



# REQUEST FOR PROPOSALS ENGINEERING AND RELATED SERVICES

Memorial Park – Eastside Parking Lot  
Project #9132

December 4, 2023

**Address Proposals to:**

City of Wilsonville  
Attn: Dustin Schull, Parks Supervisor  
29600 SW Park Place  
Wilsonville, OR 97070

**Proposals due: January 4, 2024, at 2:00 PM, Pacific Time**

Proposals must be sealed in an opaque envelope, plainly marked as follows: "Request for Proposals – Memorial Park – Eastside Parking Lot," and sent to the attention of Dustin Schull, Parks Supervisor. Include the name and address of the Proposer. Proposers must submit five (5) sets of the Proposal. Electronically mailed or faxed Proposals will not be accepted. The City of Wilsonville reserves the right to reject any or all Proposals.

- This Page Intentionally Left Blank -

# Table of Contents

## Request for Proposals

I.	Project Description .....	3
II.	Scope of Work .....	3
	Term of Service .....	8
	Pre-Contract Activity .....	8
III.	Minimum Qualifications .....	8
IV.	Proposal Requirements .....	8
	Proposal Format.....	8
	Introductory Letter .....	9
	Project Understanding.....	9
	Project Approach .....	9
	Proposer’s Experience .....	10
	Project Team Experience .....	10
	Project Schedule .....	11
	Supporting Information .....	11
V.	Proposal Submission.....	11
VI.	Proposal Evaluation and Selection .....	12
	Written Evaluation .....	12
	Interview Evaluation .....	12
	Successful Proposer Determination.....	13
	Award Protest .....	14
VII.	Schedule .....	14
VIII.	Pre-Proposal Meeting.....	15
IX.	RFP Documents .....	15
X.	Project Manager .....	15
XI.	RFP Questions .....	15
XII.	General RFP Information.....	16
	Changes to the RFP Solicitation by Addenda .....	16
	Confidentiality.....	16
	Cancellation .....	17
	Late Proposals.....	17
	Disputes .....	17
	Proposer Certifications .....	17
	Nondiscrimination.....	18
	Competition .....	18
	RFP Protests and Change Requests .....	18
	Proposal Liability.....	19

City Requests for Clarification, Additional Research, and Revisions ..... 19  
Rejection of Proposals ..... 19  
Modification or Withdrawal of Proposal by Proposer..... 20  
Duration of Proposal ..... 20  
Local and Federal Requirements ..... 20

**Attachment A**

Sample Professional Services Agreement .....A-1

**Attachment B**

Supporting Information .....B-1

# Request for Proposals

The City of Wilsonville, Oregon (the “City”) is requesting Proposals in order to select a qualified consultant to provide professional services for the Memorial Park – Eastside Parking Lot (“Project”). Consultants are invited to demonstrate their experience and qualifications in performing work directly related to the services required by responding to this **Request for Proposals (RFP)**. The anticipated negotiated fee for this Project is expected to exceed \$100,000; therefore, Proposals will be evaluated in accordance with the qualifications based selection procedures of OAR 137-048-0220.

## I. Project Description

Memorial Park is the City’s oldest and largest park. The park property was acquired by the City in 1968 and is located on the Willamette River with one-half mile of frontage. The park is comprised of 126 acres of recreational opportunities and natural habitat. Memorial Park includes many amenities, such as sports fields, tennis and basketball courts, skatepark, playgrounds, boat dock, picnic areas and shelters, restroom facilities, community garden, off-leash dog park, paths and hiking trails.

The 2015 Memorial Park Master Plan identified the need for additional parking in Memorial Park. The proposed parking lot will provide access to recreational areas in the park and connections to the park’s trail system. Located adjacent to the former dog run, the parking lot will include 97 parking spaces and a restroom.

## II. Scope of Work

The following is a proposed Scope of Work for the new parking lot in Memorial Park:

### **Task 1 – Project Management**

The lead civil engineering firm shall manage all sub-consultants on the team, directing the flow of information between the consultant team members and the City’s project manager. Monthly billing and status reports shall be clearly presented in an organized manner, with costs distributed among tasks and funding sources. The consultant shall provide the following items:

1. Organize and conduct kick-off meeting;
2. Organize and conduct project meetings, as necessary, at City Hall;
3. Prepare materials for and participate in 2 City Council meetings, 1 Development Review Board meeting, and 1 Parks and Recreation Advisory Board meeting;
4. Prepare materials and participate in one public open house;
5. Coordinate various members of the consultant team;
6. Provide exhibits, maps, figures, on an as needed basis;
7. Communicate clearly and regularly with the City’s project manager;
8. Provide monthly status reports to the City’s project manager;
9. Separate costs by tasks; and
10. Submit monthly pay requests no later than the 7<sup>th</sup> day of each month.

## **Task 2 – Conceptual Site Planning**

Prepare a conceptual plan for two phases of development that include the proposed parking lot (Phase 1) and a **future** parking area associated with the Forest Shelter (Phase 2). Only Phase 1 will be fully designed, permitted, and constructed as part of this project (i.e., Tasks 5-8).

- a. Phase 1 includes the primary parking area of 90+ parking spots and the road and pedestrian improvements that accompany it. This phase will also include a new restroom and walkway to connect the parking area to the athletic user space. Finally, this phase will include the installation of a bike pump track and a reconfiguration of some of the existing disc golf holes currently on site.
- b. Phase 2 includes a secondary parking lot to service the Forest shelter area as well as curb and sidewalk improvements along the road leading from the bottom of the park entrance to the new parking lots.

## **Task 3 - Survey**

The consultant team shall provide the following surveying services and data collection:

1. Boundary and legal descriptions
  - a. Research existing boundary information in the location of proposed improvements.
  - b. Provide legal descriptions and exhibit maps conforming to City requirements as necessary.
2. Topographic Survey for permitting and preliminary design purposes (Phase 1)
  - a. Provide topography surveys in AutoCAD format meeting City requirements.
  - b. Determine existing ground elevation, with contours.
  - c. Determine horizontal and vertical location of existing utilities, surface improvements, structures, etc.
  - d. Tree locations drip lines and sizes (6" and greater).
  - e. Benchmark information as required.
  - f. Generate a topographic base drawing with contours for use in the design.
3. Tree Survey (Phase 1)
  - a. Complete a tree survey and arborist's report of all trees measuring six inches in diameter or larger within the project area.
4. Construction Surveying Services (Phase 1)
  - a. Construction staking (all improvements staked once), and restaking (if necessary).
  - b. Preparation and processing of final "Record Drawings" plans for the constructed improvements.
  - c. Provide pre- and post- construction surveys and monumentation, as needed. Incorporate costs for recording surveys in proposal.
5. Record Drawings
  - a. Provide post-construction survey information for record drawings.

## **Task 4 – Permitting Assistance**

The consultant team will assist with applicable City land use permits necessary to obtain clearance for this project. The following codes and services are applicable to this project including:

1. General Development Regulations (Development Code Sections 4.154 to 4.199)
2. Tree Removal (Development Code Section 4.600)
3. Public Works Standards
4. Land Use Planning Services
  - a. Prepare materials for advertisement of a neighborhood meeting as outlined in Task 6
  - b. Prepare an application to address applicable criteria from the Development Code, including:
    1. Stage 1 – Preliminary Approval for both phases of the project.
    2. Stage 2 – Final Approval for Phase 1 of the project.
5. Geotechnical Investigation (Phase 1)
  - a. Complete a review of readily available geologic maps for the site vicinity.
  - b. Complete geologic borings to collect and evaluate subsurface conditions.
  - c. Complete infiltration testing.
  - d. Evaluate pavement design options.
  - e. Provide geotechnical engineering construction recommendations for site preparation, structural fill compaction criteria, and wet/dry weather earthwork procedures.
  - f. Provide recommendations for proposed geotechnical construction materials and practices.
  - g. Provide a written report that summarizes findings and recommendations.
6. Hydrologic/Hydraulic Analysis and Stormwater Management (Phase 1)
  - a. Evaluate site groundwater and soil conditions.
  - b. Complete a hydrologic analysis of the existing site conditions.
  - c. Design stormwater facilities based on the hydrologic and hydraulic analysis. Low Impact Development is required, and the stormwater facilities shall be sized with the City's BMP Sizing Tool.
  - d. Prepare a drainage report in accordance with the City's Public Works Standards, summarizing the services listed above.

