

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS REGULAR
MEETING AGENDA**

CITY OF SHERWOOD POLICE FACILITY
20495 SW BORCHERS ROAD

TUESDAY, JUNE 10, 2003 FOLLOWING THE REGULAR CITY COUNCIL MTG

1. Call to Order
2. Roll Call
3. **Consent Agenda – approve the minutes from the April 22, 2003 URA Board of Directors meeting (Wiley)**
4. **URA Resolution 2003-007, A Resolution Authorizing the Urban Renewal Agency District Administrator to Enter into a Contract with Wisser Rail Engineering for the Downtown Railroad Crossings Project (Keyes)**
5. **Public Hearing for Approved 2003-2004 URA Budget (Robuck)**
6. **Other Business**
7. **Adjourn**

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS REGULAR
MEETING MINUTES**

CITY OF SHERWOOD POLICE FACILITY
20495 SW BORCHERS ROAD

TUESDAY, JUNE 10, 2003 FOLLOWING THE REGULAR CITY COUNCIL MTG

1. The meeting was called to order at 8:42 p.m.
2. Roll Call – Board Chair Mark Cottle, Board President Keith Mays, Board Members Dennis Durrell, Dave Heironimus, Dave Grant and Lee Weislogel. Board Member Sterling Fox was out of town. Present for staff were: City Manager Ross Schultz; City Recorder Chris Wiley and Finance Director Chris Robuck.
3. **Consent Agenda – approve the minutes from the April 22, 2003 URA Board of Directors meeting (Wiley)**
UNANIMOUSLY APPROVED BY ALL BOARD MEMBERS PRESENT.
4. **URA Resolution 2003-007 - Contract with Wiser Rail Engineering for the Downtown Railroad Crossings Project (Keyes)**
UNANIMOUSLY APPROVED BY ALL BOARD MEMBERS PRESENT.
5. **Public Hearing for Approved 2003-2004 URA Budget (Robuck).** No one came forward.
6. **Other Business - None**
7. The meeting adjourned at 8:46 p.m.

Meeting Date: 06.10.03

NEW BUSINESS

TO: Sherwood Urban Renewal Agency Board
FROM: Terry Keyes, City Engineer
SUBJECT: **URA Resolution 2003-007, Downtown Railroad Crossings Project**

BACKGROUND:

On April 22, 2003, the Urban Renewal Agency Board (URAB) through URA Resolution 2003-003 approved the contract with Lango-Hansen for creation of the downtown streets master plan. At the time, the draft contract contained an \$8,010 cost item for Wisser Rail Engineering to provide assistance on coordinating the downtown streets plan with proposed railroad crossings. In finalizing the contract with Lango-Hansen, staff decided that the railroad crossing issue was so critical to the success of the downtown streets project, that a separate contract with Wisser Rail Engineering is appropriate.

The attached draft scope and budget greatly expands on the original work that Wisser Rail Engineering proposed to accomplish. This new scope calls for preliminary design of all the downtown crossings, both vehicle and pedestrian. More importantly, the contract calls for development of applications for ODOT-Rail for each of the downtown Sherwood crossings from Oregon Street to S. Sherwood Blvd.

A separate contract with Wisser Rail Engineering will allow the downtown crossings work to be closely coordinated with the downtown streets plan, while moving at a pace that allows for construction on the crossings to begin in January 2004.

ACTION REQUESTED:

Adopt URA Resolution 2003-007, A Resolution Authorizing the URA District Administrator to Enter into a Contract with Wisser Rail Engineering for the Downtown Railroad Crossings Project

ATTACHMENTS:

1. URA Resolution 2003-007, A Resolution Authorizing the URA District Administrator to Enter into a Contract with Wisser Rail Engineering for the Downtown Railroad Crossings Project
2. Draft scope of services between the URA and Wisser Rail Engineering
3. Draft fee estimate for Wisser Rail Engineering
4. Revised Project Initiation Form (PIF) for the Dtn. Streets Master Plan Project



Sherwood Urban Renewal Agency Resolution No. 2003-007

A RESOLUTION AUTHORIZING THE URBAN RENEWAL AGENCY DISTRICT ADMINISTRATOR TO ENTER INTO A CONTRACT WITH WISER RAIL ENGINEERING FOR THE DOWNTOWN RAILROAD CROSSINGS PROJECT

WHEREAS, the rebuilding the downtown streets is contained in the URA's Capital Improvement Plan adopted as part of the current budget; and

WHEREAS, building new and reconstructing existing railroad crossings is important to the success of downtown urban renewal; and

WHEREAS, successful planning and negotiation with the Portland and Western Railroad and ODOT-Rail is a prerequisite to acquiring the required permits for work on the downtown railroad crossings; and

WHEREAS, the firm Wisser Rail Engineering is a specialist in design of rail crossings and the permit process associated with these crossings; and

WHEREAS, the approximate cost for the preliminary engineering leading to ODOT-Rail approval of the proposed crossings is \$64,597; and

WHEREAS, the City Engineer recommends a design contingency of 20% (\$12,919) to cover unanticipated costs for this process.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

The URA District Administrator is authorized to enter into a contract with Wisser Rail Engineering for the Downtown Railroad Crossings project for an amount not exceeding \$77,516.

Duly passed by the Sherwood Urban Renewal Agency Board this 10th day of June 2003.

