

**Lowell City Council
Work Session Agenda
Tuesday, October 1 at 7:00 P.M.
Maggie Osgood Library, 70 N. Pioneer Street**

Call to Order/Roll Call

Councilors: Mayor Bennett ____ Angelini ____ Harris ____ Stratis ____ Dragt ____

Work sessions are held for the City Council to receive background information on City business and to give Council members an opportunity to ask questions and express their individual views. No decisions are made, and no votes are taken on any agenda item. The public is invited to attend, however, there is generally no public comment period.

Work Session Topic(s)

1. Advanced Metering Infrastructure
2. Resolution 728 – Employee Compensation Adjustments
3. Informal Solicitation – Tree Removal and Disposal Services
4. Informal Solicitation – Landscape Architecture Services
5. FY 2019/20 Capital Improvement Plan

Adjourn

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Clerk, Joyce Donnell, at 541-937-2157.



City Administrator's Office
P.O. Box 490 Lowell, OR 97452
Phone: 541-937-2157
Email: jcobb@ci.lowell.or.us

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: September 27, 2019
SUBJECT: Advanced Metering Infrastructure

Overview

The following memorandum addresses the City of Lowell meter reading system and upgrade options. Specifically, it provides project goals; challenges and concerns associated with replacement of the current meters; overview of the existing meter reading system; summary of the advantages and disadvantages of the two most common types of meter reading systems; financing options; and a staff recommendation for moving forward.

Project Goals

- Reduced Public Works time reading water meters
- Reduced City Clerk time entering meter readings
- Redirecting Public Works time savings to facility and property maintenance
- Redirecting City Clerk time savings to finance and HR support
- Decreased water revenue loss due to older, inaccurate water meters
- Increased customer service by providing detailed consumption information and leak notifications to save customers money and potential property damage

Challenges and Concerns

- City has replaced 56 of 462 water meters in the last three (3) years. Regardless of solution, AMR or AMI, RFP should be written to reduce any associated replacement costs, which may include opportunities for meter buy back or retrofit antennae.

Current Meters and Reading System

The City of Lowell currently uses a manual system for reading over 462 water meters. The process involves walking the City with a binder, opening meter lid, reading and recording the reading. A times, this also involves pumping out meter boxes or crawling under vehicles to record readings. The total recording process takes approximately 25 staff hours, or \$9,868 per year.

Once the meter book is complete it is dropped off to the City Clerk for entering the readings. The City Clerk manually enters all 462 readings into the Utility Billing System. This process takes approximately 5 staff hours, or \$2,564 per year.

Total cost of reading and recording water consumption is approximately \$12,432 per year.

Staff estimates 346 water meters are 30 years old or older. Meters greater than 30 years old operate mechanically and lose accuracy over time. On average, at 30 years old meters only capture 80% of water consumption. Assuming 5,000 gallons of consumption, that would equate to 1,000 gallons of unbilled water per meter, 4,152,000 gallons of unbilled water annually at \$5.08 for an estimated total of \$21,092 in lost revenue. The City's 2018 estimate for unbilled water was 8,662,212 gallons, after adjusting for 4,502,150 gallons lost from water production, flushing water lines, fire department training, and an estimate for leaks in the water distribution system.

- AMR System – The estimated cost savings of \$7,657 in staff time and \$21,092 in unbilled water, or \$28,749 annually.
- AMI System – The estimated cost savings of \$8,841 in staff time and \$21,092 in unbilled water, or \$29,933 annually.

System Comparison

Automated Meter Reading

AMR systems require “drive-by” or “walk-by” meter reads, by which the radio transmitter on the meter within a customer’s meter box would transmit readings to a mobile data collector. This system consists of a billing meter, radio transmitter, and handheld data collector as shown below.



An AMR system presents several advantages over the current manual meter reading system:

- Ultrasonic meters do not include any moving parts and thereby accuracy is maintained throughout the life of the meter and battery, typically warrantied for full replacement to

10 years, and 15-20 years prorated depending on type and manufacturer. Older, mechanical meters start losing accuracy after about 10 years, to approximately 80% after 30 years.

- Ultrasonic meters can accurately register consumption down to 0.008 gallons per minute, while mechanical meters register approximately 0.250 gallons per minute, which helps identify small leaks (dripping faucets, plumbing leaks) and reduce unbilled water.
- Reduction of staff time reading meters and recording consumption, from about 30 hours to 5 hours per month.

There are several disadvantages to an AMR system:

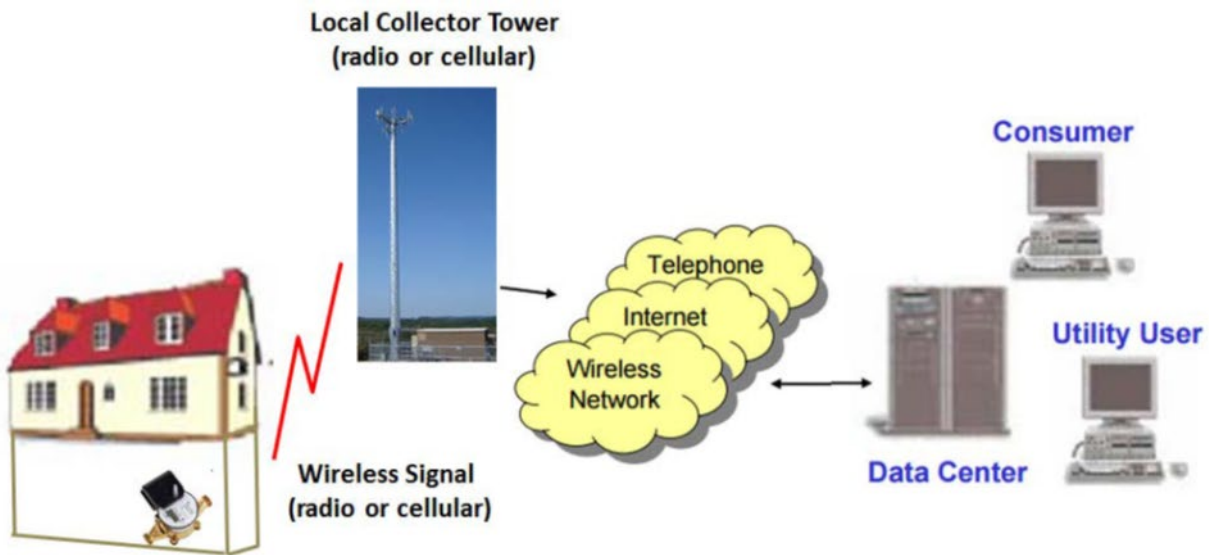
- While data may be logged down to hourly intervals, meters are still read monthly. This significantly reduces the benefit of leak, burst, tamper, dry, and reverse flow alarms, which can be sent via text or email to utility staff.
- System requires staff to drive each meter book route for initial readings and re-reads, which would take approximately 2-3 hours per month, along with fuel costs.

The approximate cost of a full AMR replacement is as follows (retrofitting with radios or trading in used meters would reduce the cost):

Residential Meters	480	\$255	\$122,400
Commercial Meters	4	\$401	\$1,604
	3	\$788	\$2,364
	12	\$1,013	\$12,156
<u>Software</u>	<u>1</u>	<u>\$5,089</u>	<u>\$5,089</u>
One-Time Costs			\$143,613
Self-Installation Training		\$6,000	\$149,613
Assisted Installation Training & Support		\$18,000	\$161,613
Full Installation (462 @ \$90/meter)		\$41,580	\$185,193
Annual Support		1,000	

Advanced Metering Infrastructure

Recent advances in technology have allowed water utilities to efficiently deploy advanced metering infrastructure (AMI) systems to collect data from the water billing meters on an hourly basis through radio communications and transmit this data directly to a data center, which would make the data available to both utility managers and customers. The figure below provides a graphical depiction of a typical AMI system.



The ability to efficiently collect and transmit daily data allows system operators the following key advantages:

- Fully automated daily meter reading through a fixed network, using radio communications, would eliminate the need for drive-by meter reading and would allow for collection of detailed consumption data.
- High water bill issues could be identified on a daily rather than a monthly basis, thus significantly reducing the potential for excessively high water bills due to leaks.
- Meter readings could help address high usage inquiries from customers. If the customer better understands their water usage patterns, they could better manage their usage and resulting bill.
- Meter readings would allow City staff to identify meter tamper and malfunction. A meter that is not recording usage represents lost revenue to the City.
- Meter readings allow system operators to identify backflow conditions in the City. Backflow conditions represent a cross connection contamination hazard to the water system.
- Meter readings will allow system operators to provide better system management. For example, meter readings will allow system operators to identify areas of high-water loss by comparing the aggregation of meter readings to key distribution system meters.

While there are many key advantages to an AMI system, there are also some disadvantages when considering a system of this type:

- Other local utilities have deployed a system of this type for use in remotely reading energy consumption at utility meters. For this application, there have been a small number of customers who have refused installation of the AMI system in their residence/building due to perceptions that the radio emissions from the AMI meter may be harmful to their health. If the City were to deploy an AMI system, a policy would need to be developed to accommodate users who do not want the AMI meter.
- In the case of the radio-communications-based AMI system, new radio collector towers would be required to complete the wireless transmission of data. Initial analysis indicates that 2-3 radio collector points would be required.

The approximate cost of a full AMI replacement is as follows (retrofitting with radios or trading in used meters would reduce the cost):

Residential Meters	480	\$255	\$122,400
Commercial Meters	4	\$401	\$1,604
	3	\$788	\$2,364
	12	\$1,013	\$12,156
Collector Points	2	\$7,291	\$14,584
<u>Software</u>	<u>1</u>	<u>\$17,255</u>	<u>\$17,255</u>
One-Time Costs			\$170,363
Self-Installation Training		\$6,000	\$176,363
Assisted Installation Training & Support		\$18,000	\$188,363
Full Installation (462 @ \$90/meter)		\$41,580	\$211,943
Annual Support		\$2,000	

Project Financing

There are several options for financing the project. Financing may be obtained through state sources, such as the Infrastructure Finance Authority (IFA) or private loan. The IFA currently has a loan program that would allow up to 45% loan forgiveness, with an interest rate less than 5%. Staff would recommend financing the project for 10 years, which is the typical full replacement warranty period offered by manufacturers.

- AMR Option with Contractor Installation – \$205,073
 - 100% Loan, \$26,101 per year
 - 55% Loan, \$14,356 per year
- AMI Option with Contractor Installation – \$231,823
 - 100% Loan, \$29,506 per year
 - 55% Loan, \$16,228 per year

Staff Recommendation

Staff recommends moving forward with a Request for Proposal to replace the City's existing manual meter reading system with an AMI system. Both systems represent a significant step forward in productivity and data collection; however, for an additional \$4,405 per year, or \$367 per month (loan plus software support), City staff would have the ability to receive text or email alarms for leaks, bursts, tampering, and backflow. This would also permit staff to provide customers with early notification of leaks, thereby saving them money and potential property damage.



South Coast Office
486 E Street
Coos Bay, OR 97420

Willamette Valley Office
213 Water Ave. NW, Suite 100
Albany, OR 97321

Rogue Valley Office
10558 Hwy 62, Suite B-1
Eagle Point, OR 97524

North Coast Office
609 SW Hurbert Street
Newport, OR 97365

PROPOSED SCOPE OF SERVICES

Date: July 22, 2019

To: Jared Cobb, City Administrator, City of Lowell

From: Matt Wadlington, Regional Manager, Civil West Engineering Services, Inc.

RE: **AMI Water Metering Project – Scope of Services**
Civil West Project Number: TBD

This document summarizes the proposed Civil West Engineering Services (CWES) scope of services for the development of a project to plan, design, and assist the City in replacing all of the water meters with AMI (Advanced Metering Infrastructure) meters.

Background Summary

The City of Lowell owns and operates a potable water distribution system with the goal of delivering drinking water to its customers. The final public infrastructure element in the water system is the customer water meter. The water meter measures the amount of water that passes from the water mains and into the homes and private water systems in the community.

The City has a diverse collection of meters that vary in age, quality, accuracy, and condition. Most of the meters are “manual” read meters that require a meter reader to visually read the dial of the meter and write down the usage since the last reading. Modern AMI metering technology makes meter reading much faster and more efficient by using technology that allows meters to be read by two-way radio waves which communicate between the meter box and central wireless towers.

Many of the City’s meters are known to be substandard. In these cases, the meters are old, inaccurate, in poor repair, or otherwise past their useful life. Meters that are in poor condition tend to read “low”, meaning that the meter registers less water passing through the meter than has actually been the case. When this happens, the City is unable to account for the water used at the residence and the water becomes “lost” or unaccounted. This results in lost revenue, higher user rates, and a poor understanding for the consumer as to their actual water usage patterns.

The City’s current water meter reading practices are inefficient, time consuming, and expensive. By transitioning to AMI technology meters, the City will eliminate manual meter reading, will reduce re-read requests due to erroneous meter readings, and will ultimately reduce the operating costs of the water system by reducing the number of man-hours required to read and process meter recordings.

AMI meters allow real-time monitoring of water usage at each customer. Used in conjunction with master system flowmeters, AMI meters can provide the City with the information to pinpoint and locate active leaks and errors

in the recordings. The technology also allows on-demand water supply adjustments and variable billing rates to encourage customers to use water in off-peak periods.

The metering provides two-way radio communication. One option the City can evaluate is using battery powered solenoid control meters, which provide the ability to remotely open and close water services. While solenoid-controlled meters are more expensive than standard radio read units, the cost benefits realized can be compared to the potential benefits of labor savings and improved record keeping.

Most meter change-out programs have a relatively short ROI (return on investment). While they vary on the amount of lost revenues that are recaptured and the overall cost of the change out, ROI pay back periods of 4 to 6 years are common.

Goal for the Project

The goal of this project is to assist the City in developing and implementing a project to complete a system-wide meter change-out project and install AMI meters on all customer water services. It is anticipated that the program will be carried out by a combination of a licensed contractor, City staff, and the meter supplier. The work will be completed relatively quickly allowing the City to begin taking advantage of the benefits of the AMI system as soon as possible.

Part A – Task Description

The following tasks have been developed to present the action plan we will follow to complete this project. Each task has been assigned a certain number of man-hours for completion. While there may be many subtasks included within this action plan, only the major tasks are discussed below.

- 1. Task 1 – Project Management and Administrative Services** – This task includes administrative and project management efforts related to the management of this project. This includes processing of paperwork and correspondence between Civil West and the City, coordination on financial matters, directing internal resources, meeting with staff on routine issues, preparing monthly project status reports, and other project management activities.
- 2. Task 2 – Kickoff Meeting and Data Collection** – Under this task, we will administer a kickoff meeting where we will meet with the City operations and management staff to review the project, discuss the goals and objectives for the project, review the desired equipment and components, and generally discuss the desired endpoints for the project. The kickoff meeting will focus on ensuring that the City and the Engineer are entirely on the same page and installations will require a complete install of valves, meters, boxes, transmitters and more. This task includes an allowance for a survey of all meter locations to confirm propagation study.
- 3. Task 3 – Design and Technical Specifications** – As the project will result in the replacement, modification, or updating of customers metering facilities, the design products required will include standard installation details for various existing conditions that may be encountered. The design process will include development of standard details and plans for several installations variations that will be encountered in the field. The design will include the preparation of detailed technical specifications outlining the material, installation, and workmanship required for each type of installation. We will work with the selected vendor to locate a radio tower and will include this information on the plans. We will provide the City with an internal review at the 80%, and final design stages of the process.

