

MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA

Wednesday, May 23, 2018 at 9:00 a.m.

Bartholomew Building Upper Conference Room

110 N. Court St., Heppner, Oregon

1. **Call to Order and Pledge of Allegiance: 9:00 a.m.**
2. **City/Citizen Comments:** Individuals may address the Board on issues not on the agenda
3. **Open Agenda:** This Board may introduce subjects not already on the agenda
4. **Consent Calendar**
 - a. Accounts Payable dated May 24th; Void Check in the amount of \$450; Reissue Check in the amount of \$450
 - b. Minutes: May 9th
 - c. Oregon Department of Transportation Grant Agreement No. 31435, Amendment #1 (Anita Pranger, Coordinator, The Loop, Morrow County Transportation)
 - d. Application for Oregon Department of Veterans' Affairs Funds for Veterans Suicide Awareness & Prevention Efforts
 - e. Oregon Health Authority 2017-19 Intergovernmental Agreement for the Financing of Mental Health, Substance Use Disorders, and Problem Gambling Services Agreement #153133 Amendment #2
5. **Business Items**
 - a. Status of Buildable Lands Survey Request for Proposals (Carla McLane, Planning Director)
6. **Department Reports**
 - a. Road Department Monthly Report
7. **Correspondence**
8. **Commissioner Reports**
9. **Signing of documents**
10. **Adjournment**

Agendas are available every Friday on our website (www.co.morrow.or.us/boc under "Upcoming Events"). Meeting Packets can also be found the following Monday.

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 Roberta Lutcher at (541) 676-5613.

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Board may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend. Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media. The Board may recess for lunch depending on the anticipated length of the meeting and the topics on the agenda. If you have anything that needs to be on the agenda, please notify the Board office before noon of the preceding Friday. If something urgent comes up after this publication deadline, please notify the office as soon as possible. If you have any questions about items listed on the agenda, please contact Darrell J. Green, Administrator at (541) 676-2529.

Don't copy / scan

Roberta Lutcher

From: conference.bridge@co.morrow.or.us
Sent: Friday, May 18, 2018 4:44 PM
To: Roberta Lutcher
Subject: [BULK] Voice Conference BOC Meeting 5-23-18

You have been invited to a phone conference. Please dial the conference bridge number at the conference scheduled time followed by your conference password as prompted.

Conference Topic: BOC Meeting 5-23-18

Bridge Dial-in Number: 541-676-5692

TeleConference Password: 412399944

Start Date and Time: Wednesday, May 23, 2018 09:00AM GMT-08:00, Pacific (San Jose)

Duration: 3 hr 0 min

Recurrence: None

Conference Participants:8

1. Admin1
2. Commissioner Doherty
3. Darrell Green
4. Carla McLane
- 5.
- 6.
- 7.
- 8.

If you feel you received this message in error, please do not reply to this message but, contact the conference organizer.

Thank you.

Multimedia Conference Manager

P.S: Press *99# to listen in-conference dial code help.

Morrow County Board of Commissioners Meeting Minutes
May 9, 2018
Irrigon Branch of the Oregon Trail Library District, Community Room
Irrigon, Oregon

Present

Chair Don Russell
Commissioner Jim Doherty
Commissioner Melissa Lindsay
Darrell Green, Administrator
Kate Knop, Finance Director
Richard Tovey, County Counsel
Karen Wolff, Human Resources Director
Roberta Lucher, Executive Assistant

Call to Order and Pledge of Allegiance: 9:01 a.m.

City and Citizen Comments: Irrigon City Manager Aaron Palmquist provided a brief update regarding the City of Irrigon.

Open Agenda: No items

Consent Calendar

Commissioner Doherty moved to approve the following items in the Consent Calendar:

1. *Approve Claims: Accounts Payable dated May 10th in the amount of \$66,493.42; May Retirement Taxes dated May 3rd in the amount of \$18,767.41; Void check dated April 26th in the amount of \$8,236.99; Manual check dated April 30th in the amount of \$189,997.60 – Bartholomew Building loan payment to Community Bank; Manual check dated April 30th in the amount of \$800 – Oregon Department of Environmental Quality; Four Payroll Payables: Monthlies dated May 1st in the amount of \$182,007.43; Immediates & Electronic dated April 11th (\$150,021.56) & 24th (\$151,631.83); HRA VEBA dated April 12th in the amount of \$2,875*
2. *Minutes: April 18th & 25th*

Commissioner Lindsay seconded. Unanimous approval.

Public Hearing

Supplemental Budget Resolution No. R-2018-8, Parks Fund – Purchase of Cabins at County Parks

Finance Director Kate Knop explained the supplemental budget action would authorize an increase in Parks Beginning Fund Balance and Capital Outlay Expenditures, thus allowing the purchase of 10 cabins located at two County Parks. Brief discussion.

Commissioner Lindsay moved to approve Parks Supplemental Budget Resolution No. R-2018-8, In the Matter of Appropriations for Fiscal Year Beginning July 1, 2017, increasing the Park

Fund Beginning Fund Balance by \$60,000 and increasing the Park Fund Capital Outlay Appropriations by \$60,000. Commissioner Doherty seconded. Unanimous approval.

9:28 Closed Public Hearing

Business Items

Budget Resolution No. R-2018-9 – Community Corrections

Ms. Knop discussed the previous decision by the Board that approved a Temporary Probation Support position in Parole & Probation (Community Corrections). That decision necessitated this budget resolution transfer of appropriations from Other Requirement – Contingency in the amount of \$10,000 to Personnel Services, she said.

Commissioner Doherty moved to approve Budget Resolution No. R-2018-9 – In the Matter of Transferring Appropriations within Community Corrections Fund, Pursuant to ORS 294.463(1); transferring appropriations from Contingency in the amount of \$10,000 to Personnel Services to support the approval of the Temporary Probation Support position. Commissioner Lindsay seconded. Unanimous approval.

Veterans Office Assistant Position Motion

Karen Wolff, Human Resources Director

Ms. Wolff said verbal approval was received to make the Veterans Office Assistant position a permanent position but she was unable to find an official motion in the minutes.

Commissioner Lindsay moved to approve making the current Temporary Veterans Office Assistant position a Permanent position, 16-19 hours per week. Commissioner Doherty seconded. Unanimous approval.

Disposition of Furnishings in the Gilliam-Bisbee Building

Darrell Green, Administrator

Mr. Green said Community Counseling Solutions will vacate the building by June 30th and plans to give away its furnishings left in the building to south County businesses and organizations. Following that process, CCS will donate any remaining items to the Neighborhood Center of South Morrow County or Agape House.

He reminded the Commissioners the County has furnishings stored on the first floor and asked their preference for disposition of those items prior to the building being handed over to the Howard & Beth Bryant Foundation. Discussion - it was suggested Department Directors be asked if they have a current need for the items on the first floor, and to hold some of items for the new facility in Irrigon (Planning Director Carla McLane stated she previously reserved a conference table for the new building).

Commissioner Lindsay moved to collaborate with Community Counseling Solutions to offer County furnishings, at no cost, to Departments, south County businesses and other organizations, as the Administrator deems appropriate, with the balance going to the

Neighborhood Center or Agape House, again as the Administrator deems appropriate. Commissioner Doherty seconded. Unanimous approval.

Schedule BOC Meeting at OHV Park – tentatively June 6th

The Board agreed by consensus to hold a BOC Meeting at the OHV Park on Wednesday, June 6th.

Department Reports

Monthly and quarterly reports were presented by Finance Director Kate Knop, Veterans Services Officer Linda Skendzel, and Planning Director Carla McLane.

Correspondence

- Email correspondence between Mr. Green and a resident in Irrigon concerned about Rand Road and Pleasant View Road. The resident thanked Mr. Green and the Road Department for the “great” response.
- Request for funding to support the InterMountain Education Service District, Early Intervention/Early Childhood Special Education Fall Summit.
- Volunteer opportunity for the Selective Service System.

Commissioner Reports

The Commissioners discussed: holding a Work Session in the near future to talk about the County’s options for the Justice Court after Judge Ann Spicer retires; drafting a resolution in support of the Second Amendment; and requested an upcoming agenda item on how to divide up the Grants to Cities funds.

Signing of documents

Break: 11:13 a.m. **Resumed:** 11:20 a.m.

11:21 a.m. Executive Session: Pursuant to ORS 192.660(2)(d) – To conduct deliberations with persons designated by the governing body to carry on labor negotiations

11:56 a.m. Closed Executive Session: No decisions

Adjourned: 11:56 a.m.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

This amendment will extent ODOT Rail and Public Transit grant agreement number 31435 to December 31, 2018. This grant was needed to be extended for a bus that was order in March 2017. The vendor received a bus that was not to the specs on the RFQ in March of 2018 therefore ODOT Rail and Public Transit made the vendor order a new as to the specs that were on the RFQ. The bus was re-ordered by the vendor in April 2018 and will not be completed before the end of the fiscal year June 30, 2018 therefor ODOT Rail and Public Transit is extending the to December 31, 2018.

2. FISCAL IMPACT:

Bus would then be totally paid by Morrow County if this grant is not signed.

3. SUGGESTED ACTION(S)/MOTION(S):

Motion to approve signing Amendment number 1 to ODOT Rail and Public Transit Agreement Number 31435. Extending the grant to December 31, 2018.

Attach additional background documentation as needed.

AMENDMENT NUMBER 1
ODOT GRANT AGREEMENT NO. 31435
Morrow County

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Morrow County**, hereinafter referred to as **Recipient**, entered into an Agreement on **August 29, 2016**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by State and Recipient that the Agreement referenced above, although remaining in full force and effect, shall be amended to extend the Agreement period, to revise the statement of work, and to update the previous RTC to the new RTC.

Page 1, Agreement, Paragraph 1, which reads:

1. **Effective Date.** This Agreement shall become effective on the later of **August 1, 2016** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2018** (Expiration Date). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 6.b.iv of this Agreement.

Shall be deleted in its entirety and replaced with the following:

1. **Effective Date.** This Agreement shall become effective on the later of **August 1, 2016** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **December 31, 2018** (Expiration Date). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 6.b.iv of this Agreement.

Exhibit A shall be deleted in its entirety and replaced with the attached Revised Exhibit A. All references to "Exhibit A" shall hereinafter be referred to as "Revised Exhibit A."

Morrow County/State of Oregon
Agreement No. 31435

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

Morrow County/State of Oregon
Agreement No. 31435

Morrow County, by and through its

Board of Commissioners

By _____

Name Don Russell, Chair

Date _____

By _____

Name Jim Doherty, Commissioner

Date _____

By _____

Name Melissa Lindsay, Commissioner

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

By _____

Recipient's Legal Counsel

Date _____

State Contact:

Frank Thomas

555 13th St. NE

Salem, OR 97301-4179

1 (541)963-1362

Frank.THOMAS@odot.state.or.us

State of Oregon, by and through its

Department of Transportation

By _____

H.A. (Hal) Gard

Rail and Public Transit Division Administrator

Date _____

APPROVAL RECOMMENDED

By Frank Thomas

Date 04/19/2018

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$150,000)

N/A

Recipient Contact:

Anita Pranger

P.O. Box 495

Heppner, OR 97836

1 (541)676-5667

apranger@co.morrow.or.us

**Revised Exhibit A
 Project Description and Budget**

Project Description/Statement of Work

Project Title: 5310 Discretionary Morrow County 31435 Vehicle Replacement				
<i>Vehicle Replacements</i>				
Item #1: Vans				
	Total	Grant Amount	Local Match	Match Type(s)
	\$59,820.00	\$53,838.00	\$11,964.00	Local, PTD Paid
Item #1: Bus < 30ft				
	Total	Grant Amount	Local Match	Match Type(s)
	\$64,805.00	\$58,325.00	\$12,961.00	Local, PTD Paid
Sub Total	\$124,625.00	\$112,163.00	\$24,925.00	
Grand Total	\$124,625.00	\$112,163.00	\$24,925.00	

● **1. PROJECT DESCRIPTION**

This Agreement provides funding to purchase passenger transportation vehicle(s) to be used to provide public transportation service. Public transportation service is defined as service to the general public or special populations such as seniors and individuals with disabilities. Recipient may use the vehicle(s) to coordinate public and human service transportation services with other agencies.

2. PROJECT DELIVERABLES, SCHEDULE and USE

Recipient shall Purchase 1 transit vehicle as follows: Useful life: 5 years and/or 150,000 miles; approximate length: 20-25 feet; estimated number of seats: 12-16; estimated number of ADA securement stations 2; fuel type: Other.

Recipient shall purchase 1 transit vehicle as follows: Useful life: 4 years and/or 100,000 miles; approximate length: less than 22 feet; estimated number of seats: 3-14; estimated number of ADA securement stations 1; fuel type: gasoline.

Purchase includes all equipment and supplies necessary to put the vehicle(s) into service.

The following vehicle(s) have been approved for replacement in this Agreement (VIN, Description, OPTIS number):

<i>1FDSE35L3YHC01818</i>	<i>2000 Ford 3DC</i>	<i>V000223</i>
<i>1FDXE45S1YHB68837</i>	<i>2000 Ford 4DC</i>	<i>V000222</i>

All purchases and installations must be completed prior to the expiration date of this Agreement. Expected order date: 1/1/2018; expected delivery date: 12/31/2018.

If Recipient does not purchase from the State Price Agreement contracts managed by the Oregon Department of Administrative Services, Requests for Proposals to procure the vehicle must be reviewed by State prior to solicitation for bids. All vehicle orders will be reviewed by State prior to submission to selected vendor.

