



REQUEST FOR COUNCIL ACTION

Title: Downtown Streetscape and Parking Plan Contract

Preferred Agenda: January 12, 2021

Submitted By: Blair Larsen, Community & Economic Development Director

Reviewed By: Ray Towry, City Manager

Type of Action: Resolution ____ Motion Roll Call ____ Other ____

Relevant Code/Policy: §3.12.010 Public Contracts and Purchasing

Towards Council Goal: Goal 4.4 Develop a Downtown Streetscape Plan, Goal 3.2: Community Safety

Attachments: Streetscape and Parking Plan Draft Contract
Exhibit C, Request for Proposals
Exhibit D, DLA Proposal
Exhibit E, DLA Scope of Services and Pricing

Purpose of this RCA:

The purpose of this RCA is to approve a contract for the Downtown Streetscape and Parking Plan.

Background/Context:

In early 2020, the Council set a goal for the completion of a Downtown Streetscape and Parking Plan. The intent of the project is to create a standard plan for landscaping, trees, lighting, signage, street furniture and parking in the downtown core (identified as the Main and Long Street Corridors between 9th avenue and 18th Avenue). Ultimately, the goal is to make downtown Sweet Home a more appealing place for residents and visitors by beautifying the public right-of-way, and making the area more pedestrian friendly. Private businesses and property owners will be able to capitalize on this increase foot traffic by beautifying their own properties and increasing the offered products and services in the area.

This project is funded in the current budget within the Economic Development Fund. \$464,696 is available in this fund for Economic Development Projects such as this one, the Commercial Exterior Improvement Program, and other Council Economic Development priorities.

The Council approved the Request for Proposals in October, 2020, and Staff then advertised the project. The City received two proposals, and a review committee identified Dougherty Landscape Architects (DLA) as the highest scorer. Staff then negotiated the attached draft contract, scope of work, and pricing with DLA.

Due to the size of the project area and the level of costs, Staff negotiated a base scope of services, and a list of optional services. This allows the Council to give more direction on the cost of the project.

The base scope of services totals \$33,220. The final product will be a conceptual design for prototypical blocks within the core area, which is roughly half of the overall site. This final design will include pedestrian safety improvements and amenities, parking recommendations, new landscape areas and street trees, street light locations, integrated art locations, public gathering plazas, pocket parks, furnishings, and other elements defined during the design process.

Optional services include a final conceptual design for the entire project area, parking study, street lighting consultation, civil engineering data compilation and review, civil engineering assessment of existing utilities and drainage, cost estimates, illustrative renderings, and a final project report. If all are selected, these optional services could add over \$42,000 to the cost of the project.

The Challenge/Problem:

How does the City accomplish its goal of creating a Downtown Streetscape and Parking Plan?

Stakeholders:

- Sweet Home Residents – Residents deserve an appealing and walkable downtown area where they can spend their leisure time and find the services and products they want.
- Downtown Businesses and Property Owners – Downtown Businesses and Property Owners deserve a public right-of-way next to their buildings that properly directs the flow of both vehicle and foot traffic, and provides typical downtown amenities that attract visitors and create a pleasant experience for patrons.
- Sweet Home City Council – The City Council has an interest in adopted plans for the downtown right-of-way that accomplish its goals and improve the overall quality of life within the City.

Issues and Financial Impacts:

The base scope of service amounts to \$33,220. Optional services could amount up to \$42,235, which would bring the total cost to \$75,455. This includes only the Downtown Streetscape and Parking Plan, and none of the actual costs of construction of any improvements. The Economic Development Fund currently has \$464,696 available for projects such as this.

Elements of a Stable Solution:

A stable solution includes the approval of a contract with a qualified firm that will further the Council goal of creating a Downtown Streetscape and Parking Plan.

Options:

1. Do Nothing – The Council could choose to do nothing at this time, and work toward its goal at a later time.
2. Approve the Draft Contract with Dougherty Landscape Associates for the Sweet Home Downtown Streetscape and Parking Plan as Presented authorizing only the Base Scope of Services – This will enable staff and DLA to begin work on the project, and will limit the project to the least work and least cost.
3. Approve the Draft Contract with Dougherty Landscape Associates for the Sweet Home Downtown Streetscape and Parking Plan as Presented and Authorize all the Optional Services– This will enable staff and DLA to begin work on the project, and will provide the City with the most extensive Streetscape and Parking Plan.

4. Approve the Draft Contract with Changes and other Directives regarding Optional Services – The Council may choose to direct Staff to make changes to the Contract and approve the amended document, and give Staff other directions regarding the optional services.
5. Direct Staff to Research Other Options – The Council may direct staff to research other ways to accomplish its goals.

Recommendation:

Staff recommends option 3: Motion to approve the Draft Contract with Dougherty Landscape Associates for the Sweet Home Downtown Streetscape and Parking Plan as Presented and Authorize all the Optional Services.