#### **Task 5 – Preliminary Engineering**

The objective of this task is to develop the design for the parking lot. The key elements of the design will be presented to the City for review. The design should consider such items as efficient use of the parking area, restroom location, surfacing materials, environmental impacts and mitigation, stormwater control and treatment, landscaping, illumination, protection of existing trees and natural resources, and access roadway. The preliminary level plans will be utilized for the Development Review Application submittal and include the following sheets and items:

1. Prepare a schedule;
2. Get City approval for major design assumptions;
3. Proceed with preliminary engineering and plan development;
4. Prepare preliminary cost estimate; and
5. Prepare Site Plan Sheets:
  - a. Cover Sheet
  - b. Existing Conditions Plan
  - c. Tree Removal and Protection Plan
  - d. Grading Plan

- e. Site Plan
- f. Composite Utility Plan
- g. Stormwater Management Plan
- h. Landscape Plan
- i. Site Photometric Plan

### **Task 6 – Public Involvement Support**

The consultant will assist City staff with informing public officials, stakeholders, and the general public of the project and soliciting their input. This task will include the preparation of one fact sheet, a project information sign, coordination with the City’s Communications and Marketing Manager, preparation of content and exhibits to include on the City’s website, and participation in four public meetings.

The fact sheet will be prepared after the parking lot (Phase 1) conceptual layout has been selected by City staff and will include site specific information, an anticipated construction schedule, information on design elements, other applicable information, and a reference to the City’s website for more project information. The intent of this fact sheet is for distribution to park stakeholders, adjacent property owners, public officials, and posting on the City’s website.

The project information sign will be designed and fabricated by the project team and delivered to the City for installation at Memorial Park. This sign will include similar information to the fact sheet as limited by sign spacing and will be in color with wood substrate.

The City will organize and host a virtual open house for the project with content and exhibits provided by the consultant team.

### **Task 7 – Final Engineering**

The consultant will prepare contract documents for the construction of the project, including 50%, 90% and final plans, specifications and estimates. The anticipated plan sheet list is as follows:

1. Cover Sheet
2. General Notes, Legend, and Abbreviations
3. Typical Sections and Details
4. Demolition and Staging Plan
5. Erosion Control Plan
6. Erosion Control Details
7. Horizontal Control Plan
8. Grading Plan
9. Composite Utility Plan
10. Stormwater Management Plan
11. Signing and Striping Plan
12. Civil Details
13. Landscaping Plan
14. Irrigation Plan
15. Site Furnishings Plan
16. Landscaping Details

Construction specifications will be based on the City’s standard specifications and will be prepared at the 90% and 100% completion stages. The City will provide the front end contract documents

and the consultant will prepare the technical special provisions in City-approved format. A cost estimate will also be prepared for each submittal.

### **Task 8 – Construction Administration**

The consultant will manage and inspect the project through final completion. The consultant team will provide the following services:

1. Bidding Services
  - a. Process plan and specifications.
  - b. Coordinate the plan holder's list with City staff.
  - c. Prepare and distribute addenda as necessary.
  - d. Assist in the project bid process and bid tabulation.
2. Construction Management Services
  - a. Attend the pre-bid meeting.
  - b. Attend the pre-construction conference.
  - c. Attend the weekly progress meetings during construction.
  - d. Process and track Requests for Information, Clarifications, Change Order Requests, Work Change Directives, and Change Orders.
  - e. Review and process material submittals.
  - f. Monitor contractor's progress and adherence to the project schedule.
  - g. Conduct site visits as necessary.
  - h. Perform constructability reviews as necessary.
  - i. Provide centralized documentation and handling of project communication.
  - j. Coordinate with City on project close-out and transfer of all original documents.
  - k. Prepare record drawings from post-construction survey, inspections, and design revisions.
  - l. Archive photo and document log and supply to City on searchable DVD.
3. Construction Inspection
  - a. Perform daily field inspections of work performed (approx. 5 hours/week)
  - b. Provide daily reports of work performed.
  - c. Review work for compliance with plans and specifications.

## Term of Service

The contract resulting from this RFP shall have an anticipated date of final completion on March 31, 2025

## Pre-Contract Activity

The successful Proposer shall work with the City's Project Manager to refine and clarify the scope of services prior to preparing its cost proposal. A pre-contract meeting(s) may be required, and shall not be billable to the City.

## III. Minimum Qualifications

To be considered for award of the contract for this Project, each Proposer shall demonstrate the following minimum criteria as part of their Proposal.

1. Proposer's project team shall include a State of Oregon Registered Professional Engineer.
2. Proposer shall demonstrate a minimum of five (5) years' experience providing the types of services described within the Scope of Work of this Request for Proposals for public agencies.
3. Proposer shall not have a record of substandard workmanship, as verified by the City by communication with licensing authorities, former clients and references, and other means as the City deems appropriate.
4. Proposer shall have experience with similar park projects.

## IV. Proposal Requirements

Proposers shall prepare and submit Proposals in accordance with the requirements stated within this RFP. Adherence to these requirements will ensure a fair and objective analysis of submitted Proposals. Proposals should provide a clear, concise description of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on completeness, brevity, and clarity of content. Failure to comply with or complete any part of the RFP may result in rejection of the Proposal. The ability to follow these instructions demonstrates attention to detail.

### Proposal Format

Proposals shall be typewritten with a standard body text font (e.g. Calibri, Times New Roman, Garamond) of at least 12-point. Proposals shall be preferably double-sided and stapled once or bound in the upper left-hand corner. The City requests that submittal materials contain post-consumer recycled content and are readily recyclable. The City discourages the use of materials that cannot be readily recycled, such as PVC binders, spiral bindings, and plastic or glossy covers or dividers. One page is considered to be one side of a single 8½" x 11" sheet.

Proposals shall be organized in accordance with the listed Proposal contents and shall not exceed 15 total pages. Supporting Information, as defined below, shall be provided in a separate section

at the end of the Proposal, and not counted in the page limit requirements. A front cover sheet and one-page table of contents are not counted in the page limit requirements.

Proposals exceeding the specified number of pages or text font size may be considered non-responsive and the Proposal may be rejected. Pages exceeding the maximum page limit may not be reviewed.

### Introductory Letter

The introductory letter should address the consultant's willingness and commitment, if selected, to provide the services offered and a description of why the Proposer believes it should be selected.

The letter shall be addressed to the City's Project Manager and include the name of the firm, as well as the printed name, title, telephone number, and email address of the officer authorized to represent the consultant in any correspondence, negotiations, and signing of any contract that may result. Include the address of the office that will be providing the service and the project manager's name, title, telephone number, and e-mail address. The Proposer's federal and state tax ID numbers and the state of incorporation, if applicable, shall also be included. The letter must be signed by the Proposer, if an individual, or by a legal representative of the Proposer's entity, authorized to bind the entity in contractual matters.

