



AGENDA

ASTORIA DEVELOPMENT COMMISSION

Tuesday, February 16, 2016
Immediately Follows City Council Meeting
2nd Floor Council Chambers
1095 Duane Street · Astoria OR 97103

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **REPORTS OF COMMISSIONERS**

4. **CHANGES TO AGENDA**

5. **CONSENT CALENDAR**

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the Astoria Development Commission requests to have any item considered separately. Members of the community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

(a) ADC Minutes of 1/19/16

6. **REGULAR AGENDA ITEMS**

All agenda items are open for public comment following deliberation by the City Council. Rather than asking for public comment after each agenda item, the Mayor asks that audience members raise their hands if they want to speak to the item and they will be recognized. In order to respect everyone's time, comments will be limited to 3 minutes.

(a) Library Options | Amended Contract | Hacker Architects (Community Development)

THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING JULIE YUILL, CITY MANAGER'S OFFICE, 503-325-5824.



CITY OF ASTORIA

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February 11, 2016

MEMORANDUM

TO: ASTORIA DEVELOPMENT COMMISSION (ADC)

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA DEVELOPMENT COMMISSION (ADC) MEETING OF
FEBRUARY 16, 2016

CONSENT CALENDAR

Item 5(a): ADC Minutes

The minutes of the ADC meeting of January 19, 2016 are enclosed for your review. Unless there are any corrections, it is recommended that the ADC approve these minutes.

REGULAR AGENDA ITEMS

Item 6(a): Library Options | Amended Contract | Hacker Architects (Community Development)

The City Council adopted a Fiscal Year 2015-16 goal to investigate locating the Astoria Public Library as part of a mixed use project within Heritage Square. On December 7, 2015, staff presented three options for a new mixed-use library at Heritage Square as part of the first phase of a feasibility study. On January 12, 2016 the City Council held a work session on Heritage Square and discussed the various options for locating a library at the existing site on 10th and Duane Streets. On February 1, 2016 the ADC directed staff to develop an amended contract with Walker | Macy, the original design firm the City hired to develop options for Heritage Square. Hacker, an architecture firm that specializes in library design, is a sub consultant that will provide design services for the next phase. The objective of the second phase of the feasibility study is to narrow the list of options for siting a library. Ideally, one option will rise to the top that would move into the "schematic design" phase. The total cost of the new contract is \$26,985 plus \$600 for eligible expenses. A scope of work is attached to this memorandum.

The current contract with Walker | Macy is with the Astoria Development Commission; however, the majority of the additional work is for properties outside the Astor-East Urban Renewal District. Therefore the City of Astoria will need to reimburse the ADC for these expenses. Funds from the Capital

Improvement Fund will be utilized. Funds were budgeted for a new roof on the library building in the amount of \$80,000. A reroofing project would be expected to occur next fiscal year, should Council decide to proceed. There are adequate funds in the Capital Improvement Fund for this work. A subsequent budget resolution will be required to make the transfer. The draft contract amendment was under review by City Attorney Henningsgaard at the time of memorandum preparation. It is expected to be reviewed as to form by the February 16, 2016 meeting. It is recommended that the Astoria Development Commission approve a contract amendment with Walker | Macy and authorize the City Manager to execute said contract.

This meeting was postponed by City Council due to the length of the City Council meeting.

As of January 19, 2016 no alternative time or date had been set.

REPORTS OF COMMISSIONERS:

CHANGES TO AGENDA:

CONSENT CALENDAR:

The following items were presented on the Consent Calendar.

- 5(a)ADC Minutes of 12/7/15
- 5(b)ADC Minutes of 12/21/15

REGULAR AGENDA ITEMS:

Item 6(a): Heritage Square (Community Development)

A work session was held on January 12th to discuss the issues of development / redevelopment of Heritage Square and the Astoria Public Library. At the January 19th ADC meeting, the Commission will review the rough cost estimate prepared by Walker Macy and remove items that are not desired as a part of a Heritage Square project. This information will assist Staff to develop a scope for a new Request for Proposals (RFP) to be issued this winter. The RFP will include services to develop architectural concepts and rough cost estimates for the Heritage Square site and three renovation / expansion concepts with the current library building. The three renovation / expansion concepts include: 1) renovation of the current library with an expansion into the parking lot; 2) renovation of the library and expansion into the basement; and 3) renovation of the library and expansion into the lot where the Merwyn (Waldorf) Hotel is located, assuming the building were not on that site. These are the four scenarios developed by the City Council at the January 12th work session.

