



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, October 5, 2010

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

**URA Board of Directors Meeting
(Following the City Council Meeting)**

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

Tuesday, October 5, 2010
Following the City Council Meeting

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

REGULAR URA MEETING

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

A. Approval of August 17, 2010 Board Meeting Minutes

4. NEW BUSINESS

A. URA RESOLUTION 2010-011 authorizing the Urban Renewal Agency Administrator to award a contract to construct the street and infrastructure improvements for the Cannery Project (Tom Nelson, Economic Development Manager)

5. STAFF REPORTS

6. ADJOURN

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
August 17, 2010
22560 SW Pine Street, Sherwood Oregon 97140**

REGULAR URA BOARD MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the URA Board meeting to order at 7:43pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Heironimus (via conference call), Linda Henderson and Lee Weislogel. Dave Grant, Del Clark and Robyn Folsom were absent.
3. **STAFF PRESENT:** City Manager Jim Patterson, Police Chief Jeff Groth, Finance Director Craig Gibons, Economic Development Manager Tom Nelson, Public Works Director Craig Sheldon and District Recorder Sylvia Murphy. City Attorney Chris Crean.

Chair Mays asked for a motion to adopt the Consent Agenda.

4. **CONSENT AGENDA:**

A. Approval of July 20, 2010 Board Meeting Minutes

MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY LEE WEISLOGEL. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

5. **NEW BUSINESS:**

A. URA Resolution 2010-009 of the Urban Renewal Agency of the City of Sherwood, Oregon approving indebtedness of the agency in the form of an Intergovernmental Agreement with the City of Sherwood relating to the Cannery Project

Tom Nelson Economic Development Manager came forward and explained the resolution.

Chair Mays stated the resolution is similar to a resolution adopted by the City Council this evening.

Ms. Henderson asked in regards to the first loan payment being due in 2 years and 4 months. Tom Nelson explained the payment terms.

With no other Board questions, Chair Mays asked for a motion.

MOTION: FROM LEE WEISLOGEL TO APPROVE URA RESOLUTION 2010-009, SECONDED BY LINDA HENDERSON. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR.

Chair Mays stated staff had a walk-on resolution for the Board to consider and asked Tom Nelson to explain.

Tom stated staff has a resolution to approve a Façade Grant for improvements to the building at 22418 SW Pine Street, the Old Church and former Hodney's. Tom provided documents to

the Board, (see record, Exhibit A). Tom recapped the staff report and said SURPAC recently recommended approval of the grant.

Mr. Weislogel asked what the assigned legislative number would be and Ms. Murphy the District Recorder replied URA Resolution 2010-010.

With no other questions from the Board, Chair Mays asked for a motion.

MOTION: FROM LEE WEISLOGEL TO APPROVE URA RESOLUTION 2010-010, SECONDED BY CHAIR MAYS. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

6. STAFF REPORTS: None.

With no other business to address Chair Mays adjourned the URA Board meeting.

7. ADJOURNED: Chair Mays adjourned at 7:52pm.

Submitted by:

Approved:

Sylvia Murphy, CMC, District Recorder

Keith S. Mays, Chairman

TO: Urban Renewal Agency Board of Directors

FROM: Tom Nelson, Economic Development Manager

SUBJECT: Authorization of Agency Administrator to award a contract for the Cannery Streets and Infrastructure Construction Project

Issue

Should the URA authorize the Agency Administrator to award a construction contract to the lowest bidder for the Cannery Streets and Infrastructure Project?

Background

The Urban Renewal Agency solicited bids based upon competitive quotes meeting the requirements of the Urban Renewal Agency and State Contracting Rules for the construction of streets and infrastructure which had previously been approved in a PUD on March 2, 2010. In August of this year, five firms met prequalification requirements and were solicited for bids. Three submitted qualified bids on time. The bids were opened on September 29, 2010 at 2:00pm, and Kodiak Pacific Construction Company submitted the lowest bid amount of \$2,323,323. The table below reflects the bids and engineer's estimate:

Qualified Contractors Submitting	Bid
Engineers Estimate	\$ 2,751,900
Kerr Contractors, Inc.	\$ 2,402,682
Westech Construction, Inc.	\$ 2,361,221
Kodiak Pacific Construction	\$ 2,323,323

This project will include all of the site prep, utilities, curb, gutter, and sidewalk, as well as street development for SW Pine Street, the new portion of SW Columbia Street between SW Pine Street and SW Highland Street, and the new portion of SW Highland Street from SW Columbia Street to SW Willamette Street. It will provide on-street parking along these streets as well as on SW Willamette Street where it borders the project. The project also includes permanent removal of existing pavers in Old Town.

Recommendation: Adoption of the attached URA Resolution to authorize the Agency Administrator to contract with Kodiak Pacific Construction Company for the construction of the Cannery Streets and Infrastructure Project for the stated bid price of \$2,323,323.



