

RESOLUTION NO. 2651

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH GREENPLAY, LLC

WHEREAS, one of the 2017-2019 Council Goals of the Wilsonville City Council is to create a parks and recreation system that includes high-capacity use, multi-use facilities, and revenue generating capabilities; and

WHEREAS, to achieve this Council Goal, the City of Wilsonville (“City”) planned and budgeted for the task of completing a new Parks and Recreation Master Plan; and

WHEREAS, the City performed a Request for Proposals process and selected GreenPlay, LLC as the consultant to assist in preparing and completing the Parks and Recreation Master Plan; and

WHEREAS, the City initially intended to master plan the Boones Ferry Park/Duckworth Property separate from the Parks and Recreation Master Plan; and

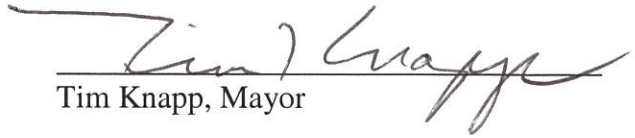
WHEREAS, to create a more cohesive and comprehensive Parks and Recreation Master Plan and to save on costs, the City now desires to incorporate master planning of Boones Ferry Park/Duckworth Property into the Parks and Recreation Master Plan; and

WHEREAS, the additional cost to incorporate master planning for Boones Ferry Park/Duckworth Property will increase the contract amount with GreenPlay, LLC from \$79,999.00 to \$123,999.00, which is over the \$100,000 threshold to require Council approval;

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The City of Wilsonville, acting as the Local Contract Review Board, authorizes the City Manager to enter into, on behalf of the City of Wilsonville, a First Amendment to the Professional Services Agreement, in a form substantially similar to **Exhibit A** attached hereto, for a not-to-exceed amount of \$44,000.00, bringing the total revised not-to-exceed amount to \$123,999.00.
2. This Resolution becomes effective upon the date of adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 24 day of August, 2017, and filed with the Wilsonville City Recorder this date.


Tim Knapp, Mayor

ATTEST:


Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

Attachments:

Exhibit A – First Amendment to Professional Services Agreement with GreenPlay, LLC

**CITY OF WILSONVILLE
FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

This First Amendment to Professional Services Agreement (“First Amendment”) is entered into this _____ day of August, 2017 (“Effective Date”) by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and **GreenPlay, LLC**, a Colorado limited liability company (hereinafter referred to as “Consultant”).

RECITALS

WHEREAS, the City entered into a Professional Services Agreement (“Agreement”) with Consultant on April 7, 2017 for services relating to a new Parks and Recreation Master Plan (“Project”); and

WHEREAS, the City requires additional services which Consultant is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, Consultant represents that Consultant is qualified to perform the services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Consultant is prepared to provide such services as the City does hereinafter require;

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

AGREEMENT

The Agreement is amended as follows:

Section 1. Additional Services To Be Provided

When Consultant bid the Project, the City originally anticipated Boones Ferry Park would be planned through a master plan separate from the Parks and Recreation Master Plan. The City now desires to incorporate the planning of Boones Ferry Park within the Parks and Recreation Master Plan. As a result, Consultant will perform such additional services identified in the Supplemental Scope of Work, attached hereto as **Exhibit A** and incorporated by reference herein (“Additional Services”).

Section 2. Compensation

The City agrees to pay Consultant the additional not to exceed amount of FORTY-FOUR THOUSAND DOLLARS (\$44,000) to complete all Services identified in the Agreement and this First Amendment, including the Additional Services. This additional payment will be paid in accordance with the terms and conditions set forth in Section 3 of the Agreement.

Section 3. All Other Terms

All of the other terms and conditions of the Agreement remain in full force and effect, as therein written. Unless otherwise defined herein, the defined terms of the Agreement apply to this First Amendment.

The Consultant and the City hereby agree to all provisions of this First Amendment.