4. **Task 4 – Preparation of Project Documents** – Under this task, we will develop bidding, contract, and other project documentation required to administer the project. This will include detailed bidding documents, contracts, agency-required documents (if any), general conditions, supplemental conditions, inspection and process forms, and other documents required for a successful bidding of the installation.

5. **Task 5 – Bid Phase Support** – Through this task, we will provide bid support services to assist the City securing a responsive contractor to complete the work. This will include assistance with the bid process, bid opening, document review, recommendations, contract administration and notice to proceed. We will utilize the Civil West online bidding environment which provides the City, and potential bidders, instant access to bid information, plan holder lists, addenda, bid results, and other information. If desired, we will administer a pre-bid conference for the project and will assist the City in the bid opening and review. Finally, we will process the contract documents, obtain insurance and other documentation, and when ready, issue a notice to proceed to the contractor.

6. **Task 6 – Reimbursable/Direct Costs** – This item will cover direct reimbursable expenses anticipated for the project. These include travel and per diem costs, reproduction and office expenses, and other reimbursable costs.

The following tasks are excluded from the scope of services described above. Should the City wish for any of these tasks to be included in the project scope, CWES is happy to provide a revised scope or scope amendment to allow for the completion of these tasks:

- Selection of metering equipment
- Development of a GIS infrastructure map
- Environmental review and reporting
- Improvements to existing or the installation of new master meters within the water system
- Other water system improvements not listed in in the tasks above
- Topographic or boundary surveys
- Construction Inspection/Monitoring
- Construction Contract Management after Notice to Proceed
- Regulatory review support and/or permitting fees
- Operations and Maintenance Manual

Part B: Project Fee Proposal

A summary of the proposed project budget is provided below:

Task No.	Task Description	Proposed Total Fee
1	Project Management and Administration	\$2,000
2	Kickoff Meeting and Data Collection	\$4,140
3	Design and Technical Specifications	\$3,990
4	Preparation of Project Documents	\$4,920
5	Bid Phase Support	\$3,730
6	Project Reimbursables	\$1,100
Total Proposed Engineering Budget:		\$19,880

We propose the above fee(s) be paid as a lump sum. We will invoice the City monthly based on the percentage of work completed the previous month.

Part C: Schedule

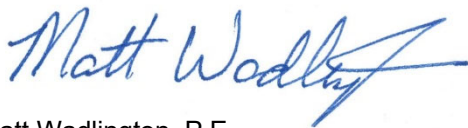
The project schedule presented below was developed assuming that the optional services would not be included in the project scope. A revised schedule will be provided if the City elects to have the optional tasks completed as part of this project.

- 1. Notice to proceed September 2019
- 2. Kickoff meeting scheduled..... October 2019
- 3. Investigatory phase completed (with Survey) October 2019
- 4. 75% design submittal for comments November 2019
- 5. Final plans submitted for approval for bid to begin by December 2019
- 6. Bid Phase January to February 2020
- 7. Contractor notice to proceed issued by late February 2020
- 8. Estimated contract length for project ~30 days (assumed)
- 9. Project completion estimated April 2020

The schedule above is a preliminary estimate only and can be modified to meet budgetary and scheduling constraints of the City and their other projects. If desired, this project could also be expedited to fit into a more aggressive schedule. The kickoff meeting will include a discussion of the desired project schedule.

We are prepared to begin this work on this important planning effort as soon as we are authorized to do so. Please let me know if you have any questions, or if you wish to see any alterations to our proposed approach. If the City agrees with this scope of work, please sign below and provide a copy to our office for our files. Thank you for this opportunity to provide these important services to the City of Lowell.

Sincerely,
Civil West Engineering Services, Inc.



Matt Wadlington, P.E.
Principal

Authorized Signature to Approve Scope

Date

CITY OF LOWELL, OREGON

RESOLUTION 728

A RESOLUTION MAKING EMPLOYEE COMPENSATION ADJUSTMENTS FOR FY 2019-20

WHEREAS, in accordance with the City of Lowell Personnel Policies and Procedures Manual, all employees were provided with a formal performance evaluation; and

WHEREAS, step increases for each employee receiving a satisfactory evaluation were included in the 2019-20 Adopted Budget; now therefore

BE IT RESOLVED, that the City Council of the City of Lowell, Oregon, hereby adopts the following for the remainder of the fiscal year beginning October 1, 2019:

1. The employee pay scale contained as Attachment 1: FY 2019-20 City of Lowell Pay Scale.
2. The following employees are awarded step increases:
 - a. Joyce Donnell, City Clerk, Step 9
 - b. Max Baker, Public Works Director, Step 9
 - c. Hunter Harris, Utility Worker, Step 1
 - d. Nick Harris, Utility Worker, Step 1
 - e. Robert Daigneault, Maintenance Worker, Step 5
3. This resolution supersedes Resolution 724 adopted July 16, 2019.

Adopted by the City Council of the City of Lowell, this 15th day of October 2019.

Yea: _____

Nay: _____

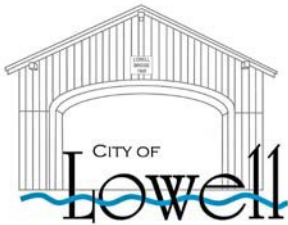
Approved: _____
Don Bennett, Mayor

Attest: _____
Jared Cobb, City Recorder

ATTACHMENT 1: FY 2019-20 CITY OF LOWELL PAY SCALE

MONTHLY / YEARLY / HOURLY PAY SCALE AMOUNTS

Employee Position	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
City Administrator	Negotiated under Employment Contract									
Public Works Director	\$ 3,886.13	\$ 4,080.44	\$ 4,284.46	\$ 4,498.69	\$ 4,723.62	\$ 4,959.80	\$ 5,207.79	\$ 5,468.18	\$ 5,741.59	\$ 6,028.67
	\$ 46,633.60	\$ 48,965.28	\$ 51,413.54	\$ 53,984.22	\$ 56,683.43	\$ 59,517.60	\$ 62,493.48	\$ 65,618.16	\$ 68,899.07	\$ 72,344.02
	\$ 22.42	\$ 23.54	\$ 24.72	\$ 25.95	\$ 27.25	\$ 28.61	\$ 30.04	\$ 31.55	\$ 33.12	\$ 34.78
City Clerk	\$ 2,981.33	\$ 3,130.40	\$ 3,286.92	\$ 3,451.27	\$ 3,623.83	\$ 3,805.02	\$ 3,995.27	\$ 4,195.04	\$ 4,404.79	\$ 4,625.03
	\$ 35,776.00	\$ 37,564.80	\$ 39,443.04	\$ 41,415.19	\$ 43,485.95	\$ 45,660.25	\$ 47,943.26	\$ 50,340.42	\$ 52,857.45	\$ 55,500.32
	\$ 17.20	\$ 18.06	\$ 18.96	\$ 19.91	\$ 20.91	\$ 21.95	\$ 23.05	\$ 24.20	\$ 25.41	\$ 26.68
Utility Worker	\$ 2,600.00	\$ 2,730.00	\$ 2,866.50	\$ 3,009.83	\$ 3,160.32	\$ 3,318.33	\$ 3,484.25	\$ 3,658.46	\$ 3,841.38	\$ 4,033.45
	\$ 31,200.00	\$ 32,760.00	\$ 34,398.00	\$ 36,117.90	\$ 37,923.80	\$ 39,819.98	\$ 41,810.98	\$ 43,901.53	\$ 46,096.61	\$ 48,401.44
	\$ 15.00	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23	\$ 19.14	\$ 20.10	\$ 21.11	\$ 22.16	\$ 23.27
Librarian	\$ 2,600.00	\$ 2,730.00	\$ 2,866.50	\$ 3,009.83	\$ 3,160.32	\$ 3,318.33	\$ 3,484.25	\$ 3,658.46	\$ 3,841.38	\$ 4,033.45
	\$ 31,200.00	\$ 32,760.00	\$ 34,398.00	\$ 36,117.90	\$ 37,923.80	\$ 39,819.98	\$ 41,810.98	\$ 43,901.53	\$ 46,096.61	\$ 48,401.44
	\$ 15.00	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23	\$ 19.14	\$ 20.10	\$ 21.11	\$ 22.16	\$ 23.27
Maintenance Worker	\$ 1,950.00	\$ 2,047.50	\$ 2,149.88	\$ 2,257.37	\$ 2,370.24	\$ 2,488.75	\$ 2,613.19	\$ 2,743.85	\$ 2,881.04	\$ 3,025.09
	\$ 23,400.00	\$ 24,570.00	\$ 25,798.50	\$ 27,088.43	\$ 28,442.85	\$ 29,864.99	\$ 31,358.24	\$ 32,926.15	\$ 34,572.46	\$ 36,301.08
	\$ 11.25	\$ 11.81	\$ 12.40	\$ 13.02	\$ 13.67	\$ 14.36	\$ 15.08	\$ 15.83	\$ 16.62	\$ 17.45



City Administrator's Office

P.O. Box 490 Lowell, OR 97452

Phone: 541-937-2157

Fax: 541-937-2936

Email: jcobb@ci.lowell.or.us

Informal Solicitation

The City of Lowell is conducting an informal solicitation for tree removal and disposal services along the Railroad Corridor Trail in Lowell, Oregon. There are two phases to the project: 1) cleanup from the February snowstorm and 2) fire hazard mitigation.

Minimum Requirements

Contractors should provide a not-to-exceed quote to provide the following services. Separate quotes shall be provided for each phase. The City may select a single contractor for Phase 1 and 2, may select different contractors for Phase 1 and 2, or may decline to select a contractor for Phase 1 or 2.

Phase 1

- Tree Removal – Removal of fallen and hazardous trees along the trail to City limits, as identified on the attached map.
- Stump treatment – All stumps shall be treated with herbicide to prevent regrowth.
- Disposal – All trees and limbs less than 6" diameter shall be chipped and dumped at the entrance of the trail for reuse. Larger limbs, leaves and other debris shall be hauled away.

Phase 2

- Thinning Evaluation – The tree stand shall be evaluated for thinning to mitigate the fire hazard and support the development of the proposed recreational trail system, as identified on the attached map.
- Tree Removal – Trees identified in the evaluation shall be removed.
- Stump treatment – All stumps shall be treated with herbicide to prevent regrowth.
- Disposal – All trees and limbs less than 6" diameter shall be chipped and dumped at the entrance of the trail for reuse. Larger limbs, leaves and other debris shall be hauled away.

Evaluation Criteria

Proposals will be evaluated by the solicitation agent on price, technical capacity, and references.

- Price (50%) – Proposed cost to complete Phases 1 and 2.
- Technical Capacity (25%) – Ability of the firm to provide services that meet base requirements. Firm should submit relevant qualifications, including licenses and/or certifications.
- References (25%) – Track record of success. Minimum of three (3) references should be provided.

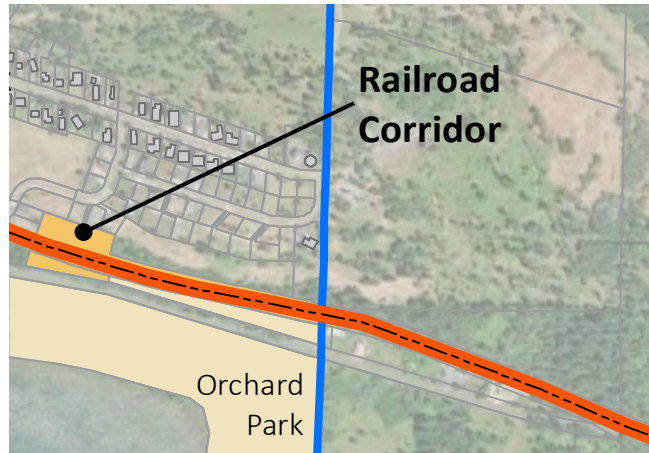
Please submit information necessary to evaluate your proposal as identified above and return by email to Jared Cobb, jcobb@ci.lowell.or.us by no later than Monday, September 30 at 5:00 p.m.

The City of Lowell reserves the right to reject any and all proposals, and has the right, in its sole discretion, to accept the proposal it considers most favorable to the City's interest. The City also reserves the right to reject all proposals without awarding a contract to any vendor. The City reserves the right to seek clarification of any proposal submitted. The City also reserves the right to require other evidence of technical, managerial, financial, or other abilities prior to selection. The City further reserves the right to reject any and all proposals with or without cause. The City of Lowell may make an award based upon initial proposals received without discussion of such proposals with the submitting entity.

Railroad Corridor Park Concept Plan

Introduction

Railroad Corridor Park is composed of approximately 7.5 acres of land and is located on the eastern edge of Lowell's urban growth boundary. Other than the railroad corridor itself, much of the property has steep slopes and is densely vegetated with Douglas fir upland forest. The city owned property, with its stable and relatively level railroad bed, provides an excellent opportunity to develop a trailhead and short, forested trail. ICPE has developed the following concept plan and design recommendations to utilize this section of old railroad corridor as the



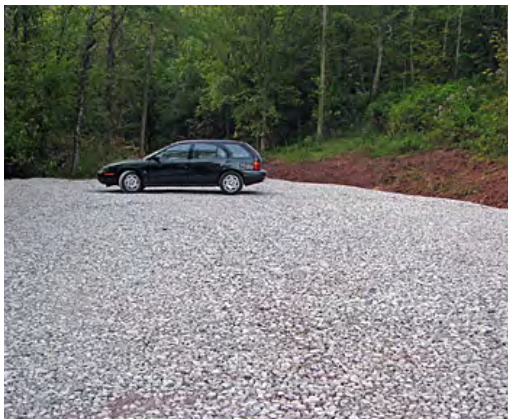
Location of Railroad Corridor Park property

Source: Institute for Policy Research and Engagement

beginning of an expanded local trail system and to capitalize on the railroad's historic significance.

Design Elements & Use Areas

TRAILHEAD DEVELOPMENT



Parking – A parking area will be constructed at the west end of the park off of Wetleau Drive. Initially this parking area will be crushed gravel and should accommodate 5-10 vehicles. Over time, if trail use increases, it may be worth considering paving the parking area with asphalt or concrete. This would also allow ADA accessibility to the Railroad Corridor portion of the trail.



Trailhead information – A small kiosk will be installed at the trailhead. Some useful information may include: rules and regulations, trail maps, historical railroad interpretation, and other information about forest restoration efforts or local ecological systems.

