



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, December 19, 2017

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

URA Board of Directors Regular Meeting
(Following the City Council meeting)

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

Tuesday, December 19, 2017
(Following the 7:00 pm City Council Meeting)

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

URA BOARD REGULAR MEETING

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

- A. Adoption of June 20, 2017 URA Board Meeting Minutes**
- B. Adoption of November 7, 2017 URA Board Meeting Minutes**
- C. Adoption of December 5, 2017 URA Board Meeting Minutes**

4. NEW BUSINESS

- A. URA Resolution 2017-005, Authorizing the Urban Renewal Agency (URA) Administrator to execute a construction contract for the Downtown Parking Lot Project
(Tom Pessemier, Assistant City Manager)**

5. ADJOURN

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, June 20, 2017
22560 SW Pine Street, Sherwood, Oregon 97140**

REGULAR SESSION

1. **CALL TO ORDER:** Chair Clark called the meeting to order at 9:25 pm.
2. **BOARD PRESENT:** Chair Krisanna Clark, Jennifer Harris, Sally Robinson, Kim Young, Dan King and Sean Garland. Jennifer Kuiper was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Police Chief Jeff Groth, Finance Director Katie Henry, Community Development Director Julia Hajduk, and Agency Recorder Sylvia Murphy.

Chair Clark addressed the consent agenda and asked for a motion.

4. CONSENT AGENDA

A. Adoption of June 6, 2017 URA Board Meeting Minutes

MOTION: FROM JENNIFER HARRIS TO ADOPT THE CONSENT AGENDA, SECONDED BY SEAN GARLAND, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (JENNIFER KUIPER WAS ABSENT.)

Chair Clark addressed the next agenda item and the agency recorder read the public hearing statement.

5. PUBLIC HEARING

A. URA Resolution 2017-004 Adopting the FY2017-18 Budget of the City of Sherwood Urban Renewal Agency, making appropriations, imposing and categorizing taxes, and authorizing the Agency Manager to take such action necessary to carry out the adopted budget

Finance Director Katie Henry stated the Board will see in this budget a lot of debt service and wrapping up of projects. She said the Board can expect to see more detailed projects in the coming year on revenues and taxes, and possibly some adjustments as we fine tune how much taxes we need so that we don't have to return money in five years when we can hopefully close the URA and pay everything off. She said for this year we are status quo and are requesting the amount of taxes that we can levy in order to put money aside for debt payment.

Chair Clark opened the public hearing to received testimony.

Eugene Stewart came forward and asked why the property tax levy between the City and URA was going down \$600,000. He said it looks like \$200,000 on the urban renewal and \$400,000 on the City. He said comparing last year's budget to the proposed budget, asked why does the revenue go down for taxes.

Finance Director Katie Henry replied because of an error in last year's budget. She said the issue has to do with projecting the amount of taxes that we will not receive. She said the amount in here is not the tax levy, the amount in here is the taxes that we are actually projecting we will be receiving. She said last year we projected about a 3% that we would not receive and it actually comes closer to 5% and she has adjusted the numbers that are being projected to more accurately reflect the amount that we actually don't receive in taxes for the current year. She said it is not that we are levying less, it's that the amount that we are projecting to receive is closer to the trend.

With no additional public comments, Chair Clark closed the public hearing and asked if staff had additional information for the Board.

Assistant City Manager Tom Pessemier stated the two capital projects that staff is anticipating this year are the parking lot on 1st Street and constructing a sanitary sewer line to serve the Sherwood Blvd. property and ultimately the Senior Center and properties upstream from that. He said staff has also proposed not funding any façade grants for this next fiscal year and have received a few applications late in the year and may come back and try something different. He said we had about 18 months where we did not have any applications and it seemed to be winding down. He said staff will let the Board know if there's a need to fund a grant fund. He said staff will be focusing on trying to sell properties owned by the URA and informed the Board that they are seeing an improved market in the old town area. He informed the Board they will see for sale signs on the property next to the Arts Center in the coming weeks.

Jennifer Harris asked for an update on the Smockville Brew House. Tom stated they resubmitted building plans and he understands the review will probably occur this week. He said they have gone through different contractors and different designers and ended up hiring Ankrom Moisan. Tom stated he has spoken with their contractor and they indicated the subcontractors are ready to go. He said he also met with Shannon Johnson last week and she is also ready to go. He said he believes it's a matter of getting their building permits and we should start seeing improvements shortly.

