

ORDINANCE NO. 1590

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH 3J CONSULTING FOR FISCAL YEAR 2022-2023 WORK ON THE CANBY COMPREHENSIVE PLAN AND TRANSPORTATION PLAN IN THE AMOUNT OF \$157,121.00.

WHEREAS, the City of Canby recently conducted a Request For Proposals (RFP) under Oregon Public Procurement laws for a scope of work on the Canby Comprehensive Plan and Transportation Plan;

WHEREAS, the 3J Consulting was the applicant that scored the highest according to the rubric established in the RFP; and

WHEREAS, the City of Canby would like to contract with 3J Consulting for the remainder of fiscal year 2022-2023 for work on the Canby Comprehensive Plan and Transportation Plan.

NOW, THEREFORE, THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The City Administrator is hereby authorized on behalf of the City to enter into a Contract with 3J Consulting for fiscal year 2022-2023 work on the Canby Comprehensive Plan and Transportation Plan. A copy of the scope of work is attached hereto as Exhibit "A."

Section 2. The effective date of this Ordinance shall be January 6, 2023.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, November 16, 2022, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, December 7, 2022, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.

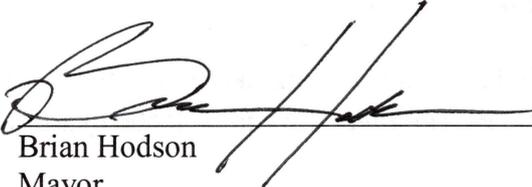


Melissa Bisset, CMC
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 7th day of December 2022, by the following vote:

YEAS 5

NAYS 0



Brian Hodson
Mayor

ATTEST:



Melissa Bisset, CMC
City Recorder



Exhibit A

Comprehensive Plan and Transportation System Plan Update

Fiscal Year 2022-23 Scope of Work

January – June 2023

Combined Tasks

Task 1 – Project Management

1.1 Project Administration

Consultant will maintain project files to include documentation related to the Project, including but not limited to computations, assumptions, meeting minutes, working drawings, correspondence and memoranda. Consultant should prepare and maintain a Project management team (PMT) website (using web-based tools) that includes communication, PMT roster, draft and revised schedules, online discussion topics, and deliverables.

1.2 Project Schedule

Consultant will develop and maintain a project schedule showing the duration of work tasks and subtasks needed to complete the Project. Consultant will prepare a simple graphic milestone-oriented schedule for the project. Consultant will coordinate the schedule with the consultant team.

1.3 Project Kick-off Meeting

Key Consultant team members and City staff will participate in an online project kick-off meeting. The goal of the meeting will be to introduce City and consulting team members, and agree on team member roles, expectations, project risks, and timelines. Consultant will work with City staff to prepare an agenda and identify materials needed for the meeting. Consultant will summarize the outcomes of the meeting, including any needed refinements to the project scope and schedule.

1.4 Obtain and review background materials

Consultant will obtain needed background materials from the City and/or other easily accessible sources.

1.5 Regular Project Management Team (PMT) Meetings and Project Assessment

Consultant will organize, participate, co-lead (with the City) and summarize online project management team meetings. These calls will be conducted approximately every two weeks for the duration of the planning process and will integrate both the Comprehensive and TSP efforts. Consultant will provide a summary of key decisions and action items after each meeting.

1.6 Additional Communication and Coordination

In addition to the tasks described above the Consultant project manager will regularly communicate and coordinate with City staff and other team members regarding the status of and plans for current and upcoming project deliverables and activities. This will be done via email, telephone and online meeting communication.

Task 1. Deliverables	Timeline
Project kickoff meeting	January 2023
Data request	January 2023
Set up and maintain Basecamp project management site	January 2023 (ongoing)
Graphic project schedule	January 2023 (ongoing)
PM meetings and summaries	Bi-weekly (ongoing)
Email correspondence and phone calls	As needed
Monthly invoices and detailed progress reports	Monthly (ongoing)

Task 2 – Community Engagement

2.1 Community Engagement Plan

Consultant will prepare a draft and final Community Engagement Plan (TSP Memo #1) which will guide engagement activities throughout the Comprehensive Plan and TSP updates process. The Engagement Plan will be based around the information needs (the information to share, the information the City is aiming to collect) and the audiences the City is trying to reach. The Plan will capitalize on existing City mechanisms for community engagement, establish community engagement objectives, establish roles and responsibilities, identify the diverse set of stakeholders, including underserved populations, and describe the array of tools and activities best suited to inform and engage stakeholders. The Plan will also identify methods of communication to keep community members up-to-date with the project and notify residents, businesses, and other stakeholders about opportunities to be actively involved in the Comprehensive Plan Update process.