CONSULTANT:

GREENPLAY, LLC

By: _____

Print Name: _____

As Its: _____

Employer I.D. No. _____

CITY:

CITY OF WILSONVILLE

By: _____

Print Name: _____

As Its: _____

APPROVED AS TO FORM:

Amanda Guile-Hinman, Asst. City Attorney
City of Wilsonville, Oregon

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EXHIBIT A
BOONES FERRY PARK MASTER PLAN
SCOPE OF WORK

The following is added to the Scope of Work for the Professional Services Agreement dated April 7, 2017 (“Contract”). Except as provided herein, all work set forth in the Contract will remain as written and the timeframe for completion remains the same.

Consultant will develop a Master Plan for Boones Ferry Park (“Park”) that can be used to establish a program of improvements for the Park that will determine the type, configuration, location and extents, and estimated costs for all improvements. The process will be conducted with input from Wilsonville Parks and Recreation staff and the Wilsonville community. The final products will convey what the general nature and configuration of the Park will look like and how much it is expected to cost. The final products are not intended to be used for bidding and/or constructing the improvements, nor do they include architectural, engineering, environmental, or other assessments or studies, except as provided herein.

Task # 1 – Project Kick-Off

Data/Information Gathering: Gather project base data and other input from Wilsonville Park and Recreation staff. Outline a schedule for meetings and plan development milestones. Create a summary of project goals and objectives, desired site program elements and project issues. Review existing site information and determine what, if any, additional information will be necessary for Consultant to obtain in order to develop a comprehensive Master Plan, and advise the Parks and Recreation staff.

Kick-Off Meeting with Wilsonville Staff: Parks and Recreation staff involvement is expected throughout the process, but this first meeting will be critical for sharing information and defining the details of the project process. This initial team discussion includes project scope, staff project goals and objectives, budget, preliminary scheduling, potential phasing, setting document deadlines, discussing review process, and identifying agencies and stakeholders to be involved.

Stakeholder Determination: As part of the process for this project, the planning team and Wilsonville staff will identify key stakeholders and determine the best methods for involving them in the process. Key areas of focus for stakeholder input include project goals and objectives, desired site improvements, and possible recreation programming. Key issues or limitations will also be important to identify with these stakeholders.

Site Visit and Evaluation: The Consultant team will visit both the existing Park site and the adjacent City-owned parcels to perform an evaluation in the form of site inventory and analysis. This visit will generate ideas about opportunities and constraints. The evaluation will address site topography, river access, drainage, vegetation, weather patterns, views, architectural uses, surrounding vehicular and pedestrian traffic, utilities infrastructure, and any other site conditions to be considered in the Master Plan. Special attention will be paid to optimizing adjacency to the Willamette River and water-related activities, opportunities, and amenities. The site visit will

also allow for field verification of current GIS base data. This information will be obtained from conditions observable at the site and from available data sources, but does not include architectural, engineering, environmental, or other technical assessments or studies. Site photographs of key areas will be taken and recorded for documentation.

Site Analysis: Prepare a graphic site analysis drawing for documentation and presentation of existing site conditions. Any site opportunities and/or constraints will be noted for presentation and documented in a site analysis narrative.

Summarize Input: Prepare a summary of all project goals, objectives, desired site program elements and priorities, project issues, and site opportunities and constraints.

Progress Updates: Weekly progress reports will be made to client, at a minimum, via phone, email, and/or in-person meetings, as requested by client.

Task # 2 – Community Outreach and Public Participation

Step One – Identify Participants: Stakeholders and targeted participants will be identified in the Kickoff Meeting. A preliminary list of potential participants may include both neighborhood and City-wide residents, representatives of local organizations and interest groups, and a variety of recreation and nature enthusiasts.

