
AGENDA

ASTORIA DEVELOPMENT COMMISSION MEETING

May 6, 2013
Immediately Follows City Council Meeting
Astoria City Hall – 1095 Duane Street
Astoria OR 97103

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. REPORTS OF COMMISSIONERS**
- 4. CHANGES TO AGENDA**

5. CONSENT CALENDAR

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the Astoria Development Commission requests to have any item considered separately. Members of the Community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

- (a) ADC Minutes of 3/4/13**
- (b) ADC Minutes of 3/18/13**

6. REGULAR AGENDA ITEMS

- (a) Portway Street Railroad Crossing Design Proposal (Public Works)**
- (b) Contract Amendment with Jim Wilkins Consulting for Garden of Surging Waves Construction Management (Community Development)**

<p>THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING JULIE LAMPI, CITY MANAGER'S OFFICE, 503-325-5824.</p>



CITY OF ASTORIA
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April 30, 2013

MEMORANDUM

TO: ASTORIA DEVELOPMENT COMMISSION (ADC)

FROM: *PP* PAUL BENOIT, CITY MANAGER

SUBJECT: ASTORIA DEVELOPMENT COMMISSION MEETING OF MAY 6, 2013

CONSENT CALENDAR

Item 5(a): ADC Minutes

The minutes of the ADC meeting of March 4, 2013 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 5(a): ADC Minutes

The minutes of the ADC meeting of March 18, 2013 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

REGULAR AGENDA ITEMS

Item 6(a): Portway Street Railroad Crossing Design Proposal (Public Works)

Due to ongoing deterioration, staff has researched repair methods for the two railroad crossings on Portway Ave. Research consisted of exploring repair options and requesting informal quotes from specialty contractors that perform this type of work. Following is a summary of the options and the associated estimated costs:

Alternate	Crossing Type	Estimated Cost	Durability/Comments
1	Asphalt	\$30,000 - \$40,000	Low – poor impact performance, traditionally used in our area, not ideal for heavy truck traffic
2	Rubberized	\$50,000 - \$60,000	Same as above, regional examples have not performed well
3	Cast-In-Place Concrete Panels	\$60,000 - \$70,000	High – work well under truck traffic, appears to be trend in areas with higher traffic volumes such as Portland
4	Pre-Cast Concrete Panels	\$80,000 - \$ 100, 000	Same as above but offers future access to railroad ties below

Alternate 1 could be constructed as a repair without the need for engineering plans and specifications. The other alternates would require engineering design from a design firm that specializes in railroad engineering. Staff contacted one such firm, and based on preliminary conversations, it is anticipated that engineering fees for this work should be less than \$20,000.

Staff recommends Alternate 4 as the best overall method of repair. This method would assure a lasting product that can be readily maintained. With approval of this recommendation, staff would bring a professional services contract before Council for approval to commence engineering and design. Funding for this project is available through the Astor West Urban Renewal District. It is recommended that Council authorize staff to proceed with the development of plans and specifications for the Pre-cast Concrete Panel design using contract engineering services.

Item 6(b): Contract Amendment with Jim Wilkins Consulting for Garden of Surging Waves Construction Management (Community Development)

On July 30, 2012 the Development Commission approved a contract with Wilkins Consulting in the amount of \$25,600 for construction management services for the Garden of Surging Waves. Wilkins Consulting has been working with the general contractor, Robinson Construction, doing project oversight, inspections, document review, payroll verification, and other tasks as requested by the City; however, there have been portions of the Garden of Surging Waves project which have required more time from Wilkins Consulting than previously expected. Wilkins Consulting estimates an additional \$20,952.50 is required for Sequence A. This figure includes a 10% contingency. A contract amendment with Wilkins Consulting for construction manager services for a not to exceed amount of \$46,552.50 is attached. Funds for this work would come from the Astor-East Urban Renewal District. It is recommended that the Astoria Development Commission approve a contract amendment with Wilkins Consulting in a not to exceed amount of \$46,552.50 for Garden of Surging Waves construction manager services.

ASTORIA DEVELOPMENT COMMISSION

City Council Chambers

March 4, 2013

ADC JOURNAL OF PROCEEDINGS

A regular meeting of the Astoria Development Commission (ADC) was held at the above place at the hour of 8:07 p.m.

