

10/15/18

ROSEBURG URBAN RENEWAL AGENCY
BOARD MEETING AGENDA
October 22, 2018



7:00 p.m. City Hall Council Chambers
(Immediately following City Council meeting)

1. **CALL TO ORDER:** Larry Rich, Chairperson

 2. **ROLL CALL OF BOARD MEMBERS**
Alison Eggers Linda Fisher-Fowler Ashley Hicks Steve Kaser
John McDonald Brian Prawitz Tom Ryan Andrea Zielinski

 3. **CONSENT AGENDA**
 - A. Minutes of June 11, 2018 Meeting
 - B. Runway Lighting & Misc. Electrical Upgrades Engineering Task Order Authorization – 19GR01

 4. **AUDIENCE PARTICIPATION**

 5. **ADJOURNMENT**
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07/8

**MINUTES OF THE ROSEBURG
URBAN RENEWAL AGENCY BOARD MEETING
June 11, 2018**

A meeting of the Roseburg Urban Renewal Agency Board was called to order by Chair Larry Rich at 8:26 p.m. on Monday, June 11, 2018, in the Roseburg City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

Present: Board Members Alison Eggers, Linda Fowler-Fisher, Ashley Hicks, John McDonald, Brian Prawitz, Tom Ryan, Steve Kaser and Andrea Zielinski.

Others Present: City Manager Lance Colley, City Attorney Bruce Coalwell, Public Works Director Nikki Messenger, Human Resources Director John VanWinkle, Police Chief Jim Burge, Incoming Police Chief Gary Klopfenstein, Fire Chief Gregg Timm, Incoming Fire Chief Gary Garrisi, Community Development Director Stuart Cowie, Finance Director Ron Harker, Management Assistant Koree Tate, Kyle Bailey of KQEN and Carisa Cigavske of the News Review.

CONSENT AGENDA

Councilor Ryan moved to approve Consent Agenda items:

- A. Minutes of April 23, 2018 Special Meeting
- B. Minutes of April 23, 2018 Meeting

Motion was seconded by Councilor McDonald and approved unanimously.

PUBLIC HEARING – 2018-2019 BUDGET ADOPTION

Chair Rich opened the public hearing at 8:27 p.m. regarding the Urban Renewal Agency 2018-19 Budget Adoption. Mr. Harker reported the Oregon Local Budget Law requires the Urban Renewal Agency of the City of Roseburg to conduct a public hearing on the 2018-19 budget as approved by the Budget Committee on May 15, 2018. The Urban Renewal budget document and message was presented by City Manager Colley on May 1, 2018. The Budget Committee deliberated on the proposed budget, sought public input and approved the budget. The total requirements for 2018-19 are \$9,188,333.00. As no one else wished to speak, Chair Rich closed the hearing at 8:27 p.m. Board Member Ryan moved to adopt Resolution No. UR-18-01 adopting the 2018-2019 budget, making appropriations, and declaring tax increment financing. Motion was seconded by Board Member Hicks and approved unanimously.

ADJOURNMENT

The meeting adjourned at 8:28 p.m.

Koree Tate

Koree Tate
Management Assistant

ejc
10/17/18

ROSEBURG URBAN RENEWAL BOARD AGENDA ITEM SUMMARY



Runway Lighting & Misc. Electrical Upgrades Engineering Task Order Authorization 19GR01

Meeting Date: October 22, 2018
Department: Public Works
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The runway electrical project is the next capital improvement project programmed for FAA funding at the airport. The issue for the Board is whether to authorize an engineering services task order.

BACKGROUND

A. **Board Action History.** None.

B. **Analysis.** The runway electrical project includes the following

- Removal and replacement of the existing Runway 16/34 edge lighting system, including new conduit, wiring, base cans, and fixtures
- Removal and replacement of the existing Runway End Identifier Lights (REILs), including new conduit, wiring, and REIL units
- Removal and replacement of the existing primary windcone and segmented circle, including new conduit, wiring, and windcone assembly
- Installation of a new supplemental windcone on Runway 16, including new conduit, wiring, and windcone assembly
- Installation of runway aiming point markings on both ends of Runway 16/34

The scope of work for the proposed task order includes preliminary design, final design, bid administration, preconstruction services, construction management and post construction services related to as-built documentation, flight check support and grant closeout.

C. **Financial and/or Resource Considerations.** Mead & Hunt's proposed fee to provide these services is \$162,631.50. The FY 18-19 Urban Renewal Capital Projects Fund includes \$150,000.00 for airport projects and/or matching funds. The budgeted amount is adequate to get the project through bidding. The soonest construction would occur would be in FY 19-20. As such, construction related costs will be budgeted in the Airport Fund.

D. **Timing Issues.** The City must have bids in hand for the FAA to issue a grant for the project. The intent is to design the project this winter and bid in the late spring. What year the project is constructed in will depend on when FAA is able to issue the grant. The contractor will be required to hold their bid until the 2020 construction season in the event the grant is not issued early enough to construct in 2019.

BOARD OPTIONS

The Board has the following options:

1. Authorize a task order for \$162,631.50 for engineering services related to the runway electrical project; or
2. Request additional information; or
3. Not authorize a task order and delay the project.

STAFF RECOMMENDATION

Prior to approving engineering fees over \$100,000.00, the FAA requires the sponsor (City) to obtain an independent fee estimate (IFE) from a different engineering firm to ensure the fees are reasonable. Staff engaged Century West Engineers to perform the IFE. Based on the same scope of work as that provided by Mead & Hunt, Century West estimated the engineering fees to be \$190,482.00. Given Mead & Hunt's familiarity with the airport, it is consistent that their estimate would be slightly lower. As such, staff is comfortable with the fee submitted by Mead & Hunt.

The Airport Commission discussed this task order at their October 4th special meeting. The Commission recommended that the Council authorize a task order with Mead & Hunt for \$162,631.50 for engineering services related to the Runway Electrical Project. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to authorize a task order with Mead & Hunt for engineering services related to the Runway Electrical Project for an amount not to exceed \$162,631.50.

ATTACHMENTS

None