Mark O. Cottle, Urban Renewal Agency Chair

ATTEST:

C.L. Wiley, URA Recorder

**City of Sherwood
Rail Crossing Development for Downtown Sherwood**

Phase I - Planning, Concept Development

- 1 **Administrative tasks**
- 2
- 3 **Initial Meeting with City concerning needs, project scope, etc.**
- 4
- 5 **Gather Background information:**
- 6 - Site review of downtown / photograph existing crossings
- 7 - Review issues / details from ODOT & W&PRR for LO's Millennium Park issues as it relates to downtown Sherwood corridor.
- 8 - Prepare pictures/info/plans for meeting w/ ODOT, W&PRR
- 9 - Meet with ODOT Rail - x'ing issues, concept, direction
- 10 - Meet with W&PRR: x'ing issues, discuss siding issues, landscaping issues
- 11
- 12 **Downtown Master Plan: Site Analysis Workshop with Lango.Hansen Landscape Architects (LHLA)**
- 13 - Attend May 29, 2003, 1:00 PM to 5:00 pm half day site analysis workshop with LHLA
- 14
- 15 **Downtown Master Plan: Design Workshop with Lango.Hansen Landscape Architects (LHLA)**
- 16 - Attend 3.0 hour prep. meeting w/ LHLA for full day design
- 17 - Preparation for full day LHLA design workshop
- 18 - Attend full day design workshop w/ LHLA
- 19
- 20 **Downtown Master Plan: Alternative refinement with Lango.Hansen Landscape Architects (LHLA)**
- 21 - Attend two 3.0 hour mtgs w/ LHLA for Alt's Refinement
- 22 - Prepare for LHLA mtgs, rail concept refinement
- 23
- 24 **Prepare overall concept plan of roadways within Sherwood: Adams St., Oregon St., arterials / collectors**
- 25 **Coordinate with DKS on TSP information**
- 26 **Prepare conceptual plan of Oregon St. Emergency and Pedestrian Plan**
- 27 **Prepare conceptual plan of siding relocation**
- 28
- 29 **Coordinate with LHLA / KPFF on street revisions - assemble cross sections, plans, RR St. concept**
- 30 - prepare rough concept plans of Sherwood Blvd / Pine St
- 31 - prepare rough concept plans of two pedestrian X'ings: Washington St. / Library parking
- 32
- 33 **Corridor Landscaping Concept review with ODOT Rail, W&PRR:**
- 33a - Prepare for ODOT, W&PRR review meeting, prepare photo sheets, plans, etc.
- 33b - Review LHLA concept, Oregon St. Emergency X'ing with ODOT Rail, W&PRR
- 33c - Make revisions to overall concept plans per meeting with ODOT Rail, W&PRR
- 34 - Review revised concept plans with ODOT Rail, W&PRR
- 35 - ODOT, W&PRR permit coordination for special landscaping treatments - budget allowance of 20 hours
- 36
- 37 **Misc.**
- 38
- 39 **Downtown Master Plan: Final Report with Lango.Hansen Landscape Architects (LHLA)**
- 40 - Prepare write-up for LHLA final report
- 41 - Assist LHLA with graphics

Phase II - ODOT Application Preparation**1 Administrative tasks**

2

3 Prepare General Cover Sheet: Regional Vicinity Map, Vicinity Map, Intersection Plan

4

5 Sherwood Blvd. Rehabilitation Plan:

6 - Prepare draft ODOT application:

7 - Coordinate with DKS on TSP justification for crossing modification

8 - Coordinate with City of Sherwood on justification for crossing modification

9 - Prepare ODOT Vicinity Plan:

10 - Coordinate with KPFF, City for plans of roadways

11 - Show project site & surrounding road grid

12 - Angle of intersection of road / rail

13 - right-of-way lines: road, rail

14 - Show all public and private crossings within limits of map

15 - Locate all structures or obstructions between approaching vehicles & trains

16 - Locate all signs & signals governing flow of rail & roadway traffic within safe stopping distance (SSD)

17 - Maximum unobstructed line of site: from 18' from track, SSD

18 - Show luminaire locations - Electrical design and specification is not included within this scope

19 - Prepare ODOT Active Protective Device Plan (1"=20')

20 - Locate & dimension all signal foundations

21 - Locate & dimension all guardrails, shoulders, curbs, signs, signage, sidewalks, etc.

22 - Prepare ODOT Profile Drawing: show grade of roadway within SSD

(it is assumed that no surveying will be required to prepare these plans and that the information necessary will be readily available from KPFF or the City)

23

24

25 Washington St. Pedestrian Crossing Plan:

26 - Prepare draft ODOT application for removal or modification to pedestrian:

27 - Coordinate with DKS on TSP justification for crossing modification

28 - Coordinate with City of Sherwood on justification for crossing modification

29 - Prepare ODOT Vicinity Plan:

30 - Coordinate with KPFF, City for plans of roadways

31 - Show project site & surrounding road grid

32 - Angle of intersection of road / rail

33 - right-of-way lines: road, rail

34 - Show all public and private crossings within limits of map

35 - Locate all structures or obstructions between approaching pedestrians & trains

36 - Locate all signs & signals governing flow of rail & roadway traffic within safe stopping distance (SSD)

37 - Maximum unobstructed line of site: from 18' from track, SSD

38 - Show luminaire locations - Electrical design and specification is not included within this scope

39 - Prepare ODOT Active Protective Device Plan (1"=20')

40 - Locate & dimension all signal foundations

41 - Locate & dimension all guardrails, shoulders, curbs, signs, signage, sidewalks, etc.

42 - Prepare ODOT Profile Drawing: show grade of roadway within SSD

(it is assumed that no surveying will be required to prepare these plans and that the information necessary will be readily available from KPFF or the City)

43

44

45 Pine St. New Crossing Plan:

46 - Prepare draft ODOT application:

