


**CITY OF COOS BAY CITY COUNCIL**  
**Agenda Staff Report**

<b>MEETING DATE</b> May 3, 2016	<b>AGENDA ITEM NUMBER</b>
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TO: Mayor Shoji and City Councilors

FROM: Jennifer Wirsing, Wastewater Project Engineer

THROUGH: Rodger Craddock, City Manager   
Jim Hossley, Public Works Director

ISSUE: Consideration of Approval of the Project Loan Administration Contract for Plant 2

**BACKGROUND:**

The City is funding the Wastewater Treatment Plant 2 construction with a Department of Environmental Quality (DEQ) Clean Water State Revolving Fund (SRF) Loan. To administer this loan, special coordination with DEQ, the consultants, and the contractors must be performed over the next two to three years. The work includes, but is not limited to, reviewing all pay requests and ensuring they are in compliance with prevailing wage requirements (both Bureau of Labor and Industries and Davis-Bacon), conducting on-site inspections and interviews, monitor projects aging, participate in pre-bid and pre construction meetings to provide required information for contractor, and provide the necessary project completion/closeout reports to DEQ. 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.

Staff anticipated these costs when planning the budget for Wastewater Treatment Plant 2 project and included a budgetary amount of \$100,000 in the Infrastructure Finance Authority (IFA) Loan 2 previously awarded to the City. Staff advertised a request for qualifications for project administrative services for Plant 2 on March 14, 2016. Staff received one application from CCD Business Development Corporation (CCD). Currently, CCD is successfully performing project administration services for the City's IFA Loans 1 and 2.

**ADVANTAGES:**

The cost of this contract has been planned for in the IFA Loan 2. 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 IFA Loan 1 and 2. If CCD continues to perform these services for the City, it will provide efficiency and consistency to the administration that is required and associated with these types of 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.

**ACTION REQUESTED:**

If it pleases the City Council, approve the award of SRF Project Administrative Services contract for Wastewater Treatment Plant 2 for a fee not to exceed \$100,000 to CCD Business Development Corporation.