



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

AGENDA

Columbia Gateway Urban Renewal Agency

City Council Chamber

313 Court Street, The Dalles, Oregon

Meeting Conducted in a Handicap Accessible Room

Monday, December 12, 2011

Immediately Following the City Council Meeting

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. AUDIENCE PARTICIPATION
- V. APPROVAL OF MINUTES - November 28, 2011
- VI. CONTRACT REVIEW BOARD ACTIONS
 - A. Resolution No. 11-075 Adopting Revised Local Contract Review Board Rules
- VII. ACTION ITEMS
 - A. Approval of Third Place Streetscape Plan
- VI. ADJOURNMENT

MINUTES

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

REGULAR MEETING
OF
NOVEMBER 28, 2011

CITY COUNCIL CHAMBER
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Chair Jim Wilcox

AGENCY PRESENT: Bill Dick, Carolyn Wood, Dan Spatz, Brian Ahier, Tim McGlothlin

AGENCY ABSENT: None

STAFF PRESENT: City Manager Nolan Young, City Attorney Gene Parker, City Clerk Julie Krueger, Community Development Director Dan Durow, Finance Director Kate Mast

CALL TO ORDER

The meeting was called to order by Chair Wilcox at 5:46 p.m.

ROLL CALL

Roll call was conducted by City Clerk Krueger; all members present.

APPROVAL OF AGENDA

It was moved by Ahier and seconded by Wood to approve the agenda as presented. The motion carried unanimously.

AUDIENCE PARTICIPATION

None.

MINUTES (Continued)
Urban Renewal Agency
November 28, 2011
Page 2

APPROVAL OF MINUTES

It was moved by Wood and seconded by Dick to approve the meeting minutes of the September 12, 2011 Agency meeting. The motion carried unanimously.

PRESENTATIONS

Audit Presentation

Finance Director Kate Mast introduced Tonya Moffitt of Merina and Company, who provide a review of the fiscal year 2010-11 audit. Ms. Moffitt reviewed the executive summary, noting they had provided a clean opinion. She highlighted the areas of required communications to those charged with governance and reviewed the audit comments and disclosures. Moffitt noted there were no deficiencies in this audit.

It was moved by Dick and seconded by McGlothlin to accept the audit as presented. The motion carried unanimously.

ADJOURNMENT

Being no further business, the meeting adjourned at 5:53 p.m.

Submitted by/
Julie Krueger, MMC
City Clerk

SIGNED:

James L. Wilcox, Chair

ATTEST:

Julie Krueger, MMC, City Clerk



AGENDA STAFF REPORT

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

MEETING DATE:	AGENDA LOCATION:	AGENDA REPORT #
December 12, 2011		

TO: Agency Members

FROM: Gene E. Parker, City Attorney

THRU: Nolan K. Young, City Manager 

DATE: November 30, 2011

ISSUE: Resolution No. 11-075, adopting revised Local Contract Review Board Rules for the Urban Renewal Agency Local Contract Review Authority

RELATED CITY COUNCIL GOAL: None.

PREVIOUS AGENDA REPORT NUMBERS: None.

BACKGROUND: On February 28, 2005, the Urban Renewal Agency adopted Resolution No. 05-054 approving revised rules for the Agency Board acting in its capacity as the Local Contract Review Board Authority for the Agency. These rules were subsequently amended by adoption of Resolution Nos. 06-056 on May 8, 2006, and 08-062 on September 8, 2009.

The Oregon Legislature recently adopted House Bill 3316 which required local contracting agencies such as the Agency, to change the public contracting rules concerning the award of contracts for architectural and engineering services to incorporate a “quality based selection process”. This legislation becomes effective January 1, 2012.