TRAILHEAD DEVELOPMENT



Railroad Corridor Trail – The main trail along the historic railroad right of way will be an 8' wide crushed gravel trail. This approximately ¼ mile trail will provide an easy walking, jogging or biking experience. Some amenities along the trail could include seating benches as well as constructed overlook areas to utilize views through the forest towards Dexter Reservoir. This trail has the potential to eventually continue along the railroad right of way, connecting to Lookout Point and even as a long term connection to the Eugene to Pacific Crest Trail (PCT). Paving this ¼ mile section should be considered in the future to provide accessibility to all.



Connecting trails – As a small hub in the local trail system, efforts should be made to connect this trailhead to Orchard Park and to Lowell's downtown area. A 3' crushed gravel trail will be constructed to connect the Railroad corridor trail to Orchard Park. A series of steps and switchbacks will need to be constructed in order to get the trail down a steep section between the trailhead and West Boundary Rd.

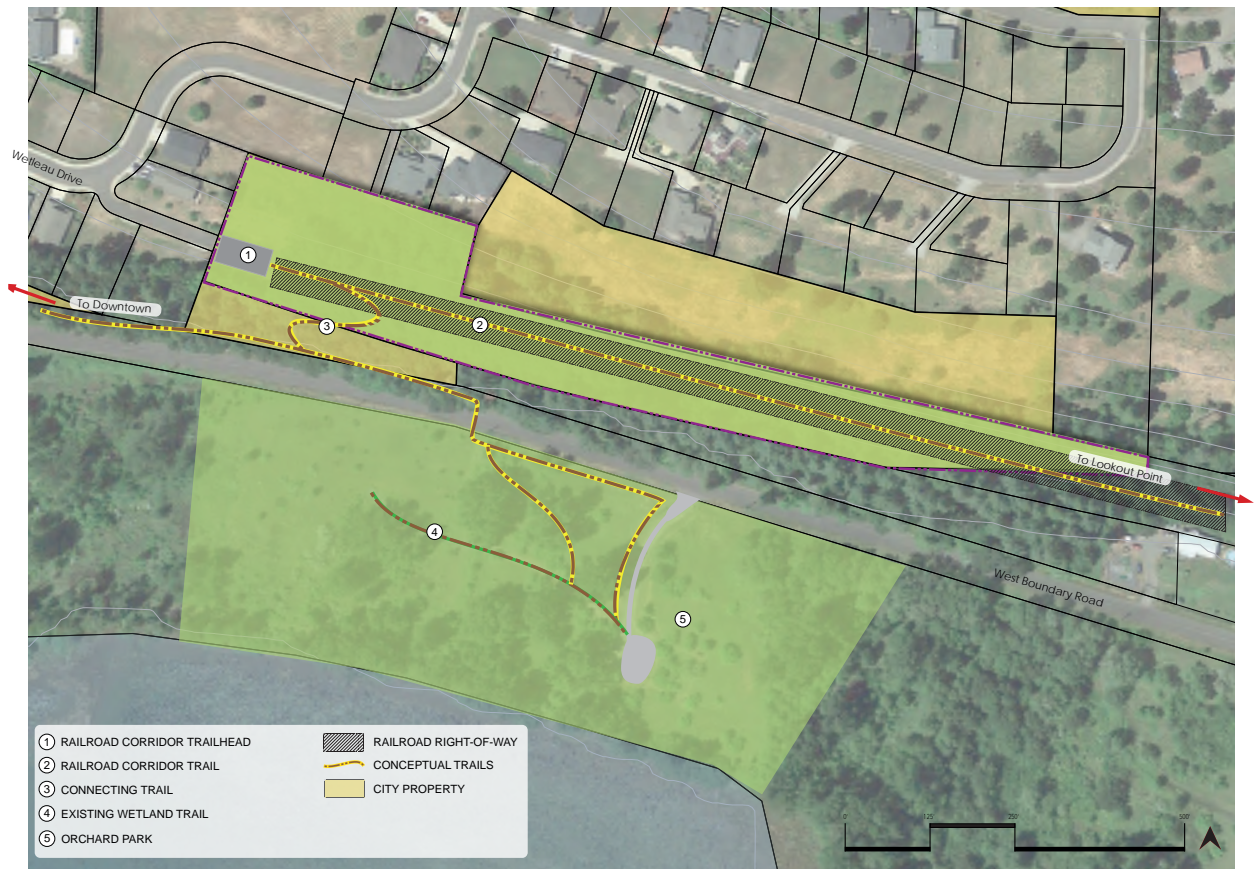
FOREST MANAGEMENT

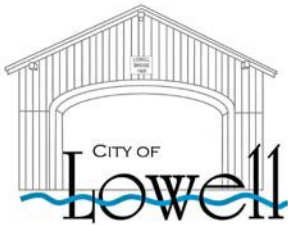
Forest thinning, invasive species removal and native species restoration

– In order to have a safe, healthy and beautiful trail and natural park, the approximately 7.5 acres of city owned park land should be assessed for forest thinning and invasive species removal. In 2002, a trail plan was developed for this park

providing a variety of restoration and management needs. The plan also mentioned the potential of compensating some park costs through the sale of the thinned lumber on the property. Regular forest management will also need to take place to keep this a safe and vibrant park.

Railroad Corridor Park Design Concept





City Administrator's Office

P.O. Box 490 Lowell, OR 97452

Phone: 541-937-2157

Fax: 541-937-2936

Email: jcobb@ci.lowell.or.us

Informal Solicitation

The City of Lowell is conducting an informal solicitation for landscape architecture services for the implementation of the City's Downtown Master Plan. The project is comprised of multiple phases. This solicitation is for the first two, which includes improvements to Rolling Rock Park and Cannon Street.

Phase 1: Rolling Rock Park Improvements

The project includes grading and topsoil placement, irrigation, lawn and tree installation in the area outlined in the attached conceptual plan. Selected firm shall use the plan to make design recommendations. Minor modifications to the plan are acceptable and anticipated.

Phase 2: Cannon Street

The project includes a conceptual drawing for the development of a festival area adjacent to Rolling Rock Park. The area will serve as a downtown street that can be easily closed via bollards or planters for special events. It is anticipated the area will include urban street improvements such as street lighting, stormwater facilities, planters and/or planting strips, trees, bicycle racks, and benches.

Minimum Requirements

Landscape architecture firms should provide a not-to-exceed quote to provide the following base services. Separate quotes shall be provided for each phase and any optional services. The City may select a single contractor for Phase 1 and 2, may select different contractors for Phase 1 and 2, or may decline to select a contractor for Phase 1 or 2.

Phase 1: Rolling Rock Park Improvements

- Pre-Design – Obtain existing conditions, planning documents relevant to the park, and assemble base plans. Conduct detailed site analysis and notate all existing conditions that will remain and influence future improvements. Prepare base plan from existing.
- Preliminary Design – Using the recently completed Rolling Rock Park Design Concept, prepare options to determine a more specific plan needed for identified improvements. Submit to staff for review, feedback, and revise plans accordingly.
- Base Plan Preparation – Draft site plan based upon accepted preliminary design.
- Site Prep and Demolition Plan – Identify existing improvements to be removed or relocated, sod stripping, vegetation removal, etc.
- Irrigation Plan, Details, and Specifications – Develop irrigation plans, details, and specifications to support the maintenance of the accepted landscape design.
- Landscape Plan and Specifications – Identify locations for imported topsoil, lawns, trees, and incidental landscape items. Provide topsoil, lawn and planting specifications as needed.

Optional Services

- Public Bid Documents and Project Manual Preparation – Coordinate documents with City staff.
- Construction Administration – Oversee construction process including specified inspections and close-out procedures.

Phase 2: Cannon Street Festival Area

- Preparation – Obtain all existing conditions and planning documents relevant to the festival area and assemble base plans. Conduct detailed site analysis and notate all existing conditions that influence future improvements.
- Preliminary Design – Prepare conceptual plan for the festival area that includes the improvements discussed and other design options to be considered. Submit to staff for review and feedback. Revise plan accordingly and prepare for review meeting.
- Design Review Meeting – Attend and help facilitate design review meeting with staff and interested stakeholders. The goal is to identify improvements that would be implemented in the short and long term.
- Conceptual Plan – Based upon feedback from the review meeting, prepare conceptual plan drawing that reflects the consensus for proposed improvements. The process will include a preliminary plan for staff review and feedback. A project budget and finished color rendered plan will be prepared following staff input.

Optional Services

- Construction Plan, Details, and Specifications – Prepare all necessary construction plans, details, and specifications for bid package. Coordinate with City Engineer for the development of street plans, details, and specifications.
- Public Bid Documents and Project Manual Preparation – Coordinate documents with City staff.
- Construction Administration – Oversee construction process including specified inspections and close-out procedures.

Evaluation Criteria

Proposals will be evaluated by the solicitation agent on price, project understanding, technical capacity, and references.

- Price (50%) – Proposed cost to complete Phases 1 and 2, including optional services.
- Project Understanding (20%) – Ability of the firm to clearly articulate an understanding of the identified projects and how they advance the goals of the Downtown Master Plan. Firm should provide a brief summary.
- Technical Capacity (20%) – Ability of the firm to provide services that meet base requirements. Firm should submit qualifications, including any licenses and/or certifications, and summaries of at least three (3) recent projects.
- References (10%) – Track record of success. Minimum of three (3) references should be provided.

Please submit information necessary to evaluate your proposal as identified above and return by email to Jared Cobb, jcobb@ci.lowell.or.us by no later than Monday, September 30 at 5:00 p.m.

The City of Lowell reserves the right to reject any and all proposals, and has the right, in its sole discretion, to accept the proposal it considers most favorable to the City's interest. The City also reserves the right to reject all proposals without awarding a contract to any vendor. The City reserves the right to seek clarification of any proposal submitted. The City also reserves the right to require other evidence of technical, managerial, financial, or other abilities prior to selection. The City further reserves the right to reject any and all proposals with or without cause. The City of Lowell may make an award based upon initial proposals received without discussion of such proposals with the submitting entity.

Rolling Rock Park Concept Plan

Introduction

Rolling Rock Park is currently an approximately 1.6 acre park located in the center of downtown Lowell, adjacent to North Shore Drive. Its main features include historical exhibits that showcase the town’s logging and railroad heritage, along with an amphitheater and open lawn areas that accommodate some of the Lowell’s summer events like the Blackberry Jam and the Farmer’s Market.

The town of Lowell is currently undergoing a planning process to re-envision a vibrant downtown infrastructure for new businesses, municipal buildings, residential living and public spaces. Within this master plan, Rolling Rock Park would become a slightly larger 2 acre park that is consolidated into a large block as opposed to its current linear layout. ICPE and the town of Lowell have come up with the following goals and conceptual plan to guide the development of the newly envisioned Rolling Rock Park.



Rolling Rock Park

Source: Institute for Policy Research and Engagement

- Develop versatile park spaces that can accommodate a variety of uses and events including the Farmer’s Market and Blackberry Jam.
- Represent important aspects of Lowell’s history through interactive and educational display and interpretation.

Goals

- Create a “Central Park” for Lowell that provides a diverse and vibrant open space to connect existing neighborhoods and schools with future downtown development.

Design Elements & Use Areas

Circulation - Develop a hierarchy of pathways and park entrances to allow visitors to access various use areas throughout the park and to connect to existing and future development. The

majority of pathways throughout the park will be 5-6' wide poured concrete. The grading of all pathways should conform to ADA design guidelines to allow equal access to and throughout the park for all abilities.

Parking - Create parallel parking on all adjacent streets (North Shore Drive, South Moss Street, Cannon Street, East Main Street).

Trees - A variety of trees should be located throughout the park to provide shade for seating and picnic areas as well as providing seasonal beauty. The West and South sides of the park will have the highest density of trees to provide some evening shade at events and provide some canopy for the playground and picnic areas. All trees within the park must be pruned for safety and to maintain open sightlines throughout the park. Native and drought tolerant species should be selected whenever possible.

Seating - Seating benches should be located throughout the park. Location and installation of benches can happen over time as areas are assessed for need, including; shade, views, and proximity to other park features (playground, pathways).

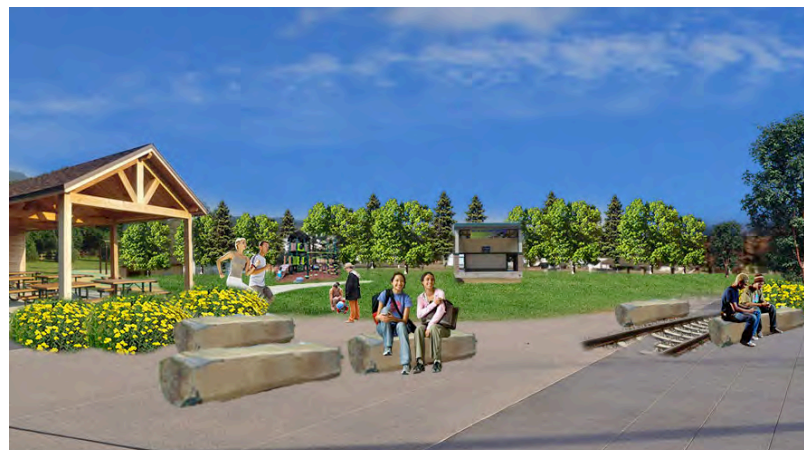
Picnic Pavilions and dispersed picnic tables - Picnic pavilions and tables are represented in the Rolling Rock concept plan. Because of the high cost of a new park, both of these amenities should be

assessed regarding their need and location, and could be phased in at a later time. Reuse of materials from the existing picnic pavilions should be considered.

USE AREAS

Historic Caboose and Railroad Interpretation - The concept plan proposes using the caboose as an interpretive feature along North Shore Drive. Portions of track will be constructed parallel to the historic alignment and inter-planted with grasses and flowering perennials to provide a nostalgic feel along with relaying the historic utility of the railroad. Interpretive signage should be provided as necessary, and some of the existing railroad features (lights, crossing signals) can be used to expand the historical and educational value for visitors.

Park Entrance Plaza - The northeast entrance is designed as the main entrance to the park, following work completed with the Lowell Downtown Master Plan. In order to connect with future urban planning, this will be a broad entrance that opens into the park looking onto the amphitheater and bandstand. This plaza is designed



to give recognition to the historic railroad line while also providing colorful plantings and seating benches to relax and enjoy the space. This plaza should also include park signage in addition to allowing space for public art. Whenever possible local materials should be used. This may include locally quarried basalt columns for seating benches or repurposed steel railroad track in the landscape and for construction of signage and other structures (pavilions).

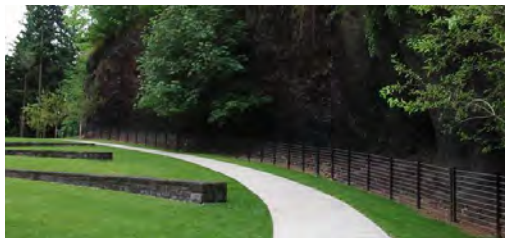


Tree Grove Picnic and Interpretive Area

– The tree grove will be planted with native and drought tolerant species to provide shade for a dispersed picnic area. Native species and species with particular importance to the logging industry can be marked with interpretation and used as an educational element. This area could also act as a site to display some of the existing logging equipment.



