



URBAN RENEWAL DISTRICT AGENCY BOARD

January 27, 2026

Council Chambers • 411 SW 9th Street

BOARD MEMBERS

Ed Fitch
Chair

Shannon Wedding
Board President

Clifford Evelyn
Member

John Nielsen
Member

Kathryn Osborne
Member

Jay Patrick
Member

Cat Zwicker
Member

JANUARY 27, 2026

MEETING AGENDA

FOLLOWING THE P.M. COUNCIL MEETING

I. CALL TO ORDER / ESTABLISH A QUORUM

II. MINUTES

A. Minutes of December 9, 2025, Urban Renewal Agency Board Meeting

III. ACTION ITEMS

A. Contract Award for Owner's Representative Services for the Downtown Rink Project to Cumming Group for a not to exceed amount of \$250,000

IV. ADJOURN

Regular Council meetings are broadcast live on COTV11 – BendBroadband Channel 11 beginning at 6:00 p.m. on the 2nd and 4th Tuesdays of each month. Rebroadcasts are scheduled for the non-meeting Tuesdays at 6:00 p.m.

The City of Redmond encourages all citizens to participate in its programs and activities. This meeting location is accessible to people with disabilities. Requests for accommodation may include sign language interpreter service, assistive listening devices, materials in an alternate format or any other accommodation. If any accommodations are needed, please contact the ADA Coordinator at 541-504-3036 or access@redmondoregon.gov. Requests should be made as soon as possible, but at least 3 business days prior to the scheduled meeting.

The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities

**City of Redmond Urban Renewal District Agency Board
Special Meeting Minutes**

December 9, 2025

Council Chambers & Remote Video Conferencing

<https://www.redmondoregon.gov/city-council>

Board Members Present: Clifford Evelyn, Ed Fitch, John Nielsen, Kathryn Osborne, Jay Patrick, Shannon Wedding, Cat Zwicker

Board Members Excused: None

Staff Present: City Manager Keith Witcosky; Deputy City Manager Steve Ashworth; City Recorder Kelly Morse; City Attorney Keith Leitz; Deputy City Manager/Chief Financial Officer Jason Neff; Economic Development/Urban Renewal Program Manager Chuck Arnold; Urban Renewal Program Analyst Megan Gassner; Finance Director James Wood; Police Chief Devin Lewis; Planning Manager Kyle Roberts; Network Administrator Christian Armatas; Budget Analyst Herlinda Corn; Procurement & Payables Manager Scott Brang

Media Present: None

Mayor Fitch stated public comment would be allowed from citizens who missed the City Council meeting due to traffic.

Bethlehem Inn Executive Director Michael Hancock announced the Bethlehem Inn is celebrating 26 years of providing shelter and services in Central Oregon and its fourth year with shelter space in Redmond. He also noted Redmond’s need for family shelter space, which Bethlehem Inn can accommodate. He shared that a ribbon-cutting for Grace & Goods Thrift Boutique will take place on December 10, 2025. The Boutique will help fund much needed services. The Homeless Persons’ Memorial events will occur on December 21, 2025.

Bethlehem Inn’s Jon Baker added that Grace & Goods will be open normal business hours and encouraged all to visit. In response to questions from Board Member Osborne, Mr. Baker described the types of donations currently needed.

CALL TO ORDER / ESTABLISH A QUORUM

Chair Fitch called the meeting to order at 7:20 pm.

CONSENT AGENDA

- A. Minutes of June 10, 2025, Urban Renewal Agency Board Meeting**
- B. Amendment of Memorandum of Understanding with Deschutes County for Removal of Ballot Box from Centennial Parking Lot**

Board Member Wedding moved, seconded by Board Member Evelyn, to approve the Consent Agenda as presented, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-yes, Wedding-absent, Zwicker-yes)

ACTION ITEMS

- A. Urban Renewal Agency Resolution #2025-02: A resolution approving the Twenty-Third Amendment to the Redmond Downtown Urban Renewal Plan.**

Economic Development/Urban Renewal Program Manager Arnold and Urban Renewal Program Analyst Gassner presented requested approval of the amendment to dispose of the Urban Renewal Agency’s asset, located at 470 NW Fir Avenue, and removing it from the Downtown Urban Renewal Plan.

Chair Fitch noted Timbergon is his client, so he will abstain from the vote.