Step Two – Prepare the Ingredients: Prepare materials for use in engaging participants in the process through meetings, workshops, or other activities to be determined in the Kickoff Meeting. This may include:

- ♦ Documenting the site
- ♦ Understanding size, extents, adjacencies, opportunities, and constraints
- ♦ Compiling preliminary representations of possible features, amenities, and improvements
- ♦ Linking ideas to this specific Park to get specific, meaningful response
- ♦ Preparing questionnaires, maps, presentations, or other materials for use in meetings and workshops

Step Three – Engage the Participants: Engage participants through a public workshop. A variety of public engagement techniques are available and can be optimized for each project and setting. Consultant's public engagement toolkit includes:

- ♦ Facilitated discussion
- ♦ Surveys and preference polls
- ♦ Design charrettes and workshops that may incorporate:
 - Facilitated sketching exercises
 - Land Use "tile" exercises
 - Scale template "park puzzle" exercises
 - Simple modeling exercises
 - Design precedent images

Step Four – Provide Feedback and Follow-Up: Once people have invested their opinions and ideas at the first workshop, they want to see the outcome. A second workshop will therefore be held to allow them to review and comment on draft alternative design concepts to achieve the following:

- ♦ Confirmation that their comments were heard, as well as other people's comments
- ♦ Helps them visualize how their ideas translate into design using plans, sketches, and computer modeling
- ♦ Collects more detailed public input to help guide decision-making
- ♦ Begins to build support around a shared vision

Progress Updates: Weekly progress reports will be made to client, at a minimum, via phone, email, and/or in-person meetings, as requested by client.

Task # 3 – Master Plan

Prepare a Master Plan for the Boones Ferry Park based on the staff, stakeholders, and public input. The plan will incorporate the identified project goals and program elements with graphic presentation drawings to support the plans and project vision, with a focus on the Willamette River.

Below is the proposed process to complete the Boones Ferry Master Plan:

- ♦ Conceptual Design
- ♦ Public Meeting #1 – Conduct and facilitate a public meeting to gather input on project goals, desired site improvements, and programming. Design Concepts will provide all necessary presentation materials to support Consultant’s understanding of the site, its existing conditions, and site opportunities and constraints.
- ♦ Review meeting with staff to discuss alternatives. Determine priorities and potential phasing plans.
- ♦ Regular progress updates with Parks and Recreation staff, via phone, email and/or in-person meetings.
- ♦ Team coordination meetings and correspondence.
- ♦ Preliminary Design – Based on staff, stakeholder and public input:
 - Prepare up to three rendered alternative conceptual designs based on input from the first public meeting.
- ♦ Public Meeting #2 – Present alternative conceptual designs and sketches to public for public comments and input.
- ♦ Debrief with staff following Public Meeting #2.
- ♦ Regular progress updates with client, via phone, email and/or in-person meetings.
- ♦ Design Concepts' team coordination meetings and correspondence.
- ♦ Draft Master Plan – for presentation and discussion at Parks Board and at City Council.
- ♦ Revisions to draft Master Plan based on input received from Board and City Council.
- ♦ Prepare final rendered Master Plan with associated imagery, sketches, and/or perspectives for presentation to City Council.
- ♦ Prepare a final and refined itemized estimate of probable cost for Master Plan implementation, to be presented to City Council.

- ♦ Prepare an implementation plan that includes final phasing plan with associated estimate of probable cost for each phase, to be presented to City Council.

Progress Updates: Weekly progress reports will be made to client, at a minimum, via phone, email, and/or in-person meetings, as requested by client.

Deliverables

- ♦ Design Concepts will provide two bound copies of the final Boones Ferry Park Master Plan document, which will include, but not be limited to:
 - All interim maps and data for use during the project
 - Site photos, site inventory, and site analysis narrative
 - Detailed analysis of river access, site topography, drainage, vegetation, weather patterns, views, architectural uses, surrounding vehicular and pedestrian traffic, utilities infrastructure, and any other site conditions
 - Plans of preferred and alternate concepts with associated narrative
 - Estimate of costs and phasing plans
 - Staff, stakeholders, public meetings, staff meetings, and workshop notes, summaries, correspondence, and attendees list
- ♦ Consultant will provide electronic PDF files of all Master Plan documents.