Amphitheater Seating Area – The amphitheater area will be regraded to allow for at least two 18” high terraced seating benches. The seating benches can be constructed from poured concrete, or local basalt can be used either as a veneer or stacked as a rough boulder wall. The surrounding amphitheater area will be maintained as relatively level grass terraces.



Covered Picnic Pavilion – The concept design proposes a 60’ x 30’ covered pavilion toward the northeast corner of the park. The pavilion would provide covered seating for picnic tables as well as restrooms and a small concessions area.





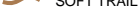


Playground – A small playground area is proposed in the concept design to diversify the park and provide activities for multiple age groups. Playground equipment should provide for a diversity of uses along with consideration for ADA access. A tall central tower structure could provide children with amazing views of the park and the surrounding natural landscape.

Open Lawn – The east side of the park, including a large lawn area, is designed as flexible open space to accommodate events like the Farmer’s Market, as well as being a versatile space for other active or passive uses. This flexible lawn area will be relatively level to serve as an events space and will be easily accessible from either Cannon or East Main Street.

Rolling Rock Park Design Concept



- | | | |
|---|--|--|
| ① HISTORIC CABOOSE AND RAILROAD INTERPRETATION | ⑦ EXISTING BANDSTAND |  PICNIC TABLE |
| ② PARK ENTRANCE PLAZA | ⑧ TREE GROVE (PICNIC AREA) |  BENCHES |
| ③ SEATING BENCHES (BASALT COLUMNS OR FORMED CONCRETE) | ⑨ SMALL PLAYGROUND |  COVERED PICNIC PAVILIONS |
| ④ BUS STOP | ⑩ OPEN LAWN (FLEXIBLE SPACE USED FOR FARMERS MARKET) |  SOFT TRAIL |
| ⑤ AMPHITHEATER SEATING AREA | | |
| ⑥ COVERED PICNIC PAVILION (COULD INCLUDE CONCESSIONS AND RESTROOMS) | | |

**INFORMAL SOLICITATION
SCORING MATRIX
IS# 2019-01**

Evaluation Criteria	DLA	SATRE
Price	135	100
Project Understanding	57	45
Technical Capacity	56	58
References	25	29
Total Points:	273	232

Based on the above evaluation of both proposals, staff recommends awarding both phases to Dougherty Landscape Architects.

September 30, 2019

Mr. Jared Cobb
The City of Lowell, Oregon
107 East Third Street
Lowell, Oregon 97452

RE: Rolling Rock Park/ Cannon Street Improvements

For your consideration, we are pleased to introduce the design team of Schirmer Satre Group and our engineering consultant, KPFF to act as your consultant for the Rolling Rock Park/ Cannon Street project. Our team brings decades of experience in civic facility developments of diverse scale and program. We would like very much to put that experience to work for the City of Lowell.

Our proven, consensus-based process of design development is based on communication and facilitation, followed by a rigorous design progression and diligent professional service. We have seen many times how a park such as this can act not only as the heart of the community, but also as a catalyst for economic growth. By creating a place where people want to be and want to bring their families, the surrounding community also thrives. We are proud to have been a part of this resurgence in many communities. Farmers markets, concerts, art in the park, car shows, holiday celebrations, food trucks, playgrounds, visiting a playground- all contribute to a vibrant social scene.

Regardless of the size of the land parcel or the program at hand, our goal is to provide a design that is equal parts functional, attractive and durable – a design that honors the heritage of Lowell as a railroad and timber center and the significant role its citizens have played in the growth of Oregon. Equally important, we always strive to make the process enjoyable. We specialize in the role of professional facilitation and consensus-based design development. While there will likely be some bumps in the road during this process, the right consultant will always provide an atmosphere of respect, patience and professionalism from start to finish.

We have visited Lowell and have become fully acquainted- not only on the park parcel, but in the surrounding community as well. We see tremendous potential in Lowell as a desirable place to live. We also see how this park can help project a positive image that can be the impetus for civic and economic growth.

We welcome your review of our qualifications and look forward to discussing our capabilities, our consensus-based approach and how we can make the process a memorable and pleasant experience. We look forward to speaking with you soon.

Sincerely

Richard M. Satre

Richard M. Satre, AICP, ASLA, CSI

Principal



September 30, 2019

City of Lowell, Oregon
PO Box 490
Lowell, Oregon 97452

Attn: Jared Cobb

Re: Rolling Rock Park/ Cannon Street Redevelopment
Proposal

Dear Mr. Cobb,

Thank you for the opportunity to propose for the redevelopment of the Rolling Rock Park/ Cannon Street project. Schirmer Satre Group would be honored to be of assistance with this exciting development.

Understanding

It is our understanding that Lowell is seeking the services of a planning and design consultant to facilitate the successful design and implementation of the City's Master Plan- Phase One being Rolling Rock Park and Phase Two being Cannon Street. The current budget for these phases is \$790,000.00 for the park project and \$338,500 for Cannon Street improvements. We understand that the parcel to the east of Cannon Street is not to be included in any design effort.

To begin, we will provide a field-run survey of existing conditions for use in our design efforts. We feel that this survey forms the basis of all design decisions to be made.



Rolling Rock Park
Lane Council Of Governments Regional Land Information Database

We have reviewed the IPRE concept plan provided in the solicitation on-site and have a clear understanding of the program elements proposed. These include: universally accessible pedestrian circulation, an amphitheater setting for the exiting band stand, on street parallel parking on three surrounding streets adjacent to a perimeter sidewalk system, inclusion of the railroad and logging elements as interpretive exhibits, irrigation design, appropriate landscape design to include trees, shrubs and groundcover to accentuate and complement the park and street environment and an open lawn area for events.

In addition, a series of site seating options including benches, site seat walls and other site furnishings as appropriate, a playground structure specified from reputable manufacturers (including safety surfacing appropriate for specific fall heights). We understand that proposed roofed facilities may be considered in future phases of development. This may mean that the existing restroom facility be considered to remain, at least initially. The proposed design should allow for this flexibility. We propose that roofed structures, including restroom and picnic facilities be specified from reputable manufacturers (see proposal stipulations). Where appropriate, local materials will be used and current materials recycled in the new design.

The Cannon Street festival area will improve Cannon Street from an alley to a fully functioning city street, but with the ability to act as a festival/ plaza space. There is a European term for this kind of street- A *woonerf*. We envision the street design to feel more like a plaza, with vehicles traversing across the plaza and feeling that they should be aware of pedestrians.



We specialize in the facilitation of project programming and building of consensus during the design development. We understand that one public meeting will be provided for further public input. We will also schedule regular meetings with Lowell representatives as necessary to convey the design intent and keep the process moving forward.

About Schirmer Satre Group

Schirmer Satre Group was formed with the merger of two separate firms, Schirmer + Associates and Satre Associates nine years ago. Rick Satre and Carol Schirmer have known each other as colleagues in the profession for better than 20 years. They solidified their working relationship with the founding of Schirmer Satre Group.

Between them, Rick and Carol have sixty-plus years of experience in land planning and landscape architecture. Rick has practiced throughout western Oregon (and occasionally further afield) since 1977 and Carol since 1989. Throughout this time, they have developed a deep understanding of creative design, comprehensive planning, land use codes and state, federal and local permitting. More than the regulatory environment, they understand community and neighborhood personalities and politics. They know that an open and democratic process, with honest, respectful face-to-face two-way dialogue is the best. They know that property owners, businesses, residents and stakeholders want to be, indeed need to be, meaningfully involved. Today they are each sought out as experts in the arena of landscape architectural design, land use planning, environmental compliance, regulatory analysis and permit procurement.

Today, Schirmer Satre Group is a full-service multi-disciplinary firm offering land use planning, landscape architecture and environmental consulting services to public, private and not-for-profit clients throughout western Oregon. We offer a well-rounded project approach through a multi-disciplinary synthesis of services, providing broadened perspectives, enhanced expertise, and economy of services. Whether long range plans or site-specific design, Schirmer Satre Group can help clients realize their objectives for regulatory approval, quality design and long-lasting performance.

Schirmer Satre Team

Schirmer Satre Group and its engineering team member, KPFF, have the appropriate skills, local knowledge and availability to ensure that the City of Lowell's objective for the project is commenced, processed and achieved in a timely, effective, and successful manner. A qualified, cohesive, and experienced team is key for the success of a project. For this engagement, Schirmer Satre Group has turned to KPFF, a well-known, successful engineering firm to round out the team's overall expertise. The firms have worked together before on multiple projects. Our project management, communication, coordination, scheduling and QA/QC protocols are already in place. We will be able to hit the ground running.

Schirmer Satre Group will be the contracting entity. Rick Satre will be the team's project manager and primary point of contact for project communications with the City.

Firm principals and licensed professionals from both firms will have significant involvement with the project, called on as necessary to add horsepower, energy and expertise. Our single point of management will ensure that communication, coordination, documentation, schedule and budget control will be maintained.

Expertise

Regarding parks and open space work, Schirmer Satre Group's work varies from site-specific facility planning and design to system-wide long-range planning, master planning and service delivery management planning.

While employed at the Willamalane Park and Recreation District, Rick was the project manager for a number of grant procurement, property acquisition, facility development and resource management plans. While in private practice, Rick has been the primary author for better than a dozen long-range park, recreation facility and natural area plans, including plans for the cities of Bend, Corvallis, Gold Beach, Springfield, Sutherlin, Tualatin Hills and Veneta.

Since leaving Willamalane, Rick provided subsequent planning and development services to the District. Projects since 1993 include Guy Lee Park Ballfield Lighting Replacement, Willamalane Park Swim Center Natatorium Replacement, Willamalane Community Wellness Center, Park Services Center Improvements, Phase 1, 2 and 3, Bob Artz Memorial Park Development, Island Park Master Plan, bike path and amphitheater, Gamebird Park Annexation, Eastgate Woodlands Trailhead Improvements, and 32nd Street Sports Park, Phases 1 and 2.

Regarding government and institutional work, Schirmer Satre Group's portfolio includes projects with municipalities and utility providers. Rick Satre has been the project manager and primary author for community refinement plans, plan amendments and code updates. These include Strategic Planning, Land Use Mapping, Buildable Lands Mapping and Updates and Development Code Updates. While under contract with the State of Oregon through the Oregon Department of Transportation's Transportation and Growth Management Program, between 1998 and 2005, Rick was the prime consultant and author of community planning efforts. These included neighborhood refinement plans, special area studies, nodal development plans and transportation system plans.

See separate sheets within this document outlining project specific past project expertise.

The Schirmer Satre team is comprised of four primary team members. These include:

Schirmer Satre Group
Richard Satre, AICP, ASLA, CSI, Principal
Consultant Team Leader and Project Manager

Rick will be responsible for all contractual elements of the project. At a minimum, the client can expect him to:

- Be responsible for all contractual requirements.
- Develop project strategies, scopes, budgets, and schedules.
- Assign responsibilities to appropriate personnel at the onset of a task.
- Monitor activities to assure that technical, schedule, and budget objectives are met.
- Resolve project challenges should they arise and see that they are resolved in a timely manner.

John Anderson, ASLA, LEED AP- Project Manager
Landscape Architect, Designer

John will act as the in-house project manager, assisting Rick with the design and overall management of the project. He will participate in facilitating meetings and act as second in command of the design team.

John Schmidt, ASLA- Project Manager
Landscape Architect, Designer

John Schmidt will provide technical support and three-dimensional imaging services, as needed throughout the duration of the project.

KPFF, Inc.
Matt Keenan, PE, Associate, Engineer

Matt will provide civil engineering design and act as a point of contact to KPFF staff assigned to the project. KPFF will also provide surveying services- producing a field run survey of all existing conditions

Fees and Rates

Schirmer Satre Group proposes to provide the services outlined herein, including subconsultants and reimbursable expenses, on a Not-To-Exceed basis. Our fees are based on the stipulated budgets of \$790,000.00 for the park development and \$338,000.00 for Cannon Street. If additional funding sources lead to increases in the available budget, we ask that our fees be adjusted/ negotiated accordingly.

Fees and expenses will be billed monthly according to the rates and terms on the attached Compensation Schedule. As requested in the RFP, each work item (Rolling Rock Park design, Cannon Street design) and their associated cost, is listed separately.

Scope of work:

Survey (lump sum) **\$10,000.00**

Rolling Rock Park

Not-To-Exceed Fee

Schirmer Satre Group	31,000.00
KPFF Civil/ Structural Engineering	20,000.00

Total Fee = **\$51,000.00**

Optional services

Bid Documents/ project manual	
Construction administration	\$20,000.00

Cannon Street

Not-To-Exceed Fee

Schirmer Satre Group	9,000.00
KPFF Civil	6,000.00

Total Fee = **\$15,000.00**

Optional Services:

Construction Documents	
Bid Documents/ project manual	\$35,000.00

Proposal stipulations:

We received clarification to several questions regarding the desired scope of services, however, there remain issues to be discussed/ negotiated based on assumptions we are currently making. We propose/ assume the following:

We exclude the parallel parking/ street improvements for North Shore, Moss Street and Main Street. The RFP is vague in terms of the redesign of these streets, which leaves questions as to the scope of engineering required. This includes storm water management and what is proposed for the existing swale on North Shore, what modifications and additions will be required to storm infrastructure on Moss Street and Main Street, relocation of overhead utilities, traffic considerations on all three streets, intersection design to accommodate crosswalks, etc. The costs of these improvements could become a significant amount, that could be either value engineered out of the project or limit other proposed park program development in order to improve the street perimeter.

We excluded the construction administration fees for Cannon Street. Until we have a better understanding of the scope of the Cannon Street development, we cannot accurately estimate the effort involved for civil and landscape consultants.

We have not included fees for:

- An architectural consultant. We propose that all structures be specified from manufacturers catalogs. We have included fees for a structural design of appropriate foundations for one restroom facility and one other pavilion type structure. We are assuming that there will not be the need for the services of mechanical, electrical or plumbing consultants with these structures. Should it be the desire of the city to have custom designed structures, appropriate fees will be negotiated.
- Electrical engineering or lighting designer. Once we have a better understanding of the design of the project, electrical design fees can be negotiated.
- Geotechnical consultant. Once we have a better understanding of the design of the project, geotechnical design fees can be negotiated.
- Any special design that may be required to relocate the railroad car- track design, subsurface investigation, compaction, etc.
- Permit procurement or negotiation, either within the city or Lane County, if applicable.
- Interpretive signage programs, other than the re-use of existing signage systems.
- Cost estimating consultant. We will prepare order of magnitude opinions of probable costs for design elements proposed as we move through the design process. If a costing consultant is deemed necessary, we will provide a proposal for these services.