Ms. Harris asked if there was a tentative opening date. Tom replied no and said staff has asked and will now want to review the agreement we have with them as they did not meet their March 2017 opening. He said he believes their contractor will be taking on more of the work that the URA was committed to doing and the prices are now lower considering prevailing wages.

With no other questions, the following motion was received.

MOTION: FROM JENNIFER HARRIS TO ADOPT URA RESOLUTION 2017-004, SECONDED BY DAN KING, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (JENNIFER KUIPER WAS ABSENT.)

6. ADJOURN

With no further business, Chair Clark adjourned at 9:35 pm.

Attest:

Sylvia Murphy, MMC, Agency Recorder

Krisanna Clark, Chair

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, November 7, 2017
22560 SW Pine Street, Sherwood, Oregon 97140**

EXECUTIVE SESSION

1. **CALL TO ORDER:** Chair Weislogel called the meeting to order at 7:41 pm.
2. **BOARD PRESENT:** Chair Lee Weislogel, Sean Garland, Jennifer Kuiper, Kim Young, and Russell Griffin.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, and Finance Director Katie Henry.
4. **TOPICS:**
 - A. Pursuant to ORS 192.660(2)(e), Real Property

5. **ADJOURN**

Chair Weislogel adjourned at 8:29 pm.

Attest:

Sylvia Murphy, MMC, Agency Recorder

Lee Weislogel, Chair

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, December 5, 2017
22560 SW Pine Street, Sherwood, Oregon 97140**

EXECUTIVE SESSION

1. **CALL TO ORDER:** Chair Weislogel called the meeting to order at 8:45 pm.
2. **BOARD PRESENT:** Chair Lee Weislogel, Sean Garland, Jennifer Kuiper, Kim Young, Russell Griffin, Renee Brouse and Tim Rosener.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, and Finance Director Katie Henry.
4. **TOPICS:**
 - A. Pursuant to ORS 192.660(2)(e), Real Property
5. **ADJOURN**

Chair Weislogel adjourned at 9:40 pm.

Attest:

Sylvia Murphy, MMC, Agency Recorder

Lee Weislogel, Chair

TO: Sherwood Urban Renewal Agency Board

FROM: Tom Pessemier, ICMA-CM, Assistant City Manager
Bob Galati, P.E., City Engineer

Through: Joseph Gall, ICMA-CM, URA Administrator

SUBJECT: **URA Resolution 2017-005, Authorizing the Urban Renewal Agency (URA) Administrator to Execute a Construction Contract for the Downtown Parking Lot Project.**

Issue:

Shall the URA Board authorize the URA Administrator to execute a construction contract for the Downtown Parking Lot project?

Background:

The Downtown Parking Lot project is identified as a needed improvement for the downtown economic area. The project is located mid-block between Pine Street and Oak Street, and between 1st Street and 2nd Street, on the south side of the mid-block public alley.

The Downtown Parking Lot project is listed in the URA's Fiscal Year 2017-18 proposed budget document. The project completed design and development of the bid documents in-house, and released the project for public bidding on November 13th and 15th, 2017, in the Daily Journal of Commerce (DJC). The bid documents specify that the bidding process will adhere to the State of Oregon public contracting statutes and rules (OAR 137-49, and ORS 279C).

The bid schedule for the project is separated into two parts: 1) the Main Bid, and 2) Bid Alternate #1. The intent of the bid schedule separation was to allow flexibility in constructing as much of the project as possible under the existing project budget. If the sum of the two bid schedules came within the projects budgeted amount, then the full project would be constructed. If the sum of the two bid schedules exceeded the projects budgeted amount, then the main bid would be used to determine if a construction contract were to be executed.

City staff publicly opened bids on Friday, December 1, 2017. After confirming bid submittal information, the Notice of Intent to Award (NIA) was issued on Monday, December 4, 2017. The seven (7) day protest period is in effect on the date the NIA was issued.

The City received five (5) bid submittals (see attached Exhibit A), with Nutter Corporation being the lowest responsive bidder with a total bid amount of \$182,155.22, which is the sum of the Main Bid amount (\$169,415.22) and the Bid Alternate #1 amount (\$12,740.00). The total bid amount falls within the project budgeted amount.

The project is performing surface improvements to the mid-block alley, and due to potential undocumented underground public and private facilities located within the alley, staff is recommending that a 20% (\$36,431.00) construction contingency amount be made available to the URA Administrator to issue contract change orders for unforeseen conditions.

