



# AGENDA

## ASTORIA CITY COUNCIL SPECIAL MEETING

**Thursday, May 7, 2015**

**6:45 p.m.**

**2<sup>nd</sup> Floor Council Chambers  
1095 Duane Street • Astoria OR 97103**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENTS (NON-AGENDA)**
- 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 City Council 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.
- 6. REGULAR AGENDA ITEMS**
  - (a) Astoria Senior Center Renovation Project Amended Community Development Block Grant Award
  - (b) Astoria Senior Center Renovation Project Architectural Services Contract Amendment Number 2
- 7. NEW BUSINESS AND MISCELLANEOUS**
- 8. REPORTS OF COUNCILORS**

**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 YUILL, CITY MANAGER'S OFFICE, 503-325-5824.**



## CITY OF ASTORIA

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May 4, 2015

### MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA SENIOR CENTER RENOVATION PROJECT AMENDED  
COMMUNITY DEVELOPMENT BLOCK GRANT AWARD

### DISCUSSION/ANALYSIS

In March of 2013 the City Council approved the contract with the Oregon Business Development Department Infrastructure Finance Authority (IFA) for a Community Development Block Grant (CDBG) award in the amount of \$1,500,000 for the Renovation of the Astoria Senior Center.

Following receipt of the bids for Astoria Senior Center Renovation in late February 2015 project staff has been working with the apparent low bid general contractor, S|EA (project architect), City Staff, and the Senior Center Management to adjust the scope of work defined in the bid/design documents. This is being done to align closer with the available project renovation funds in consideration the bids received exceeded the project cost estimate while still addressing the direct core needs of the Senior Center and the defined project requirements within the Community Development Block Grant contract documents.

Concurrent with the work to adjust the project scope, staff has been working with IFA to attempt and secure additional funding for the project. IFA has offered an additional \$240,000 for the project. The receipt of this amended award (attached) of \$1,740,000 greatly assists in narrowing the previous gap of available funds for construction to ensure the core needs of the Senior Center project will be realized.

### RECOMMENDATION

It is recommended that the City Council provide approval to accept the amended Community Development Block Grant award for the Renovation of the Astoria Senior Center Project in the sum of \$1,740,000.

By: Al Jaques  
Al Jaques, Project Manager



April 28, 2015

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

**Astoria Senior Center  
Renovation Project  
Proposal for Additional Services**

Dear Brett,

Based on the need to reduce the project scope to get the project within budget, I am requesting additional service fees for revising the construction documents. The revisions will be based on the series of value engineering meetings and exercises conducted with Skyward Construction, the Seniors and the Owner’s Representative (Al Jaques).

**I. Project Understanding**

- A. The available project funding is short of the bids received by the contractors during the bidding process. Skyward Construction was the low bidder.
- B. S|EA has worked with the Seniors, Skyward Construction, and the Owner’s Representative (Al Jaques) to produce a value engineered scope of work that has a reduced cost. However, it’s apparent that additional funding still needs to be obtained.
- C. The City understands that there is still a funding shortfall that needs to be resolved to allow the project to be constructed. Al Jaques is working with the City to realize where these additional funds will come from.

**II. Scope of Services**

Services will include the following:

- A. Provide revisions to the drawings and specifications. The revisions will be based on the series of value engineering meetings and exercises conducted with Skyward Construction, the Seniors and the Owner’s Representative (Al Jaques).

**III. Deliverables**

- A. Revised design and engineering documents as required for the City and the Contractor.

**IV. Fees**

I propose to provide the services outlined in the Scope of Services above for the following lump sum fee.

A.	Revised Construction Documents:	
	Architectural	\$ 7,720
	Structural	\$ 1,250
	M / E / P	\$ 880
	Kitchen	\$ 1,520

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Total Additional Fees                      \$ 11,370

**V. Terms**

This is an extension of the original agreement. All terms and conditions will remain the same as the original agreement.

If the contents of this contract amendment are acceptable to you, please sign below and return one copy to my office to authorize work to begin. I appreciate the opportunity of working with you on this project and look forward to the successful completion.

Sincerely,

**SCOTT / EDWARDS ARCHITECTURE, LLP**

A handwritten signature in black ink, appearing to read "Sid Scott", with a stylized flourish at the end.

Sid L. Scott, AIA  
Principal

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Authorization

Date



May 4, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA SENIOR CENTER RENOVATION PROJECT ARCHITECTURAL SERVICES CONTRACT AMENDMENT NUMBER 2

**DISCUSSION/ANALYSIS**

Scott Edwards Architect LLP (S|EA) the Astoria Senior Center Renovation Architect of Record was awarded a contract in the amount of \$115,000 in July 2013 to provide architectural services for the said project. In November of 2013 the contract was amended by \$5,500 to the total sum of \$120,500 to support the need for additional engineering services related to seismic upgrades of the design documents.

Following receipt of the bids for Astoria Senior Center Renovation in late February 2015 project staff has been working with the apparent low bid general contractor, S|EA, City Staff and the Senior Center Management to adjust the scope of work defined in the design documents to align closer with the available project renovation funds while still addressing the direct core needs of the Senior Center and the defined project requirements within the Community Development Block Grant documents. In addition project staff has been successful with its efforts to secure additional funds for construction activities by the means of amended Community Development Block Grant award.

S|EA has provided a proposal (attached) to provide services to revise the design documents to reflect the agreed upon scope of work adjustments in the amount of \$11,370. This work is required to provide the revised design documents for review by the City of Astoria Building Official for permitting purposes, to document the scope changes for contracting purposes with the general contractor, and for use during the construction activities.

**RECOMMENDATION**

It is recommended that the City Council provide approval to amend the contract with Scott Edwards Architect LLP by an additional \$11,370, for a total amended contract sum of \$131,870 in support of revising the project construction documents based on the adjusted scope of work.

By: Al Jaques  
Al Jaques, Project Manager



May 1, 2015

Honorable Arline LaMear, Mayor  
City of Astoria  
1095 Duane Street  
Astoria, OR 97103

RE: Amended Award for Community Development Block Grant, Astoria Senior  
Center Revitalization, Project # C12022

Dear Mayor LaMear:

We are pleased to inform you that your request to increase the award by \$240,000  
has been approved. The total amended award will be \$1,740,000.

This change is subject to execution of an amendment to our contract. The contract  
amendment documents will be sent to you shortly for your review and signature.

If you have any questions, please contact your regional coordinator, Melanie Olson,  
at [Melanie.olson@oregon.gov](mailto:Melanie.olson@oregon.gov).

Sincerely,

Paulina Layton, Program Services Division Manager  
Infrastructure Finance Authority

Enclosure:

c: Ken Cook, Public Works Director  
Paul Lindsay, Fiscal  
Becky Baxter, CDBG Program & Policy Coordinator  
Fumi Schaadt, CDBG Program & Policy Coordinator  
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