



CITY OF MILWAUKIE
"Dogwood City of the West"

Resolution No. 89-2015

A resolution of the City Council of the City of Milwaukie, Oregon, authorizing execution of an Intergovernmental Agreement with the State of Oregon to prepare a concept plan for a 19th Ave woonerf.

WHEREAS, City staff applied for and received a grant from the State of Oregon's Transportation and Growth Management (TGM) Program to fund the 19th Ave woonerf concept plan project; and

WHEREAS, City staff worked with the TGM Program staff and its consultants to develop a Statement of Work (SOW) for this project that acknowledges 19th Ave is designated as a Neighborhood Greenway in the City's Transportation Systems Plan; and

WHEREAS, the SOW provides for the development of a concept plan for a 19th Ave woonerf that would connect Spring Park with Riverfront Park via the trail west of the Kellogg treatment plant; and

WHEREAS, the State of Oregon requires an intergovernmental agreement with the City for the expenditure of the grant money for this project; and

WHEREAS, the intergovernmental agreement obligates City staff to work with the TGM Program staff and its consultants to complete the work described in the SOW;

NOW, THEREFORE, BE IT RESOLVED that the Council authorizes the City Manager to sign an intergovernmental agreement with the State of Oregon to fund a project to develop a concept plan for a 19th Ave woonerf.

Introduced and adopted by the City Council on 8/18/15.

This resolution is effective on 8/18/15.



Mark Gamba, Mayor

ATTEST:

APPROVED AS TO FORM:
Jordan Ramis PC



Pat DuVal, City Recorder



City Attorney

DRAFT STATEMENT OF WORK - 8/10/15

Oregon Transportation and Growth Management Program ("TGM")
Quick Response Project for the City of Milwaukie
19th Avenue Woonerf Design

A. PROJECT MANAGEMENT TEAM ("PMT")

Consultant Otak, Inc. Glen Bolen AICP, Senior Planner 808 SW third avenue, suite 300 Portland, OR 97204 www.otak.com	glen.bolen@otak.com 503.415.2375
City of Milwaukie (City) Denny Egner, Planning Director City of Milwaukie 6101 SE Johnson Creek Boulevard Milwaukie, OR 97206	EgnerD@milwaukieoregon.gov 503.786.7654
TGM Quick Response Program Alwin Turiel Oregon Department of Land Conservation & Development 635 Capitol Street NE, Suite 150 Salem, OR 97301-2564	ali.turiel@state.or.us 503.934.0064
ODOT Regional Planner Gail Curtis, Senior Transportation Planner Oregon Department of Transportation, Region 1 123 NW Flanders Portland, OR 97209	Gail.E.CURTIS@odot.state.or.us 503.731.8456
DLCD Regional Representative Jennifer Donnelly, Regional Representative Oregon Department of Land Conservation & Development 1600 SW Fourth Avenue, Suite 109 Portland, OR 97201	jennifer.donnelly@state.or.us 503.725.2183

B. ACRONYMS and DEFINITIONS

Agency – Oregon Transportation and Growth Management Program, ODOT
City – City of Milwaukie, Oregon
DLCD – Department of Land Conservation and Development
ODOT – Oregon Department of Transportation

PMT – Project Management Team
TGM – Transportation and Growth Management Program
TSP – Transportation System Plan
WOC – Work Order Contract

C. PROJECT BACKGROUND AND OBJECTIVES

Background

Today, 19th Avenue in the city of Milwaukie (“City”) is rural in character with a paved surface that varies in width from 12 to 18 feet. Current City standards for 19th Avenue require a curbed street with storm water facilities, two 10-foot vehicle travel lanes, and a five- to six-foot wide sidewalk.