State will retain title to all vehicles as primary security interest holder as long as the vehicles remain in active public transportation service. Recipient shall not lease the vehicle(s) to another agency without the permission of State. Recipient shall request permission from State to release title for disposal when planning to sell or transfer a vehicle which has exceeded the minimum useful standard for age or mileage, and must notify State when actual disposal has been completed. Recipient must request permission from State in advance to transfer or otherwise dispose of a vehicle prior to its meeting federal useful life standards. Recipient must request permission from State to release title for changes.

3. PROJECT ACCOUNTING and MATCH

Eligible expenses that may be charged to this Agreement include grant administration, cost of procurement process, delivery charges, and post-delivery inspections. Aftermarket equipment, graphics and other items directly associated with this vehicle and required to put the vehicle into service are eligible. Extended warranty is an eligible expense; however, the eligible warranty shall not exceed the defined useful life of the vehicle. Licensing and other post-delivery expenses are not eligible for reimbursement.

Recipient's current indirect cost rate as it pertains to this Agreement is 0.0 percent. Changes to Recipient's indirect cost rate must be approved by State.

Recipients will provide match from eligible sources. Recipient may not count the same costs twice if they have multiple agreements for which these costs may be eligible.

4. REPORTING and INVOICING REQUIREMENTS

Recipient will provide reporting information as prescribed by State on vehicle(s) purchased under this agreement as long as the vehicle(s) remain in public transportation service.

Recipient will submit a request for reimbursement in a format provided by State. Requests must include the following: a cover letter and copies of all invoices associated with expenses identified for reimbursement, pre-award and post-delivery certification forms which document compliance to Altoona bus testing, Federal Motor Vehicle Safety Standards, Buy America, and Disadvantaged Business Enterprise requirements.



AGENDA ITEM COVER SHEET
 Morrow County Board of Commissioners
 (Page 1 of 2)

(For BOC Use)
 Item #
 4d

Please complete for each agenda item submitted for consideration by the Board of Commissioners
 (See notations at bottom of form)

Staff Contact: Linda Skendzel Phone Number (Ext): 541-922-6420
 Department: Morrow County Veterans Services Requested Agenda Date: May 23, 2018
 Short Title of Agenda Item: **Oregon Department of Veterans Affairs Funding for Suicide Awareness and Prevention efforts.**
 (No acronyms please)

This Item Involves: (Check all that apply for this meeting.)

<input type="checkbox"/> Order or Resolution	<input type="checkbox"/> Appointments
<input type="checkbox"/> Ordinance/Public Hearing:	<input type="checkbox"/> Update on Project/Committee
<input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading	<input type="checkbox"/> Consent Agenda Eligible
<input type="checkbox"/> Public Comment Anticipated:	<input checked="" type="checkbox"/> Discussion & Action
Estimated Time:	Estimated Time: 5 minutes
<input type="checkbox"/> Document Recording Required	<input type="checkbox"/> Purchase Pre-Authorization
<input type="checkbox"/> Contract/Agreement	<input type="checkbox"/> Other

N/A Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:
 Contractor/Entity Address:
 Effective Dates – From: Through:
 Total Contract Amount: Budget Line:
 Does the contract amount exceed \$5,000? Yes No

Reviewed By:

<u>Linda Skendzel</u>	<u>5/15/18</u>	Department Head	Required for all BOC meetings
<u>[Signature]</u>	<u>5/21/18</u>	Admin. Officer/BOC Office	Required for all BOC meetings
_____	_____	County Counsel	*Required for all legal documents
<u>K. Knop email</u>	<u>5-21-18</u>	Finance Office	*Required for all contracts; other items as appropriate.
_____	_____	Human Resources	*If appropriate

*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

Commissioner Lindsay and I will be meeting with Community Counseling Solutions, May 22, 2018 to summarize a plan to apply for the Veterans Suicide and Prevention funds. The funding is to raise awareness and publicize available options for mental health assistance and wellness. The conversation thus far has centered around the connection between physical health, nutrition and mental health as components of wellness. Commissioner Lindsay has offered to speak on behalf of Morrow County related to the grant. June 15, 2018 is the deadline to submit our request. Please see the attached Oregon Department of Veterans Affairs Letter and application.

2. FISCAL IMPACT:

Approximately \$4,200 or more.

3. SUGGESTED ACTION(S)/MOTION(S):

Move to approve the Suicide Awareness and Prevention Funds Request to Morrow County Veterans Services Department and authorize Chair Russell to sign on behalf of the County.

Attach additional background documentation as needed.



Oregon

Kate Brown, Governor

Department of Veterans' Affairs

700 Summer St NE

Salem, OR 97301-1285

800-828-8801 | 503-373-2085

www.oregon.gov/odva

May 7, 2018

Dear Commissioners and Judges,

As we notified you in March, ODVA is making funding available to all Oregon Counties for Veteran Suicide Awareness and Prevention efforts. The rate of 22 veteran suicides per day is alarming, and here in Oregon one in five victims of suicide is a veteran. Reaching out to those in crisis, veteran or not, can only benefit us all.

Veterans are at risk for suicide for all the reasons a non-veteran might be, such as coping with effects of aging or financial stress. Additionally, veterans may be dealing with lingering effects from their military service, difficulties with readjusting to family roles and civilian life after discharge, and underlying mental health and/or substance abuse issues aggravated by their military service.

September is National Suicide Prevention Month, and ODVA is asking that interested counties develop a plan to raise awareness and publicize available options for mental health assistance and wellness. You can consider joining ODVA in highlighting September 22nd in recognition of the 22 veteran suicides a day. Currently ODVA is making available an estimated \$4,200 to each of the 36 counties, and that amount may increase if some counties opt not to participate. This is not a grant, and we will not be asking for reporting of the funds or follow-up results.

In order to receive funding, please complete the attached form, including a high-level summary of how you intend to utilize the funds to best suit the needs of your individual counties. The funding needs to be used by December 31, 2018, and we would encourage you to consult with your County Veteran Service Office to include your local veteran population in your planning.

Please submit the completed request form to Farkas@ODVA.state.or.us by **June 15, 2018**. We anticipate funds will be distributed in July 2018.

Best regards,

Sheronne Blasi
Acting Director, Statewide Veteran Services



Suicide Awareness and Prevention Funds Request

Funding is available to all Oregon Counties in 2018, and will be shared equally among all who request it. Requests must be placed by a County Commissioner/Judge, acting on behalf of the County. The funds are meant to help heighten community awareness and publicize mental health options available to veterans in your individual counties.

If you wish to participate and receive your equal share, please complete this form and submit by June 15, 2018. You may email it to Farkas@odva.state.or.us, or bring/mail it to 700 Summer St NE, Salem, OR, 97301, attn.: suicide awareness funding.

Name:	County:	
Address:	City:	Zip Code:
Phone:	Email:	

In the space provided below, please describe your intended use of the funds. This does not have to be detailed, or include specific costs. A high-level summary is sufficient.

By signing below, I certify that I am qualified to represent my county in their request for the available suicide awareness funds. I further acknowledge understanding that the funds must all be used in calendar year 2018.

Signature:	Date:
------------	-------

Title:



In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio recordings, Web-based communications and other electronic formats. To request an alternate format, please send an e-mail to dhs-oha.publicationrequest@state.or.us or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

**SECOND AMENDMENT TO
OREGON HEALTH AUTHORITY
2017-2019 INTERGOVERNMENTAL AGREEMENT FOR THE FINANCING OF
MENTAL HEALTH, SUBSTANCE USE DISORDERS, AND PROBLEM GAMBLING
SERVICES AGREEMENT #153133**

This Second Amendment to Oregon Health Authority 2017-19 Intergovernmental Agreement for the Financing of Community Mental Health, Substance Use Disorders, and Problem Gambling Services effective as of July 1, 2017 (as amended, the "Agreement"), is entered into, as of the date of the last signature hereto, by and between the State of Oregon, acting by and through its Oregon Health Authority ("OHA"), and **Morrow County** ("County").

RECITALS

WHEREAS, OHA and County wish to modify the Financial Assistance Award set forth in Exhibit C of the Agreement.

NOW, THEREFORE, in consideration of the premises, covenants and agreements contained herein and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

1. The financial and service information in the Financial Assistance Award are hereby amended as described in Attachment 1 attached hereto and incorporated herein by this reference. Attachment 1 must be read in conjunction with the portion of Exhibit C of the Agreement that describes the effect of an amendment of the financial and service information.
2. Capitalized words and phrases used but not defined herein shall have the meanings ascribed thereto in the Agreement.
3. County represents and warrants to OHA that the representations and warranties of County set forth in section 4 of Exhibit F of the Agreement are true and correct on the date hereof with the same effect as if made on the date hereof.
4. Except as amended hereby, all terms and conditions of the Agreement remain in full force and effect.
5. This Amendment may be executed in any number of counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have executed this amendment as of the dates set forth below their respective signatures.

6. Signatures.

Morrow County

By:

Authorized Signature Printed Name Title Date

State of Oregon acting by and through its Oregon Health Authority

By:

Authorized Signature Printed Name Title Date

Approved for Legal Sufficiency:

Approved by Steven Marlowe, Senior Assistant Attorney General, Department of Justice, Tax and Finance Section, on April 28, 2017; e-mail in contract file.

OHA Program:

Approved by Carmen Armendariz on May 10, 2018; e-mail in contract file.

ATTACHMENT 1
Exhibit C
Financial Assistance Award

MODIFICATION INPUT REVIEW REPORT

MOD#: M0249

CONTRACT#: 153133 CONTRACTOR: MORROW COUNTY

INPUT CHECKED BY: C.A. DATE CHECKED: 05/04/2018

P P
A A
R A B
T F A

SE#	FUND	PROJ CODE	CPMS PROVIDER	EFFECTIVE DATES	SLOT CHANGE/TYPE	RATE	OPERATING DOLLARS	STARTUP DOLLARS	ABC	PART IV	CD	S CLIENT E CODE	SP#
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FISCAL YEAR: 2017-2018

25	806	BASE	NICRSE NI CRISIS SERVICES	7/1/2017 -6/30/2018	0./NA	\$0.00	\$207,789.96	\$0.00	A		1	N	1
							TOTAL FOR SE# 25	\$207,789.96	\$0.00				
							TOTAL FOR 2017-2018	\$207,789.96	\$0.00				

FISCAL YEAR: 2018-2019

25	806	BASE	NICRSE NI CRISIS SERVICES	7/1/2018 -6/30/2019	0./NA	\$0.00	\$207,789.98	\$0.00	A		1	N	1
							TOTAL FOR SE# 25	\$207,789.98	\$0.00				
							TOTAL FOR 2018-2019	\$207,789.98	\$0.00				
							TOTAL FOR M0249 153133	\$415,579.94	\$0.00				

OREGON HEALTH AUTHORITY
Financial Assistance Award Amendment (FAAA)

CONTRACTOR: MORROW COUNTY
DATE: 05/07/2018

Contract#: 153133
REF#: 003

REASON FOR FAAA (for information only):

Community Crisis Services for Adult and Children (MHS 25) funds are awarded for Mobile Crisis services.

The following special condition(s) apply to funds as indicated by the special condition number in column 9. Each special condition set forth below may be qualified by a full description in the Financial Assistance Award.

M0249 1 These funds are for MHS 25 Community Crisis Services for Adult and Children Services for Mobile Crisis Services.



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
5a

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Staff Contact: Carla McLane
Department: Planning
Short Title of Agenda Item:

Phone Number (Ext): 541-922-4624 or 5505
Requested Agenda Date: 05232018

Buildable Lands Inventory and Housing Analysis Request for Proposals
Project Management Team Recommended Proposal

This Item Involves: (Check all that apply for this meeting.)

- Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time: 15 minutes
Purchase Pre-Authorization
Other

N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Carla McLane 05182018 Department Head Required for all BOC meetings
Admin. Officer/BOC Office Required for all BOC meetings
County Counsel *Required for all legal documents
Finance Office *Required for all contracts; other items as appropriate.
Human Resources *If appropriate

*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

The BLI and HA RFP was released back in March with proposals due by April 19 - two were received. One from Angelo Planning Group; the second from Adams Planning and Development Services. It has taken a bit of time, but the Project Management Team (PMT) (made up of myself, Karen Pettigrew, Aaron Palmquist, Edie Ball, Felicia Cavan and Rod Taylor) have determined that, while more expensive, the appropriate firm to select is Angelo Planning Group.

Both proposals are attached for your review. The following was my commentary to the PMT:

I reviewed the submittal requirements and the Adams proposal is lacking. The RFP does require six copies and an electronic version to be delivered by mail or delivery. The Adams proposal was emailed timely; the Angelo proposal was delivered on the Thursday, six copies and a thumbdrive. Is that enough to disqualify the Adams proposal? Or are there components of it that would keep it in the running.

On the budget front the Adams proposal comes in at \$45k; the Angelo proposal at \$55k. Both are over the amount in the Intergovernmental Agreement (IGA), but neither are out of line and the county has funds to make up the difference between the IGA and either proposal.

I have worked with Angelo and have a certain confidence level; I know Bill Adams who is a previous county planning director.

2. FISCAL IMPACT:

The final budget for this project will be settled when a final Scope of Work is completed and a personal services contract is completed. Funds are obligated within the Building Permit Fund and our partner communities have committed funds via the project IGA. There may also be an opportunity to obtain the difference between the IGA funds and the final project budget from some newly available Department of Land Conservation & Development (DLC) funds.

3. SUGGESTED ACTION(S)/MOTION(S):

By consensus the Board needs to direct Planning and other staff to engage Angelo Planning Group to finalize the Scope of Work and draft the necessary personal services agreement for Board action in the coming weeks.

