



# COBURG CITY COUNCIL

## ACTION ITEM

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### Pavilion Park Phase I Contract Pre-Authorization

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| Meeting Date  | Staff Contact   | Email  |
|---------------|---|--|
| April 9, 2024 | Adam Hanks, City Administrator<br>Brian Harmon, Public Works Director | <a href="mailto:Adam.Hanks@ci.coburg.or.us">Adam.Hanks@ci.coburg.or.us</a><br><a href="mailto:Brian.Harmon@ci.coburg.or.us">Brian.Harmon@ci.coburg.or.us</a> |

#### REQUESTED COUNCIL ACTION

Staff requests Council “not to exceed” pre-approval for Pavilion Park Phase I sub-contractor electrical and plumbing contract services as staff anticipates the potential for one or both contracts to exceed the current City Administrator contract/spending authority limit of \$10,000.

#### Suggested Motion

*I move to authorize the City Administrator to execute plumbing and electrical contracts in support of phase I of the Pavilion Park Improvements project not to exceed \$20,000 each and request that the final contract amounts be reported back to Council at a future Council meeting.*

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#### BACKGROUND

As described in prior Park|Tree Committee and Council meetings, the Pavilion Park Improvements project was separated into phases with an intention of both accommodating use of the park in the summer season and to allow components of the project to be done by City staff to reduce the overall project cost.

Staff feels confident that all preparations for utility work and restroom building site preparation can be accomplished in house, but Building Code and technical expertise require that some elements of the plumbing and electrical work be done by commercially licensed sub-contractors.

Staff utilized a hybrid RFP/bids & quotes process to solicit interest in the project and to determine the lowest available bidder who is also willing to work with the City as the general contractor and collaborate with the sub-contractors on earth work (trenching) and other tasks not required to be completed by licensed sub-contractors.

#### RECOMMENDATION AND ALTERNATIVES

Staff recommends Council pre-approval/pre-authorization of these two upcoming contracts which allows the project to move forward in April and early May with the restroom building planned for delivery and installation the third week in May. Alternatives include delaying the project until the May Council meeting and/or requesting a delay on the delivery of the restroom.

## **BUDGET / FINANCIAL IMPACT**

As noted above, the primary intention of breaking the project into phases is to reduce project costs where possible. Staff feels confident that the work done in phase I will significantly reduce the bid price of phase II, which is scheduled to go out to bid in July/August, selection and contract execution in August/September, construction in September/October and completion in December.

## **PUBLIC INVOLVEMENT**

Numerous prior project discussions and decisions have occurred both with the Park|Tree Committee and City Council. Project information signs will be developed and posted on site to inform the community of the work being done and the expected timeline for completion. This information will also be distributed on the City website and through social media.

## **NEXT STEPS**

Upon authorization, staff will execute contracts and begin initial earthwork at Pavilion Park in preparation for the restroom building delivery and installation in late May.

## **ATTACHMENTS**

1. RFP for Pavilion Park Phase I Electrical and Plumbing Contract Services