Recently a local property owner indicated their intention to build a new residence on a lot accessed from 19th Avenue. Under the City’s current public works standards the property owner will be required to construct a standard half-street improvement along the frontage of their lot. In response to City requirements, representatives of a group of property owners along 19th Avenue have proposed an alternative design for a simple woonerf that would involve signage, planter boxes, and paint applied to the street. A 19th Avenue woonerf would create a unique neighborhood greenway connection between two parks located along the Willamette River.

The City Engineer is concerned about safety and Americans with Disability Act (ADA) compliance related to this neighborhood proposal. The City recognizes the 19th Avenue woonerf or a similar design could provide a cost effective opportunity for enhanced multimodal access for the neighborhood along with access to recreational activities along the river. The City sought assistance from TGM in order to produce a multimodal local street design that supports the objectives of the property owners, City, and TGM. Completing this project through TGM’s Quick Response program will help avoid unnecessary expense and delay for the property owner, nearby residents and the City.

Project Area

The project area is comprised of a four-block section of 19th Avenue in the City's Island Station Neighborhood (see Project Area Map). Project activities and analysis may include areas outside the Project Area to evaluate potential connections and impacts on the transportation system.

Project Objectives

- Identify active transportation alternatives to support the City’s identification of 19th Avenue as a "Neighborhood Greenway" in the City's Transportation System Plan (TSP).
- Develop at least one woonerf or similar multimodal solution that is consistent with TGM objectives and that addresses both local property owner and City engineering concerns.

Purpose of Contract - Transportation Relationships and Benefits

The TGM Program is a joint effort of the Oregon Department of Transportation (“ODOT”) and the Oregon Department of Land Conservation and Development (“DLCD”). The purposes of the TGM program are to strengthen the capability of local governments to effectively manage growth and comply with the Transportation Planning Rule, to integrate transportation and land use planning, and

to encourage transportation-efficient land uses that support modal choice and efficient performance of transportation facilities and services.

The City of Milwaukie intends to develop a detailed design for a woonerf street (or similar pedestrian oriented street) along a four-block section of 19th Avenue in the City's Island Station Neighborhood (see Project Map). 19th Avenue is a local street providing residential access that also serves as a pedestrian and bicycle connection between Spring Park on the south and the Riverfront Park access trail through the Kellogg Wastewater Treatment Plant on the north. The street is identified as a "Neighborhood Greenway" in the City's TSP.

Design assistance is needed to work with the neighborhood and City engineering staff to develop an acceptable woonerf design for this four block section of street. The design will identify opportunities to increase use of active transportation modes including bicycling and walking. The final design for the street will be consistent with pedestrian-friendly, low-impact sustainable development.

Upon completion of the project, the City intends to adopt the design as part of the City's Public Works Standards.

D. GENERAL PROVISIONS

Deliverables

The following apply to all deliverables unless otherwise specified in this Work Order Contract (WOC) or by the Agency:

1. Previewing Materials
 - a. Consultant shall provide materials for Project Management Team (PMT) meetings at least five working days prior to the meeting and seven working days prior to public meetings.
 - b. Consultant shall provide all materials intended for public release to the PMT at least seven working days prior to the scheduled release.
 - c. The PMT will provide comments to Consultant within three working days after receipt of draft materials, unless otherwise directed by the PMT.
 - d. Consultant shall make minor revisions and corrections to materials based on comments received at least two working days prior to public release. Consultant is not required to make major or extensive revisions without an approved contract amendment. This provision does not limit the right of the Agency to require correction of deliverables that do not meet the requirements of this WOC.
2. Text Memorandums and Reports
 - a. Memorandums and reports are to be formatted for 8½-inch by 11-inch or 11-inch by 17-inch paper.
 - b. All memorandums and reports are to be delivered to the local government and the Agency digitally in both the native format and in an open universally readable format as agreed

between Consultant, Agency, and City. The Consultant name or logos may not appear on *Final* documents, with the exception of the acknowledgement page. Consultant shall ensure any work products produced pursuant to this contract include the following statement:

This project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by federal Moving Ahead for Progress in the 21st Century (MAP-21), local government, and State of Oregon funds.

