

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS REGULAR  
MEETING AGENDA**

CITY OF SHERWOOD POLICE FACILITY  
20495 SW BORCHERS ROAD

TUESDAY, JUNE 24, 2003 FOLLOWING THE REGULAR CITY COUNCIL MTG

1. Call to Order
2. Roll Call
3. **Consent Agenda**
  - A. URA Resolution 2003-008, Approve Contract for Thomas Hacker Architects, Inc. for Pre-Design Phase of the New Civic Building (Civic Building Project Manager Jenni Lipscomb)
  - B. URA Resolution 2003-090, Transferring Appropriations (Finance Director Chris Robuck)
  - C. URA Resolution 2003-010, Adopting the 2003-04 URA Budget (Finance Director Chris Robuck)
4. **Other Business**
5. **Adjourn**

- 20. **License**  
Prior to beginning work under this Agreement, the Consultant shall provide professional registration number in the space provided on page one of this Agreement, if required by the City.
- 21. **Prohibited Interest**
  - (a) No City officer or employee during his or her tenure or for one year thereafter shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.
  - (b) No City officer or employee who participated in the award of this Agreement shall be employed by the Consultant during the period of the Agreement.
- 22. **Payment to Vendors and Subconsultants**  
The Consultant shall timely pay all suppliers, lessors and subconsultants providing it services, materials or equipment for carrying out its obligations under this Agreement. The Consultant shall not take or fail to take any action in a manner that causes the City or any materials that the Consultant provides hereunder to be subject to any claim or lien of any person without the City's prior written consent.
- 23. **Exhibits**  
Each document that is attached to this Contract as an Exhibit shall be labeled with an Exhibit number and listed below. Provisions and covenants contained in Exhibits are hereby incorporated by reference and shall become a part of this Contract as if fully set forth herein. If any item in an Exhibit contradicts this Contract, this Contract shall take precedence over the conflicting item in the Exhibit.
  - a. **List of Exhibits**
    - Exhibit A – Letter from Thomas Hacker Architect Inc Regarding Sherwood Civic Building Master Plan & Pre-Design Proposal
    - Exhibit B – Work Plan – Pre – Design Phase of Sherwood Civic Building
    - Exhibit C – Fee Matrix

**Merger Clause**

This Contract and attached exhibits constitutes the entire agreement between the parties. No waiver, consent, modification, or change of terms of this Contract shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change, if made, shall be effective only in specific instances and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. Consultant, by the signature of its authorized representative, hereby acknowledges that he or she has read this Contract, understands it and agrees to be bound by its terms and conditions.

**OPTIONAL PROVISIONS (selected by City Project Manager)**

- 24. **Arbitration: /  / Not Applicable /  / Applicable (consult with City Attorney before finalizing as applicable)**
  - (a) Any dispute arising out of or in connection with this Agreement, which is not settled by mutual agreement of the Consultant and the City within sixty (60) days of notification in writing by either party, shall be submitted to an arbitrator mutually agreed upon by the parties. The arbitrator shall be selected within thirty (30) days from the expiration of the sixty (60) day period following notification of the dispute. The arbitration, and any litigation arising out of or in connection with this Agreement, shall be governed by the laws of the State of Oregon, and shall be as speedy as reasonably possible. The arbitrator shall render a decision within forty-five (45) days of the first meeting with the Consultant and the City. Insofar as the Consultant and the City legally may do so, they agree to be bound by the decision of the arbitrator.
  - (b) Notwithstanding any dispute under this Agreement, whether before or during arbitration, the Consultant shall continue to perform its work pending resolution of a dispute, and the City shall make payments as required by the Agreement for undisputed portions of work.

And delete Exhibit D.

THOMAS HACKER  
ARCHITECTS INC.

June 6, 2003

**Revised June 24, 2002**

**Jenni Lipscomb**

Senior Project Manager  
City of Sherwood  
20 NW Washington Street,  
Sherwood, Oregon 97140

**Re: Sherwood Library / City Hall  
Master Plan & Pre-Design Proposal**

Dear Jenni:

We are pleased to present our proposal for Master Planning & Pre-Design Services associated with the new Sherwood Library / City Hall. This process will develop a program and budget for the Library/City Hall project. The program will be reflected in a Preliminary Design which will serve as a model for establishing the project construction budget. In addition the Pre-Design will review options for development of the adjacent property, to clarify the relationship between this project and future developments. The Pre-Design Phase is a necessary precursor to the Building Design scope of work, which will be outlined in a separate proposal at a later date.

