



**SPECIAL MEETING MINUTES**  
**August 24, 2015**

The Urban Renewal Agency held its regular monthly meeting at 12:00 p.m. this date in the Twin Falls City Council Chambers located at 305 3<sup>rd</sup> Avenue East, Twin Falls.

**Present:**

Dan Brizee	URA Chairman
Dexter Ball	URA Vice Chairman
Neil Christensen	URA Secretary
Perri Gardner	URA Member
Bob Richards	URA Member
Gary Garnand	URA Member
Brad Wills	URA Member

**Absent:** None

**Also present:**

Melinda Anderson	Urban Renewal Executive Director
Jesse Schuerman	Urban Renewal Engineer
Greg Lanting	City Council Liaison to URA
Leon Mills	Twin Falls County Commissioner Liaison
Fritz Wonderlich	City Attorney
Lorrie Bauer	City Administrative Assistant
Mandi Roberts (by phone)	Otak, Inc.
Nico Vanderhorst (by phone)	Otak, Inc.
Josh Baird	City Staff Engineer
Jackie Fields	City Engineer
Gary Haderlie	JUB Engineers

**Agenda Item 1 - Call meeting to order.**

Chairman Dan Brizee called the meeting to order at 12:00 p.m.

**Agenda Item 2 - Consideration of a request to approve the 100% design/engineering agreement and to authorize the Chairman to sign the agreement with Otak for \$895,584 for the Main Avenue streetscape project master plan - Melinda Anderson.**

Melinda stated that since the TFURA Board, as well as the City Council, recently approved the 30% preliminary design, the next step was to request approval for the final design/engineering agreement which would complete the design and prepare construction documents for bidding. She asked Mandi Roberts of Otak to review the scope of services via phone.

Mandi began by introducing the Otak Team which included Otak as the prime consultant, JUB Engineers with AEI serving as their subconsultant, and Hummel Architects with DC Engineering

serving their subconsultant. Next she explained the project elements which include the completion of design and engineering as well as provide construction documents for:

- 1) Five blocks of Main Avenue from Fairfield to Jerome Street,
- 2) Main Avenue Festival Street West of Hansen to half block in front of downtown commons,
- 3) Main Avenue Festival Street West of Shoshone to half block in front of Paris Building,
- 4) Hansen Street extension South to Parking Area,
- 5) Hansen Festival Street between downtown commons and new City Hall,
- 6) Hansen Street Roadway segments north and south to the 2<sup>nd</sup> Avenues,
- 7) Downtown Commons Plaza, and
- 8) Alley way landscape, irrigation, and cleanup between Gooding and Idaho Streets on both sides of Main Avenue.

The estimated project cost, including design and construction, is \$7,480,000.

The Scope of Work was explained. Due to different construction budgets, time will be tracked on three separate areas 1) Main Avenue, including the festival streets on Main Avenue, 2) Downtown Commons, and 3) Hansen Street work. When the project reaches the 60% level of design completion, an updated cost estimate can be prepared and possible phasing and scheduling of construction can be discussed.

Task 1 - Project Management and Coordination: Otak will coordinate with staff, URA, and City of Twin Falls on a regular basis and keep everyone informed of project details, schedules, meetings, and also provide monthly progress reports.

Task 2 - Final Design-Civil Engineering: Otak will confirm and review standards and background information applicable to final design/engineering, facilitate internal design meetings, prepare construction estimates, and complete plans and specifications for bidding purposes.

Task 3 - Final Design-Landscape Architecture/Urban Design for Main Avenue/Festival Streets/Hansen/Downtown Commons: Otak will prepare for presentation illustrative graphics as design progresses of streetscape furnishings, paving details, splash pad design, plaza details, restroom building, tree selection, and landscaping; prepare construction cost estimates, and prepare landscape architectural/urban design plans and specifications for bidding purposes.

Task 4 - Final Design - Landscape Architecture/Urban Design for Alley ways between Gooding and Idaho Streets (six segments): Otak will prepare for presentation illustrative graphics as design progresses, prepare construction cost estimates, and prepare plans and specifications for bidding purposes.

Task 5 - Services to Support Advertisement, Bidding, and Award: Otak will provide support and assistance to advertise and bid the project. At this time, Task 5 covers two separate bid packages. There was concern about the time frame between the two phases as stated in the scope. Mandi explained that the complexity of the project is such that it would be very difficult to have the entire project constructed in one season, therefore, dividing the project into two phases would keep the project moving. The tentative thought would be that Phase 1 would be the projects that could be constructed in 2016 and Phase 2 would be the remaining elements. By the time the entire project is designed to 60%, communication and coordination with the City Hall project can be scheduled so that a realistic 2016 construction package could be created. Another reason for phasing the work is so that the URA project does not interfere with the City Hall project.

Task 6 – Community and Stakeholder Involvement: Community and stakeholder involvement will continue through final design with Project Advisory Committee meetings (PAC), URA Board briefings/presentations, City Council briefings, stakeholder and property owner meetings, as well as general community/public meetings. Otak will continue making regular updates to the project website as well as utilizing other forms of social media to help support community involvement and outreach support. A construction communication plan will be prepared to propose methods and tools for communications and notification to the general public, downtown shoppers/customers, and stakeholders about the construction process. This information will include topics such as how to access the downtown during construction, where parking is available, signing, methods of ongoing communication, etc.

