



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, October 4, 2022

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

URA Board of Directors Meeting
(Following the 7:00 pm City Council Meeting)

This meeting will be live streamed at
<https://www.youtube.com/user/CityofSherwood>

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

**Tuesday, October 4, 2022
(Following the 7:00 pm City Council Meeting)**

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URA BOARD MEETING

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

- A. Approval of August 2, 2022 URA Board Meeting Minutes (Sylvia Murphy, Agency Recorder)**
- B. URA Resolution 2022-009, Authorizing the Agency Manager to purchase materials from Northwest Playground Equipment, Inc. for the Sherwood Festival Plaza (Kristen Switzer, Community Services Director)**

4. NEW BUSINESS

- A. URA Resolution 2022-010, Authorizing the Agency Manager to Execute a Construction Contract with Kodiak Construction Co. for Sherwood Festival Plaza (Kristen Switzer, Community Services Director)**

5. ADJOURN

SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, August 2, 2022
(Following the 7:00 pm City Council Meeting)

City of Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon 97140

This meeting will be live streamed at
<https://www.youtube.com/user/CityofSherwood>

URA BOARD REGULAR SESSION

1. **CALL TO ORDER:** Chair Mays called the meeting to order at 8:37 pm.
2. **BOARD PRESENT:** Chair Keith Mays, Board Members Renee Brouse, Doug Scott, and Taylor Giles. Vice Chair Tim Rosener and Sean Garland participated remotely. Board Member Kim Young was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Keith D. Campbell, System Administrator Mark Swanson, Public Works Director Craig Sheldon, Planning Manager Erika Palmer, Finance Director David Bodway, Community Services Director Kristen Switzer, and Agency Recorder Sylvia Murphy.
4. **CONSENT AGENDA**
 - A. **Approval of June 29, 2022 URA Board Meeting Minutes**
 - B. **Approval of July 19, 2022 URA Board Meeting Minutes**
 - C. **URA Resolution 2022-008, Correcting URA Resolution 2022-007, Adopting the FY2022-23 Budget of the City of Sherwood 2021 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**

MOTION: FROM RENEE BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY TIM ROSENER. MOTION PASSED 6:0. ALL PRESENT MEMBERS VOTED IN FAVOR (KIM YOUNG WAS ABSENT).

5. ADJOURN

Chair Mays adjourned the meeting at 8:39 pm.

Attest:

Sylvia Murphy, MMC, Agency Recorder

Keith Mays, Chair

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Kristen Switzer, Community Services Director
Through: Keith D. Campbell, Agency Manager and Alan Rappleyea, Interim City Attorney

SUBJECT: URA Resolution 2022-009, Authorizing the Agency Manager to purchase materials from Northwest Playground Equipment, Inc. for the Sherwood Festival Plaza

Issue: Should the Urban Renewal Agency Board of Directors authorize the Agency Manager to purchase equipment from Northwest Playground Equipment, Inc. for the Sherwood Festival Plaza?

Background: The Sherwood Festival Plaza will be located on the old Robin Hood Theater site at SW First and Pine Street. The project has been bid and staff expects that a construction contract will be award following approval at the October 4, 2022 URA Board meeting.

One item that could potentially cause delay is the production of the three canopy covers and the poles needed to support the canopies in the new plaza. The City is a member of the KCDA (King County Directors Association) and through this agreement is able to purchase the canopy covers and poles through NW Playground equip and receive a 5% discount. In order to get the product ordered, and to secure a discount, staff is recommending that we purchase the canopies directly from Northwest Playground Equipment, Inc..

Financials: By utilizing an IGA with KCDA (BID #22-315), we are able to receive a 5% discount. With the discount, the City will be able to purchase the customs fabric canopies and columns from Northwest Playground Equipment, Inc. for \$171,280.30. This project is being funded by the URA and funding for the project was included in the FY22-23 budget.

Recommendation: Staff respectfully requests adoption of URA Resolution 2022-009, Authorizing the Agency Manager to purchase materials from Northwest Playground Equipment, Inc. for the Sherwood Festival Plaza.



