



URBAN RENEWAL DISTRICT AGENCY BOARD

September 9, 2014

Council Chambers • 777 SW Deschutes Avenue

BOARD MEMBERS

George Endicott
Chair

Tory Allman
Board Member

Joe Centanni
Board Member

Camden King
Board Member

Ginny McPherson
Board Member

Ed Onimus
Board Member

Jay Patrick
Board Member

SEPTEMBER 9, 2014

SPECIAL MEETING AGENDA

**FOLLOWING P.M.
COUNCIL MEETING**

I. CALL TO ORDER / ESTABLISH A QUORUM

II. MINUTES

A. Minutes of July 22, 2014, Special Urban Renewal District Agency Board Meeting

Exhibit 1

III. ACTION ITEMS

A. Change Order #1 & #2 to Contract #2014-01 with Harper Houf Peterson Righellis Inc for Medical District Streetscape Design Services

Exhibit 2

IV. OTHER BUSINESS

V. ADJOURN

Regular Council meetings are broadcast live on COTV11 – BendBroadband Channel 11 beginning at 7:00 p.m. on the 2nd and 4th Tuesdays of each month. Rebroadcasts are scheduled for the non-meeting Tuesdays at 7:00 p.m., and Sunday at 1:00 p.m.

Anyone needing accommodation to participate in the meeting must notify the ADA Coordinator at least 48 hours in advance of the meeting at 541-504-3036, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish).

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SPECIAL CITY OF REDMOND URBAN RENEWAL DISTRICT AGENCY BOARD MEETING WAS HELD JULY 22, 2014, IN THE CITY COUNCIL CHAMBERS.

BOARD MEMBERS PRESENT: Tory Allman – Joe Centanni – George Endicott – Camden King – Ginny McPherson – Ed Onimus – Jay Patrick

STAFF PRESENT: City Manager Keith Witcosky – City Attorney Steve Bryant – City Recorder Kelly Morse – Community Development Director Heather Richards – CIS Administrator Sheri Cleveland – Deputy Director Jason Neff – Deputy Director Jodi Burch – Economic Development Program Manager Gabriel Martin

MEDIA PRESENT: Leslie Pugmire-Hole, Redmond Spokesman

Chair Endicott called the meeting to order at 9:05 p.m. and established a quorum. The Board took a short break then reconvened at 9:10 p.m.

EXECUTIVE SESSION

Chair Endicott convened the Board into Executive Session at 9:10 p.m. in accordance ORS 192.660(2)(e) authorizes executive session “to conduct deliberations with persons designated by the governing body to negotiate real property transactions.”

Chair Endicott closed the Executive Session portion of the meeting at 9:26 p.m.

The regular portion of the meeting was called to order at 9:26 p.m.

MOTIONS AS A RESULT OF EXECUTIVE SESSION

There were no motions as a result of Executive Session

CONSENT AGENDA

- A. Minutes of June 10, 2014, Special Urban Renewal District Agency Board Meeting (Exhibit 1)**
- B. Intergovernmental Agreement with City of Redmond clarifying land acquisition and disposition, capital improvements, and administrative services. (Exhibit 2)**

Allman moved, seconded by Patrick, to approve the Consent Agenda as presented, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, King-yes, McPherson-yes, Onimus-yes, Patrick-yes)

OTHER BUSINESS

There being no further business, the meeting was adjourned at 9:27 p.m.

Prepared by Kelly Morse, City Recorder

APPROVED by the Board and SIGNED by the Chair this 9th day of September, 2014.

George Endicott, Chair

ATTEST:

Kelly Morse, City Recorder



CITY OF REDMOND
Community Development Department

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STAFF REPORT

DATE: September 9, 2014
TO: Redmond Urban Renewal Agency Board Members
THROUGH: Keith Witcosky, City Manager
FROM: Heather Richards, Community Development Director
SUBJECT: Change Order to Professional Services Contract #2014-01 with HHPR for Medical District Streetscape Design Services

Addresses Council Goal:

Goal #9 – URBAN RENEWAL: Invest resources to encourage new business investment in designated blighted areas that will grow the job base and strengthen and diversify the tax base in that area.