Financial Impacts:

The construction of the parking lot facility will require yearly maintenance in the form of landscape maintenance, storm water system maintenance including treatment cartridge replacement, striping and lighting maintenance. Costs for these maintenance items should be included in the Public Works yearly maintenance program along with other City owned facilities.

Recommendation:

Staff respectfully recommends adoption of URA Resolution 2017-005 authorizing the Urban Renewal Agency (URA) Administrator to execute a construction contract for the Downtown Parking Lot Project.

**CITY OF SHERWOOD - URBAL RENEWAL AGENCY (URA)
DOWNTOWN PARKING LOT (#202)
EXHIBIT A - BID SUBMITTAL RESULTS**

MAIN BID	Unit	Quantity	Engineer's Estimate		Paul Brothers, Inc		Benchmark Contracting		Brown Contracting Inc.		Nutter Corporation		Braun Construction & Design LLC	
			Unit Bid Price	Unit Bid Total	Unit Bid Price	Unit Bid Total	Unit Bid Price	Unit Bid Total	Unit Bid Price	Unit Bid Total	Unit Bid Price	Unit Bid Total	Unit Bid Price	Unit Bid Total
Temporary Features and Appertenances														
Mobilization	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 18,630.00	\$ 18,630.00	\$ 17,500.00	\$ 17,500.00	\$ 32,500.00	\$ 32,500.00	\$ 13,500.00	\$ 13,500.00	\$ 9,000.00	\$ 9,000.00
Temporary Work Zone Traffic Control, Complete	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 2,800.00	\$ 2,800.00	\$ 5,250.00	\$ 5,250.00	\$ 4,000.00	\$ 4,000.00	\$ 1,500.00	\$ 1,500.00	\$ 3,200.00	\$ 3,200.00
Erosion Sediment Control	LS	1	\$ 1,982.50	\$ 1,982.50	\$ 3,800.00	\$ 3,800.00	\$ 4,950.00	\$ 4,950.00	\$ 3,000.00	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,700.00	\$ 2,700.00
Roadwork														
Construction Survey Work	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 6,850.00	\$ 6,850.00	\$ 5,750.00	\$ 5,750.00	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 3,500.00	\$ 3,500.00
As-Built Survey Work	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 1,725.00	\$ 1,725.00	\$ 3,120.00	\$ 3,120.00	\$ 1,500.00	\$ 1,500.00	\$ 750.00	\$ 750.00	\$ 2,500.00	\$ 2,500.00
Removal of Structures and Obstructions	LS	1	\$ 5,500.00	\$ 5,500.00	\$ 4,420.00	\$ 4,420.00	\$ 3,650.00	\$ 3,650.00	\$ 15,000.00	\$ 15,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,500.00	\$ 4,500.00
Removal of Curbs	LF	105	\$ 13.00	\$ 1,365.00	\$ 6.50	\$ 682.50	\$ 14.00	\$ 1,470.00	\$ 13.00	\$ 1,365.00	\$ 10.00	\$ 1,050.00	\$ 10.00	\$ 1,050.00
Abandon and Cap Sanitary Laterals	EA	4	\$ 975.00	\$ 3,900.00	\$ 535.00	\$ 2,140.00	\$ 1,200.00	\$ 4,800.00	\$ 1,000.00	\$ 4,000.00	\$ 1,000.00	\$ 4,000.00	\$ 900.00	\$ 3,600.00
Abandon and Cap Water Service Laterals	EA	3	\$ 975.00	\$ 2,925.00	\$ 1,100.00	\$ 3,300.00	\$ 1,700.00	\$ 5,100.00	\$ 1,500.00	\$ 4,500.00	\$ 500.00	\$ 1,500.00	\$ 500.00	\$ 1,500.00