Our team will include Landscape and Cost Estimating consultants with additional input at a less detailed level from Structural, Mechanical, Electrical, and Civil consultants and the specialized services of E.C. Hovee. The contract form for this phase of the work will be the City of Sherwood's Department of Public Works Contract for Professional Services, together with this letter and attachments identified as Exhibit A. It is assumed that future phases will be under a separate mutually agreeable contract.

Our fee for this work is broken into two distinct pieces: the investigative phase and reimbursables. (Reimbursable expenses are direct costs such as mileage, reprographics, long distance phone calls and faxes, and are charged at 1.1 x cost). Please see attached matrix for our analysis of work based on the work plan. Note that although we identify hours this proposal is for a lump sum fee. Any additional services that might be negotiated at a future date would be based on the hourly fees identified the fee matrix.

The scope of work is identified in the attached work plan. The extent of the area under study is the Garrigus site at the intersection of Old Oregon Street and Pine Street, extending a full block in each direction to the North, South and West and extending to the railroad tracks to the East. Information regarding future plans for the street intersections, profiles, and other concurrent developments within the study area must be provided by the City of Sherwood in a timely manner to be incorporated into this study

We understand that you would like us to manage procurement of the survey for this project. We will solicit a fee proposal for that work and submit it to you as an Additional Service once the scope has been established.

The schedule for this project is outlined in the attached work plan.

Ms. Jenni Lipscomb  
Sherwood Library / City Hall  
June 6, 2003  
**Revised June 24, 2003**  
Page 2 of 2

The fee for the Master Plan / Pre-Design Phase is \$63,463. The Building Committee agreed that a report for this phase would not be necessary. We recommend a reimbursable allowance of \$5,000.

We recognize that this fee is substantial. A thorough and successful Master Plan and Pre-Design phase will enable the Schematic Design phase to proceed in an efficient manner, and in recognition of this benefit we propose that a fee credit of \$15,000 be offered toward Schematic Design at the time of the separate, later negotiation for Basic Architectural Services.

Please acknowledge your acceptance of this proposal with a letter. Let me know if you have any questions. Thank you.

Sincerely,



Jonah Cohen  
Principal

b/c

Enclosures:

cc: File

Enclosures: Work Plan dated June 18, 2003  
Fee Matrix dated June 18, 2003

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MEETING AGENDA**

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20495 SW BORCHERS ROAD

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  - B. URA Resolution 2003-090, Transferring Appropriations (Finance Director Chris Robuck)
  - C. URA Resolution 2003-010, Adopting the 2003-04 URA Budget (Finance Director Chris Robuck)
4. **Other Business**
5. **Adjourn**

June 24, 2003  
CONSENT AGENDA

TO: Urban Renewal Agency Board of Directors

FROM: Jenni Lipscomb

SUBJECT: URA RESOLUTION 2003-008, APPROVAL OF CONTRACT FOR THOMAS HACKER ARCHITECTS INC., FOR PRE-DESIGN PHASE OF THE NEW CIVIC CENTER  
(ALSO SAME SUBJECT - COUNCIL RESOLUTION 2003-059, JUNE 24, 2003)

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Ross Schultz, Terry Keyes and Ann Roseberry met with the architectural firms who responded to the City's Request for Qualifications for design of the new Civic Center (library/city hall). Their selection is Thomas Hacker Architects Inc.

Thomas Hacker has extensive experience building libraries, which is the main focus of the new building. They have done work for Multnomah County libraries, both new and remodel. Most recently Thomas Hacker was the architect for the new Hollywood Library/The Bookmark in the Hollywood District in northeast Portland.

This resolution will approve work for the pre-design phase of the project. The pre-design phase includes the research required to develop three options for the building to present to the URA Board of Directors for approval.

A second resolution giving Thomas Hacker the go ahead for the final design selection will come before the URA Board once a building option has been selected.