Board Member Zwicker moved, seconded by Board Member Patrick, to adopt [Urban Renewal Agency] Resolution #2025-02 amending the Redmond Downtown Urban Renewal Plan to remove Tax Lot #151309DA02100 from the list of properties acquired, the motion passed. (Evelyn-yes, Fitch-abstain, Nielsen-yes, Osborne-yes, Patrick-yes, Wedding-absent, Zwicker-yes)

CONTRACT REVIEW BOARD

Chair Fitch convened the Contract Review Board at 7:25 p.m.

A. Findings and Decision in Support of an Alternative Contracting Method for the Downtown Ice Rink Project

Procurement & Payables Manager Brang requested approval of an alternative procurement selection process for construction of the estimated \$5 million Downtown Ice Rink Project using the Progressive Design-Build approach.

Mr. Brang and Mr. Arnold addressed questions from the Board.

Chair Fitch opened the public hearing. Confirming there was no public comment, he closed the public hearing.

Board Member Nielsen moved, seconded by Board Member Wedding, to approve the findings authorizing the use of the Progressive Design Build procurement and contracting method for the Downtown Ice Rink Project, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-yes, Wedding-absent, Zwicker-yes)

ADJOURNMENT

The meeting adjourned at 7:32 pm.

Prepared by ABC Transcription Services, Inc.
Reviewed by Kelly Morse, City Recorder

APPROVED by the City Council and SIGNED by the Mayor this 27th day of January 2026

Ed Fitch, Mayor

ATTEST:

Kayla Duddy, Deputy City Recorder



CITY OF REDMOND

CITY HALL
411 SW 9th STREET
REDMOND, OR 97756
541.923.7710
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info@redmondoregon.gov
redmondoregon.gov

STAFF REPORT

DATE: January 27, 2026
TO: Redmond Urban Renewal Agency Board
THROUGH: Keith Witcosky, City Manager
Steve Ashworth, Deputy City Manager
Chuck Arnold, Economic Development/Urban Renewal Program Manager
FROM: Meghan Gassner, Urban Renewal Program Analyst
SUBJECT: Contract Award for Owner's Representative Services for the Downtown Rink Project to Cumming Group for a not to exceed amount of \$250,000

Report in Brief:

This item requests the Redmond Urban Renewal Agency (RURA) approve a contract with **Cumming Management Group, LLC** (Cumming Group) for Owner's Representative services for the Downtown Ice Rink Project (Project), in an amount not to exceed \$250,000.

Background:

The City of Redmond is advancing the Downtown Ice Rink Project at SW Deschutes Avenue and SW 7th Street to enhance downtown recreational amenities. Planned improvements include:

- A recreational skating rink
- Warm weather recreational use
- Park enhancements
- Flexible community gathering space

The target project budget is \$5-6 million. This initiative repurposes the former Redmond Police Department site in alignment with the Downtown Urban Renewal Plan and community priorities.

The Project is a complex, multi-phase initiative involving numerous stakeholders, specialized contractors, and significant public investment. To safeguard public funds and ensure timely quality delivery, an owner's representative would provide expert oversight, risk management, and coordination that City staff cannot fully provide in-house.

The City would benefit from an experienced project manager to represent the City's interests and to manage the technical and administrative demands of the Project, including:

- Coordinating architects, engineers, and contractors
- Monitoring compliance with contractual obligations
- Managing schedule, budget, and quality control
- Ensuring adherence to regulatory requirements and City objectives

Procurement Process:

The City solicited four informal estimates from qualified firms. Selection criteria included price, experience, technical expertise, and ability to meet project needs.

Cumming Group was selected based on:

- Extensive experience with outdoor recreation facilities
- Proven cost-saving strategies and on-time delivery
- Immediate availability
- Strong project management capabilities

Cumming Group's portfolio includes municipal and recreation projects, and their local project manager has successfully managed projects such as the Public Safety Facility, BASX Solutions, Redmond Historic Hotel, and Terrebonne Community School.

Discussion:

The Owner's Representative will be the project manager for the City and will manage all phases of the Project, including:

- Phase 1: Due Diligence and Solicitations
- Phase 2: Design-Build Team selection
- Phase 3: Project Design and Pre-Construction Oversight
- Phase 4: Construction Oversight

Should RURA approve the contract, Cumming Group would advise the City during each project phase and will provide progress updates to City staff on a regular basis and to City Council, DURAC and other stakeholders as needed. Staff recommends to award based on demonstrated expertise with similar projects and prior positive experience with the local project manager for Cumming Group, who will provide an on-site presence throughout the duration of this project.