Consultant will prepare an underserved Populations Report as a section of the Engagement Plan to identify the locations and concentrations of underserved populations in the project area to ensure full and fair participation by all potentially affected community members in the decision-making process, including disabled, low-income, limited English proficiency, minority or other underserved groups. The Engagement Plan also will address other project accessibility needs including (but not limited to) language translation services, vision and hearing impairment accommodations, and access to technology.

An initial draft of this document will be reviewed at the project kickoff meeting proposing an initial schedule for the major activities, lines of communication, and lead times. Engagement activities for Fiscal Year 2022-23 will include:

2.2 Project Branding

Consultant will develop a project brand package that includes a project logo, color scheme, font and heading hierarchy based on any existing City standards and aiming for quick identification of this project's communications, accessibility, and flexibility of use.

2.3 Project Webpage

Consultant will develop and host a joint Comprehensive Plan and TSP project website using the Public Input tool that will be linked from City website. The Public Input website will provide an information and engagement hub for the project. At a minimum, it will include project background, current/upcoming events, a process schedule, a document library, and an ongoing method for providing comments or input. The website will be used to communicate with the general public about why the Comprehensive Plan and TSP Update matters and how they can contribute to it. It also will be used for outreach activities such as online surveys and virtual meetings. Consultants will create a project overview video to introduce the Comprehensive Plan and TSP Update process in a readily understandable way.

Consultant will work with City staff to regularly update the website to include access to draft work products, announcements about upcoming engagement events, results of previous engagement events and other project information as it is available. Consultant will develop a plan for transitioning web assets back to City at the conclusion of the project.

2.5 Online Surveys

Consultant will plan for, organize and conduct one online survey in conjunction with the Community Vision process. Basic text in the online activities will be posted with English and Spanish captions as well as transcripts to ensure accessibility.

2.6 Project Advisory Committee (PAC) meetings

The Consultant will prepare for, facilitate, and summarize two (2) meetings of a PAC to advise on the Comprehensive Plan and TSP update processes. We recommend that the City conduct an application process to ensure broad representation on the PAC. Meetings may be up to two (2) hours to cover Comprehensive Plan and TSP content. PAC meetings will be conducted in-person or via a hybrid in-person/online meeting platform.

At PAC meeting #1, we will provide an overview of the comprehensive plan and TSP processes, including scope of work, schedule and roles. The PAC will review the draft Community Engagement Plan and enlist the assistance of PAC members in carrying out some of those activities related to the vision process. The PAC also will provide guidance on the vision format. At PAC meeting #2 we will review the results of the community engagement process, discuss the draft community vision, and discuss TSP technical memos #2, #3, #4, and #5.

2.9 Informational Materials

Consultant will prepare general informational materials to inform people about the Comprehensive Plan project. Initial materials will include a Project Overview handout and media package to create awareness and educate the public about the plan and process. Consultant will maintain an interested parties list compiled by the City, and send monthly email updates.

2.10 Stakeholder Interviews

Consultant will prepare for, conduct and summarize interviews with up to 20 key community stakeholders about Comprehensive Plan issues and priorities. The City will provide an initial list of stakeholders and work with the Consultant to agree on a final list. City staff will assist in scheduling interviews.

2.11 Community Events and Other Outreach Activities Support

Consultant will work with City staff to prepare for and summarize a variety of community outreach events and meetings as identified in the Community Engagement Plan. Consultant will prepare materials for use by City staff and volunteers to conduct the majority of the meetings or events. Meeting or event facilitators – primarily City staff and/or volunteers – will conduct and summarize results of these activities. Consultant will prepare a combined summary of activities.

2.12 Planning Commission and City Council Updates

Consultant will support City staff in one briefing to the City Planning Commission and one briefing to City Councilors.

Task 2. Deliverables	Timeline
Draft Community Engagement Plan including Underserved Populations Report	January 2023
Final Community Engagement Plan	February 2023

Project branding	February 2023
Project website/online engagement platform	February 2023 (ongoing)
Online survey	February – May 2023
PAC meetings #1 and #2 materials and summary	March 2023, June 2023
Education/information materials <ul style="list-style-type: none"> - Media content - Project overview - Key messages - Email updates 	February 2023
Stakeholder interviews (20)	February – April 2023
Outreach materials for community events	February 2023
Round 1 community engagement summary	June 2023
Presentation for briefings #1 and #2	June 2023

Task 3 – Community Visioning

The first round of outreach activities will focus on the Canby Community Vision. Through the activities described in Task 2, the Consultant will ask the community two basic questions: what do you like about Canby today, and what would you like to see change in the future? Consultant will organize the information gathered into comprehensive plan “themes.” This information will be the foundation of the Community Vision. The vision themes will be reviewed at the first in a series of Community Summits in Fiscal Year 2023-24.

