and Associates Inc.** (Bob Galati, City Engineer)

5. **STAFF REPORT**

6. **ADJOURN**

SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, December 17, 2013
22560 SW Pine Street, Sherwood, Oregon 97140

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 8:25 pm.

2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Bill Butterfield, Krisanna Clark, Matt Langer, Dave Grant and Robyn Folsom.

3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer, Finance Director Julie Blums, City Engineer Bob Galati, and Agency Recorder Sylvia Murphy.

   Chair Middleton addressed the Consent Agenda and asked for a motion.

4. **CONSENT AGENDA:**

   A. **Approval of Number 19, 2013 URA Board Meeting Minutes**

   MOTION: FROM LINDA HENDERSON TO ADOPT THE CONSENT AGENDA, SECONDED BY ROBYN FOLSOM, MOTION PASSED 7:0. ALL BOARD MEMBERS VOTED IN FAVOR.

   Chair Middleton addressed the next agenda item.

5. **NEW BUSINESS**

   A. **URA Resolution 2013-011 Authorizing the URA District Manager to enter into a contract with PARC Resources to provide grant services to support the Community Center construction and operations**

   Community Services Director Kristen Switzer came forward and said staff solicited bids from three different groups and received one response from PARC Resources. She stated staff feels very confident in Parc Resources abilities and have spoken with them regarding a letter of intent submitted last week. She said she believes this is worth the cost. She said the contract is a bit over $19,000 with contingency and we are not obligated to spend the full amount. Kristen explained if there are areas of the grant(s) that staff can work on, PARC Resources will let staff manage those areas and will not bill the district and staff can use PARC Resources services as needed.

   Mr. Bill Butterfield asked if the $19,000 was a yearly amount. Kristen replied this is for this next year and said they basically laid out a plan for this next year including the number of hours. She said PARC Resources expects staff will need them less as we move forward. She said although we are not looking for grants for right now, they will also help with looking for grants in the future as we get more into operations. Mr. Butterfield said PARC Resources will work with staff through the grant process and train

staff so we can learn from them and eventually wean off and do it on our own. Kristen replied yes and said what they are looking for right now is a list from us as to what we can fund in the building and they will try and help make those matches. She said they are familiar with what organizations will fund, whether it be for sound systems or for art. She said a lot of the work is making those introductions and building those relationships with grantors. She said as far as training, yes and no, as we see how they look at the questions and how they answer them, and developing that language, this is language we can use over and over in other grants we apply for. She said this will really help us in the future.

Ms. Linda Henderson stated an advantage to working with PARC Resources is they have long standing relationships with the staff that work on the foundations that have millions of dollars and have good working relationships and they know people that sit on the boards of these foundations. She said they have been successful in helping other communities complete projects comparable to ours.

Ms. Robyn Folsom asked in regards to the RFP they submitted. Kristen stated it's in the Board's meeting materials. Ms. Folsom stated we can see that this organization is very successful in what they do and in helping projects like ours. She said they are the group that has worked with us over the course of the past 3-4 years developing our operational plan. She said they are very aware of Sherwood and commented regarding our federal lobbyist saying the Arts Place has funding this year for $12 million and PARC Resources contacted the City because he was thinking of us, even though we had not started the process. She commented regarding us making a very big investment in this project and this is what grantors want to see.

With no other Board comments, Chair Middleton asked for a motion.

MOTION: FROM LINDA HENDERSON TO ADOPT URA RESOLUTION 2013-011, SECONDED BY ROBYN FOLSOM. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Chair Middleton addressed the next agenda item.

B. URA Resolution 2013-012 Authorizing the Urban Renewal Agency (URA) District Manager to award a construction contract for the Sherwood Community Center project

City Engineer Bob Galati came forward and said the design change came about after the original building was found to be physically defective and could not be used. He said the new building layout works better for the use of the facility. He said through the process we have come up with a design, put it out to public bid and received four bids. He said during the process of opening the bids we found one bid to be nonresponsive at the beginning and we did not read the bid amount and set it aside. He said the three remaining bids, part of your meeting materials, show Corp. Inc., Emerick Construction and Triplett Wellman Construction and the City's estimate of the cost as well as the bid amounts. He said Corp. Inc. came in as the low bidder at $4,558,200. He said looking at our cost estimate, it was very close. He said the notice of intent to award was issued and we began the review of the bid submittals consisting of a review team of Tom Pessemier, myself, a representative from Ankron Moisan and a commission member representing the board. He said during that review we checked all the references and backgrounds and the numbers. He said staff is making a recommendation to the URA Board to authorize the District Manager to proceed with signing a contract with Corp. Inc. for the construction of the Sherwood Community Center and along with that is an authorization for a 10% contingency on that contract and allowing the URA District Manager to sign change orders up to that amount.

He said in addition staff is asking for authorization for the City Manager to sign contracts with Ankron Moisan for construction management during the project. He said they provided a scope and fee amount, which is shown. He said that amount is $285,432.00 to perform construction management specific to skill sets that our engineering staff does not have, as it is architectural in nature. He said along with that staff is requesting a 10% contingency for change orders to be placed on that amount as part of the contract that the URA District Manager is allowed to sign. He said staff is recommending approval of the resolution and offered to answer questions.