We assume we will not be required to provide any of the following services: environmental remediation, floodplain verification or remediation, county, state or federal permitting, historic or cultural surveys. We assume that there is not state or federal funding that may require us to provide documentation for funding.

Rate Schedules are included as a separate sheet.

Schedule

We are prepared to move with all urgency on this project. If we are successful in gaining this commission, we will meet with city representatives to work out an expedited, manageable schedule for the project.

Commencement of Services

We are prepared to commence services upon receipt of notice to proceed.

City of Lowell, Oregon
Proposal
September 30, 2019

We hope this proposal meets with your needs and expectations. Please call should you have any questions. Should this meet with your approval, please sign and date in the space provided below and return a copy to Schirmer Satre Group. Again, thank you for the opportunity to assist you with the project.

Schirmer Satre Group is the consultant who can best serve the interests of the City of Lowell with this exciting project.

Sincerely,

Richard M. Satre

Richard M. Satre, AICP, ASLA, CSI

Enclosures: Compensation Schedule
 Services Flyer

ACCEPTED BY:

Signature / Printed Name

Date

Schirmer Satre Group References

Jacqueline Rochefort, MLA
Corvallis Parks and Recreation
1310 SW Avery Park Drive
Corvallis, OR 97333
541-766-6468
jacqueline.rochefort@corvallisoregon.gov

Angela Phinney | Assistant Executive Director
(541) 343-5256 ext. 110
(541) 743-6289- cell
4181 E Street,
Springfield, OR 97478
www.arclane.org

Steve Graves
Oregon West Management LLC
1310 Coburg Road, Suite 3
Eugene, Oregon 97401
541-687-5653
steveg@owmgt.com

Margie Brooks
Cascade Health Solutions
2650 Suzanne Way, Suite 200
Eugene, Oregon 97408
541-228-3003
mbrooks@cascadehealth.org

Tim Breen
Eugene Commercial Property Management
1215 Coburg Road
Eugene, Oregon 97401
541-868-6140
eugenecommercialpm@gmail.com

Eric Gunderson (Retired)
PIVOT Architecture
44 West Broadway, Suite 300
Eugene, Oregon 97401
541-342-7291
egunderson@pivotarchitecture.com



COMPENSATION SCHEDULE

July 1, 2019

For services rendered, the following rates for Professional Services and Reimbursable Expenses shall apply:

1. PROFESSIONAL SERVICES

Principal	\$ 135.00 / Hour
Project Manager	\$ 120.00 / Hour
Senior Project Staff	\$ 105.00 / Hour
Project Staff III	\$ 85.00 / Hour
Project Staff II	\$ 75.00 / Hour
Project Staff I	\$ 65.00 / Hour
Project Intern Staff	\$ 55.00 / Hour
Administrative Staff	\$ 45.00 / Hour

2. PROFESSIONAL SERVICES BY SUB-CONSULTANTS

For services of outside consultants, charges will be made at 1.0 times the sub-consultant's invoice.

3. REIMBURSABLE EXPENSES

For the following services, charges will be made at 1.0 times the following.

Vehicle Mileage	Current Federal Rate
Commercial Transportation	Actual Cost
Meals and Accommodations	Actual Cost
Commercial Printing and Copying	Actual Cost
Office Black & White Plotting	\$ 5.50 per std. copy
Office Color Plotting	\$10.25 per std. copy
Office Black & White Copying, Printing	\$.17 per std. copy
Office Color Copying, Printing	\$.66 per std. copy
Long Distance Communications	Actual Cost
Postage, Shipping and Delivery	Actual Cost
Models, Renderings and Photography	Actual Cost
Maps, Reports, Record Documents	Actual Cost
Permit Fees	Actual Cost



arc park - an inclusive experience springfield, oregon



Schirmer Satre Group is honored to be a part of the planning and design for this proposed comprehensive play experience within Springfield. This all-inclusive park will offer a wide range of activities, sensory wall, including interactive play, large playground structures, the hill, water element, stage, and so much more.

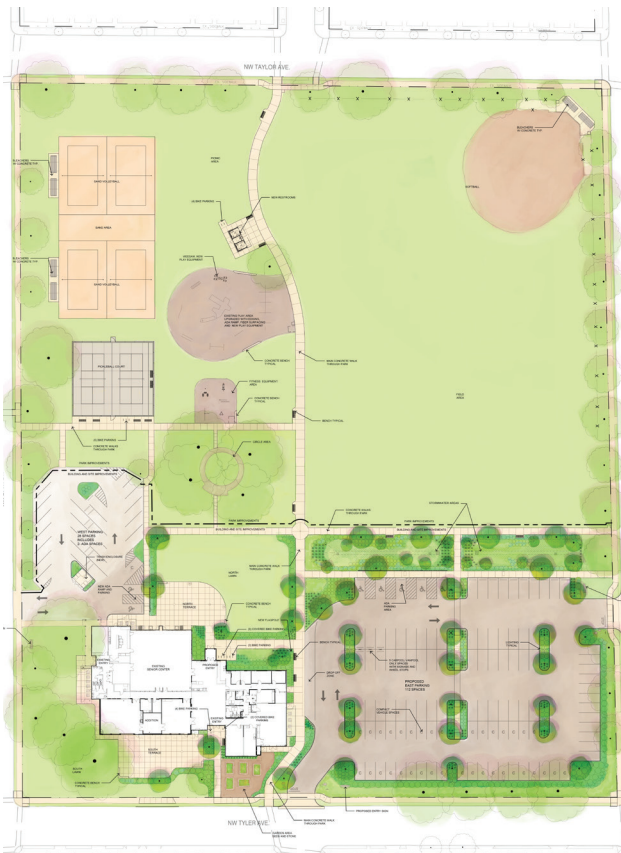
The development of the park included collaboration with families and stakeholders to develop a program that truly provides an inclusive and collaborative learning experience.

The Arc Park Advisory Board has continued this process by analyzing park facilities within the region to compare park elements and usability from an inclusive perspective.

The first phase of construction is anticipated for 2020 with parking completion in 2021.



chintimini senior & community center and park
 corvallis, oregon



Schirmer Satre Group is part of a multi-disciplinary team in the redevelopment of Chintimini Senior & Community Center and Park. Corvallis Parks & Recreation spearheaded the project in an effort to reimagine the community center and park to meet current community needs. Due to the proximity of the center and park to Oregon State University, the necessity for an improved program to meet all age groups, along with neighborhood parking demands, resulted in a comprehensive program upgrade for this one block facility.

The park program includes; expansion of the community center with dual main entrances, rooms for additional programs, fitness area, café area, outside dining and venue areas, community gardens, multi-use path system, on-site parking with integrated stormwater feature, new park restrooms, expanded playground, new fitness equipment zone, new pickleball courts, expanded sand volleyballs zone, expanded spectator seating and complete planting and irrigation upgrades. The work is grant-funded through multiple sources.

The north park phase will be complete October 2019 and the southern community center and associated parking and program will be completed spring 2020.



COLLEGE AVENUE STREETScape PROJECT

Blacksburg, Virginia

Planning & Urban Design + Community Input + Landscape Architecture + Sustainable



While employed with LPDA, Inc. in Virginia, John Schmidt was the principal landscape architect in charge of this streetscape development project.

College Avenue is the connective roadway boundary between the Virginia Tech Campus and the Town of Blacksburg, Virginia.

John led a multidisciplinary team to design a people street or "Promenade" which accommodated a variety of events and activities. The highly participatory design process that included stakeholder meetings and public presentations, resulted in a series of public spaces forming a pedestrian promenade and urban park and improving the link between Campus and downtown.

Changes to vehicular access, addition of public event areas and outdoor dining greatly improve access, functionality and visibility of adjacent businesses. The park and promenade incorporate public art, stormwater features, festival space and pedestrian amenities. The project creates a living street with a series of multi-functional outdoor rooms. The palette of hardscape and landscape materials references the local vernacular, while accommodating recreational and business activities. Construction was completed in 2013.

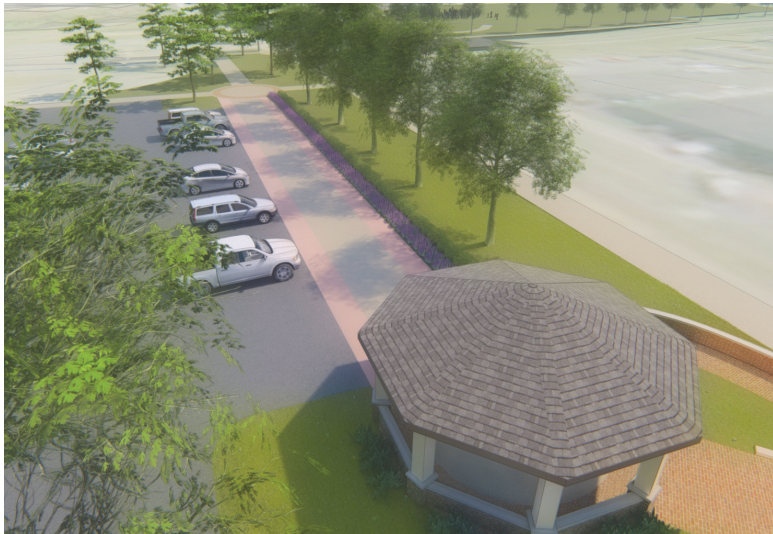
Size: 3 blocks
Cost: \$3,800,000
Client: Town of Blacksburg
300 South Main Street
Blacksburg, VA 24060



WAYNESBORO CONSTITUTION PARK

Waynesboro, Virginia

Parks and Recreation + Landscape Architecture + Master Planning



While employed with LPDA, Inc. in Virginia, John Schmidt was the principal landscape architect in charge of this park project.

John provided comprehensive master planning services for reimagining Constitution Park and Phase I Final Design services for this CDGB (State Funded) project. John prepared the conceptual (master plan) for the north and south components for Constitution Park, as well as provided assistance with the current farmer's market venue and future event programs. The park planning also integrated the design and extension of the river greenway trail.

Size: 14 acres
Client: City of Waynesboro
Parks & Recreation
Address: 413 Port Republic Road
Waynesboro, VA 22980



MAIN STREET PLAZA and PROMENADE

Danville, Virginia

Planning & Urban Design + Community Input + Landscape Architecture + Infrastructure



While employed with LPDA, Inc. in Virginia, John Schmidt was the principal landscape architect in charge of this streetscape development project.

This key entry corridor to downtown Danville was encumbered by an odd pattern of ingress and egress. A new “Main Street Plaza” was envisioned as a prominent public space, which would facilitate community activity and a meaningful connection between downtown and the riverfront.

John provided design services for this landmark space. The multifunctional public space serves as a downtown gateway, public park and pedestrian promenade connecting the Dan River to the historic downtown and warehouse districts.

The park is designed with pedestrian amenities at the core of the program, creating promenades along storefronts, facilitating cross street access, and developing an “allee” style connection to the riverfront. The park and plaza facilitate multiple functions, gathering and every aspect of City life. A civic style fountain serves as the focal point. Materials and signage interpret the history of the River District and the Dan River.

Size: 1 acre
Client: City Engineering
City of Danville
Address: 427 Patton St.
Danville, VA 24541

FREEDOM PARK

Cleveland, Georgia

Planning & Urban Design + Community Input + Landscape Architecture



While Principal of Anderson Design, Inc, John Anderson acted as the landscape architectural consultant and lead designer within a multi-disciplinary team for this municipal park development.

Occupying the spot of a previous gravel parking lot, Freedom Park has quickly become the heart and soul of downtown Cleveland, Georgia. Farmers markets, concerts, art in the park, car shows, holiday celebrations, food trucks all contribute to a vibrant social scene.

New curb work and sidewalks form a framework for the park, providing accessible paths from all four sides. A plaza space with tables and chairs and a flag formation anchor the north end, close to most downtown shops and an easy walk for lunch. The south end is dedicated as an amphitheater/ event space, with a generous lawn and raised stage. Elevation changes are addressed with low site walls of native stone. Angle parking is provided around the perimeter, providing a perfect setup for the weekly farmers market. The vendors park in the spaces and the public peruses their goods from the adjacent sidewalk. Shade and flowering trees, along with flowering shrubs and groundcover complete the scene.

Size: Two blocks
Client: City of Cleveland
85 South Main Street
Cleveland, Georgia 30528

RIVERDALE CIVIC CENTER

Riverdale, Georgia

Planning & Urban Design + Community Input + Landscape Architecture



While Principal of Anderson Design, Inc, John Anderson acted as the landscape architectural consultant and lead site designer within a multi-disciplinary team for this municipal development.

With the continual spread of metro Atlanta, the City of Riverdale, Georgia has grown from a small railroad town to a thriving suburban community. With their municipal building reaching the end of its lifecycle, the city decided to reimagine itself, starting with a new civic complex. Phase One of this complex included a new city hall building and municipal recreation center. Fronting these two buildings is a brick driveway which doubles as a pedestrian walkway during civic events and a substantial amphitheater. Adjacent to the amphitheater is a splash pad, allowing children to play within view of parents enjoying a summer concert.

The amphitheater is primarily a lawn, with low seat walls providing grade breaks. The stage is covered by a tensile fabric structure and brick backdrop wall. The perimeter driveway is paved in brick, along with the walkways to the buildings. The landscape program revolves around the use of flowering and native materials, intended to minimize maintenance costs. An adjacent stormwater detention facility was reimaged as a permanent pool with wetland edge plants and a geyser fountain as well as a nature walk and pavilion for weddings and small functions.

Size: Eight acre parcel
Client: City of Riverdale, Georgia
7200 Church Street
Riverdale, Georgia 30274

RIVERSIDE PARK PLAY CORE

Lynchburg, Virginia

Parks and Recreation + Neighborhood + Landscape Architecture



While employed with LPDA, Inc. in Virginia, John Schmidt was the principal landscape architect in charge of this park project.

Riverside Park is one of the gems of Lynchburg's parks and recreation system. This 47-acre historic park was opened in 1923 and features rolling topography that overlooks the James River. A 2009 master plan called for the construction of a new playground that was universally-accessible and historically compatible with the surrounding park.

John designed a cost-efficient, maintenance-friendly play area that was accessible to children of varying abilities and did not detract from the traditionally rustic park character. John facilitated multiple meetings, including a gathering of local teachers and professionals who work with differently-abled children. The resulting playground had a transportation theme which drew from a restored locomotive and the nearby river and play equipment that included ramped access and elements for sensory stimulation. John designed a sensory walk, seating areas, play areas for younger and older children, a bubbling rock fountain, and planting areas.



Size: 0.6 acres
Client: Lynchburg Parks & Recreation
301 Grove Street
Lynchburg, VA 24501

RIVES PARK

City of Charlottesville, Virginia

Parks and Recreation + Neighborhood + Landscape



While employed with LPDA, Inc. in Virginia, John Schmidt was the principal landscape architect in charge of this park project.

John provided master planning, construction documents, environmental documentation coordination, and construction administration for the Rives Park redevelopment. Using the previously developed Rives Park re-master plan as a guide, the final design and completed park included a new pedestrian pathway system, play areas, bio-retention facilities, restrooms and picnic shelter.

