

**Urban Renewal Agency**  
**Regular Meeting**  
**September 14, 2020**

Present: Chair Kate McBride, Vice Chair David Meriwether, , Mark Zanmiller, Megan Saunders, Tim Counihan, Jessica Metta, Erick Haynie, Gladys Rivera

Staff: City Manager Rachael Fuller, City Attorney Dan Kearns, Finance Director/ACM Will Norris, Fire Chief Leonard Damian, Police Chief Neal Holste, Interim Public Works Director Wade Seaborn, City Recorder Jennifer Gray, GIS Analyst Jonathan Skloven-Gill

Absent: Hoby Streich

I CALL TO ORDER – McBride opened the meeting at 6:01 p.m.

II AGENDA ADDITIONS

III APPROVAL OF MINUTES

**Motion:** To approve the meeting minutes of June 8, 2020 and June 22, 2020 as written

**First:** Saunders

**Second:** Metta

**Discussion:** None

**Vote:** Motion passed unanimously

IV BUSINESS FROM THE AUDIENCE

V REGULAR BUSINESS ITEMS

1. MIG Contract Award –  
Heights Urban Design & Civil Engineering, W. Norris

In 2017, the Urban Renewal Agency (Agency) hosted a series of community events to prioritize Heights Urban Renewal Plan projects. These meetings included open ended options for the public to propose new ideas. Studying traffic flow modifications on State Highway 281 was a common request.

Dovetailing on the Agency hosted events were grassroots events, including a “Walkshop” facilitated by Blue Zones, LLC and streetscape demonstration projects as part of an Open Streets event. These community events heavily emphasized modifying traffic flows on State Highway 281. While popular in these community driven forums, the adopted 2011 Heights Plan does not include modifications to traffic patterns as a funded project.

In 2018, the Agency issued a Request for Proposal (RFP) for an urban design team to, in part, investigate incorporation of traffic modifications into the Heights Urban Renewal Plan. The Agency selected a consulting team and worked through initial project visioning and completion of a traffic study. The Agency and project team chose to discontinue this contract in late 2019. The Agency then entered contract negotiations with the second rated consulting team, MIG Inc., from the original RFP to carry the project forward. MIG's original proposal was rated 85.7 compared to the first rated firm's 87.2, meaning that the two firms were closely ranked. The MIG team reviewed the project work to-date and prior existing Heights District planning documents. MIG and Agency staff held regular conference calls to answer questions and develop a revised project scope of work outline. During the scope discussions it became clear that the prior project budget was not realistic given the expansive changes to investigate, regulatory challenges associated with a state highway, and differing community opinions on bike/pedestrian infrastructure.

In early 2020, Agency staff asked the advisory committee and board whether to limit the scope of the design project to the existing 2011 Heights Plan or continue to investigate traffic modifications. These two options became colloquially referred to as "Go Small" or "Go Big" options. The "Go Big" option was estimated to be roughly 3x the original budget of the first design consultants. The Urban Renewal Advisory Committee recommended, and the Urban Renewal Agency Board subsequently directed, staff enter contract negotiations with MIG Inc. under the "Go Big" option.

The proposed MIG scope of work and budget is attached to this staff report for Urban Renewal Advisory Committee's review and recommendation. This basic project structure is unchanged from the original RFP. The consultant team will engage with the public and agency members to develop several concepts for improving 12th and 13th Streets and the intersections and streets that tie the couplet together at the north and south ends of the Heights Business District. These concepts will be vetted and consolidated into a final preferred concept. That final concept will be informed by traffic analyses, community feedback, and will conform to state highway standards to ensure all road users are well accommodated. The final concept will then be priced, and an implementation plan drafted. MIG has provided an example deliverable from a similar project in Carnation Washington to illustrate what the Urban Renewal Agency can anticipate.

While this basic engagement structure is unchanged, the proposal includes several notable additions from the prior consultant group's contract. These changes are summarized below:

**15 min. Consultant Check-ins at Every URAC meeting**

The MIG budget includes teleconference attendance at every URAC meeting to provide a brief 15-minute project update. This addresses requests from URAC members for more frequent project updates.

#### COVID19 Outreach Plan

COVID19 distancing requirements will likely be in place until there is a widely disseminated vaccine. The proposed project scope includes a matrix translating prior planned in-person events with virtual alternatives or mailed surveys.

#### Next Door Included in MIG Project Team

The Next Door is included as a subconsultant of the MIG project team. In the prior contract, The Next Door had a standalone agreement with the Agency to provide as-needed project support. Integration of The Next Door as a member of the MIG project team is meant to improve inclusion of Latino outreach.