Attach additional background documentation as needed.

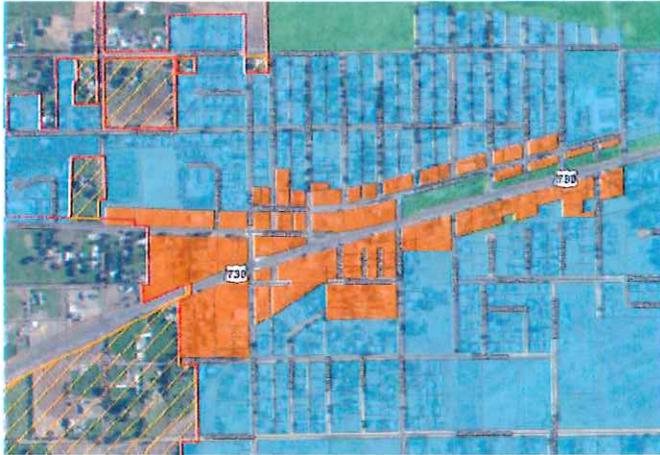


Photo credit: Pinnacle Architecture



Photo credit: Sam Beebe/Ecotrust

Morrow County and Partner Communities Buildable Lands Inventory and Housing Needs Analysis

April 19, 2018

Contact

Matt Hastie, AICP
Project Manager
921 SW Washington St, Suite 468
Portland, OR 97205
P: 503.542.3403
F: 503.227.3679
mhastie@angeloplanning.com





April 19, 2018

Carla McLane, Planning Director
Morrow County
205 Third Street NE
Irrigon, OR 97840

Dear Carla,

Angelo Planning Group (APG), in partnership with Johnson Economics, welcomes the opportunity to assist Morrow County and five partner communities in conducting a Buildable Lands Inventory (BLI) and Housing Needs Analysis (HNA) that will help the City address long-term housing needs. The County is experiencing the benefits of robust job growth and new economic opportunities, and now is the time to develop a clear understanding of the housing needed to support future growth.

Our two firms bring wealth of experience in BLI and HNA studies, as well as a full range of housing-related plans. Our experience and approach differentiate us in a number of ways:

- APG and Johnson Economics leverage complementary skill sets to provide both a broad range of planning and analytical services and a depth of expertise to understand locally-specific issues.
- Our firms have completed over 15 BLI/HNA projects across the state, many for smaller communities or rural counties. We worked as a team on most of these projects.
- We have experience working on coordinated, multi-jurisdictional housing plans. We will design project deliverables to meet the needs of both the County and all five partner communities.
- Our staff are familiar with local issues and conditions in Morrow County and neighboring communities. APG is currently working on an update to the Heppner Transportation System Plan and recently completed a BLI/HNA for The Dalles. In the past, our staff have worked on BLI or housing-related projects in Hermiston, Boardman, Irrigon, and Ione.

I will serve as Principal-in-Charge and am authorized to enter into agreements between the County and our firm. Matt Hastie will manage the project, be the primary contact with the County, and be responsible for all work products. APG carries general, liability, workers compensation and professional liability insurance. We have attached a copy of our certificate of insurance.

We are committed to providing the highest possible level of service for the City and are excited to assist the community in this essential planning effort. We look forward to discussing the project with you.

Sincerely,

Frank Angelo, Principal
Angelo Planning Group



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/08/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Miller Insurance, Inc 8100 SW Nyberg St, Ste 295 Tualatin OR 97062-8438		CONTACT NAME: Karen Decker, CIC PHONE (A/C, No, Ext): (503)692-6580 FAX (A/C, No): (503)691-1882 E-MAIL ADDRESS: kdecker@millersince1886.com	
INSURED Angelo Planning Group, Inc. 921 S.W. Washington St. Suite 468 Portland OR 97205		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Casualty Ins Co NAIC # 29424 INSURER B: Hartford P & C 34690 INSURER C: Westchester Fire Insurance Co INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2017-18 All Coverage **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			52SBALW4676	09/01/2017	09/01/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			52SBALW4676	09/01/2017	09/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	52WECJE3383	09/01/2017	09/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			EONORF136402572	09/01/2017	09/01/2018	Each Occ/Aggregate 3,000,000 Deducible 7,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVIDENCE OF COVERAGE

CERTIFICATE HOLDER**CANCELLATION**

Angelo Planning Group, Inc. 921 SW Washington #468 Portland OR 97205	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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1. Firm Capabilities

Angelo Planning Group and Johnson Economics are excited to partner on the Buildable Lands Inventory and Housing Needs Analysis for Morrow County and partner communities. Our firms have decades of experience assisting cities and counties throughout Oregon to understand their housing needs and develop strategies to meet those needs. Our firms enjoy a long-term partnership, offering complementary skills in planning, public involvement, economics, Geographical Information Systems (GIS), and technical analysis. As detailed in Section 6: Support Information, our team has a long track record of teaming on successful Goal 10 Housing Needs Analyses across the state.

Angelo Planning Group (APG) is a leader in the planning field with over 100 years of combined experience in land use planning, housing policy, community involvement, transportation planning, and project management. The firm's success comes from an in-depth knowledge of federal, state, and local policies and procedures, as well as a collaborative and very responsive approach to working with our clients. APG has an excellent understanding of the land use regulation and permitting process, including detailed knowledge of the resources needed to implement it. APG regularly assists local governments in updating land use plans and development codes.



APG staff have assisted numerous jurisdictions in preparing housing and community development plans in compliance with state, regional, and national requirements, including Goal 10 housing analyses, Metro Title 7 compliance reports, Comprehensive Plan housing elements, Consolidated Plans for housing and community development and strategic plans to address homeless and special needs populations. The firm is centered on proactive and detail-oriented project management; for more information about APG's internal procedures for quality and cost control, see Section 5: Budget Breakdown. APG is an Oregon certified DBE/WBE corporation (#2893).

Johnson Economics is a well-established consulting firm founded with a specific focus on the economic aspects of land use planning and real estate development. Jerry Johnson has been actively consulting in this field for over twenty years, and has assembled a staff of highly qualified and experienced individuals. Our combination of expertise in economics, planning, and the real estate market differentiates us from pure planning firms as well as pure economic consultancies. We bring a technical approach to planning which integrates the economic and market drivers of long-term land use.



Johnson Economics offers a full range of analytic services in the real estate and economic development fields. Public-sector clients include cities, counties, regional governments, economic development agencies, urban renewal agencies, port districts, and others. Johnson Economics enjoys high credibility in the private sector, and has access to the knowledge and opinions of businesses, professional developers and lenders. As a result, we offer our clients a comprehensive perspective on the interaction between public policy and private sector realities.

2. Project Team

As demonstrated by the biographies in this section, our key staff have extensive experience in working on other housing planning projects of similar complexity to the Morrow County BLI/HNA and for jurisdictions of a similar size. Much of our team's housing-related work is on projects with needs analyses, land inventories, and strategy elements for small and medium sized cities in Oregon.

The key personnel from APG who will lead and provide substantive work on this project are Matt Hastie, Andrew Parish, and Jamin Kimmell. Matt will provide overall project management and, if desired by the County, facilitate Technical Advisory Committee and Project Management Team meetings. Andrew will serve as task lead on Task 2 (Buildable Lands Inventory). Jamin will serve as lead for Task 4 (Morrow County Housing Strategy) and both will be available to work on this and other tasks, depending on the specific needs of the project. Frank Angelo will serve as Principal in Charge from APG. Frank will be utilized in an advisory role and review selected work products.

The key personnel from Johnson Economics who will provide substantive work on this project are Jerry Johnson and Brendan Buckley. Jerry Johnson, Principal and founder of Johnson Economics, will serve as Principal in Charge of this project, advise on analytical issues, and review all work products. Brendan Buckley will lead Task 3 (Housing Needs Analysis).

The number of hours that would be dedicated to this project and the availability of each team member is provided in Section 5: Budget Breakdown.

Matt Hastie, AICP, Project Manager, APG

Matt will lead the consulting team for this project. Matt has over 24 years of experience in land use and transportation planning, housing studies, environmental regulation, geographic information systems, and economic development issues. He has managed numerous planning projects throughout Oregon and the Pacific Northwest. Matt has worked on more than 25 housing planning and policy efforts for cities and counties throughout Oregon and in Idaho and Alaska, including Goal 10 housing analyses, comprehensive plan housing elements, consolidated plans for housing and community development, and strategic and action plans to address housing and other needs of homeless and special needs populations. Matt's work on consolidated plan and affordable housing studies has given him a strong understanding of social and political issues specific to housing.

Matt has managed a variety of development code update projects, including recent and current efforts for the cities of Astoria, Canby, Dundee, Milwaukie, Eugene, Tualatin, and St. Helens. In addition, Matt has worked on land use permitting efforts for mixed use and affordable housing projects, giving him invaluable information about how developers are

affected by local policies and development codes. Finally, Matt is a skilled facilitator and has extensive experience in organizing and conducting large-scale public involvement processes for complex and controversial planning projects. Relevant housing experience includes:

- Goal 10 Housing Needs Analyses and Buildable Lands Inventories for the cities of Astoria, Beaverton, Boardman, Irrigon, Lone, Keizer, Manzanita, Milwaukie, Nehalem, Silverton, The Dalles, Tigard, Warrenton, and Wheeler.
- Affordable Housing Plans for the cities of Ashland, Beaverton, and Bend
- Metropolitan Housing Rule assessment and plan and code amendments for the City of Troutdale
- Metro Title 7 Compliance Report and Housing and Neighborhood Stabilization Report, City of Beaverton
- Consolidated plan updates for Washington and Clackamas Counties
- NSP2 Grant Application for housing and community development funding, State of Oregon and Consortium of Oregon Counties
- Ten-Year Plan to Address Homelessness in Clackamas County
- Comprehensive plan housing elements for communities listed above, as well as the Kenai Peninsula and Kodiak Island Boroughs of Alaska, Ada County, Idaho, and Multnomah County and West Linn, Oregon

Andrew Parish, AICP, Planner, APG

Andrew is a generalist planner with a skill set that combines sophisticated technical analysis with dynamic written and visual communication. Andrew's technical expertise includes Geographic Information Systems (GIS) and visual tools such as Adobe Creative Suite. Andrew specializes in skillfully combining the two to create compelling, data-driven visuals for a variety of audiences. Andrew is also an adjunct professor at Portland State University, where he teaches a GIS for Community Development course. Andrew has completed buildable land inventories and other complex GIS land suitability analyses for multiple jurisdictions across the state, including:

- UGB Expansion Analysis, City of Bend
- Buildable Lands Inventory and Housing Needs Analysis, City of Beaverton
- Buildable Lands Inventory and Housing Needs Analysis, City of The Dalles
- Regional Land Inventory, Umatilla Army Depot Reuse Authority
- Site Suitability Analysis, Beaverton School District
- Frog Pond Concept Plan and Scenario Analysis, City of Wilsonville

Jamin Kimmell, Planner, APG

Jamin is an urban planner with expertise that spans land use, housing, transportation, and economic development. Jamin is adept at analyzing local policies and regulations in light of existing conditions and community goals and crafting strategies that work in different local contexts. He has worked for communities throughout the State of Oregon, and his experience includes housing needs analyses; development code updates; development permitting assistance; transit-oriented development planning; commercial district revitalization; and transportation plans at the corridor, subarea, and citywide scale. Jamin is a graduate of the Master of Urban and Regional Planning program at Portland State University, where his capstone project was selected for a National Student Project Award from the American Institute of Certified Planners. Jamin has worked on multiple housing-related plans and studies, including:

- Housing Needs Analysis and Housing Strategies Report, City of The Dalles
- Development Code Improvement Project, City of Tualatin
- Development Code Update, City of La Pine
- Downtown Revitalization Plan, City of Gladstone
- Station Area Action Plans, Powell-Division BRT Corridor, Cities of Portland and Gresham

Brendan Buckley, Senior Project Manager, Johnson Economics

Brendan Buckley will be largely responsible for the preparation of the housing market analysis, comparison of residential land needs and supply, and market-based elements of the housing strategy report for this project, as well as providing support for other tasks that are part of the project. Over the last decade, Brendan has personally managed over 20 housing studies for cities and counties, including Goal 10 Housing Needs Analysis, consolidated planning, and other in-depth housing studies. Brendan has also prepared dozens of market analyses for private sector housing development projects that give insight into housing market dynamics across the region.

Brendan has a background in affordable housing, urban renewal, planning, public/private development, and real estate development analysis. His areas of expertise include the interface of land use planning and the private real estate market, real estate feasibility analysis, and urban renewal and affordable housing issues.

Before joining Johnson Economics in 2006, Brendan worked in the long-range planning and the urban renewal program at the City of Gresham, Oregon, and as policy analyst at the Housing Authority of Everett, Washington.

Relevant housing experience includes:

- Consolidated Goal 10 Housing Needs Analyses for Western Washington County jurisdictions: Hillsboro, Forest Grove, Cornelius, Banks & North Plains
- Goal 10 Housing Needs Analyses for the Cities of Milwaukie, Beaverton, Troutdale, Keizer, Seaside, Reedsport, The Dalles, Hermiston
- Consolidated Plan updates for Washington County
- NW Natural regional housing forecasts
- Comprehensive housing study, City of Gresham
- Additional comprehensive housing metrics (in conjunction with Goal 10), City of Beaverton
- Central Tigard housing study, City of Tigard
- Central City housing study, City of Redmond
- Central City housing study, City of Salem
- Comprehensive housing study, City of Great Falls, MT
- Equitable housing study, Washington County

Jerry Johnson, NABE, Principal, Johnson Economics

Jerry Johnson will serve as the Principal-in-Charge for Johnson Economics, advising the project. Jerry is a real estate market and regional economic development consultant and has consulted on a broad range of real estate development and land use economic topics, for both public- and private-sector clients. As a Principal with Johnson Economics, Jerry is involved in research design, economic and financial modeling, and market analysis. His consulting experience covers a wide variety of real estate development types and economic topics.

