AGENDA

11:30 a.m. LUNCH

11:45 a.m. STUDY SESSION – Capital Budget 2020-21
(Principal Engineer Eric Johnson)

12:30 p.m. BOARD MEETING – Shall Begin at the Conclusion of the Study Session

1. Roll Call

2. Pledge of Allegiance

3. Comments from the Audience
Comments will be limited to 4 minutes per individual, group or organization; please sign in.

4. Consent Calendar
   4.1 Approval or Correction of the Minutes of the Last Regular Meeting of March 4, 2020
   4.2 Resolution No. 1730, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of $198,600 with McClure and Sons, Inc. for Construction Manager/General Contractor Services for the Rancheria Springs UV Disinfection Facility Project

5. Items Removed from Consent Calendar

6. Review of Vouchers

7. Management Reports
   7.1 Engineer’s Report (Principal Engineer Eric Johnson)
   7.2 Operations Report (Water Maintenance Supervisor Brian Davidson)
   7.3 Water Treatment/Quality Report (Water Treatment & Quality Director Ben Klayman)
   7.4 Finance Report (Finance & Administration Director Tessa DeLine)
   7.5 I.T. Report (Information Technology Manager Kris Stitt)
   7.6 HR Report (Human Resources Manager Tanya Haakinson)
   7.7 General Manager’s Report (General Manager Brad Taylor)
8. **Executive Session per ORS 192.660(2)(e)** – To deliberate with persons designated by the governing body to negotiate real property transactions.

9. **Propositions and Remarks from the Commissioners**

10. **Adjourn**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>TYPE OF MEETING</th>
<th>STUDY SESSION TIME &amp; TOPIC</th>
<th>REGULAR MEETING</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/01/20</td>
<td>Wed</td>
<td>Board Meeting</td>
<td>11:45am – Watershed Forestry Plan</td>
<td>12:30pm</td>
<td>Lausmann Annex, RM 151</td>
</tr>
<tr>
<td>04/15/20</td>
<td>Wed</td>
<td>Board Meeting</td>
<td>11:45am – SDCs/CLA/Fees</td>
<td>12:15pm</td>
<td>Lausmann Annex, RM 151</td>
</tr>
<tr>
<td>05/06/20</td>
<td>Wed</td>
<td>Board Meeting</td>
<td>11:45am – TBD</td>
<td>12:30pm</td>
<td>Lausmann Annex, RM 151</td>
</tr>
<tr>
<td>05/20/20</td>
<td>Wed</td>
<td>Board Meeting</td>
<td>11:45am – FY20/21 Annual Budget</td>
<td>12:45pm</td>
<td>Lausmann Annex, RM 151</td>
</tr>
</tbody>
</table>

*Monday, May 25, 2020 – Memorial Day – Offices closed*
Memorandum

TO: Commissioners: Daniel Bunn, Rick Whitlock, Greg Jones, John Dailey, and Jason Anderson
FROM: Eric C. Johnson, PE, Principal Engineer
DATE: Tuesday, March 10, 2020
SUBJECT: Item 4.2 – Resolution 1730, Authorizing the General Manager to Execute a Contract for the Rancheria Springs UV Disinfection Facility Project

OBJECTIVE: Board Approval

Issue

The Rancheria Springs UV Disinfection Facility project (CIP-19-00196) is currently under design with Jacobs. In order to facilitate a shorter bid and construction period, the Construction Manager/General Contractor (CM/GC) methodology was approved by the Board in December 2019. Request for Proposals for CM/GC services was advertised and McClure and Sons, Inc. (MSI) was selected as the highest qualified proposer; a contract must be awarded in order to move forward.

Discussion

MSI has proposed a “General Condition fee of 15% of contract value” and a “CM/GC fee of 6% for design related services” for the project. Since the amount of the construction contract is unknown at this time but is estimated at $900,000, the contract with MSI will limit them to the following fees as a percentage of the contract value:

- General condition fee of 15% of contract value (15% of $900,000 = $135,000)
- CM/GC fee of 6% for design related services (estimated $60,000 + 6% x $60,000 = $63,600)

These fees come to an estimated $198,600.00; some of this cost will be in FY 19/20, and the remainder in FY 20/21. The actual amount will be determined in the coming weeks as MSI responds with a Guaranteed Maximum Price based on the 95% complete design document. If the amount exceeds the identified price, staff will return with a change request.

Financial Impact

The approved Capital Improvement Plan (CIP) budget for FY19/20 has a $600,000 line item allocated for the Rancheria Springs project. The budgeted amount will be allocated as follows: Jacobs: $346,000, UV reactor: $104,000, staff time: $30,000, CM/GC: $120,000. Once the construction cost is finalized, funds from unbuilt projects will be reallocated to be spent on this project. The remaining cost for this project will be budgeted in FY20/21.

Requested Board Action

Staff recommends approval of the Resolution 1730, authorizing the General Manager to execute a contract with McClure and Sons, Inc. for the for the Rancheria Springs UV Disinfection Facility project and to administer payments for work under this contract.
RESOLUTION NO. 1730

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of $198,600 with McClure and Sons, Inc. for Construction Manager/General Contractor Services for the Rancheria Springs UV Disinfection Facility Project

WHEREAS, Medford Water Commission (Commission) solicited proposals for Construction Manager/General Contractor (CM/GC) services for the Rancheria Springs UV Disinfection Facility project (CIP-19-00196) through a Request for Proposals process; and

WHEREAS, a Notice of Intent to Award was issued to McClure and Sons, Inc. (MSI) on February 28, 2020 and no protests of the award were received; and

WHEREAS, MSI is qualified and agreeable to render the services specified in the aforesaid Request for Proposals; and

WHEREAS, MSI has proposed a General Condition Fee of 15% of the value of the construction contract (estimated at $135,000) and CM/GC Fee of 6% for services related to design (estimated at $63,600); and

WHEREAS, the estimated contract value ($198,600) exceeds the General Manager’s authority;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS OF THE CITY OF MEDFORD, OREGON, AS FOLLOWS:

SECTION 1. That a contract in the amount of $198,600 for CM/GC services for the Rancheria Springs UV Disinfection Facility project (CIP-19-00196) is hereby awarded to McClure and Sons, Inc.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, and any contract amendments not exceeding the General Manager’s purchasing authority or 25 percent of the original contract amount, on behalf of the Board of Water Commissioners, which contract is on file in the Office of the Commission and by reference made a part hereof, is hereby approved.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 18th day of March 2020.

ATTEST:  __________________________________________  __________________________________________
          Karen Spoons, City Recorder            Daniel Bunn, Chair