47 - Coordinate with DKS on TSP justification for crossing modification

- 48 - Coordinate with City of Sherwood on justification for crossing modification
 49 - Prepare ODOT Vicinity Plan:
 50 - Coordinate with KPFF, City for plans of roadways
 51 - Show project site & surrounding road grid
 52 - Angle of intersection of road / rail
 53 - right-of-way lines: road, rail
 54 - Show all public and private crossings within limits of map
 55 - Locate all structures or obstructions between approaching vehicles & trains
 56 - Locate all signs & signals governing flow of rail & roadway traffic within safe stopping distance (SSD)
 57 - Maximum unobstructed line of site: from 18' from track, SSD
 58 - Show luminaire locations - Electrical design and specification is not included within this scope
 59 - Prepare ODOT Active Protective Device Plan (1"=20')
 60 - Locate & dimension all signal foundations
 61 - Locate & dimension all guardrails, shoulders, curbs, signs, signage, sidewalks, etc.
 62 - Prepare ODOT Profile Drawing: show grade of roadway within SSD
 (it is assumed that no surveying will be required to prepare these plans and that the information necessary will be readily available from KPFF or the City)
 63
 64
 65 **Library Parking Pedestrian Crossing Plan:**
 66 - Prepare draft ODOT application:
 67 - Coordinate with DKS on TSP justification for crossing modification
 68 - Coordinate with City of Sherwood on justification for crossing modification
 69 - Prepare ODOT Vicinity Plan:
 70 - Coordinate with KPFF, City for plans of roadways
 71 - Show project site & surrounding road grid
 72 - Angle of intersection of road / rail
 73 - right-of-way lines: road, rail
 74 - Show all public and private crossings within limits of map
 75 - Locate all structures or obstructions between approaching vehicles & trains
 76 - Locate all signs & signals governing flow of rail & roadway traffic within safe stopping distance (SSD)
 77 - Maximum unobstructed line of site: from 18' from track, SSD
 78 - Show luminaire locations - Electrical design and specification is not included within this scope
 79 - Prepare ODOT Active Protective Device Plan (1"=20')
 80 - Locate & dimension all signal foundations
 81 - Locate & dimension all guardrails, shoulders, curbs, signs, signage, sidewalks, etc.
 82 - Prepare ODOT Profile Drawing: show grade of roadway within SSD
 (it is assumed that no surveying will be required to prepare these plans and that the information necessary will be readily available from KPFF or the City)
 83
 84
 85 **Oregon St. Emergency and Pedestrian Crossing Plan:**
 86 - Prepare draft ODOT application:
 87 - Coordinate with DKS on TSP justification for crossing modification
 88 - Coordinate with City of Sherwood on justification for crossing modification
 89 - Prepare ODOT Vicinity Plan:
 90 - Coordinate with KPFF, City for plans of roadways
 91 - Show project site & surrounding road grid
 92 - Angle of intersection of road / rail
 93 - right-of-way lines: road, rail
 94 - Show all public and private crossings within limits of map
 95 - Locate all structures or obstructions between approaching vehicles & trains
 96 - Locate all signs & signals governing flow of rail & roadway traffic within safe stopping distance (SSD)

- 97 - Maximum unobstructed line of site: from 18' from track, SSD
- 98 - Show luminaire locations - Electrical design and specification is not included within this scope
- 99 - Prepare ODOT Gate and Access Plan:
- 100 - Locate & dimension gates, access control locations
- 101 - Locate & dimension all guardrails, shoulders, curbs, signs, signage, sidewalks, etc.
- 102 - Prepare ODOT Profile Drawing: show grade of roadway within SSD
(it is assumed that no surveying will be required to prepare these plans and that the information necessary will be readily available from KPFF or the City)
- 103
- 104
- 105 **Meet with the City of Sherwood to discuss draft applications, plans**
- 106 **Meet with W&PRR to discuss draft applications, plans**
- 107 **Submit draft application to ODOT Rail**
- 108 - Meet with ODOT Rail - review draft application
- 109 **Make revisions to application, plans**
- 110 **Prepare final application, plans for submittal to City for signing**
- 111 **Follow-up with ODOT concerning application**
- 112
- 113 **Misc.**
- 114 **Close our project**

Exceptions:

No allowance provided for design of the relocated siding.

No allowance provided for construction cost estimating.

No allowance provided for road design, road signal design, emergency access gate design, etc.

Thomas W. Wisner, P.E.
Wisner Rail Engineering

Engineering Fee Estimate

Project: City of Sherwood Rail Planning
Project Number: 03012
Client: City of Sherwood
Phase: II - Applications

ITEM NUMBER	DESCRIPTION	PERSONNEL		TWW		EXPENSES	SUB-TOTALS	SUB-CONSULTANT
		BILLING RATE:		2003 Planning	2003 Design			
			HOURS	\$130	HOURS	\$105	\$	\$
1	Administrative tasks		8.0	\$1,040				\$1,040
2								
3	Prepare General Cover Sheet: Regional Vicinity Map, Vicinity Map, Intersection Plan				4	\$420		\$420
4								
5	Sherwood Blvd. Rehabilitation							
6	- Prepare draft ODOT application:		12.0	\$1,560				\$1,560
7	- Coordinate with DKS on TSP justification for crossing modification		2.0	\$260				\$260
8	- Coordinate with City of Sherwood on justification for crossing modification		2.0	\$260				\$260
9	- Prepare ODOT Vicinity Plan:				1	\$105		\$105
10	- Coordinate with KPFF, City for plans of roadways				2	\$210		\$210
11	- Show project site & surrounding road grid				1	\$105		\$105
12	- Angle of intersection of road / rail				0.5	\$53		\$53
13	- right-of-way lines: road, rail				0.5	\$53		\$53
14	- Show all public and private crossings within limits of map				1	\$105		\$105
15	- Locate all structures or obstructions between approaching vehicles & trains				1	\$105		\$105
16	- Locate all signs & signals governing flow of rail & roadway traffic within safe stopping distance (SSD)				1	\$105		\$105
17	- Maximum unobstructed line of site: from 18' from track, SSD				1	\$105		\$105
18	- Show luminaire locations - Electrical design and specification is not included within this scope				1	\$105		\$105
19	- Prepare ODOT Active Protective Device Plan (1"=20')				1	\$105		\$105
20	- Locate & dimension all signal foundations				5	\$525		\$525
21	- Locate & dimension all guardrails, shoulders, curbs, signs, signage, sidewalks, etc.				5	\$525		\$525
22	- Prepare ODOT Profile Drawing: show grade of roadway within SSD				5	\$525		\$525
23	(it is assumed that no surveying will be required to prepare these plans and that the information necessary will be readily available from KPFF or the City)							
24								
25	Washington St. Pedestrian Crossing							
26	- Prepare draft ODOT application for removal or modification to pedestrian:		8.0	\$1,040				\$1,040
27	- Coordinate with DKS on TSP justification for crossing modification		1.0	\$130				\$130
28	- Coordinate with City of Sherwood on justification for crossing modification		1.0	\$130				\$130
29	- Prepare ODOT Vicinity Plan:				1	\$105		\$105
30	- Coordinate with KPFF, City for plans of roadways				2	\$210		\$210
31	- Show project site & surrounding road grid				1	\$105		\$105
32	- Angle of intersection of road / rail				0.5	\$53		\$53
33	- right-of-way lines: road, rail				0.5	\$53		\$53
34	- Show all public and private crossings within limits of map				1	\$105		\$105
35	- Locate all structures or obstructions between approaching pedestrians & trains				1	\$105		\$105
36	- Locate all signs & signals governing flow of rail & roadway traffic within safe stopping distance (SSD)				1	\$105		\$105
37	- Maximum unobstructed line of site: from 18' from track, SSD				1	\$105		\$105
38	- Show luminaire locations - Electrical design and specification is not included within this scope				1	\$105		\$105
39	- Prepare ODOT Active Protective Device Plan (1"=20')				1	\$105		\$105
40	- Locate & dimension all signal foundations				5	\$525		\$525
41	- Locate & dimension all guardrails, shoulders, curbs, signs, signage, sidewalks, etc.				5	\$525		\$525
42	- Prepare ODOT Profile Drawing: show grade of roadway within SSD				5	\$525		\$525
43	(it is assumed that no surveying will be required to prepare these plans and that the information necessary will be readily available from KPFF or the City)							
44								
45	Pine St. New Crossing							
46	- Prepare draft ODOT application:		8.0	\$1,040				\$1,040
47	- Coordinate with DKS on TSP justification for crossing modification		1.0	\$130				\$130
48	- Coordinate with City of Sherwood on justification for crossing modification		1.0	\$130				\$130
49	- Prepare ODOT Vicinity Plan:				1	\$105		\$105
50	- Coordinate with KPFF, City for plans of roadways				2	\$210		\$210
51	- Show project site & surrounding road grid				1	\$105		\$105
52	- Angle of intersection of road / rail				0.5	\$53		\$53
53	- right-of-way lines: road, rail				0.5	\$53		\$53
54	- Show all public and private crossings within limits of map				1	\$105		\$105
55	- Locate all structures or obstructions between approaching vehicles & trains				1	\$105		\$105
56	- Locate all signs & signals governing flow of rail & roadway traffic within safe stopping distance (SSD)				1	\$105		\$105
57	- Maximum unobstructed line of site: from 18' from track, SSD				1	\$105		\$105
58	- Show luminaire locations - Electrical design and specification is not included within this scope				1	\$105		\$105
59	- Prepare ODOT Active Protective Device Plan (1"=20')				1	\$105		\$105
60	- Locate & dimension all signal foundations				5	\$525		\$525