Clearing and Grubbing	LS	1	\$ 325.00	\$ 325.00	\$ 3,200.00	\$ 3,200.00	\$ 1,200.00	\$ 1,200.00	\$ 15,000.00	\$ 15,000.00	\$ 3,000.00	\$ 3,000.00	\$ 7,500.00	\$ 7,500.00
General Excavation	CY	170	\$ 36.40	\$ 6,188.00	\$ 56.00	\$ 9,520.00	\$ 62.00	\$ 10,540.00	\$ 50.00	\$ 8,500.00	\$ 25.00	\$ 4,250.00	\$ 55.00	\$ 9,350.00
Selected Topsoil	CY	100	\$ 39.00	\$ 3,900.00	\$ 45.00	\$ 4,500.00	\$ 35.00	\$ 3,500.00	\$ 45.00	\$ 4,500.00	\$ 24.00	\$ 2,400.00	\$ 35.00	\$ 3,500.00
Geotextile	SY	766	\$ 3.25	\$ 2,489.50	\$ 1.65	\$ 1,263.90	\$ 1.00	\$ 766.00	\$ 4.00	\$ 3,064.00	\$ 1.00	\$ 766.00	\$ 1.00	\$ 766.00
Drainage and Sewers														
Mainline Video Inspection	LF	166	\$ 10.00	\$ 1,660.00	\$ 3.00	\$ 498.00	\$ 5.50	\$ 913.00	\$ 12.00	\$ 1,992.00	\$ 4.00	\$ 664.00	\$ 2.50	\$ 415.00
12-Inch, PVC, ASTM 3034, SDR 35 Pipe (Granular Backfill)	LF	166	\$ 123.50	\$ 20,501.00	\$ 63.00	\$ 10,458.00	\$ 82.00	\$ 13,612.00	\$ 81.00	\$ 13,446.00	\$ 85.00	\$ 14,110.00	\$ 120.00	\$ 19,920.00
10-Inch, PVC, ASTM C-900 Pipe (Granular Backfill)	LF	52	\$ 65.00	\$ 3,380.00	\$ 58.00	\$ 3,016.00	\$ 60.00	\$ 3,120.00	\$ 90.00	\$ 4,680.00	\$ 70.00	\$ 3,640.00	\$ 82.00	\$ 4,264.00
Manhole, 48" Standard, Poured In-Place	EA	1	\$ 7,150.00	\$ 7,150.00	\$ 9,145.00	\$ 9,145.00	\$ 8,120.00	\$ 8,120.00	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,700.00	\$ 5,700.00
Area Drain, Pre-Cast Concrete	EA	2	\$ 2,600.00	\$ 5,200.00	\$ 3,263.00	\$ 6,526.00	\$ 2,200.00	\$ 4,400.00	\$ 2,000.00	\$ 4,000.00	\$ 2,500.00	\$ 5,000.00	\$ 4,000.00	\$ 8,000.00
Storm Water Quality Inlet, Contech, 1-cartridge, Pearlite media, 7.5 gpm	EA	1	\$ 13,650.00	\$ 13,650.00	\$ 9,060.00	\$ 9,060.00	\$ 8,300.00	\$ 8,300.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 8,500.00	\$ 8,500.00
Bases														
3/4"-0" Crushed Aggregate Base	CY	210	\$ 36.40	\$ 7,644.00	\$ 74.00	\$ 15,540.00	\$ 68.00	\$ 14,280.00	\$ 84.00	\$ 17,640.00	\$ 55.00	\$ 11,550.00	\$ 65.00	\$ 13,650.00
Wearing Surfaces														
Hot Mix Asphalt Concrete (HMAC), Level 2, 1/2-Inch Dense	Ton	150	\$ 120.90	\$ 18,135.00	\$ 92.00	\$ 13,800.00	\$ 90.00	\$ 13,500.00	\$ 90.00	\$ 13,500.00	\$ 95.00	\$ 14,250.00	\$ 82.00	\$ 12,300.00
Concrete Sidewalk	SF	518	\$ 10.40	\$ 5,387.20	\$ 7.13	\$ 3,693.34	\$ 6.50	\$ 3,367.00	\$ 9.00	\$ 4,662.00	\$ 8.00	\$ 4,144.00	\$ 18.00	\$ 9,324.00
Concrete Curb	LF	300	\$ 23.40	\$ 7,020.00	\$ 20.57	\$ 6,171.00	\$ 18.60	\$ 5,580.00	\$ 55.00	\$ 16,500.00	\$ 27.00	\$ 8,100.00	\$ 31.00	\$ 9,300.00
Concrete Driveway	SF	531	\$ 13.00	\$ 6,903.00	\$ 12.91	\$ 6,855.21	\$ 18.00	\$ 9,558.00	\$ 15.50	\$ 8,230.50	\$ 11.00	\$ 5,841.00	\$ 24.00	\$ 12,744.00
Concrete Wheel Stops	EA	19	\$ 227.50	\$ 4,322.50	\$ 86.25	\$ 1,638.75	\$ 165.00	\$ 3,135.00	\$ 260.00	\$ 4,940.00	\$ 110.00	\$ 2,090.00	\$ 90.00	\$ 1,710.00