Commissioners Present: LaMear, Warr, Herzig and Mayor Pro Tem Mellin

Commissioners Excused: Chairman Van Dusen

Staff Present: City Manager Benoit, Planning Director Estes, Fire Chief Ames, Library Director Tucker, Public Works Director Cook and Police Chief Curzon. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

REPORTS OF COMMISSIONERS—No reports**CHANGES TO AGENDA—No changes****CONSENT CALENDAR**

The following items were submitted on the Consent Calendar:

5(a) ADC Minutes of 12/17/12

Commission Action: Motion by Commissioner LaMear, seconded by Commissioner Warr, to approve the Consent Calendar. Motion carried unanimously. Ayes: Commissioners Warr, LaMear, Herzig and Mayor Pro Tem Mellin. Nays: None.

REGULAR AGENDA ITEMS**Item 6(a): Acceptance of ADC Audit Report for FYE 6/30/12 (Finance)**

At the February 19, 2013 Council meeting staff handed out the FYE 6/30/12 Audit and SAS 114 letter for the Urban Renewal Agency of the City of Astoria for your review. With the completion of the audit, I am pleased to report that we once again have received an unqualified or "clean" opinion regarding the fair presentation of the City's transactions and financial position. The Governmental Finance Officers Association Best Practices recommend that the Audit be presented to the Development Commission upon completion. This best practice is designed to ensure that those charged with decision making within a governmental body receive appropriate and timely feedback from the auditors. By accepting this audit report you are not verifying the detailed numbers, but rather, are acknowledging the conclusion of the auditors and their findings.

Commission Action: Motion by Commissioner Warr, seconded by Commissioner Herzig, to accept the Astoria Development Commission Audit Report for Fiscal Year Ending 6/30/12. Motion carried unanimously. Ayes: Commissioners Warr, LaMear, Herzig and Mellin, and Mayor Pro Tem Mellin. Nays: None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:10 p.m.

ATTEST:

Secretary**APPROVED:**

City Manager

ASTORIA DEVELOPMENT COMMISSION

City Council Chambers
March 18, 2013

ADC JOURNAL OF PROCEEDINGS

A regular meeting of the Astoria Development Commission (ADC) was held at the above place at the hour of 8:29 p.m.

Commissioners Present: LaMear, Herzig, Warr, Mellin, Mayor Van Dusen

Staff Present: City Manager Benoit, Maintenance Supervisor Elkins, Fire Chief Ames, Police Chief Curzon, City Attorney Henningsgaard, and Public Works Director Cook. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

REPORTS OF COMMISSIONERS: No reports

CHANGES TO AGENDA: No changes

CONSENT CALENDAR:

The following items were submitted on the Consent Calendar:

- 5(a) ADC Minutes of 3/4/13
- 5(b) Resolution Eliminating Bond Fund #114 (Finance)

Commission Action: Motion by Commissioner Warr, seconded by Commissioner LaMear, to approve the Consent Calendar. Motion carried unanimously. Ayes: Commissioners Warr, LaMear, Herzig and Mellin, and Mayor Van Dusen. Nays: None.

REGULAR AGENDA ITEMS:

Item 6(a): Resolution Appropriating Resources and Making a Transfer in the Astor East Urban Renewal District (AEURD) (Finance)

The ADC authorized borrowing of funds from Columbia Bank in the purpose of this proposed appropriation is to allow for allocating resources to the Garden of Surging Waves previously authorized by the Commission. In FYE June 30, 2012, the Commission authorized a borrowing from Columbia Bank in the amount of \$625,000. Staff is recommending the attached resolution that authorizes the following: increase debt payments from \$80,000 to \$135,400 for current debt payments; increase Capital Outlay by \$50,000 to \$250,000 for the Heritage Square improvements; transfer \$156,350 to fund #146 the Parks and Recreation Fund in support of the continued development of the Heritage Square project.