Jerry has prepared market and financial analyses for major developers, including Opus Northwest, Schnitzer Northwest, and Trammell Crow Residential, as well as for public agencies, such as the Portland Development Commission, Port of Portland, Metro, City of Seattle, and numerous jurisdictions throughout the Pacific Northwest. Over the past 25 years, he has developed a practice that combines extensive familiarity with land development issues as well as the interface between public policy and market dynamics.

Jerry is an adjunct professor at Portland State University, member of the Oregon Governor's Council of Economic Advisors, and frequent guest speaker on the economics of land development, land use management issues, and affordable housing. His multi-faceted experience with a wide range of public and private sector clients has given Jerry an in-depth understanding of a full range of social and political issues specific to housing.

3. Project Understanding

It is our understanding that Morrow County is seeking a consultant to prepare a comprehensive Buildable Lands Inventory (BLI) and Housing Needs Analysis (HNA) for the county and five individual communities within the County: the Cities of Boardman, Heppner, Ione and Irrigon, and the Town of Lexington.

Driven by robust economic development centered on the Port of Morrow, the County has experienced steady population growth over the last decade. Population growth is increasingly concentrated in incorporated areas. Housing production has not kept pace with this population growth, however, creating pressure on the housing market and limiting housing options for both new and existing residents. This shortage of housing options has potential to negatively impact both the livability and the economic vitality of the County.

To most effectively address this challenge, the County needs clear and accurate information about its land base and housing needs, and an achievable work plan for implementing the changes that will be necessary to support abundant, diverse, and affordable housing. This project will advance this goal by achieving the following objectives:

1. Develop a comprehensive, refined BLI that accurately accounts for the development capacity of residential, commercial, and industrial land in both incorporated and unincorporated areas of the County.
2. Produce an HNA that accurately identifies the amount and type of housing units that will be needed over the next 20 years, and the amount of land needed within various comprehensive plan designations.
3. Evaluate the County's supply of residential land by comparing the development capacity determined through the BLI to the housing land need determined through the HNA.
4. Work with County and City staff, property owners, local developers and others to understand why certain types of residential development are not occurring at levels needed to keep pace with housing demand.
5. Identify policy changes and implementation strategies needed to effectively support land needs, which may include comprehensive plan, zoning, or Urban Growth Boundary amendments; enhancements in the capacity of local developers or builders; provision of needed infrastructure; or other strategies.
6. Organize policy change and implementation steps that need to be undertaken by cities, the County, or other public agencies or private or non-profit partners into a prioritized and achievable timeline to help guide future work.



- 7. Complete the HNA and BLI in accordance with all applicable requirements of Oregon Revised Statutes and Oregon Administrative Rules related to the periodic review of Goal 10, and reconciliation of housing and associated land need with the BLI.

The consultant team will be responsible for completing the BLI and HNA. The team will also evaluate existing housing policies, codes, and initiatives and recommend new potential strategies and actions. The team will also support the County in coordinating with local jurisdictions and other key stakeholders in the planning process.

The County seeks a consultant that can produce the project deliverables in three phases and complete the project in November of 2018. The consultant team will maintain adequate staffing and flexibility to meet this timeline. We propose that the County provide background materials and GIS data, feedback on work products, and coordinate local meetings.

The following is an outline of our proposed approach to this project. Angelo Planning Group (APG) and Johnson Economics remain flexible in tailoring the final scope of work, schedule, and budget for this project to best meet the County's needs.



Illustration and photos of various housing types for The Dalles Housing Strategies Report

Illustration and photos credit: Opticos Design



Duplex (Stacked)



Duplex (Side-by-Side)



Fourplex

4. Project Approach

The RFP includes an outline of the services and deliverables to be provided, which we use as the basis of our approach and methodology. The State of Oregon's Department of Land Conservation and Development (DLCD) guidelines, in particular the Planning for Residential Growth workbook, will also direct our work products. We would propose an initial meeting to refine the scope of work and timeline to meet the County's needs.

Our primary objective is to deliver analyses that support the County's vision and goals for growth in coming years, while providing a clear picture of the trends in population and housing, employment, and land development which may present opportunities and constraints. Our team has completed many Goal 10 analyses across the state and is well-versed in the statutory requirements for these analyses. At the County's discretion, we often consult directly with DLCD and other stakeholder groups during the process to ensure mutual understanding of the findings and ensure smooth adoption.

In addition to meeting state requirements, our team seeks to provide an in-depth understanding of county and regional trends which continue to shape the county's housing and employment landscape. Our experience includes other types of tailored housing studies that give us insight on additional data sources and methods for forming this broader picture. We also have experience in completing regional Goal 10 and Goal 9 (Employment Land Need) analyses, which involve additional coordination across multiple jurisdictions. This approach will be useful in understanding the broader housing context across Morrow County and the different niches filled by its cities and subareas.

Task 1: Project Management and Stakeholder Engagement

APG will take primary project management role in this project and will coordinate efforts among project team members and the County Project Manager. Matt Hastie would serve as main point of contact and day-to-day project manager of the consultant team. Brendan Buckley of Johnson Economics will serve as the internal project manager for the components of the project led by Johnson Economics and will serve as the primary contact for the sub-consultant.

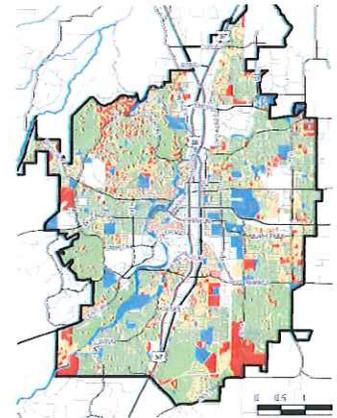
At outset of the project, our team will coordinate with the County to develop an overall project schedule and to identify preliminary dates for key meetings. The schedule will identify timeframes for all milestones, meetings, draft and final deliverables. The schedule will aim for efficiency by allowing work phases to overlap where possible, while ensuring that findings of each analysis are integrated into the subsequent phase. A preliminary project schedule is provided in Section 5: Budget Breakdown³. The following are anticipated to be key elements of the project management approach:

- 1. Project Management Team.** The Project Management Team (PMT) will be composed of the Morrow County Planning Director and representatives from



the five community partner jurisdictions. The PMT will perform initial review of all work products and provide localized knowledge and direction to the project. The consultant team will provide clear and accessible information to the PMT and utilize multiple methods of engaging with the PMT and receiving input, such as conference calls, in-person meetings, or web-based tools.

2. **Technical Advisory Committee.** The Technical Advisory Committee (TAC) will be composed of representatives from economic and community development organizations. As identified in the RFP, these organizations include the Port of Morrow, Willow Creek Valley Economic Development Group, Greater Eastern Oregon Development Corporation, and the Community Development Director of the City of Boardman. The TAC will provide local expertise in land supply and development issues and their impact on the economic health of the County. The TAC will also provide guidance on policy and implementation recommendations. The consultant team will assist in preparations for TAC meetings, present information in a clear and accessible manner, and facilitate meetings to ensure effective utilization of the TAC. The consulting team will focus on ensuring the TAC is engaged in the project and will become champions for project implementation.
3. **Stakeholder Interviews or Contacts.** As we develop assumptions related to the HNA for the various parts of the County, we may want to query individual developers, non-profit housing providers, key property owners, or others to help better inform or refine our assumptions. We will conduct brief phone interviews or email contacts towards this end, as the project budget permits.
4. **Project Website or Webpage.** To ensure that the general public is aware of this study, the County should provide information on the County's website, including basic information about the project objectives, timeline, and outcomes; a schedule of TAC meetings; draft and final deliverables; and an opportunity to provide comments to the project team. The consultant team can assist the County in preparing information to be posted on the page.



Residential BLI map for the City of Bend UGB Remand.

Task 1 Deliverables

- Final Project Schedule
- Final Project Scope

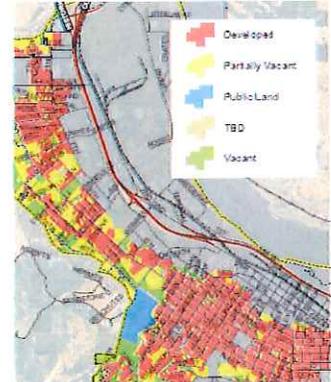
County Staff Responsibilities

- Regular communication with consulting team members
- Assist in development of final project scope and schedule
- Recruit members of PMT and TAC
- Coordinate on-site meetings
- Create and maintain project webpage

Task 2: Buildable Lands Inventory

Preparation of the Buildable Land Inventory (BLI) is a largely data-driven process that builds upon existing data sources such as GIS data, permitting data, aerial photography such as Google Earth, and local knowledge and nuance provided by County and jurisdiction staff and others who may be more familiar with the on-the-ground circumstances. The methodology for the BLI will be reviewed by the PMT and, if possible, by the TAC. The following is a summary of our approach to developing the BLI, which would be led by APG staff. The approach is based on current understanding of available information and may be subject to change depending on data limitations.

1. Coordinate with staff to obtain existing available data. The team will review the data for completeness and format. The team understands that the County currently maintains relatively complete data on taxlots, property ownership, property valuation, jurisdictional boundaries, zoning, and comprehensive plan designations. Limited data is available on transportation and natural resources. The team will develop a strategy for compiling needed data in consultation with County staff and utilizing a range of other data sources. This strategy may involve digitizing comprehensive plan/zoning maps from local jurisdictions and utilizing statewide datasets from the Oregon Geospatial Database.
2. Establish Morrow County taxlot data as the base layer on which to identify and map buildable parcels. Map taxlot layers to land use designations to identify residential, employment and other types of land.
3. Identify the classification of County taxlots (Developed, Vacant, Partially Vacant, or Ignored). State rules provide a prescribed system for determining the developability of land, including identifying parcels which are underused and may redevelop or otherwise have the capacity for development. The improvement level of parcels will be determined by tax code and land use fields within the County assessor's data in combination with selective review of aerial imagery for key sites. The consultants will also engage with staff on alternative ways to identify redevelopable land, including assessing value of current improvements, or establishing strategies for infill development such as accessory dwelling units.
4. Compare the complete inventory of vacant and redevelopable parcels in the appropriate zones to maps of natural resources—including floodplains and wetlands—and topographical constraints. Determine which parcels feature partial or full constraints to new development based on site conditions, state requirements, and applicable development code provisions.
5. Summarize and discuss preliminary results in table and map form with County staff and other stakeholders which staff may identify. This discussion will consider the identified developable land and alter and remove from the inventory any special cases based on local knowledge and expertise (e.g., properties that are



Residential land inventory map for The Dalles BLI.

already committed to another land use such as a school, other public facility or specific land use). Reach general agreement on the inventory and its findings.

6. Convert estimates of available and potentially available land by acreage and number of parcels into estimates of (1) potential housing capacity by number and type of units and (2) capacity for employment uses by square footage of general employment type. These capacity projections will be based on parcel configurations, zoning designation, and applicable development code provisions.
7. Prepare a brief report summarizing the results (both in map and table form), a spreadsheet including detailed tabulated results of residential land by zoning and potential housing capacity, and a package of GIS layers related to the BLI.

Task 2 Deliverables

- Draft and Final Buildable Lands Inventory Report, including supporting maps and tables summarizing results of and refinements to the BLI
- GIS data and associated map layers evaluated and produced as part of the BLI

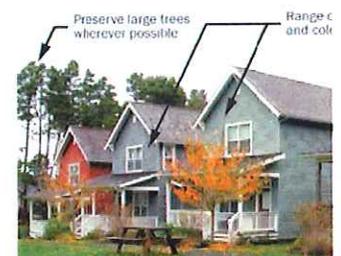
County Staff Responsibilities

- Help coordinate the transfer of GIS data from the County and local jurisdictions
- Assist in ground-truthing BLI results to the extent feasible
- Review and comment on draft BLI Report

Task 3: Housing Needs Analysis

Johnson Economics will lead the development of the Housing Needs Analysis. Our approach to a HNA is to provide the greatest level of detail possible in terms of needs by housing type, the economics of developing housing in the local market, and the policy implications of alternative actions. The following is a summary of our approach:

1. Our team will meet with the PMT, TAC, and potentially other stakeholders to understand the current on-the-ground impression of the housing situation and current needs and the county and local housing markets. Local participants have the greatest knowledge of the strengths and weaknesses of the housing stock, which needs are going unmet, which households are served or underserved, etc.
2. We will review past and existing plans and documents impacting housing and residential land needs and conditions in Morrow County and local jurisdictions.
3. Our team will bring a variety of data to bear on this analysis including from the US Census, Portland State University Population Research Center, existing population and employment forecasts, Oregon Home Builders Association, Realtors Multiple-Listing Service, local housing agencies, CoStar, New Home Trends, Zillow, Case-Schiller Housing Index, and/or other sources.



Photos of various housing types for the Tigard Housing Strategies Report.