The Downtown Urban Renewal Advisory Committee (DURAC) discussed the proposed contract at their meeting on January 12, 2026, and unanimously approved recommendation of the contract award.

Fiscal Impact:

The Owner's Representative Contract equals approximately 5% of the total Project budget. Funding is available for this project through the Urban Renewal Redevelopment Opportunity Fund and is included in the Fiscal Year 2025/2026 Budget. The Fund has \$16.8M remaining. If funded, there are no anticipated short-term impacts (1 to 5 years) to other planned Urban Renewal projects. The procurement was made in accordance with ORS 279B.070.

Alternative Courses of Action:

1. Approve the contract with Cumming Group for Owner's Representative Services for the Downtown Ice Rink Project in the amount not to exceed \$250,000.
2. Request additional information.
3. Do not award of the contract.

Recommendation / Suggested Motion:

"I move to award the Owner's Representative Services contract with Cumming Management Group LLC in the amount not to exceed \$250,000 and authorize the City Manager to execute the contract."

CUMMING GROUP

2838 NW Crossing Drive, Suite 207
Bend, OR 97703

T 458 600 1284

cumming-group.com

1/5/26

Chuck Arnold
City of Redmond
411 SW 9th Street
Redmond, OR 97756

Re: Redmond Ice Rink- Owner's Rep Services

Dear Chuck:

Cumming Management Group welcomes the opportunity to provide Owner's Rep Services for your project. I look forward to our team supporting you in the design and construction of the new City of Redmond Downtown Ice Rink.

We will provide Owner's Rep / Project Management services as requested per **Attachment A**. Cost Estimating and Scheduling services are optional and can be added at Owner's request. See breakdown in **Attachment B**.

I have provided a Fee Schedule, **Attachment B**, that shows a breakdown of our projected fees over the provided duration of 24 months. The base fee for Project Management Services is \$248,160. Cumming will invoice using the hourly rates on the actual cost of services directed by City of Redmond.

Hourly Rates

Staff	Role	2026 Rate
Wayne Powderly	Director Project Management	\$ 185
Josiah Thompson	Senior Cost Manager - OPTIONAL	\$ 195
Vincent Ly	Senior Scheduling Manager -OPTIONAL	\$ 195

The actual hours will vary. Detailed timecards will be provided each month with the number of hours and description of services provided for that period.

Reimbursable Expenses

These projects will have a reimbursable that will be invoiced on actual costs. Reimbursable expenses, such as permits, working meals, travel, drawings, external printing and duplication, or other expenses for services taking place on-site, will be invoiced at cost with 5% mark up.

Terms and Conditions

Insurance: We provide General Liability Insurance, including Umbrella coverage, for \$2,000,000 and Professional Liability Insurance and errors and omissions coverage of \$2,000,000.

Invoicing and Payments: Cumming will invoice the project on a monthly basis. We will provide timesheets defining hours and tasks completed with our invoices. Payments are due within 30 days of receipt of invoice.

Hourly Rates: Cumming seeks will be increasing hourly rates at the end of each calendar year to reflect market and COLA impacts. Cumming hourly rates may increase by a maximum of 4% each year to provide a cost of living wage increase to staff for each following year services are contracted.

Additional Services: Any services requested of Cumming that are outside of the defined scope will be invoiced separately at the current hourly rates. No additional work will be performed except by written agreement.

I would be happy to answer any questions you might have regarding this proposal. Thank you for the opportunity to assist with your important project.

Sincerely,

Wayne Powderly
Director Project Management
T 458.836.8206

Attachments:

Attachment A: Scope of Services
Attachment B: Fee Schedule

ATTACHMENT A

Downtown Rink Owner's Representative Scope of Services

During each phase, the Owner's Representative will advise the City and provide progress updates to City staff on a regular basis, and to City Council and other stakeholders as needed.

The four phases and the anticipated timelines for this Project are:

- 1 Due Diligence and Solicitations-January-April 2026
- 2 Project Design and Pre-Construction Oversight-April 2026-February 2027
- 3 Construction Oversight-February-November 2027
- 4 Project Closeout-November-December 2027

Services to be performed during each phase by the selected firm are:

Phase 1: Due Diligence and Solicitations

1. Reviewing the Project information created to date.
2. Developing and managing the Project schedule.
3. Participating in internal staff coordinating meetings, as requested.
4. Assisting City in soliciting design and construction services for Progressive Design Build RFP.
5. Making recommendations to the City on submitted proposals for the solicitations.
6. Providing written and verbal Project updates to City staff on a regular basis and City Council and others as needed.
7. Provide independent cost estimates to the City to verify solicitations are reasonable.

