



*Home of the Tualatin River National Wildlife Refuge*

# **URBAN RENEWAL AGENCY MEETING PACKET**

**FOR**

**Tuesday, April 3, 2012**

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

**6:30 pm URA Board Work Session**  
(Prior to the City Council Meeting)

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

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

**Tuesday, April 3, 2012**  
Following the City Council Meeting

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

**6:30pm WORK SESSION**

**REGULAR URA MEETING**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. CONSENT**

**A. Approval of February 21, 2012 URA Board of Directors Meeting Minutes**

**4. NEW BUSINESS**

**A. URA Resolution 2012-004 Authorizing the Urban Renewal Agency Administrator to award a Professional Services Contract to AKS Engineering & Forestry, LLC for preliminary engineering to size a regional water quality facility and land-use planning to complete a property line adjustment at 22939 SW Main Street (Bob Galati, City Engineer)**

**B. URA Resolution 2012-005 Authorizing the Urban Renewal Agency Administrator to award a Professional Services Contract to Murray, Smith and Associates, Inc. for the design of the Downtown Streetscape Phase 2 Improvements (Bob Galati, City Engineer)**

**C. URA Resolution 2012-006 Amending URA Resolution 2011-013 allowing for modification to section 4 for certain design and budget changes for the Sherwood Community Center (Tom Pessemier, Agency Administrator)**

**D. URA Resolution 2012-007 Approving the Old Town Sherwood Paver Program (Tom Pessemier, Agency Administrator)**

**5. STAFF REPORTS**

**6. ADJOURN**

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
February 21, 2012  
22560 SW Pine Street, Sherwood Oregon 97140**

**URA BOARD REGULAR MEETING**

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 10:10 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer, and Krisanna Clark. Dave Grant was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Tom Pessemier, Finance Director Craig Gibbons, Economic Development Manager Tom Nelson, Police Chief Jeff Groth, Administrative Assistant Kirsten Allen and City Recorder Sylvia Murphy. City Attorney Paul Elsner.

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

4. **CONSENT AGENDA:**

- A. Approval of January 17, 2012 URA Board of Directors Meeting Minutes
- B. Approval of February 7, 2012 URA Board of Directors Meeting Minutes

**MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY ROBYN FOLSOM. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR (DAVE GRANT WAS ABSENT).**

Chair Mays addressed the next agenda item.

5. **NEW BUSINESS**

- A. **URA Resolution 2012-002 Approving a Façade Grant for the building at 22520 SW Washington Street in Sherwood**

Economic Development Manager Tom Nelson came forward and recapped the staff report.

With no other Board questions, Chair Mays made the following motion.

**MOTION: FROM CHAIR KEITH MAYS TO ADOPT URA RESOLUTION 2012-002, SECONDED BY LINDA HENDERSON. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR (DAVE GRANT WAS ABSENT).**

Chair Mays addressed the next agenda item.

- B. **URA Resolution 2012-003 Approving a Façade Grant for the building at 22566 SW Washington Street in Sherwood**

Tom Nelson recapped the staff report, with no Board questions, the following motion was received.

**MOTION: FROM CHAIR KEITH MAYS TO ADOPT URA RESOLUTION 2012-003, SECONDED BY LINDA HENDERSON. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR (DAVE GRANT WAS ABSENT).**

6. **STAFF REPORTS:** City Manager Pro Tem Tom Pessemier informed the Board that staff would be working with SURPAC on a URA project list.
7. **ADJOURN:** Chair Mays adjourned the URA Board meeting at 10:15 pm.

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Sylvia Murphy, CMC, District Recorder

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Keith S. Mays, Chair

Note: There is no audio or video on file for this meeting.

**TO:** URA Board of Directors

**FROM:** Bob Galati, P.E., City Engineer

**SUBJECT:** URA RESOLUTION 2012-004 AUTHORIZING THE URBAN RENEWAL AGENCY ADMINISTRATOR TO AWARD A PROFESSIONAL SERVICES CONTRACT TO AKS ENGINEERING & FORESTRY, LLC FOR PRELIMINARY ENGINEERING TO SIZE A REGIONAL WATER QUALITY FACILITY AND LAND-USE PLANNING TO COMPLETE A PROPERTY LINE ADJUSTMENT AT 22939 SW MAIN STREET

**ISSUE:** Should the City award a professional services contract to AKS to adjust the property line at 22939 SW Main Street to a size that will accommodate the sale of the residential lot and also a future regional water quality facility?

**BACKGROUND:** The City has long planned to construct a regional water quality facility south of Columbia Street, west of Main Street, behind 22939 SW Main Street to treat storm runoff from existing upstream development, up the hill to Snyder Park. The URA recently purchased the property at 22939 SW Main Street, which allows City staff to begin planning & designing the facility. The City and URA wish to sell the residential property while keeping enough land to construct the storm facility. In order to sell the residential property, a property line adjustment is necessary and must be sized appropriately to accommodate the storm facility. A property line adjustment requires preliminary storm analysis & design as well as land-use planning. City staff hopes to have the property on the market this summer.

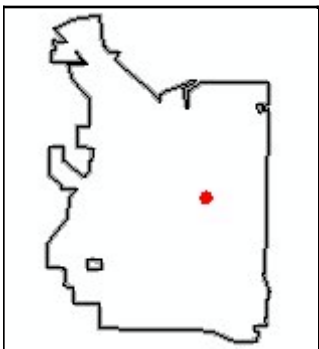
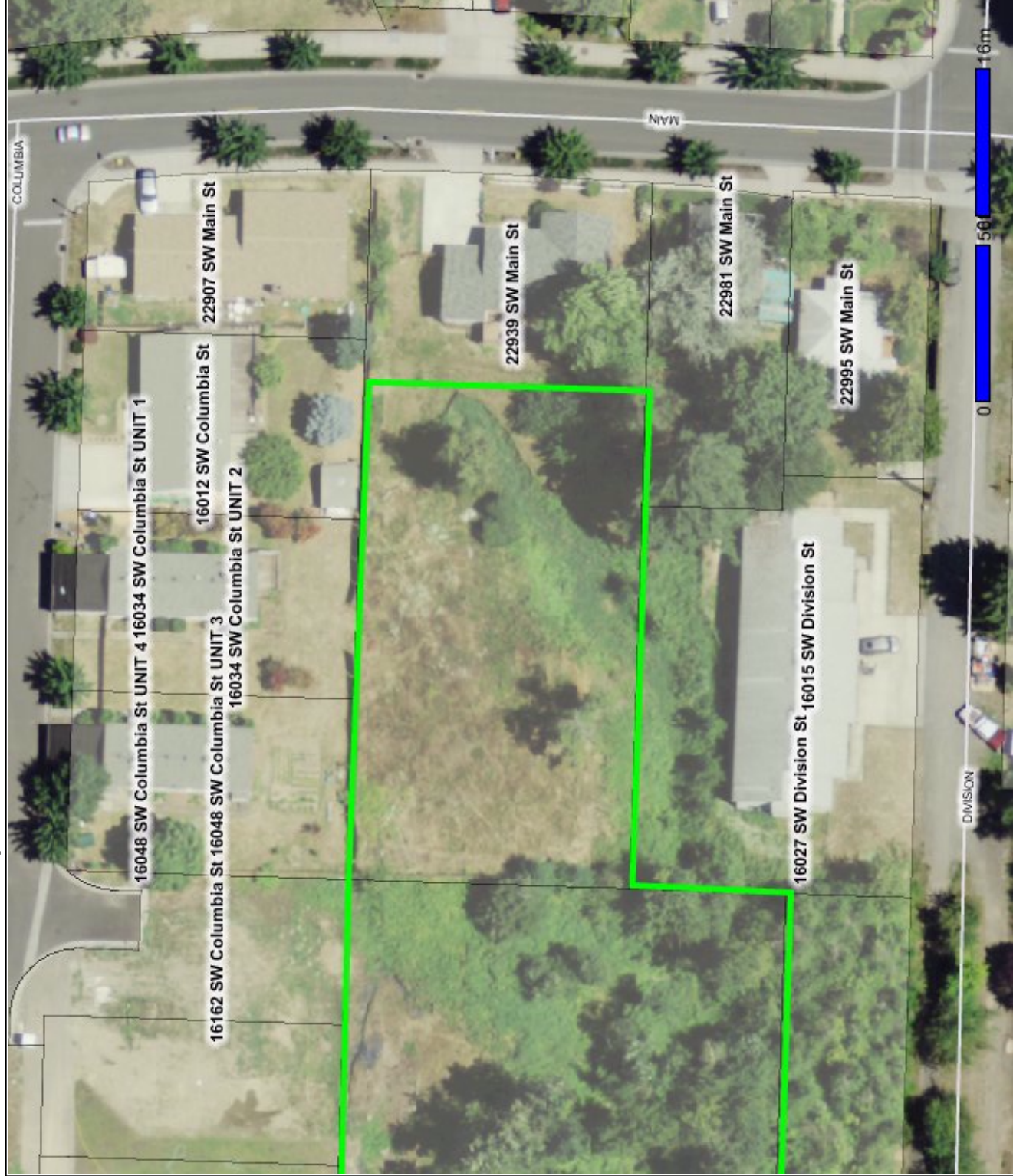
In order to provide more separation between the land-use applicant and reviewing agency (both the City), because a fair amount of professional engineering and land-use services are required, and due to increased workloads and decreased staff levels, City staff has solicited consulting services to complete the work, and recommends the URA board approve a contract with AKS Engineering & Forestry to serve as the City's owner representative on this project. This will enable the property line adjustment to proceed quickly and smoothly, while ensuring the lots are sized appropriately for the intent.

The City solicited proposals from 5 consulting firms to complete the work. Proposals have been ranked and a scope & fee has been negotiated with the top ranked firm. Funding for this professional services contract has been budgeted through City job #8069. The consultant fees are not expected to exceed \$35,000. City staff also recommends the URA Board authorize \$2000 in contingency (~6%).

**FINDINGS:** By passing this resolution the URA Administrator can award a professional services contract to AKS to complete the work.