Size: 5 acres
Client: Charlottesville Parks and Recreation
501 East Main Street
Charlottesville, VA 22902



Firm Profile

Founded in 1960, KPFF has grown to over 1,100 employees, including 170 employees in Portland and Eugene. KPFF has over 30 years of experience providing engineering services for community parks and streetscape projects. Their work spans the Pacific Northwest including multiple sites in Portland, and current projects revitalizing the industrial riverfronts in Eugene and Oregon City (Willamette Falls).

Master Planning

Having completed large scale master plans in the Pacific Northwest and abroad, KPFF understands the need to work closely with the entire team to fully understand site constraints, the owner's long-term growth strategy, and the architect's design intent. KPFF's civil engineers are adept at providing a clear picture for our clients on site layout, design alternatives, and phased construction options. We deliver the most economic and sustainable recommendations for stormwater management, utilities, roads, and infrastructure, considering accessibility, pedestrian and bicycle access, vehicle circulation, and plans for future expansion.

Eugene Downtown Riverfront Redevelopment, Eugene, OR

KPFF is leading a multidisciplinary team to implement the City of Eugene's vision for the Downtown Riverfront Redevelopment Project. KPFF is providing project management, civil engineering, structural engineering and land surveying services for the planning, design and construction of the public transportation and utility infrastructure. The site consists of approximately 16.5 acres of the former Eugene Water and Electric Board (EWEB) industrial site on the Willamette River and near downtown Eugene. The goal of this project is to work closely with City staff and the private developer to complete the project vision and deliver the infrastructure necessary to prepare the site for vertical construction.

The multi-phased project involves extensive environmental remediation, floodplain and floodway modeling, riparian enhancements, utilities (storm drainage, sanitary sewer, water, power, fiber, communications, natural gas), site demolition, asbestos abatement, solid waste management/disposal, erosion and sediment control, roadways, street lighting, landscape planning and irrigation, and a Festival Street with decorative paving and specialty lighting. KPFF's contract began in January 2019. The first phase of the project will be constructed through the summer of 2019 and the second phase will begin in the spring of 2020. The project will be complete by November of 2020.



Director Park, Portland, OR

KPFF provided civil engineering services for demolition of an existing structure and replacement with a six-story, below-grade parking garage topped by a new public plaza park with café building and interactive water feature. The downtown Portland project incorporates numerous stormwater features, including a greenroof, flow through planters and a cartridge system. KPFF also provided a design for the water feature recirculation tank located in the public right-of-way. Utilities had to be routed above the garage and below the sand set granite paver system. A new streetscape design was provided for NW Ninth and NW Park Avenue extending the park across the rights-of-way to the face of the adjacent buildings.



Elizabeth Caruthers Park, Portland, OR

KPFF provided civil engineering services for a two-block, urban residential park. The park, at the end of a pedestrian corridor, serves as an extension from the Willamette River waterfront into the urban grid.

The civil design included vegetated infiltration basins that were integrated with created woodlands to address stormwater requirements on the site. New utility service connections and frontage improvements in the right-of-way were also designed. The park includes an interactive water feature with a flow-through system that conveys water to vegetated storm facilities for filtration instead of sanitary sewer.

The park has been a success and offers a pleasant respite from the surrounding towers for residents and OHSU visitors, staff and students.



Lan Su Classical Chinese Garden, Portland, OR

KPFF provided civil and structural engineering services for the first authentic, urban Suzhou-style Chinese garden in the United States. Occupying a full city block in Portland's Old Town, the garden features courtyards, rockery, covered bridges and walkways, a pond, a gallery/study building, a two-story teahouse and a pavilion. Civil engineering services included four blocks of streetscape improvements, utilities, storm drainage, erosion control, demolition, grading and paving. The \$12.8 million garden was completed in 2000.



Downtown Riverfront Redevelopment, The Dalles, OR

KPFF provided preliminary and final design of streetscape improvements and a pedestrian crossing of the Union Pacific Railroad (UPRR) in The Dalles' city center. The crossing will provide a key link between the downtown business district and the Columbia River riverfront. Streetscape enhancements will include incorporation of district design standards, specialty paving, landscaping railings and lighting. The goal of this plan is to capitalize on opportunities for economic growth, public use and social activities by restoring the City's connection to the Columbia River and making significant improvements to the streetscape to improve the marketability of properties within the area. The project was put on hold in 2015 due to a change in direction from City Council. The project is currently being restarted. Estimated completion is 2020.



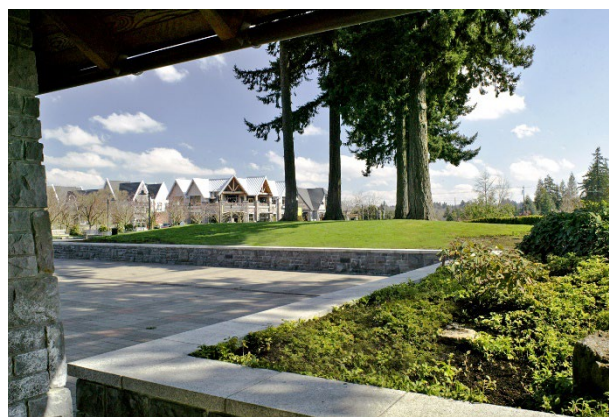
Hood River Waterfront Park, Hood River, OR

KPFF provided civil and structural engineering design services for a two-phased 6.4-acre public park for the City of Hood River along the Columbia River. Design and construction services for the first phase included grading and excavation quantities for a large swimming cove, riverbank re-grading and rip rap removal, concrete pathway, green riverbank reinforcement, site grading, utility and retaining wall design and preliminary design for an informational/fishing platform. KPFF also provided Army Corps/DSL permit services and coordination with DEQ for a relocated outfall.



City of Lake Oswego, East End Redevelopment, Lake Oswego, OR

KPFF provided civil engineering services for a three-block downtown boulevard and Main Street reconstruction. The site was 2.2 acres and the project was completed in 2001 for \$3.3 million. KPFF also worked on Millennium Park as a part of this redevelopment.



Ankeny Plaza, Portland, OR

KPFF provided civil engineering and survey services for this \$8.5 million revitalization project of the Skidmore/Old Town Historic District at the north end of Waterfront Park and under the Burnside Bridge. The project involved public improvements for a new pavilion and plaza area to serve as the new home of Portland's Saturday Market. Scope included design of water, storm drainage and sanitary sewer improvements; natural gas extension; and construction support.



**Proposal for
Landscape Architecture Services**

**Implementation of City's Downtown Master Plan
Rolling Rock Park and Cannon Street Phases**



Presented to the City of Lowell



September 30th, 2019





30th September 2019

Jared Cobb,
City Administrator
City of Lowell, OR

Re: Improvements to Rolling Rock Park and Cannon Street

Dear Jared,

We at DLA are excited to submit this proposal to you for the improvements to Rolling Rock Park and Cannon Street. Implementation for these plans will certainly transform the core area consistent with the City's Downtown Master Plan. We have enjoyed working with you on other projects and hope to maintain a good relationship with this consultation. As you will find in these pages, we are highly qualified to provide the design services as you have outlined in the Informal Solicitation. We have been designing parks and streetscapes in communities like Lowell over 25 years. More importantly we have designed similar community parks and streets recently and know how to achieve built products, on time and on budget. A recently completed project, the City Park in Veneta cost significantly less than the original estimate. We know how to get the most out of your budget.

We appreciate the work you are doing to implement real change and revitalization in Lowell. We would be excited to assist you with this next step which is sure to have a significant effect in enhancing the downtown. Please don't hesitate to contact me if you have any questions or would like to discuss any of the details in our proposal.

Respectfully Submitted

A handwritten signature in green ink, appearing to read "David Dougherty", is written over the typed name. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

David Dougherty, Principal

DLA Inc.

Table of Contents



Project Example: Paul Fisher Park, City of Lowell

1.0 Proposed Costs

2.0 Project Understanding

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1.0 Proposed Cost - Rolling Rock Park Improvements

Phase I
ROLLING ROCK PARK IMPROVEMENTS

Task Outline and Fee Estimate for Phase 1

Item	Description	Hours	
		David	Staff
Base Services			
1	● Pre-Design - Obtain all existing conditions and planning documents relevant to the park and assemble base plans. Conduct detailed site analysis and notate all existing conditions that will remain and influence future improvements.	4	8
2	● Preliminary Design - Using the recently completed "Rolling Rock Park Design Concept" prepare options to determine a more specific plan needed for Phase 1 of improvements. Submit to Jared for review and feedback. Revise plans accordingly. Assume one review meeting.	12	5
3	● Base Plan Preparation - Based upon accepted preliminary design, draft site plan onto auto-Cad	0	8
4	● Site Prep and Demolition Plan - Identify existing improvements to remove or relocated, sod stripping, vegetation to remove etc.	2	6
5	● Irrigation Plan, Details and Specifications	0	32
6	● Landscape Plan and Specifications - Identify location for imported topsoil, lawn locations, trees and incidental landscape items. Provide topsoil, lawn and planting specifications as needed.	6	25
	Total Estimated Hours	24	84
	Estimated DLA Fees	\$9,780	
Optional Services			
A.	● Public Bid Documents and Project Manual Preparation - Coordinate documents with city as needed. We assume the city will take the lead on assembling the standard solicitation /bid manual. DLA will provide the specifications and coordinate the other information as needed.	\$2,000	
B.	● Construction Administration - Address questions with addenda during the bid process. Attend pre-construction meeting. Oversee construction process including specified inspections and close-out procedures. Inspections include: rough grading, fine grading, irrigation, tree layout, d substantial completion and final completion. Reports will be issued as needed. A punch list will be prepared following the Substantial Completion inspection.	\$3,200	

Notes:

- 1 Fees will be billed monthly on an hourly basis and will not exceed the totals indicated.
- 2 Above mentioned design fees are for scope of work mentioned above. Additional scope of work or additional meetings would be performed at the hourly rates.
- 3 The city is to provide survey / site plan documents for the existing space. Should this not be available, we will use existing documents and aerial photos as a base plan.
- 4 Reimbursable expenses i.e. printing, postage and materials are additional cost and will be billed on an at cost basis. Travel is billed per mile at the standard rate.

1.0 Proposed Cost- Cannon Street Festival Area

Phase II
CANNON STREET FESTIVAL AREA

Task Outline and Fee Estimate

Item	Description	Hours	
		David	Staff
Base Services			
1	<ul style="list-style-type: none"> • Pre-Design - Obtain all existing conditions and planning documents relevant to the park and assemble base plans. Conduct detailed site analysis and notate all existing conditions that will remain and influence future improvements. 	4	6
2	<ul style="list-style-type: none"> • Preliminary Design - Prepare Conceptual Plan that includes the improvements discussed and other options to be considered. Submit to city staff for review and feedback. Revise plans accordingly and prepare for review meeting. 	12	8
3	<ul style="list-style-type: none"> • Design Review Meeting - Prepare for, attend and help facilitate design review meeting with staff and interested stakeholders. Identify short and long term improvements. 	8	4
4	<ul style="list-style-type: none"> • Conceptual Site Plan - Based upon feedback from review meeting, prepare a Conceptual Plan that reflects the consensus for proposed improvements. This process will include a preliminary plan for staff review and feedback. The final product will consist of project budget and a color rendered plan. 	20	28
	Total Estimated Hours	44	46
	Estimated DLA Fees	\$8,750	

Optional Services			
A.	<ul style="list-style-type: none"> • Construction Plans Details and Specifications - Prepare all construction documents needed for a bid package as coordinated with the city engineer. (Please note that a accurate fees can not be determined until the scope of improvements is known. This fee can be adjusted upon determination of scope). 	\$20,000 - \$25,000 Estimated	
B.	<ul style="list-style-type: none"> • Public Bid Documents and Project Manual Preparation - Coordinate documents with city as needed. We assume the city will take the lead on assembling the standard solicitation /bid manual. DLA will provide the specifications and coordinate the other information as needed. 	\$2,000	
C.	<ul style="list-style-type: none"> • Construction Administration - Address questions with addenda during the bid process. Attend pre-construction meeting. Oversee construction process including specified inspections and close-out procedures. Inspections include: rough grading, fine grading, irrigation, tree layout, substantial completion and final completion. Reports will be issued as needed. A punch list will be prepared following the Substantial Completion inspection. Hardscape and utility inspections to be by city engineer. 	\$3,000	

Notes:

- 1 Fees will be billed monthly on an hourly basis and will not exceed the totals indicated.
- 2 Above mentioned design fees are for scope of work mentioned above. Additional scope of work or additional meetings would be performed at the hourly rates.
- 3 The city is to provide a survey should the project move into the Construction Documents phase.
- 4 Reimbursable expenses i.e. printing, postage and materials are additional cost and will be billed on an at cost basis. Travel is billed per mile at the standard rate.

2.0 Project Understanding

Understanding of **Rolling Rock Park** Improvements (Phase 1)- The Rolling Rock Park Improvements are an essential component to the Downtown Master Plan. The central location of the park and its historical relevance are part of Lowell's identity and provide a unique space to bring the community together. We understand that the City of Lowell in conjunction with IPRE have formulated initial conceptual ideas for the park. We will work to incorporate previous committee ideas and engage with both the public and the City of Lowell staff to refine the conceptual plan and develop buildable documents for the park.

Understanding of **Cannon Street Festival Area** (Phase 2) The Cannon Street Festival Area will provide a dual use space on the edge of the park and function as downtown street. The scope outlines the preparation of a conceptual plan including site analysis, a preliminary design and design review meetings. There is also the optional service to provide construction documents, public bid documents and construction administration.

Project Goals for the **Rolling Rock Park** Improvements - We understand that the aim of the Rolling Rock Improvements are to enhance the central location of the park, create a diverse and vibrant open space and connect existing and future development to this central location. The park will accommodate a variety of uses, whilst at the same time represent Lowell's history through interactive educational displays and interpretative signage.

Project Goals for the **Cannon Street Festival Area** - This urban street aims to enhance the uses of the park and provide additional space for the farmers market and festivals. In addition to this, it will provide a number of amenities including lighting, stormwater facilities, planters, trees, bicycle racks and benches.

Scope of Work

Rolling Rock Park Improvements - The selected firm is to provide design services and construction drawings to upgrade Rolling Rock Park. The layout for the project will incorporate previous concepts and any public input that the client determines is applicable through a public presentation process. DLA's years of experience in providing design services for similar projects will also greatly benefit overall park layout determination.



Gervais Chalk Festival



Swanson Park, Albany

2.0 Project Understanding

Construction Documents - Conceptual design work will be the basis for bid and construction documents. These documents are to include grading, topsoil placement, irrigation, lawn and tree installation. A construction estimate will inform the design decisions with the goal of adhering to the final budgets outlined for each project.

