

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

| MEETING DATE | AGENDA ITEM NUMBER |
|---------------|--------------------|
| March 4, 2014 | |

TO: Mayor Shoji and City Councilors

FROM: Jim Hossley, Public Works Director
Jennifer Wirsing, Engineering Service Coordinator

THROUGH: Rodger Craddock, City Manager

ISSUE: Award of Project Administrative Services Contract for the Infrastructure Finance Authority (IFA) Loan 2

BACKGROUND:

The City has recently been awarded a second loan through the Infrastructure Finance Authority (IFA) for the completion of 12 projects associated with the City's 20-year CIP list for sewer upgrades. The Loan 2 amount totals \$7,784,025 of which \$7,034,025 is a loan and \$750,000 is a grant. To administer this loan, special coordination with IFA, the consultants, and the contractors must be performed over the next five years (time in which the City has to complete the 12 projects). The work includes, but is not limited to, reviewing all pay requests and ensuring they are in compliance with prevailing wage requirements, monitor projects aging, participate in pre-bid and pre-construction meeting to provide required information for contractor, and provide the necessary project completion/closeout reports to IFA. The work required to administer this loan can take a considerable amount of time. Due to staffing resources it would be most efficient if this work were to be performed by a consultant. Upon preparation of the loan application, staff included a budget of \$40,000 to have project administration services performed. As such the cost for this consultant has been included in the loan.

City Staff advertised a request for qualifications for project administrative services for Loan 2 on January 14, 2014. Staff received one application from CCD Business Development Corporation (CCD). Currently, CCD is performing project administration services for the City's IFA Loan 1.

ADVANTAGES:

The cost of this contract has been accounted for in the loan. If this work is done by a consultant it will allow City staff to focus on the engineering and construction aspects of the project. CCD is currently performing these services for the City for Loan 1, if CCD continues to perform these services for the City for Loan 2, it will provide efficiency and consistency to the administration that is required and associated with these loans.

DISADVANTAGES:

Staff sees no disadvantages.

BUDGET IMPLICATIONS:

As mentioned previously, this contract will be paid for through the loan proceeds associated with IFA Loan 2. Loan debt service will be paid for using wastewater fees.

RELATED CITY GOAL:

This project is related to the Infrastructure and Services goal. The consultant will help Staff to continue to adequately provide core services. Additionally, the overall completion of the 12 projects related to Loan 2 will ensure that the City can protect and enhance the useful life of the sewer facilities.

ACTION REQUESTED:

If it pleases the City Council, approve the award of Project Administrative Services Contract for IFA Loan 2 for a fee not to exceed \$40,000 to CCD Business Development Corporation