



# City of Oregon City

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## Staff Report

File Number: 17-297

**Agenda Date:** 5/17/2017

**Status:** Consent Agenda

**To:** City Commission

**Agenda #:** 8e.

**From:** Community Development Director Laura Terway

**File Type:** Contract

### **SUBJECT:**

Personal Services Agreement (PSA) with ZCS Engineering, Inc. to Provide Project Management of the Relocation of the Community Development Department to the Mt. Pleasant Annex

### **RECOMMENDED ACTION (Motion):**

Staff requests the authorization to execute the Personal Services Agreement (PSA) with ZCS Engineering, Inc. to provide Project Management for the relocation of the Community Development Department to the Mt. Pleasant Annex.

### **BACKGROUND:**

The Community Development Department office is located at 221 Molalla Avenue. The Building and Planning Divisions have leased this location since April of 2008 and are relocating to the Annex at Mt. Pleasant prior to expiration of the lease in April of 2018. The building is structurally sound but in order to facilitate the relocation improvements such as interior remodeling, new roofing, new siding, as well as a various Planning Division review processes are needed. The Community Development Department issued a Request for Proposals for design, permitting, engineering, and construction management services in March, and selected ZCS Engineering, Inc. to lead the work. ZCS Engineering is located in downtown Oregon City and has completed numerous similar municipal projects throughout the state.

### **BUDGET IMPACT:**

Amount: \$98,990

FY(s): 16/17 and 17/18

Funding Source: Community Development