The letter of interest shall specifically stipulate the following statements:

*"Proposer has received and examined, as part of the Proposal, Addenda No. \_\_\_ through \_\_\_. Proposer accepts all terms and conditions contained in the Request for Proposal and the Professional Services Agreement, except as otherwise specifically noted as an Exception in the Proposal."*

*"The submitted Proposal is valid for a period of ninety (90) days from the time and date Proposals are due."*

*"All materials and documents acquired or produced by the consultant in conjunction with the resulting contract shall be delivered to and become property of the City of Wilsonville, without restriction or limitation of future use."*

### Project Understanding

Proposals shall demonstrate the consultant's understanding of the Project by providing a clear and concise description of the Project, discussion of the anticipated primary issues and milestones, and identification of key stakeholders, based on the information provided in the RFP.

### Project Approach

Proposals shall clearly define the tasks and activities necessary to meet the objectives outlined in the Scope of Work of the RFP. Each Proposer should demonstrate knowledge of the type of work requested, ability to solve the anticipated Project issues, and ability to offer innovative ideas. Proposer's ability to expeditiously complete the work should be made evident. The Proposal should include the following:

1. Describe overall approach to project management.

2. Describe Proposer's approach and methodology for preparing project cost estimates, including the services being solicited by the RFP, as well as the cost of permits, acquisitions, and construction.
3. Describe approach to organize and accomplish each of the tasks and activities of this RFP, including addressing the anticipated primary issues and milestones.
4. Identify Proposer's specific team members, including key sub-consultants, and resources assigned to each task and activity of the RFP.
5. Describe Proposer's approach to complete the tasks and activities of this RFP in a timely manner and control costs.
6. Describe Proposer's approach to unanticipated issues that may arise during the Project.
7. Describe Proposer's quality assurance and quality control procedures to be implemented on this Project.
8. Describe Proposer's approach and abilities to interact and engage stakeholders.
9. Identify and describe the deliverables that will result from each task and activity.
10. Identify key points of input and review with City staff.

#### Proposer's Experience

Proposals shall provide a brief work history of consultant's and any key sub-consultant's projects entailing the same type of work being requested. Emphasis should be placed on local projects for public agencies where possible. The Proposal should include the following:

1. Describe the consultant's and key sub-consultant's firm size, office locations, and relevant capabilities and resources to be utilized on this Project.
2. Describe consultant and key sub-consultants' work experience that correspond with the Project needs, as identified in this RFP.
3. Provide at least three (3) examples of projects completed by Proposer for public agencies within the last five (5) years that best characterize Proposer's experience with the work being requested, work quality, and cost control, describing each by project name, type, location, and date.
  - Include the public agency name and the name, address, telephone number, and email of the current contact person for each project, where possible.
  - Identify what role, if any, each team member who is proposed for this City Project (see Project Team Experience, below) played in each listed project.
  - Identify original and final contract costs for each listed project. Explain any cost overruns and corrective actions taken.

#### Project Team Experience

Proposals shall identify the team to be assigned to the Project by name, describing each member's qualifications and experience with completed projects relative to the requested

services, including expertise regarding all tasks associated with the Scope of Work. Each Proposal should include the following:

1. Identify by name and title the project principal, project manager, key staff, and any sub-consultants or subcontractors to be assigned to this Project.
2. Describe education, training, qualifications, registrations, certification, and relevant individual work experience of all key personnel, including sub-consultants, to be assigned to this Project.
3. Identify the Project roles and responsibilities of all key personnel.
4. Describe any attributes or expertise of key personnel uniquely situated for the requested services.
5. Describe the extent of principal and project manager involvement.
6. Describe current and anticipated assignments and location of key personnel, including percentage of time devoted to other projects during performance of this Project.
7. Estimate the percentage of time key personnel will be devoted to this Project for the duration of the Project, based on a 40-hour work week.

#### Project Schedule

Proposals shall include a proposed Project schedule identifying the duration and completion date of all tasks and milestones. The schedule should reflect the anticipated final completion date stated in the Scope of Work. If the schedule extends beyond the final completion date, the Proposal should include an explanation as to why the work cannot be completed within the proposed timeframe stated in the Scope of Work.

#### Supporting Information

Supporting materials may include graphs, full resumes, other references, charts, sample documents, and photos. However, pertinent information should be covered in the body of the Proposal. Supporting Information will not count toward the page limit, but brevity is encouraged. If there is no additional information to present in the Supporting Information, then state: *“There is no additional information we wish to present.”*

## V. Proposal Submission

Proposers shall submit five (5) copies of their written Proposals, sealed in an opaque envelope, plainly marked “Request for Proposals – Memorial Park – Eastside Parking Lot,” and include the name and address of the Proposer. Proposals shall be addressed and submitted to the following location by **2:00 p.m., Pacific Time, on January 4, 2024.**

City of Wilsonville  
Attn: Dustin Schull, Parks Supervisor  
29600 SW Park Place  
Wilsonville, OR 97070

Proposals must arrive at the issuing office on or before the listed time and date due. Late Proposals will be returned unopened and without review. Electronically mailed or faxed Proposals will not be accepted.

## VI. Proposal Evaluation and Selection

A Selection Review Committee of at least three members will be appointed to evaluate the Proposals received. Each committee member will independently evaluate each Proposal in accordance with the criteria stated in the Proposal Requirements section of this RFP.

The City may also seek expert advice to help review Proposals. Advisors to the Selection Review Committee may attend evaluation meetings and consultant presentations, evaluate the Proposals, and lend any such expertise to the process as requested by the City. However, any such person that is contacted by the City for their expert advice shall not, from first being contacted until the RFP process is completed or otherwise brought to an end, have communications with any Proposers regarding their Proposals or the RFP process.

At any point during the evaluation process, the City is permitted to seek clarification of any Proposal.

### Written Evaluation

Based on their evaluation, each member of the Selection Review Committee will score each Proposal according to the following scoring criteria. Each member will rank, in descending order, each Proposal by total score.

### EVALUATION CRITERIA

Criteria	Maximum Score
Introductory Letter	Required
Project Understanding	10
Project Approach	30
Proposer's Experience	20
Project Team Experience	40
Project Schedule	Required
<b>Total</b>	<b>100 Points</b>

In addition to the above weighted scoring criteria, feedback from provided references will also be considered and may be determinative in the selection process. References will not be scored but will be considered and may be a deciding factor.

### Interview Evaluation

If determined to be necessary or desirable by the City, finalists from the written evaluation may be invited to participate in an additional interview evaluation process. The number of finalists will be determined by the Selection Review Committee. The interview evaluation process will

provide an opportunity for Proposers to make a presentation to clarify their Proposal and for the Selection Review Committee to ask additional questions related to the Proposal and Scope of Work. The City will notify finalists of the interview evaluation time and location and allow for a reasonable period of time for finalists to prepare presentations.

After the interviews, each member of the Selection Review Committee will re-evaluate and re-score each finalist interviewed according to the Evaluation Criteria. Each member will rank, in descending order, each interview by total score.

#### Successful Proposer Determination

The Proposer with the highest overall ranking, as determined by the Selection Review Committee, shall be identified as the Successful Proposer. Depending on the number of Proposers and the point spread among Proposals, the Selection Review Committee may determine that an interview evaluation is needed to determine the Successful Proposer. Those Proposers selected for interviews will be based on the Proposals with the highest overall ranking.

If interviews are conducted, the Successful Proposer will be determined based on the adjusted post-interview score and ranking in accordance with the Evaluation Criteria. The Proposer with the highest overall adjusted ranking, as determined by the Selection Review Committee, shall be identified as the Successful Proposer.

The City reserves the right to perform additional investigations of any Proposer, including communication with licensing authorities, former clients and references, and other means as the City deems appropriate, and may reject any Proposal upon finding a record of Proposer's substandard workmanship.

The Selection Review Committee shall determine the final ranking of Proposers, and the Committee's decision is final. Upon determination of the Successful Proposer and performance of additional investigations, the City will issue a Notice of Intent to Award letter notifying all Proposers of the City's selection of a Successful Proposer and protest procedures.

