



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date: July 17, 2023</b>		<b>Subject: Resolution No. 3068</b> Authorizing the City Manager to Execute a Professional Services Agreement with Mayer Reed to Provide Landscape Architecture, Civil Engineering and Planning consulting services for the Frog Pond West Neighborhood Park (CIP #9175)  <b>Staff Member:</b> Kris Ammerman, Parks and Recreation Director  <b>Department:</b> Parks and Recreation Department	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends that Council adopt the Consent Agenda.			
<b>Recommended Language for Motion:</b> I move to approve the Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): Frog Pond West Master Plan	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

A City of Wilsonville Resolution approving a Professional Services Agreement (PSA) with Mayer Reed in the amount of \$317,975 for Landscape Architecture, Civil Engineering and Planning consulting services for the Frog Pond West Neighborhood Park (CIP #9175) project (Project).

**EXECUTIVE SUMMARY:**

The Frog Pond West Neighborhood Park is proposed to be constructed on a 2.93 acre parcel located in the Frog Pond West Neighborhood (Attachment 1). The Parks and Recreation Department conducted a community preference survey on three design alternatives in early 2023. Over 140 responses were received by community members on what they liked and did not like in the concept designs. Based on community input, a slightly modified preferred alternative emerged as the design preference – Option 3 Adventure Charms (Attachment 2). Additionally, the School Board declared the property surplus and Council and the Board, each in separate actions, approved the acquisition of the park site by the City in April 2023.

The 2017 Frog Pond West Master Plan identifies this neighborhood park amenity as a key part of the Frog Pond West neighborhood. Staff issued a Request for Proposals (RFP) in April 2023 for professional landscape architecture, civil engineering, and planning services for the Project. Two proposal(s) were received by the May 11, 2023 due date. Staff evaluated the submitted proposals and determined that Mayer Reed was most qualified to perform the multi-disciplinary consulting services for the Project.

The Project will take the park concept design through the Development Review Board (DRB) for land use entitlements, will include creation of design development and construction ready drawings, bidding assistance as well as construction oversight.

**EXPECTED RESULTS:**

Delivery of a high quality neighborhood park that serves as a community amenity that will enhance the value of property in the area, as well as provide an opportunity for passive recreation, exercise, picnicking and play for children.

**TIMELINE:**

Design Development – Summer/Fall 2023

DRB Review – Late Summer/Fall 2023

Construction Documents – Winter 2023

Bid – Spring 2024

Construct – Summer/Fall 2024

**CURRENT YEAR BUDGET IMPACTS:**

The adopted budget for FY23/24 includes \$681,350 from the Frog Pond Infrastructure Fee (CIP #9175). This amount will cover the contract amount for consulting services of \$317,975.

**COMMUNITY INVOLVEMENT PROCESS:**

The Parks and Recreation Department conducted a community preference survey on three neighborhood park design alternatives in early 2023. Over 140 responses were received. Based on the input, there was majority preference for one site plan, Adventure Charms. There will be additional community involvement opportunities as part of the DRB review of the site plan.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

The Project will benefit the community by providing an important community amenity for the Frog Pond West Neighborhood Park.

**ALTERNATIVES:**

The Council could reject all of the proposals and direct staff to not pursue the project at this time. This approach is not recommended, as there have been commitments made to the neighborhood regarding delivery of this neighborhood amenity.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Vicinity Map
2. Site Concept Plan – Adventure Charms
3. Resolution No. 3068
  - A. Frog Pond West Neighborhood Park Professional Services Agreement