

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is entered into on the 16th day of January, 1993, by and between:

OTAK, Incorporated Architects, P.C. "OTAK"
17355 SW Boones Ferry Road
Lake Oswego, Oregon 97035

City of Newberg "City"
414 East First Street
Newberg, Oregon 97132

RECITALS

1. The City has received a \$25,000 grant from DLCD to prepare a specific development plan for a 150 acre site in Newberg.
2. The Planning Director, together with a number of citizens, has reviewed nine proposals and has interviewed three firms regarding the project. Following the interviews, OTAK was selected as being best suited to conduct the work for the City.
3. OTAK is an experienced planning and design consulting firm and is professionally qualified to conduct such a project.

NOW, THEREFORE, the Parties agree as follows:

1. **Scope of Work.** The City employs OTAK to accomplish the scope of work set out in Exhibit A and by this reference Exhibit A is hereby incorporated. The time for completing the work shall be approximately June 30, 1993.
2. **Compensation.** OTAK agrees to complete the work outlined in the scope of work for a fixed fee of \$25,000. OTAK will submit billings to the City on a monthly basis. City will pay billings within 30 days of receipt.
3. **Termination of Agreement.** Either party may terminate the agreement by giving written notice at the above-stated addresses to the other party. OTAK shall upon termination submit all work accomplished to the City and such work product shall be the property of the City.
4. **Subconsultants.** The subconsultants, identified in the proposal for the project, shall be utilized as necessary. Any change in subconsultants must be approved by the City. Subconsultants are subject to the terms of Section 5 below.
5. **Miscellaneous.** OTAK waives any right to Workers' Compensation, Unemployment Benefits, and understands any employee tax or other income tax withholding shall be the responsibility of OTAK. OTAK shall indemnify and hold harmless the City of Newberg

against any claim by its employees for Workers' Compensation, Unemployment Benefits, employee tax withholding, and income tax withholding. Further, OTAK shall defend and indemnify the City against any liability or claim arising from the use of private automobiles in traveling to and from job or during project.

IN WITNESS HEREOF, the parties have affixed their signatures below.