61	- Locate & dimension all guardrails, shoulders, curbs, signs, signage, sidewalks, etc.				5	\$525		\$525
62	- Prepare ODOT Profile Drawing: show grade of roadway within SSD				5	\$525		\$525
63	(it is assumed that no surveying will be required to prepare these plans and that the information necessary will be readily available from KPFF or the City)							
64								
65	Library Parking Pedestrian Crossing:							
66	- Prepare draft ODOT application:	8.0	\$1,040					\$1,040
67	- Coordinate with DKS on TSP justification for crossing modification	1.0	\$130					\$130
68	- Coordinate with City of Sherwood on justification for crossing modification	1.0	\$130					\$130
69	- Prepare ODOT Vicinity Plan:				1	\$105		\$105
70	- Coordinate with KPFF, City for plans of roadways				2	\$210		\$210
71	- Show project site & surrounding road grid				1	\$105		\$105
72	- Angle of intersection of road / rail				0.5	\$53		\$53
73	- right-of-way lines: road, rail				0.5	\$53		\$53
74	- Show all public and private crossings within limits of map				1	\$105		\$105
75	- Locate all structures or obstructions between approaching vehicles & trains				1	\$105		\$105
76	- Locate all signs & signals governing flow of rail & roadway traffic within safe stopping distance (SSD)				1	\$105		\$105
77	- Maximum unobstructed line of site: from 18' from track, SSD				1	\$105		\$105
78	- Show luminaire locations - Electrical design and specification is not included within this scope				1	\$105		\$105
79	- Prepare ODOT Active Protective Device Plan (1"=20')				1	\$105		\$105
80	- Locate & dimension all signal foundations				5	\$525		\$525
81	- Locate & dimension all guardrails, shoulders, curbs, signs, signage, sidewalks, etc.				5	\$525		\$525
82	- Prepare ODOT Profile Drawing: show grade of roadway within SSD				5	\$525		\$525
83	(it is assumed that no surveying will be required to prepare these plans and that the information necessary will be readily available from KPFF or the City)							
84								
85	Oregon St. Emergency Crossing:							
86	- Prepare draft ODOT application:	8.0	\$1,040					\$1,040
87	- Coordinate with DKS on TSP justification for crossing modification	1.0	\$130					\$130
88	- Coordinate with City of Sherwood on justification for crossing modification	1.0	\$130					\$130
89	- Prepare ODOT Vicinity Plan:				1	\$105		\$105
90	- Coordinate with KPFF, City for plans of roadways				2	\$210		\$210
91	- Show project site & surrounding road grid				1	\$105		\$105
92	- Angle of intersection of road / rail				0.5	\$53		\$53
93	- right-of-way lines: road, rail				0.5	\$53		\$53
94	- Show all public and private crossings within limits of map				1	\$105		\$105
95	- Locate all structures or obstructions between approaching vehicles & trains				1	\$105		\$105
96	- Locate all signs & signals governing flow of rail & roadway traffic within safe stopping distance (SSD)				1	\$105		\$105
97	- Maximum unobstructed line of site: from 18' from track, SSD				1	\$105		\$105
98	- Show luminaire locations - Electrical design and specification is not included within this scope				1	\$105		\$105
99	- Prepare ODOT Gate and Access Plan:				1	\$105		\$105
100	- Locate & dimension gates, access control locations				8	\$840		\$840
101	- Locate & dimension all guardrails, shoulders, curbs, signs, signage, sidewalks, etc.				6	\$630		\$630
102	- Prepare ODOT Profile Drawing: show grade of roadway within SSD				5	\$525		\$525
103	(it is assumed that no surveying will be required to prepare these plans and that the information necessary will be readily available from KPFF or the City)							
104								
105	Meet with the City of Sherwood to discuss draft applications, plans	4.0	\$520				\$12.00	\$533
106	Meet with W&PRR to discuss draft applications, plans	4.0	\$520				\$25.00	\$548
107	Submit draft application to ODOT Rail	3.0	\$390					\$390
108	- Meet with ODOT Rail - review draft application	4.0	\$520				\$25.00	\$548
109	Make revisions to application, plans	16.0	\$2,080					\$2,080
110	Prepare final application, plans for submittal to City for signing	12.0	\$1,560				\$12.00	\$1,573
111	Follow-up with ODOT concerning application	4.0	\$520					\$520
112								
113	Misc.	8.0	\$1,040					\$1,040
114	Close our project	4.0	\$520					\$520
TOTALS:		123	\$15,990	138	\$14,490	\$74.00	\$30,561	