Task 3. Deliverables	Timeline
Draft vision themes	June 2023

Comprehensive Plan Update

CP Task 1 – Existing and Baseline Conditions Summary

1.1 Existing Conditions Review

Consultant will work with City staff to review information about existing conditions in the City. This information, in combination with other task results, will help form the basis for updated Comprehensive Plan narrative. It will address the following topics:

- Population and Demographics
- Land Use and Growth Management
- Housing
- Economic Development
- Natural Resources and Hazards
- Water and Wastewater Facilities
- Other Public Facilities and Infrastructure, including Emergency Planning
- Parks and Recreation based on the updated 2022 Park and Recreation System Planning effort)
- Transportation (addressed in the Transportation System Plan process)
- Sustainability and Climate Resiliency

1.2 Background Summary Reports

As part of this task, Consultant will summarize existing conditions in a series of Background Summaries. Background documents and other information provided and obtained in Task 1, coupled with results of initial community engagement activities, will be the primary source of information for these materials.

Information from these and other sources will be used to prepare background reports that describe the element and underlying topics as they related to the City of Canby.

- What are the City’s assets?
- What trends are driving how the topic has changed and will continue to change the community?
- What are the opportunities and challenges to realizing the City’s vision for the topic?

Background Summary documents will include information about existing conditions, priority planning issues, baseline conditions associated with land use and development, the City’s role in addressing issues, relationship to other planning topics. Consultant also will address special areas noted in the current comprehensive plan and provide recommendations on how the updated comprehensive plan should address these.

The background reports will be written in accessible language and use a combination of narrative, maps, tables, and graphics to convey key information. A portion of the information will ultimately be used in the Comprehensive Plan itself. The consultant will prepare a one-page, infographic-rich topic profile to make the information more accessible to the public. This information will be compiled into a Community Profile for use at Canby Summit #1 and distributed widely through various online and City mechanisms.

Task CP1. Deliverables	Timeline
Draft background summary reports	May 2023
Draft and final community profile	June 2023

Transportation System Plan Update

TSP Task 1 — Plan Framework and Direction

1.1 TM #2: Policy and Plan Investigation

Consultant will review relevant background documents, to be provided by City, to identify the issues of unique concern to the City and areas to build upon prior planning efforts in order to help all stakeholders develop a common understanding of the context surrounding the TSP update. Relevant background plans and policies the City will provide should include documents from the city, state, and county including recent and upcoming amendments to the Transportation Planning Rule (TPR).

Consultant will provide a draft and revised TM #2 summarizing the documents and other information reviewed, with particular focus on complete streets, multi-modal transportation, reduced parking, and other priority areas identified through document review.

Note: For this and all other technical memoranda in this and other Tasks, memos will be posted to the project website for community feedback after addressing one-round of unified PMT comments.

1.2 TM #3: Regulatory Review

Consultant will review and identify regulatory gaps in the City’s Comprehensive Plan and Municipal Code that need to be updated to bring them into compliance with the Oregon Transportation Plan and the TPR and will summarize them in a draft and revised TM #3. Particular attention should be paid to recently adopted or upcoming TPR amendments. Consultant should ensure that policies exist to protect the function of roadway facilities, promote alternate modes (transit, bicycling and walking), and ensure that land uses and roadway classifications are compatible.

1.3 TM #4: Transportation Performance Measures and Project Prioritization Framework

Consultant will develop a set of system performance measures that will be used to assess the conditions of the transportation system and summarize them in a draft and Revised TM #4. Performance Measures must include:

- Multimodal analysis based on qualitative assessment levels and Level of Traffic Stress.
- Roadway congestion analysis based on volume to capacity and level-of-service.
- Safety, including fatal and serious injury crashes and crashes involving a pedestrian, or bicyclist.
- System completeness of sidewalks and bikeways along arterial and collector streets.
- Access to community amenities, such as parks and schools.
- Access to transit.

Consultant will develop a set of evaluation criteria for each TSP goal to prioritize transportation projects. Evaluation Criteria must include, at a minimum: social benefits; health benefits; economic cost or benefit; impact to cost of housing and transportation; improved transportation choices; cost of construction and maintenance; and vehicle miles traveled and greenhouse gas reduction.