**RECOMMENDATION: MOTION TO APPROVE URA RESOLUTION 2003-008  
AUTHORIZING THE DISTRICT ADMINISTRATOR TO APPROVE A CONTRACT  
WITH THOMAS HACKER ARCHITECTS INC., FOR PRE-DESIGN OF THE NEW  
CIVIC CENTER**



## **URA Resolution 2003-008**

### **A RESOLUTION AUTHORIZING THE URBAN RENEWAL DISTRICT ADMINISTRATOR TO APPROVE A CONTRACT WITH THOMAS HACKER ARCHITECTS INC., FOR PRE-DESIGN OF A NEW LIBRARY/CITY HALL FACILITY**

**WHEREAS**, the Sherwood Urban Renewal Agency's next objective is to build a new City library/City hall facility in the Urban Renewal District; and

**WHEREAS**, a Request for Qualifications was issued for architectural services for the facility; and

**WHEREAS**, Thomas Hacker Architects Inc. has been selected as the best firm to complete the architectural design,

### **NOW THEREFORE THE URA BOARD OF DIRECTORS RESOLVES AS FOLLOWS:**

The Urban Renewal District Administrator is hereby authorized to enter into an agreement with Thomas Hacker Architects Inc. to perform the pre-design phase of the library/city hall facility project in accordance with the work plan, attached hereon as Exhibit A to this resolution.

**Duly adopted by the Sherwood Urban Renewal Agency Board of Director, June 24, 2003.**

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Mark Cottle, Urban Renewal Agency Chair

Attest:

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C. L. Wiley, URA Recorder

Council Meeting Date: 6-24-03

Agenda Item: CONSENT AGENDA

TO: Urban Renewal Agency Board of Directors  
FROM: Chris Robuck, Finance Director  
SUBJECT: **URA RESOLUTION 2003-009, TRANSFERRING APPROPRIATIONS**  
ISSUE: Should appropriations for 2002-03 be revised?

**BACKGROUND:** Oregon budget law requires that actual expenditures not exceed appropriations. Changes to appropriations are brought to the Board as needed, typically in January and June. Changes reflect occurrences and conditions that were not known at the time the budget was adopted.

**FINDINGS:** Increased appropriations are needed as follows:

**General Fund**

*Materials and services:* The Robin Hood Theater demolition, which was not budgeted, cost about \$80,000.

*Other expenditures and requirements:* City of Sherwood staff have worked more than anticipated on URA jobs, including the Theater demolition.

**RECOMMENDATIONS: MOTION TO APPROVE URA RESOLUTION 2003-009, TRANSFERRING APPROPRIATIONS.**





**URA Resolution 2003-009**

**A RESOLUTION TRANSFERRING APPROPRIATIONS**

**WHEREAS**, it has become necessary to increase appropriations in certain funds for the following purposes:

**General Fund:**

*Materials and services:* Robin Hood Theater demolition

*Other expenditures and requirements:* Reimburse the City of Sherwood for City staff services.

**NOW, THEREFORE, THE URBAN RENEWAL AGENCY BOARD OF DIRECTORS RESOLVES AS FOLLOWS:**

Section 1. Appropriations for the 2002-03 fiscal year are transferred in the General Fund in the following amounts:

	Adopted Budget	Increase (Decrease)	Final Budget
Materials and services	80,000	30,000	110,000
Debt Service	236,250		236,250
Other Expenditures and Reimbursements	17,276	10,000	27,276
Contingency	119,465	(40,000)	79,465
<i>Total uses</i>	<i>452,991</i>		<i>452,991</i>

Duly passed by the Urban Renewal Agency Board of Directors this 24<sup>th</sup> day of June, 2003.

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Mark O. Cottle, Board Chairman

ATTEST:

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C.L. Wiley, City Recorder

Council Meeting Date: 6-24-03

Agenda Item: CONSENT AGENDA

TO: Urban Renewal Agency Board of Directors

FROM: Chris Robuck, Finance Director

SUBJECT: **ADOPTION OF 2003-04 BUDGET, URA RESOLUTION 2003-010**

ISSUE: Adoption of the 2003-04 budget

BACKGROUND: On June 10, the Board held a public hearing on the approved budgets. No significant changes in the estimated resources or uses in the budget have occurred since the hearing date. We are now at the final step of the process, budget adoption.