The following is a basic summary of the changes involved in adoption of the “quality based selection process”:

1. For contracts involving architectural and engineering services, and other specified types of professional services listed in the legislation, for services valued up to the sum of \$100,000, the Agency can directly negotiate a contract with the consulting professional for those services, without having to undergo some form of a competitive solicitation process.
2. For contracts involving the designated professional services of a value of \$100,000 up to the sum of \$250,000, the Agency will be required to use a process whereby they select the consultant from a pre-qualified list of consultants. The Agency then is allowed to use what is referred to as an “Informal Selection Procedure”. The key elements of this “Information Selection Procedure are as follows:

Creation of a Request for Proposals which at a minimum includes the following elements:

- A. A description of the types of services to be provided.
- B. The anticipated Contract performance schedule.
- C. Conditions or limitations which may constrain or prohibit the selected Consultant’s ability to provide additional services related to the project.
- D. The date and time that proposals are due and directions for submitting proposals.
- E. The criteria for selecting the most qualified Consultant. A key point is that information concerning the Consultant’s pricing policies or other pricing information only becomes relevant criteria if the contract is one for the Consultant to provide what is defined as “Related Services”
- F. A statement indicating that proposers responding to the RFP do so solely at their expense.
- G. A statement that explains the applicable protest procedures.

Proposals that are received are reviewed and ranked, and the three highest ranked Proposers are selected. The Agency would then begin negotiations with the highest ranked Proposer for an agreement for the project, which would spell out the Consultant’s performance obligations and schedules, the payment methodology and maximum amount payable to the Consultant which is fair and reasonable to the Agency, taking into account the value, scope, complexity and nature of the services to be provided, and any other provisions the Agency believes are in the Agency’s best interests. If the Agency cannot successfully negotiate an agreement with the highest ranked Proposer, the Agency would then begin negotiations with the next highest ranked proposer.

3. For contracts involving the designated professional services of a value of \$250,000 or more, the Agency will be required to use what is referred to as a

“Formal Selection Procedure”. The key elements of this “Formal Selection Procedure” are as follows:

This process requires the City to either publicly advertise for a Request for Proposals, or a Request for Qualifications followed by a Request for Proposals. The Request for Qualifications process is designed to evaluate potential Consultants, and establish a “short list” of qualified Consultants to whom the Agency could issue a Request for Proposals. The Request for Qualifications has certain minimum requirements, and can also include the following requirements:

- A. A statement describing the Consultant’s general qualifications and related performance information.
- B. A descriptions of the Consultant’s specific qualifications to perform the requested services described in the RFQ, including the Consultant’s committed resources and recent, current, and projected workloads.
- C. A list of similar services performed by the Consultant, and references concerning past performance.
- D. The number of Consultant’s experienced staff available to perform the services, including their specific qualifications and experience, and an estimate of the proportion of time that such personnel would spend on those services.
- E. The Consultant’s approach to the services described in the RFQ.
- F. The Consultant’s geographic proximity to and familiarity with the physical location of the project.
- G. The Consultant’s ownership status and employment practices regarding women, minorities, and emerging businesses or historically underutilized businesses.
- H. The Consultant’s ability to assist the Agency in complying with the solar energy technology requirements of ORS 279C.527.
- I. Any other information the Agency deems reasonably necessary to evaluate the Consultant’s qualifications.

An evaluation committee would received the responses submitted for the Request for Qualifications, and then rank the proposers and create a “short list” of at least three qualified Consultants. The Agency would then issue a Request for Proposals to the Consultants on the short list.

The rules require very detailed elements for a Request for Proposal, including information concerning the Proposer’s ability and capability to perform the services, the experience of the Proposer’s key staff persons in providing similar services, the recent, current and project workloads of the staff of the Proposer, and the Proposer’s demonstrated ability to complete successfully similar services on time and within budget. An evaluation committee would review, score, and rank each proposal received. The Agency would then initiate negotiations with the highest ranked Proposer, with the goal of reaching an agreement which would set forth the Consultant’s performance obligations and performance schedule, and the

payment methodology and the maximum amount payable to the Consultant which is fair and reasonable to the Agency., taking into account the value, scope, complexity and nature of the services. If the Agency cannot reach an agreement with the highest ranked Proposer, the Agency can terminate negotiations with that Proposer, and initiate negotiations with the next highest ranked Proposer.