The contents of this document do not necessarily reflect the views or policies of the State of Oregon.

3. Maps, Graphics, and Site Plans

- a. Maps, graphics, and site plans are to be formatted so as to be scalable to 8½-inch by 11-inch or 11-inch by 17-inch paper.
- b. Maps, graphics, and site plans are to be delivered to City and the Agency digitally in both the native format and in an open universally readable format as agreed between Consultant, Agency, and City.
- c. Geospatial data must be georeferenced as agreed between Consultant, Agency, and City.

4. Posters

- a. Posters for publicity are to be delivered as hard copies, approximately 2-foot by 3-foot in size.
- b. Posters must be laminated or mounted on poster board, as determined by the PMT.
- c. All graphics are to be delivered to City and TGM program digitally in both the native format and in an open universally readable format as agreed between Consultant, Agency, and City.

5. Meetings

- a. City shall provide support for all meetings including published and mailed notice as appropriate, meeting space, and collecting feedback after the meeting. City will use its web site to post meeting materials.
- b. Meeting notes must confirm that Consultant conducted or attended the meeting as required. Meeting notes are a brief summary of the attendees, topics discussed, and decisions reached. Clear, handwritten notes taken during the meeting are acceptable.

Public Involvement Approach

Public involvement must allow community members an opportunity to provide input prior to a final decision that may result from the design process. In making a final decision regarding 19th Avenue, the City shall consider environmental justice issues, which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

Fair treatment means that no group of people, including a racial, ethnic, or a socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies.

Meaningful involvement means that:

- a. Potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health;
- b. The public's contribution can influence the regulatory agency's decision;
- c. The concerns of all participants involved will be considered in the decision making process; and
- d. Decision makers seek out and facilitate the involvement of those potentially affected.

Prior to a final decision, the City must include specific steps to provide opportunities for participation by community members protected under Title VI of the 1964 Civil Rights Act. The City shall use the ODOT Title VI Plan for guidance to identify Title VI populations, formulate public involvement strategies, and report outreach efforts to and participation by Title VI communities.

Key Personnel

Consultant acknowledges and agrees that the Agency selected the Consultant, and is entering into this Work Order Contract (WOC), because of the special qualifications of Consultant's key people. In particular, the Agency through this WOC is engaging the expertise, experience, judgment, and personal attention of Glen Bolen ("Key Personnel"). Consultant's Key Personnel will not delegate performance of the management powers and responsibilities under this WOC to other Consultant employee(s) without first obtaining the written consent of the Agency.

Consultant's Key Personnel shall participate in and lead Tasks 3, 4 and 5 described in this WOC. Further, Consultant's Key Personnel shall not re-assign or transfer Consultant employee(s) to other duties or positions such that the Consultant employee(s) is (are) no longer available to provide the Agency with the Key Personnel's expertise, experience, judgment, and personal attention, without first obtaining the Agency's prior written consent to such re-assignment or transfer. In the event Consultant requests that the Agency approve a re-assignment or transfer of the Key Personnel, the Agency will have the right to interview, review the qualifications of, and approve or disapprove the proposed replacement(s) for the Key Personnel. Any approved substitute or replacement for the Key Personnel shall be deemed Key Personnel under this WOC.

Project Cooperation

This statement of work describes the responsibilities of all entities involved in this cooperative project. In this WOC, Consultant shall only be responsible for those responsibilities and deliverables identified as being assigned to Consultant in this WOC and the statement of work. All work assigned to other entities is not subject to this WOC. References to work to be performed or responsibilities of any other entities in this statement of work other than references to Consultant are merely for informational purposes and are in no way binding. Neither are these other entities parties to this WOC. Any tasks or deliverables assigned to a sub-contractor shall be construed as being the responsibility of Consultant.