4. This analysis will pay attention to the demographic growth trends in the county and include analysis of how the current housing stock meets the needs of local employees, households at different income levels, and other groups now and into the future. The analysis will address how growth in specific demographic segments has impacted housing availability and pricing in the community.
5. Johnson Economics has developed and improved its Goal 10 housing needs model over many years with feedback from clients and DLCD. The model identifies the need for housing type by structure based on household income, size and structure, as well as other demand factors. It uses recent local and broader trends in demographics, housing and household size to estimate the breakdown of the future population. Age of householder, household income, and propensity to either rent or own are the key demographic indicators used to stratify demand.
6. Johnson Economics will run the housing needs model at the countywide level, and for each identified jurisdiction within it. The results will inform a fully documented HNA at the County level, and provide additional housing profiles and projections at the jurisdiction level.
7. The findings of housing needs will be coupled with information about the types and densities allowed within the zoning designations in the County and individual jurisdictions to estimate future housing needs. This work will tell us if the land in available zones is suitable to meet future housing needs, taking into account demographic preferences, availability of amenities and services, housing and land prices, and other factors.



An assessment of how commute patterns affect housing demand in Milwaukee

Task 3 Deliverables

- Draft and Final Housing Needs Analysis Report (Countywide and Jurisdictions)

County Staff Responsibilities

- Provide local background materials
- Assist in coordination with PMT, TAC, and local stakeholders
- Review and comment on draft Housing Needs Analysis Report

Task 4: Morrow County Housing Strategy

APG will review existing plans, code and policy language related to housing and residential lands. APG will compare current policies and programs to the results of the HNA to evaluate if the identified future needs are being addressed. This step will ensure that current policies, zoning designations, and development regulations support the range of housing types and densities identified in the HNA.

We assume that we will develop a full range of strategies that may be applicable to any or all of the cities in the County. We will then create a matrix that indicates the relatively

applicability of each strategy to each city in the County. To the extent that variations in policies or development code amendments are needed, we also will indicate that in our assessment. The Housing Strategy may include the following types of recommendations:

- **Zoning map or UGB amendments.** The Housing Strategy will include a broad look at the match of zoning designations in the County and partner jurisdictions, buildable lands, and projected need. This assessment will consider how the current regulatory framework will meet housing needs and allow for the desired mix, density and geographic layout of housing. The assessment may result in recommendations for potential zone changes, UGB expansions, and other macro-level changes.
- **Comprehensive plan policy amendments.** The Housing Strategy will outline recommended amendments to comprehensive plan policies in both individual jurisdictions and the County. The amendments will bring policies in alignment with the needs in the HNA and the goals and strategies identified to meet those needs.
- **Development code amendments.** Some amendments to the development codes of individual jurisdictions and the County may be needed to meet the housing needs of specific demographic groups throughout the county or in specific areas, satisfy state and regional housing requirements, or implement needed “efficiency measures”. We will provide a summary of potential amendments and, where appropriate, example code language for future implementation.
- **Programmatic strategies.** The Housing Strategy will identify options to address housing needs through programs and partnerships. These strategies may include partnerships with non-profit or public housing developers, education and outreach to private housing developers, financial incentives, or public investments with potential to spur new residential development.

Working closely with Staff, we will prepare a Morrow County Housing Strategy. The report will be designed to meet all state requirements while reflecting the findings and strategies devised in previous steps. The report and findings will serve as the basis for potential amendments to the Comprehensive Plan, zoning map, and development code.

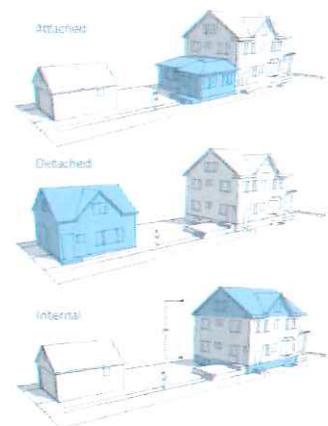
The Housing Strategy Report will include an implementation plan. The plan will outline the steps needed to adopt amendments to the comprehensive plans and development codes of the County and partner jurisdictions. The plan will identify specific amendments, prioritize the list of amendments (where appropriate), set out achievable timelines, and identify potential funding sources from state agencies to support this work.

Task 4 Deliverables

- Draft and Final Morrow County Housing Strategy Report

County Staff Responsibilities

- Review and comment on draft Morrow County Housing Strategy Report
- Assist in compiling comments from PMT, TAC, stakeholders, and public



An illustration of three types of ADUs for The Dalles Housing Strategies Report.

Illustration credit: AccessoryDwellings.org

5. Budget and Schedule Breakdown

Budget

A preliminary project budget is provided below. If selected, we will work with staff to make refinements needed to ensure the approach and resources align with County priorities.

BUDGET ESTIMATE	ANGELO PLANNING			JOHNSON ECONOMICS		TOTALS	
	Hastie	Kimmell	Parish	Johnson	Buckley	Hours	Cost
	\$167	\$93	\$99	\$195	\$120		
Task 1: Project Management							
1.1 Kick-off meeting and field visit	8			8	8	24	\$3,856
1.2 PMT meetings (4 phone/online or in-person)*	12				6	18	\$2,724
1.3 TAC meetings (3 in-person)	24			8	24	56	\$8,448
1.4 Stakeholder interviews	8				8	16	\$2,296
1.5 Project webpage		6			2	8	\$798
TOTAL	52	6	0	16	48	122	\$18,122
Task 2: Buildable Land Inventory							
2.1 Identify and compile GIS data layers			15			15	\$1,485
2.2 Classify parcels by use and zoning			15			15	\$1,485
2.3 Identify available and redevelopable parcels			15		2	17	\$1,725
2.4 Apply environmental and other constraints			10			10	\$990
2.5 Refine results with Staff based on local knowledge			8			8	\$792
2.6 Convert capacity in acreage to housing units			6		2	8	\$834
2.7 Prepare <i>Buildable Land Inventory Summary Report</i>	4		16		2	22	\$2,492
TOTAL	4		85		6	95	\$9,803
Task 3: Housing Needs Analysis							
3.1 Review existing plans and data				2	16	18	\$2,310
3.2 Profile current housing supply					16	16	\$1,920
3.3 Detail housing and demographic trends					20	20	\$2,400
3.4 Develop housing projections				4	24	28	\$3,660
3.5 Reconcile housing land need with buildable land				2	2	4	\$630
3.6 Prepare <i>Housing Needs Analysis Report</i>	6			4	18	28	\$3,942
TOTAL	6		0	12	96	114	\$14,862
Task 4: Morrow County Housing Strategy							
4.1 Evaluate housing goals, policies, and code regulations	8	32			2	42	\$4,552
4.2 Develop policy, code and other recommendations	6	20		2	4	32	\$3,732
4.3 Prepare <i>Morrow County Housing Strategy Report</i>	4	12		2	2	20	\$2,414
TOTAL	18	64	0	4	8	94	\$10,698
Total Hours	80	70	85	32	158	425	
Total Labor Costs	\$13,360	\$6,510	\$8,415	\$6,240	\$18,960		\$53,485
Expenses (Third-Party Market Data, Printing, Mileage)							\$800
TOTAL PROJECT COST							\$54,285

*We recommend scheduling in-person PMT and TAC meetings on same day to reduce travel costs.

Project Schedule

Our team is experienced at managing project timelines. Below is a preliminary schedule for the project. One of our first tasks will be to review this schedule with County staff and refine it. We will also identify potential stumbling blocks or areas outside the team’s direct control early in the project and prepare a contingency plan to accommodate such issues so that schedule impacts are minimized. At the outset of each task, we will prepare detailed schedules outlining responsibilities, time required for review of work products, interim deadlines, and critical path items, working closely with County staff.

PROJECT TASKS		2018						
		MAY	JUN	JUL	AUG	SEP	OCT	NOV
Task 1: Project Mgmt. & Stakeholder Engagement								
1.1	Kick-off meeting and field visit	X						
1.2	PMT meetings (4 phone/online or in-person)	X	X		X		X	
1.3	TAC meetings (3 in-person)		X		X		X	
1.4	Stakeholder interviews	[Orange bar from May to August]						
1.5	Project webpage	[Yellow bar from May to November]						
Task 2: Buildable Land Inventory								
2.1	Identify and compile GIS data layers	[Blue bar from May to June]						
2.2	Classify parcels by use and zoning	[Light blue bar from May to July]						
2.3	Identify available and redevelopable parcels	[Blue bar from June to August]						
2.4	Apply environmental and other constraints	[Light blue bar from June to August]						
2.5	Refine results with Staff based on local knowledge	[Blue bar from July to September]						
2.6	Convert capacity in acreage to housing units	[Light blue bar from August to October]						
2.7	Prepare <i>Buildable Land Inventory Summary Report</i>	[Blue bar from October to November]						
Task 3: Housing Needs Analysis								
3.1	Review existing plans and data	[Green bar from May to July]						
3.2	Profile current housing supply	[Light green bar from June to August]						
3.3	Detail housing and demographic trends	[Green bar from June to August]						
3.4	Develop housing projections	[Light green bar from July to September]						
3.5	Reconcile housing land need with buildable land	[Green bar from August to October]						
3.6	Prepare <i>Housing Needs Analysis Report</i>	[Light green bar from October to November]						
Task 4: Morrow County Housing Strategy								
4.1	Evaluate housing goals, policies and codes	[Red bar from May to August]						
4.2	Develop recommended strategies and actions	[Light red bar from August to October]						
4.3	Prepare <i>Housing Strategy Report</i>	[Red bar from October to November]						

*We recommend scheduling in-person PMT and TAC meetings on same day to reduce travel costs.

Availability

Our firms maintain sufficient staff resources to provide timely and responsive service to all of our clients. Given the scope, complexity and timeline of this project, we anticipate that this project will be the primary responsibility for the key staff members. We can respond quickly to tight deadlines and unexpected project needs by shifting support staff where it is most needed throughout the process. The following table presents estimated availability of our team members to work on this project. This availability is more than sufficient to accommodate the estimated workload for each team member summarized in Section 4 of this proposal.

Team Member	Est. Percent Time Available	Percent Time Needed for Project
Matt Hastie, APG Lead	30%	20%
Andrew Parish	35%	20%
Jamin Kimmell	25%	15%
Brendan Buckley, PM	50%	35%
Jerry Johnson	20%	10%

Quality and Cost Control

As Project Manager, Matt Hastie will be responsible for overall quality control for all project deliverables. APG has established proven internal policies and procedures to ensure quality products within established budgets. We recognize that projects often have limited resources and work closely with our team members and local staff to identify cost-effective approaches to each project. Our project managers provide oversight of the project budget, scope, and schedule assuring that the team will meet milestones and deliverables. Work products are reviewed internally by our project managers and professional planning staff to ensure a quality product.

Our project managers coordinate with clients to establish a scope of work, schedule, and budget for each project and assign roles and responsibilities for each team member. APG uses an electronic timecard system to monitor project costs. The Project Manager can review weekly activity reports to assure budget compliance, as well as monthly program status reports comparing completed work with planned activities. These reports can be reviewed to monitor work product and budget progress. Our project managers use this on-going monitoring and communication to assure that projects progress according to schedule and within budget and determine whether changes need to be made.

6. Support Information

Our team's previous experience completing similar projects on time and to the satisfaction of our clients' goals demonstrates our ability to successfully complete this project for Morrow County and the partner communities. Following are descriptions and client contact information for three recent similar projects, as well as brief descriptions of several other similar projects. In addition, we have cited testimonials from clients regarding satisfaction with our services.

Featured Project Descriptions and References

Following are descriptions of three recent projects similar in scope to the Morrow County BLI/HNA, including a summary of the work completed and client contact information.

Housing Needs Analysis and Buildable Lands Inventory City of The Dalles, Oregon

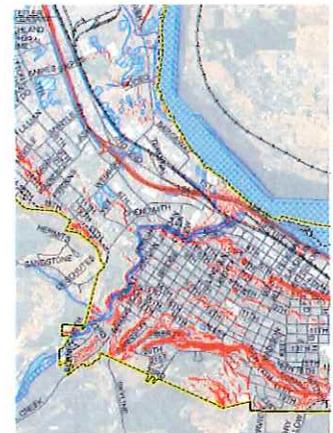
APG and Johnson Economics worked with the City of The Dalles to assess long-term housing needs, conduct a buildable land inventory, and prepare implementing policies, development code and other housing related recommendations for the City. Johnson Economics prepared the analysis of current and future housing conditions and needs, while APG prepared an inventory of buildable residential lands, including supporting maps and memoranda; reviewed Comprehensive Plan policies for consistency with regional, state and federal requirements; reviewed the city's development code and recommended changes needed to reduce barriers and improve the city's ability to meet future housing needs; and prepared a Housing Strategies Report summarizing the results of these efforts.

APG and Johnson Economics also assisted in presenting information to and facilitating meetings of the Technical Advisory Committee, as well as assisted with briefings to the City's Planning Commission and City Council. As part of a separate follow-up project, APG prepared an "Implementation Roadmap" memorandum, that provided guidance to the City on the steps and timelines needed to implement the different types of strategies outlined in the Housing Strategies Report.

Client Reference: Steven Harris, Planning Director, City of The Dalles, 541.296.5481 x1151, sharris@ci.the-dalles.or.us

Housing Needs Analysis, City of Milwaukie, Oregon

APG and Johnson Economics worked with the City of Milwaukie to assess long-term housing needs, conduct a buildable land inventory, and prepare implementing policies, development code and other housing-related recommendations. Tasks included summarizing current and projected future demographic and housing conditions and needs; ensuring that Comprehensive Plan policies were consistent with regional, state and



Map of development constraints for The Dalles BLI.

federal requirements; reviewing the City's development code and recommending changes needed to reduce barriers and improve the City's ability to meet future housing needs; and preparing a Housing Strategies Report summarizing the results of these efforts.