For OTAK

By: Joe Dills
~~Don Hanson~~ Joe Dills

Dated: 2/16/93

For the CITY OF NEWBERG

By: Duane R. Cole
Duane Cole
City Manager

Dated: 3/1/1993

NW NEWBERG SPECIFIC DEVELOPMENT PLAN

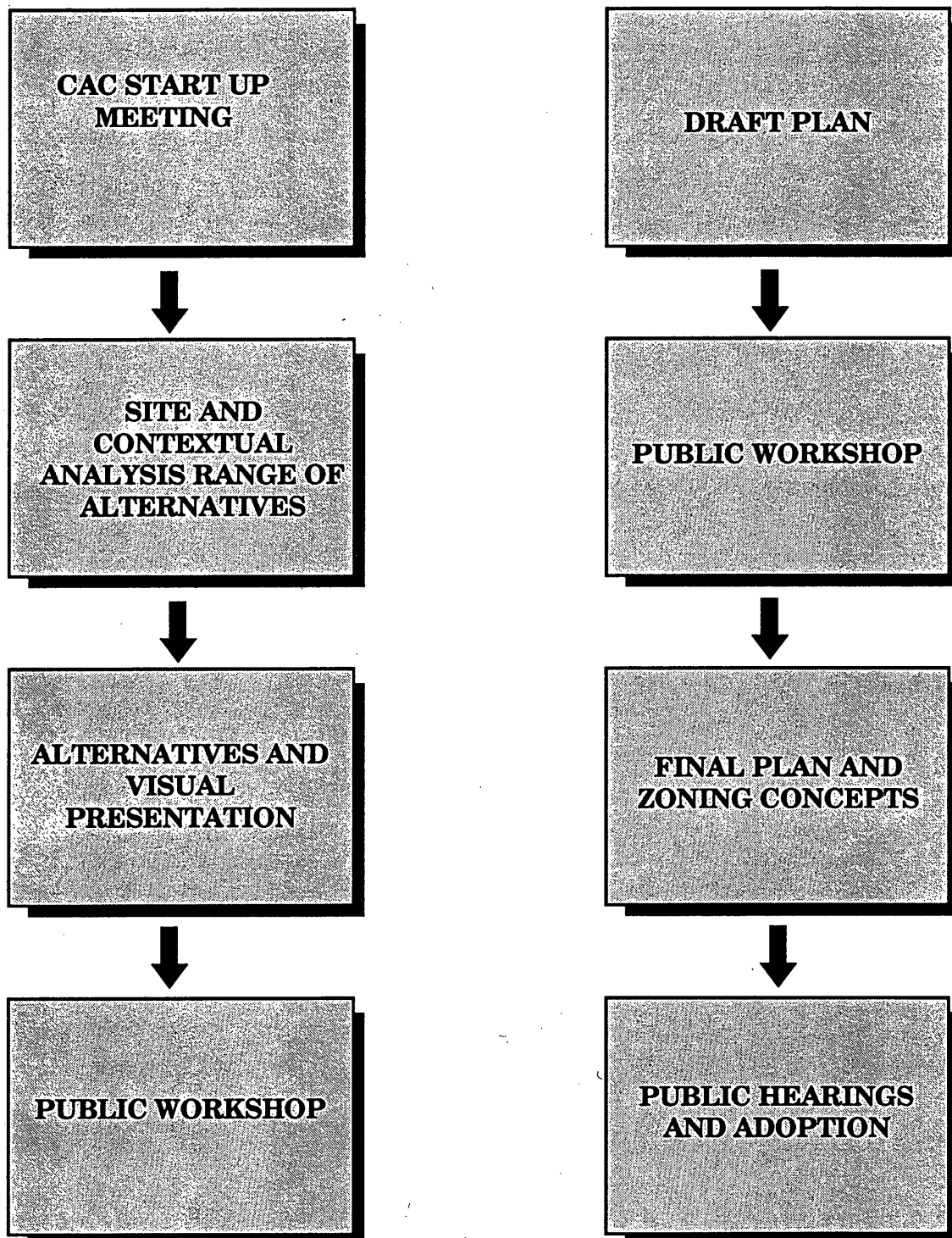


EXHIBIT A
Scope of Work for OTAK Team
Northwest Newberg Specific Development Plan
February 16, 1993

CAC START UP MEETING

Develop "Neotraditional Planning" slide show.

- Principles of "Neotraditional Planning."
- Examples from Oregon, California, Florida.

Meet with TAC.

Prepare meeting packet and facilitate CAC meeting.

Prepare and mail project announcement flyer.

Suggested CAC Meeting Agenda:

- Purpose of project.
- Adopt work plan.
- Present "Neotraditional Planning" slide show.
- Discuss land use and transportation strategies.
- Develop project goals.

Tentative Schedule:

- TAC - February 11
- CAC - February 25

**SITE AND CONTEXTUAL ANALYSIS/
RANGE OF ALTERNATIVES**

Prepare base map and obtain aerial photo.

Review comprehensive plan and transportation plan.

Meet with Parks District and School District.

Prepare on-site analysis.

- Physical features.
- Ownership.

Prepare contextual analysis.

- Vicinity land uses.
- Pedestrian/vehicular circulation.
- Destinations (e.g. schools).

Meet with TAC.

Prepare meeting packet and facilitate CAC meeting.

Suggested CAC Meeting Agenda:

- Present site and contextual analysis.
- Develop review criteria for alternatives.
- Develop range of alternatives.

Tentative Schedule:

- TAC - March 11
- CAC - March 18

ALTERNATIVES AND VISUAL PRESENTATION

Prepare 3 conceptual alternatives.

Each alternative will illustrate:

- Land uses.
- Lot patterns.
- Circulation (pedestrian and vehicle).
- Open spaces.
- Routes to community destinations.

Meet with traffic engineer to obtain advice on collector street routes through the site and access to adjacent collector and arterial streets.

Prepare 2-3 "images" for each alternative.

Conduct workshop with economist to review alternatives for market feasibility.

Sketches and photos will illustrate:

- Density.
- Street scale and building orientation.
- Parks and other non-residential uses.

Prepare slides of alternatives and images.

Meet with TAC.

Prepare meeting packet and facilitate CAC meeting.

(Economist will attend CAC meeting).

Suggested CAC Meeting Agenda:

- Present alternatives slide show.
- CAC comments and discussion.

Tentative Schedule:

- TAC - April 8
- CAC - April 22

Note: The alternatives will be used to:

1. Educate study participants on 3 potential development patterns; and
2. "Set the stage" for the design charrette.

PUBLIC WORKSHOP

Prepare workshop format and agenda.
Meet with TAC.
Prepare meeting packet and facilitate Design Charette.

Suggested Workshop Agenda:

- Review project goals and slide show.
- Break into groups--OTAK will provide three designers to facilitate groups.
- Facilitate direction on preferred circulation alternative and land use alternative.

Tentative Schedule:

- TAC - April 29
- CAC - May 6

DRAFT PLAN

Prepare draft plan.
Prepare utility plan.
Coordinate with city engineer.
Prepare list of zoning issues.
Meet with TAC.
Prepare meeting packet and facilitate CAC meeting.

Suggested CAC Meeting Agenda:

- Review Draft Plan.
- Brainstorm zoning issues and options.
- Obtain CAC direction for public workshop

Tentative Schedule:

- TAC - May 21
- CAC - June 3

FINAL PLAN AND ZONING CONCEPTS

Prepare final plan and zoning concepts.
Coordinate zoning concepts with planning director.
Prepare draft report.
Meet with TAC.
Prepare meeting packet and facilitate CAC meeting.
Prepare and submit final report.

May, 1993

Suggested CAC Meeting Agenda:

- Review public comments.
- Review final plan revisions and zoning concepts.
- Obtain CAC direction to forward plan to Planning Commission.

Tentative Schedule:

- CAC - June 24

PUBLIC HEARINGS AND ADOPTION

Summer, 1993

Provide hearing graphics, as needed, to City.
Attend one Planning Commission and one City
Council hearing.

Notes:

- The City will be responsible for meeting logistics, including notices, mailing lists, copying and mailing.
- The City will appoint the CAC and TAC.
- The City will provide a map illustrating the study area properties by ownership.
- TAC meetings listed are tentative. They will be held on an as-needed basis as decided by the City Planning Director.
- The City will conduct one workshop for the general public. OTAK will provide previously prepared graphics and slides.