Permanent Traffic Safety and Guidance Devices														
Parking Lot Signage and Striping	LS	1	\$ 3,900.00	\$ 3,900.00	\$ 1,430.00	\$ 1,430.00	\$ 1,560.00	\$ 1,560.00	\$ 3,500.00	\$ 3,500.00	\$ 1,900.22	\$ 1,900.22	\$ 900.00	\$ 900.00
Permenet Traffic Control and Illumintation Systems														
Electrical and Lighting, complete in-place	LS	1	\$ 22,512.94	\$ 22,512.94	\$ 19,029.00	\$ 19,029.00	\$ 17,100.00	\$ 17,100.00	\$ 24,000.00	\$ 24,000.00	\$ 17,000.00	\$ 17,000.00	\$ 16,500.00	\$ 16,500.00
Right-of-Way Development and Control														
Landscaping – Trees, Carnus Kouse x Nutalli 'KN4-43', Starlight Dogwood	EA	2	\$ 250.00	\$ 500.00	\$ 337.00	\$ 674.00	\$ 450.00	\$ 900.00	\$ 550.00	\$ 1,100.00	\$ 450.00	\$ 900.00	\$ 500.00	\$ 1,000.00
Landscaping – Trees, Ginko Biloba 'Princeton Sentry'	EA	4	\$ 250.00	\$ 1,000.00	\$ 313.00	\$ 1,252.00	\$ 450.00	\$ 1,800.00	\$ 380.00	\$ 1,520.00	\$ 450.00	\$ 1,800.00	\$ 400.00	\$ 1,600.00
Landscaping – Shrubs, Thuja Occidentalis 'Brandon'	EA	47	\$ 45.00	\$ 2,115.00	\$ 8.00	\$ 376.00	\$ 8.00	\$ 376.00	\$ 8.20	\$ 385.40	\$ 8.00	\$ 376.00	\$ 15.00	\$ 705.00
Landscaping – Shrubs, Mahonia Nervosa, 'Dwarf Oregon Grape'	EA	18	\$ 15.00	\$ 270.00	\$ 11.64	\$ 209.52	\$ 8.00	\$ 144.00	\$ 12.00	\$ 216.00	\$ 8.00	\$ 144.00	\$ 15.00	\$ 270.00
Landscaping – Shrubs, Rosa Gymnosarpa 'Baldhip Rose'	EA	50	\$ 15.00	\$ 750.00	\$ 9.75	\$ 487.50	\$ 8.00	\$ 400.00	\$ 12.00	\$ 600.00	\$ 8.00	\$ 400.00	\$ 15.00	\$ 750.00
Landscaping – Groundcover, Arctostaphylos Uva-Ursi, 'Bearberry'	EA	435	\$ 2.50	\$ 1,087.50	\$ 9.34	\$ 4,062.90	\$ 8.00	\$ 3,480.00	\$ 8.20	\$ 3,567.00	\$ 8.00	\$ 3,480.00	\$ 11.00	\$ 4,785.00
Plant Establishment, 2-year, \$500 Minimum	LS	1	\$ 500.00	\$ 500.00	\$ 1,400.00	\$ 1,400.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 500.00	\$ 500.00	\$ 3,000.00	\$ 3,000.00
Compost/Mulch, 2" thick layer	CY	33	\$ 35.00	\$ 1,155.00	\$ 41.15	\$ 1,357.95	\$ 67.00	\$ 2,211.00	\$ 50.00	\$ 1,650.00	\$ 70.00	\$ 2,310.00	\$ 60.00	\$ 1,980.00
Fencing - Cedar, board on board, 6-foot tall	LF	50	\$ 71.50	\$ 3,575.00	\$ 67.00	\$ 3,350.00	\$ 72.00	\$ 3,600.00	\$ 60.00	\$ 3,000.00	\$ 35.00	\$ 1,750.00	\$ 70.00	\$ 3,500.00
Irrigation System, complete in-place.	LS	1	\$ 10,465.00	\$ 10,465.00	\$ 18,100.00	\$ 18,100.00	\$ 21,350.00	\$ 21,350.00	\$ 15,000.00	\$ 15,000.00	\$ 13,000.00	\$ 13,000.00	\$ 12,500.00	\$ 12,500.00
Miscellaneous Items														
Bike Rack	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 1,080.00	\$ 1,080.00	\$ 1,800.00	\$ 1,800.00	\$ 850.00	\$ 850.00	\$ 750.00	\$ 750.00	\$ 2,000.00	\$ 2,000.00
Total Main Bid			\$ 203,858.14	\$ 203,858.14	\$ 202,041.57	\$ 202,041.57	\$ 211,202.00	\$ 211,202.00	\$ 263,407.90	\$ 263,407.90	\$ 169,415.22	\$ 169,415.22	\$ 207,983.00	\$ 207,983.00