Phase 2: Project Design and Pre-Construction Oversight

1. Preparing and managing the pre-construction project schedule.
2. Assisting City in selecting additional consultants as necessary. Other consultants may include design sub-consultants and other land development consultants.
3. Reviewing and offering commentary on the design deliverables produced by the design firm retained by the City, relative to building performance, constructability, Project budget conformance, operations and maintenance (O&M) performance and other due diligence on behalf of City.
4. Managing the preparation of design deliverables, including design drawings.
5. Managing the design team and other predevelopment consultants.
6. Working with City staff and other stakeholders to ensure the designs meet stakeholder needs.
7. Coordinating City's review and approval of design documents to ensure the designs meet applicable codes, public infrastructure needs and City's architectural and functional objectives.
8. Presenting updates on the Project to City Council and other stakeholders as needed.
9. Advising City regarding and managing the preparation of other due diligence needed

and reporting on findings to City.

10. Preparing predevelopment and construction budgets.
11. Assisting City in managing predevelopment and construction budgets.
12. Advising City on constructability and value engineering.
13. Reviewing and offering commentary on the pre-construction deliverables produced by the Construction firm retained by the City, relative to the selected materials and methods, costing choices, construction schedule, and Project budget conformance.
14. Working with the Construction firm to develop and refine the construction schedule.
15. Coordinating with City's development review personnel to obtain all permits necessary to construct the Project.
16. Working on behalf of the City and advocating for the City in the delivery of the Project.

Phase 3: Construction Oversight

1. Acting as a technical expert and advisor to the City and providing construction oversight services including general inspections of work performed, submittal review, RFI review, and facilitating weekly project coordination meetings.
2. Assisting the City in acquiring and managing the services of specialty firms for this phase of the work, such as construction inspection and material testing.
3. Monitoring the construction schedule and Project budget, tracking change orders, and assisting the City with change order negotiations.
4. Reviewing the Construction firm's invoices and providing feedback to the City and Construction firm.
5. Providing updates to the City Council, other stakeholder groups, and the public as needed.
6. Developing and reviewing additional solicitations and provide overall construction administration.
7. Managing completion of any construction punch-list items.

Phase 4: Project Closeout

1. Coordinating efforts between City staff and consultants during the close-out period and diligently working towards successful acceptance by City.

CUMMING GROUP

City of Redmond - Downtown Ice Rink

KEY PM STAFF
ALTERNATIVE SUPPORT TO KEY PM STAFF

Revision 0

Preconstruction and Design Phase **Construct**

	Month	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27
		No. Months	1	2	3	4	5	6	7	8	9	10	11	12	13	14
HOURS																
Budget Hours																
Name	Rate	Total Hours														
Chris Thompson - SVP - Project Oversight	\$ 300	0	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis
Wayne Powderly - Sr Project Manager	\$ 185	1,248	52	52	52	52	52	52	52	52	52	52	52	52	52	52
Administration / Project Coordinator	\$ 90	192	8	8	8	8	8	8	8	8	8	8	8	8	8	8
OPTIONAL SUBJECT MATTER EXP. SERVICES																
Josiah Thompson - Sr Cost Manager	\$ 195	380	0	0	0	0	140	0	0	0	100	0	0	0	100	0
Vincent Ly - Sr Schedule Manager	\$ 195	110	0	0	0	0	30	0	0	0	20	0	0	0	20	0
Total Hours		1,930	60	60	60	60	230	60	60	60	180	60	60	60	180	60
FEE CALCULATION																
Chris Thompson - SVP - Project Oversight		0	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis
Wayne Powderly - Sr Project Manager		230,880	9,620	9,620	9,620	9,620	9,620	9,620	9,620	9,620	9,620	9,620	9,620	9,620	9,620	9,620
Administration / Project Coordinator		17,280	720	720	720	720	720	720	720	720	720	720	720	720	720	720
OPTIONAL SUBJECT MATTER EXP. SERVICES																
Josiah Thompson - Sr Cost Manager		74,100	0	0	0	0	27,300	0	0	0	19,500	0	0	0	19,500	0
Vincent Ly - Sr Schedule Manager		21,450	0	0	0	0	5,850	0	0	0	3,900	0	0	0	3,900	0
Total		343,710	10,340	10,340	10,340	10,340	43,490	10,340	10,340	10,340	33,740	10,340	10,340	10,340	33,740	10,340

Estimated Reimbursables

Additional, Milage, Travel, Printing, Advertising, Contracts - \$250 per month.