C. Make strategic investments in selected infrastructure projects which are expected to have a strong, demonstrable, positive impact on job creation and private investment.

Report in Brief:

This is a request for two change orders to the Medical District Streetscape Design contract with Harper Houf Peterson Righellis, Inc. (HHPR). The combined amount of these change orders is an amount not to exceed \$17,000. Since this amount is greater than 10% of the original contract of \$41,000, City Council approval is required.

Original Contract:	\$41,000.00
Change Order #1:	\$ 8,500.00
Change Order #2	\$ 8,500.00
Total:	\$58,000.00

Background:

The City of Redmond contracted with HHPR to provide design services and construction documents for streetscape improvements on Larch Avenue and Kingwood Avenue between Business 97 and Canal Boulevard.

Discussion:

The Redmond Urban Renewal Agency adopted the Professional Business Medical District Strategy in 2013. One of the projects in the strategy is to invest in streetscape improvements on Larch and Kingwood Avenues. Agency staff has been working with property owners on the streetscape design elements and hired HHPR to provide construction documents. During the course of the development of the project it was decided to provide 30% construction documents on 4th Street from Maple Avenue to Kingwood Avenue so that right-of-way needs were determined prior to redevelopment. Later in the course of the design, the team elected to explore alternative stormwater retention opportunities.

Attachments:

Change Order #1 to the Medical District Streetscape Design Contract with HHPR
Change Order #2 to the Medical District Streetscape Design Contract with HHPR

Fiscal Impact:

Change Order #1 and Change Order #2 will be paid for by the contractual services line item of the Urban Renewal Activity – Business/Medical Park Development in the Downtown Urban Renewal Development Fund budget.

Fund	GL Account	Amount
Downtown Urban Renewal Development Fund	32600-61-617-06-00-98	\$17,000.00

Alternative Courses of Action:

1. Approval of Change Order #1 and Change Order #2
2. Reject Change Order #1 and Change Order #2
3. Request additional information.

Recommendation/Suggested Motion:

“I move to approve Change Order #1 and Change Order #2 for the Medical District Streetscape Design contract #2014-01 with Harper Houf Peterson Righellis for a not to exceed amount of \$17,000.00 and authorize the City Manager to sign the agreement.”

Heather Richards
Community Development Director

Change Order # 1
Contract # 2014-01
Medical District – Streetscape Design
Redmond Oregon
28- June 2014

ADDITIONAL SERVICES – 4th Street Preliminary Streetscape Design

Project Understanding & Approach

Task 1 – Streetscape Design Plans

Based on direction of the City and the Medical District Advisory Committee, HHPR will prepare preliminary design plans for the development of the identified right-of-ways and associated streetscape area:

- **4th Street – Maple Avenue to Kingwood Avenue [30% only]**

Streetscape programming and plan preparation will be coordinated with the City of Redmond, and the Medical District Advisory Committee and will include, but may not be limited to sidewalks, street trees and buffer planting, decorative finishes, storm water treatment, lighting concepts and site furniture selection to match the streetscape designs for Larch Avenue and Kingwood Avenue planning, respectively.

Additional Fee: This additional task will be based on billable hours estimated **not to exceed \$8,500.00**



Harper Houf Peterson Righellis, Inc
David Olsen

Date

21 August 2014

City of Redmond

Date _____

Change Order #2
Contract # 2014-01
Medical District – Streetscape Design
Redmond Oregon
28- July 2014

ADDITIONAL SERVICES – STORM WATER FACILITIES
28-July, 2014

Project Understanding & Approach

Task 1 – Revise Stormwater Facilities

Based on new decisions to previous design directions agreed to by the Medical District Advisory Committee, HHPR will revise the stormwater facilities design for the Larch Street right-of-way. The design revision includes the use of catch basins and drywells in the right-of-way and associated grading for conveyance of storm-water, landscaping concepts and design, and related plan coordination related to the direction of the MDAC and the City.

Additional Fee: This additional task will be based on billable hours estimated **not to exceed \$8,500.00**



Harper Houf Peterson Righellis, Inc
David Olsen

Date 21 August . 2014

City of Redmond

Date _____