URA RESOLUTION 2022-009

AUTHORIZING THE AGENCY MANAGER TO PURCHASE MATERIALS FROM NORTHWEST PLAYGROUND EQUIPMENT, INC. FOR THE SHERWOOD FESTIVAL PLAZA

WHEREAS, in November 2022, construction is scheduled to begin on the Sherwood Festival Plaza; and

WHEREAS, the King County Directors Association (KCDA) is a competitive bidding procurement vendor that the City is a part of; and

WHEREAS, Northwest Playground Equipment, Inc offers a discount for members of the King County Directors Association; and

WHEREAS, in order to secure product, and utilize a 5% discount through KCDA, staff is recommending that materials be purchased directly from Northwest Playground Equipment, Inc; and

WHEREAS with the discount, the City purchase price will be \$171,280.30; and

WHEREAS, this project is being funded by the URA and funding for the project was included in the FY22-23 budget.

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

Section 1. The Agency Manager to purchase materials from Northwest Playground Equipment, Inc. for the Sherwood Festival Plaza in the amount of \$171,280.30.

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

Duly passed by the Urban Renewal Agency Board on this 4th day of October, 2022.

Keith Mays, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Kristen Switzer, Community Services Director
Through: Keith D. Campbell, Agency Manager and Alan Rappleyea, Interim City Attorney

SUBJECT: URA Resolution 2022-010, Authorizing the Agency Manager to Execute a Construction Contract with Kodiak Construction Co. for Sherwood Festival Plaza

Issue: Should the Sherwood Urban Renewal Agency authorize the Agency Manager to execute a construction contract with Kodiak Pacific Construction Co. for the construction of Sherwood Festival Plaza?

Background:

In November 2021 the City of Sherwood engaged Lango Hansen Landscape Architects to assist with the design of Sherwood Festival Plaza located at 1st and Pine. A design committee included representatives from the Robin Hood Festival Association, Cruisin' Sherwood, the Cultural Arts Commission, the Parks & Recreation Advisory Board, two (2) members of the City Council and City Staff. The design was taken before the Cultural Arts Commission, the Parks and Recreation Advisory Board, City Council and shared on the City's website.

At the end of August, the City solicited competitive bids from contractors for the construction of the Sherwood Festival Plaza. The Invitation to Bid was advertised through the Portland Daily Journal of Commerce on August 29, 2022, and August 31, 2022.

Bids were due on September 20, 2022, and there were four (4) responsive bidders. The lowest responsive bidder was Kodiak Pacific Construction Co. with an amount of \$1,434,343.00.

<u>Company Name</u>	<u>Total Bid Amount</u>
Paul Brothers Inc.	\$1,576,471.80
Kodiak Pacific Construction Co.	\$1,434,343.00
The Saunders Company	\$1,545,300.00
Kerr Contractors	\$1,536,187.00

The Intent to Award has been issued and the seven (7) day protest period will end on October 3, 2022. Work is expected to begin in late October and to be completed by early June 2023.

Financial Impacts:

The base contract amount is \$1,434,343.00 with construction contingency of \$286,868.60 (20%) for a total of \$1,721,211.60. This project is being funded by the URA and funding for the project was included in the FY22-23 budget.

Recommendation:

Staff respectfully recommends approval of URA Resolution 2022-010, Authorizing the Agency Manager to execute a construction contract with Kodiak Pacific Construction Co. for Sherwood Festival Plaza.



URA RESOLUTION 2022-010

AUTHORIZING THE AGENCY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT WITH KODIAK CONSTRUCTION CO. FOR SHERWOOD FESTIVAL PLAZA

WHEREAS, In November 2021 Lango Hansen Landscape Architects was hired to assist with developing a Master Plan for the Sherwood Festival Plaza; and

WHEREAS, the URA completed the design, produced bid documents and solicited contractors using a competitive bidding process per ORS 279C, OAR 137-049; and

WHEREAS, bids were opened on September 20, 2022, and a Notice of Intent to Award was issued with the mandatory seven (7) day protest period which is scheduled to concluded on October 3, 2022; and

WHEREAS, the URA has budgeted for the construction cost of this project within the FY2022/2023 budget; and

WHEREAS, Kodiak Pacific Construction Co. has been identified as the lowest responsive bidder; and

WHEREAS, staff recommends the Agency Manager be authorized to execute a construction contract with Kodiak Pacific Construction Co. in a base contract amount of \$1,434,343.00 with construction contingency of \$286,868.60 (20% of the base contract amount) for the construction of Sherwood Festival Plaza.