4. The new law also includes services provided by a “photogrammetrist” with the types of contract for professional services who will be subject to the new requirements. A photogrammetrist is a professional licensed with the State Board of Examiners for Engineering and Land Surveyors, who provides services such as aerial photographs that show the contour and topography of land.
5. The new law also includes provisions applicable to contracts for transportation planning services for projects that are subject to the National Environmental Policy Act.

The Agency’s Local Contract Review Board Rules are modeled after the model rules prepared by the Attorney General’s Office. Resolution No. 11-075 includes a copy of revised rules which have been prepared, incorporating the revisions recommended by the Attorney General’s Office. A copy of the revised rules is available for review on the City’s website.

BUDGET IMPLICATIONS: For certain projects, the Agency will not be allowed to use the element of price in the initial screening process to select consultants to provide certain professional services. The goal of these revised rules is to ensure that local contracting agencies receive the highest quality of services, and the price of the services may not always be the determining factor in awarding the contract for the services.

ALTERNATIVES:

- A. Staff Recommendation. *Move to adopt Resolution No. 11-075.*

RESOLUTION NO. 11-075

A RESOLUTION ADOPTING REVISED LOCAL CONTRACT REVIEW BOARD RULES FOR THE COLUMBIA GATEWAY URBAN RENEWAL AGENCY LOCAL CONTRACT REVIEW AUTHORITY

WHEREAS, on February 28, 2005, the Columbia Gateway Urban Renewal Agency adopted Resolution No. 05-054 approving revised rules for the Agency acting in its capacity as the Local Contract Review Board Authority for the Urban Renewal Agency; and

WHEREAS, the Agency adopted amendments to these rules by adoption of Resolution No. 06-056 on May 8, 2006, and Resolution No. 08-062 on September 8, 2008; and

WHEREAS, the Oregon Legislature recently adopted House Bill 3316 which required local contracting agencies such as the Agency, to change the public contracting rules concerning the award of contracts for architectural and engineering services to incorporate a “quality based selection process”, which legislative becomes effective January 1, 2012; and

WHEREAS, the Oregon Attorney General’s Office has just completed revisions to the Attorney General’s Model Rules for implementing the public contracting law; and

WHEREAS, the Agency’s Local Contract Review Board Rules are patterned after the Attorney General’s Model Rules; and

WHEREAS, it is necessary to revise the Agency’s Local Contract Review Board Rules adopted by Resolution No. 05-054, and amended by Resolution Nos. 06-056 and 08-062, to ensure those rules comply with the provisions of House Bill 3316;

NOW, THEREFORE, BE IT RESOLVED BY THE COLUMBIA GATEWAY URBAN RENEWAL AGENCY AS FOLLOWS:

Section 1. Revised Rules Adopted. The Revised Rules set forth in Exhibit “A”, attached hereto and incorporated herein by this reference, are hereby adopted and approved as the rules for the Urban Renewal Agency’s Local Contract Review Board Authority. These Revised Rules replace the rules adopted by Resolution No. 05-054, as amended by Resolution Nos. 06-056 and 08-062.

Section 1. Effective Date. This Resolution shall be effective as of December 12, 2011.

PASSED AND ADOPTED THIS 12TH DAY OF DECEMBER, 2011.

Voting Yes, Agency Member: _____
Voting No, Agency Member _____
Abstaining, Agency Member _____
Absent, Agency Member: _____

AND APPROVED BY THE CHAIR THIS 12TH DAY OF DECEMBER, 2011

James L. Wilcox, Chair

ATTEST:

Julie Krueger, MMC, City Clerk



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

Urban Renewal Agency

Staff report for the meeting of:
December 12, 2011

TO: Urban Renewal Agency
FROM: Dan Durow, Urban Renewal Manager
THRU: Nolan Young, City Manager *nyj*
DATE: November 30, 2011

ISSUE: Consideration of a recommendation from the Urban Renewal Advisory Committee to approve the 3rd Place Streetscape Conceptual Design.

