City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2019-027

AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH MIG TO PREPARE AN UPDATE TO THE BROOKMAN ADDITION CONCEPT PLAN

WHEREAS, the Brookman Addition Concept Plan was adopted by Ordinance 2009-004; and

WHEREAS, the City received a Metro 2040 Planning and Development Grant to update the Brookman Addition Concept Plan; and

WHEREAS, in order to update the Brookman Addition Concept Plan, assistance is needed from a consultant to help coordinate, facilitate and engage the community and provide the research and expertise to develop the plan; and

WHEREAS, the City issued a Request for a Letter of Interest from the City's on-call planning consultant firms, asking them to submit their qualifications and proposed scope of work, budget and schedule for the project; and

WHEREAS, MIG submitted a Letter of Interest that meets the City's needs; and

WHEREAS, after review of the submitted proposals, MIG is recommended by staff as the most qualified contractor for the project; and

WHEREAS, MIG and Community Development staff worked collaboratively to refine a scope of work, schedule and budget that provides a process and product that reflects City's needs to support an update to the Brookman Addition Concept Plan.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The Sherwood City Council hereby authorizes the City Manager to execute a contract with MIG to perform the work necessary to prepare an update to the Brookman Addition Concept Plan in an amount not to exceed $100,000, in a form substantially similar to the attached Exhibit A.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 16th of April, 2019.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Exhibit A

Brookman Road: Scope of Work

The following is a scope of work for MIG and DKS to coordinate with the City, the County, ODOT, the public and key stakeholders to analyze possible alternative designs for Brookman Road in order to arrive at a preferred alternative to be adopted through amendments to the City's Transportation System Plan (TSP).

Task 1: Baseline Analysis .

The consultant will review Brookman Area Concept Plan materials provided by City staff. Consultant assumes this will include:

- The Concept Plan to review intent for the area, the circulation plan originally proposed intended points of access, existing conditions, and land uses envisioned for the area.
- The Comprehensive Plan staff report that formalized the Concept Plan.
- The TSP amendment that formalized the arterial designation of Brookman Road for the City of Sherwood.
- The TSP amendment that formalized the arterial designation of Brookman Road for Washington County.
- The I-5 to 99W Connector Study documents and decisions.

Task 2: Meetings with County and ODOT

MIG and DKS will coordinate with City PM to organize and facilitate up to three meetings with key County Staff, City Staff, and ODOT. These meetings are intended to take place throughout the project. The City will organize these meetings, with Consultant support.

- Meeting #1. Consultant will facilitate an approximately two-hour meeting with the County and City to gain a clear understanding of the concern and background information as to why the County modified the TSP and Brookman Road classification. This meeting is intended to gather information, identify concerns and brainstorm ideas. This meeting should provide a factual basis for the change and an understanding between parties that the desire is to develop potential 'testable' alternatives that do not preclude access to future development.
- Meeting #2. After completion of Task 3, Consultant will facilitate a meeting with the City, County, and ODOT (if necessary) to discuss landowner input and potential Brookman Road alternatives that meets the desired outcome of all parties. Upon completion of the alternatives development, Consultant will complete Task 4 (traffic analysis). Traffic analysis will be provided to the County and ODOT for review prior to Task 5.
- Meeting #3. After completion of Tasks 4 and 5, Consultant will meet with City, County and ODOT staff to discuss the public open house results and potential recommended alternative for Brookman Road. The assumed outcome of the meeting is agreement the recommended alternative moving forward.

Consultant assumes that the City will assist in providing logistics for the meetings.

Task 2 deliverable:

- Consultant will provide meeting summaries to the City PM within one week of the meeting dates.

Task 3: Stakeholder meetings

Consultant will coordinate with the City to identify up to three individual or small group meetings to be interviewed by the Consultant. The goal of these meetings is to engage people who could have a significant influence on the project. The stakeholder meetings will be with, developers proposing or envisioning projects, landowners and could potentially include representatives from City Council and Planning Commission. These will take place after the first meeting with the County.

The intent of the interviews is to gain information, engage existing landowners and developers, and vet potential goals and objectives for those involved. Interviews are anticipated to take up to an hour each.

Task 3 deliverable:

- Each interview will be documented with notes prepared by the Consultant and combined into one summary document.