ADJOURNMENT:

ATTEST:

Secretary

APPROVED:

City Manager



CITY OF ASTORIA

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COMMUNITY DEVELOPMENT

MEMORANDUM

DATE: February 11, 2016

TO: ASTORIA DEVELOPMENT COMMISSION

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: LIBRARY OPTIONS | AMENDED CONTRACT | HACKER ARCHITECTS

BACKGROUND

The City Council adopted a FY 15-16 goal to investigate locating the Astoria Public Library as part of a mixed use project within Heritage Square. On December 7, 2015, staff presented three options for a new mixed-use library at Heritage Square as part of the first phase of a feasibility study. On January 12, the City Council held a work session on Heritage Square and discussed the various options for locating a library at the existing site on 10th St & Duane. On February 1, the Astoria Development Commission (ADC) directed staff to develop an amended contract with Walker | Macy, the original design firm the City hired to develop options for Heritage Square. Hacker, an architecture firm that specializes in library design, is a sub consultant that will provide design services for the next phase.

The objective of the second phase of the feasibility study is to narrow the list of options for siting a library. Ideally, one option will rise to the top that would move into the "schematic design" phase. A library feasibility study will include a comparative analysis of the following:

- Library retained in current location, completely renovated with usable library space in the *basement*.
- Library retained in current location, completely renovated with a new addition on the adjacent *parking lot*.
- Library retained in current location, completely renovated with a new addition on the *Waldorf Hotel* site, which would require *acquisition and demolition*.

- Library retained in current location, completely renovated with a new addition using the *Waldorf Hotel* site, which would require *acquisition or lease agreement*.
- Review of existing cost estimates for the library portion of the Heritage Square concept

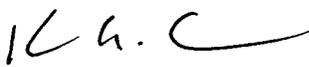
The total cost of the new contract is \$26,985 plus \$600 for eligible expenses. Some highlights of the contract, includes: create sketch drawings for the Waldorf/Merwyn Hotel building, four library option diagrams, four sketch floor plans with programming based on previous Library Renovation Study (2013), cost estimate of the four options for an “apples to apples” comparison among all five options that includes a new construction option at Heritage Square, revisions to plans from public input phase, and two visits from the design team to Astoria for an open house and a final presentation to the ADC. A scope of work is attached to this memorandum.

In addition to working directly with the ADC on the project, staff will inform and consult the Library Board at their monthly meeting, conduct “pop up shop” type open houses to solicit comments prior to the community wide open house, and consultant led stakeholder interviews with key individuals or representatives of groups identified by city staff.

The current contract with Walker | Macy is with the Astoria Development Commission. However, the majority of the additional work is for properties outside the Astor-East Urban Renewal District. Therefore the City of Astoria will need to reimburse the ADC for these expenses. Funds from the Capital Improvement Fund will be utilized. Funds were budgeted for a new roof on the library building in the amount of \$80,000. A roofing consultant has been hired to determine options to reroof that building. The report is expected this spring. A reroofing project would be expected to occur next fiscal year, should Council decide to proceed. Since the roofing project would not occur this year, there are adequate funds are in the Capital Improvement Fund for this work. A subsequent budget resolution will be required to make the transfer. The draft contract amendment was under review by City Attorney Henningsgaard at the time of memorandum preparation. It is expected to be reviewed as to form by the February 16th meeting.

RECOMMENDATION

It is recommended that the Astoria Development Commission approve a contract amendment with Walker | Macy and authorize the City Manager to execute said contract.

By: 

Kevin A Cronin, AICP, CD Director

CONTRACT AMENDMENT NO. 1
To
PROFESSIONAL SERVICES CONTRACT
Between

ASTORIA DEVELOPMENT COMMISSION
and
WALKER|MACY LLC

The parties hereby agree to amend the professional services contract for Professional Architectural and Development services, dated October 5, 2015. Therefore, SECTION 2.A on Page 1 is hereby deleted and replaced to read as follows:

2. COMPENSATION

A. The CITY agrees to pay CONSULTANT a total not to exceed \$43,585 for performance of those services provided in Attachment A, Revised Scope of Work dated February 8, 2016.