BACKGROUND: The firm of Wallis Engineers was hired to help complete a conceptual design of the streetscape elements for the 3rd Place Streetscape project. In addition to meetings with City staff from the Community Development and Public Works Departments, the consultants also conducted three stakeholder/resident meetings. These meetings were advertised generally and 80 to 90 individual notices for each of the three meetings were sent by direct mail to each resident and property owner in the project area. In all, about 30 people attended at least one meeting or discussed the project individually with City staff. These people received a direct mail project update for this meeting as well.

The Urban Renewal Advisory Committee (URAC) met on November 15th and was given an in-depth presentation from the engineering consultants and City staff. The preferred option final draft (see attached) was, on the whole, approved by the URAC that recommended it be forwarded on to the Urban Renewal Agency (URA) for its consideration and final approval. This preferred option final draft was the result of the input from the three public workshops and from City staff discussions.

The initial step of this project was to develop a conceptual design and was not intended to resolve all engineering issues. The design issues still under consideration include:

1. Whether West 6th Street at Trevitt Street intersection will be one-way west bound, or two-way with a narrowed street width. (Most likely this will be a final engineering resolution with information obtained from a full traffic study analysis.)
2. Determination of exact sidewalk, parking, and travel lane widths. (Most likely this will be a final engineering resolution with information obtained from a complete right-of-way survey. Existing right-of-way information may not be accurate.)

3. Determine the size of the turning radii at Pentland and 3rd, and 4th and 3rd to ensure that trucks can turn without encroaching into the opposing lane. (Resolved before the URA meeting.)
4. Street tree and lighting placement to ensure vision clearance. (Most likely this will be a final engineering resolution with information obtained from a complete right-of-way survey and analysis of vision clearance requirements.)
5. On-street parking design: raised parking or at street grade. (Most likely this will be resolved through final engineering or discussions with the URA and other City staff.)
6. Final selection of street tree varieties, period light poles, lighting, hardscape materials – color, style, and locations, and design of larger landscaped areas. (Most likely these will be resolved during final engineering. However, the final conceptual design report will include recommendations on these design issues.)

City staff and representatives of Wallis Engineers will present additional information at the URA meeting.

It is staff's intention to move ahead with final engineering (either in-house or with a hired engineering consultant) as soon as practical, even though construction of this project is not expected for at least five (5) years given the resources of the URA at this time. However, having the final engineering completed and the project ready for bid would make the project more competitive when applying for construction grants. Staff will be looking for every funding opportunity to move this project into construction once the final engineering is complete.

BUDGET IMPLICATIONS: There are no budget implications with the approval of the conceptual design. Final engineering work will be done either by City staff or by hiring outside engineers. If done by outside engineers, the URA will need to approve that expenditure in a future budget.

RECOMMENDATION:

[URAC recommendation and suggested motion] *Move to approve the proposed 3rd Place streetscape conceptual design as presented by Wallis Engineers with the understanding that there are remaining design issues that could result in modifications to this conceptual design during final engineering.*

Alternatives:

1. Request that modifications be made before approving the conceptual design.
2. Don't approve the conceptual design.



Walits
engineering

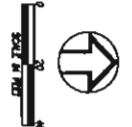
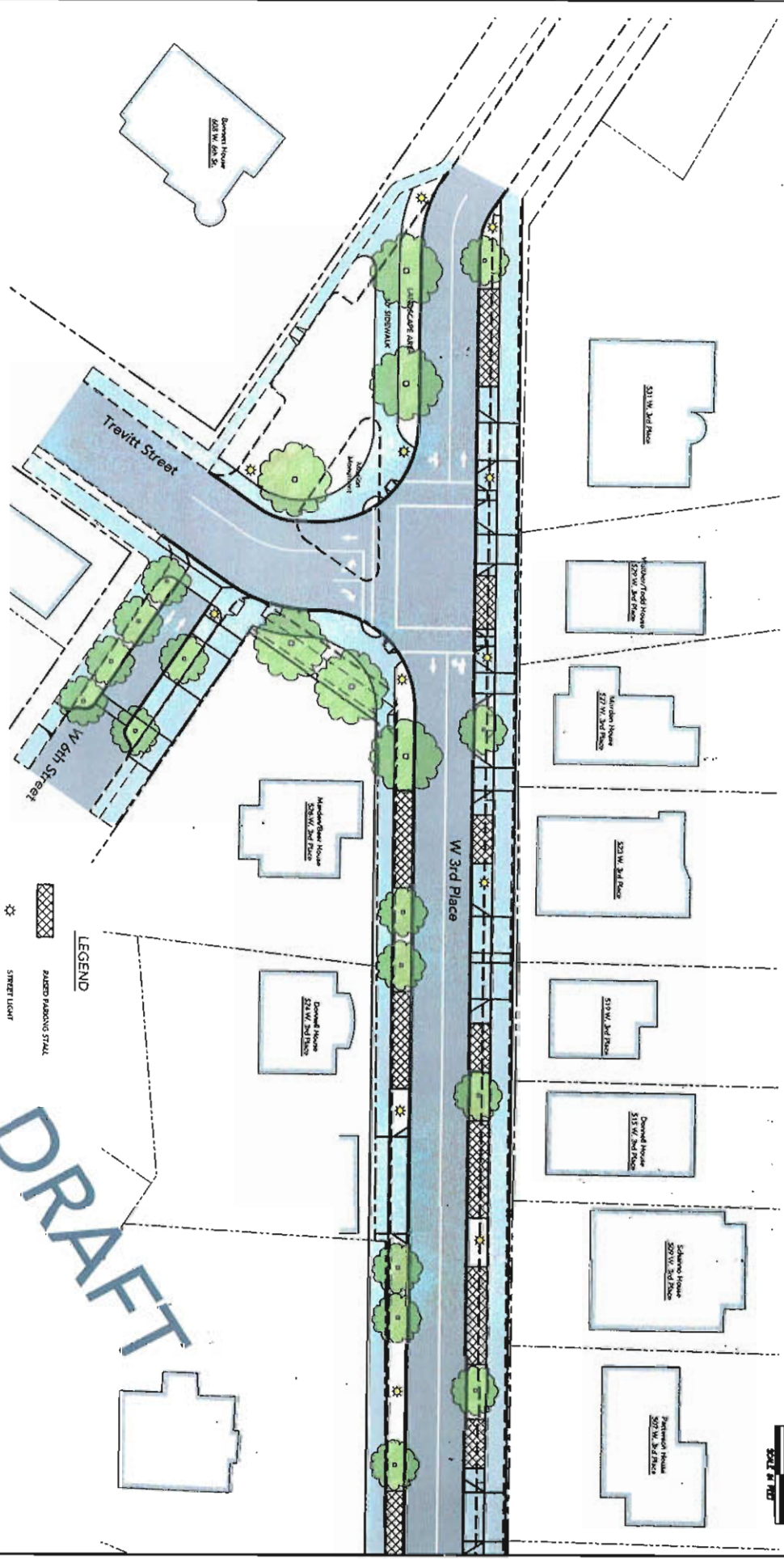
LEGEND