Task 4: Brookman Road Alternatives

Upon completion of the first County meeting, and the stakeholder meetings, the Consultant will develop up to three Draft Brookman Road Alternatives tying into the Concept Plan land use and input gathered through the project to date. The alternatives analysis will be comprised of annotated graphics, visualizations, as necessary, and supporting background documentation. More specifically, the alternatives analysis will use the following:

Task 4.1 Geometrics:

The Consultant will develop a conceptual design of the up to three draft Brookman Road alternatives utilizing available data such as GIS and aerial photography to layout conceptual roadway designs to illustrate vertical and horizontal alignments. Vertical alignment information will help the City understand major cut, fill, wall, and bridge needs, which can affect construction feasibility and access. The horizontal alignment will identify potential land use impacts resulting from differing outcomes of this preliminary analysis.

The following are assumed as part of this scope of work:

1. The LIDAR, GIS and aerial basemap will be provided by the City/County for use in analyzing conceptual alignments. It is assumed topographical information will be based on 2' or 5' LIDAR/GIS contours and information provided to the consultant will include a CAD generated surface for the entire study area and will be ready for immediate use using AutoCAD Civil3D

software to develop potential alignments. The consultant's scope does not include time to manipulate contours to create a surface within AutoCAD Civil 3D in order to begin design.

2. Prior to start of work the Consultant will meet with the City, County and ODOT to verify design and alignments variables including but not limited to:
    a. Design speed – horizontal and vertical curves will be based on a design speed provided by the City/County
    b. Typical cross sections – complete cross section information will be provided including the width and number of: travel lanes, planting strips, medians, sidewalks, bicycle facilities, and paths
    c. Road Alignment – general horizontal layout configurations and connections to Highway 99W
    d. Vertical clearances – required grade separation between the existing railroad grade and finished grade of an elevated road structure; known vertical separation from existing sensitive areas to finished grade of an elevated road structure
3. The up to three Draft Brookman Road Alternatives to be developed will document variations in horizontal or vertical alignment, including any connections to Highway 99W.
4. For each of the alternatives up to two cross sections will be analyzed (e.g. a 3-lane road cross section vs a 5-lane road cross section); the cross sections will be the same for each alignment alternative.
5. The alignments will not address channelization detail at intersections; it is assumed this will be determined as part of future work after a preferred alignment has been determined.
6. Civil design effort does not include layout for potential roundabouts, which will be provided and evaluated by others.
7. Potential bridge locations will be limited to evaluation of topographical needs; known clearances, setbacks, or other constraints related to sensitive areas shall be provided prior to the development of alignments.
8. A technical memorandum summarizing findings will document the following:
    a. Design criteria (e.g. speed, cross section elements, etc)
    b. Description of alternatives evaluated
    c. General summary of findings.

Task 4.2 Photo Simulations:

The Consultant will coordinate with the City PM to develop up to two photo simulations, or similar visualizations using illustrator or Sketch Up, of potential Brookman Road alternative/alternatives and other key components of the analysis.

Task 4.3 Land use Scenarios

MIG will develop up to three land use development scenarios using Urban Footprint or similar scenario planning software to inform the traffic analysis that will be completed in Task 4.4. MIG will coordinate with the City on the input for the scenarios, but assumes that the scenarios will include the following:

- Baseline scenario that includes Brookman Addition Concept Plan development assumptions, amended to incorporate development since the plan was adopted. The purpose of this scenario is to provide a baseline for comparison.
- Mid-range development scenario that tests variations to employment lands adjacent to OR 99W. The purpose of this scenario is to understand potential implications of modifying the proposed access location at OR 99W.
- Development scenario that tests impacts related to a potential five-lane cross-section. The purpose of this scenario is to understand the implications of the requirements for additional right-of-way and potential access management changes that could have an impact on development.

The scenarios will inform the technical analysis and provide a foundation to determine whether the modifications to Brookman Road permit the expected land uses to develop as envisioned in the adopted concept plan.

Task 4.4 Traffic Analysis:

The goal of the traffic analysis is to inform the selection of a preferred cross-section and functional classification for Brookman Road and determine the layout and connectivity of the surrounding street network.