Except as hereby amended, all terms and provisions of the original agreement shall remain in full force and effect.

CITY OF ASTORIA

CONSULTANT

Arline LaMear, Mayor

Walker | Macy LLC

Brett Estes, City Manager

APPROVED AS TO FORM:

Blair Henningsgaard, City Attorney

HACKER

Astoria Library Study : Fee Matrix

Feb. 8, 2016

Component	Hours: Will Dam (@180\$/hr)	Will Total	Hours: Laura Klinger (@145/hr)	Laura Total	Hours: Hacker Support Staff (@90\$/hr)	Hacker Support Staff Total	Hours: Chadbourne + Doss (@100/hr)	Chadbourne + Doss Total	Hours: DCW Cost (160\$/hr)	DCW Cost Total	TOTAL PROPOSED FEE
Meeting #1: via goto meeting. Kick-off: Review and discuss proposed scope of work. (Kevin to determine stakeholders) c-d (Daren) to discuss project opportunities with local individuals & other stakeholders who may provide unique perspectives and options.	1	\$180.00	3	\$435.00	2	\$180.00	12	\$1,200.00			\$1,975.00
B Create existing drawings for Waldorf/Merwyn Hotel							8	\$800.00			\$800.00
C Develop Diagrams to represent site options (3D Block Massing - 1 for each) and associated criteria (Parking, Cost, Goals). Meeting#2 Preview work with Kevin via GOTO	1	\$180.00	8	\$1,160.00	4	\$320.00	12	\$1,200.00			\$2,860.00
D Explore concepts diagrams (sketch floor plans of library program) For: Library renovated, library renovated with addition in parking lot, library renovated with addition on site of demolished Merwyn Hotel. * Meeting#3: Preview work with Kevin via GOTO	2	\$360.00	24	\$3,480.00	8	\$640.00	16	\$1,600.00			\$6,080.00
E Explore a concept layout (sketch floor plan of library program) For: Library renovated, with renovated Merwyn Hotel with ground floor library use. ** Meeting#3 Preview work with Kevin via GOTO	1	\$180.00	8	\$1,160.00	6	\$480.00	16	\$1,600.00	20	\$3,200.00	\$3,420.00
F Cost estimate and reconciliation (DCW Cost Management)			4	\$580.00							\$3,780.00
G Meeting #4: In Astoria - Community Engagement: Present diagrams and criteria. Gather community input on options. (Proposed Open house with formal presentation and boards for comments: 2-3 hours)	1	\$180.00	12	\$1,740.00	8	\$640.00	4	\$400.00			\$2,960.00
H Refine options based on consolidated feedback gathered by the city from ADC, the Library Board and pop up open houses. Consolidate public comment and feedback from open house (item G). Refine options accordingly. Meeting # 5 with Kevin via Goto meeting	1	\$180.00	12	\$1,740.00	15	\$1,200.00	4	\$400.00	1	\$160.00	\$3,500.00
TOTAL	7	\$1,260.00	77	\$11,165.00	45	\$3,600.00	76	\$7,600.00	21	\$3,360.00	\$26,985.00

* Assumes Library as built drawings are available
 ** Assumes Merwyn Hotel As built drawings are available
 Expense allowance \$ 600.00

Deliverables:

- 5 Site option diagrams with associated criteria / analysis (cost, parking, goals)
- 4 Concept sketch floor plans (one version of each location) (no 3D visualization or rendering)
- The above items will be formatted on boards for use at workshops and open houses
- The above items will be compiled into a final report
- Compilation of open house comments to be included in the final report. (no compilation of other open houses/pop ups)

Site Options:

1. Renovate existing building.
2. Renovate existing library and add an adjacent addition on the parking lot.
3. Renovate existing Library and expand to Merwyn/Waldorf Hotel site (Demo Waldorf hotel)
4. Renovate existing building: renovate Merwyn/Waldorf Hotel with Library use on ground floor.
5. New Library on Heritage square (no housing). Assume one site configuration.
6. New library on Heritage square with housing. Assume option B from previous study for purpose of analysis