The proposed schedule is based on the tentative understanding that 60% design completion of the entire project by the end of 2015, 100% for Phase 1 by Feb 15, 2016, with construction documents and prebid conference to be complete by April 2016 and Phase I construction to be complete by October 31, 2016 Phase 2 would be scheduled so it would meet the 2017 project completion goal.

Brad Wills asked Mandi if they could move up the schedule six weeks so that the 60% design of the entire project would be completed by November 15, 2015 and Phase 1 could be completed three months later with bidding to take place in March 2016 so as to utilize as much of the construction season as possible. The pre-bid conference for Phase 2, as well as the advertisement, would then take place in May 2016. He also suggested the project be completed in three phases: Phase 1 – Fairfield to Shoshone, Phase 2 – Shoshone to Idaho, and Phase 3 - Jerome to Idaho and keeping Phase 3 to be completed if sufficient funds are available. This would create three separate bid packages, rather than two. Bob Richards stated the Jerome to Idaho block is an important part of the project so more consideration is necessary. Other board members agreed that it would be beneficial to move up the schedule as Brad suggested.

Mandi was concerned that due to the extent of the project, completing 60% of the entire project design six weeks sooner would be very difficult and not give them enough time. She stated that if a specific Phase 1 scope could be decided, the proposed schedule could possibly be met. Chairman Brizee shared a concern that the Plaza is currently in Phase 2 and would not be completed in a timely fashion due to missing part of a construction window in 2016. Nico Vanderhorst, of Otak, agreed with Mandi in that the project schedule could be accelerated if they only focused on Phase 1, once decided what it would entail. He asked if adding the plaza to Phase 1 is what the Board wanted and board members stated it was not.

After clarification and discussion, Otak confirmed they could accelerate their schedule with the following timeline and submit a corrected Scope of Services if approved by the Board:

Phase 1 includes two blocks on Main Avenue from Shoshone to Fairfield Street.

- 60% design completion by mid-November 2015.
- Complete Phase 1 and have it ready to go out for bid by mid-February 2016.

Phase 2 includes three blocks on Main Avenue from Shoshone to Jerome Street, Downtown Commons as well as 1 block on Hansen Street.

- 60% design completion will need to be prior to mid-February 2016 so that would cause overlapping reviews of Phase 1 and Phase 2.
- Using an accelerated schedule requiring fewer review periods, complete Phase 2 and have it ready to go out for bid by mid-May 2016.

Phase 2 is a large project consisting of 3 blocks of Main Avenue, 1 block of Hansen Street, and the downtown commons and Mandi asked everyone to aware of that.

Gary Haderlie, with JUB, asked if the alleyway portion of the project would be pushed back a couple of years. Chairman Brizee explained that it depended on the cash flow and by refinancing bonds, it gave the URA the money to do this project. He added that accurate cost estimates are needed. Melinda Anderson added the URA has the cash for 2/3's of the project, going by the current estimates. She stated there is a possibility of postponement or looking for other sources of funding to complete the entire project over the next couple years; however if the project was scheduled for more than two years, the URA could finished the project. Due to the number of unknowns at this time, a funding conversation was not feasible today.

Bob Richards motioned to authorize the Chairman to sign the agreement with Otak for \$895,584 as amended with the new dates rather than dates on the form and Gary Garnand seconded the motion. Melinda made sure everyone understood Otak's agreement and scope did not include construction engineering (post bid management of construction work). All board members present voted in favor of the motion.

**Agenda Item 3 – Consideration of a request to approve a professional services agreement with Materials Testing & Inspection for \$2,831.00 to complete the contaminant assessment of the Rogerson prior to demolition – Melinda Anderson.**

Melinda explained that a visual inspection of potential asbestos was completed earlier this year and some material was abated from the boiler and lines in the basement of the Rogerson. Recently, an experienced old building demolition contractor toured the building and mentioned the assessment for contaminants was not complete and encouraged completion prior to demolition.

Materials Testing & Inspection (MTI) proposed to complete the assessment. They will check for all possible contaminants such as lead paint and other materials by literally digging in to areas that are not seen from a visual inspection. Samples would be taken and tested. MTI would complete the sampling by August 30<sup>th</sup> and provide a report of their findings by September 15<sup>th</sup>.

Gary Garnand motioned to accept Item 3 as written and Neil Christensen seconded the motion. All board members present voted in favor of the motion.

**Agenda Item 4 - Consideration of a request to direct to staff to develop and publish a Request for Qualifications for owner's rep services for the Main Ave Redesign Project - Dan Brizee.**

Dan introduced the item by stating the project is quite complex with many things that need to tie together. He asked the board if there was a need to have someone look after the project for the URA after the contractor has been hired. Gary Garnand believes coordination with this project is needed and the board should seriously consider having Melinda go through the request for qualifications process. The choice to hire someone can be made at a later date. Melinda added that a description would need to be created as what this representative would be responsible for. After discussion, Gary Garnand moved to have Melinda send out a request for qualifications for owner's rep services for the Main Avenue Project and Perri Gardner seconded the motion. All board members present voted in favor of the motion.

**Agenda Item 5 - Adjourn.**

The meeting adjourned at 1:47 p.m.

Next regular Urban Renewal meeting is Monday, September 14, 2015 @ 12:00 p.m.

Respectfully submitted,

Lorrie Bauer  
Administrative Assistant