FILE: C:\MyFiles\Project\03012 City of Sherwood Rail Plan\Fee estimate - City of Sherwood Rail Plan.qpw

DATE: 37763.48149
TIME: 11:33 AM
BY: tww

Manhours 261.00
Eff. Rate: \$118.85

Misc. expenses 1.50% \$458

Fees and Expenses SubTotal \$31,020

Subconsultant markup 10.00%

Subconsultant with markup

TOTAL ESTIMATED COST

\$31,020

Thomas W. Wiser, P.E.
Wiser Rail Engineering

Engineering Fee Estimate

Project: City of Sherwood Rail Planning
Project Number: 03012
Client: City of Sherwood
Phase: I - Planning

ITEM NUMBER	DESCRIPTION	PERSONNEL		TWW		EXPENSES	SUB-TOTALS	SUB-CONSULTANT
		BILLING RATE:		2003 Planning	2003 Design			
			HOURS	\$130	HOURS	\$105	\$	\$
1	Administrative tasks		10.0	\$1,300			\$1,300	
2								
3	Initial Meeting with City concerning needs, project scope, etc.		3.0	\$390			\$5.00	\$395
4								
5	Gather Background information:							
6	- Site review of downtown / photograph existing crossings		3.0	\$390			\$25.00	\$418
7	- Review issues / details from ODOT & W&PRR for LO's Millennium Park issues as it relates to downtown Sherwood corridor.		3.0	\$390				\$390
8	- Prepare pictures/info/plans for meeting w/ ODOT, W&PRR		6.0	\$780				\$780
9	- Meet with ODOT Rail - xing issues, concept, direction		3.0	\$390			\$22.00	\$414
10	- Meet with W&PRR: xing issues, discuss siding issues, landscaping issues		3.0	\$390			\$22.00	\$414
11								
12	Downtown Master Plan: Site Analysis Workshop with Lango.Hansen Landscape Architects (LHLA)							
13	- Attend May 29, 2003, 1:00 PM to 5:00 pm half day site anlysis workshop with LHLA		5.0	\$650			\$5.00	\$656
14								
15	Downtown Master Plan: Design Workshop with Lango.Hansen Landscape Architects (LHLA)							
16	- Attend 3.0 hour prep. meeting w/ LHLA for full day design		4.0	\$520			\$15.00	\$537
17	- Preparation for full day LHLA design workshop		3.0	\$390				\$390
18	- Attend full day design workshop w/ LHLA		8.0	\$1,040			\$5.00	\$1,046
19								
20	Downtown Master Plan: Alternative refinement with Lango.Hansen Landscape Architects (LHLA)							
21	- Attend two 3.0 hour mtgs w/ LHLA for Alt's Refinement		8.0	\$1,040			\$30.00	\$1,073
22	- Prepare for LHLA mtgs, rail concept refinement		8.0	\$1,040				\$1,040
23								
24	Prepare overall concept plan of roadways within Sherwood: Adams St., Oregon St., arterials / collectors		20.0	\$2,600				\$2,600
25	Coordinate with DKS on TSP information		4.0	\$520				\$520
26	Prepare conceptual plan of old Oregon St. Emergency and Pedestrian Plan		24.0	\$3,120				\$3,120
27	Prepare conceptual plan of siding relocation - maximum of 2 alternate locations/configurations		24.0	\$3,120				\$3,120
28								
29	Coordinate with LHLA / KPFF on street revisions - assemble cross sections, plans, RR St. concept		6.0	\$780				\$780
30	- prepare rough concept plans of Sherwood Blvd / Pine St		8.0	\$1,040				\$1,040
31	- prepare rough concept plans of two pedestrian Xings: Washington St. / Library parking		12.0	\$1,560				\$1,560
32								
33	Corridor Landscaping Concept review with ODOT Rail, W&PRR:							
33a	- Prepare for ODOT, W&PRR review meeting, prepare photo sheets, plans, etc.		8.0	\$1,040				\$1,040
33b	- Review LHLA concept, Oregon St. Emergency Xing with ODOT Rail, W&PRR		4.0	\$520			\$22.00	\$544
33c	- Make revisions to overall concept plans per meeting with ODOT Rail, W&PRR		20.0	\$2,600				\$2,600
34	- Review revised concept plans with ODOT Rail, W&PRR		4.0	\$520			\$22.00	\$544
35	- ODOT, W&PRR permit coordination for special landscaping treatments - budget allowance of 20 hours		20.0	\$2,600				\$2,600
36								
37	Misc. coordination issues with ODOT Rail, W&PRR		20.0	\$2,600				\$2,600
38								
39	Downtown Master Plan: Final Report with Lango.Hansen Landscape Architects (LHLA)							
40	- Prepare write-up for LHLA final report		6.0	\$780				\$780
41	- Assist LHLA with graphics		6.0	\$780				\$780
42								
43								
44								
TOTALS:			253	\$32,890			\$173.00	\$33,060

FILE: C:\MyFiles\Project\03012 City of Sherwood Rail Plan\Fee estimate - City of Sherwood Rail Plan.qpw