- PARKED PARKING STALL
- STREET LIGHT
- 20' QUARTER TREE
- 30' QUARTER TREE

DRAFT

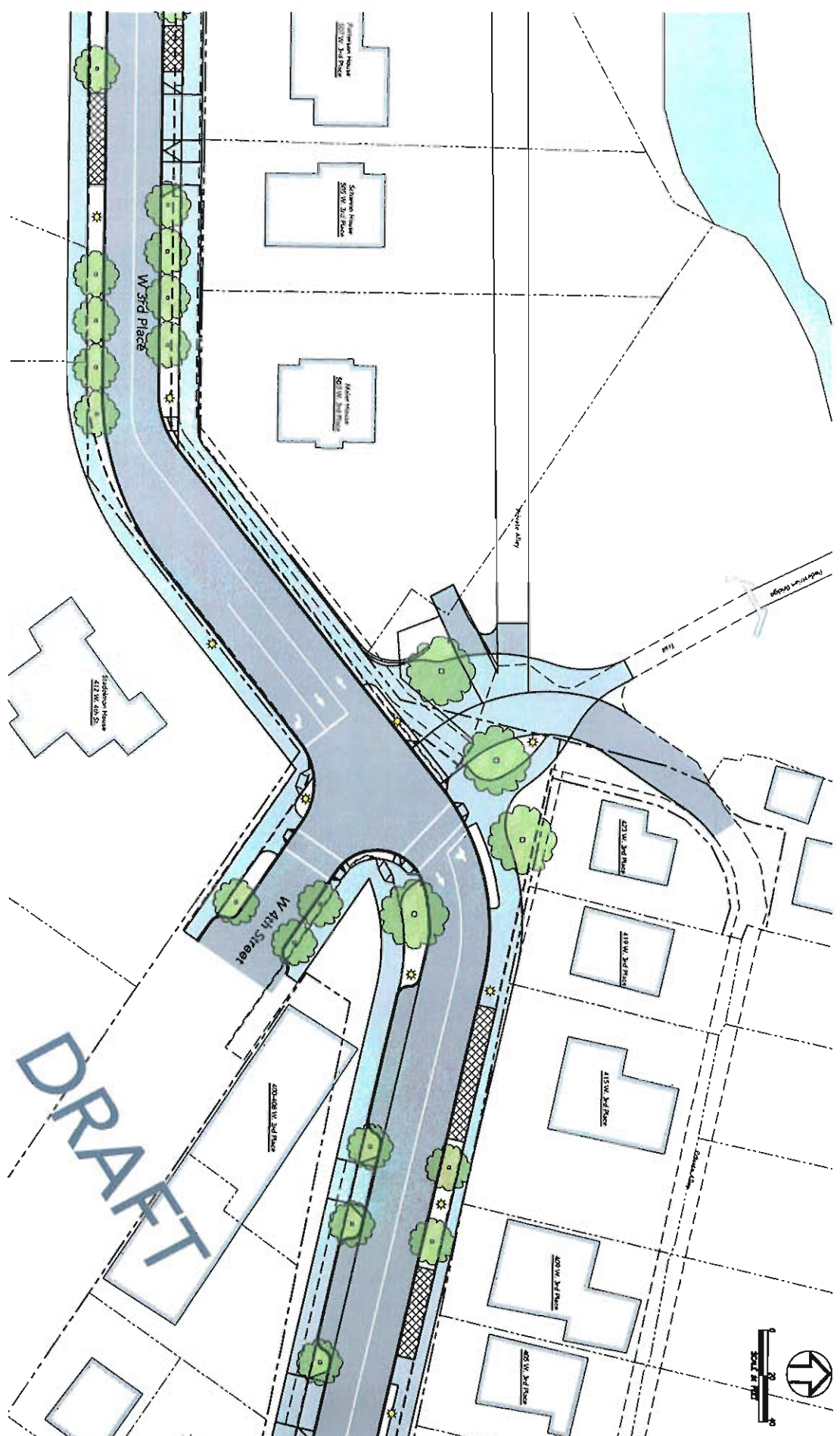
THE DALLES, OREGON
STREET IMPROVEMENT PROJECT
11/2011