Ms. Henderson stated her gratitude to Bill Butterfield for all his work. She commented regarding the steering committee having the passion, but Mr. Butterfield had the expertise to make this happen. She said she believes in combination with staff, we will have a more useable, multipurpose, functional asset that we will be able to provide for many years that will serve our community in many ways. She said she believes that forming the subcommittee to work with the architects was also a very helpful and enlightening process. She reiterated her appreciation for Mr. Butterfield in taking time from his own business and lending his expertise with technical issues and insight in ways to reduce the overall costs of the facility.

Mr. Butterfield stated all the credit goes to you all for getting this project moving and he commended staff for doing a great job and said Tom Pessemier was instrumental in moving this to a great situation in allowing the City to control their destiny.

Chair Middleton replied he agrees and commended the group for their work and spending a lot of their personal time on the project, he commended staff for their great work.

With no other comments, the following motion was received.

MOTION: FROM BILL BUTTERFIELD TO ADOPT URA RESOLUTION 2013-012, SECONDED BY ROBYN FOLSOM. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Chair Middleton addressed the next agenda item.

6. STAFF REPORT

Tom Pessemier reminded everyone that on January 10th at 4:00 pm there will be a Ground Breaking Ceremony for the Community Center Project with an open invitation to the community to officially kickoff the project.

7. ADJOURN

Chair Middleton reminded everyone of the holiday lunch on Wednesday December 18th and adjourned the meeting at 8:40 pm.

Submitted by:

Sylvia Murphy, MMC, Agency Recorder

Bill Middleton, Chair

URA Board Meeting Date: January 7, 2014

Agenda Item: New Business

TO: Sherwood Urban Renewal Agency Board

FROM: Bob Galati P.E., City Engineer

THROUGH: Tom Pessemier P.E., URA Project Manager
Joseph Gall, ICMA-CM, URA District Manager

SUBJECT: **URA Resolution 2014-001 authorizing the URA District Manager to sign the URA Contract for Professional Services – Amendment #1, with Murray Smith & Associates, Inc.**

Issue:
Should the URA Board authorize the URA District Manager to sign the URA Contract for Professional Services – Amendment #1, with Murray Smith & Associates, Inc.?

Background:
In a December 18, 2012 URA Board Meeting, Resolution 2012-025 was adopted which authorized the URA District Manager to enter into a contract for construction of the Downtown Streetscapes Phase 2 project. Included with this Resolution was a section for contracting with Murray Smith & Associates, Inc. (MSA) to perform professional services (engineering) during construction. The amount of the Professional Services Contract was limited to a not-to-exceed amount of 12% ($142,290.00) of the construction contract amount ($1,186,156.20).

The initial 12% limitation was based on engineering staff construction estimates of nearly $1.7 million. The construction bid came in significantly (nearly $500,000) lower than expected, which resulted in a calculated amount for the professional services contract being less than needed.

The professional engineering services provided by MSA were utilized by staff in the most efficient manner possible. However, the Downtown Streetscapes Phase 2 project was a complex project and required more professional engineering services during construction than the initial contract amount covered.

Financials:
By authorizing the URA District Manager to sign the contract amendment, the Professional Services Contract with MSA will increase by $42,133.00, to a final Professional Services Contract amount of $184,283.00. Because of the significant savings to the project budget from a significantly reduced construction cost, even with this contract change amount the overall project cost is still well below the project budgeted amount. Funds for this contract change have been retained from the project budget and are available for use.

Recommendation:
Staff respectfully requests adoption of URA Resolution 2014-001 authorizing the URA District Manager to sign the URA Contract for Professional Services – Amendment #1 in the amount of $42,133.00, for a total URA Contract for Professional Services amount of $184,283.00.

DRAFT

City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

URA RESOLUTION 2014-001

AUTHORIZING THE URA DISTRICT MANAGER TO SIGN THE URA CONTRACT FOR PROFESSIONAL SERVICES AMENDMENT #1 WITH MURRAY SMITH AND ASSOCIATES INC.

WHEREAS, on December 18, 2012, the URA Board passed URA Resolution 2012-025 which authorized the URA District Manager to enter into contracts for construction of the Downtown Streetscapes Phase 2 project; and

WHEREAS, Section 4 of URA Resolution 2012-025 stated that a Contract for Professional Services was to be entered into with Murray Smith & Associates, Inc. (MSA), with a not-to-exceed amount of 12% of the construction contract amount; and

WHEREAS, the successful low bid for the construction contract came in significantly lower than the project engineer's estimated cost; and

WHEREAS, the impact to the professional services contract amount was that the contracted amount was not sufficient to cover the professional services costs performed by MSA; and

WHEREAS, the overall actual project cost was well below the established project budget, and that the proposed change in contract amount will still fall within project budgeted amount; and

WHEREAS, since the contract amount with MSA was established by URA Resolution 2012-025, authorization for the URA District Manager to sign a change order increasing the contract amount must be approved by the URA Board.

NOW, THEREFORE, THE SHERWOOD URBAN RENEWAL AGENCY BOARD RESOLVES AS FOLLOWS:

Section 1. That the URA Board authorizes the URA District Manager to sign the Contract for Professional Services Amendment #1 with Murray Smith & Associates, Inc. increasing the amount of the contract by $42,133.00 for a total contract amount of $184,283.00.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the Urban Renewal Agency Board this 7th day of January 2014.

_____
Bill Middleton, Chair

Attest:

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Sylvia Murphy, MMC, Agency Recorder