DATE: 37763.48149
TIME: 11:33 AM
BY: tww

Manhours 253.00
Eff. Rate: \$132.71

Misc. expenses	1.50%	\$496
Fees and Expenses SubTotal		\$33,577
Subconsultant markup	10.00%	
Subconsultant with markup		
TOTAL ESTIMATED COST		\$33,577

Project Initiation Form (PIF)

PROJECT **Dtn. Streetscapes-Phase 1**

Job#: **C-31**

Date & Purpose of Estimate		Initial Estimate (4-1-03)	Rev. Est. (5.29.03)		
SCOPE	Project Description	Develop design templet for downtown streets, survey Pine Street, begin RR negotiations, utility master planning	Develop design templet for downtown streets, survey Pine Street, utility master planning, obtain ODOT-Rail orders		
	Key assumptions		ODOT Rail orders included for all dtn crossings.		
	Council Actions (Date & Res#)		<ul style="list-style-type: none"> • URA Res. 2003-003 (\$126K for design) • 03-04 budget = \$137,000 		

SCHEDULE	Feasibility	N/A		
	Master Plan	4/1/03 - 8/30/03	4/1/03 - 8/30/03	
	Land Acq.	N/A		
	LU Approval	N/A	ODOT-Rail: 5/03-12/03	
	Design	N/A		
	Bid	N/A		
	Construction	N/A		
	Closeout	Nov. 2003	Jan. 04	

BUDGET

Costs

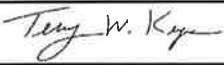
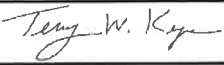
Acct#	Account Name	\$	\$	\$	\$
grp res	City engr'g labor	13,500	20,000		
9921	City engr'g OH	31,050	46,000		
6120	A & E	105,000	147,306		
6130	Legal	0	2,000		
6498	Building permits	N/A	10,000		
6498	SDCs and TIF	N/A			
7610	Land	N/A			
7620	Infrastructure-Public	N/A			
7625	Private Utilities	N/A			
7630	Buildings	N/A			
7640	Site Improvements	N/A			
767x	Equip & Furnishings	N/A			
	Other (specify):	N/A			
9100	Contingency	22,433	7,965		
Total Costs		171,983	233,271		

Revenues

Code	Revenue Source	\$	\$	\$	\$
	URA	171,983			

Total Funding 171,983
Surplus or Shortfall - (233,271)

Approvals

City Engineer (cost approval only)				
Finance Director				
City Manager				

TO: CITY COUNCIL

FROM: Golf Course Advisory Committee

Peter Cooke	Rod Pelling
Scott Haynes	Gary Trepte
Charles Kingsbaker	Bob Webb
Matt Nolan (Sherwood Parks Advisory Board Liaison)	

STAFF: Dave Wechner, Planning Director

I. BACKGROUND

The City Council passed Resolution #2003-02 on January 14, 2003, to confirm that a Golf Course Advisory Committee is being formed by the Council to study the feasibility of bringing a municipal golf course to Sherwood. The Council also directed that an advisory vote be held to gauge public support for the project before undertaking any further study or property acquisition. The vote took place on May 20, 2003 and the result was 57% of those voting favored a municipal golf course.

II. CRITERIA

The Golf Course Advisory Committee developed a series of criteria to consider in framing their study. In the process of evaluating potential sites and assessing the feasibility of building a municipal course, the Committee concluded that these criteria should be considered in more detail and incorporated into a business plan for the eventual development of any of the three golf course alternatives.

The following criteria or assumptions were used by the Committee in selecting the recommended alternatives. **The initial criteria were established assuming that a 18-hole, par-72 municipal golf course was the ultimate goal of the City.**

A. Site selection

- Target size of 150 acres. Within the site, the Committee recommends that the acreage include amenities for a full-day visit (i.e. a driving range, practice putting greens).
- Zoning/jurisdiction: Only "exception lands", zoned AG-5 or 10 were studied, to avoid the "goal exception" process required by Oregon state land use law to locate on resource lands. Properties zoned AG-5 or 10 allow a golf course as a conditional use, per the Washington County Development Code. As Sherwood is within Washington County, and a working relationship with the County already established, no sites were considered in neighboring Clackamas County.

- Site must be near or adjacent to collector or arterial classification road, with utilities, power / phone / data cable availability.
- Water wells on any site must produce in excess of the minimum 350 gpm of flow, assuming existing water well irrigation rights are utilized and their resources combined. Well logs for the areas studied indicate that irrigation wells from 90 to 460 feet in depth produce a range of production from 35 to 150 gpm. Based on the variation of depth and production rates, a detailed survey of well logs and anticipated ground water production is necessary before choosing a site, and pursuing property acquisition.
- Sites that average less than 15% in slope -- to minimize grading, while avoiding wetlands if possible. The preference is to build water features rather than deal with permitting issues on creeks, wetlands. Potential sites studied contain some natural streams, most contained within a defined channel, and not mapped as 100-year floodplain. Wetland buffers for construction would apply, and wooded riparian corridors make for an attractive site amenity.
- The site should contain predominantly eastern-aspect slopes, for early morning sun exposure, that enhances turf production. Any site should be situated below 650' msl (frost zone).
- The locations studied are generally north and west of Sherwood, on lands zoned to meet the criteria above, and to draw Tigard, Beaverton, and Hillsboro populations into the market. Sites studied ranged from less than 5 minutes drive out of Sherwood to those immediately adjacent to the City boundary.
- When considering design, the Committee looked for features that would create a "5-star" golf hole. All sites studied included view, stands of timber, water courses and other features. It is recommended that ultimate site design retain old barns or other historical features, and as much native existing vegetation as possible.
- The Committee finds that the presence of existing homes should not preclude considering a site – but their presence will influence course design, and the ability to purchase properties.

B. Financing

The Committee finds that the following priorities should guide the Financing of a municipal golf course:

Long term, a Revenue Bond option should be used, and the financing of the project should be broken into two phases:

Phase 1: A request for public financial backing to complete options on property and to pay for the construction design. This amount would be in the \$250,000 to \$1,000,000

range and would require a vote of the citizens to authorize a General Obligation Bond.

Phase 2: Financing through a Revenue Bond issued by the City. This bond would be paid for by revenues generated by the Golf Course. Revenue bonds require City or non-profit to operate, in order to retain a lower rate on the loan.