The Consultant will use available intersection count data (collected within the last year) and collect new intersection counts (PM peak period) at up to three locations. The traffic analysis will focus on the following study intersections:

- OR 99W/Brookman Road
- Brookman Road/Old Highway 99
- Brookman Road/Middleton Road
- Brookman Road/Ladd Hill Road

The adopted Concept Plan, Transportation System Plan (TSP) and associated Comprehensive Plan will be used to inform future conditions. The existing Sherwood mesoscopic model will be updated for the traffic analysis to determine future year baseline conditions. The model forecast year will be extended from 2035 to 2040 to be consistent with the regional planning year horizon. Land use growth from major developments near the study area (including the new Sherwood High School) will be reviewed to ensure they are accounted for in the 2040 future forecasts. The Conservatively Fundable Plan (highest priority solutions) in the City's TSP will be assumed to be constructed in the 2040 baseline conditions. The 2040 baseline forecasts will be manually adjusted to represent future volumes for each of the project alternatives. Future 2040 study intersection operations will be evaluated for each project alternative.

A high-level safety assessment will be conducted for the study intersections. Crash data from the last five-year period will be summarized and intersection crash rates will be compared to published statewide 90th percentile rates. Any existing deficiencies and safety concerns will be identified.

Applicable City, County and ODOT performance criteria will be assessed for each project alternative. These criteria include study intersection operations, safety analysis, access spacing standards, network connectivity, roadway geometrics and cost estimates. If a project alternative does not meet the criteria, the Consultant will propose improvements and potential revisions to the alternative to address the specific deficiency. Safety improvement needs at the OR 99W/Brookman Road intersection will consider crash modification factors to identify the most appropriate countermeasures.

A sensitivity analysis will be conducted for the 99W/Brookman Road intersection to evaluate 2040 operations with proposed improvements identified in the Sherwood West Concept Plan.

The Consultant shall provide planning level cost estimates for each project alternative and transportation improvements identified in the analysis.

Task 4 deliverables:

- Up to three land use scenarios and modeling outputs
- Draft and Final Traffic Analysis Technical Memorandum (DKS)
- Draft Street Cross-sections Draft Geometric Analysis – Conceptual Plan/Profile sheet over LIDAR/GIS/Aerial Basemap showing proposed alignment, cut/fill limits, and approximate locations of bridge structures
- Draft Typical Street Sections
- Road alignment technical summary memorandum
- Draft Photo Simulations
- Draft and Final Alternatives Analysis Technical Memorandum

Task 5: Open House

With drafts from Task 4 complete, prior to finalizing the Alternatives Analysis, the Consultant and City will hold an open house where members of the public can see display board graphics and maps showing the alternatives and ask questions of City staff and the consultants. Input from the public will be summarized and incorporated into the Final Alternatives Draft. The Consultant will work together with the City staff on the logistics.

Task 5 deliverable:

- The Consultant will document the results of the open house, including a summary of public input, photographs of the event, maps and graphics documenting the public participation to brief the Planning Commission and City Council.

Task 6: Recommended Alternative

Upon completion of Task 4 and 5 and coordination with the County and ODOT, Consultant will develop a recommended alternative, including land use assumptions for the recommended alternative that will provide the basis for amending, as needed, City and County TSPs and the Brookman Addition Concept

Plan. The Recommended Alternative will include plan view and cross section information with enough detail to provide clarity on access spacing and transportation amenities.

Task 7: TSP Findings

Using the Final Alternatives analysis from Task 6, the Consultant will work with the City to prepare findings for a TSP update for the preferred alternative Brookman Road design/designation. These will build upon the alternatives analysis and address City, Metro, and State findings required for a TSP amendment. It is assumed that developing the findings will include up to two focused work sessions with the Consultant team and City staff. This scope does not include any consultant time for preparation of staff reports, hearing materials, or attendance at any hearings for the TSP amendments.

Task 7 deliverable:

- TSP findings for TSP Amendment

Assumptions for Meetings and Deliverables:

- Consultant assumes that for all deliverables, unless noted in the task, there will be one round of revisions and the City will provide a single set of comments to Consultant that will be addressed prior to submitting the final product to the City.
- This assumes no hearings or hearings support.

Exhibit A: Project Schedule
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