1.4 TM #5: Transportation Facility Design and Performance Standards

Consultant will review current transportation standards to recommend revisions, and will develop or update standards for each mode to address facility design, network density, connectivity, safety, and performance, including consideration of additional measures beyond motor vehicle congestion; Consultant will summarize results in TM #5.

As part of this effort, Consultant will work with the City and technical advisors to identify street, bikeway, walkway, and multi-use path cross-sections for all facility types. Cross-sections are needed for all street classifications.

1.5 Final TM's #2 TO #5

Consultant will incorporate feedback from PAC, technical advisors, PC/CC work session, and community feedback into final versions of TM #2 through #5.

Task TSP1. Deliverables	Timeline
Draft and Revised TM #2: Policy and Plan Investigation	January - February 2023
Draft and Revised TM #3: Regulatory Review	January - February 2023
Draft and Revised TM #4: Transportation Performance Measures and Project Prioritization Framework	February - March 2023
Draft and Revised TM #5: Transportation Facility Design and Performance Standards	April - May 2023
Final TM #2 to #5	June 2023

TSP Task 2 — Transportation Existing Conditions and Future Needs Analysis

2.1 TM #6: Evaluation Methodology and Assumptions

Consultant will prepare a draft and revised TM #6 summarizing assumptions and methods for the existing and future multimodal analysis. Methodology must utilize the system transportation performance measures from TSP Task 1.3 to assess the existing multimodal conditions and must document study intersections (assumed to include up to 40 study intersections, including those analyzed in the 2010 TSP, plus up to 6 additional study intersections in the Urban Growth Boundary (“UGB”) expansion or other

areas), data collection, seasonal adjustments, future horizon year, etc. Revised TM #6 must be posted to the project website for community feedback after addressing one-round of unified PMT comments.

2.2 TM #7: Existing Multimodal Conditions

Consultant will initiate Technical Memo #7 to inventory and map existing conditions for all modes within Project Area (i.e., current UGB plus expansion area). These will include:

- Inventory of existing transportation facilities and services along all arterial and collector roadways.
- Perform aerial surveys of all transportation facilities and confirm via field observations.
- Assessment of regional and local system travel patterns.
- Assessment of system transportation performance measures from TSP Task 1.3.
- Identify gaps and deficiencies for each mode relative to proposed standards from TSP Task 1.4 Transportation Facility Design and Performance Standards.
- Provide an operations model of the study intersections to report intersection performance and identify existing operational deficiencies and local system needs.

Existing multimodal conditions will be documented later in a draft and revised TM #7 to be completed in Fiscal year 2023-24.

Task TSP2. Deliverables	Timeline
Draft and Revised TM #6: Evaluation Methodology and Assumptions	May – June 2023
Final TM #6	June 2023

Budget for Fiscal Year 2022-2023		
Tasks	Time Period	FY 22/23
1	1/23-12/24	\$20,584
2	2/23-2/24	\$48,173
3	3/23-8/23	\$7,711
CP1	3/23-7/23	\$27,256
TSP1	1/23-4/23	\$27,796
TSP2	5/23-10/23	\$25,601
		\$157,121

AFFIDAVIT OF POSTING

STATE OF OREGON)
)
County of Clackamas) ss:
)
CITY OF CANBY)

I, Melissa Bisset, being first duly sworn, depose and say that I am the City Recorder for the City of Canby, Clackamas County, Oregon, a City duly incorporated under and by virtue of the laws of the State of Oregon.

That on the 16th day of November, 2022 the Council for said City of Canby held a Regular City Council Meeting, at which meeting Ordinance No. 1590 was read for the first time and passed by the vote of said Council and was then and there ordered posted in at least three (3) public and conspicuous places in said City for a period of five (5) days prior to the second reading and final vote on said Ordinance, as provided in Section 2 of Chapter 8 of the Charter of the City of Canby, and

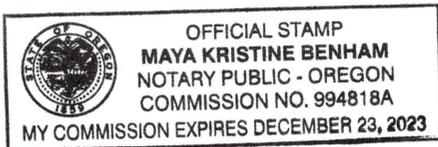
Thereafter, on the ^{20th NO} 18th day of November, 2022, I personally posted said Ordinance in the following three (3) conspicuous places, all within the said City of Canby, to wit:

- 1. Canby Civic Building
- 2. Canby Post Office
- 3. City of Canby Web Page

That since said posting on the date aforesaid, the said Ordinance will remain posted in the said three (3) public and conspicuous places continuously for the period of more than five (5) days and until the very 7th day of December, 2022.

Melissa Bisset
Melissa Bisset, City Recorder

Subscribed and sworn to before me this 15th day of November, 2022.



Maya K. Benham
Notary Public for Oregon
My Commission Expires: 12/23/2023