#### Transportation System Plan Amendment

The City's Transportation System Plan (TSP) is a state required planning document. TSP projects are more competitive for grant funds. They are also eligible for inclusion in system development charge rate setting methodologies. The proposed scope includes technical assistance to redline the City's TSP to incorporate project outcomes identified in the final concept plan.

#### Demonstration Project

The MIG scope includes 80 hours of design support for developing a demonstration project if it is valuable to test a design concept. If none of the design concepts are conducive to a demonstration project, this will result in contract savings.

#### RFP support

MIG includes 12 hours of consultant time to assist the Agency issue an RFP for the first capital project identified in the final district concept plan. The goal is to quickly move into plan implementation after adoption.

#### Phased Contract Organization

The MIG Inc. contract will be separated into three phases with discrete phased deliverables as described in the attached scope. This structure provides check-in points to ensure the Urban Renewal Agency is satisfied with the project direction and work quality. The Urban Renewal Agency will provide approval after each phase to move forward into subsequent phases.

However, each phase is intended to provide stand-alone value to the Agency and Heights project.

#### Urban Renewal Advisory Committee (URAC) Recommendation:

The URAC reviewed the proposed MIG scope and budget at their August 20th meeting. The committee deliberated and unanimously recommended the Urban Renewal Agency Board execute a contract MIG using the phased approach described in the attached documents.

Nathan Polanski and Alex Dupey from MIG presented a PowerPoint to the Agency. The PowerPoint presentation was an overview of the scope, the phasing, public engagement and the approach that is going to be used. The PowerPoint is included in the meeting packet.

Norris stated what staff is looking from the Agency tonight is the authorization of Phase 1, plus the contingency.

There was discussion on public engagement and the partnership with the Next Door to help with outreach during the process.

Councilor Zanmiller stated this is an important project. They have a once in a generation chance to refocus what the Heights is going to look like. He wants to have a plan they can rally the community behind. He is nervous they are kicking off this when it is a difficult time to get people involved due to COVID19. With the discussion about a ODOT transfer earlier, he questioned how they could proceed to Phase 2, without answers or having to redo Phase 2.

Polanski stated that is a good question. This scope has been set up as a phase process. There is nothing about Phase 1 that prohibits them from starting. This is the first he has heard about a possible transfer.

Norris stated he believes Councilor Zanmiller's concern is, do they have the possibility to create a creditable process that will generate buy in from the community, in this environment. Norris said it would be disingenuous to give a strong yes or no answer during these uncertain times. It is a very much a judgment call as far as doing it now, versus later.

Norris stated under the conditions of "we want to go big and we want to go now" that is where staff's recommendation that MIG is their best vehicle for this. MIG has a lot of online tools that will be great to use, will work under this current environment and continue to create a robust process. He agrees it is not an ideal time to have public involvement during, a pandemic. If the Agency wants to go big and continue moving forward, MIG would be the way to go. If the Agency wants to hold off and regroup, he believes that has merits as well.

The Agency members discussed further and shared a common concern about public involvement during a pandemic.

McBride summarized the Agencies direction from their discussion. Start Phase 1 in a slower pace and do tasks that are behind the scenes, do stakeholder interviews individually by Zoom, verses group meetings and try to schedule public meetings later during Phase 2.

Fuller stated the Agency needs to decide if this is one the of the top projects this community/city needs to take one in the next three years in this way and in this expanded scope. What Urban Renewal started out with was infrastructure projects. It is known the infrastructure in the Heights is poor condition. What this is now, is a master planning process. Those are two very different types of projects. She believes the question for the Agency to consider, is this the project? It is the Agency and Council to control the pace of the work that is done.

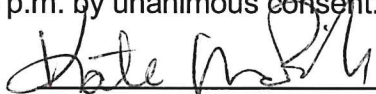
Mayor McBride stated the MIG contract is what has evolved from the processes that have already taken place, including input from the stakeholders. That is why the direction was to "go big." A lot of things have changed since the beginning of this process due to COVID19, and there are concerns about equity right now. She asked the Agency if they should put the brakes on this until they get further out of COVID19 before they start.

The Agency discussed and agreed to start slower and wait six months, do some behind the scenes work and do stakeholder interviews by Zoom. Staff to work with MIG on a timeframe, for how the process would start and payout.

- Motion:** I authorize the URA to execute the contract with MIG for Phase 1 and the contingency of \$140,000 and possibility a slower timeline related to COIVD for staff to determine.
- First:** Metta
- Second:** Rivera
- Discussion:** None
- Vote:** Motion passed unanimously

VI ITEMS FROM AGENCY MEMBERS

VII ADJOURN – 7:43 p.m. by unanimous consent.

  
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Kate McBride, Chair

  
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Jennifer Gray, City Recorder

Approved by the Agency on 12/14/2020