BID ALTERNATE #1	Unit	Quantity	Engineer's Estimate		Paul Brothers, Inc		Benchmark Contracting		Brown Contracting Inc.		Nutter Corporation		Braun Construction & Design LLC	
			Unit Bid Price	Unit Bid Total	Unit Bid Price	Unit Bid Total	Unit Bid Price	Unit Bid Total	Unit Bid Price	Unit Bid Total	Unit Bid Price	Unit Bid Total	Unit Bid Price	Unit Bid Total
Temporary Features and Appurtenances														
Mobilization	LS	1	\$ 500.00	\$ 500.00	\$ 2,800.00	\$ 2,800.00	\$ 250.00	\$ 250.00	\$ 1,250.00	\$ 1,250.00	\$ 500.00	\$ 500.00	\$ 550.00	\$ 550.00
Temporary Work Zone Traffic Control, Complete	LS	1	\$ 500.00	\$ 500.00	\$ 1,020.00	\$ 1,020.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 500.00	\$ 500.00	\$ 350.00	\$ 350.00
Erosion Control	LS	1	\$ 500.00	\$ 500.00	\$ 480.00	\$ 480.00	\$ 1.00	\$ 1.00	\$ 50.00	\$ 50.00	\$ 250.00	\$ 250.00	\$ 800.00	\$ 800.00
Roadwork														
Construction Survey Work	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 1,150.00	\$ 1,150.00	\$ 1,000.00	\$ 1,000.00	\$ 250.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00
As-Built Survey Work	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 575.00	\$ 575.00	\$ 1.00	\$ 1.00	\$ 250.00	\$ 250.00	\$ 200.00	\$ 200.00	\$ 250.00	\$ 250.00
General Excavation	CY	33	\$ 36.40	\$ 1,201.20	\$ 56.00	\$ 1,848.00	\$ 62.00	\$ 2,046.00	\$ 75.00	\$ 2,475.00	\$ 25.00	\$ 825.00	\$ 55.00	\$ 1,815.00
Geotextile	SY	150	\$ 3.25	\$ 487.50	\$ 1.65	\$ 247.50	\$ 1.00	\$ 150.00	\$ 4.00	\$ 600.00	\$ 1.00	\$ 150.00	\$ 1.00	\$ 150.00
Bases														
3/4"-0" Aggregate Base	CY	33	\$ 36.40	\$ 1,201.20	\$ 74.00	\$ 2,442.00	\$ 68.00	\$ 2,244.00	\$ 95.00	\$ 3,135.00	\$ 55.00	\$ 1,815.00	\$ 65.00	\$ 2,145.00
Wearing Surfaces														
Hot Mix Asphalt Concrete (HMAC), Level 2, 1/2-Inch Dense	Ton	25	\$ 120.90	\$ 3,022.50	\$ 92.00	\$ 2,300.00	\$ 90.00	\$ 2,250.00	\$ 90.00	\$ 2,250.00	\$ 102.00	\$ 2,550.00	\$ 82.00	\$ 2,050.00
Concrete Curb	LF	225	\$ 23.40	\$ 5,265.00	\$ 18.00	\$ 4,050.00	\$ 18.60	\$ 4,185.00	\$ 50.00	\$ 11,250.00	\$ 22.00	\$ 4,950.00	\$ 31.00	\$ 6,975.00
Total Bid Alternate #1			\$ 16,177.40	\$ 16,177.40	\$ 16,912.50	\$ 16,912.50	\$ 12,128.00	\$ 12,128.00	\$ 21,511.00	\$ 21,511.00	\$ 12,740.00	\$ 12,740.00	\$ 15,585.00	\$ 15,585.00
Sum Total of Main Bid and Bid Alternate #1			\$ 220,035.54	\$ 220,035.54	\$ 218,954.07	\$ 218,954.07	\$ 223,330.00	\$ 223,330.00	\$ 284,918.90	\$ 284,918.90	\$ 182,155.22	\$ 182,155.22	\$ 223,568.00	\$ 223,568.00