**RECOMMENDATION:** MOTION TO ADOPT URA RESOLUTION 2012-004 AUTHORIZING THE URBAN RENEWAL AGENCY ADMINISTRATOR TO AWARD A PROFESSIONAL SERVICES CONTRACT TO AKS ENGINEERING & FORESTRY, LLC FOR PRELIMINARY ENGINEERING TO SIZE A REGIONAL WATER QUALITY FACILITY AND LAND-USE PLANNING TO COMPLETE A PROPERTY LINE ADJUSTMENT AT 22939 SW MAIN STREET

# Attachment 1 - Location Map





**URA RESOLUTION 2012-004**

**A RESOLUTION AUTHORIZING THE URBAN RENEWAL AGENCY ADMINISTRATOR TO AWARD A PROFESSIONAL SERVICES CONTRACT TO AKS ENGINEERING & FORESTRY, LLC FOR PRELIMINARY ENGINEERING TO SIZE A REGIONAL WATER QUALITY FACILITY AND LAND-USE PLANNING TO COMPLETE A PROPERTY LINE ADJUSTMENT AT 22939 SW MAIN STREET**

**WHEREAS**, for several years the City has been planning to design and construct a regional storm water facility in the vicinity of 22939 SW Main Street in order to provide water quality treatment for existing and proposed upstream development; and

**WHEREAS**, the URA recently acquired the property at 22939 SW Main Street; and

**WHEREAS**, in order to complete the project in a timely manner and provide separation between the owner/applicant and reviewing agency, staff proposes that a consultant complete the work; and

**WHEREAS**, staff utilized a consultant selection process meeting city and state contracting requirements, soliciting proposal from five consulting firms and after ranking the proposals determined AKS Engineering & Forestry, LLC from Sherwood, Oregon to be the best fit; and

**WHEREAS**, sufficient funds have been budgeted for these professional services, including staff time and overhead through City job number 8069; and

**WHEREAS**, the total anticipated fees associated with work performed by AKS are not expected to exceed \$34,885.

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

**Section 1:** The URA Administrator is authorized to enter into a contract with AKS Engineering & Forestry, LLC for planning and engineering design services for an amount not to exceed \$34,885.

**Section 2:** The URA Administrator is authorized to expend an additional \$2115 (6% contingency) for unanticipated issues, for a project total not-to-exceed \$37,000.

**Section 3:** This Resolution shall be effective upon its approval and adoption.

Duly passed by the URA Board this 3rd day of April, 2012.

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Keith S. Mays, Chair

Attest:

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Sylvia Murphy, CMC, Agency Recorder



**TO:** Urban Renewal Agency Board

**FROM:** Bob Galati, P.E., City Engineer

**SUBJECT:** URA RESOLUTION 2012-005 AUTHORIZING THE URBAN RENEWAL AGENCY ADMINISTRATOR TO AWARD A PROFESSIONAL SERVICES CONTRACT TO MURRAY, SMITH AND ASSOCIATES, INC. FOR THE DESIGN OF THE DOWNTOWN STREETScape PHASE 2 IMPROVEMENTS

**ISSUE:** Should the City award a professional services contract to MSA to design the second phase of the Downtown Streetscape Improvements, prepare bid documents and procure a general contractor to construct the improvements?

**BACKGROUND:** The City completed the first phase of the Downtown Streetscapes Improvements Project in 2007. The City has since then planned to complete the project as soon as funding became available. The second phase will complete the improvements along SW Railroad & Washington streets, and possibly will reconstruct the alleyways between Main & Pine streets if the added design & construction costs are acceptable to and approved by the URA Board and City Council.

Funds have been identified and allocated in the City budget for the design work to begin immediately. Construction funds have been identified in the draft FY 12/13 budget, but have not yet been allocated to a specific City project number. The City Engineer's estimate of probably construction cost ranges from \$2.5M to \$3M, not including major work in the alleyways. The amount of funding allocated to construction will be based upon information provided by the selected Consultant, analyzed by staff, and then presented to the URA Board and City Council for final approval.

This URA resolution authorizes a contract with MSA for the preliminary design, final design, and production of plans, specifications & estimate, and the procurement of a general contractor (bidding).

A future resolution will award the construction contract and support services, including construction engineering, construction management and inspection by MSA.

The City solicited proposals publically and received 9 proposals. A selection committee comprised of five City staff members was then formulated to review and rank each proposal. The top three firms were then interviewed and ultimately Murray, Smith and Associates, Inc. was identified as the best fit for this project. This particular professional services contract has been budgeted through City job #8034 and funded through a URA street loan. The consultant fees are not expected to exceed \$409,295, which includes \$64,253 in contingency tasks for the alleyways, storm facility permitting & design, and unanticipated right-of-way acquisition costs. City staff also recommends the URA Board authorize an additional \$20,705 in contingency (~5%) for this project.

After the design work has begun and the Consultant has analyzed existing conditions, specifically in the alleyways, the total construction costs and draft construction schedule(s) will be prepared and a recommendation made by staff to the URA Board and City Council on the construction limits and realistic start date.

**FINDINGS:** By passing this resolution the URA Administrator can award a professional services contract to MSA and the project can proceed in earnest.

**RECOMMENDATION:** URA RESOLUTION 2012-005 AUTHORIZING THE URBAN RENEWAL AGENCY ADMINISTRATOR TO AWARD A PROFESSIONAL SERVICES CONTRACT TO MURRAY, SMITH AND ASSOCIATES, INC. FOR THE DESIGN OF THE DOWNTOWN STREETScape PHASE 2 IMPROVEMENTS



## URA RESOLUTION 2012-005

### **A RESOLUTION AUTHORIZING THE URBAN RENEWAL AGENCY ADMINISTRATOR TO AWARD A PROFESSIONAL SERVICES CONTRACT TO MURRAY, SMITH AND ASSOCIATES, INC. FOR THE DESIGN OF THE DOWNTOWN STREETScape PHASE 2 IMPROVEMENTS**

**WHEREAS**, the City completed the first phase of the Downtown Streetscape Improvements in 2007 with the intent of completing the second phase when funds became available; and

**WHEREAS**, URA funds have been identified for the design phase, allocated through City job #8034 for design efforts to proceed in earnest; and

**WHEREAS**, funds have been identified for construction but will not be allocated until the design is further along and construction costs are more certain; and

**WHEREAS**, City staff solicited proposals for design, construction management and inspection services using the formal qualifications based selection procedure established by OAR 137-048-0220 and ORS 279C.110 and received nine proposals; and

**WHEREAS**, the proposal selection committee then reviewed and ranked each proposal and interviewed the top three firms, ultimately selecting Murray, Smith and Associates, Inc. as the most qualified Consultant for this project; and

**WHEREAS**, City staff and the Consultant have negotiated and established a draft scope of work (attached as Exhibit A) and fee for the design, production of bid documents and management of the bidding process (attached as Exhibit B); and

**WHEREAS**, the Consultant was also selected as the best firm to provide construction engineering, construction management and inspection services during construction, and the scope and fee for those services will be refined during the design phase and approved by resolution with the general construction contract; and

**WHEREAS**, the anticipated fees associated with MSA's work under this particular design contract are not to exceed \$409,295 including contingency tasks for the design of the alleyways should the URA Board and City elect to include them with this project.

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

**Section 1:** The URA Administrator is authorized to enter into a contract with Murray, Smith and Associates, Inc. for development of the final design, preparation of bid documents, and management of the bidding process for a fee not-to-exceed of \$409,295.

**Section 2:** The URA Administrator is authorized to amend the contract by up to \$20,705 (5% contingency) for unanticipated issues, for a project total not-to-exceed \$430,000.

**Section 3:** This Resolution shall be effective upon its approval and adoption.

**Duly passed by the URA Board this 3rd day of April, 2012.**

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Keith S. Mays, Board Chair

Attest:

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Sylvia Murphy, CMC, Agency Recorder

March 23, 2012

Mr. Jason Waters, P.E.  
Project Manager  
City of Sherwood - Engineering Dept.  
22560 SW Pine Street  
Sherwood, OR 97140

Re: Proposed Scope of Work and Fee Estimate for the City of Sherwood Downtown  
Streetscape Phase 2 Improvements Project

Dear Mr. Waters:

As requested, please find attached our proposed Scope of Work (Exhibit A) and Fee Estimate (Exhibit B) for the City's Downtown Streetscape Phase 2 Improvements project. We look forward to working with you and your staff to make this a successful project. Please don't hesitate to contact us should you need anything else in this regard.

Sincerely,

MURRAY, SMITH & ASSOCIATES, INC.



Gabe Crop, P.E.  
Civil Engineer, Associate

GEC:gec

Enclosures

cc: file

**City of Sherwood, Oregon**  
**Scope of Work**  
**Design and Construction Engineering Services**  
**for**  
***Downtown Streetscape Phase 2 Improvements***

## **Project Information**

### ***Background***

Over the past two decades, Sherwood has held the honor of being one of the fastest growing cities in Oregon. With a population of 3,125 in 1990, the City has now expanded to over 18,000 citizens.

The City's unique Old Town area has kept pace with the City's growth due to the reconstruction of many downtown streets and the development of the adjacent Cannery site. Phase 1 of the Downtown Streetscape Project was completed in 2007 based on the design concepts found in the *Downtown Sherwood Streetscape Master Plan*. The adjacent Cannery site development underwent (re) construction of public streets with the addition of a public plaza in 2011. Both of these projects were made possible by the use of Urban Renewal Agency funds.

The final step in the *Downtown Streetscape Mater Plan* process is the design and construction of Phase 2 of the Downtown Streetscape Improvements which are outlined below.

### ***Project Description***

The Downtown Streetscape Phase 2 Improvements project involves design and preparation of construction documents for:

- The reconstruction of Railroad Street between the intersections of Pine Street and Main Street.
- The reconstruction of Washington Street between the intersections of Railroad Street and 1st Street.
- The installation, relocation or rehabilitation of underground public and/or private facilities within the areas mentioned above.
- The possible rehabilitation of the mid-block alley between Railroad Street and 1st Street, from Pine Street to Main Street.

The project will include coordination with Pacific Northwestern Railroad, ODOT Rail, and TriMet for frontage improvements along the railroad right-of-way and a commuter bus drop-off station. Funding for this project comes from local URA funds. No state or federal funds will be used.

