

MEMORANDUM

AGENDA DATE: May 12, 2004

---

DATE: April 29, 2004

TO: HACSA Board of Commissioners

PRESENTED BY: James R. McCoy Development Director  
Chris Todis, Executive Director  
Housing Authority and Community Services Agency (HACSA)

AGENDA ITEM TITLE: ORDER/In the Matter of Accepting a Bid and Awarding Contract 04-C-0004 for Rehabilitation Activities at the Munsel Park Apartments in Florence, Oregon.

---

I. PROPOSED MOTION:

IT IS MOVED THAT MALLARD CONSTRUCTION BE AWARDED CONTRACT 04-C-0004 FOR REHABILITATION OF THE MUNSEL PARK APARTMENTS IN FLORENCE, THAT AN ORDER TO THIS EFFECT BE SIGNED, AND THAT AN AGREEMENT BE EXECUTED.

II. ISSUE:

Board approval is required to award a contract for rehabilitation work at the Munsel Park Apartments in Florence.

III. DISCUSSION:

A. Background

In June 2003, HACSA acquired the Munsel Park Apartments, a 44-unit Rural Development "preservation" project in Florence. As part of this acquisition, funds were set aside for rehabilitation of the project. Because the proposed work program would have involved substantial inconvenience to the residents during the winter months, rehabilitation was scheduled to begin this spring.

The proposed work program includes:

- \* Replacement of deteriorated stairways, upper walkways, and balconies;

- \* Making three units fully accessible for households with disabilities;
- \* Exterior painting;
- \* Installing new sliding glass patio doors;
- \* Accessibility improvements to the community room bathroom and kitchen;
- \* Miscellaneous siding replacement and dryrot repair as necessary.

**B. Analysis**

In March 2004, HACSA issued two formal bid packages ("Improvements to Munsel Park Apartments" and "Accessibility Remodel at Munsel Park Apartments") to carry out the proposed work program. Mallard Construction was the low-bidder for both these packages.

**C. Alternative/Options**

In that the public bidding process was employed, the low bid has no irregularities and is responsive and responsible, the prices are considered competitive, and there are sufficient budget funds to cover the project, we recommend award of the contract to Mallard Construction.

**D. Recommendation**

Approval of proposed motion.

**E. Timing.**

Upon bid award, the contractor shall have ten days to provide the Agency with a signed contract. It is anticipated that work will begin as soon as possible.

**IV. IMPLEMENTATION/FOLLOW-UP:**

Same as Item III. E. above.

**V. ATTACHMENTS:**

Attachment 1 Bid Recapitulation Sheet

**IN THE BOARD OF COMMISSIONERS  
HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY (HACSA)**

RESOLUTION AND ORDER

) In the Matter of Accepting a Bid and Awarding Contract  
) 04-C-0004 for Rehabilitation Activities at Munsel Park  
) Apartments in Florence, Oregon.

WHEREAS, at a duly publicized time and place on 20 April 2004, Mr. Jody Heady of the Housing Authority and Community Services Agency of Lane County, Oregon, opened bids on the following projects: "Improvements to Munsel Park Apartments" and "Accessibility Remodel at Munsel Park Apartments":

WHEREAS, funds are available to finance the project, and the Executive Director having so recommended,

NOW, THEREFORE, it is hereby resolved and ordered that:

Mallard Construction Be Awarded Contract 04-C-0004 for Rehabilitation of the Munsel Park Apartments in Florence, that an Order to this Effect be Signed, and that an Agreement Be Executed.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2004

\_\_\_\_\_  
Chair, HACSA Board of Commissioners

APPROVED AS TO FORM

Date 5/3/04 Lane County  
*Terrence J. Heady*  
OFFICE OF LEGAL COUNSEL

In the Matter of Accepting a Bid and Awarding Contract 04-C-0004 for  
Rehabilitation Activities at the Munsel Park Apartments in Florence, Oregon

Exhibit 1

Bid Recapitulation Sheet

# Bid Recapitulation Sheet

Bid of 20 April 2004, 2:00 PM Improvements to Munsel Park Apartments	HACSA Job No. 04-C-0004	1 <sup>st</sup> Deduct Alt.	2nd Deduct Alt.
BIDDER	BASE BID	Delete 38 sliding glass doors	Delete S.S. handrails at stairs
MALLARD CONSTRUCTION Sweet Home, OR	\$ 419,990.00	\$27,924.00	\$26,222.00
NORTHWEST BUILDING SPECIALISTS North Bend, OR	\$ 474, 472.	\$22, 700.00	\$10, 686.00
SKYWARD CONSTRUCTION Ridgefield, WA	\$ 529, 500.00	\$17, 300.00	\$11,900.00
WHITEWATER CONSTRUCTION Eugene, OR	\$ 541,647.00	\$18,724.00	\$11,924.00
RICHART FAMILY Vancouver, WA	\$ 586, 146.00	\$24,495.00	\$14, 428.00

Bid of 22 April 2004, 2:00 PM Accessibility Remodel at Munsel Park Apartments	HACSA Job No. 04-C-0012			No Alternates
BIDDER	BASE BID			
MALLARD CONSTRUCTION Sweet Home, OR	\$ 107, 425.00			
RON KAUFMAN, BUILDER Reedsport, OR	\$ 116,000.00			
WHITEWATER CONSTRUCTION Eugene, OR	\$ 119, 250.00			
NORTHWEST BUILDING SPECIALISTS North Bend, OR	\$ 147,895.00			

This is a true and accurate account of the bid opening results for  
this project.

W. Jody Heady

20 APRIL 2004  
22 APRIL 2004