Commission Action: Motion by Commissioner Warr, seconded by Commissioner Mellin, to approve the resolution that authorizes the following: increase debt payments from \$80,000 to \$135,400 for current debt payments; increase Capital Outlay by \$50,000 to \$250,000 for the Heritage Square improvements; transfer \$156,350 to fund #146 the Parks and Recreation Fund in support of the continued development of the Heritage Square project. Motion carried unanimously. Ayes: Commissioners Warr, LaMear, Herzig and Mellin, and Mayor Van Dusen. Nays: None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:30 p.m. to convene the Executive Session.

ATTEST:

APPROVED:

Secretary

City Manager



CITY OF ASTORIA
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April 25, 2013

MEMORANDUM

TO: ASTORIA DEVELOPMENT COMMISSION

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: **PORTWAY STREET RAILROAD CROSSING REPAIR PROJECT UPDATE**

DISCUSSION/ANALYSIS

Due to ongoing deterioration, staff has researched repair methods for the two railroad crossings on Portway Ave. Deterioration is due to old age, increased volume of truck traffic, and the poor condition of the underlying railroad ties.

Research consisted of exploring multiple repair options and requesting pricing information from specialty contractors that do this type of work. For reasons of durability and ease of access to the railroad ties, there is a general trend toward utilizing pre-cast concrete panel's in-lieu of the traditional method of paving around the tracks.

Following is a summary of the options explored and the associated estimated costs:

Alternate	Crossing Type	Estimated Cost	Durability/Comments
1	Asphalt	\$30,000 - \$40,000	Low – poor impact performance, traditionally used in our area, not ideal for heavy truck traffic
2	Rubberized	\$50,000 - \$60,000	Same as above, regional examples have not performed well
3	Cast-In-Place Concrete Panels	\$60,000 - \$70,000	High – work well under truck traffic, appears to be trend in areas with higher traffic volumes such as Portland
4	Pre-Cast Concrete Panels	\$80,000 - \$100,000	Same as above but offers future access to railroad ties below

Alternate 1 could be constructed as a repair without the need for engineering plans and specifications. The other alternates would require engineering design from a design firm that specializes in railroad engineering. Staff contacted an engineering firm that does the design of railroad crossings for Portland & Western Railroad. Based on preliminary conversations, it

is anticipated that engineering fees for this work should be less than \$20,000 and an engineering firm could be directly appointed per Astoria City Code.


Staff recommends Alternate 4 as the best overall method of repair. Although more costly, this method will assure a lasting product that can be readily maintained. With approval of this recommendation, staff would then bring a professional services contract before the Commission for approval to commence design.

Funding for this project is available through the Astor West Urban Renewal District.

RECOMMENDATIONS

It is recommended that the Astoria Development Commission authorize staff to proceed with the development of plans and specifications for the Pre-cast Concrete Panel design using contract engineering services.

Submitted By


Ken P. Cook, Public Works Director

Prepared By


Jeff Harrington, City Engineer

Portway Railroad Crossing Photographs



Existing Railroad Crossings at Portway




Example of Concrete Pre-Cast Concrete Railroad Crossing



**CITY OF ASTORIA
COMMUNITY DEVELOPMENT
DEPARTMENT**

MEMORANDUM

April 29, 2013

TO: ASTORIA DEVELOPMENT COMMISSION
FROM:  PAUL BENOIT, CITY MANAGER
SUBJECT: CONTRACT AMENDMENT WITH WILKINS CONSULTING FOR
GARDEN OF SURGING WAVES CONSTRUCTION MANAGEMENT

DISCUSSION / ANALYSIS

As is standard procedure for City public improvement projects, the City retains the services of a construction manager, who works in conjunction with Public Works Inspectors. On July 30, 2012 the Development Commission approved a contract with Wilkins Consulting in the amount of \$25,600 for construction management services for the Garden of Surging Waves.

Wilkins Consulting worked with the City and MulvannyG2 (project designer) in the pre-bidding process, review of plans and specifications, and bid analysis. Wilkins Consulting has also been working with the general contractor, Robinson Construction, doing project oversight, inspections, document review, payroll verification, and other tasks as requested by the City. However, there have been portions of the Garden of Surging Waves project which have required more time from Wilkins Consulting than previously expected.