Other Sources discussed were the presale of memberships, bank loans, or finding a private investor consortium, but these are seen as short-term solutions to particular needs, not the course financing as a whole.

C. Revenue and Costs of Operation:

Golf courses are expensive to build and operate, so the Committee reviewed the issue of revenue forecasting and operations to discern what threshold of revenue would be a reasonable target to pay off the course development costs using revenue-bond financing.

One of the underlying precepts of the Committee was that to build a truly municipal course, a *public* amenity, that greens fees must be relatively low compared to other courses in the area, and should be competitive with that of other municipal courses. A review of other 18-hole, regulation-size courses in the area indicated that greens fees of \$30-40, and minimum sales of 40,000 rounds per year would be necessary to sustain likely operating costs. The greens fees associated with a 9-hole or 'executive' style course would be lower, but the prospective number of rounds could be higher, resulting in a better overall profit margin. One concern expressed about the preliminary business plan done by Pumpkin Ridge Associates was that it did not show the true yearly operating fees associated with the facility, nor land acquisition cost, which will have the greatest impact on the ultimate cost of the course. The committee recognizes there is a direct correlation between green fees and design or maintenance costs, because customer's expectations of the course is in large part based on the cost of a game of golf. Revenues can also be boosted with tournaments and food and beverage sales, but these should be viewed as supplements to the budget, not relied upon as a basic element of revenue.

A survey of golf course managers revealed that the number of courses in the Portland Area may be hurting the business of Portland area courses, as the market may be saturated, and all courses are seeing recent drops in attendance. One manager noted that 5,000 fewer rounds were purchased at his course this year compared to last, and predicted that number to probably stabilize over the next couple of years, but opined that without major growth in their region, and the Metro area, his course was not anticipating more than 50,000 rounds in any year.

The Committee recognized the saturation of the Portland golf market, but maintain that the location of existing courses would not likely impact the competition for a course near Sherwood. A map of courses within 30 linear miles of downtown Portland (Oregon only) indicates there are 43 golf courses in the area, but the "coverage" of golf opportunities in Sherwood and the surrounding area is very limited.

The Committee strongly recommends that further market analysis be done early on in the process

of developing a more refined business plan, to focus on realistic projections of land cost and revenue, course fees, and maintenance budgets that will produce a public-oriented, quality course that offers golf to a broad range of citizens in the Sherwood area. Such a study should also consider the market available assuming that the planned course Newberg will be built. At this point in the analysis of sites and feasibility of building a course, it cannot be determined if the revenue will fully subsidize operations, or act as a revenue source for City-owned parks as desired.

D. Community Involvement

The Committee considered how to get the public involved in the support and development of a golf course, and considered different methods of collecting public opinion, including: community workshops; use of advisory committees; public notice; public hearings; and, web site contacts. The Committee found that a public survey addressing covering costs, course preferences, and feedback on the financing options should be used, dependent on voter response to the May 20th ballot. As the vote was rather close, then general questions should be asked in a questionnaire to area residents to further refine the proposal. After a site is selected, and financing, operations and other specific options are proposed, further polling should be done in order to get an accurate gauge of public response to a specific proposal.

The committee also recommends that should a economic study of the community be done, results be should shared as a part of the community outreach effort. Once an alternative is chosen, the following proposed schedule for public meetings would allow adequate public participation from all stakeholders:

- Meeting 1: How we go about it – financing and basic recommendations.
- Meeting 2: Preliminary plan, site alternatives, first-level design, layout of the land use process.
- Meeting 3: Present... “Sherwood Municipal Golf Course”

E. Public / Private partnerships

The Committee met with members of the YMCA, to discuss how public/private partnership agreements are written and funds distributed for operations and capital expenses. The group concluded that a not-for-profit group such as the YMCA would be the best candidate for operating a municipal golf course, as the risk of revenue not matching operating expenses (quite likely at first) could be better borne by a large entity with experience in such facilities, and a (shared) revenue source from other income-producing facilities, rather than the City, who might then be faced with operating levies to keep the course open.

The committee recommends that a public/private partnership be pursued on the course, with a not-for-profit entity such as the YMCA, to allow the revenue to be used for paying off the course through a revenue bond financing tool, and utilize the expertise available in an organization that runs recreation facilities.

III. SUMMARY

When the Golf Course Advisory Committee began, it was focused on determining whether an 18-hole regulation course could be built near Sherwood, and no particular site was targeted. As the criteria for a course were formed, and site alternatives studied, the amount and location of acreage available for a course compelled the Committee to refine the proposal into alternatives based on course types.

The Committee recommends that Council consider three alternatives for golf course development, and the relative “pros and cons” of their characteristics and function. For any alternative chosen, further investigation of the feasibility of owning and operating a course through market research, formulation of a refined business plan, and more detailed analysis of the method of financing the construction and operations is needed.

Alternative A: 18-hole regulation course

Pros: The industry standard for course length and size.
Most likely to attract wider (out-of-town) market.
Biggest income potential (gross revenue).

Cons: Highest land acquisition, development, maintenance cost.
Largest acreage requirement for site.
Lease agreements (with many owners) is the only option, due to land cost.
Longest development timeframe.
More effort required to comply with land use laws.

Summary of A:

An 18-hole regulation-length course is not feasible with the sites studied. While the gross acreage is available, the acquisition of 150 acres is not feasible due to the amount of land division and homes sited on acreage in the AF-5 and AF-10 zone. The AF-20 zone does contain larger parcels where a suitable site could be found, with fewer parcels to deal with, and fewer land owners with which to negotiate. However, a goal exception to the state land use statutes would be required, which is a long process, with little chance of success.

Strategy for A:

If the council chooses to pursue this alternative, a goal exception is needed per OAR 660 and state land use Goal 2. Detailed analysis of a particular site is needed by a land use consultant, to help the City determine if the exception might be approved. The costs of this alternative are the highest, so detailed feasibility and market analysis is most import, to determine a profit margin.

Alternative B: ‘Executive’ 18-hole course

Pros: Less land (100 acre) to acquire for course length, and comply with land use laws.
More recreational opportunity for family and youth than full-size course.