The City reserves the right to negotiate a final contract that is in the best interest of the City. With regards to the Professional Services Agreement, the City will only negotiate those provisions that were noted as Exceptions in the Proposal. The City will attempt to reach a final agreement with the Successful Proposer. The City may, in its sole discretion, terminate negotiations and reject the Proposal in the event agreement cannot be reached. The City may then attempt to reach final agreement with the next highest ranked Proposer, and so on with the remaining Proposers, until an agreement is reached. In the alternative, the City may at any time elect to reject all Proposals and begin the RFP process over.

After the City has reached final agreement with the Proposer, the Selection Review Committee will make a recommendation to the Wilsonville City Council, for contracts over \$100,000. The Wilsonville City Council will then make the final contract award decision.

## Award Protest

A Proposer believing to have been adversely affected or aggrieved by the selection of the Successful Proposer may submit a protest to the City in accordance with OAR 137-048-0240. The protest must be in writing and submitted to:

City of Wilsonville  
Attn: Dustin Schull, Parks Supervisor  
29600 SW Park Place  
Wilsonville, OR 97070

OR

[dschull@ci.wilsonville.or.us](mailto:dschull@ci.wilsonville.or.us)

Award protests shall include “Memorial Park – Eastside Parking Lot – Award Protest” in the subject line or written on the front of the envelope. The written protest must be received by the City no later than seven (7) calendar days after the date the Notice of Intent to Award letter was issued. The protest should demonstrate that all higher ranked Proposers failed to meet the requirements of the RFP or are not qualified to perform the services described in the RFP. Protests received after the submittal deadline will not be considered.

No contract associated with the RFP will be awarded until any protests have been resolved. The City will evaluate and resolve all award protests submitted before the deadline within a reasonable time following receipt of the protest. The City will promptly issue a written decision on the protest to the Proposer who submitted the protest. If the City’s written decision on the protest results in a change to the RFP, the City shall cancel the Notice of Intent to Award, revise the RFP documents accordingly, and solicit for new Proposals. The City’s decision regarding the protest is final and concludes the administrative appeals process.

## VII. Schedule

The following is the anticipated timeline for receiving and evaluating Proposals and awarding a contract to the most qualified firm or individual. This schedule is subject to change as additional time is needed.

Advertise Request for Proposals	Date: December 4, 2023
RFP Change Request Deadline	Date: December 28, 2023, 5:00 p.m.
RFP Question Submission Deadline	Date: December 28, 2023, 5:00 p.m.
Addenda Issuance Deadline	Date: December 29, 2023
Proposals Due	Date: January 4, 2024, 2:00 p.m.
Evaluation of Proposals Complete	Date: January 26, 2024
Interviews Scheduled ( <i>if required</i> )	Date: February 1, 2024
Notice of Intent to Award	Date: February 16, 2024
Award Protest Deadline	Date: February 23, 2024, 5:00 p.m.
City Council Award	Date: March 4, 2024, 7:00 p.m.

### VIII. Pre-Proposal Meeting

There will be no pre-submittal meeting or site visit scheduled for this RFP.

### IX. RFP Documents

Request for Proposal (RFP) documents may be obtained at Wilsonville City Hall, located at 29799 SW Town Center Loop East, Wilsonville, Oregon 97070, or may be obtained electronically on the City's website RFP page at [www.ci.wilsonville.or.us/rfps](http://www.ci.wilsonville.or.us/rfps). The City of Wilsonville shall not be held responsible for the delivery of the documents. Contact Dustin Schull at 503-570-1544 or [dschull@ci.wilsonville.or.us](mailto:dschull@ci.wilsonville.or.us) to obtain RFP documents by mail.

Request for Proposal (RFP) documents can be downloaded at [www.questcdn.com](http://www.questcdn.com), Project #8864385. For any assistance with free registration or downloading, contact QuestCDN customer service at (952) 233-1632.

### X. Project Manager

The City's Project Manager shall be the sole point of contact for all questions, concerns, and protests. The Project Manager for this Project is:

Dustin Schull  
Parks Supervisor  
Parks and Recreation

Contact at:  
503-570-1544  
[dschull@ci.wilsonville.or.us](mailto:dschull@ci.wilsonville.or.us)

### XI. RFP Questions

Proposers shall direct all questions regarding RFP documents in writing or by email to:

City of Wilsonville  
Dustin Schull, Parks Supervisor  
29600 SW Park Place  
Wilsonville, OR 97070

OR

[dschull@ci.wilsonville.or.us](mailto:dschull@ci.wilsonville.or.us)

All questions shall include "Memorial Park – Eastside Parking Lot – RFP Questions" in the subject line or written on the front of the envelope and be submitted in writing by **5:00 p.m., Pacific Time, on December 28, 2023**. Questions and answers will be provided by email to all firms on the RFP holders list.

Access to the City's Project Manager for telephone calls, emails, or other communication will be unrestricted during the RFP preparation period up until **5:00 p.m., Pacific Time, on December 28, 2023**. During this time, Proposers are encouraged to ask as many questions as needed to prepare a viable Proposal. Questions submitted after **5:00 p.m., Pacific Time, on December 28, 2023** will not be addressed.

For the sake of fairness, Proposers are not to contact any City staff or official other than the Project Manager concerning this RFP. Contact with any other City staff or official concerning this RFP will be grounds for disqualification.

Proposers are hereby notified that verbal communication may not be relied upon as official communication concerning this RFP. Only answers to those questions responded to by the Project Manager via email or by written addendum may be relied upon.

## XII. General RFP Information

### Changes to the RFP Solicitation by Addenda

The City reserves the right to make changes to the RFP by written addendum, which shall be issued by email format only to all those who have obtained the RFP documents by pick-up, standard mail, or download at [www.questcdn.com](http://www.questcdn.com).

All addenda shall have the same binding effect as though contained in the main body of the RFP and Scope of Work.

No addenda will be issued later than **December 29, 2023**, except by an addendum, if necessary, postponing the date for receipt of Proposals or withdrawing the RFP altogether.

Each Proposer is responsible for obtaining all addenda prior to submitting a Proposal and shall acknowledge in the Proposal receipt of each addendum as part of the Proposal. Failure to acknowledge receipt of all addenda as part of the Proposal may result in rejection of the Proposal.

### Confidentiality

All information submitted by Proposers shall become and remain the property of the City and, as such, is considered public information and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the Proposals for which the Proposer requests exception from disclosure as being proprietary information exempt from disclosure, consistent with Oregon law. If a Proposal contains any information that is considered a trade secret under ORS 192.501(2), each sheet of such information must be marked with the following legend:

*"This data constitutes a trade secret and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."*

Identifying the Proposal in whole as a trade secret is not acceptable. Failure to identify a portion of the Proposal as a trade secret shall be deemed a waiver of any future claim of that information as a trade secret. Nondisclosure of documents or any portion of a document submitted as part of a Proposal may depend upon official or judicial determinations made pursuant to the Oregon Public Records Law.

The City will make available to any person requesting information through the City processes for disclosure of public records, any and all information submitted as a result of this RFP not exempted from disclosure without obtaining permission from any Proposer to do so after the Notice of Intent to Award has been released.

The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted. If a public record request is made for material marked as proprietary, the City will attempt to notify the impacted Proposer prior to the deadline for release of the material but will not defend against any legal challenge for release. Therefore, claims arising out of any public record request for such information shall be at the Proposer's sole expense, if the Proposer wishes to deny or withhold the information.

#### Cancellation

The City reserves the right to cancel this RFP or the contract award at any time before execution of the contract by both parties, if cancellation is deemed to be in the best interest of the City. In no event shall the City have any liability for the cancellation of a contract award.