APG and Johnson Economics also presented information to assist in facilitating meetings of the Technical Advisory Committee and made presentations to the city's Planning Commission and City Council.

Client Reference: David Levitan, Senior Planner, City of Milwaukie, 503.786.7627, LevitanD@milwaukieoregon.gov

City of Keizer: Economic Opportunities and Housing Needs Analysis

Johnson Economics and APG developed a Housing Needs Analysis and an Economic Opportunities Analysis for the City of Keizer, which was adopted by the City in 2013. The work was done within the context of a regional HNA and Economic Opportunities Analysis (EOA) for the Salem-Keizer metropolitan area, and addressed the area's current position within the greater metropolitan area. The HNA work built upon the regional work and included a significantly improved methodology for refining the Buildable Land Inventory. This project included an extensive public outreach effort, both to the community as well as agencies reviewing the plans.

Our team's work included evaluating and recommending revisions to Comprehensive Plan goals and policies and Development Code requirements related to housing and economic development. As part of this effort, the team also evaluated potential efficiency measures for reducing the need for future urban growth boundary expansions and identified and assessed a number of potential expansion areas.

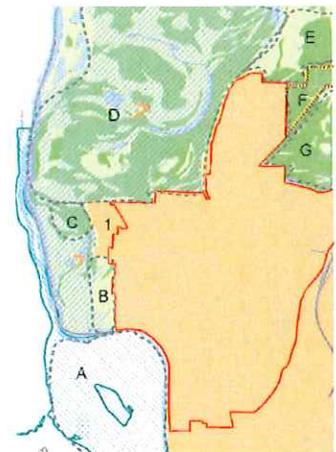
Client Reference: Nate Brown, Planning Director, City of Keizer, 503.856.3442; BrownN@Keizer.org

Additional Project Experience

Following are descriptions of several other selected, recent similar projects.

Washington County: Housing Market Conditions and Needs Analysis

Johnson Economics, in partnership with APG, completed an assessment of housing conditions and needs analysis for the Washington County. This analysis was included in the housing needs portion of Washington County's Consolidated Plan. To conduct the HNA, Johnson Economics utilized the same projection model used for Goal 10 projects. This project resulted in an understanding of the current housing supply in terms of number, types, and condition of units. It also projected the future demand for these unit types, how that need matched the current supply, and the implications for what housing types would be needed over the next 20 years.



A map of potential UGB expansion areas in Keizer

City of Beaverton: Goal 10 Housing Needs Analysis & Strategy

APG and Johnson Economics recently completed an in-depth housing needs study, with accompanying goals and policy recommendations for the City of Beaverton. The study met the requirements of the Goal 10 HNA while also providing additional data and strategy on housing in the community. The project took into account the areas of unincorporated Washington County within Beaverton's service area, as well as planning efforts in the South Cooper Mountain Annexation Area.

City of Bend: UGB Remand Project

APG recently led a multidisciplinary team of planners, economists, real estate professionals, urban designers, and public involvement specialists on a large Urban Growth Boundary expansion project for the City of Bend. The project successfully resulted in an adopted UGB amendment that will provide sufficient land for employment, housing, and other urban uses as the city continues to grow. APG led a steering committee to direct policy and oversee the project, three technical advisory committees, and conducted a series of open houses and innovative online surveys.

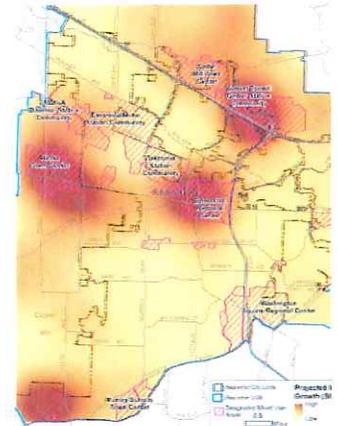
The project also included preparation of an updated HNA, Economic Opportunities Analysis and Buildable Land Inventory (BLI), as well as a new Urbanization Report, updated chapters of the Bend General Plan, and implementing amendments to the city's Development Code. APG had the lead role in preparing the BLI, Urbanization Report, and General Plan and Code amendments, and oversaw other team members' completion of all other aspects of the project.

City of Hermiston: Central Economic Opportunities and Housing Needs Analysis

Johnson Economics led a team developing a regional economic opportunities and housing needs analysis for the City of Hermiston. The work was adopted by the City in 2011. The project included a specific downtown plan, and addressed issues related to a complex interaction between proximate jurisdictions in the area, the Port of Umatilla and the Tri-Cities area of Washington.

City of Newberg: Residential Land Needs Analysis

Johnson Economics completed an analysis of vacant buildable residential lands and identified the 40 year need for residential lands. The inventory utilized the City's GIS system and the City's undeveloped residential lands were categorized as vacant, partially vacant, redevelopable and committed. A key finding in this analysis was that a substantial portion of the City's land inventory was controlled by a single property owner. Johnson Economics subsequently worked for this property owner to master plan their holdings, and coordinated that work with the City.



Heat Map of Growth Potential from Beaverton Housing and Market Analysis and Housing Strategy Project

City of Tigard: Goal 10 Housing Needs Analysis

APG and Johnson Economics recently completed a Goal 10 housing and residential land needs assessment for the City of Tigard as part of the City's Periodic Review work program. The project included coordination with Metro, DLCD, and local housing stakeholders. The analysis took into account recent planning work in Tigard's downtown, the recently annexed West Bull Mountain area, and prospective transit station areas.

City of Gresham: Housing Study & Strategy

Johnson Economics completed an in-depth analysis of the City of Gresham's current and future housing needs. This analysis employed the firm's Goal 10 methodology, as well as detailed analysis of housing development patterns over time and within specific neighborhoods. The study identified demographic and development trends, challenges and opportunities which inform Gresham's housing policy and a range of programs. City staff is carrying the Goal 10 work program forward using this study as a foundation.

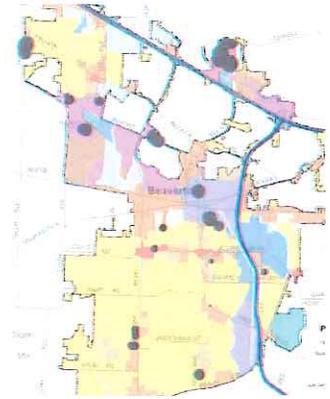
Testimonials

Following are testimonials from former clients attesting to our commitment to successfully meeting their project needs.

"The consultant project manager (Matt Hastie) earned the trust and respect of City staff and the community which helped tremendously in the successful completion of this complex project. The consultant team adhered to the tasks in the statement of work and completed the tasks well before the WOC expiration date. The consultant project manager did an excellent job communicating with the TGM and local grant manager in regard to responding to project issues, making sure everyone was on the same page as the project progressed, and strategizing about upcoming project needs. The consultant project manager did an outstanding job at the project and public meetings addressing the public and city staff questions and making sure the right sub-consultant staff were present." - Naomi Zwerdling, Senior Region Planner/Lead Grant Manager, ODOT, St. Helens Corridor Design Plan

"This has been a really great experience for me as the project manager and the City as a whole for a number of reasons, because especially due of the success in our collaborative approach – even as we navigated the bumps in the road. I second Matt's comments about appreciating everyone's hard work, dedication, responsiveness, good humor, etc (not to mention voodoo donuts, despite the internal ramifications!). I also want to give Matt a big kudos for always bringing extraordinary positive energy to every meeting and challenge, and keeping us on track, even as we bumped around a bit. Matt always followed through on everything and still offers to give feedback even though the grant is closing – what a guy!" – Lydia McKinney, City of Eugene, Walnut Station Form Based Code

"And a Happy New Year to two of the best planning consultants in the state!" – John Roberts, Wasco County Planning Director (now at Hood River County), Wasco County Code Audit, re: Matt Hastie and Serah Breakstone, APG



Multi-Family Building Permits Map from Beaverton Land Use Element Update Background Report

4063 SW Tommy Armour Ln., Redmond, Or. 97756
541-788-2370

April 18, 2018

**Statement of Proposal to Provide Planning Services
for a
Buildable Lands Inventory and Housing Needs Analysis
Morrow County and partner cities**

Submitted by:

Adams Planning and Development Services (Bill Adams),
DHC Planning (DJ Heffernan)
Kilpatrick Consulting LLC (Cathy Kilpatrick)

Outline of Proposal:

Page 2: Introductory letter
Page 3: Consultant's Capabilities
Page 4: Project Team
Page 6: Project Understanding
Page 7: Project Approach
Page 8: Support Information

Introductory Letter:

Dear Ms. McLane and partner Morrow County cities:

We are pleased to submit our statement of proposal to conduct the work outlined in your March 16, 2018 Request for Proposals.

We have experience in eastern Oregon in this type of planning work and look forward to working with you in meeting your objectives for this project.

If selected, we intend to work with you to provide a Buildable Lands Inventory (BLI) and Housing Needs Analysis (HNA) that works for you, and not just meet state rules.

Please call me if you have any questions,

Bill Adams
Adams Planning & Development
4063 SW Tommy Armour Lane
Redmond, OR
541-788-2370

Consultant's Capabilities:

All of the team members are available and able to commit to the schedule as outlined in the RFP.

- DJ Heffernan of DHC Planning has recently completed a BLI and housing analysis for the city of Madras in 2015/16 and for the city of Redmond in 2011. Bill Adams was the Jefferson County Planning Director in 2015/16 and participated in the BLI/HA and subsequent Comp Plan, Zoning, and UGB amendments for the project. Mr. Adams has also participated in numerous housing studies for urban areas in his career. He was the project manager for the award-winning *"Planning for Residential Growth – a Workbook for Oregon's Urban Areas."* That workbook established the process by which local governments should conduct BLI/HA's.
- Mr. Adams has worked for numerous agencies including Jefferson, Klamath County, Multnomah, and Hood River Counties, and the cities of Sisters, Redmond, and Milwaukie. Mr. Adams has served both as an employee and as a consultant. Mr. Heffernan has also been an agency planner until he became a consultant.
- Mr. Adams has managed small and large grants and contracts in his role in the state Transportation and Growth Management Project. He is thoroughly versed in contract and budget management techniques and will maintain control throughout the project.

Project Team:

- Because all three firms are small, Morrow County and partner cities will be essentially getting the principal of each firm.
- The team names and their roles are listed in a table on the next page. The hours per task are rough estimates at this point.
- Bill Adams is the project manager and will serve as the initial contact with Morrow County and partner cities. Bill has significant experience as a project manager on similar projects. Bill's experience with Jefferson County, city of Madras (coordinated with city staff and consultant), city of Sisters, Klamath County, and the state TGM program has given Bill extensive experience. Bill's knowledge of project management, technical analysis, and policy analysis will serve Morrow County well.
- DJ Heffernan will serve as a technical and policy planner. His extensive knowledge of urban planning & development will serve the County well. He will be involved in key points along the process. He will particularly be involved in interpreting technical data and in recommendations in UGB, Comp Plan and Zoning policy.
- Cathy Kilpatrick will serve as the GIS map technician. She has extensive ArcGIS experience in creating and manipulating maps and map layers. She is familiar with County GIS and Assessor offices and functions.
- We have put together a team that has the expertise to cover all phases of the project.
- We are prepared to meet the scheduled timeline as outlined in the RFP.
- References for the team:

For Bill Adams:

- Jeff Rasmussen, Jefferson County Administrator, 541-475-2449
- Nick Lelack, Deschutes County CD Director, 541-385-1708
- Nick Snead, Madras CD Director, 541-325-0304

For DJ Heffernan:

- Nick Snead, Madras CD Director, 541-325-0304
- Deborah McMahan, Redmond Planning Manager, 541-923-7724

For Cathy Kilpatrick:

- William Smith, Smith Properties Inc., 541-382-6691
- Rich Ellerd, Young Life at Antelope, OR., 971-344-2140

- Utilization of local services or personnel: We propose to use data and information from the representatives of the County and partner cities. If we can find an intern and/or get current data from the local agencies, we will be able to save the County and partner cities some money that would have been spent for us to obtain the data.

ROUGH ESTIMATE – BY TASK			
Team member	Bill Adams	DJ Heffernan	Cathy Kilpatrick
Task / hours			
BLI list & map	40	20	35
Determine capacity	10	10	5
Redevelopment screen	10	5	10
Constraint screen	15	5	10
PMT & TAC review	15	15	5
Pop & new housing units needed	30	10	
ID demographic trends	15	5	
Demographic & HH trends	15	10	
HH income & type	15	5	
Needed units by type	10	5	
Needed density ranges and density for all types	5	10	5
Provide BLI & HA Report as refined & reviewed	10	5	5
ID Policy changes	10	20	
Review UGB capacity & rural analysis	20	10	10
SOW & schedule for amendments to CP and Codes	10	5	
Labor:	\$43,000		
Direct costs (e.g., mileage, etc.):	\$2,000		
Total Estimate:	\$45,000		

Project Understanding:

We have read and understand the RFP's statement of Goals and Objectives. We have experience doing this very same project for Madras, Redmond, Sisters, and others agencies. Again, Bill Adams "wrote the book" on doing BLI's and HNA's and DJ Heffernan has perfected the practice of conducting these planning projects for small cities including Madras and Redmond.

Project Approach:

The scope of work outlined in the RFP is a good starting point. If selected, our team will sit down with Morrow County and partner cities to describe a more detailed scope of work. Mr. Adams has reviewed and developed numerous SOW's in his work with the state TGM program and Mr. Heffernan as a consultant has done the same on recent projects.