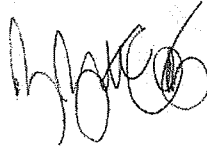
First, the associated sidewalk re-construction project along 11th and Duane Streets necessitated Wilkins Consulting assistance. They were involved at the late stages of the sidewalk project to ensure that it and subsequent Garden construction dovetailed, thereby minimizing conflicts. Additionally, Wilkins Consulting was involved in value engineering of the sidewalk project, looking for opportunities which could later save money on the Garden construction. Secondly, when bids for the construction of the Garden of Surging Waves came in higher than expected, Mr. Wilkins assisted in developing the schedule of values for the project which was used to develop project sequencing. Wilkins Construction estimates an additional \$20,952.50 is required for Sequence A. This figure includes a ten percent contingency. The total amount

proposed for construction management services is within industry standards for this type of work.

Attached to this memorandum is a contract amendment with Wilkins Consulting for construction manager services for a not to exceed amount of \$46,552.50. This contract amendment amount is intended for construction management of Sequence A, currently under contract. However, all of the funds included in the not to exceed amount may not be necessary. When additional Garden of Surging Waves sequences are approved by Council, construction management services will need to be subsequently addressed for those sequences. Funds for this work would come from the Astor-East Urban Renewal District. The contract document is under review by City Attorney Henningsgaard.

RECOMMENDATION

It is recommended that the Astoria Development Commission approve a contract amendment with Wilkins Consulting in a not to exceed amount of \$46,552.50 for Garden of Surging Waves construction manager services.

A handwritten signature in black ink, appearing to read 'Brett Estes', is positioned above the signature line.

By: _____
Brett Estes, Community Development Director /
Assistant City Manager

CONTRACT AMENDMENT NO. 1

To

PROFESSIONAL SERVICES CONTRACT

Between

ASTORIA DEVELOPMENT COMMISSION and WILKINS CONSULTING

The parties hereby agree to amend the contract for Professional Services for construction management for the Garden of Surging Waves, dated July 25, 2012. Therefore, SECTION 2.A on Page 1 is hereby deleted and replaced to read as follows:

2. COMPENSATION

A. The ADC agrees to pay CONSULTANT a total not to exceed \$46,552.50 for performance of those services provided herein;

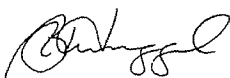
Except as hereby amended, all terms and provisions of the original agreement shall remain in full force and effect.

ASTORIA DEVELOPMENT COMMISSION CONSULTANT

Manager

Wilkins Consulting

APPROVED AS TO FORM:



Digitally signed by Blair
Henningsgaard
DN: cn=Blair Henningsgaard, o,
ou, email=blair@astorialaw.net,
c=US
Date: 2013.04.25 15:35:51
+08'00'

City Attorney

Wilkins Consulting

EXHIBIT A

*Water & Wastewater Systems – Property Development – Road Construction – Estimating & Budget Development
Construction and Project Management – Plan Review – Value Engineering*

*701 West Marine Drive. • Astoria, OR. • 97103 • 503-325-3368
Cell Phone: 503-338-0606 • Email: wilkins701@charter.net • Fax: 503-325-1845*

April 26, 2013

City of Astoria
Brett Estes, Community Development Director
1095 Duane St.
Astoria, OR 97103

**RE: Astoria Heritage Square – The Garden of Surging Waves Project, Phase 1A
Construction Management – Contract Amendment**

Brett;

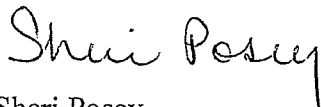
Our work with the City of Astoria for construction management of the Garden of Surging Waves project has required more time than previously anticipated.

Wilkins Consulting assisted with construction management of the sidewalk re-construction on 11th and Duane Streets to ensure that the construction on the two projects worked together. Wilkins Consulting also assisted with coordination of the value engineering and project sequencing for the Garden of Surging Waves Project to help the project proceed within the City's budget.

We anticipate a contract amendment of \$20,952.50 will be needed to complete Sequence A. This amount assumes an average of 15 hours a week for Jim and 5 hours a week for Sheri for the remainder of Sequence A and will bring our total CM contract to \$46,552.50. This includes a 10% contingency and is a not to exceed amount.

Thank you for the opportunity to be a part of this great project.

Regards,



Sheri Posey
Project Admin.
Wilkins Consulting