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

Section 1. The Agency Manager is hereby authorized to execute a construction contract upon the completion of the seven (7) day protest period with Kodiak Pacific Construction Co. in a base contract amount of \$1,434,343.00 with construction contingency of \$286,868.60 (20% of the base contract amount) for the construction of Sherwood Festival Plaza.

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

Duly passed by the Urban Renewal Agency Board on this 4th day of October, 2022.

Keith Mays, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, October 4, 2022**

**City of Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon 97140**

URA BOARD REGULAR SESSION

1. **CALL TO ORDER:** Vice Chair Rosener called the meeting to order at 8:50 pm.
2. **BOARD PRESENT:** Vice Chair Tim Rosener, Board Members Renee Brouse, Kim Young, Doug Scott, and Taylor Giles. Chair Keith Mays was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Keith D. Campbell, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer, Interim City Attorney Alan Rappleyea, IT Director Brad Crawford, Finance Director David Bodway, Agency Recorder Sylvia Murphy.
4. **CONSENT AGENDA**
 - A. **Approval of August 2, 2022 URA Board Meeting Minutes**
 - B. **URA Resolution 2022-009, Authorizing the Agency Manager to purchase materials from Northwest Playground Equipment, Inc. for the Sherwood Festival Plaza**

MOTION: FROM KIM YOUNG TO APPROVE THE CONSENT AGENDA. SECONDED BY RENEE BROUSE. MOTION PASSED 5:0. ALL PRESENT MEMBERS VOTED IN FAVOR (CHAIR MAYS WAS ABSENT).

Vice Chair Rosener addressed the next agenda item.

5. **NEW BUSINESS**
 - A. **URA Resolution 2022-010, Authorizing the Agency Manager to Execute a Construction Contract with Kodiak Construction Co. for Sherwood Festival Plaza**

Community Services Director Kristen Switzer recapped that work on the festival plaza had begun in November 2021 with the formation of a committee comprised of representatives from the Parks and Recreation Advisory Board, Cultural Arts Commission, Robin Hood Festival Association, Cruisin' Sherwood, City Council, and City Staff to determine a preferred plaza design. The preferred design was then shown to the community via an online open house as well as several boards and committees in order to provide their feedback on the preferred design. She reported that the project had received four bids and that all four bids had been close in their estimates, with Kodiak Construction Co. being the lowest bidder at \$1,434,343 and asked that the construction contract be awarded to them. Mr. Scott asked when they would get to name the plaza? Ms. Switzer replied that the city had a park naming policy and offered to review the policy and go over naming options with the board soon. Ms. Young asked if enough funds had been budgeted in the 2022-23 budget to cover the cost of the project? Ms. Switzer replied that enough

funds had been budgeted for the project and added that staff had estimated that the plaza would cost around \$1.5 million to construct. Vice Chair Rosener explained that the URA allowed cities to raise funds through tax differentials across all taxing agencies within the district and commented many cities used URAs to complete capital investments in their communities because it did not raise resident's taxes.

MOTION: FROM KIM YOUNG TO APPROVE URA RESOLUTION 2022-010, AUTHORIZING THE AGENCY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT WITH KODIAK CONSTRUCTION CO. FOR SHERWOOD FESTIVAL PLAZA. SECONDED BY DOUG SCOTT. MOTION PASSED 5:0. ALL PRESENT MEMBERS VOTED IN FAVOR (CHAIR MAYS WAS ABSENT).

6. ADJOURN

Vice Chair Rosener adjourned the meeting at 8:57 pm.

Attest:


Sylvia Murphy, MMC, Agency Recorder


Tim Rosener, Chair