### ***City Responsibilities***

The City of Sherwood will be responsible for the following:

- Provide landowner, business owner and/or tenant contact information to MSA in spreadsheet format (owner name, tenant name, business name, site address, mailing addresses for each party, taxlot id, and other pertinent contact info obtained).
- Provide all available as-built and mapping information for project area and immediate vicinity (pdf and CAD format when available).
- Provide available existing condition surveys and topographic information obtained during previous City projects (CAD format if available).
- Provide copies of studies, reports and site investigation summaries for previous City projects if available (pavement design, storm reports, geotechnical investigations, type I site assessments, crosswalk paver investigation, etc.).
- Search for and provide construction photos that may reveal the condition of the alleyways.
- Collect and transmit comment forms and comments solicited by the project, and provide MSA with written documentation of unsolicited comments/suggestions. MSA to compile information for reference.
- Supply templates for Division I of bid documents and template of City supplemental specifications to ODOT/APWA.
- Provide list of utility providers and contact information. Provide copies of franchise agreements, if in affect.
- Provide copies of any TV inspections that have been performed in the past 3 years for the existing storm and sanitary systems.

### **Consultant Scope of Services**

Construction Contract Administration services noted as (***Reserved Task***) is not currently part of the proposed scope of work and has been included for discussion/check-in purposes only. Once design services near completion, the Consultant will develop a fee consistent with the confirmed scope for this task for review and approval. Contingency Tasks noted below require separate notice to proceed from the City's project manager prior to beginning work on those tasks.

### **TASK 1 - PROJECT MANAGEMENT**

Provide overall management, direction and coordination for the project, including the following subtasks:

***Task 1.1 Compile and Review Available Information***

Consultant shall review project files, supplied technical data, City design standards, and policy and procedure manuals.

***Task 1.2 Project Kick-off Meeting***

Schedule, prepare for, and conduct a project kick-off meeting to review the purpose and scope of the project. This meeting will be an internal project team meeting with City staff. The meeting may involve a field tour of the project site.

***Task 1.3 Project Design Schedule***

Consultant shall prepare a project design schedule detailing the design timeline with a rough construction timeline. The design schedule can be updated as requested.

***Task 1.4 Project Team Meetings***

In addition to the project kickoff meeting, budget assumes up to five (5) project meetings will be required, to be held in Sherwood. Consultant shall schedule and lead project meetings and prepare meeting agendas and minutes. For estimating purposes, it is assumed two MSA team members and up to one subconsultant will be present at each team meeting.

***Task 1.5 Invoicing***

Consultant shall monitor project scope, schedule and budget on a monthly basis. Invoices will be submitted on a monthly basis to the City's project manager. Issues potentially affecting scope, schedule or budget will be identified.

***Task 1.6 Portland & Western Railroad, Union Pacific Railroad and Clean Water Services (CWS) Coordination***

Consultant shall provide support services to supplement City led coordination with railroad agencies. Support services include attendance at up to two (2) coordination meetings. The City will coordinate and lead the meeting. Consultant will develop meeting minutes.

Consultant shall coordinate with CWS for environmental review, plan review and erosion control review to obtain the necessary approvals. It is anticipated that a Service Provider Letter, Storm Water Connection Permit and 1200-CN permit will be required for this project.

***Task 1.7 Overall Project Coordination***

Consultant shall coordinate with subconsultants, assign to and manage the appropriate level of staff expertise for the project at each phase of design, coordinate design reviews and the implementation of design review comments and perform other project coordination as required. For each submittal, all review comments provided by the City and other involved parties will be compiled, along with a proposed response to each comment received.

### ***Task 1.8 Additional Project Team Meetings – Contingency Task***

If additional project design team meetings are necessary to review project design elements, Consultant shall schedule and lead up to three (3) additional project meetings and prepare meeting agendas and minutes. For estimating purposes, it is assumed two MSA team members and up to one subconsultant will be present at each team meeting.

#### ***Task 1 Deliverables***

- Invoices (monthly)
- Project Design Schedule and updated project schedules as requested by the City
- Meeting agendas and minutes
- CWS permit approvals
- Summary of review comments received for each submittal and meeting, with proposed Consultant response to each review comment.

#### ***Task 1 Schedule***

Within fourteen calendar days after receipt of Notice to Proceed (NTP) (NTP Target Date - April 9, 2012) Consultant shall submit to City for review and approval the Project Design Schedule. Invoices must be submitted on a monthly basis. Meeting agendas will be typically two business days in advance of meetings and minutes typically within five business days of meetings.

## **TASK 2 - TOPOGRAPHIC SURVEYING**

Consultant shall complete surveying services necessary for design. The limits of surveying for this scope of services shall include the following:

- SW Railroad Street (entire right-of-way as well as 5' northerly and 30' southerly) from the centerline of SW Pine Street to the west right-of-way line of SW Park Street.
- SW Washington Street (entire right-of-way as well as 5' easterly and westerly) from the centerline of SW First Street to 30' southerly of the south right-of-way line of SW Railroad Street.
- The 14' wide alley splitting 1<sup>st</sup> Street and Railroad Street from the centerline of SW Pine Street to the centerline of SW Main Street
- SW Villa Road from SW Park Street to the creek approximately 800 feet westerly.

Consultant shall establish survey control and field locate existing property/right-of-way monuments within the limits of survey, review existing right-of-way records (i.e. surveys, plats, deeds and right-of-maps) and determine right-of-way/centerline locations from the above information. Consultant shall prepare and file a Pre-Construction Record-of-Survey with the Washington County Surveyor's Office to document the above items.



Topographic survey work shall include field survey of all existing above ground features (i.e. edge of pavement, curbs, sidewalks, buildings, trees, utilities, etc.) as well as elevations with one foot contour intervals. The below ground utilities will be located from one-call locate paint marks and existing as-built maps. An existing conditions base map will be prepared using the above data.

### *Task 2 Deliverables*

- CAD files to be provided to the City at the end of the project

## **TASK 3 - UTILITY COORDINATION**

The Consultant will perform utility coordination work related to the following franchise and private utilities: power, communications, gas, cable television and other private utilities that may be present within the project limits. Consultant shall identify utilities within the project limits, evaluate potential utility conflicts and coordinate utility efforts for relocation of impacted facilities. The City of Sherwood utilities include water, sanitary sewer and storm sewer facilities throughout the project area.

### *Task 3.1 Impact Assessment and Notifications*

Consultant shall identify utilities within the project limits and determine possible conflicts with the proposed project. Consultant shall:

- Develop a utility contact information list and mail project information letters to all utility companies involved to explain nature of the work.
- Provide project preliminary plans to each utility.
- Maintain a record of correspondence with utility companies.
- Obtain utility-provided as-built and system mapping information.
- Compare utility provided information with project base-mapping and field verify the location of utility facilities.
- Identify design conflicts (conflicts to be identified on plan sheets) and develop an itemized conflict list.
- Issue conflict notices to impacted utilities.

### *Task 3.2 Coordinate and Review Utility Relocation Designs*

Consultant shall coordinate with private utilities to resolve utility conflicts and finalize utility relocation requirements as appropriate. Affected utilities will be responsible for developing

their relocation designs. Consultant shall review each utility's relocation plans and proposed schedule, provide written comments and issue approval.

### ***Task 3.3 Utility Coordination Meetings***

Consultant shall coordinate, attend and conduct a group utility meeting to discuss preliminary plans, identify potential utility conflicts to be resolved and discuss the project schedule. Consultant shall coordinate and attend up to two (2) follow up on-site meeting with individual utilities to discuss relocation plans.

### ***Task 3.4 Preliminary Franchise Utility Relocation and Undergrounding Coordination***

The City has expressed interest in potentially relocating existing underground franchise utility facilities currently located within the alley splitting Railroad Street and 1<sup>st</sup> Street from Main Street to Pine Street into a common trench in order to improve the aesthetics of the downtown area and future maintenance capabilities. To determine the feasibility of moving franchise utilities into a common trench, Consultant shall:

- Review franchise agreements and make recommendations regarding the reimbursable status.
- Review utility mapping and assess common utility corridor options.
- Complete six (6) slot trench potholes in alley approximately 15 feet wide (alley width) by four feet deep at regular intervals to confirm existing utility orientation. No flagging or specific traffic control needs are anticipated to complete this work in the alley.
- Develop a conceptual common utility corridor alignment.
- Coordinate with utilities to determine type, scale and approximate cost of relocation work.
- Develop a conceptual opinion of cost including estimated cost sharing breakdown between utilities and the City.
- Summarize results and recommendations in a technical memorandum to be delivered at the conceptual design stage.

The City PM will work jointly with the Consultant on this task to coordinate review. If the City elects to proceed with relocating franchise utilities into a common trench, Consultant's design work to accomplish will be as described below in Task 3.6

### ***Task 3.5 Supplemental Potholes – Contingency Task***

Consultant shall complete up to ten (10) individual utility potholes to a depth of four feet on an as-needed basis to determine existing utility locations. It is assumed that potholing operations will occur in low traffic volume areas and flaggers will not be necessary.

### ***Task 3.6 Incorporate Franchise Utility Relocation Designs Into Contract – Contingency Task***

Consultant will coordinate with the utilities to obtain utility relocation designs. Consultant shall incorporate utility relocation designs for conduit and vaults into the project design documents at the 50%, 90% and 100% design submittals. Designs are anticipated to include asphalt resurfacing in the alley. Separate plan sheets for this task may be included if necessary. Consultant will provide utility cost sharing breakdown for each contract bid item. Individual electrical service conversions will be addressed via a design/build approach using construction contractor provided electrician services.

### ***Task 3 Deliverables***

- Utility contact list
- Utility conflict plan sheets and spreadsheet
- Conflict notices to each affected utility
- Reviewed utility relocation plans with comments and recommendations
- Meeting agenda and minutes for group utility meeting
- Utility Relocation and Undergrounding Technical Memorandum
- Utility relocation designs incorporated into the design submittals.

## **TASK 4 - PUBLIC INVOLVEMENT**

Business owner and public outreach will occur mostly just prior to and during construction. Review of design elements and construction limits will be primarily with the City Council, URA Board and SURPAC, although some public outreach with input/feedback will be necessary for Railroad Street alternatives.