#### Late Proposals

All Proposals that are not received by the Proposal Due Date and Time will not be considered and will be returned unopened to the Proposer. Electronically mailed or faxed Proposals will not be accepted. Delays due to mail and/or delivery handling, including but not limited to delays within the City's internal distribution systems, do not excuse the Proposer's responsibility for submitting the Proposal to the correct location by the Proposal Due Date.

#### Disputes

In case of any doubt or differences of opinion as to the items or services to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of the City shall be final and binding upon all parties.

#### Proposer Certifications

By the act of submitting a Proposal in response to this RFP, the Proposer certifies that:

1. Proposer has carefully examined all RFP documents, including the draft Professional Services Agreement (attached as Attachment A), all addenda, and all other attachments, fully understands the RFP intent, is able to perform all tasks as described in the Scope of Work of this RFP, and the Proposal is made in accordance therewith. Except as otherwise noted as part of the Proposal, Proposer certifies that Proposer is ready, willing, and able to comply with all terms of the attached Professional Services Agreement.
2. Proposer is familiar with the local conditions under which the work will be performed.
3. The Proposal is based upon the requirements described in the RFP, without exception, unless clearly stated in the response.
4. Proposer accepts all of the terms of the City's Professional Services Agreement and warrants that Proposer will fully meet all of the insurance requirements contained therein. If Proposer wishes to amend or modify any terms of the Professional Services Agreement, such amendment or modification must be stated in particularity in the Proposal. Proposed changes to the draft Professional Services Agreement not stated at the time of Proposal submission will not be considered. Changes stated will be considered but may not be agreed upon by the City for contract award. If the City does not agree

with such noted changes, Proposer may withdraw the proposed change or the entire Proposal and the City may elect to award to the next highest ranked Proposer.

5. Proposer certifies, and in the case of sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of Proposer's knowledge and belief, no elected official, employee, or person whose salary is payable in whole or part by the City has a direct or indirect financial interest in the Proposal, or in the services to which it relates, or in any of the profits thereof, other than as fully described in the Proposer's response to this solicitation.
6. Proposer has examined all parts of the RFP, including all requirements and contract terms and conditions thereof, and if its Proposal is accepted, the Proposer shall accept the contract documents thereto, unless substantive changes are made in same without the approval of the Proposer.
7. Proposer, if an individual, is of lawful age; is the only one interested in this Proposal; and no person, firm, or corporation, other than that named, has any interest in the Proposal, or in the proposed contract.
8. Proposer has quality experience providing the types of services and duties as described within the Scope of Work of this RFP.

Proposer shall also certify Proposer's state of residence.

#### Nondiscrimination

By the act of submitting a Proposal in response to this RFP, the Proposer certifies, under penalty of perjury, that ***the Proposer has not discriminated, and will not discriminate, against minorities, women, emerging small business enterprises, or business enterprises that are owned or controlled by or that employ a disabled veteran in obtaining any required subcontracts.***

#### Competition

Prospective Proposers are encouraged to comment, either with their Proposals or at any other time, in writing, on any specification or requirement within this RFP which the Proposer believes will inordinately limit competition.

#### RFP Protests and Change Requests

A prospective Proposer may protest anything contained in the RFP documents and request a supporting change to any provision, specification, or contract term contained in the RFP documents by submitting a written request to:

City of Wilsonville  
Attn: Dustin Schull, Parks Supervisor  
29600 SW Park Place  
Wilsonville, OR 97070

OR

dschull@ci.wilsonville.or.us

All change requests shall include “Memorial Park – Eastside Parking Lot – Change Request” in the subject line or written on the front of the envelope and be submitted, in writing, by **5:00 p.m., Pacific Time, on December 28, 2023**. Each request for change must specify the provisions, specifications, or contract terms of the RFP in question and contain reasons for the requested change and any proposed changes.

All protests shall include “Memorial Park – Eastside Parking Lot – RFP Protest” in the subject line or written on the front of the envelope and be submitted, in writing, by **5:00 p.m., Pacific Time, on December 28, 2023**. Each protest must specify the provisions, specifications, or contract terms of the RFP in question and contain reasons for the protest.

The City will evaluate and resolve all protests and related change requests submitted before the listed time and date due within a reasonable time following receipt of the protest. The City will issue a written decision on the protest to the Proposer who submitted the protest. Changes that are accepted by the City shall be issued in the form of an addendum to the RFP.

#### Proposal Liability

Proposers responding to this RFP do so solely at their expense, and the City is not responsible for any Proposer expenses associated with the RFP. By proposing, Proposers agree that doing so is at their own risk and the City shall have no liability related thereto. Finalists invited to participate in interview evaluations are responsible for scheduling and paying for their own travel arrangements. The City is not liable for any cost incurred by a Proposer in protesting any portion of the RFP documents or the City’s selection decision.

#### City Requests for Clarification, Additional Research, and Revisions

The City reserves the right to obtain clarification of any portion of a Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a Proposer to timely respond to such a request for additional information or clarification may result in a finding that the Proposer is non-responsive and consequent rejection of the Proposal.

The City may obtain information from any legal source for clarification of any Proposal. The City need not inform the Proposer of any intent to perform additional research in this respect or of any information thereby received.

The City may perform, at its sole option, investigations of any Proposer. Information may include, but shall not necessarily be limited to, current litigation and contracting references. All such documents, if requested by the City, become part of the public record and may be disclosed accordingly.

The City reserves the right to request revisions of any Proposal after the date and time due and before award for the purpose of obtaining best and final offers.

#### Rejection of Proposals

The City reserves the right to reject any or all irregularities or omissions in Proposals submitted in response to this RFP to the extent it is determined to be in the best interest of the City to do

so. Furthermore, the City reserves the right to reject any or all Proposals or portions thereof submitted in response to this RFP. Proposals may be rejected for one or more of the following reasons, including but not limited to:

1. Failure of the Proposer to adhere to one or more of the provisions established in the RFP.
2. Failure of the Proposer to submit a Proposal in the format specified herein.
3. Failure of the Proposer to submit a Proposal within the time requirements established herein.
4. Failure of the Proposer to adhere to ethical and professional standards before, during, or following the Proposal process.
5. Failure to provide information that is specifically requested in this RFP.

The City may reject any Proposal not in compliance with all prescribed public procurement procedures and requirements, and may reject for good cause any or all Proposals upon a finding by the City that it is in the public interest to do so.

#### Modification or Withdrawal of Proposal by Proposer

A Proposal may not be modified, withdrawn, or canceled by the Proposer following the time and date the Proposals are due. Proposals submitted early may be modified or withdrawn only by notice to the City, at the Proposal submittal location, prior to the time and date the Proposals are due. Such notice shall be submitted to the Project Manager, in writing, executed and signed by a duly authorized representative of the firm/individual submitting the Proposal. All such communication shall be so worded as not to reveal the contents of the original Proposal.

Withdrawn Proposals may be resubmitted prior to the time and date the Proposals are due, provided that they are then fully in conformance with the RFP.

#### Duration of Proposal

Proposal prices, terms, and conditions shall be firm for a period of at least ninety (90) days from the time and date Proposals are due. Proposals shall not be subject to future price escalation or changes of terms during the ninety (90) day period.

#### Local and Federal Requirements

The City of Wilsonville intends to select a consultant in accordance with OAR 137-048-0220 and the City's municipal code. Selection of a consultant under this process is not a guarantee of a contract award, nor is the award of a contract for any portion of the Work a guarantee of award of a contract for any subsequent work. All work is subject to budgetary and funding constraints of the City of Wilsonville.