RECOMMENDATIONS: **MOTION TO APPROVE URA RESOLUTION 2003-010**



**URA Resolution 2003-010**

**A RESOLUTION ADOPTING THE 2003-04 BUDGET OF THE CITY OF SHERWOOD URBAN RENEWAL AGENCY, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE CITY MANAGER TO TAKE SUCH ACTION NECESSARY TO CARRY OUT THE ADOPTED BUDGET**

**WHEREAS**, the Urban Renewal Agency Budget Committee has reviewed and acted on the proposed Urban Renewal Agency budget; and

**WHEREAS**, the Budget Committee has approved and recommended a balanced budget to the Urban Renewal Agency Board of Directors on May 27, 2003; and

**WHEREAS**, in accordance with State law, the Urban Renewal Agency Board of Directors has held a public hearing on the budget as approved and recommended by the Budget Committee; and

**WHEREAS**, the Urban Renewal Agency Board of Directors desires to adopt the approved budget and carry out the programs identified in the budget;

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

Section 1: Adoption of the 2003-04 Budget

The Urban Renewal Agency Board of Directors of the City of Sherwood, Oregon hereby adopts the budget for the City of Sherwood Urban Renewal Agency for fiscal year 2003-04 in the sum of \$4,823,802, now on file at City Hall.

Section 2: Making Appropriations

The amounts for the fiscal year beginning July 1, 2003, and for the purposes shown below are hereby appropriated as follows:

	<u>General</u>	<u>Construction</u>
Personal Services	69,992	
Materials and Services	895,209	376,000
Capital Outlay		2,492,000
Debt Service		
Reimbursements	34,383	142,072
Contingency	494,146	320,000
<b>Total</b>	<b>1,493,730</b>	<b>3,330,072</b>

**Notes:** Reimbursements (Special Payments) are to the City of Sherwood for expenditures incurred on behalf of the URA.

Section 3: Imposing and Categorizing Taxes. Be it resolved that the Urban Renewal Agency Board of Directors of the City of Sherwood hereby resolves to certify to the county assessor a request for the Urban Renewal District Old Town Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457.

**Duly adopted by the City Council June 24, 2003.**

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Mark Cottle, Board Chairman

Attest:

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C. L. Wiley, City Recorder



**Management Monthly Report**  
**Council Office Statistical Report**  
**Mar – Jun 2003**

	Mar 02/Mar 03	Apr 02/Apr 03	May 02/May 03	Jun 02/Jun 03
File Searches/ Requests for Info	25/31	33/43	26/30	23/47
Council Communications	158/223	146/206	114/199	152/197

# Approved Meeting Minutes

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS REGULAR  
MEETING MINUTES**

CITY OF SHERWOOD POLICE FACILITY  
20495 SW BORCHERS ROAD

TUESDAY, JUNE 24, 2003 FOLLOWING THE REGULAR CITY COUNCIL MTG

1. The meeting was called to order at 8:23 p.m.
2. Roll Call – Board President Keith Mays, Board Members Sterling Fox, Dennis Durrell, Dave Heironimus, Dave Grant and Sterling Fox. Board Chair Mark Cottle was out of town on business. District Administrator Ross Schultz and District Recorder Chris Wiley were present for staff.

**3. Consent Agenda**

A. URA Resolution 2003-008, Approve Contract for Thomas Hacker Architects, Inc. for Pre-Design Phase of the New Civic Building (Civic Building Project Manager Jenni Lipscomb) – Civic Building Project Manager presented some changes to the resolution before its passage which are shown as **Attachment 1** to these minutes.

B. URA Resolution 2003-090, Transferring Appropriations (Finance Director Chris Robuck)

C. URA Resolution 2003-010, Adopting the 2003-04 URA Budget (Finance Director Chris Robuck)

**UNANIMOUSLY APPROVED BY ALL BOARD MEMBERS PRESENT.**

**4. Other Business**

A. WALK-ON. URA Resolution 2003-006, Approve Façade Grant for Stewart-Maplethorpe property at the corner of Pine and Railroad Streets. District Administrator Ross Schultz asked the Board to approve the Resolution so the applicant could proceed and wouldn't have to wait for the next URA Board of Directors meeting before the improvements could be started. Mr. Schultz told the Board that Sherwood's Urban Renewal Policy Advisory Board (SURPAC) also asked the Board to consider improvements for roofs as part of the façade grant. The Board concurred that including roof improvements made sense and added it as an option.

**URA RESOLUTION 2003-006 WAS UNANIMOUSLY APPROVED BY ALL COUNCIL MEMBERS PRESENT.**

5. The meeting adjourned at 8:34 p.m.