The City will serve as the point of contact for public inquires, provide building owner and tenant information for properties in the project area and issue project information mailings as needed. In addition to other exhibits and figures developed under other tasks, Consultant shall also develop up to two (2) additional electronic project information and/or notification mailings for City distribution. Consultant shall catalog comments received per Task 1.7. Consultant shall prepare for and send one person to attend the following meetings:

- Two (2) City Council work sessions.
- Two (2) URA/SURPAC work sessions and/or regular meeting
- One (1) regular City Council meeting
- General public and business owner meetings at the following locations (separate days):
  - Open House at City Hall (Community Room)
  - Masonic Lodge
  - Blackbird Coffee
  - Symposium Coffee (or other location in Old Town)

If one-on-one interviews with business owners are warranted, City staff will obtain information as needed and pass on to the Consultant.

*Task 4 Deliverables*

- Electronic notification mailings
- Comments and responses received at meetings to be documented per Task 1.7

**TASK 5 - RIGHT-OF-WAY SERVICES**

Provide right-of-way services for the following subtasks:

***Task 5.1 Rights of Entry***

Consultant shall obtain rights of entry forms from an estimated ten (10) property owners within the project limits. Rights of entry forms will address necessary public connections to private doorway thresholds, driveways, etc. to provide a finished project. City will provide ownership documents or list. Up to one (1) legal description and exhibit will also be completed under this task if necessary for work within the railroad property on the south side of Railroad Street.

***Task 5.2 Temporary Construction Easements and Right-of-Way Acquisition – Contingency Task***

Consultant shall prepare legal descriptions and exhibits for temporary construction easements as required. The City will provide valuations for temporary construction easements less than \$10,000. Consultant shall prepare and conduct up to four (4) offer presentation packages to individual property owners. Consultant will work with the property owners to reach agreement assuming an uncontested process. City will record and pay County fees for any easements.

*Task 5 Deliverables*

- Signed rights of entry
- Property owner contact information and diary of discussions
- Signed temporary construction easements
- File of executed construction easement documents.

**TASK 6 – LEVEL 1 HAZARDOUS MATERIAL ENVIRONMENTAL SITE ASSESSMENT**

Consultant shall perform the following work:

- *Regulatory and Historical Data Collection:* Obtain and review available information regarding topographic, geologic, soil, and groundwater conditions

for the vicinity of the site. The nature of historical and current uses of the site and adjacent properties will be assessed using available historical aerial photographs, city directories, and fire insurance maps.

- *Site Reconnaissance:* Complete a physical reconnaissance of the site. During the visit, the presence or absence of conspicuous recognized environmental conditions will be noted. Indications that the property was used in a manner that may have resulted in contamination will be noted and reported. A visual survey of neighboring properties will also be conducted to note businesses or features that have the obvious potential to affect the site. If available, a local City official or property owner can be interviewed for site history.
- *Data Analysis and Report:* Compile and evaluate collected information to assess the likelihood that recognized environmental conditions may exist on the site. A Phase I Environmental Site Assessment report will be prepared to document our findings and conclusions and, if warranted, provide recommendations for Phase II assessment work.

If based on the findings a Level 2 ESA is necessary, this work can be provided as additional services at a later time.

#### *Task 6 Deliverables*

- Level 1 Environmental Site Assessment

### **TASK 7 – GEOTECHNICAL AND PAVEMENT DESIGN PEER REVIEW**

Consultant shall conduct a peer review the previously developed pavement design report. Peer review shall include evaluation of the design pavement thickness to determine if it can be reduced and recommendations for construction during the winter. Consultant shall also complete up to five (5) pavement corings and geotechnical borings to supplement the peer review process.

#### *Task 7 Deliverables*

- Technical memorandum discussing peer review findings.

### **TASK 8 – STORMWATER MANAGEMENT FACILITIES DESIGN**

#### *Task 8.1 On-Site Stormwater Management Facility Design – Contingency Task*

If CWS requires supplemental stormwater management facilities in addition to the City's existing downstream StormFilter vault, Consultant shall design on-site facilities. If required, facilities are anticipated to consist of a flow-through planter(s) or similar facility at the intersection of Railroad Street and Washington Street. Other potential options of similar scale will be reviewed during the Alternatives Analysis described in Task 9.1.

### ***Task 8.2 Off-Site Stormwater Management Facilities Improvements Design – Contingency Task***

Based on Consultant recommendations for improvements to the existing stormwater facility west of the intersection of 2<sup>nd</sup> Street and Park Street per Task 10 and if construction budget is available, Consultant will incorporate recommended improvements into the project designs.

#### *Task 8 Deliverables*

- Stormwater management facilities incorporated into 50%, 90% and 100% designs

## **TASK 9 - ALTERNATIVES ANALYSIS AND CONCEPTUAL DESIGN**

### ***Task 9.1 Alternatives Analysis***

Consultant will implement the City's established street cross section and streetscaping concept from the recent work completed on Pine Street as part of the Cannery Square Public Improvements project and recommend appropriate modifications. Consultant shall establish design criteria and present in tabular format for City review/comment. The design criteria will include a summary of all pertinent design standards as well as a summary of the Consultant's understanding the City's desired goals and vision for the project layout. In addition, Consultant shall develop and present two (2) layout alternatives for Railroad Street for City and public stakeholder review/comment. Alternatives will include considerations for stormwater management dependent upon requirements determined through consultation with CWS. Consultant shall meet with the City, according to Task 1.4 above, to determine the preferred alternative. Consultant will develop an Alternatives Analysis Package that will include the following:

- Two (2) conceptual layout options for Railroad Street.
- Street furnishing package matching recent work on Pine Street (list of materials to be provided by the City) with recommended modifications.
- PowerPoint slides to be developed for at least one public/business meeting.
- Technical memorandum including discussion of pros/cons of the alternatives, documentation of input received, design criteria for the project and recommendations for the preferred alternative.

The purpose of the Alternatives Analysis Package will be to document and establish the preferred alternative to provide direction for ongoing design. This package may be used for City Council approval if needed. It is understood that selection of the preferred alternative will be a straightforward process requiring only minor updates if requested.

***Task 9.2 Conceptual Design***

Consultant shall develop a conceptual design for the footprint and basic layout of the project based on the preferred alternative described in Task 9.1 above and obtain concurrence from the City prior to proceeding with the development of the Preliminary Plans. Consultant shall develop conceptual plans with sufficient detail to identify impacts and estimate construction quantities. Consultant shall prepare a conceptual-level cost estimate. Cost estimates must include cost of construction, right-of-way (if any), utility relocations to be paid by City (if any), and other associated costs for the conceptual design. Construction cost must be prepared with a 30% factor to cover contingency. Cost estimates must be in a tabular format.

***Task 9 Deliverables***

- Alternatives Analysis Package (5 hard copies and electronic PDF)
- Conceptual Plans (2 half size, 1 full size and electronic PDF)
- Construction Cost Estimate

**TASK 10 - PRELIMINARY (50 PERCENT) DESIGN**

The 50 percent design submittal shall be based on the conceptual design of the preferred alternative and shall include the following tasks:

- Providing preliminary surface hydraulic assessment and stormwater collection and conveyance. It is assumed that all stormwater can be treated in the City's downstream StormFilter Vault. If supplemental treatment and/or detention is required by CWS, Consultant will provide designs for on-site facilities as a separate contingency task as described in Task 8.1. Consultant will document the conveyance, treatment and detention findings and design elements with a Stormwater Report.
- Consultant shall review the functionality of the existing stormwater facility west of the intersection of 2<sup>nd</sup> Street and Park Street. Consultant will make recommendations for improvements if necessary. Deficiencies identified and solutions proposed can be incorporated into the project designs as a separate contingency task as described in Task 8.
- Conducting a computerized photometric analysis to determine a conceptual-level street light pole layout. Provide conduit designs to accommodate future charging stations and festival lighting through outlets at tree wells. Designs will also include incorporation of conduit for Sherwood Broadband facilities.
- Providing a preliminary engineer's construction cost estimate based on itemized quantity estimate, with appropriate contingencies.

- Confirming conceptual design project scope is within total project budget. If not, provide recommendations to adjust scope to complete project within total project budget.
- Providing a table of contents for the contract bid package.
- Providing an estimated construction schedule.
- Verifying that the proposed design conforms to the right-of-way, slope, utility and drainage easements (if any) identified in the conceptual design, and identifying additional property acquisition needs if necessary.
- Preparing and submitting 50 percent plans to the City's project manager for review. All items listed below to support the preliminary design shall be included:
  1. Preliminary title and index sheets. Index shall contain a detailed listing of all sheets expected to be used in the design (plans, profiles, elevations, cross-sections, details, etc.).
  2. Preliminary street construction ("Roadway Design") plans, depicting street reconstruction, preliminary curb and sidewalk locations, cut/fill limits, and existing or planned right-of-way and easement locations per the conceptual design and as determined by Consultant.
  3. Preliminary stormwater design. At this level, overall dimensions, pipe sizes and proposed alignments shall be shown.
  4. Preliminary sanitary sewer design for replacement of the existing 8" diameter sewer within the alley. City will provide TV inspection information for review.
  5. Preliminary landscape design plans.
  6. Preliminary traffic signing and striping plans.
  7. Preliminary street/pedestrian lighting plans. Assume pedestrian light poles and fixtures used match existing poles and fixtures recently completed on Pine Street south of the railroad tracks.
  8. Preliminary traffic control and construction staging plans.
  9. Preliminary cross-sections.

*Task 10 Deliverables*

- Street Lighting Analysis Memorandum
- Contract Table of Contents



- Construction Schedule
- Preliminary Plans (2 half size, 1 full size and electronic PDF)
- Construction Cost Estimate.

### **TASK 11 - 90 PERCENT DESIGN SUBMITTAL**

The 90 percent design submittal shall be advanced from the 50 percent submittal (incorporating all review comments) including all plans, reports, cost estimates and construction schedule. Construction plans shall include cross-sections and/or details for all work shown on plan sheets. Consultant shall develop special provisions supplementing the 2008 Oregon Standard Specifications for Construction (Oregon Department of Transportation/APWA). Consultant shall write any additional Special Provisions needed, and will revise Special Provisions based on comments received during reviews. Special provisions shall also address key construction issues, technical construction requirements, permit requirements, environmental protection restrictions, utility coordination requirements, and any other construction management and coordination activities. Additionally the submittal shall include all documents required for a complete bid package (contract documents, including invitation to bid, instructions to bidders, bid proposal, bonds, certificates of compliance, state requirements, contract, general conditions, special provisions, standard drawings, permits and approvals, easements and easement conditions, and final design drawings). Pre-qualification of Contractors will be required for this project. The City shall provide its preferred general contract boilerplate documents in MS Word format for project specific editing.