URA RESOLUTION 2010-011

A RESOLUTION AUTHORIZING THE URBAN RENEWAL AGENCY ADMINISTRATOR TO AWARD A CONTRACT TO CONSTRUCT THE STREET AND INFRASTRUCTURE IMPROVEMENTS FOR THE CANNERY PROJECT

WHEREAS, the Urban Renewal Agency solicited Bids based upon competitive quotes meeting the requirements of the Urban Renewal Agency and State Contracting Rules; and

WHEREAS, the Urban Renewal Agency received three bids that were opened on September 29, 2010; and

WHEREAS, the Urban Renewal Agency reviewed the Bids and selected the lowest Responsive Bid submitted by Kodiak Pacific Construction Company in an amount of \$2,323,323; and

WHEREAS, staff recommends establishing a contingency amount of 10% to cover unforeseen construction issues and differing site conditions.

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

Section 1: The contract for construction of the Cannery Streets and Infrastructure Project is awarded to Kodiak Pacific Construction Company. The Agency Administrator is hereby authorized to execute a contract with Kodiak Pacific Construction Company for a maximum of \$2,323,323 to complete this project.

Section 2: Subject to the limitations of the Urban Renewal Agency and State Contracting Rules and other applicable laws, the Agency Administrator is authorized to enter into change orders with Kodiak Pacific Construction Company for an amount not to exceed the contingency amount equal to \$232,000 (10% of bid).

Section 3: This Resolution shall be in effect upon its approval and adoption.

Duly passed by the Urban Renewal Agency Board this 5th day of October 2010.

Keith S. Mays, Board Chair

ATTEST:

Sylvia Murphy, CMC, Agency Recorder

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
October 5, 2010
22560 SW Pine Street, Sherwood Oregon 97140**

REGULAR URA BOARD MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the URA Board meeting to order at 8:12pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Heironimus, Linda Henderson, Dave Grant Lee Weislogel and Robyn Folsom.
3. **STAFF PRESENT:** City Manager Jim Patterson, Police Chief Jeff Groth, Finance Director Craig Gibons, Economic Development Manager Tom Nelson, Community Development Director Tom Pessemier, City Engineer Bob Galati and District Recorder Sylvia Murphy. City Attorney Pam Beery.

Chair Mays asked for a motion to adopt the Consent Agenda.

4. **CONSENT AGENDA:**

A. Approval of August 17, 2010 Board Meeting Minutes

MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY LEE WEISLOGEL. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

5. **NEW BUSINESS:**

A. URA Resolution 2010-011 authorizing the Urban Renewal Agency Administrator to award a contract to construct the street and infrastructure improvements for the Cannery project

Tom Nelson Economic Development Manager came forward and explained the resolution and recapped the staff report. Tom informed the Board this will pay for construction of all underground utilities, the streets, the sidewalks for the new Highland Street, part of Columbia Street and for the redevelopment of Pine Street past the plaza. Tom stated another part of this contract includes the replacing of the failing pavers on this side of the tracks and said they will be replaced with concrete.

Chair Mays asked for Board questions.

Mr. Heironimus asked with the mobilization of the streets downtown is there a plan to do Washington Street and Railroad Street to have savings here? Tom replied there was discussion and getting it through this time was not an option for this same project because we would need to go out to bid for the project. Tom stated there has been discussion with SURPAC and some of the people in the downtown area regarding a modified approach with reconstructing it. Tom stated he is ready to make a presentation to the URA Board at a future date to talk about the recommendation.

Mr. Heironimus asked if we would have a change order if SURPAC agreed.

Chair Mays replied it would be a separate project and the low bidder on this project would have an advantage because they would already be mobilized on the other.

Ms. Henderson asked when can the Board expect to see this same item on the Cannery Square Plaza. Tom Nelson replied in the spring and said this contract includes grading work for the plaza. Tom stated we wanted to get the grading done before the weather turns and we will see actual construction of streets next spring as well. This allows us to get the grading work done and to go out to bid in the spring for the plaza work.

Ms. Henderson asked if the construction staging will be on the cannery site, Tom replied yes. And she asked will the entrance and exit be on Willamette? Tom stated he did not recall but believes the access will be on Willamette as well as Pine.

Tom Pessemier Community Development Director stated typically the contractor will need to provide the City with a traffic control plan, this is a requirement. Tom Nelson stated we have already directed that they would stage on the back side of the site that already has some grading as there was a road there before.

Ms. Folsom asked if we have experience with this company and their product. Tom Nelson replied yes they did the concrete streets and Tom Pessemier added Kodiak Pacific used to be called Kodiak Bengé and they did the Downtown Streetscape Project, Phase 1.

Ms. Folsom asked who did the Pine Street construction, up on the hill. Tom Pessemier replied Kerr Construction.

Ms. Henderson asked in regards to the replacement pavers and asked what will they be replaced with and what color. Tom Pessemier replied concrete and the color will be similar as to what is there now, as you can't match it exactly. Brief discussion followed regarding the replacement material and crosswalks.

Mr. Grant asked if SURPAC was on board. Tom Nelson replied yes.

Ms. Henderson asked what the contingency is. Tom N. replied 10% and said it's in the resolution as \$232,000.

With no other Board questions, Chair Mays asked for a motion.

MOTION: FROM MR. WEISLOGEL TO APPROVE URA RESOLUTION 2010-011, SECONDED BY MR. HEIRONIMUS. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR.

6. STAFF REPORTS: None.

With no other business to address Chair Mays adjourned the URA Board meeting.

7. ADJOURNED: Chair Mays adjourned at 7:52pm.

Submitted by:

Approved:


Sylvia Murphy, CMC, District Recorder


Keith S. Mays, Chairman