The selected consultant shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the work under this contract, including, without limitation, the provisions of: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations

and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

The selected consultant is subject to the Oregon Workers Compensation Law and shall comply with ORS 656.017, which requires the provision of Workers Compensation coverage for all employees working under this contract. The City of Wilsonville's programs, services, employment opportunities, and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, marital status, disability, or political affiliation.

- This Page Intentionally Left Blank -

# Attachment A

## Sample Professional Services Agreement

- This Page Intentionally Left Blank -

## CITY OF WILSONVILLE PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) for the Memorial Park Eastside Parking Lot Design Project (“Project”) is made and entered into on this \_\_\_\_ day of \_\_\_\_\_ 2024 (“Effective Date”) by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and \_\_\_\_\_, a(n) \_\_\_\_\_ *[corporation/LLC]* (hereinafter referred to as “Consultant”).

### RECITALS

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

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

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

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

### AGREEMENT

#### Section 1. Scope of Work

Consultant shall diligently perform the design and support services according to the requirements identified in the Scope of Work for the Project, attached hereto as **Exhibit A** and incorporated by reference herein (the “Services”).

#### Section 2. Term

The term of this Agreement shall be from the Effective Date until all Services required to be performed hereunder are completed and accepted, or no later than March 31, 2025, whichever occurs first, unless earlier terminated in accordance herewith or an extension of time is agreed to, in writing, by the City.

#### Section 3. Consultant’s Services

3.1. All written documents, drawings, and plans submitted by Consultant in conjunction with the Services shall bear the signature, stamp, or initials of Consultant’s authorized Project Manager. Any documents submitted by Consultant that do not bear the signature, stamp, or initials of Consultant’s authorized Project Manager, will not be relied upon by the City. Interpretation of plans and answers to questions regarding the Services or Scope of Work given by Consultant’s Project Manager may be verbal or in writing, and may be relied upon by the City, whether given verbally or in writing. If requested by the City to be in writing, Consultant’s Project Manager will provide such written documentation.

3.2. Consultant will not be deemed to be in default by reason of delays in performance due to circumstances beyond Consultant's reasonable control, including but not limited to strikes, lockouts, severe acts of nature, or other unavoidable delays or acts of third parties not under Consultant's direction and control ("Force Majeure"). In the case of the happening of any Force Majeure event, the time for completion of the Services will be extended accordingly and proportionately by the City, in writing. Lack of labor, supplies, materials, or the cost of any of the foregoing shall not be deemed a Force Majeure event.

3.3. The existence of this Agreement between the City and Consultant shall not be construed as the City's promise or assurance that Consultant will be retained for future services beyond the Scope of Work described herein.

3.4. Consultant shall maintain the confidentiality of any confidential information that is exempt from disclosure under state or federal law to which Consultant may have access by reason of this Agreement. Consultant warrants that Consultant's employees assigned to the Services provided in this Agreement shall be clearly instructed to maintain this confidentiality. All agreements with respect to confidentiality shall survive the termination or expiration of this Agreement.

#### **Section 4. Compensation**

4.1. Except as otherwise set forth in this **Section 4**, the City agrees to pay Consultant the fixed price of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_) for performance of the Services ("Compensation Amount"). Any compensation in excess of the Compensation Amount will require an express written Addendum to be executed between the City and Consultant.

4.2. During the course of Consultant's performance, if the City, through its Project Manager, specifically requests Consultant to provide additional services that are beyond the Scope of Work described on **Exhibit A**, a written Addendum to this Agreement must be executed in compliance with the provisions of **Section 18**.

4.3. Except for amounts withheld by the City pursuant to this Agreement, Consultant will be paid for Services for which an itemized invoice is received by the City within thirty (30) days of receipt, unless the City disputes such invoice. In that instance, the undisputed portion of the invoice will be paid by the City within the above timeframe. The City will set forth its reasons for the disputed claim amount and make good faith efforts to resolve the invoice dispute with Consultant as promptly as is reasonably possible.

4.4. The City will be responsible for the direct payment of required fees payable to governmental agencies, including but not limited to plan checking, land use, zoning, permitting, and all other similar fees resulting from this Project, that are not specifically covered by **Exhibit A**.

4.5. Consultant's Compensation Amount is all inclusive and includes, but is not limited to, all work-related costs, expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers compensation insurance, liability insurance, profit, pension benefits and similar contributions and benefits, technology and/or software charges, licensing, trademark, and/or copyright

costs, office expenses, travel expenses, mileage, and all other indirect and overhead charges, including, but not limited to, the Oregon Corporate Activity Tax (CAT).

## **Section 5. Prevailing Wages**

This is a contract for a Public Works Project subject to ORS 279C.800 to 279C.870. Therefore, for those employees and/or subcontractors working on this Project who are subject to prevailing wage rates on public works contracts, not less than the current applicable state prevailing wage must be paid on this Project. Wage rates for this Project are those published by the Bureau of Labor and Industries (BOLI), effective July 5, 2023, and all subsequent amendments. The BOLI prevailing wage rate for public works contracts can be found at the following website: <http://www.oregon.gov/boli/employers/pages/prevailing-wage-rates.aspx>. Because this is a public works contract subject to payment of prevailing wages, each worker in each applicable trade or occupation employed in the performance of the Services, either by Consultant, a subcontractor, or other person doing or contracting to do, or contracting for the whole or any part of the Services, must be paid not less than the applicable state prevailing wage for an hour's work in the same trade or occupation in the locality where such labor is performed, in accordance with ORS 279C.838 and 279C.840, if applicable. Consultant must comply with all public contracting wages required by law. If applicable, Consultant and any subcontractor, or their sureties, shall file a certificate of rate of wage as required by ORS 279C.845. If the City determines at any time that the prevailing rate of wages has not been or is not being paid as required herein, it may retain from the moneys due to Consultant an amount sufficient to make up the difference between the wages actually paid and the prevailing rate of wages, and may also cancel the contract for breach. Consultant shall be liable to the workers affected for failure to pay the required rate of wage, including all fringe benefits under ORS 279C.840(5). If applicable, Consultant shall include a contract provision in compliance with this paragraph in every subcontract and shall require each subcontractor to include it in subcontract(s).

## **Section 6. City's Rights and Responsibilities**

6.1. The City will designate a Project Manager to facilitate day-to-day communication between Consultant and the City, including timely receipt and processing of invoices, requests for information, and general coordination of City staff to support the Project.

6.2. Award of this contract is subject to budget appropriation. Funds are approved for Fiscal Year 2023-24. If not completed within this fiscal year, funds may not be appropriated for the next fiscal year. The City also reserves the right to terminate this contract early, as described in **Section 16**.

## **Section 7. City's Project Manager**

The City's Project Manager is Dustin Schull. The City shall give Consultant prompt written notice of any re-designation of its Project Manager.

## **Section 8. Consultant's Project Manager**

Consultant's Project Manager is \_\_\_\_\_. In the event that Consultant's designated Project Manager is changed, Consultant shall give the City prompt written notification of such re-designation. Recognizing the need for consistency and knowledge in the administration of the Project,

Consultant's Project Manager will not be changed without the written consent of the City, which consent shall not be unreasonably withheld. In the event the City receives any communication from Consultant that is not from Consultant's designated Project Manager, the City may request verification by Consultant's Project Manager, which verification must be promptly furnished.

### **Section 9. Project Information**

Except for confidential information designated by the City as information not to be shared, Consultant agrees to share Project information with, and to fully cooperate with, those corporations, firms, contractors, public utilities, governmental entities, and persons involved in or associated with the Project. No information, news, or press releases related to the Project, whether made to representatives of newspapers, magazines, or television and radio stations, shall be made without the written authorization of the City's Project Manager.