The 90 percent design submittal shall include an extension of the 50% tasks and the following:

- Identifying impacts and mitigation of those impacts to adjacent properties within the project area (i.e. driveways, walkways, doorway thresholds, signs, walls, parking areas, etc.).
- Completing erosion and sediment control plans.
- Completing any detail sheets required to construct the project.

#### *Task 11 Deliverables*

- Construction Schedule
- 90 Percent complete bid package including:
  - Plans (2 half size, 1 full size and electronic PDF)
  - Specifications
- Construction Cost Estimate.

## **TASK 12 - 100 PERCENT DESIGN SUBMITTAL**

The 100 percent design submittal will be advanced from the 90 percent submittal, including all items necessary for City staff to prepare for the public bidding process. The timing of final project bid package shall be established in Task 11 above.

### *Task 12 Deliverables*

- Construction Schedule
- 100 Percent complete bid package including:
  - Plans (2 half size, 1 full size and electronic PDF)
  - Specifications
- Construction Cost Estimate.

## **TASK 13 - BID AND AWARD SUPPORT SERVICES**

Consultant shall perform the following bid period services:

- Printing, binding and maintaining bid packages (40) for distribution to bidders.
- Managing the pre-qualification process.
- Serving as point of contact for all bidder questions and requests.
- Responding to questions from bidders and City.
- Preparing plans and specifications for up to three (3) addenda as needed.
- Planning and coordinating a mandatory pre-bid meeting.
- Attending and leading the bid opening at City Hall.
- Assisting with the evaluation of bids including prequalification requirements.
- Checking bids and bid bonds.
- Making recommendation of award.
- Processing construction contract documents.
- Issuing the Notice to Proceed to the contractor.

### *Task 13 Deliverables*

- 40 bid packages

- Pre-bid meeting agenda and minutes
- Addenda to the contract documents (PDF to be posted to the City's website)
- Recommendation for award
- Notice to Proceed to the contractor.

#### **TASK 14 – SOW DEVELOPMENT FOR CONSTRUCTION SERVICES**

Consultant shall develop a statement of work and estimated fee for construction contract administration services. Anticipated construction services are described in task 14 as a reserved task. Consultant will coordinate with the City to execute a contract amendment for these services.

##### *Task 14 Deliverables*

- Scope of work and proposed fee for construction services.

**TASK 15 - CONSTRUCTION CONTRACT ADMINISTRATION SERVICES**  
*(Reserved Task)*

Dependent upon the agreed scope of services to be determined under Task 14, Consultant will perform any or all of the following construction period services, as desired:

- Take photographs and provide sketches to document the layout and orientation of water main tees and crosses, including valve offsets from inline prior to backfilling. Information to be used as-builts and entry into GIS.
- Meeting as needed with City's project manager before and during construction to interpret plans and specifications as necessary.
- As needed by the City's project manager, reviewing requests for information, clarifications and change orders.
- Attending and providing assistance at the pre-construction conference and at project progress meetings.
- Coordinating and reviewing shop drawings and submittals related to any project materials, retaining walls (if necessary), lighting, and other key project components for conformance to plans and specifications; maintaining a log showing status of these shop drawings and submittals.
- Meeting and coordinating with franchised utility personnel when necessary for consultation or conferences in regard to the construction project.
- Visiting the project site when requested by the City during construction to verify that contractor(s) are adhering to the design or to answer questions.
- Arranging for, or witnessing, field and laboratory test as prescribed in the contract documents.
- Responding to contractor requests for information (RFIs).
- Reviewing and making recommendations for contractor monthly progress payments.
- Reviewing claims for extra compensation and requests for extension of time submitted by the contractor and preparing change order(s) and recommendations to the City for final disposition.
- Upon substantial completion of construction, conducting an inspection of the project and assisting the City in preparing the punch list of work to be done to achieve final completion.

- Assisting the City in negotiating final payment for construction including documenting proceedings of negotiations, if any, and recording basis for final payment.
- Completing as-built survey and drawings after completion of construction.

*Task 15 Deliverables*

- Specific deliverables to be determined in consultation with City.

**Preliminary Sheet List**

The following is the anticipated list of plan sheets:

1	G-1	Title Sheet, Vicinity Map and Location Map
2	G-2	Index of Drawings and Drawing Key Map
3	G-3	General Notes and Abbreviations
4-6	C-1 to C-3	Street and Storm Plans and Profiles (1"=10' full size)
7-8	C-4 to C-5	Sanitary Sewer Replacement Plan
9-10	C-6 to C-7	Typical Cross Sections
11-13	C-8 to C-10	Cross Section Grading
14-19	C-11 to C-16	Street Details
20 - 21	C-17 to C-18	Storm and Sanitary Details
22-24	U-1 to U-3	Urban Design Plans
25-26	S-1 to S-2	Striping & Signing
27-29	EC-1 to EC-3	Erosion Control
30-34	L-1 to L-5	Landscaping
35-38	TC-1 to TC-4	Traffic Control Staging
39-43	IL-1 to IL-5	Illumination
43-51	D-1 to D-8	Standard Details/Drawings
<b>51</b>		<b>Total</b>

DOWNTOWN STREETSCAPE PHASE 2 IMPROVEMENTS  
 CITY OF SHERWOOD  
 PROPOSED FEE ESTIMATE

	Principal Eng. IV \$179	Principal Eng. IV \$179	Principal Eng. IV \$122	Professional Engineer V \$115	Professional Engineer III \$108	Tech. III \$99	Tech. I \$73	Admin. II \$73	Total Hours	Labor	ESTIMATED FEES					Total		
											Subconsultants						Expenses	
											HDJ	NNA	UFS	GRI	DKS			AFS
<b>TASK 1 - PROJECT MANAGEMENT</b>																		
Task 1.1 Complete and Review Available Information			4	4	8				16	\$ 1,812							\$ 18	\$ 1,830
Task 1.2 Project Kickoff Meeting	4		8	8					16	\$ 2,152							\$ 22	\$ 2,174
Task 1.3 Project Design Schedule	1		2	6					9	\$ 1,113							\$ 11	\$ 1,124
Task 1.4 Project Team Meetings (5)	8		40	18					66	\$ 8,382							\$ 166	\$ 8,548
Task 1.5 Invoicing	4		8	8					20	\$ 2,612							\$ 26	\$ 2,638
Task 1.6 Portland & Western Railroad, Union Pacific Railroad and Clean Water Services (CWS) Coordination	8		12	32	8			2	62	\$ 7,586							\$ 109	\$ 7,695
Task 1.7 Overall Project Coordination	2		4	8	40				54	\$ 6,086							\$ 61	\$ 6,147
Task 1.8 Additional Project Team Meetings (3) - Contingency Task (see below)	27	0	78	80	56	0	0	2	243	\$ 29,743							\$ 413	\$ 30,156
<b>TASK 2 - TOPOGRAPHIC SURVEYING</b>																		
Task 2.1 Impact Assessment and Notifications	1	0	4	8	0	4	0	0	17	\$ 1,983	\$ 23,430						\$ 84	\$ 25,497
Task 2.2 Coordinate and Review Utility Relocation Designs	2		12	4	60				78	\$ 8,762							\$ 88	\$ 8,850
Task 2.3 Utility Coordination Meetings	10		54	10	40				74	\$ 9,528	\$ 5,641						\$ 244	\$ 15,413
Task 2.4 Preliminary Franchise Utility Relocation and Underpinning Coordination	4	2	16	4	80				106	\$ 12,126					\$ 11,000		\$ 138	\$ 23,264
Task 2.5 Supplemental Notices - Contingency Task (see below)									0	\$ -							\$ -	\$ -
Task 2.6 Incorporate Franchise Utility Relocation Designs into Contract - Contingency Task (see below)									0	\$ -							\$ -	\$ -
<b>TASK 3 - UTILITY COORDINATION</b>																		
Task 3.1 Impact Assessment and Notifications	6	2	52	12	204	0	0	0	276	\$ 31,188					\$ 11,000		\$ 383	\$ 42,571
Task 3.2 Coordinate and Review Utility Relocation Designs	10		54	10	40				74	\$ 9,528	\$ 5,641						\$ 244	\$ 15,413
Task 3.3 Utility Coordination Meetings	4	2	16	4	80				106	\$ 12,126							\$ 138	\$ 23,264
Task 3.4 Preliminary Franchise Utility Relocation and Underpinning Coordination	1		8	4					13	\$ 1,615	\$ 660						\$ 16	\$ 13,822
Task 3.5 Supplemental Notices - Contingency Task (see below)									0	\$ -							\$ -	\$ -
Task 3.6 Incorporate Franchise Utility Relocation Designs into Contract - Contingency Task (see below)									0	\$ -							\$ -	\$ -
<b>TASK 4 - PUBLIC INVOLVEMENT</b>																		
Task 4.1 Public Involvement	6	2	52	12	204	0	0	0	276	\$ 31,188					\$ 11,000		\$ 383	\$ 42,571
Task 4.2 Public Involvement	10		54	10	40				74	\$ 9,528	\$ 5,641						\$ 244	\$ 15,413
Task 4.3 Public Involvement	4	2	16	4	80				106	\$ 12,126							\$ 138	\$ 23,264
Task 4.4 Public Involvement	1		8	4					13	\$ 1,615	\$ 660						\$ 16	\$ 13,822
Task 4.5 Public Involvement									0	\$ -							\$ -	\$ -
Task 4.6 Public Involvement	1	0	8	4	0	0	0	0	13	\$ 1,615	\$ 660						\$ 16	\$ 13,822
<b>TASK 5 - HAZARDOUS MATERIAL ENVIRONMENTAL SITE ASSESSMENT</b>																		
Task 5.1 Level I Environmental Site Assessment	0	0	2	4	0	0	0	0	6	\$ 704					\$ 3,562		\$ 7	\$ 4,273
Task 5.2 Level I Environmental Site Assessment	0	0	2	4	0	0	0	0	6	\$ 704					\$ 3,562		\$ 7	\$ 4,273
Task 5.3 Level I Environmental Site Assessment	1	0	8	12	4	0	0	0	25	\$ 2,967					\$ 10,868		\$ 30	\$ 13,865
Task 5.4 Level I Environmental Site Assessment	1	0	8	12	4	0	0	0	25	\$ 2,967					\$ 10,868		\$ 30	\$ 13,865
Task 5.5 Level I Environmental Site Assessment									0	\$ -							\$ -	\$ -
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**To:** Sherwood Urban Renewal Agency

**From:** Tom Pessemier, Urban Renewal Agency Administrator

**SUBJECT: Amendment of URA Resolution 2011-013 Allowing for Certain Design and Budget Modifications for the Sherwood Community Center**

**Issue**

Should the URA amend URA Resolution 2011-013 to allow for certain modifications in the design and budget for the Sherwood Community Center?