A first step prior to initiating the project is to discuss with each partner city and the County what data exists and what condition it's in. This includes obtaining shape files for the ArcGIS program, assessor data, zoning data, and building permit data. Once that's done, a detailed SOW can be developed.

Based on a rough idea of the level of effort to conduct the work proposed in the RFP, we estimate it will cost about \$45,000. *(Note: this figure could go up or down depending on the quality of the data available from the County and partner cities)*

Support Information:

ADAMS PLANNING AND DEVELOPMENT SERVICES

Bill Adams

Land Use Planning,
Development, Permits

Redmond, Oregon

Tel: 541-788-2370; bsba2@bendbroadband.com

Adams Planning & Development is a sole proprietor business based in Redmond, Oregon. Bill Adams provides consulting services related to land use planning, development feasibility and permitting. Mr. Adams services are sought after by local agencies (cities and counties) and private land owners.

Mr. Adams brings more than 40 years of experience working in this field throughout Oregon. Current assignments include working with the city of Madras to submit a Site Plan application to Jefferson County; and, working for a private land owner to obtain a Zone change so she can develop her land.

Bill Adams has experience in completing Buildable Lands Analysis and Housing Needs Analysis in the cities of Milwaukie and Sisters, and for Jefferson County and Hood River County. Mr. Adams was the project manager for the development and publishing of *“Planning for Residential Growth – A Workbook for Oregon’s Urban Areas”*. He was part of a team that received an Oregon American Planning Association award for his work on that project. He worked for the state of Oregon (DLCD & ODOT) managing grants and contracts to local government for 15 years.

Mr. Adams depth of experience includes working for cities, counties, the state of Oregon, and private land owners. He has refined skills in planning analysis, Comp Plan and Code amendments, and collaboration with work partners.

About US

DHC PLANNING (DHC) is a professional services firm based in Portland, Oregon that provides award-winning expertise related to land use planning, infrastructure planning, and public finance and capital budgeting. DHC is a sole proprietorship. The firm was founded in 2011.

We bring more than 30 years of experience working in these specialty fields throughout the Pacific Northwest. Current assignments include analyzing the City of Madras, Oregon's employment land supply, updating transportation plans and regulations in Madras, Oregon, and preparing a neighborhood improvement plan in Redmond, Oregon. We are representing private property interests in land use planning and development projects in Tigard and Milwaukie, Oregon.

DHC has overseen or participated in urban land supply analysis projects in Madras, Redmond, and Bend Oregon. We have teamed on award-winning urban growth management programs in Oregon and Washington. We have led successful urban growth boundary (UGB) mapping projects, including a recent adjustment filed with the City of Madras for Jefferson County School District 509-J, which involved an UGB adjustment and land exchange. We have helped several cities refine their policies and ordinances regulating municipal annexations.

DHC also has extensive long-range public facility plans and capital improvement programs for municipalities and special districts, including implementation strategies for financing system improvements. We are currently working on the Transportation System Plan (TSP) for Madras, Oregon and worked on the recently completed TSP update for West Linn, Oregon. We have expertise preparing rate studies for transportation, water, sewer, parks, and drainage utilities. We recently analyzed utility and road system financing options for the Nelscott Gap area in Lincoln City, Oregon. We helped author a handbook for the Oregon Department of Land Conservation and Development on how to plan for and finance tsunami evacuation infrastructure. We helped the City of Hillsboro establish its transportation utility and have prepared park system master plans and systems development charge (SDC) methodologies for cities throughout Oregon.

Mr. Heffernan twice has received the Oregon Chapter of the American Planning Association Professional Achievement in Planning Award.

April 16, 2018

Craig and Cathy Kilpatrick, dba Kilpatrick Consulting LLC

Kilpatrick Consulting LLC is a full service consulting firm providing support to landowners and investors for their land use needs. Our projects range from the simple, land partitions and conditional use permits to the more complex, legislative actions at the local and state level.

Craig's architectural training and administrative planning experience has provided him with a unique set of skills and has allowed him to gain an in-depth understanding of Oregon Land Use Laws with an emphasis on Crook County. A thorough knowledge of Crook County, its government and leadership, give Craig the ability to help steer the approval processes for the GrandRidge PUD and Shumway Road PUD projects to successful conclusions.

Cathy Kilpatrick comes from a background of print advertising and graphic design. She worked as an advertising accounts executive at the Bend Bulletin. Cathy joined the firm in 2005 and provides invaluable in-house GIS mapping, graphic design and research services.

While the majority of our projects are located in Crook County, we have successfully completed works in Jefferson, Wasco and Wheeler counties. The following partial list of significant projects are representative of the range of our work:

Crook County:

Legacy Ranches – Data Center property re-zoning and addition of 160 acres parcel to City of Prineville's urban growth boundary.

Destination Resorts – County ordinance changes to protect approved destination resorts by allowing long term extension of conditional use permits.

GrandRidge - Planned unit development re-zoning of 898+ acres from exclusive farm use to rural residential R-10 zone.

Shumway Road (Moore) and Bussett Road properties. Re-zoning from exclusive farm use to rural residential R-10 zone under provisions of the Powell Butte Study.

Volunteer work with Crook County on Roads and Wildlife committees.

Jefferson County:

Cherry Creek Ranch and William Smith Properties Inc. Multiple legal parcel verifications and boundary adjustments on 36,000+ acres ranch property.

Ramm's Rock and Ranch quarry approvals and work on DOGAMI (state) mining permits.

Wasco County:

Young Life's Washington Family Ranch – Land use consultant for numerous projects.

Morrow County
City of Boardman
City of Heppner
City of Irrigon
City of Lone
&
Town of Lexington

Request for Proposals

March 16, 2018

Morrow County
Planning Department
Post Office Box 40
Irrigon, OR 97840



PROJECT OVERVIEW

Morrow County and the five communities are requesting proposals from qualified consultants to complete a Buildable Lands Inventory and Housing Analysis to be completed for Morrow County and our partner communities.

The Morrow County Planning Director will serve as the local project manager to coordinate the partners, the process and intergovernmental discussions so that planning and policy stay linked through completion of the project and beyond.

The project is anticipated to start approximately May 15, 2018 and conclude no later than December 31, 2018.

PROPOSALS AND SELECTION PROCESS

Six copies of the proposals, clearly marked "Buildable Lands Inventory and Housing Analysis," along with an electronic copy on either a thumb (USB) drive or CD, must be received by 4:00 p.m. on April 19, 2018 at the following mailing address:

Carla McLane
Planning Director
205 Third Street NE
Post Office Box 40
Irrigon, Oregon 97840
541-922-4624
cmclane@co.morrow.or.us

COLLABORATION WITH STAFF/COMMUNITY PROCESS

Project staff will collaborate with the consultant to provide available existing mapping and data, including current and historical maps and aerial photos. The County has available some Geographic Information System database layers of land use and zone designations. It is recommended that before submitting a proposal, any consultant understand the County's information limitations, and to contact Stephen Wreccics, Morrow County GIS Planning Technician, to discuss how this information can be used.

The Morrow County Planning Director, in conjunction with the community partner representatives, shall serve as the Project Management Team (PMT). Consultant shall work in partnership with the PMT, which has the responsibility of guiding the project and review of products through the various project stages.

This project will also utilize a Technical Advisory Committee (TAC) to review work products and make recommendations to Morrow County and our community partners through the project and at the adoption stage. The TAC is comprised of the PMT along with representatives from the Port of Morrow, Willow Creek Valley Economic Development Group, Greater Eastern Oregon Development Corporation, and Barry Beyeler, Boardman Community Development Director. The Consultant shall hold an initial meeting with the TAC to kick off and present an overview of the project, including time lines.

The consultant shall be expected to participate in meetings with County and community partners. Consultant will be responsible for presenting the final product. Staff shall be responsible for preparation of any required DLCD Notices for Plan Amendments.

GOALS AND OBJECTIVES

The Port of Morrow continues to grow and describes the growth in the 2017 Economic Impact Analysis released on December 12, 2017. Permanent employment is calculated at just shy of 8,500 jobs with an economic output of \$2.77 billion. Visible signs of this growth have come in the form of new and expanding data center development along with growth in the food processing industry. Housing development has not kept pace with the industrial development at the Port of Morrow, something this Buildable Lands Inventory and Housing Analysis is designed to delineate and describe.

Portland State University's Population Research Center recently released their preliminary population estimates for Oregon, its counties, and incorporated cities. From July 1, 2016 to July 1, 2017, Morrow County's population total rose by 145 residents to reach 11,890, an increase of 1.2 percent. Population growth in Morrow County remained steady from 2013 to 2017, rising within a narrow range of 0.9 to 1.2 percent annually. Unincorporated areas in Morrow County grew at a much slower rate than incorporated areas (cities and towns). Unincorporated areas rose by 105 residents between 2013 and 2017, an increase of just 2.4 percent or 0.5 percent annually. Incorporated areas grew at a much higher 7.0 percent since 2012, gaining 485 residents. Morrow County's unincorporated areas represented 37.7 percent of its 2017 population total. Back in 2012, 38.7 percent of the county's residents lived in an unincorporated area.

In order to respond to growth and development-related issues and to plan for the future Morrow County and our community partners continue to ask: can someone who works in Morrow County find a place to live in Morrow County? Anecdotally and intuitively the answer is no, but to make qualitative legislative changes to provide for "needed housing" the County and our community partners need data - data by way of a BLI and a Housing Analysis. The overall objective is to have accurate information in order to make the legislative changes necessary to provide for housing needed by residents and workers in Morrow County and our communities.

SCOPE OF WORK

All products must be produced in hard copies as well as electronic files, including database, spreadsheet and GIS. All electronic documentation must be compatible with Microsoft Office products and ARCGIS.

A. Complete the BLI as follows (May 15, 2018- July 31, 2018):

Step 1: Prepare a master list and map of land that is zoned for residential, industrial and commercial purposes throughout the county. Also show land is either vacant or developed.

Step 2: For vacant land apply the base zoning density to determine residential, industrial or commercial capacity.

Step 3: For developed land start a further screening process by removing parcels from the buildable lands inventory that are fully developed per existing zoning.

Step 4: For remaining developed land, apply an appropriate screen of the ratio between land value and improvement value, obtained from the County Assessor, to determine parcels for which redevelopment is feasible. Remove the parcels from the buildable lands inventory where redevelopment is found infeasible.

Step 5: Introduce development constraint layers to the entire remaining inventory of both vacant and redevelopable parcels, including public/semi-public ownership, floodways, floodplains, Goal 5-protected wetlands, and steep slopes. State administrative rules allow exclusion of lands with slopes greater than 25%, and perhaps a discount factor is appropriate for land with slopes of a lesser steepness. Include any other relevant constraint layers here. For the communities of Lone and Lexington include an analysis that compares development both with and without a community waste water treatment facility.

Step 6: Use constraint layers to reduce density of vacant and re-developable lands - this will most likely result in some lands being dropped from the buildable lands inventory. Also, we would recommend as part of this phase a "truthing" step, whereby both the PMT and TAC would look at the draft inventory for any **anomalies** or unusual situations that might not show up in the data, and make adjustments to the inventory as appropriate.

Step 7: Calculate and categorize the remaining development potential - this is the buildable lands inventory.

B. Complete Housing Analysis (August 1, 2018- September 30, 2018):

Step 1: Project the number of new housing units needed in the next 20 years.

Step 2: Identify relevant national, state and local demographic and economic trends and factors that may affect the 20-year projection of structure type mix.

Step 3: Describe demographic characteristics of the population and, if possible, household trends that relate to demand for different types of housing.

Step 4: Determine the types of housing that are likely to be affordable to the projected households based on household income.

Step 5: Estimate the number of additional needed units by structure type.

Step 6: Determine the needed density ranges for each plan designation and the average needed net density for all structure types

C. Identify Potential Legislative Changes to Implement the BLI and HA (October 1, 2018 – November 15, 2018):

Step 1: Provide the Buildable Lands Inventory and Housing Analysis as a Background Report for Morrow County and each of the community partners to allow adoption into each of the jurisdictions Comprehensive Plans.

Step 2: Identify needed policy changes and suggest implementation strategies resulting from the above work to support Goal 10 – Housing amendments to any of the partner communities Comprehensive Plans.

Step 3: Determine if the current Urban Growth Boundaries are adequate for each of the partner communities. Also provide analysis concerning rural residential lands in the unincorporated areas of Morrow County.

Step 4: Develop a timeline and potential scope of work to develop suggested amendments to each of the partner communities Zoning Ordinance or Development Codes outlining the needed steps to adopt code changes reflective of findings in the Buildable Lands Inventory and Housing Analysis that will facilitate affordable work force housing and development of industrial and commercial spaces. This does not have to be a complete list of possible amendments, but obvious changes that come out of the analysis.

PAYMENT SCHEDULE

Develop a requested payment schedule showing the number, timing, and amount of interim and final payments. Relate interim payments to products, if applicable. The payment schedule should include a reasonable number of payments.

PROJECT PARTNERS

The project partners are Morrow County, the Cities of Boardman, Heppner, Ione and Irrigon, and the Town of Lexington.

COSTS INCURRED

Morrow County and our five communities are not liable for any costs incurred by the consultant in the preparation or presentation of the proposal or interview, if one is needed.

PROPOSAL FORMAT

The County requests that the Consultant respond to specific criteria that will facilitate proposal evaluation. The specific criteria are presented below. The criteria need not be presented on separate pages.

A. Introductory Letter

The letter shall name the person(s) authorized to represent the Consultant in any negotiations and name of the person(s) authorized to sign any contract, which may result. The letter shall indicate the insurance carried by the Consultant and be signed by an authorized representative of the Consultant.

