



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, February 6, 2024

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

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

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

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

**Tuesday, February 6, 2024
(Following the 7:00 pm City Council Meeting)**

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URA BOARD SPECIAL MEETING

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CONSENT AGENDA**
 - A. Approval of December 12, 2023 URA Board Meeting Minutes** (Sylvia Murphy, Agency Recorder)
 - B. URA Resolution 2024-001, Authorizing the Agency Manager to Enter into a Public Improvement Contract with Kerr Contractors for the Ice Age Drive Early Tree Removal & Minor Utility Trenching Project** (Jason Water, City Engineer)
- 4. ADJOURN TO CITY COUNCIL EXECUTIVE SESSION**

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

Tuesday, December 12, 2023

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

URA BOARD WORK SESSION

1. **CALL TO ORDER:** Chair Rosener called the meeting to order at 7:30 pm.
2. **BOARD PRESENT:** Chair Tim Rosener, Vice Chair Keith Mays, Board Members Kim Young, Dan Standke, Renee Brouse, and Doug Scott. Board Member Taylor Giles attended remotely.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, IT Director Brad Crawford, Finance Director David Bodway, Police Chief Ty Hanlon, Legal Counsel Alan Rappleyea, City Engineer Jason Waters, and Agency Recorder Sylvia Murphy.

4. **CONSENT AGENDA:**

- A. **Approval of August 15, 2023 URA Board Meeting Minutes**
- B. **Approval of November 21, 2023 URA Board Meeting Minutes**

MOTION: FROM BOARD MEMBER SCOTT TO APPROVE CONSENT AGENDA. SECONDED BY BOARD MEMBER BROUSE. MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.

Chair Rosener addressed the next agenda item.

5. **NEW BUSINESS:**

- A. **URA Resolution 2023-011, Authorizing the Agency Manager to Enter into a Public Improvement Contract with Carter & Company, Inc. for Construction of the Hwy 99W Pedestrian Bridge Project**

City Engineer Jason Waters explained that the proposed resolution awarded the contract to construct the pedestrian bridge for a total of \$21,988,411.80 with a contingency of 10%. Chair Rosener explained that the pedestrian bridge fell within the city's URA and Resolution 2023-085 authorized the city to loan money to the URA while the construction contract would be managed by the URA. Vice Chair Mays and Board Member Young said they appreciated the work that had been done on the value engineering for the project. Board Member Scott commented that the pedestrian bridge project had been discussed by both Council and the URA Board of Directors many times over the years leading up to this point. Board Member Standke asked for the estimated target timeline for the construction of the bridge and City Engineer Waters replied that he hoped to have the bridge substantially complete within 18 months. Board Member Giles commented that he was happy to have a pedestrian bridge at that location, but he had concerns about the cost and would not be voting in favor of the resolution. He spoke on the importance

of ensuring that the city's parks and trails had good connectivity to the bridge. Chair Rosener gave his thanks and kudos to city staff, KPFF consultants, and community members who had shown support for the project. With no other Board comments the following motion was stated.

MOTION: FROM BOARD MEMBER YOUNG TO APPROVE URA RESOLUTION 2023-011, AUTHORIZING THE AGENCY MANAGER TO ENTER INTO A PUBLIC IMPROVEMENT CONTRACT WITH CARTER & COMPANY, INC. FOR CONSTRUCTION OF THE HWY 99W PEDESTRIAN BRIDGE PROJECT. SECONDED BY BOARD MEMBER SCOTT.

Prior to calling for a vote on the motion, Vice Chair Mays stated that he was excited about the project and gave his thanks and kudos to the community and those involved with getting the project to this stage.

MOTION PASSED 6:1. CHAIR ROSENER, VICE CHAIR MAYS, BOARD MEMBERS YOUNG, SCOTT, STANDKE, AND BROUSE VOTED IN FAVOR. BOARD MEMBER GILES OPPOSED.

6. ADJOURN

Chair Rosener adjourned the meeting at 7:40 pm.