Lower costs to build, maintain, operate.
Faster timeline to build-out than a full course.

Cons: Market perception of "less than a full course".
May not draw golf players from out-lying areas.

Summary of B:

An 18-hole 'executive'-length course is feasible on the sites studied. The acquisition of 100 acres is still difficult by the degree of land division and homes sited on acreage in the AF-5 and AF-10 zone, but less so than Alternative 1. An 'executive' course represents the easiest way to produce an 18-hole course, and holds more potential to draw families and youth onto the course.

Strategy for B:

Prior to pursuing this option, a market and financial analysis specific to an 18-hole 'executive' course is needed, with a focus on the potential youth market-share.

Alternative C: 9-hole regulation course

Pros: Less land (80-90 acres) to acquire for course length
Easier to comply with land use laws.
More recreational opportunity for family and youth than Alternative 1.
Lower costs to build, maintain, operate.
Fastest timeline to build-out of all alternatives.
Ability to add on later to build a full course if circumstances on adjacent lands change.

Cons: Probably least-broad market appeal.
May not draw golf players from out-lying areas.

Summary of C:

An 9-hole course is feasible on the sites studied. The acquisition of 80-90 acres is easiest of the 3 alternatives, but still must face the degree of land division and homes sited on acreage in the AF-5 and AF-10 zone. A 9-hole course represents the easiest way to produce a golf course in the short-term, and holds potential to draw families and youth, and for future expansion, depending on the site chosen. While the cost is the lowest of the 3 alternatives, it may not produce the revenue needed, because it is not anticipated that the number of rounds could be increased enough to make up for the reduced greens fee.

Strategy for C:

Prior to pursuing this option, a market and financial analysis specific to an 9-hole course is needed, with a initial study of the potential for expansion.

IV. RECOMMENDATION

The primary conclusion of the Golf Course Advisory Committee at this time, is that all alternatives for a municipal golf course hinge upon the land acquisition cost. The proliferation of land division in the AF5 and 10 zones results in more owners to negotiate with for land, which

will likely complicate either land purchase or lease agreements; furthermore, home development on these parcels may preclude purchase and/or create problems in designing the course. The preliminary business report done by Pumpkin Ridge Associates did not include the land acquisition component. What we can conclude, is that the goal of a 150-acre site for an 18-hole regulation-size course is not readily available in the Sherwood area on land currently designated to allow that use. Based on the land available in the Sherwood area, an 'executive-18' or a 9-hole alternative would be easier to pursue, but may lack the market to realize the financial goals of the City in owning a course.

Depending on the course-type alternative Council wishes to pursue, more study is required to determine the marketability, feasibility and overall cost of such a project. If a full 18-hole regulation length course is still desired, such a study must include an analysis of the goal exception process under OAR 660 of Oregon state land use law.

The attached timeline was formulated to give the council an idea what to expect for course development; it should be noted that this timeline was created under the initial assumptions that an 18-hole course would be built, and a goal exception to state land use laws would not be required. The projected timeline will be affected by the size of course, degree of public involvement in the project, and the length of time needed for land acquisition.

The Committee wishes to thank the City Council for the opportunity to investigate the opportunities for a municipal golf course in Sherwood, and is prepared to engage in further study if needed.

Attachment:

Golf Course development timeline

**City of Sherwood
Golf Course Development Timeline
Preliminary**

May 2003

1. Determine site.
2. Do feasibility study and estimated costs of land acquisition.
3. Determine availability and develop cost estimates for all infrastructure.
4. Determine financing method.
5. Begin preliminary business plan.

June 2003

1. Hold pre-application conference with Washington County.
2. Complete final market analysis.
3. Complete final business plan including preliminary estimated development and construction costs (2 months; est. cost \$17,500 plus expenses).

Sept 2003

1. Complete negotiations for land purchase or lease options.

Oct 2003

1. Select project management team. (To include: operations manager, financial officer, general manager, designer).
2. Complete preliminary site plan and golf course routing (1 month; est. cost \$35,000-\$50,000 plus expenses).

December 2003

1. File land use permit applications.

April 2004

1. Complete land use permit process.

July 2004

1. Complete final golf course design (3 months; est. cost \$100,000-\$225,000 plus expenses).

Sept 2004

1. Complete project financing arrangements.

Oct 2004

1. Select project management team.

Dec 2004

1. Select golf course contractor.

April 2005

1. Finalize land purchase / lease agreements.

May 2005

1. Begin golf course construction.

January 2006

1. Begin maintenance facility design and construction (6 months).

March 2006

1. Begin clubhouse and core area design (4 months).

April 2006

1. Begin golf course grassing.

July 2006

1. Select operating management team.

Sept 2006

1. Begin clubhouse construction

2. Possible soft golf course opening.

April 2007

1. Golf course grand opening.

Approved Meeting Minutes

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS REGULAR
MEETING MINUTES**

CITY OF SHERWOOD POLICE FACILITY
20495 SW BORCHERS ROAD
TUESDAY, JUNE 10, 2003 FOLLOWING THE REGULAR CITY COUNCIL MTG

1. The meeting was called to order at 8:42 p.m.
2. Roll Call – Board Chair Mark Cottle, Board President Keith Mays, Board Members Dennis Durrell, Dave Heironimus, Dave Grant and Lee Weislogel. Board Member Sterling Fox was out of town. Present for staff were: City Manager Ross Schultz; City Recorder Chris Wiley and Finance Director Chris Robuck.
3. **Consent Agenda – approve the minutes from the April 22, 2003 URA Board of Directors meeting (Wiley)**
UNANIMOUSLY APPROVED BY ALL BOARD MEMBERS PRESENT.
4. **URA Resolution 2003-007 - Contract with Wisser Rail Engineering for the Downtown Railroad Crossings Project (Keyes)**
UNANIMOUSLY APPROVED BY ALL BOARD MEMBERS PRESENT.
5. **Public Hearing for Approved 2003-2004 URA Budget (Robuck).** No one came forward.
6. **Other Business - None**
7. The meeting adjourned at 8:46 p.m.