### **Section 10. Duty to Inform**

If at any time during the performance of this Agreement or any future phase of this Agreement for which Consultant has been retained, Consultant becomes aware of actual or potential problems, faults, or defects in the Project or Scope of Work, or any portion thereof; or of any nonconformance with federal, state, or local laws, rules, or regulations; or if Consultant has any objection to any decision or order made by the City with respect to such laws, rules, or regulations, Consultant shall give prompt written notice thereof to the City's Project Manager. Any delay or failure on the part of the City to provide a written response to Consultant shall neither constitute agreement with nor acquiescence to Consultant's statement or claim, nor constitute a waiver of any of the City's rights.

### **Section 11. Subcontractors and Assignments**

11.1. Unless expressly authorized in **Exhibit A** or **Section 12** of this Agreement, Consultant shall not subcontract with others for any of the Services prescribed herein. Consultant shall not assign any of Consultant's rights acquired hereunder without obtaining prior written approval from the City, which approval may be granted or denied in the City's sole discretion. Some Services may be performed by persons other than Consultant, provided Consultant advises the City of the names of such subcontractors and the work which they intend to perform, and the City specifically agrees in writing to such subcontracting. Consultant acknowledges such work will be provided to the City pursuant to a subcontract(s) between Consultant and subcontractor(s) and no privity of contract exists between the City and the subcontractor(s). Unless otherwise specifically provided by this Agreement, the City incurs no liability to third persons for payment of any compensation provided herein to Consultant. Any attempted assignment of this Agreement without the written consent of the City shall be void. Except as otherwise specifically agreed, all costs for work performed by others on behalf of Consultant shall not be subject to additional reimbursement by the City.

11.2. The City shall have the right to enter into other agreements for the Project, to be coordinated with this Agreement. Consultant shall cooperate with the City and other firms, engineers or subcontractors on the Project so that all portions of the Project may be completed in the least possible time and within normal working hours. Consultant shall furnish other engineers, subcontractors and

affected public utilities, whose designs are fitted into Consultant's design, detail drawings giving full information so that conflicts can be avoided.

11.3. Consultant shall include this Agreement by reference in any subcontract and require subcontractors to perform in strict compliance with this Agreement.

## **Section 12. Consultant Is Independent Contractor**

12.1. Consultant is an independent contractor for all purposes and shall be entitled to no compensation other than the Compensation Amount provided for under **Section 4** of this Agreement. Consultant will be solely responsible for determining the manner and means of accomplishing the end result of Consultant's Services. The City does not have the right to control or interfere with the manner or method of accomplishing said Services. The City, however, will have the right to specify and control the results of Consultant's Services so such Services meet the requirements of the Project.

12.2. Consultant may request that some consulting services be performed on the Project by persons or firms other than Consultant, through a subcontract with Consultant. Consultant acknowledges that if such services are provided to the City pursuant to a subcontract(s) between Consultant and those who provide such services, Consultant may not utilize any subcontractor(s), or in any way assign its responsibility under this Agreement, without first obtaining the express written consent of the City, which consent may be given or denied in the City's sole discretion. In all cases, processing and payment of billings from subcontractors is solely the responsibility of Consultant.

12.3. Consultant shall be responsible for, and defend, indemnify, and hold the City harmless against, any liability, cost, or damage arising out of Consultant's use of such subcontractor(s) and subcontractor's negligent acts, errors, or omissions. Unless otherwise agreed to, in writing, by the City, Consultant shall require that all of Consultant's subcontractors also comply with, and be subject to, the provisions of this **Section 12** and meet the same insurance requirements of Consultant under this Agreement.

## **Section 13. Consultant Responsibilities**

13.1. Consultant must make prompt payment for any claims for labor, materials, or services furnished to Consultant by any person in connection with this Agreement as such claims become due. Consultant shall not permit any liens or claims to be filed or prosecuted against the City on account of any labor or material furnished to or on behalf of Consultant. If Consultant fails, neglects, or refuses to make prompt payment of any such claim, the City may, but shall not be obligated to, pay such claim to the person furnishing the labor, materials, or services and offset the amount of the payment against funds due or to become due to Consultant under this Agreement. The City may also recover any such amounts directly from Consultant.

13.2. Consultant must comply with all applicable Oregon and federal wage and hour laws, including BOLI wage requirements, if applicable. Consultant shall make all required workers compensation and medical care payments on time. Consultant shall be fully responsible for payment of all employee withholdings required by law, including but not limited to taxes, including payroll, income, Social Security (FICA), and Medicaid. Consultant shall also be fully responsible for payment of salaries,

benefits, taxes, Industrial Accident Fund contributions, and all other charges on account of any employees. Consultant shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. All costs incident to the hiring of assistants or employees shall be Consultant's responsibility. Consultant shall defend, indemnify, and hold the City harmless from claims for payment of all such expenses.

13.3. No person shall be discriminated against by Consultant or any subcontractor in the performance of this Agreement on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Agreement, in whole or in part, by the City. References to "subcontractor" mean a subcontractor at any tier.

## **Section 14. Indemnity**

14.1. Indemnification. Consultant acknowledges responsibility for liability arising out of the performance of this Agreement, and shall defend, indemnify, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Consultant's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Agreement, or from Consultant's failure to perform its responsibilities as set forth in this Agreement. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by Consultant shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Consultant of its responsibility to perform in full conformity with the City's requirements, as set forth in this Agreement, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Consultant's negligent performance of this Agreement, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 14.2**. Consultant shall defend the City (using legal counsel reasonably acceptable to the City) against any claim that alleges negligent acts, omissions, errors, or willful or reckless misconduct by Consultant. As used herein, the term "Consultant" applies to Consultant and its own agents, employees, and suppliers, and to all of Consultant's subcontractors, including their agents, employees, and suppliers.

14.2. Standard of Care. In the performance of the Services, Consultant agrees to use at least that degree of care and skill exercised under similar circumstances by reputable members of Consultant's profession practicing in the Portland metropolitan area. Consultant will re-perform any Services not meeting this standard without additional compensation. Consultant's re-performance of any Services, even if done at the City's request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Consultant's failure to perform in accordance with the applicable standard of care of this Agreement and within the prescribed timeframe.

## **Section 15. Insurance**

15.1. Insurance Requirements. Consultant must maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Agreement. Such insurance shall cover all risks arising directly or indirectly out of Consultant's activities or Services hereunder. Any and all agents or subcontractors with which Consultant contracts for any portion of the Services must have insurance that

conforms to the insurance requirements in this Agreement. Additionally, if a subcontractor is an engineer, architect, or other professional, Consultant must require the subcontractor to carry Professional Errors and Omissions insurance and must provide to the City proof of such coverage. The amount of insurance carried is in no way a limitation on Consultant's liability hereunder. The policy or policies maintained by Consultant shall provide at least the following minimum limits and coverages at all times during performance of this Agreement:

15.1.1. Commercial General Liability Insurance. Consultant and all subcontractors shall obtain, at each of their own expense, and keep in effect during the term of this Agreement, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Agreement and shall be for the following minimum insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of **\$2,000,000** per occurrence, Fire Damage (any one fire) in the minimum amount of **\$50,000**, and Medical Expense (any one person) in the minimum amount of **\$10,000**. All of the foregoing coverages must be carried and maintained at all times during this Agreement.

15.1.2. Professional Errors and Omissions Coverage. Consultant agrees to carry Professional Errors and Omissions Liability insurance on a policy form appropriate to the professionals providing the Services hereunder with a limit of no less than **\$2,000,000** per claim. Consultant shall maintain this insurance for damages alleged to be as a result of errors, omissions, or negligent acts of Consultant. Such policy shall have a retroactive date effective before the commencement of any work by Consultant on the Services covered by this Agreement, and coverage will remain in force for a period of at least three (3) years after termination of this Agreement.