\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250
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Notes

Rates are good thru the end of 2026 after which we request an equitable adjustment not exceeding 4% PA.

CUMMING GROUP

City of Redmond - Downtown Ice Rink

KEY PM STAFF	ion Phase									
ALTERNATIVE SUPPORT TO KEY PM STAFF	Close - out									
Revision 0	Apr-27	May-27	Jun-27	Jul-27	Aug-27	Sep-27	Oct-27	Nov-27	Dec-27	
	16	17	18	19	20	21	22	23	24	
	2	3	4	5	6	7	8	9	10	
HOURS										
Budget Hours										
Name										Total Project Hrs.
Chris Thompson - SVP - Project Oversight	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	-
Wayne Powderly - Sr Project Manager Administration / Project Coordinator	52	52	52	52	52	52	52	52	52	1,248
	8	8	8	8	8	8	8	8	8	192
OPTIONAL SUBJECT MATTER EXP. SERVICES										Optional Services
Josiah Thompson - Sr Cost Manager	10	0	10	0	10	0	10	0	0	380
Vincent Ly - Sr Schedule Manager	10	0	10	0	10	0	10	0	0	110
Total	80	60	80	60	80	60	80	60	60	1,930
FEE CALCULATION										
Chris Thompson - SVP - Project Oversight	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	Gratis	\$0
Wayne Powderly - Sr Project Manager Administration / Project Coordinator	9,620	9,620	9,620	9,620	9,620	9,620	9,620	9,620	9,620	\$230,880
	720	720	720	720	720	720	720	720	720	\$17,280
OPTIONAL SUBJECT MATTER EXP. SERVICES										Optional Services
Josiah Thompson - Sr Cost Manager	1,950	0	1,950	0	1,950	0	1,950	0	0	\$74,100
Vincent Ly - Sr Schedule Manager	1,950	0	1,950	0	1,950	0	1,950	0	0	\$21,450
	14,240	10,340	14,240	10,340	14,240	10,340	14,240	10,340	10,340	\$343,710

Base Proposal for Labor NTE: Labor NTE: \$248,160

Estimated Reimbursables

Additional, Milage, Travel, Printing, Advertising, Contracts - \$250 per month.

	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	6,000
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Optional Proposal Labor NTE: \$95,550

Notes

Rates are good thru the end of 2026 after which we

T&M Not to Exceed \$349,710



**DOWNTOWN RINK PROJECT:
OWNER'S REPRESENTATIVE CONTRACT
CUMMING MANAGEMENT GROUP LLC \$250,000**

**REDMOND URBAN RENEWAL AGENCY BOARD
JANUARY 27, 2026**



PROJECT BACKGROUND

BACKGROUND

Why is an Owner's Representative recommended?

- Complexity of the project
- Significant investment of public dollars
- Expertise and efficiency
- Limitations of staff capacity

What is the role of an Owner's Representative?

- Team coordination
- Compliance monitoring
- Schedule and budget management
- Quality control

A person wearing a white helmet with a logo and a dark jacket is looking at a sign. The background is dark with some lights and a snowflake graphic in the top left corner.

OWNER'S REP
CONTRACT
AWARD:

NOT TO
EXCEED
\$250,000

SOLICITATION PROCESS

- Solicited four informal estimates from qualified firms
- Staff recommendation – **Cumming Management Group**
 - Technical expertise and experience with similar municipal recreation projects
 - Proven cost-saving strategies
 - Availability to start project immediately

TIMELINE

NOW – APR '26



RFP DEVELOPMENT AND CONTRACT AWARD

APR '26 – FEB '27



DESIGN DEVELOPMENT

(POLICYMAKER GO/NO GO REVIEW – AUGUST)

DEC '26 – FEB '27



PRE-CONSTRUCTION

(OVERLAPS WITH DESIGN PROCESS)

MAR '27 – NOV '27



CONSTRUCTION

NOV '27



RINK OPENS FOR WINTER USE

(SUMMER FEATURE OPEN JUNE '27)

PROJECT TIMELINE



Skate At Your Own Risk!
Please Be Considerate
of Others.



QUESTIONS