

**MINUTES OF THE PROCEEDINGS OF
THE CITY OF COOS BAY URBAN RENEWAL AGENCY**

December 7, 2021

The minutes of the proceedings of a regular meeting of the Urban Renewal Agency of the City of Coos Bay, Coos County, Oregon, held at 8:32 pm in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

Those Attending

Those present were Chair Stephanie Kilmer and Board Members Lucinda DiNovo, Drew Farmer, Rob Miles, and Sara Stephens. Board Member Joe Benetti attended virtually by teleconference. Board Member Carmen Matthews was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Assistant City Manager/Finance Director Nichole Rutherford, Deputy Finance Director Melissa Olson, Public Works and Community Development Director Jim Hossley, Fire Chief Mark Anderson, Police Chief Chris Chapanar, and Library Director Sami Pierson.

Public Comments

No public comments were made.

Public Comments

No public comment forms were received.

Consent Calendar

Chair Kilmer reviewed the consent calendar which consisted of:

2a: Approval of November 16, 2021 Minutes

Board Member DiNovo moved to approve the consent calendar as presented. Board Member Stephens seconded the motion which carried. Ayes: Benetti, DiNovo, Kilmer, Miles, Stephens. Absent: Farmer, Matthews.

Consideration for Award of Contract with Consultant for Library Site Development

Public Works and Community Development Director Jim Hossley due to the significant structural and site issues associated with the current location of the Coos Bay Public Library at 525 Anderson, staff and the library steering committee had been investigating potential sites for a new library. Located within Topits Park, north of Newmark, east of Ackerman Avenue, and west of Hull Street there was approximately thirty-five acres identified as a future location for the library. The city performed a timber cruise, wetland determination, and preliminary traffic impact analysis to identify potential challenges with the site. These studies did not identify any fatal flaws and as such, staff worked with the library's recommendation committee (Rob Miles, Curt Benward, Sami Pierson, Jim Hossley, and Jennifer Wirsing) and advertised a request for qualifications (RFQ) for conceptual siting and design efforts for the proposed site. The committee received three statement of qualifications (SOQ): Hacker Architecture, HGE Architects, and ZCS Engineering and Architecture. The committee

reviewed and evaluated the submittals and decided to conduct interviews with Hacker and HGE. Interviews were conducted and based on the evaluations the recommendation committee chose Hacker.

There are three phases of planning and design efforts typically performed on this type of project: Phase 1 is the Schematic Design of program analysis, master planning, preliminary design, and overall 20% design; Phase 2 is the Design Development to develop the work performed in Phase 1, fine tune the building functions, and overall 50% design; and Phase 3 is the Construction Drawings to turn Phase 1 and 2 into bidding documents for construction and overall 100% design. After Phase 3, the project can be advertised for bids for construction. The next goal of this project, was to perform enough planning and preliminary design to have concept sketches and cost estimated for the bond. In discussing with Hacker, the level of effort to be bond ready, would be approximately equal to having 50% complete of Phase 1 (Schematic Design). Hacker committed to meeting the schedule which included providing preliminary sketches and cost estimating for the bond by end of March 2022. Hacker also suggested finishing the Phase 1 to take the 50% schematic design to 100% schematic design after the March deadline. Staff had negotiated a scope of work and fee for two options with Hacker of either 50% or 100% of the schematic design. Funds for this project would come from the Urban Renewal Agency. A supplemental staff report was provided with the fees for design options of 50% Schematic Design estimated to be roughly \$397,881.80 and 100% Schematic Design estimated to be roughly \$571,685.00, along with the pros and cons.

Board Member Farmer moved to award the contract with Hacker for the conceptual siting and design efforts for the proposed Topits Library for 100% of Schematic Design. Board Member DiNovo seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Miles, Stephens. Absent: Matthews.

Adjourn

There being no further business to come before the agency, Chair Kilmer adjourned the meeting. These minutes were approved as presented by the Urban Renewal Agency on December 21, 2021.



Drew Farmer, Vice-Chair

Attest: Nichole Rutherford
Nichole Rutherford, Recorder