**Background**

The Urban Renewal Agency described the desired features for the Sherwood Community Center (SCC) with URA Resolution 2011-013 on June 7, 2011. The resolution authorized the Agency Administrator to negotiate for the design and construction of the facility. Subsequently, R&H Construction was selected as the CM/GC contractor and has worked with URA and City staff along with our consultants and design team to design the space according to the direction in the Resolution.

As the design elements have been more refined, and construction drawings to create a successful facility have become more complete, staff and the team has seen a need to modify some design elements, and increase the expected budget found in Section 4 of URA Resolution 2011-013. These budget items are not bid amounts and may change accordingly when the project actually receives bids from sub-contractors.

Beyond building construction, several other necessary components associated with the Sherwood Community Center budget which are not identified in the building construction budget are identified below and will require separate contracts/agreements and are not included in the construction costs for the Sherwood Community Center building. The URA Board will consider these items at future meetings as required.

- A. **Purchase of parking lot.** Union Pacific has agreed to sell the railroad property, and in a subsequent resolution (URA Resolution – 2011-020), the URA Board authorized purchase of the property. This is not a part of the Sherwood Community Center building budget, and was envisioned among URA priorities to be allocated under the category of “Property Acquisitions”. This purchase is important to the SCC development which cannot be approved by the Planning Department without the parking being developed. **Expected acquisition cost \$241,725**
- B. **Parking lot development.** The RR Parking Lot improvements for \$62,906 and West Building Parking Lot Improvements for \$80,447 are necessary to provide parking to the SCC. These items are envisioned to be allocated under the URA Priorities category of “Redevelopment of Public Lands into Parking Lots”. When the

West Building (private development) is initiated, some of the actual cost of this portion will be paid to the URA by the developer and should be tracked independently of the SCC building. **Expected Cost \$143,353**

- C. **Co-location Facility.** Since the initial discussion of developing the SCC, there has always been a recommended saving of about 300 square feet for a Co-location facility. This facility is designed to be lease space for a “data center” that would result in revenue per square foot significantly more than retail lease revenues, and would offer another economic development tool for the City. Until recently, we had not identified actual costs of the infrastructure necessary to allow and back-up for such a facility. Recognizing the economic value of the facility, and the need, due to timing, to move forward with this part of the facility, staff recommends a separate action by the URA Board to provide funding for this facility and will bring forward a separate action at a future meeting. **Expected cost \$173,347**
- D. **Allowance for Retail.** The line items for Demising Walls (\$14,000) and Allowance – Retail (\$117,880) are industry standards for the proposed retail space in the building, and are not included in the building construction figure. Retail revenue will be important to the on-going operation and maintenance of the building. This will require a future action by the URA Board after tenants are identified. **Estimated cost \$131,880**

**Proposed Scope changes.** As project costs accelerated for this project staff and the design team looked at cost saving proposals that would provide a building that meets the desire of the community as expressed in the many committee and Board meetings as well as keep the costs within a reasonable price. Cost saving proposals and allocations to other URA budget items in the amount of \$706,000 were considered and ultimately the staff and design team decided on allocations and cost savings of \$430,000. Each proposal was weighed for pros and cons and how it impacted the building construction and future operations. This makes the Sherwood Community Center building cost to be currently estimated at \$2,900,000. We recommend that this funding level should be approved by the URA board so that final design can proceed and the project bid to the sub-contractors. This will allow the City to enter into a Guaranteed Maximum price contract with the Contractor and the project to begin construction.

Attachment A to the resolution is an older rendition of a recommended cost saving proposal to remove some brick from the building that is recommended above. Additional cost saving proposals recommended above and are not shown in this exhibit would remove the western most window adjacent to the kitchen of the North Elevation. In addition the Brick entry pilasters would be lowered to just above the concrete wall line.

**Recommendation:** Adoption of URA Resolution 2012-006 with Attachment A that provides a diagram of the proposed brick modification.



## URA RESOLUTION 2012-006

### A RESOLUTION AMENDING URA RESOLUTION 2011-013 ALLOWING FOR MODIFICATION TO SECTION 4 FOR CERTAIN DESIGN AND BUDGET CHANGES FOR THE SHERWOOD COMMUNITY CENTER

**WHEREAS**, the URA Board adopted URA Resolution 2011-013 on June 7, 2011 that provided detail for the design and construction of the Sherwood Community Center; and

**WHEREAS**, a CM/GC Contractor was engaged to work with URA consultants and staff to develop design details and estimate from potential sub-contractors;

**WHEREAS**, Some elements determined to significant to the future success of the facility had not been originally included in budget estimates or were found, after getting detailed drawings to potentially cost more than expected; and

**WHEREAS**, Some elements will require separate tracking and construction contracts to be executed due to future funding sources and allocation not associated with Community Center Building. These include both parking lots, a co-location facility and future tenant improvements and are not included in the construction costs of this resolution and will require separate contracts to be executed;

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

**Section 1:** Section 4 of URA Resolution 2011-013 shall be amended as follows: The building should be remodeled with the general layout as adopted by the URA Board on November 16, 2010. Specifically, it should be approximately 30% commercial (with public restrooms, retail space, & co-location space), 70% public (stage w/curtains, telescopic seating, kitchen, HVAC, as well as state of the art sound, lighting and power for a variety of events). Fixed seating on the floor, classrooms and interior hallway/gallery areas will not be included in order to maximize the open space, width of the stage, seating capacity and flexibility of the interior. The building exterior will also be remodeled with the addition of a **modified** brick façade (as generally shown in Attachment A) to reflect the Old Town design standards and approved PUD pattern book. Direct construction costs will not exceed \$2.90 million (\$2,900,000). In addition a construction contingency in the amount of five (5) percent of \$2.90 million will be available for unanticipated costs associated with construction.

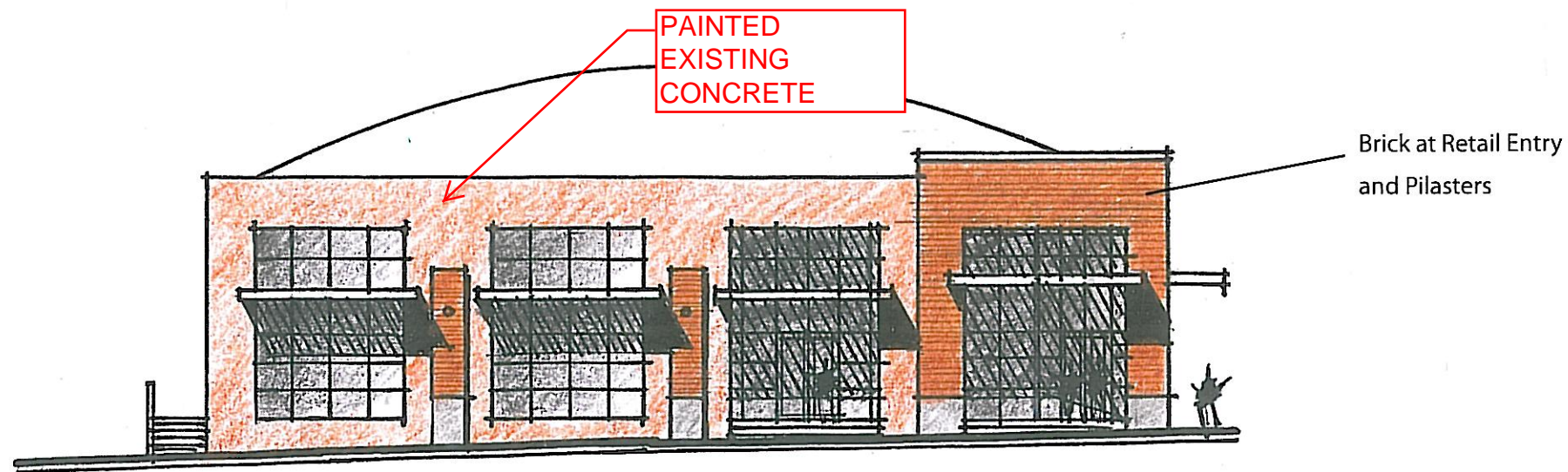
**Section 2:** This Resolution shall be in effect upon its approval and adoption.