Any Consultant tasks or deliverables that are contingent on receiving information, resources, assistance, or cooperation in any way from another entity as described in this statement of work will be subject to the following guidelines:

- a. At the first indication of non-cooperation, Consultant will provide written notice (email acceptable) to the Agency Project Manager of the specific acts or inaction indicating non-cooperation and of any deliverables that may be delayed due to such lack of cooperation by other entities referenced in the statement of work.
- b. The Agency Project Manager will contact the non-cooperative entity/s to discuss the matter and attempt to correct the problem and/or expedite items determined to be delaying the Consultant/project.

If Consultant has followed the notification process described in item A, and delinquency or delay of any deliverable is found to be a result of the failure of other referenced entities to provide information, resources, assistance, or cooperation, as described in the statement of work, Consultant will not be found in breach or default of contract; nor will Consultant be assessed or liable for any damages. Neither will the Agency be responsible or liable for any damages to Consultant as the result of such non-cooperation by other entities. The Agency Project Manager will negotiate with Consultant in the best interest of the State, and may revise the delivery schedule to allow for delinquencies beyond the control of the Consultant. Revised delivery date beyond the expiration date requires an amendment to this WOC.

E. WORK TASKS AND DELIVERABLES

Task 1: Project Management

- 1.1** Consultant shall schedule and facilitate Project Management Meeting #1 with the PMT to initiate the project. At the Project Management Meeting the PMT will discuss the objectives of the project and the design process. The PMT will discuss delivery of necessary materials described in subtask 2.2 and make decisions about future site visits and community outreach. To gain a full understanding of the project and gain familiarity with the area, the consultant shall meet with City staff and tour 19th Avenue. The Consultant may make drawings, take photographs and necessary measurements in the Project Area and vicinity. Consultant shall provide the PMT with written meeting notes of Project Management Meeting #1.

Key Personnel: Glen Bolen

- 1.2** City shall provide Meeting Logistics for the design charrette and any neighborhood meetings, including identifying and notifying key participants for each meeting and scheduling the meetings during Consultant's visits. City shall provide a location in Milwaukie for the design charrette and any neighborhood meetings. Potential participants include:
- Property owners in the 19th Avenue area;
 - City of Milwaukie officials/staff: Planning Director, Public Works Director, Parks and Public Works staff;
 - Elected and appointed officials – select City Council and Planning Commission members; and
 - Agency staff - ODOT, Division of State Lands, DLCD TGM and Natural Resource staff.

Task 1 Consultant Deliverables:

- 1.1 Project Management Meeting #1

Task 1 City Deliverables:

- 1.1 Project Management Meeting #1
- 1.2 Meeting Logistics

Timeframe: Weeks 1-2

Task 2: Woonerf/Greenway Research Whitepaper and Work Map

- 2.1 Following Project Management Meeting #1, the Consultant shall conduct research on woonerf/greenway design concepts and compile the information into a short Whitepaper and PowerPoint (or similar) Presentation. Consultant research should focus on tools for ADA compliance, emergency service access, and storm water management. The Whitepaper and Presentation should illustrate examples of emergency access in multimodal environments, storm water management, and woonerf design alternatives.
- 2.2 City shall provide Consultant with relevant Background Information. When available, City will provide native format digital files and will provide geospatial information in a digital format when possible. City will provide hard copy or scanned digital files if native digital files are not available. Background information will include, but is not limited to:
 - Applicable City Comprehensive Plan maps and text;
 - Applicable Development Regulations, including zoning maps and text;
 - City Transportation System Plan (“TSP”);
 - Existing street design standards (e.g., public works standards) for local streets;
 - Previous traffic studies or traffic counts, if any, pertinent to the area;
 - Applicable City Capital Improvement Program (“CIP”);
 - Aerial photography;
 - Topographic maps; and
 - Any other pertinent data specific to the area.
- 2.3 Consultant shall assemble the data and prepare a Work Map of the Project Area depicting relevant existing conditions for use in later tasks. Work Map deliverables must include a digital copy of the map, and geospatial data files developed to create the map.
- 2.4 Using the Work Map as a reference, Consultant shall develop an Urban Design Assessment and diagram noting key opportunities and constraints, including elements such as:
 - Rights of Way constraints/conflicts with existing uses;
 - Potential multi-modal opportunities;
 - Connectivity issues; and
 - Topographic opportunities and constraints

Consultant shall provide copies of the Work Map to the PMT. The urban design assessment diagram will help inform the conversation within PMT meeting #2 and the Design Charrette.