Attest:

Sylvia Murphy, MMC, Agency Recorder

Tim Rosener, Chair

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Jason Waters, P.E., City Engineer
Through: Craig Sheldon, Agency Manager (City Manager Pro Tem) and Ryan Adams, City Attorney

SUBJECT: **URA Resolution 2024-001, Authorizing the Agency Manager to Enter into a Public Improvement Contract with Kerr Contractors for the Ice Age Drive Early Tree Removal & Minor Utility Trenching Project**

Issue:

Shall the Sherwood Urban Renewal Agency authorize the Agency Manager to enter into a Public Improvement Contract for Construction of the Early Tree Removal & Minor Utility Trenching Project?

Background:

This is a small project associated with the SW Ice Age Drive Improvements Project, specifically to clear trees and stumps from the realigned Kinder-Morgan jet-fuel pipeline easement prior to March 1st when the Migratory Bird Treaty Act (MBTA) restrictions start and tree clearing activities are prohibited until declared by the state arborist for the restrictions to end, typically in late July to early August. The Ice Age Drive project and the work set to be performed by Kinder Morgan this April will be delayed by 8-10 months if the trees are not cleared by March 1st. Award of this contract will keep both Kinder Morgan's pipeline relocation project and the City's road improvements project on track.

In addition to the early tree removal, this contract calls for the contractor to install all of the utility pipe casings under the realigned pipeline prior to Kinder Morgan's contractor beginning the pipeline relocation project.

Four (4) bids were received as part of the public solicitation for construction bids advertised in the Oregon Daily Journal of Commerce (DJC) on 1/8/2024 and 1/10/2024 with the low bid amount of **\$189,500.00** submitted on Wednesday, October 24th, 2024 by **Kerr Contractors Oregon LLC**, 395 Shenandoah Lane N.E., Woodburn, OR 97071. The base-bid amounts submitted by the three (3) other contractors from low-to-high are as follows: \$287,732.00 (JQ Construction), \$425,000.00 (Pacific Excavation), and \$699,000.00 (Bill Erickson Heavy Construction).

The Notice of Intent to Award a construction Contract to Kerr Contractor for \$189,500.00 was posted on the City's webpage and delivered to all bidders on Thursday, January 25th, 2024 and the seven (7) day protest period will end on February 1st, 2024.

Assuming the contract is awarded and executed, the pre-construction meeting has been tentatively scheduled for Thursday, February 8th, 2024 at 1pm and tree clearing & removal work is set to commence the following week on February 12th, 2024. Kerr Contractors will then have until mid-March to complete the

remainder of the utility undergrounding and casing work and Kinder Morgan's contractor is set to begin the jet fuel pipeline relocation project in April 2024 and the work will take approximately 2-months.

Financial Impacts:

No impacts to the City or URA budgets as adopted. The funds for this project are allocated in the SW Ice Age Drive Improvements Project (Job 723-ST).

Recommendation:

Staff respectfully recommends adoption of URA Resolution 2024-001, Authorizing the Agency Manager to Enter into a Public Improvement Contract with Kerr Contractors for the Ice Age Drive Early Tree Removal & Minor Utility Trenching Project.

Ice Age Drive: Early Work Package

Early Work Package - Clearing and Grubbing, Tree Removal, Utility Trenching and Casing Installation

City of Sherwood

24-Jan-24



Bidders			Pacific Excavation			JQ Construction		Bill Erickson Heavy Construction		KERR CONTRACTORS	
	ITEM	UNIT	TOTAL QUANTITY	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
BID ITEMS											
1	Extra Work Contingency	AA	AA	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
2	Removal of all trees and Grinding of debris	LS	ALL	\$130,000.00	\$130,000.00	\$99,700.00	\$99,700.00	\$290,000.00	\$290,000.00	\$25,000.00	\$25,000.00
3	Erosion & Sediment Control, Complete	LS	ALL	\$50,000.00	\$50,000.00	\$35,400.00	\$35,400.00	\$70,000.00	\$70,000.00	\$35,000.00	\$35,000.00
4	Installation of Casings	LS	ALL	\$240,000.00	\$240,000.00	\$147,632.00	\$147,632.00	\$334,000.00	\$334,000.00	\$124,500.00	\$124,500.00
BID TOTALS					\$ 425,000		\$ 287,732		\$ 699,000		\$ 189,500
TOTAL ESTIMATED PROJECT COST					\$ 425,000		\$ 287,732		\$ 699,000		\$ 189,500



