



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 21, 2025		Subject: Resolution No. 3188 Authorizing the City Manager to Execute a Professional Services Agreement with DOWL, LLC to Provide Engineering Consulting Services for the Stafford Road Improvements Project (Capital Improvement Project No. 4219, 2111, and 1158). Staff Member: Andrew Barrett, PE, Capital Projects Manager Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd 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 Comments: N/A	
Staff Recommendation: Staff recommends that Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to adopt the Consent Agenda.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): 2023 Transportation System Plan Projects UU-06, BW-23, and SI-13. 2014; Wastewater Collection System Master Plan Project; CIP-34; 2012 Water Distribution System Master Plan Project 362		<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

A City of Wilsonville Resolution approving a Professional Services Agreement (PSA) for engineering consulting services with DOWL, LLC (DOWL) in the amount of \$682,290.57 for the Stafford Road Improvements Project (Capital Improvement Project No. 4219, 2111, and 1158).

EXECUTIVE SUMMARY:

Stafford Road is an existing major arterial roadway that acts as a gateway between the east side of Wilsonville and rural Clackamas County. The section of Stafford Road between Boeckman Road and Kahle Road serves as the boundary between the Frog Pond West neighborhood, currently under development, and the Frog Pond East development area, which is planned for additional residential and neighborhood commercial development. Existing Stafford Road is characterized by varying widths of right-of-way, generally consisting of rural, unimproved frontage with high vehicle speeds, no access for pedestrians, and limited considerations for cyclists. The intersection of Stafford Road and Brisband Street is predicted to fall below the City's operational standard of Level of Service D within the next 2-3 years.

The Wilsonville Transportation System Plan identifies several high priority projects to address the existing Stafford Road deficiencies, including:

- Stafford Road Urban Upgrade (UU-06)
- Stafford Road Enhanced Crossing (BW-23)
- Stafford Road/Kahle Road Roundabout (SI-12)
- Stafford Road/Brisband Street Roundabout (SI-13)

Collectively, these projects are referred to as the Stafford Road Improvement Project (Project). This Project includes improving a section of Stafford Road between Boeckman Road and Kahle Road to meet current City standards for a major arterial roadway and as detailed in the Frog Pond East and South Master Plan. The roadway improvements consist of urban upgrades to enhance multi-modal connectivity by adding bike lanes, sidewalks, transit stops, and turn lanes that accommodate access to existing and planned adjacent neighborhoods. The project will include two roundabouts with the intersections of SW Brisband Street and SW Kahle Road, as well as an enhanced pedestrian crosswalk with a flashing beacon at Frog Pond Lane. The location of the planned improvements are depicted in Attachment 1 – Vicinity Map.

In addition to roadway improvements, this project includes an extension of a 12-inch sanitary sewer pipeline (CIP No. 2111) and 12-inch drinking water pipeline (CIP No. 1158), as well as undergrounding of overhead utilities and relocation of Portland General Electric high voltage transmission lines on Stafford Road between Boeckman Road and Kahle Road.

A Request for Proposals (RFP) for engineering consulting services was issued on January 15, 2025. A total of four proposals were submitted by the February 13, 2025 deadline, and were subsequently evaluated by the City's selection review committee. DOWL was identified as the successful proposer in accordance with City and State procurement requirements for professional services over \$250,000.

DOWL will be responsible for delivering preliminary (30%) engineering design plans under the proposed PSA. Upon completion of preliminary design, the City, in coordination with adjacent property owners and developers and based on available funding, will establish the phases in which the project will be completed and which elements will advance to Phase I final design and construction. Preparation of final engineering design plans, specifications, construction documents, and construction engineering services will be negotiated with DOWL as part of subsequent contract amendments. The negotiated contract amount includes preliminary design,

public engagement, utility coordination, and site investigation services as detailed in **Exhibit A to Resolution No. 3188**.

EXPECTED RESULTS:

Upgrade approximately 2,600 feet of Stafford Road to a major arterial standard, improving multi-modal connectivity by adding bike lanes, sidewalks, transit stops, and turn lanes that improve access to adjacent neighborhoods, while enhancing stormwater quality, street lighting, and pavement condition. Roundabout installation at the Kahle/Stafford and Brisband Stafford intersections will improve vehicle delay, capacity, and neighborhood access, meeting Wilsonville operational standards, while slowing vehicle speeds and improving safety through the Frog Pond neighborhoods.

TIMELINE:

Upon execution of the professional services agreement, engineering design work is expected to begin immediately and continue through the end of 2027. Construction is anticipated to begin in the first quarter of 2027 and be completed by the end of that year.

CURRENT YEAR BUDGET IMPACTS:

The adopted Fiscal Year 2025-26 (FY26) budget includes funding for engineering design and overhead for the Project, including Frog Pond Infrastructure Fee (FPF) and System Development Charges (SDC) funding sources, as summarized below.

CIP No.	Project Name	Funding Source	FY27 Budget	Contract Amount
4219	Roadway	FPF & Transportation SDC	\$1,823,903.00	\$ 500,118.99
2111	Sewer Extension	FPF & Sewer SDC	\$405,700.00	\$ 100,979.00
1158	Water Extension	FPF & Water SDC	\$355,000.00	\$ 81,192.58

The engineering design work is within the budgeted amount. This project is included in the City's five-year capital improvement plan and will carry into the next fiscal year.

COMMUNITY INVOLVEMENT PROCESS:

The Stafford Road Improvements were identified as high priority infrastructure projects through the Frog Pond West Master Plan and Frog Pond East & South Master Plan processes, as well as the last major updates to the Wilsonville Transportation System Plan, Water Distribution System Plan, and Wastewater Collection System Master Plan, which included an extensive community involvement process.

As part of the Project, the consultant team will prepare a public engagement plan that includes strategies and desired outcomes for broad based, early, and continuing engagement of key stakeholders and the public. The public engagement plan will outline the process for timely and accessible forums of public input, including in-person and online open houses, stakeholder meetings, public surveys, public events, etc. at key points in the project. Additional engagement will occur through *Let's Talk, Wilsonville!*, Boones Ferry Messenger, project website, social media, mailers, and door hangers. The Public Engagement Plan will also outline secondary outreach mechanisms if participation is lower than anticipated or certain demographics are not being reached.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The Project includes roadway, transit, and multi-modal improvements and overhead utility undergrounding necessary to provide safe and accessible transportation choices, improving the City's local transportation network and utility infrastructure, benefiting the community.

ALTERNATIVES:

Prior to beginning design of the project, the consultant team will perform engineering studies resulting in a preliminary design memo that will include discussion of project direction, feedback from community members, results of engineering studies, impacts to trees, accessibility upgrade needs, and any other important findings. Preliminary design figures will be prepared to evaluate proposed road sections, cross-section and alignment alternatives, and necessary accessibility upgrades to ensure the constructed transportation facilities are accessible, safe, and comfortable for all ages and abilities and meet the community's needs.

Council could direct staff to modify the PSA scope of work and renegotiate the fee with DOWL or elect to reject all proposals and cancel the project outright. Either alternative is not recommended as it will delay needed access and safety improvements to Stafford Road, a frequent request by community members in the Frog Pond West neighborhood. Additionally, the Stafford/Brisband intersection is predicted to fall below the City's operational standard of Level of Service D based on currently entitled development within Frog Pond West. Delay in the Stafford/Brisband intersection improvements as part of the Project, could delay any further development within Frog Pond West and East and trigger a development moratorium on new home construction.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Vicinity Map
2. Resolution No. 3188
 - A. Stafford Road Improvements Professional Services Agreement