EXHIBIT 1



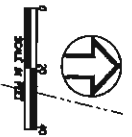


wallis
engineering
INCORPORATED



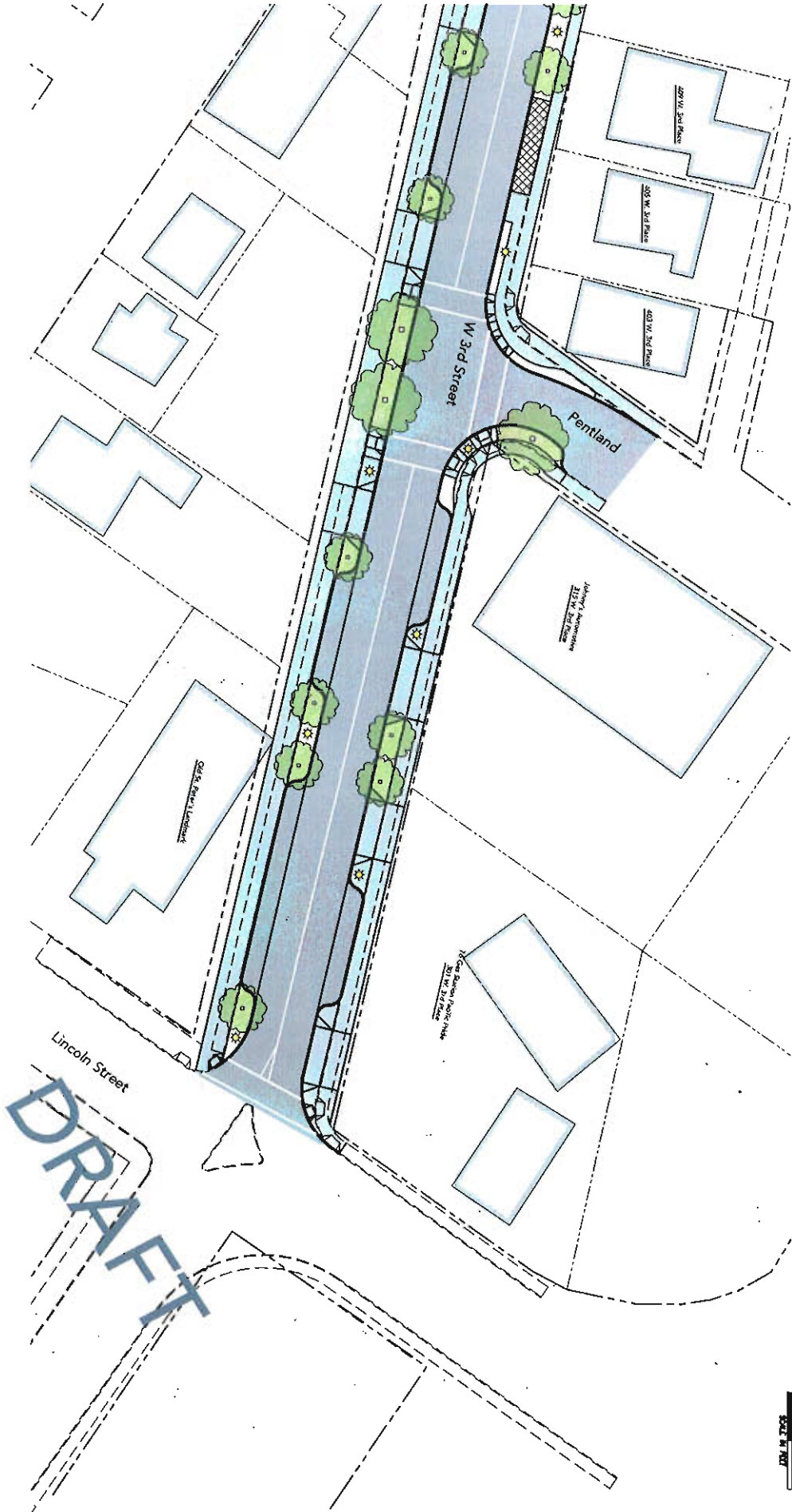
DRAFT

EXHIBIT 2
THE DALLES, OREGON
STREET IMPROVEMENT PROJECT
11/2011





wallis
engineering



DRAFT

THE DALLES, OREGON
STREET IMPROVEMENT PROJECT

EXHIBIT 3

1/1/2011