Task 2 Consultant Deliverables:

- 2.1 Woonerf/Greenway Research Whitepaper and Presentation

- 2.3 Work Map
- 2.4 Urban Design Assessment

Task 2 City Deliverables:

- 2.2 Background Information

Timeframe: Weeks 2-4

Task 3: Design Charrette

- 3.1 Consultant shall schedule and facilitate Project Management Meeting #2 to discuss details of schedule and logistics for the 3.2 Design Charrette. The PMT will approve a schedule for accomplishing subtask 3.2. Consultant shall provide the PMT with written meeting notes of Project Management Meeting #2.

Key Personnel: Glen Bolen

- 3.2 Consultant shall conduct a Design Charrette with neighborhood residents, City staff and representatives of the Parks and Recreation Board, the Kellogg Good Neighbor Committee, Clackamas County Fire District #1 representative and the Public Safety Advisory Committee. The purpose of the Design Charrette is for Consultant to produce and refine design concepts, and for the PMT and other participants to provide direct input during the design refinement process.

City shall provide Design Charrette Logistics, including a location for the Design Charrette that includes studio space for design work and space for breakout groups. City shall make high-speed internet access available to Consultant.

Urban design alternatives must address pedestrian safety and ADA compliance, as well as access to recreational opportunities and pedestrian and vehicular connectivity. The Design Charrette must result in two or more alternatives that include planning level cost estimates for consideration by the City, one of which must be a low cost solution.

Consultant shall use the schedule approved by the PMT in subtask 3.1 to accomplish the Design Charrette. Consultant shall prepare a written summary outlining the topics discussed following the Design Charrette, including an overview of least cost alternatives. Summary notes shall include graphical information (e.g., alternative street designs and cross-sections) necessary to understand outcomes of the Design Charrette process.

Key Personnel: Glen Bolen

Task 3 Consultant Deliverables:

- 3.1 Project Management Meeting #2
- 3.2 Design Charrette

Task 3 City Deliverables:

- 3.1 Project Management Meeting #2
- 3.2 Design Charrette and Meeting Logistics

Timeframe: Weeks 4-7

Task 4: Follow-up Session and City Council Presentation

- 4.1 Following the Design Charrette, Consultant shall lead a Design Charrette Follow-up Session with project participants to distill a Preferred Design. Project participants may include representatives of groups listed in Task 3.2, as well as additional representatives or individuals invited to attend by the City.

Key Personnel: Glen Bolen

City shall provide Design Charrette Follow-up Session logistics, including space for breakout groups, high-speed internet access, and PowerPoint presentation capability.

The Preferred Design shall include recommendations for connectivity, parking management, roadway design elements and compliance with state ADA requirements; along with street cross sections and planning level cost estimates for the Preferred Design. Recommended changes to the City's public works standards shall be included in the draft 19th Avenue Project Model.

Consultant shall provide written Design Charrette Follow-up Session meeting notes.

- 4.2 Consultant shall prepare a Draft 19th Avenue Project Model and present it to a Joint Meeting of the Design Charrette participants and the City Council. Consultant shall solicit comments from Joint Meeting participants on refinements to the Draft 19th Avenue Project Model. Consultant shall prepare written meeting notes.