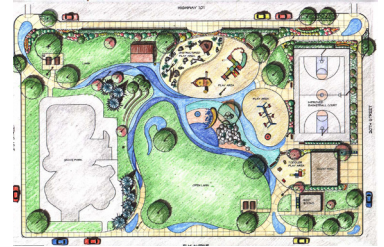
Optional Services - These items are included in the budget as a separate line item allowing the City to determine the extent of the services needed.

Cannon Street Festival Area - Phase 2 of the project requires the development of a conceptual plan for a festival area along Cannon Street. In addition to short and long term goals, the project team will be required to provide a project budget and a final rendered plan. The design team will also help facilitate a design review meeting with interested stakeholders and staff.

Optional Services - All services related to construction documentation, bid documents, the project manual and construction administration have been allocated an estimated amount within the proposed costs section.

Communication with the City - David Dougherty will be the primary point of communication with the city throughout the design process. As such, David will present design ideas and plans to the city for the overall park upgrades and the design for Cannon Street Festival Area. David will incorporate and communicate city feedback throughout the design process.

Eric Parsons will be available for direct communication with the owner as needed and will provide responses to all communication regarding construction and bid documents. Our staff is readily available to respond to all city inquires.



Lions Park, Reedsport

3.0 Technical Capacity

History

DLA Inc. was established in 1991 to provide a responsive approach to landscape architecture, urban design and public improvement projects. These services are offered to uniquely fit a broad range of projects that include public works, commercial development, community enhancement, housing and recreation planning. With a landscape architecture staff of five employees, DLA has a multifaceted background that spans 28 years. David Dougherty and Eric Parsons are licensed landscape architects in the State of Oregon. Please see attached resumes. We offers a comprehensive scope of services that range from preliminary design and master planning to detail documentation and construction administration.

DLA brings a strong professional service to team undertakings. Working with public agencies, architects, engineers, planners and developers we establish clear design goals and implement an approach that reflects a broad understanding of design principles and techniques. In doing so, DLA is a key contributor to successfully completed projects within the public, commercial and private sectors in the Pacific Northwest.

Relevant Professional Capabilities

The projects listed on the next pages show DLA's extensive coordination with multiple partners and stakeholders. DLA has recently worked with citizen stakeholder groups and municipal agencies on numerous park, streetscape and urban revitalization projects. DLA is adept at incorporating the needs of the various stakeholders into a cohesive product. Our firm works to maintain project flow while integrating stakeholder needs. DLA and the design team are also adept at handling permitting at various and overlapping levels.

Additional Relevant Parks Projects throughout Oregon

- Sunrise Park, Albany (in construction)
- Veneta City Park (recently completed)
- Coast Park, Newport
- Deco Park, Newport
- Mt. Vernon Park, Springfield
- Pacific Park, Springfield
- West Lawn Memorial Park, Eugene
- Meadow View Playground, Eugene
- Carousel Park, Cottage Grove
- Paul Fisher Park Conceptual Master Plan, Lowell
- Florence Interpretive Sites, Florence
- Reinhart Park, Grants Pass
- Mt. Fir Neighborhood Park, Independence
- Redwood Park, Grants Pass
- University Park, Eugene
- West Eugene Village Park
- Willamalane Playground, Springfield
- Territorial Sports Park, Veneta

DLA Philosophy

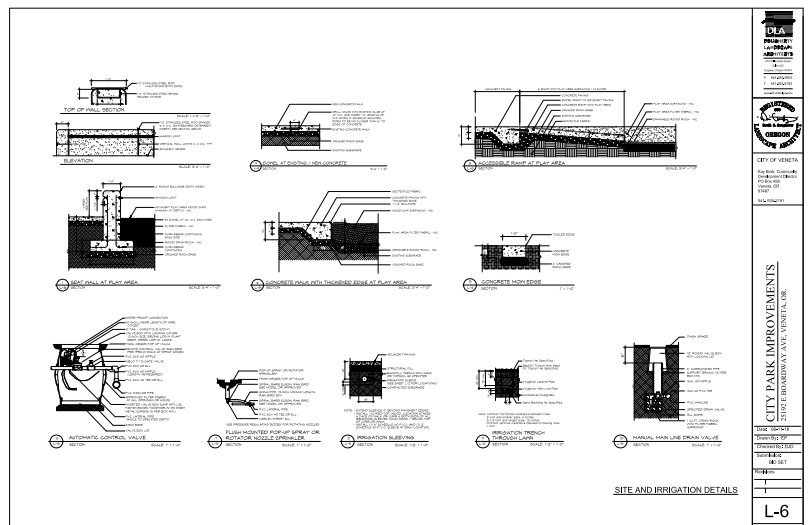
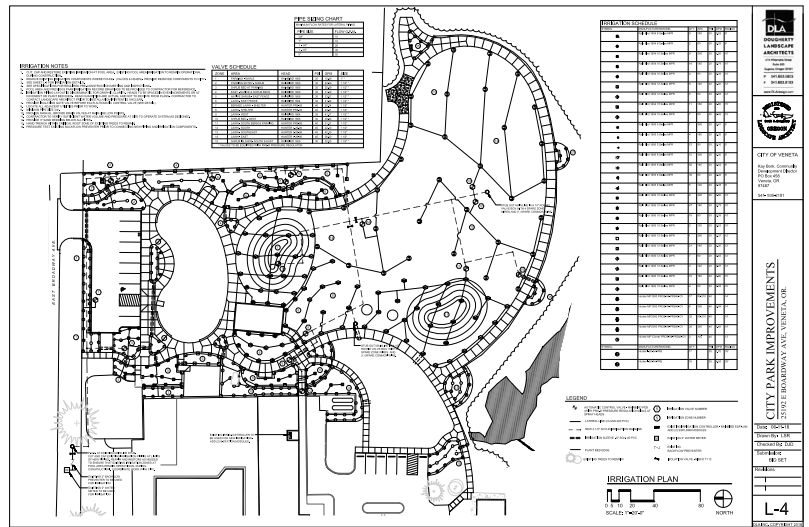
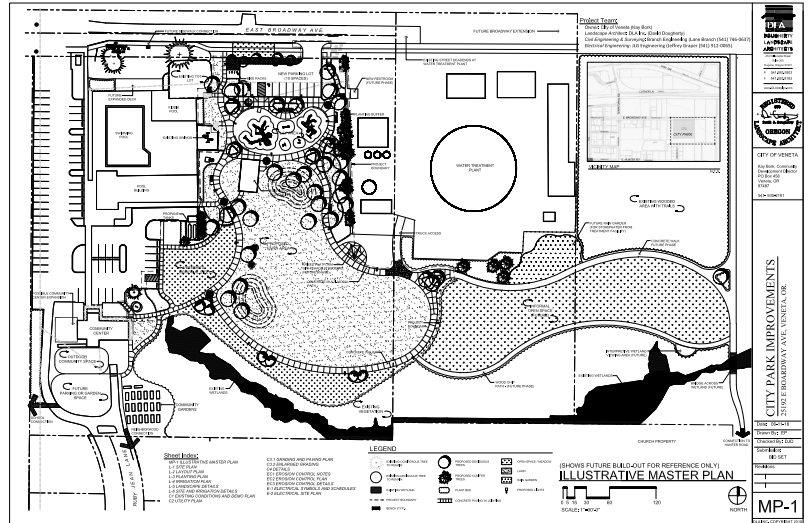
We pride ourselves on being team players and good communicators. The DLA Team delivers projects in a collaborative style, meaning the owner and consultant team work together during all project phases. By focusing on you, your project goals and listening to your community needs, we deliver your vision, not ours. All of these funds are public funds, and the public trusts us, and you to spend the money wisely. We are here to help facilitate the process and bring your vision to reality.

3.0 Technical Capacity

Construction Documentation

DLA is familiar with the process desired by the city, having worked on several city park projects that involved public process. Below is a list of the professional services that we have provide on previous park projects. These are listed in the general sequence in which they are to be performed. We understand that all of this work is to be conducted in close coordination with city staff.

- Initial Project Briefing with City Staff
- Site Assessment
- Schematic Design (including Master Plan elements for entire park)
- Facilitation of public meetings
- Preliminary Cost Estimate
- Construction Drawings with review sets (50% and 75%)
- Final Cost Estimate
- Bid Documents to include: Park Layout and Materials, Landscape, Irrigation, Lighting and Site Detail Documentation.



Construction Document Examples

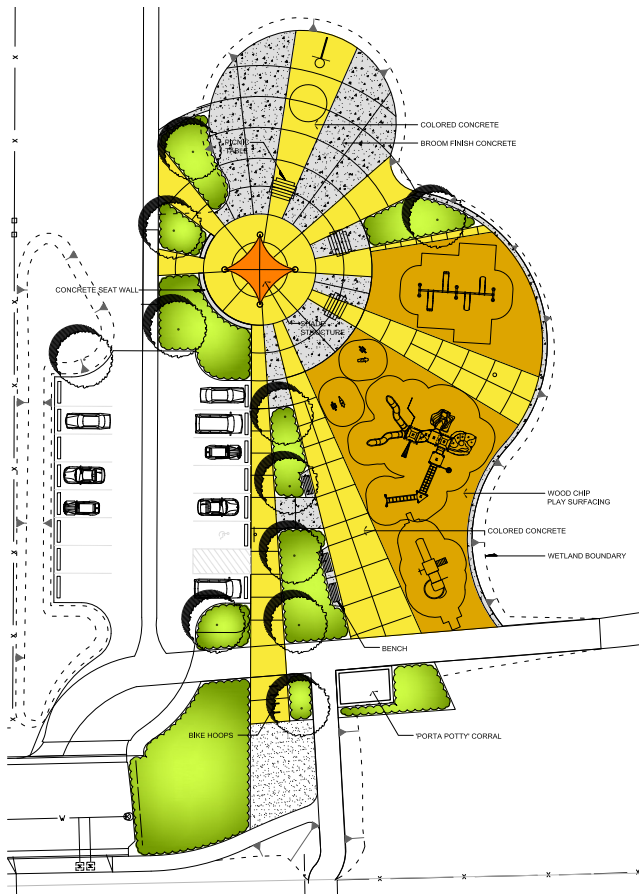


3.0 Technical Capacity

VENETA CITY PARK

Veneta, Oregon

DLA headed public input sessions to guide the design of this community park. DLA was project lead and worked closely with the City of Veneta public works to develop bid and construction documents. The park features a new parking lot, playground, a renovated picnic shelter, play berms, large turf fields and perimeter pathways. Park construction was completed on time and under budget.



SUNRISE PARK

Albany, Oregon

Site elements at this neighborhood park include a new parking area, playground, basketball court and plaza with seat walls and a shade structure. DLA served as project lead and provided full site, landscape and irrigation design and documentation. DLA presented the park plans during a public information meeting. The park design features a radial 'Sunburst' pattern that extends from the center of the plaza to the hardscape edges.

3.0 Technical Capacity

GERVAIS MAIN STREET/FESTIVAL STREET

Gervais, Oregon

DLA worked with the City to upgrade Main Street and provide an event space for the community. The popular Gervais Festival, originally the Gervais Sidewalk Chalk Art festival is an annual celebration that brings the community together to celebrate their diversity and encourage young people to be a part of their community. This popular festival has expanded over the years and now draws many locals and visitors. The provision of a dual use space and the focus on a pedestrian environment has encouraged community participation and created strong connections to local businesses.



KINDER PARK

Albany, Oregon

DLA was project lead and provided a full range of design services for this community park and sports complex. DLA also led a public presentation for park design. The park features a large playground, shade structures with picnic tables, park lighting, baseball fields and site furnishings. Park pathways connect to a creek-side trail network. The park has been well received by the community and city staff.

4.0 References

The following references will speak to the DLA's service quality / ability to deliver services promptly (response time, ability to provide service to the Agency and evidence of financial responsibility).

Ed Hodney (recently retired)

Director of Parks and Recreation, City of Albany
ed.hodney@cityofalbany.net
541.905.379

Ed has commissioned DLA to numerous recent park projects and can speak to our attentiveness and design capabilities. DLA has provided full design services for new neighborhood parks as well as providing solutions for specific needs at existing parks. Ed can also speak to our quick response time and availability for travel.

.....



Kylie Schauer

Public Works Director
Veneta, Oregon
kschauer@ci.veneta.or.us
541.935.2191

DLA has worked with Kyle on numerous projects including the Veneta Broadway Ave. and Waldo Lane Streetscapes, the Veneta Municipal Pool, Territorial Sports Park planning and Veneta City Park. Kyle can speak to design and documentation capabilities from concept through construction.

.....



Mike Miller

Public Works Director
Florence, Oregon
mike.miller@ci.florence.or.us
541.997.4106

DLA worked with the City of Florence on the Siuslaw Interpretive Center along the Siuslaw River Estuary. Mike oversaw the project and can speak to the success of the project and the attention to detail that DLA brought to the project.