(Apparent Low Bid)



URA RESOLUTION 2017-005

AUTHORIZING THE URBAN RENEWAL AGENCY (URA) ADMINISTRATOR TO EXECUTE A CONSTRUCTION CONTRACT FOR THE DOWNTOWN PARKING LOT PROJECT

WHEREAS, URA project planning documents identified the Downtown Parking Lot as a needed improvement for the downtown economic area; and

WHEREAS, the project is included in the URA Fiscal Year 2017-2018 budget; and

WHEREAS, City staff completed the design and produced bid documents to solicit contractors using a competitive bidding process meeting the requirements of local and state contracting statutes and rules (ORS Chapter 279C and OAR Chapter 137, Division 49); and

WHEREAS, the City staff publically opened bids on Friday, December 1, 2017 and issued the Notice of Intent to Award (NIA) on Monday, December 4, 2017, with the seven (7) day protest period being in effect on the date the NIA was issued; and

WHEREAS, of the five (5) bids submitted, bid results identify that Nutter Corporation was the lowest responsive bidder with a Main Bid amount of \$169,415.22 and a Bid Alternate #1 amount of \$12,740.00; and

WHEREAS, the City staff recommends that the URA Board authorize the URA Administrator to execute a construction contract with the lowest responsive bidder from the December 1st, 2017 bid opening (Nutter Corporation) in the amount of \$182,155.22, which is the sum of the Main Bid amount and the Bid Alternative #1 amount; and

WHEREAS, due to the uncertainties of finding unidentified underground public and private infrastructure located within the existing mid-block right-of-way which may have impacts to construction, City staff recommends that the URA Board also authorize the URA Administrator to sign construction contract changes orders up to 20% (\$36,431.00) of the construction contract amount to cover such uncertainties.

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

Section 1. The URA Administrator is authorized to execute a construction contract with Nutter Corporation in the amount of \$182,155.22 for construction of the Downtown Parking Lot project.

Section 2. The URA Administrator is authorized to sign construction contract change orders not to exceed 20% (\$36,431.00) of the construction contract amount to handle uncertainties found during construction.

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

Duly passed by the City of Sherwood Urban Renewal Agency this 19th day of December, 2017.

Lee Weislogel, URA Board Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, December 19, 2017
22560 SW Pine Street, Sherwood, Oregon 97140**

REGULAR SESSION

1. **CALL TO ORDER:** Chair Weislogel called the meeting to order at 9:15 pm.
2. **BOARD PRESENT:** Chair Lee Weislogel, Sean Garland, Jennifer Kuiper, Kim Young, Renee Brouse, Russell Griffin and Tim Rosener via conference call.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Finance Director Katie Henry, Community Development Director Julia Hajduk, and Agency Recorder Sylvia Murphy.

Chair Weislogel addressed the consent agenda and asked for a motion.

4. CONSENT AGENDA

- A. **Adoption of June 20, 2017 URA Board Meeting Minutes**
- B. **Adoption of November 7, 2017 URA Board Meeting Minutes**
- C. **Adoption of December 5, 2017 URA Board Meeting Minutes**

MOTION: FROM KIM YOUNG TO APPROVE THE CONSENT AGENDA, SECONDED BY JENNIFER KUIPER. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR (TIM ROSENER VIA CONFERENCE CALL).

Chair Weislogel addressed the next agenda item.

5. NEW BUSINESS

- A. **URA Resolution 2017-005, Authorizing the Urban Renewal Agency (URA) Administrator to execute a construction contract for the Downtown Parking Lot Project**

City Engineer Bob Galati recapped the staff report. The board members asked various questions regarding low bidder, closed bidding process, and project timelines.

With no further questions from the Board, Chair Weislogel asked for a motion.

MOTION: FROM SEAN GARLAND TO ADOPT URA RESOLUTION 2017-005, SECONDED BY RUSSELL GRIFFIN. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR (TIM ROSENER VIA CONFERENCE CALL).


6. ADJOURN

Chair Lee Weislogel adjourned the meeting at 9:25 pm.

Attest:



Sylvia Murphy, MMC, Agency Recorder



Lee Weislogel, Chair

Record Note: Due to technical issues, the meeting was not recorded and there is no audio record of this meeting on file.