URA RESOLUTION 2024-001

AUTHORIZING THE AGENCY MANAGER TO ENTER INTO A PUBLIC IMPROVEMENT CONTRACT WITH KERR CONTRACTORS FOR THE ICE AGE DRIVE EARLY TREE REMOVAL & MINOR UTILITY TRENCHING PROJECT

WHEREAS, the City and URA 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 279C, OAR 137-049); and

WHEREAS, bids were advertised publicly on 1/8/2024 and 1/10/2024, opened on January 24th, 2024, and four (4) responsive bids were submitted by responsible contractors; and

WHEREAS, the City received four (4) bids with Kerr Contractors being the lowest responsive bidder; and

WHEREAS, the Engineer's Estimated Range of Probable Cost was \$150,000 to \$175,000 and the low base-bid is within 10% of this range and funds are available in the FY23-24 budget to support the work; and

WHEREAS, staff recommends the Agency Manager be authorized to execute a Construction Contract with Kerr Contractors in the amount of \$189,500.00 plus \$28,425.00 (15% of the initial Contract Amount) for Contract Change Orders.

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 Kerr Contractors for an initial Contract Amount equal to \$189,500.00.

Section 2. The Agency Manager is hereby authorized to execute Construction Contract Change Orders with Kerr Contractors up to \$28,425.00.

Section 3. The Agency Manager is hereby authorized to execute Intergovernmental Agreements (IGA) and other service agreements with the Oregon Department of Transportation (ODOT) and Washington County Department of Land Use and Transportation (DLUT) for monetary amounts up to \$150,000.00.

Section 4. This Resolution shall be effective upon its approval and adoption.

Duly passed by the Urban Renewal Agency Board this 6th day of February 2024.

Tim Rosener, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

URA Board of Directors Meeting Date: February 6, 2024

ATTENDANCE SHEET

NAME

ADDRESS

PHONE

NAME	ADDRESS	PHONE

Approved Minutes

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

Tuesday, February 6, 2024

**City of Sherwood City Hall
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URA BOARD MEETING

1. **CALL TO ORDER:** Chair Rosener called the meeting to order at 7:30 pm.
2. **BOARD PRESENT:** Chair Tim Rosener, Vice Chair Kim Young, Board Members Dan Standke, Renee Brouse, Keith Mays, and Taylor Giles. Board Member Doug Scott was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, IT Director Brad Crawford, Finance Director David Bodway, Police Captain Dan O'Loughlin, City Attorney Ryan Adams, Community Development Director Eric Rutledge, Economic Development Manager Bruce Coleman, and Agency Recorder Sylvia Murphy.
4. **CONSENT AGENDA:**

A. Approval of December 12, 2023 URA Board Meeting Minutes

B. URA Resolution 2024-001, Authorizing the Agency Manager to Enter into a Public Improvement Contract with Kerr Contractors for the Ice Age Drive Early Tree Removal & Minor Utility Trenching Project

MOTION: FROM BOARD MEMBER BROUSE TO APPROVE CONSENT AGENDA. SECONDED BY BOARD MEMBER GILES. MOTION PASSED 6:0. ALL PRESENT MEMBERS VOTED IN FAVOR (BOARD MEMBER SCOTT WAS ABSENT).

5. ADJOURN

Chair Rosener adjourned the meeting at 7:31 pm.

Attest:



Sylvia Murphy, MMC, Agency Recorder



Tim Rosener, Chair