5.0 Appendix- David Dougherty Resume

David J. Dougherty, DLA Principal



Education: BSLA, The Ohio State University, 1983, *Columbus, OH*
 Construction Marketing, Drexel University, *Philadelphia, PA*

Professional Experience: DLA Inc. Dougherty Landscape Architects, 1992-Present, *Eugene, OR*
 Walker & Macy, 1991, *Portland, OR*
 Cameron & McCarthy, 1990-1991, *Eugene, OR*
 Hanna / Olin Ltd., 1985-1990 (now Olin Partnership), *Philadelphia, PA*
 Sullivan Arfaa Land Planners, 1983-1985, *Philadelphia, PA*
 Las Colinas Landscape Corp., 1981, *Dallas, TX*

Project Experience:

Parks

Sunrise Park
 Veneta City Park
 53rd Avenue Park (Doug Killin Friendship Park)
 Swanson Park
 Riverview Heights Park
 Lexington Park
 Eades Park
 Teloh-Calapooia Park
 Takena Park
 Veterans Memorial, Timber Linn Park
 Veterans Memorial, Timber Linn Park
 Rogue River Amphitheater
 Volunteer Park
 University Park Renovations
 Coast Park
 Cuthbert Amphitheater
 Bryant Park Restoration and Improvements*
 Wilsonville Sports Park*
 Cottage Grove Carousel Park
 Mitchell Park, Eugene Bible College

Albany, OR
Veneta, OR
Albany, OR
Albany, OR
Albany, OR
Albany, OR
Albany, OR
Albany, OR
Albany, OR
Albany, OR
Albany, OR
Albany, OR
Grants Pass, OR
Springfield, OR
Eugene, OR
Newport, OR
Eugene, OR
New York, NY
Wilsonville, OR
Cottage Grove, OR
Eugene, OR

Sports Fields

Redwood Park
 Garrison Park
 Reinhart All Sports Park*
 Cottage Grove High School
 Cal Young Middle School
 Madison Middle School
 Creswell Middle School
 University of Oregon, Bowerman Building
 Prairie Mountain Middle and Elementary School
 Kinder Park
 Territorial Sports Park
 Meadow View K-8

Grants Pass, OR
Grants Pass
Grants Pass, OR
Cottage Grove, OR
Eugene, OR
Eugene, OR
Eugene, OR
Eugene, OR
Eugene, OR
Eugene, OR
Albany, OR
Veneta, OR
Eugene, OR

Educational

Oregon State University, New Residence Halls
 Oregon State University, Residential Quad. Improvements
 West Albany High School Campus Improvements
 Albany Options School
 University of Oregon, Graduate Student Housing
 University of Oregon, Spencer Student Family Housing
 University of Pennsylvania, Wharton School Quad.*
 Lane Community College, Math and Science
 Lane Community College, Industrial Arts
 Lane Community College, Childcare Center
 Oregon Coast Community College Campuses

Corvallis, OR
Corvallis, OR
Albany, OR
Albany, OR
Eugene, OR
Eugene, OR
Philadelphia, PA
Eugene, OR
Eugene, OR
Eugene, OR

Waldport, Newport, Lincoln City, OR



5.0 Appendix - Eric Parson Resume

Eric Parsons, Landscape Architect

Resume

Education: MLA, Louisiana State University
BA, Louisiana State University

Professional Experience: DLA Inc., October 2001-Present
Matschek & Associates
Baton Rouge Recreation & Park Commission

Project Role: Senior Landscape Architect

Responsibilities: Construction and Bid Documentation



Project Experience:

Parks

Veneta City Park
Sunrise Park
Eads Park
Teloh Calapooia Park
Kinder Park
Siuslaw Interpretive Park
Mt. Vernon Neighborhood Park
Redwood Park
Swanson Park
Lexington Park
53rd Avenue Park
Takena Park
Riverview Heights Park
Territorial Sports Park

Veneta, OR
Albany, OR
Albany, OR
Albany, OR
Albany, OR
Florence, OR
Springfield, OR
Grants Pass, OR
Albany, OR
Albany, OR
Albany, OR
Albany, OR
Albany, OR
Veneta, OR

Public Works

LTD Veneta Transit Center
Veneta Downtown Revitalization and Streetscape
Albany Historic Streetscape Project
City of Dallas/ODOT Streetscape Project
Florence Public Works Administration
Central Lincoln Peoples Utility District
Veterans Memorial
Linn County Courthouse Blocks
Gervais Streetscape
Canby NW 1st Avenue Streetscape
VA Healthcare Center

Veneta, OR
Veneta, OR
Albany, OR
Dallas, OR
Florence, OR
Newport, OR
Albany, OR
Albany, OR
Gervais, OR
Canby, OR
Eugene, OR

CIP Project Request Form**2020****Title:** Maggie Osgood Library Improvements**Details:**

Department	<u>Administration</u>	Contact Person	<u>Jared Cobb</u>
Division	<u>Library</u>	Original CIP Year	<u>2020</u>

Description:

The City purchased a 2,800 square foot building and 1.15 acres of property from the Lowell Congregation of Jehovahs Witnesses in 2019. This project will renovate the existing building to serve as the permanent home of the Maggie Osgood Library and temporary City Hall. A new City Hall is planned to be built on a section of the property fronting North Shore Drive.

Justification:

The existing City Hall and Library building is in poor condition. Approximately half of the building has been condemned due to structural damage. The facility also lacks HVAC and requires significant plumbing, electrical, and ADA improvements.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
ROW/Land Acquisition	<u>-</u>
Construction	<u>326,667</u>
Planning	<u>-</u>
Design/Engineering	<u>32,667</u>
Equipment	<u>-</u>
Contingency	<u>32,667</u>
Other	<u>-</u>
Total:	\$ <u>392,000</u>

Funding Sources:

General Fund	<u>92,000</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>-</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>-</u>
Grant TFFF & OCF	<u>300,000</u>
Other	<u>-</u>
Total:	\$ <u>392,000</u>

CIP Project Request Form**2020****Title:** Rolling Rock Park Improvements**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Parks & Recreation</u>	Original CIP Year	<u>2020</u>

Description:

The project will develop a central park for community activities and events. This includes the installation of irrigation, turf, playground, amphitheater seating, walking paths, large shelter, restrooms, and interpretive exhibits.

Justification:

The project advances the vision and goals of the Downtown Master Plan to create a vibrant downtown district. This project was identified in the Parks and Recreation Master Plan as the highest priority.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
ROW/Land Acquisition	<u>-</u>
Construction	<u>652,893</u>
Planning	<u>-</u>
Design/Engineering	<u>65,289</u>
Equipment	<u>-</u>
Contingency	<u>71,818</u>
Other	<u>-</u>
Total:	<u>\$ 790,000</u>

Funding Sources:

General Fund	<u>40,000</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>-</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>-</u>
Grant OPRD	<u>750,000</u>
Other	<u>-</u>
Total:	<u>\$ 790,000</u>

CIP Project Request Form**2020****Title:** Cannon Street Festival Area**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Streets</u>	Original CIP Year	<u>2020</u>

Description:

The project would extend Cannon Street from Main Street to North Shore Drive and include sidewalks, street trees, and lighting. During events, the street could be closed off with bollards or planters to provide additional space for vendors. This is particularly important for rolling vendors (i.e. food trucks) that may otherwise damage the turf in the park.

Justification:

The Downtown Master Plan identified the project as a priority. The extension of Cannon Street would separate the new "central park" from the eastern section of Rolling Rock Park and improve the infrastructure for existing and prospective downtown businesses.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>282,082</u>
Planning	<u>-</u>
Design/Engineering	<u>28,208</u>
Equipment	<u>-</u>
Contingency	<u>28,208</u>
Other	<u>-</u>
Total:	\$ <u>338,498</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>-</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>20,456</u>
Bond/Loan	<u>268,042</u>
Grant	<u>50,000</u>
Other	<u>-</u>
Total:	\$ <u>338,498</u>

CIP Project Request Form**2020****Title:** Railroad Park - Phase 1**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Parks</u>	Original CIP Year	<u>2018</u>

Description:

The project will construct a trail system and supporting facilities on a 7.73 acre parcel to the immediate south of the Sunridge Subdivision. The initial phase includes the development of construction documents, tree thinning, and rough grading of the primary trail.

Justification:

The project is included in the Parks and Recreation Master Plan. While the project as a whole is considered a lower priority, the property is currently unmaintained and considered a potential wildfire hazard. The initial phase of the project has been planned to address this hazard and make minor trail improvements to open the property for public use.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>5,000</u>
Planning	<u>-</u>
Design/Engineering	<u>12,947</u>
Equipment	<u>-</u>
Contingency	<u>2,692</u>
Other	<u>-</u>
Total:	\$ <u>20,639</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>-</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>20,639</u>
Bond/Loan	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>20,639</u>

CIP Project Request Form**2020****Title:** Automated Meter Reading System**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Water</u>	Original CIP Year	<u>2020</u>

Description:

This project will implement an automated meter reading system. Manual meter readings would be replaced by a fixed base radio read network, whereby the City Clerk would be able to download meter reads and upload them directly into the utility billing software.

The City maintains 462 water meters. Of these, 56 have been replaced since 2006 with digital, radio-read capable meters. Depending on age and condition, meters would be retrofitted or replaced with AMI compatible equipment.

Justification:

This project aims to address two issues:

-The City has an aging stock of water meters. Approximately 75% of meters are over 30 years old or the age is unknown. Meters greater than 30 years old only measure approximately 80% of water consumption, whereas new meters capture over 99%.

-The project will save a considerable amount of staff time. Currently, it takes approximately 24 hours for staff to read meters, and an additional 5 hours to manually enter readings into the utility billing system.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>175,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>175,000</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>-</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>175,000</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>175,000</u>

CIP Project Request Form**2020****Title:** Sewer Inspection Camera**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2019</u>

Description:

Sewer inspection camera with 200 feet of line.

Justification:

This will aid Public Works staff in inspection of sewer lines for infow and infiltration. Also, will help monitor the condition of deteriorating lines in the collection system. Currently, staff does not have the tools to perform these tasks.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>9,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>9,000</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>9,000</u>
Street Fund	<u>-</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>9,000</u>

CIP Project Request Form**2020****Title:** Chemical Feed System and Online Analyzer**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2019</u>

Description:

This system will analyze residual chlorine and adjust chemical feed pumps to maintain a constant residual needed for disinfection.

Justification:

The high rainfall during the winter months causes significant inflow and infiltration, which significantly increases flows into the sewer treatment plant. Staff closely monitors the chlorine residual levels to ensure the plant meets NPDES permit limits. This system will adjust the chemical feed pumps to the current flows, reducing the risk of permit violations.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>2,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>6,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>8,000</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>8,000</u>
Street Fund	<u>-</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>8,000</u>

CIP Project Request Form**2021****Title:** Tree Planting in 4th Street Swale**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Stormwater</u>	Original CIP Year	<u>2018</u>

Description:

Planting of native Oregon Ash and/or Oregon white oak trees along the existing drainage swale that lies between the parallel 60" pipes at Moss Street and 4th Street and the five 24" culverts that lie approximately 120 feet to the west.

Justification:

The 2008 Stormwater Master Plan recommended the planting to improve water quality in the drainage basin. Although this swale has adequate grass to provide filtering it has no protection from the sun. It is recommended that native trees be planted to provide shade.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>9,994</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>9,994</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>9,994</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>9,994</u>

CIP Project Request Form**2021****Title:** Downtown Streetscape - Phase 1**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Streets</u>	Original CIP Year	<u>2018</u> 2019

Description:

The project will provide parallel parking on both sides of Moss Street and Main Street (adjacent to Rolling Rock Park), street trees and landscaping, and new sidewalks.

Justification:

The existing sidewalks, particularly on Main Street, are in fair to poor condition. This project replaces the sidewalks and increases pedestrian safety with a planter strip and marked parallel parking spaces between the sidewalk and travel lanes. These infrastructure improvements will also support existing and prospective downtown businesses.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>171,000</u>
Planning	<u>-</u>
Design/Engineering	<u>34,200</u>
Equipment	<u>-</u>
Contingency	<u>34,200</u>
Other	<u>-</u>
Total:	\$ <u>239,400</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>-</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>239,400</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>239,400</u>

CIP Project Request Form**2021****Title:** Vehicle Replacement**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Equipment</u>	Original CIP Year	<u>2021</u>

Description:

Staff has prepared a vehicle replacement plan. This plan uses a ten year replacement schedule for vehicles, which requires contributions to the Equipment Replacement Fund of approximately \$8,400 per year. This CIP request is to replace the 2002 Ford F-150.

Justification:

By 2021, the Ford F-150 will be 19 years old. The vehicle will need to be replaced to avoid costly repairs.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>28,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 28,000</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>-</u>
Equipment Fund	<u>28,000</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 28,000</u>

CIP Project Request Form**2022****Title:** Paul Fisher Park Improvements**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Parks & Recreation</u>	Original CIP Year	<u>2019</u>

Description:

In 2016, the City contracted with a landscape architect to work with the Parks and Recreation Committee to develop a master plan for Paul Fisher Park. The contractor developed two concept plans with input from the Committee. Subsequently, a community meeting was held to solicit public comment. The input received from the meeting was incorporated into a new draft of the master plan, which was reviewed and recommended to the City Council.

The master plan includes a basketball court, horseshoe pits, two shelters, two shade structures, enlarged playground area, sidewalks, two parking areas, security cameras and new landscaping.

Justification:

The amenities included in the master plan were drawn from the 2007 Parks & Open Space Master Plan, Parks and Recreation Committee meetings, and through the community meeting. These improvements will provide new activities for youth, space for neighborhood gatherings, playground safety improvements, and parking improvements.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>489,949</u>
Planning	<u>24,497</u>
Design/Engineering	<u>48,995</u>
Equipment	<u>-</u>
Contingency	<u>48,995</u>
Other	<u>-</u>
Total:	\$ <u>612,436</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>-</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>183,731</u>
Grant	<u>428,705</u>
Other	<u>-</u>
Total:	\$ <u>612,436</u>

CIP Project Request Form**2022****Title:** Sidewalk Improvements**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Streets</u>	Original CIP Year	<u>2020</u>

Description:

Installation of sidewalks on the north side of Main Street from Moss Street to Alder Street, west side of Pioneer Street from North Shore to 3rd Street, north side of 2nd Street from Hyland Lane to Moss Street, north side of 4th Street from Hyland to Moss Street, both sides of Pioneer Street from 3rd to 4th Street, and the south side of 3rd Street from Hyland Lane to Moss Street.

Justification:

These sidewalk projects were identified and prioritized in the 2001 Sidewalk Capital Improvement Plan. Projects have been combined to increase interest in the project and receive more competitive bids.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>201,567</u>
Planning	<u>-</u>
Design/Engineering	<u>20,157</u>
Equipment	<u>-</u>
Contingency	<u>20,157</u>
Other	<u>-</u>
Total:	\$ <u>241,880</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>120,940</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>120,940</u>
Bond/Loan	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>241,880</u>

CIP Project Request Form**2023****Title:** Everly Street Drainage Improvements**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Stormwater</u>	Original CIP Year	<u>2019</u>

Description:

Installation of curb inlets and piping to connect to the existing storm drainage system on Loftus Avenue or the 36" pipe within Moss Street. The preferred route will depend on the size and condition of piping within Loftus Avenue and the condition of the piping within Moss Street.

Justification:

At the intersection of Everly Street and East Main Street there is an existing low point which does not drain and causes large puddles within the roadway. The water becomes several inches deep and is in an area with curbs and sidewalk.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>101,501</u>
Planning	<u>-</u>
Design/Engineering	<u>15,225</u>
Equipment	<u>-</u>
Contingency	<u>15,225</u>
Other	<u>-</u>
Total:	\$ <u>131,951</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>131,951</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>-</u>
Bond/Loan	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>131,951</u>

CIP Project Request Form**2024****Title:** Sidewalk Improvements**Details:**

Department	<u>Public Works</u>	Contact Person	<u>Max Baker</u>
Division	<u>Streets</u>	Original CIP Year	<u>2022</u>

Description:

Installation of sidewalks on the south side of 4th Street from Hyland Lane to Moss Street, south side of 6th Street from Moss Street to D Street, west side of Hyland Lane from 4th Street to First Street, both sides of Cannon Street from 2nd to 3rd Street, and the south side of 2nd Street from Moss Street to the end of 2nd Street.

Justification:

These sidewalk projects were identified and prioritized in the 2001 Sidewalk Capital Improvement Plan. Projects have been combined to increase interest in the project and receive more competitive bids.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Right-of-Way	<u>-</u>
Construction	<u>132,454</u>
Planning	<u>-</u>
Design/Engineering	<u>13,245</u>
Equipment	<u>-</u>
Contingency	<u>13,245</u>
Other	<u>-</u>
Total:	\$ <u>158,945</u>

Funding Sources:

General Fund	<u>-</u>
Water Fund	<u>-</u>
Sewer Fund	<u>-</u>
Street Fund	<u>79,472</u>
Equipment Fund	<u>-</u>
SDC Fund	<u>79,472</u>
Bond/Loan	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>158,945</u>