Key Personnel: Glen Bolen

City shall provide Joint Meeting Logistics, including space for breakout groups, high-speed internet access, and PowerPoint presentation capability

Task 4 Consultant Deliverables:

- 4.1 Design Charrette Follow-up Session and Preferred Design
- 4.2 Draft 19th Avenue Project Model and Joint Meeting

Task 4 City Deliverables:

- 4.1 Design Charrette Follow-up Session and Logistics
- 4.2 Joint Meeting and Logistics

Timeframe: Weeks 7-10

Task 5: Final Project Model and Public Works Standards Review

- 5.1 Consultant shall schedule and facilitate Project Management Meeting #3 with the PMT to review the Draft 19th Avenue Project Model and discuss comments from City Council and Design Charrette Participants. The PMT will provide guidance to Consultant about necessary revisions to the Draft 19th Avenue Project Model. Consultant shall provide the PMT with written meeting notes of Project Management Meeting #3.

Key Personnel: Glen Bolen

- 5.2 Consultant shall prepare a Revised 19th Avenue Project Model and Presentation Materials. Consultant shall make a City Council Presentation, facilitating a discussion with Council members and recording comments and recommendations. City shall provide Meeting Logistics,

including a time and place for the presentation. Consultant shall provide Presentation Materials to the PMT a minimum of 5 business days prior to the City Council presentation, and written meeting notes to the PMT no more than 10 business days following the presentation.

Key Personnel: Glen Bolen

- 5.3 Consultant shall schedule and facilitate Project Management Meeting #4 with the PMT to review comments from the City Council. The PMT will provide guidance to Consultant on changes to the Revised 19th Avenue Project Model. Consultant shall provide the PMT with written meeting notes of Project Management Meeting #4.

Key Personnel: Glen Bolen

- 5.4 Based on feedback from City Council and the PMT, Consultant shall prepare a Final 19th Avenue Project Model and Draft Public Works Standards. The Final 19th Avenue Project Model shall include, but not be limited to, planning level cost estimates; funding strategies; and a new local street drawing and cross section illustrating the concept for inclusion in the City's public works standards. Consultant's recommended public works standard shall be prepared in a manner that will allow subsequent City review and adoption. Consultant shall deliver copies of the Final 19th Avenue Project Model to the PMT in both hard copy and digital formats. The number of hard copies will be specified by the City, but shall not exceed 25.

Task 5 Consultant Deliverables:

- 5.1 Project Management Meeting #3 and Meeting Notes
- 5.2 Revised 19th Avenue Project Model, Presentation Materials, and City Council Presentation
- 5.3 Project Management Meeting #4
- 5.4 Final 19th Avenue Project Model and Draft Public Works Standards

Task 5 City Deliverables:

- 5.1 Project Management Meeting #3, including written comments on 19th Avenue Project Model
- 5.2 Meeting Logistics for City Council Presentation
- 5.3 Project Management Meeting #4, and written comments on Final Project Model and draft Public Works Standards

Timeframe: Weeks 11-16

F. LUMP SUM PER DELIVERABLE AND PROJECT SCHEDULE

TASK	CONSULTANT DELIVERABLES	LUMP SUM PER DELIVERABLE AMOUNT	COMPLETION
Task 1: Project Management			
1.1		1,484	August 2015
1.2			August 2015
Task 2: Woonerf /Greenway Research Whitepaper and Work Map			
2.1		\$2,927	August 2015
2.2			August 2015
2.3		\$2,370	September 2015
2.4		\$2,071	September 2015
Task 3: Design Charrette			
3.1		\$1,523	September 2015
3.2		\$11,755	September 2015
Task 4: Follow-up Session and City Council Presentation			
4.1		\$3,785	September 2015
4.2		\$9,009	October 2015
Task 5: Final Project Model and Public Works Standards Review			
5.1		\$1,523	October 2015
5.2		\$7,367	November 2015
5.3		\$1,286	November 2015
5.4		\$4,843	December 2015
PROJECT TOTAL		\$49,942	

A. PROJECT AREA MAP

