



City of Woodburn
Community Development Dept.

Memorandum

270 Montgomery Street

Woodburn, Oregon 97071

Phone (503) 982-5246

Fax (503) 982-5244

Date: June 20, 2023
To: Interested Parties
Through: Chris Kerr, AICP, Community Development Director
From: Colin Cortes, AICP, CNU-A, Senior Planner *CC*
Subject: **Request for Proposals (RFP): Transportation Consulting**

Summary

Goal: The City is seeking to enlist a transportation planning consultant to provide technical guidance and protect City interests through transportation expertise and having [proposed land developments](#) meet Woodburn Comprehensive Plan transportation goals and policies, Oregon Dept. of Transportation (ODOT) standards where the agency has jurisdiction, as well as Woodburn Development Ordinance (WDO) 3.01 purpose statement, 3.04.05 (transportation impact analyses), & 5.04.04B.3 (zoning map change / rezoning).

Task: Reviewing and providing written and verbal comments on traffic studies that applicants provide for development applications and consulting with staff on mitigating the transportation effects of developments.

Budget

Budget: Not to exceed \$75,000.00 each fiscal year (July 2023 through June 2024 and July 2024 through June 2025).

Scope of Work

Deliverables: The actions and deliverables in brief are to:

- Review applicable reference documents that provide background and context for each TIA;
- Submit a letter or memo of written findings, identifying and rebutting any ambiguities, errors, omissions, lost opportunities, or other problems with original and revised TIAs;
- Meet, teleconference, or video conference with staff to discuss Contractor's memo or report about a TIA and to answer questions;
- Provide professional recommendations and assistance on City-imitated transportation policies and projects
- Attend and testify at Planning Commission and/or City Council hearings, as the Community Development Director deems necessary.

Objectives: Included with the above deliverables, to:

1. Find, identify, and rebut any ambiguities, errors, omissions, or other problems with each TIA for which staff solicits Contractor review.
2. Advise primarily Community Development Department Planning Division and Public Works Department Engineering Division staff so that they can understand and as needed rebut transportation-related assertions by applicants/developers.
3. Advise on how a land development and its TIA meet Woodburn Development Ordinance (WDO) provisions, particularly Section 3.04.05.
4. Meet the above objectives in writing, by phone, and in person with City staff as needed.
5. Attend and testify at public hearings related to developments. The Planning Commission meets the second and fourth Thursday evenings of a month, and the City Council second and fourth Monday evenings. Staff prefers to economize by interacting with the contractor less in person and more by phone, e-mail, and video conference. The City uses the Microsoft Teams video conferencing service.
6. Advise staff on proportional or fair-share transportation fees and improvements as mitigation.
7. Support intergovernmental coordination through contact with relevant Oregon Department of Transportation (ODOT) and Marion County staff, if and as necessary:
 - Casey Knecht, P.E., Development Review Coordinator, ODOT Region 2, (503) 986-5170, casey.knecht@odot.state.or.us.
 - Max Hepburn, PE, Land Development Engineering & Permits Supervisor, Marion County Public Works, (503) 566-4157, mhepburn@co.marion.or.us and mcldep@co.marion.or.us.
8. Utilize New Urbanist practices such and best practices such as from the National Association of City Transportation Officials (NACTO) and ITE/CNU [*Designing Walkable Urban Thoroughfares: A Context Sensitive Approach*](#) guides, wherever possible in helping staff to mitigate negative transportation effects, as WDO 3.04.05F.7 mentions.

Reference Documents

1. [Comprehensive Plan](#) (Vol. I Goals and Policies)
 - a. Sect. H. Transportation Goals and Policies, p. 31-37
- b. [Comprehensive Plan Map](#);
2. [Transportation System Plan \(TSP\)](#);
3. [Transit Development Plan \(TDP\)](#);
4. [Mill Creek Greenway Master Plan](#) implemented through WDO 3.01.08 and other off-street bicycle/pedestrian corridors planned through WDO 3.01.07;
5. Regional and City bus transit capital and service improvements implemented in part through WDO 3.01.03I & J and 3.01.09.
6. [Woodburn Development Ordinance \(WDO\)](#):
 - a. 2.02-2.05 base and overlay zoning district allowed uses
 - b. 3.01 Streets, including 3.01.03I & J (TSP & off-site public improvements) and 3.01.04 Street Cross Sections
 - c. 3.04.05 Transportation Impact Analysis
 - d. 3.05 Off-Street Parking and Loading
 - e. 5.02.04 or 5.03.03 Adjustment to Street Improvement Requirements (“Street Adjustment”)
 - f. 5.04.04B.3. [zone map change / rezoning consistency with TSP]

Process: Staff can expedite provision of such documents to save Contractor time and help keep the scope of work within budget. The chosen consultant would enter into a standard professional services agreement with more details.

Next Steps

Submit a proposal of up to 6 pages and sheets (inclusive of any graphics) addressing qualifications to address the scope of work – focusing on objectives 1, 2, 6, & 8 – by e-mail (Adobe PDF attachments are acceptable totaling less than 10MB), mail, or in-person delivery by:

Thursday, July 6, 2023 at 4:00 p.m. PST

to:

City of Woodburn
Attn: Chris Kerr, Community Development Director
Planning Division
270 Montgomery Street
Woodburn, OR 97071-4730

Any mailed submittal must be received, not simply postmarked, by the due date. If you have questions, contact Mr. Kerr at (503) 982-2485 or chris.kerr@ci.woodburn.or.us or Colin Cortes, AICP, CNU-A, Senior Planner at (503) 980-2485 or colin.cortes@ci.woodburn.or.us. If e-mailing a submittal, cc Mr. Cortes.