



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 8, 2022		Subject: Resolution No. 2995	
		Staff Member: Dwight Brashear, Transit Director; Kimberly Rybold, AICP, Senior Planner	
		Department: SMART; 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 checked="" type="checkbox"/> Council Goals/Priorities: Transit-Oriented Development at Wilsonville Transit Center	<input checked="" type="checkbox"/> Adopted Master Plan(s): Equitable Housing Strategic Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Council to decide whether to approve a contract amendment with Leland Consulting Group for professional services for the Wilsonville Transit Center Transit-Oriented Development (TOD) project to incorporate funding for additional due diligence in the developer solicitation process.

EXECUTIVE SUMMARY:

The City continues work on the study of Transit-Oriented Development (TOD) at the Wilsonville Transit Center. This work began with a Development Opportunity Study to assess the City's goals for the site and better understand the types of development that may be feasible. The project scope also included preparation of a Request for Qualifications (RFQ) document and a Request for Proposals (RFP) document to be used as part of a two-step process to solicit interested development partners. The initial contract amount was \$80,000 to complete this work.

As the project progressed, City staff saw the need for additional consultant assistance in managing the developer solicitation process through the release of the RFQ and RFP and evaluation of responses. The City Manager signed a First Amendment to the Professional Services Agreement in March for an additional \$20,000 to cover the consultant cost of this additional assistance.

In order to thoroughly vet the three development teams that responded to the RFP, additional consultant assistance is required. As the current contract amount is not to exceed \$100,000, any additional funds that are added to this contract must be approved by a resolution of City Council. This resolution authorizes a Second Amendment to the Professional Services Agreement for \$10,000 to cover additional due diligence work required to support City staff in selecting a preferred development team.

EXPECTED RESULTS:

Council approval of a contract amendment to support additional due diligence in the developer selection process for the Wilsonville Transit Center TOD project.

TIMELINE:

The work under the existing contract is underway. The additional work will be incorporated into the current project timeline. Selection of a preferred development team is expected in early Fall 2022.

CURRENT YEAR BUDGET IMPACTS:

Consultant services will be funded by professional services funds from the SMART budget.

COMMUNITY INVOLVEMENT PROCESS:

The priorities identified in the Equitable Housing Strategic Plan, including exploration of transit-oriented development at the Wilsonville Transit Center, were generated through a community input process that included focus groups, surveys, and Task Force input. Any TOD project at the Wilsonville Transit Center will go through the typical City development review process before the Development Review Board, which allows for public comment from residents, neighbors and property owners.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The additional due diligence will ensure that the City selects a development team capable of constructing a TOD project meeting the City's goals. A TOD project at the Wilsonville Transit Center would provide needed affordable housing opportunities in close proximity to transit service. Locating housing in close proximity to transit service can generate additional transit ridership. With SMART, Salem Cherriots and the TriMet WES train providing regular service, the Wilsonville Transit Center is one of the City's limited opportunities to provide true transit-oriented development within the community.

ALTERNATIVES:

The alternative is to not pursue the work to conduct additional due diligence prior to selecting a preferred development team.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 2995
 - A. Amended Professional Services Agreement between the City of Wilsonville and Leland Consulting Group, Inc., Wilsonville Transit Center TOD Study