**Duly passed by the Urban Renewal Agency Board this 3<sup>rd</sup> day of April, 2012.**

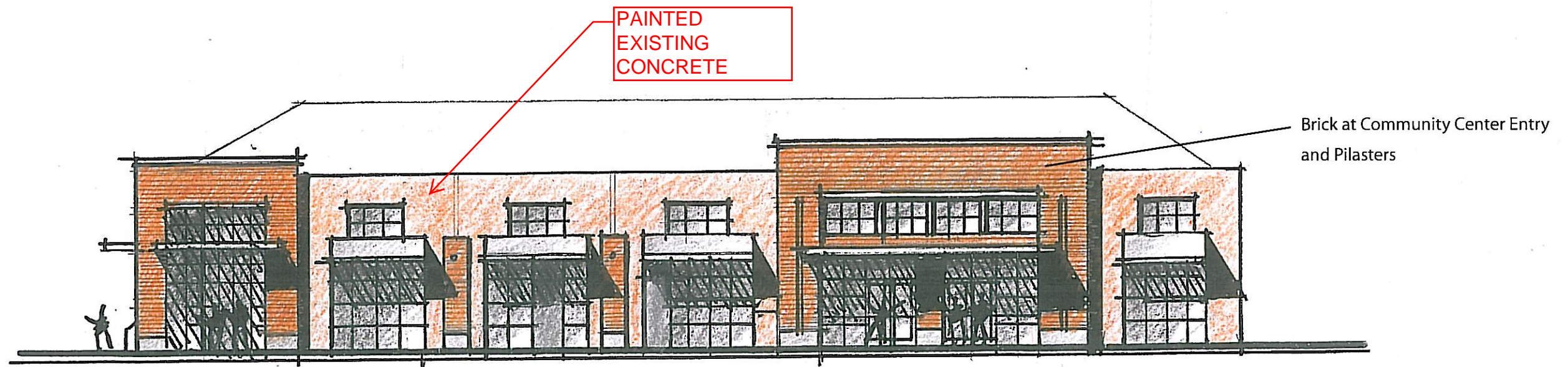
\_\_\_\_\_  
Keith S. Mays, Board Chair

Attest:

\_\_\_\_\_  
Sylvia Murphy, CMC, Agency Recorder



East Elevation



North Elevation

# SHERWOOD COMMUNITY CENTER

SHERWOOD CANNERY SQUARE

URA Meeting Date: April 3, 2012

Agenda Item: New Business

**TO:** Sherwood Urban Renewal Agency Board

**FROM:** Tom Pessemier, Urban Renewal Agency Administrator

**SUBJECT: URA Resolution 2012-007, Sherwood Main Street Paver Project Proposal**

### **Issue**

Should the URA Board approve the proposal from the Sherwood Main Street (SMS) to sell space on City-owned granite pavers to be used as part of the development of the Sherwood Community Center project and provide funding for both SMS and operation of the Sherwood Community Center?

### **Background**

Sherwood Main Street (SMS) is a Section 501(c)(3) not for profit entity previously doing business as Sherwood Old Town Business Association (SOTBA), Businesses of Old Town Sherwood and Boosters of Old Town Sherwood (BOOTS). SMS has decided to remove the on-going confusion about their name and their mission and has officially registered with Oregon Corporation Division as Sherwood Main Street. Their mission is to implement the Oregon and National Main Street Program for the City of Sherwood.

The architect and developers for the Sherwood Community Center have incorporated the reuse of the City-owned granite pavers which had been removed from downtown streets and are slated to be included in the paseo adjacent to the Sherwood Community Center. SMS representatives have contacted a local engraver as to the feasibility of 'recognition engraving' on the pavers. They were given a sample of the work and assured that laser engraved pavers would be very durable.

SMS has submitted a proposal to SURPAC and subsequently to the URA Board that would allow it to sell engraving on up to 600 granite pavers that in turn creates a revenue source for carrying out their work implementing the Oregon Main Street Program.

### **Other Factors:**

- The Sherwood Main Street Program is important to the long-term success of Old Town Sherwood.
- The URA has spent over \$30 million to redevelop Old Town and the Main Street Program implements strategies to preserve and promote Old Town which, in turn protect and offer a return on that URA investment.



- SMS has been designated as the implementing organization of the Oregon Main Street Program and has recently being designated by the Oregon Main Street office as a *Transforming Main Street Program*.
- Sherwood Main Street represents and promotes all organizations and activities in Old Town yet its funding is not yet solid.
- At SURPAC's meeting on January 12, 2012 that body adopted a statement recommending the URA approve the program.
- At its February 7, 2012 Work Session, the URA Board met with SURPAC and SMS representatives and thereafter directed staff to bring back a resolution capturing details of the discussion to a future URA Board Meeting.
- Subsequently the Board Chair and City Manager Pro Tem met with the president of SMS to determine and discuss various details of the program.

### **Financial Analysis**

The pavers are owned by the City and are slated to be used as part of the Cannery Project. This paver project will not impose additional costs on the City/URA and may result in savings for the City, assuming the City continues its financial support for the Sherwood Main Street Program. 75% of the net proceeds will go to the Community Center and 25% to Sherwood Main Streets for future operations.

### **Recommendation**

Staff recommends that the URA Board adopt URA Resolution 2012-007 approving the Sherwood Main Street Paver Program.



**URA RESOLUTION 2012-007**

**A RESOLUTION APPROVING THE OLD TOWN SHERWOOD PAVER PROGRAM**

**WHEREAS**, Oregon Main Street has been established to assist cities and towns in developing a public/private effort to revitalize urban neighborhood and traditional central business district areas, and

**WHEREAS**, Sherwood Main Streets (SMS) has been designated by the City of Sherwood as the private not-for-profit entity partnering with the City to implement the Oregon Main Streets program in and for Sherwood, and

**WHEREAS**, the Sherwood URA has contributed financially to support the designated not-for-profit in this effort, and

**WHEREAS**, SMS is seeking additional sources of long-term financial support so it (or a successor entity) can continue efforts to promote and preserve Sherwood Old Town, and

**WHEREAS**, City owned granite pavers removed from downtown streets are scheduled to be reused in the development of the paseo adjacent to the Sherwood Community Center, and

**WHEREAS**, SMS has proposed to the URA that SMS be given the task of selling a license to engrave the aforementioned granite pavers to generate revenue for SMS's efforts promoting and preserving Old Town as well as the development of the Sherwood Community Center, and

**WHEREAS**, SURPAC recommended approval of the program at its January 12, 2012 meeting, and

**WHEREAS**, the URA Board met in work session February 7, 2012 to discuss the project and recommended staff bring a resolution to this meeting capturing that discussion.

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

**Section 1.** The URA approves the proposed Old Town Sherwood Paver Program (Program) described in Attachment A (Community Center Paver Project Requirements).

**Section 2.** SMS will be allowed up to a maximum of \$16,000.00 from paver sales for costs associated with overall management of the Program. Expenses above \$16,000.00 will come solely from other SMS revenues. SMS will account for all costs incurred by the Program in writing to the URA Manager not later than the end of the project.

**Section 3.** Twenty-five percent (25%) of “net proceeds” from the project will be awarded to SMS with the remaining seventy-five percent (75%) going to the Sherwood URA, “net proceeds” being defined as revenue collected from the Program minus actual engraving costs plus management costs incurred pursuant to Section 2 above up to the maximum allowed.

**Section 4.** SMS will be solely responsible for Paver program sales and project management except for tasks assigned to others as outlined in Attachment A.

**Section 5.** The SMS Paver Program Committee (defined in Attachment A) may by unanimous decision dissolve the Program, and if so, SMS will be reimbursed up to a maximum of \$5,000.00 provided adequate documentation of the need for same is provided the URA Manager.

**Section 6.** This Resolution is and shall be in effect upon its approval and adoption by the Board.

**Duly passed by the Sherwood Urban Renewal Agency this 3<sup>rd</sup> day of April, 2012.**

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Keith S. Mays, Chair

Attest:

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Sylvia Murphy, CMC, District Recorder



**Community Center Paver Project Requirements**

1. No more than 20 total characters (text, punctuation and spaces) may be used on each line of text on the paver.
2. All text will be capitalized, the same height and font.
3. Text height and font to be approved by the Sherwood Main Streets Paver Program Committee by unanimous decision.
4. Pavers shall only contain text. No logos or graphics.
5. No offensive words or language, as determined by the Sherwood Main Streets Paver Program Committee, will be permitted.
6. Pavers space may be sold to individuals or families for family and/or individual names in the following options (names only, no dates):
  - a. Full paver = \$225, up to four (4) lines of text.
  - b. Half of a paver = \$125, up to two (2) lines of text. There will be a solid line between the upper and lower half engraving.
  - c. Third of a paver = \$100, one (1) line of text. There will not be a solid line between each line of text, but rather some empty space.
7. Pavers space may be sold to Businesses, with a valid Sherwood Business License, to show their business name (name only, no messages, no logos or graphics):

Full paver = \$400, up to three (3) lines of text.
8. Pavers space may be sold to Organizations, with a current 501(c) name as registered with the State of Oregon, to show their organization name (name only, no messages, no logos or graphics):

Full paver = \$300, up to three (3) lines of text.
9. All requests for text/names to be used on pavers are subject to review, edit and unanimous approval of the Sherwood Main Streets Paver Program Committee.

10. The Sherwood Main Streets Paver Program Committee will include: Lee Weislogel, Angie Ford, Matt Langer, Tom Pessemier, and a Sherwood Main Streets board member. If one or more of these members becomes unavailable the Sherwood Urban Renewal Board will select a replacement as soon as practical.
11. After pledges to fill 200 pavers have been received, Sherwood Main Streets may begin collecting payments and placing orders.
12. The URA Manager will inform Sherwood Main Streets of the expected start of paver installation (Paver Installation Date) based on the contractors schedule. The program ends (sales end) when the finished production of engraved Pavers from the shop is expected to be completed before the Paver Installation Date. If oversold, as determined by the URA Manager, those sold last will be refunded. The City will not allow Pavers to be engraved on-site after installation unless approved by the Paver Program Committee by unanimous approval.
13. Each person, business or organization that buys part or all of a paver will sign an acknowledgement form that clearly states the pavers are the property of the City; the URA and the City are not responsible for errors in the text, maintenance, repair or replacement of any engraved pavers; there is no guarantee the engraved pavers will remain beyond 12 years; and it is up to the City to determine where each paver is initially located/installed.

# Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
April 3, 2012  
22560 SW Pine Street, Sherwood Oregon 97140**

**URA BOARD WORK SESSION**

1. **CALL TO ORDER:** Chair Keith Mays called the work session to order at 6:37 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Robyn Folsom, Bill Butterfield, Matt Langer, Krisanna Clark and Linda Henderson. Dave Grant arrived at 6:41 pm.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Tom Pessemier, Finance Director Craig Gibbons, Economic Development Manager Tom Nelson, Public Works Director Craig Sheldon, Police Chief Jeff Groth, City Engineer Bob Galati and City Recorder Sylvia Murphy. City Attorney Paul Elsner.
4. **OTHERS PRESENT:** Lee Weislogel and Angi Ford with Sherwood Main Street, Jim Davis with TVFR, Murray Jenkins with Ankrom Moisan, Jeff Sacket with Capstone Partners and Ray Pitz with the Sherwood Gazette.
5. **TOPICS DISCUSSED:**
  - A. **Sherwood Community Center.** City Manager Pro Tem Tom Pessemier provided information to the Board on URA Resolution 2012-006 regarding funding for the Center. Tom recapped Resolution 2011-013 and design features of the Center and its amenities, he provided information on reducing project costs and reducing the number of features originally planned for the Center. Discussion followed. The Board will consider adoption of URA Resolution 2012-006 at the regular Board meeting this evening.
  - B. **Paver Project.** Tom Pessemier provided information to the Board in conjunction with URA Resolution 2012-007 and the proposed Paver Project. Tom recapped the information in the staff report and resolution scheduled under New Business on tonight's agenda. Discussion followed.
  - C. **SURPAC Project Recommendation.** Tom Pessemier informed the Board that SURPAC has recommended moving forward with the following priority projects; Community Center, Downtown Streetscapes Phase II and Alley Ways. Discussion followed. Tom informed the Board that SURPAC has Board positions that will become vacant this month and appointments will need to be made to fill positions. Discussion followed regarding the types of positions, IE at large positions and others that will be up for appointment, the Board also discussed SURPAC's meeting schedule.
6. **ADJOURN:**

Chair Mays adjourned the URA Board work session at 7:02 pm and convened to a regular City Council meeting. The URA Board reconvened to a regular Board meeting at 7:44 pm after the City Council meeting.

## URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 7:44 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Robyn Folsom, Bill Butterfield, Matt Langer, Krisanna Clark and Linda Henderson.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Tom Pessemier, Finance Director Craig Gibons, Public Works Director Craig Sheldon, Police Chief Jeff Groth, City Engineer Bob Galati, Civil Engineer Jason Waters, Engineering Associate Craig Christensen, Economic Development Manager Tom Nelson, Administrative Assistant Kirsten Allen and City Recorder Sylvia Murphy. City Attorney Paul Elsner.

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

### 4. **CONSENT AGENDA:**

#### **A. Approval of February 21, 2012 URA Board of Directors Meeting Minutes**

**MOTION: FROM DAVE GRANT TO APPROVE THE CONSENT AGENDA, SECONDED BY BILL BUTTERFIELD. ALL BOARD MEMBERS VOTED IN FAVOR.**

Chair Mays addressed the next agenda item.

### 5. **NEW BUSINESS**

#### **A. URA Resolution 2012-004 Authorizing the Urban Renewal Agency Administrator to award a Professional Services Contract to AKS Engineering & Forestry, LLC for preliminary engineering to size a regional water quality facility and land-use planning to complete a property line adjustment at 22939 SW Main Street**

Jason Waters and Bob Galati came forward and recapped the information in the staff report.

Chair Mays asked for questions of the Board, with none received the following motion was made.

**MOTION: FROM LINDA HENDERSON TO APPROVE URA RESOLUTION 2012-004, SECONDED BY BILL BUTTERFIELD. ALL BOARD MEMBERS VOTED IN FAVOR.**

Chair Mays addressed the next agenda item.

#### **B. URA Resolution 2012-005 Authorizing the Urban Renewal Agency Administrator to award a Professional Services Contract to Murray, Smith and Associates, Inc. for the design of the Downtown Streetscape Phase 2 Improvements**

Jason Waters and Bob Galati recapped the information in the staff report, explaining the bid process and informed the Board that staff would be scheduling a future work session and bringing back legislation for the Board's consideration to award a construction contract. Bob Galati informed the Board of a State Statute which indicates for professional service contracts over \$100,000, it's required to go through a qualification based selection system. Bob stated staff will go through a review of who is best qualified to perform the service before the scope of work is negotiated or price

of contract is discussed. Bob stated this is new state legislation and the reasoning why the process is different from what staff has done in the past.

Chair Mays stated it's great to move forward on this project, with SURPAC's recommendation on their priority projects, including the Community Center.

Linda Henderson asked when the Board approved the maximum indebtedness, if it included the cost of the design work. Tom Pessemier replied as he understood it, it did include it from the start of the project to the end of construction.

Robyn Folsom asked for the timing of the project and when it will be completed. Bob Galati replied there's the design process which will have public input, which could take a couple of months. Bob stated we already have the basis for the design from the Cannery project and we won't vary it too much and said there are options available for Railroad Street. Bob said staff is also looking at getting construction started as soon as all the festivities that utilize the downtown core area are completed, which is approximately mid-August and with a 3 month construction period we could be done by November possibly December. Bob stated this all depends on the design process and what we see.

Tom Pessemier stated this is the best case scenario and we want to get it started this calendar year with the majority of the work done when we have good weather. Tom stated staff will be providing updates throughout the project and we will try and push this to get it done before the Christmas season if possible.

Chair Mays asked for other Board questions or discussion, with none received the following motion was made.

**MOTION: FROM DAVE GRANT TO APPROVE URA RESOLUTION 2012-005, SECONDED BY ROBYN FOLSOM, ALL BOARD MEMBERS VOTED IN FAVOR.**

Chair Mays addressed the next agenda item.

**C. URA Resolution 2012-006 Amending URA Resolution 2011-013 allowing for modification to section 4 for certain design and budget changes for the Sherwood Community Center**

Tom Pessemier stated the resolution was to modify a previously adopted resolution, URA Resolution 2011-013, which set out some of the parameters to improve the Community Center, one of which was "cost not to exceed \$2.5 million". Tom stated as staff went through the design process and put a scope together, which was very conceptual at that time, staff realized that costs were increasing and would exceed the \$2.5 million if we wanted to include features the community asked for and the Boards and Commissions that had met, had expected.

Tom stated we went through a process, as outlined to the URA Board earlier, to see where things were being allocated as well as what cost saving potentials were available, and staff identified a number of cost saving potentials.

Tom informed the Board of future actions to come and said the URA Board previously approved a resolution to purchase the Railroad parking lot and staff will be moving forward with that purchase and said there are also some parking lots outside of the building that we will hopefully be able to recover some monies in regards to other development that will happen so we will track that project separately and enter into a contract with the contractor for that. Tom stated this will be coming back to the Board on May 1<sup>st</sup> for their consideration as well as a Co-Location Facility. Tom stated we have spoken in some length regarding making sure this building is able to operate and essentially fund itself, and one opportunity in a small space is to do a Co-Location facility, which is a computer facility for other agencies or users to use, which generates revenue which then can be turned into the operations of the building. Tom informed the Board this will possibly come before the Board on May 1<sup>st</sup> as well. Tom informed the Board when retail is determined and who the users will be, the pad sections in front of the building will require tenant improvements and this will come forward after we understand what those needs are.

Tom stated he believes we have a great project that meets all the expectations, which however requires we put more money into the building. Tom stated we have gone through detailed estimates, and have not bid the project yet, and said the expectation is if we had \$2.9 million we would be able to do what was originally proposed, we put a 5% contingency in there, which is low, but we expect to get some savings in the bidding process. If this is agreeable to the Board we can move the project forward, get final drawings completed, get bids and permits and construction started.

Chair Mays thanked Tom and staff for moving forward on the project.

Tom also informed the Board of another change in the project being the building brick façade being in some places of the building façade and concrete in others.

Chair Mays asked for questions, discussion or a motion from the Board.

**MOTION: FROM ROBYN FOLSOM TO ADOPT URA RESOLUTION 2012-006, SECONDED BY LINDA HENDERSON, ALL BOARD MEMBERS VOTED IN FAVOR.**

Chairs Mays addressed the next agenda item.

#### **D. URA Resolution 2012-007 Approving the Old Town Sherwood Paver Program**

Tom Pessemier stated staff received a recommendation in January from SURPAC, which originally came from Sherwood Main Street to do a Paver Program, which is a recognition program on pavers that are going to be put in the plaza outside the Community Center. Tom stated the recommendation was brought to the Board in February and it was determined that the program recommendation lacked detail and staff needed to go back and add detail to allow Sherwood Main Street to be successful and to ensure the City's interest were served as well. Tom stated the Board has before them a program that meets the needs of most people and indicates a split between Sherwood Main Street and the City is based on net proceeds, which takes out the cost to do the engraving and administrative costs that Sherwood Main Street will need to administer the program. Tom stated 25% will go to Sherwood Main Street and 75% to the Urban Renewal Agency. Tom stated attachment A to the Resolutions outlines the roles and responsibilities of both parties.

Chair Mays thanked Tom and staff and asked for questions from the Board.

Linda Henderson asked in reference to attachment A, and Pavers to Businesses and asked if we agreed that no logos or graphics would be allowed.

Tom replied this was a comment staff heard from the URA Board and said it gets interesting when you start adding logos and graphics and in order to keep it family friendly, we thought this was best in moving forward.

Robyn Folsom stated she appreciated the work done by Sherwood Main Street and working with staff to get to this point and appreciates the fact that Sherwood Main Street is willing to make this program happen.

Dave Grant also expressed his appreciation and referenced a prior Board meeting that was at times emotional about how this program should look and said it was a tough meeting and believes this is a good compromise. He stated one of his issues was affordability and if a family's name can be engraved on 1/3 of a paver for \$100 it meets that standard and believes this price point is accessible to most families and believes it's accessible to businesses as well. Mr. Grant referenced locations of Pike Place Market and Pioneer Square that have similar paver recognitions and the size of brick for the cost in comparison to this program.

Robyn Folsom asked to be reminded of where the pavers came from. Tom Pessemier replied they are refurbished pavers that were in the downtown streetscapes and we had issues with them staying in place and in placing them in a lower traffic area is a good use of the material.

With no other discussion, the following motion was received.


**MOTION: FROM DAVE GRANT TO APPROVE URA RESOLUTION 2012-007, SECONDED BY LINDA HENDERSON, ALL BOARD MEMBERS VOTED IN FAVOR.**

Chair Mays addressed the next agenda item.

**6. STAFF REPORTS:**

Tom Pessemier reported that staff was looking at having a Plaza Ribbon Cutting Ceremony early to mid-May.

**7. ADJOURN:** Chair Mays adjourned the URA Board meeting at 8:05 pm.

  
Sylvia Murphy, CMC, District Recorder

  
Keith S. Mays, Chair