B. Consultant's Capabilities

This criterion relates to the firm's capabilities and resources in relation to this project.

- Are resources available to perform the work for the duration of the project?

- What similar projects by type and location have been performed within the last three years?
- Has the firm done similar projects with other government agencies?
- Internal procedures and/or policies associated or related to work quality and cost control.

C. Project Team

This criterion relates to the project manager, key staff and sub-consultants. The basic question is how well the team's qualifications and experience relate to this specific project? Identify the project team in a matrix, to include number of hours by project manager on this project.

D. Please Include Information On:

Project principal experience on similar projects.

Extent of principal involvement.

Names of team members who will be performing the work on this project and their responsibilities.

Identity of project manager and his/her experience on similar projects.

Experience of key staff.

Unique qualifications.

Project team experience on similar projects.

How the team's expertise covers all phases of the project.

Timeliness of delivery of services.

References from successfully completed projects managed by the contractor.

Utilization of locally procured goods, services, or personnel (as applicable).

Other services provided by the contractor not specifically listed in this RFP.

Total cost to the County.

E. Project Understanding

This criterion relates to whether the Consultant has a clear understanding of the project.

F. Project Approach

This criterion is the heart of the response and deals with the Consultant's ability to clearly define the action to be taken to deal with the objectives and problems outlined in the scope of work. It should include the proposed design outline and schedule that indicate tasks, milestones, and staff assignments.

The Consultant shall include an estimated fee for services to be used by the County for budgetary purposes. The fee estimate will not be used as an evaluation criterion.

G. Support Information

Support information must be limited to that which is pertinent to the proposal. Material must include references and may include graphs, charts, photos, resumes, certificates, etc.

PROPOSAL REVIEW, EVALUATION, AND SELECTION

Review

Morrow County and our five communities will award a contract to the consultant whose proposal would be most advantageous to the PMT. The County and community partners will evaluate proposals and decide on those people to be interviewed. A selected committee will evaluate applicants, rank the proposals, and make recommendations to the County within two weeks of the submittal date. The County has the right to require any clarification or change it needs to understand the Consultant's approach to the project and view of the work scope.

Evaluation and Selection

Each proposal will be limited in length and judged as a demonstration of the Consultant's capabilities and understanding of the project. No amendments, additions or alternates shall be accepted after the submittal deadline. Incomplete submittals, incorrect information or late submittals will be disqualified. Evaluation criteria, maximum points and page limitations (one page is considered to measure 8 1/2" x 11") will be as follows:

Proposal Format and Evaluation Criteria Page Limitations and Maximum Points

Contents	Max.# Pages	Max. Points
Introductory Letter	2	5
Firm's Capabilities	1	20
Project Team	4	15
Project Understanding	4	20
Project Approach	6	25
Budget Breakdown	3	10
Support Information	4	5
TOTAL	24	100

CONTRACT REQUIREMENTS

The successful Consultant shall enter into a Personal Services Contract with Morrow County. Payment for contract services will be made not more than monthly, upon receipt of the Consultant's billing statement, for work done to date, in accordance with the contract.

The invoice shall include a summary of progress through the billing date. All billings will be processed through the County project manager.

Morrow County nor our Community Partners will be liable for any pre-contractual expenses incurred. The County reserves the right to negotiate special requirements and service levels using the selected qualification(s) as a basis. Compensation for additional services will be negotiable.

The selected firm must agree to indemnify, hold harmless and defend the County and our Community Partners from any and all liability or loss resulting from any suits, claims or actions brought against the County or our Community Partners which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.

All documents, records, designs and specifications developed by the selected firm with regard to this project shall be the property of the County and our Community Partners. Additionally all responses to this RFP become the property of the County and our Community Partners.

Any questions regarding this RFP should be directed to Carla McLane, Planning Director, Morrow County Planning Department at 541-922-4624 or cmclane@co.morrow.or.us.

INTERGOVERNMENTAL AGREEMENT
MORROW COUNTY, CITIES OF BOARDMAN, HEPPNER, IONE AND IRRIGON
AND THE TOWN OF LEXINGTON

THIS INTERGOVERNMENTAL AGREEMENT is made and entered into pursuant to Oregon Revised Statute (ORS) Chapter 190 by and between Morrow County, the City of Boardman, the City of Heppner, the City of Irrigon, the City of Ione, and the Town of Lexington, hereafter referred to as the Community Partners. This Intergovernmental Agreement (IGA) is for the purpose of managing a contract for a Buildable Lands Inventory and Housing Analysis for the county as a whole and for each of the Community Partners. Each party to this agreement has the following common objectives:

- Identify buildable lands within the boundaries of each Community Partner's jurisdiction to identify available land for residential, industrial and commercial purposes.
- Increase the potential buildable lands sites for emerging and expanding residential development, commercial businesses, and industrial growth throughout the county.
- Identify potential policy improvements to each jurisdictions Comprehensive Plan and create a mechanism to achieve additional improvements to each jurisdictions zoning ordinance or development code.

The Community Partners desire to create an intergovernmental entity, the Project Management Team, which will support the Morrow County Planning Director in the oversight of the contract for the Buildable Lands Inventory and Housing Analysis to fulfill the objectives as listed above.

WHEREAS, each of the Community Partners to this agreement has authority to perform the functions, duties, and responsibilities set out in this agreement itself or by agreement with other parties;

WHEREAS, the Community Partners to this agreement wish to enter into an intergovernmental agreement to cooperatively engage a consultant team to complete a Buildable Lands Inventory and Housing Analysis to the mutual benefit of all.

THE PARTIES AGREE AS FOLLOWS:

1. **Purpose:** This IGA establishes and forms a six jurisdictional entity to be known as the Buildable Lands Inventory and Housing Analysis Project Management Team, hereinafter known as the PMT. The PMT will assist in the oversight of the project.
2. **Effective Date:** This agreement shall be effective when fully executed by all parties.

3. Funding: Each of the Community Partners has agreed to support the project with funding as follows:

Morrow County	\$30,000
City of Boardman	\$5,000
City of Heppner	\$1,000
City of Lone	\$200
City of Irrigon	\$5,000
Town of Lexington	\$200

The total cost of the project will be finalized when the consultant team is identified and contracts are completed. The intent of the PMT is to not have the total exceed the amount available with a target of \$30,000.

4. Term: This IGA shall be in effect for the life of the project, expected to be no later than December 31, 2018. To account for any project delays the IGA shall remain effective until completion of the project.

5. Termination and Dissolution: This agreement may be terminated, in writing, by mutual consent of all the Community Partners prior to conclusion of the project. At the conclusion of the project the IGA is terminated and the PMT is dissolved.

6. Withdrawal: If a party to this IGA withdraws prior to dissolution, that party shall not be entitled to any reimbursement of funds nor to any remaining work products.

7. Modifications: No modification of the IGA shall be effective unless and until it is made in writing and signed by all parties.

8. Hold Harmless: Each of the Community Partners shall be solely responsible for any liability incurred by that Community Partner. To the extent possible each Community Partner shall hold the others harmless, and indemnify and defend the others from any and all liability.

9. Severance: If any aspect of this agreement shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this agreement.

10. Contract Execution in Counterparts: This IGA shall be comprised of six separate original documents, identical but for the signature blocks. The governing body of each Community Partner shall execute and date one of the separate original documents. This IGA shall be final upon the date of the last signature. Morrow County shall compile the six original documents in to one document. From that time forward this compilation shall be considered the original IGA. Morrow County shall provide a full copy of this document to each of the other Community Partners and shall maintain the original in its records.

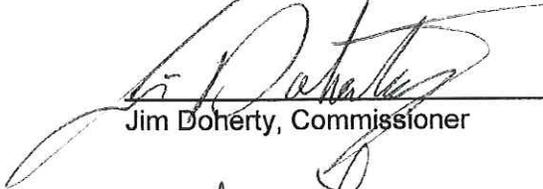
Now therefore, the Community Partners enter into this IGA.

Morrow County Board of Commissioners

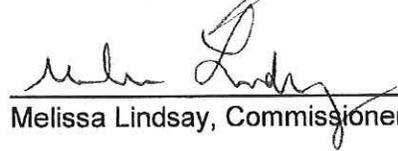
Dated this 14th day of March 2018.



Don Russell, Chair



Jim Doherty, Commissioner



Melissa Lindsay, Commissioner

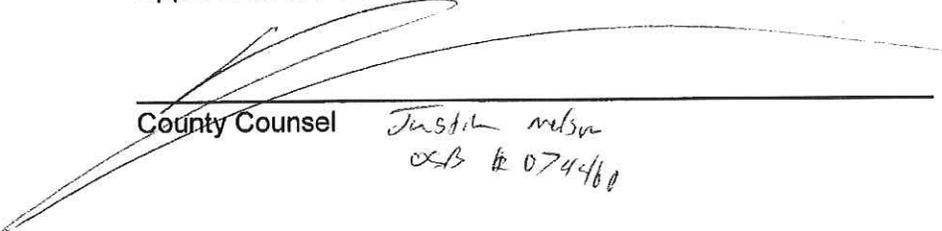
Attest:



Bobbi Childers, Clerk



Approve as to Form:

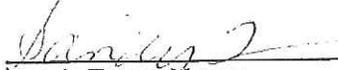


County Counsel

Justin Nelson
CB # 074460

City of Boardman

Dated this 6th day of March 2018.



Sandy Toms, Mayor



Del Turner, Council President



Toni Connell, Council Member

absent

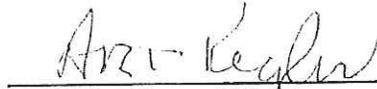
Brenda Profitt, Council Member



Brandon Hammond, Council Member



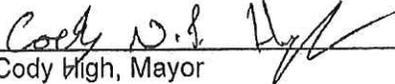
David Jones, Council Member



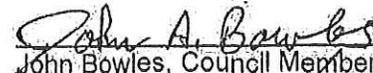
Art Kegler, Council Member

City of Heppner

Dated this 12th day of March 2018.


Cody High, Mayor


Teresa Hughes, Council Member


John Bowles, Council Member


Corey Sweeney, Council Member


Dale Bates, Council Member

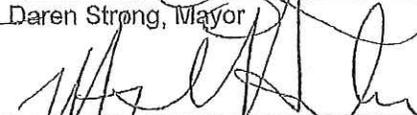

Joanne Burleson, Council Member


Adam Doherty, Council Member

City of Irriqon

Dated this 25th day of March 2018.

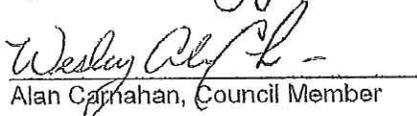

Daren Strong, Mayor

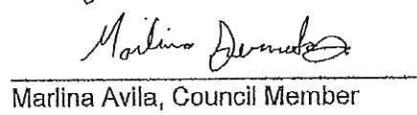

Margaret Anderson, Mayor Pro Tem


Joanna Lamb, Council Member


Ken Matlack, Council Member

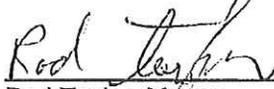

Michelle Hagen, Council Member


Alan Carnahan, Council Member

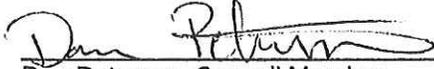

Marlina Avila, Council Member

City of Ione

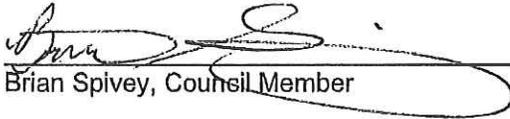
Dated this 10th day of April 2018.



Rod Taylor, Mayor



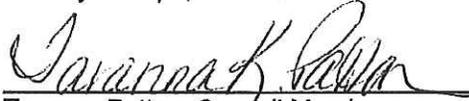
Dan Peterson, Council Member



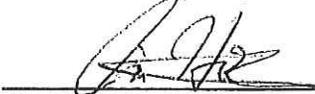
Brian Spivey, Council Member



Beverly Benson, Council Member



Taranna Patton, Council Member



Jim Holtz, Council Member

Town of Lexington

Dated this 13 day of February 2018.

Vacant, Mayor

Bobbi Gordon

Bobbi Gordon, Council Member

Bill Beard

Bill Beard, Council Member

Sheila Miller

Sheila Miller, Council Member

ROAD REPORT MAY 2018

SPRING BLADING: Crew members continue blading gravel roads in designated routes. Road rock is being added where needed.

LEXINGTON AIRPORT: Excavation has begun and is nearing completion for the apron construction and reconfiguration project. The fuel system and storage tank have been disassembled and moved. Upgrades for the fuel system are being prepared. Currently the crew is installing the drainage system for the new aircraft tie down area. We are on schedule for the paving contractor to begin paving on June 11th.

LEXINGTON SAND SHED: Crew members have finished excavation for the sand/equipment shed. Fill material has been moved to the Clarks Canyon Pit. Our contractor has begun setting forms for the foundation.

POTHOLE PATCHING: We have been filling pot holes around the county as needed.

ROAD SIGNS: Repair or replacement of road signs continue to be made as time allows.

PERMITS: Listed below are permits applied for and approved for the month of May:

OMW	520 Smith Road	ZAYO - Dan Barcomb	Utility	Fiber-Optic	05/16/2018
OMX	522 McNab Road	ZAYO - Dan Barcomb	Utility	Fiber-Optic	05/16/2018
OMY	599 Jordan Grade Road	ZAYO - Dan Barcomb	Utility	Fiber-Optic	05/16/2018
OMZ	655 Base Line Lane	ZAYO - Dan Barcomb	Utility	Fiber-Optic	05/16/2018