15.1.3. Business Automobile Liability Insurance. If Consultant or any subcontractors will be using a motor vehicle in the performance of the Services herein, Consultant shall provide the City a certificate indicating that Consultant and its subcontractors have business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than **\$2,000,000**.

15.1.4. Workers Compensation Insurance. Consultant, its subcontractors, and all employers providing work, labor, or materials under this Agreement that are subject employers under the Oregon Workers Compensation Law shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Consultants who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than **\$500,000** each accident.

15.1.5. Insurance Carrier Rating. Coverages provided by Consultant and its subcontractors must be underwritten by an insurance company deemed acceptable by the City,

with an AM Best Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

15.1.6. Additional Insured and Termination Endorsements. The City will be named as an additional insured with respect to Consultant’s liabilities hereunder in insurance coverages. Additional Insured coverage under Consultant’s Commercial General Liability, Automobile Liability, and Excess Liability Policies, as applicable, will be provided by endorsement. Additional insured coverage shall be for both ongoing operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory. Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: “The City of Wilsonville, its elected and appointed officials, officers, agents, employees, and volunteers.” An endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days’ written notification of any termination or major modification of the insurance policies required hereunder. Consultant must be an additional insured on the insurance policies obtained by its subcontractors performing any of the Services contemplated under this Agreement.

15.1.7. Certificates of Insurance. As evidence of the insurance coverage required by this Agreement, Consultant shall furnish a Certificate of Insurance to the City. This Agreement shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Consultant agrees that it will not terminate or change its coverage during the term of this Agreement without giving the City at least thirty (30) days’ prior advance notice and Consultant will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

15.2. Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Consultant shall be responsible for any deductible amounts payable under all policies of insurance. If insurance policies are “Claims Made” policies, Consultant will be required to maintain such policies in full force and effect throughout any warranty period.

## **Section 16. Early Termination; Default**

16.1. This Agreement may be terminated prior to the expiration of the agreed upon terms:

16.1.1. By mutual written consent of the parties;

16.1.2. By the City, for any reason, and within its sole discretion, effective upon delivery of written notice to Consultant by mail or in person; or

16.1.3. By Consultant, effective upon seven (7) days’ prior written notice in the event of substantial failure by the City to perform in accordance with the terms through no fault of Consultant, where such default is not cured within the seven (7) day period by the City. Withholding of disputed payment is not a default by the City.

16.2. If the City terminates this Agreement, in whole or in part, due to default or failure of Consultant to perform Services in accordance with the Agreement, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Consultant shall be liable for all costs and damages incurred by the City as a result of the default by Consultant, including, but not limited to all costs incurred by the City in procuring services from others as needed to complete this Agreement. This Agreement shall be in full force to the extent not terminated by written notice from the City to Consultant. In the event of a default, the City will provide Consultant with written notice of the default and a period of ten (10) days to cure the default. If Consultant notifies the City that it wishes to cure the default but cannot, in good faith, do so within the ten (10) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to an agreed upon time period, which agreed upon extension must be in writing and signed by the parties prior to the expiration of the cure period. Unless a written, signed extension has been fully executed by the parties, if Consultant fails to cure prior to expiration of the cure period, the Agreement is automatically terminated.

16.3. If the City terminates this Agreement for its own convenience not due to any default by Consultant, payment of Consultant shall be prorated to, and include the day of, termination and shall be in full satisfaction of all claims by Consultant against the City under this Agreement.

16.4. Termination under any provision of this Section shall not affect any right, obligation, or liability of Consultant or the City that accrued prior to such termination. Consultant shall surrender to the City items of work or portions thereof, referred to in **Section 20**, for which Consultant has received payment or the City has made payment.

## **Section 17. Suspension of Services**

The City may suspend, delay, or interrupt all or any part of the Services for such time as the City deems appropriate for its own convenience by giving written notice thereof to Consultant. An adjustment in the time of performance or method of compensation shall be allowed as a result of such delay or suspension unless the reason for the delay is within Consultant's control. The City shall not be responsible for Services performed by any subcontractors after notice of suspension is given by the City to Consultant. Should the City suspend, delay, or interrupt the Services and the suspension is not within Consultant's control, then the City shall extend the time of completion by the length of the delay.

## **Section 18. Modification/Addendum**

Any modification of the provisions of this Agreement shall not be enforceable unless reduced to writing and signed by both the City and Consultant. A modification is a written document, contemporaneously executed by the City and Consultant, which increases or decreases the cost to the City over the agreed Compensation Amount in **Section 4** of this Agreement, or changes or modifies the Scope of Work or the time for performance. No modification shall be binding or effective until executed, in writing, by both Consultant and the City. In the event Consultant receives any communication of whatsoever nature from the City, which communication Consultant contends gives rise to any modification of this Agreement, Consultant shall, within five (5) days after receipt, make a written request for modification to the City's Project Manager in the form of an Addendum. Consultant's failure to submit such written request for modification in the form of an Addendum shall be the basis for refusal by the City to treat said



## Section 22. Miscellaneous Provisions

22.1. Integration. This Agreement, including all exhibits attached hereto, contains the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements. In case of conflict among these or any other documents, the provisions of this Agreement shall control, and the terms most favorable to the City, within the City's sole discretion, will apply.

22.2. Legal Effect and Assignment. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns. This Agreement may be enforced by an action at law or in equity.

22.3. No Assignment. Consultant may not assign this Agreement, nor delegate the performance of any obligations hereunder, unless agreed to in advance and in writing by the City.

22.4. Adherence to Law. In the performance of this Agreement, Consultant shall adhere to all applicable federal, state, and local laws (including the Wilsonville Code and Public Works Standards), including but not limited to laws, rules, regulations, and policies concerning employer and employee relationships, workers compensation, and minimum and prevailing wage requirements. Any certificates, licenses, or permits that Consultant is required by law to obtain or maintain in order to perform the Services described on **Exhibit A**, shall be obtained and maintained throughout the term of this Agreement.

22.5. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon, regardless of any conflicts of laws. All contractual provisions required by ORS Chapters 279A, 279B, 279C, and related Oregon Administrative Rules to be included in public agreements are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth herein.

22.6. Jurisdiction. Jurisdiction and venue for any dispute will be in Clackamas County Circuit Court.

22.7. Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights or obligations hereunder, the prevailing party shall be entitled to recover attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. If the City is required to seek legal assistance to enforce any term of this Agreement, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

22.8. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Agreement shall in no way affect the party's rights hereunder to enforce

the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

22.9. Severability. If any provision of this Agreement is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Agreement shall remain in full force and effect, to the greatest extent allowed by law.

22.10. Modification. This Agreement may not be modified except by written instrument executed by Consultant and the City.

22.11. Time of the Essence. Time is expressly made of the essence in the performance of this Agreement.

22.12. Calculation of Time. Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Agreement, the first day from which the designated period of time begins to run shall not be included.

22.13. Headings. Any titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

22.14. Number, Gender and Captions. In construing this Agreement, it is understood that, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that, generally, all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Agreement.

22.15. Good Faith and Reasonableness. The parties intend that the obligations of good faith and fair dealing apply to this Agreement generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Agreement. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted as to the specific item in question, such as in the case of where this Agreement gives the City “sole discretion” or the City is allowed to make a decision in its “sole judgment.”

22.16. Other Necessary Acts. Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement in order to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

22.17. Interpretation. As a further condition of this Agreement, the City and Consultant acknowledge that this Agreement shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be

construed against any party. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the Agreement, the prevailing party shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

22.18. Entire Agreement. This Agreement and all documents attached to this Agreement represent the entire agreement between the parties.

22.19. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original Agreement but all of which together shall constitute one and the same instrument.

22.20. Authority. Each party signing on behalf of Consultant and the City hereby warrants actual authority to bind their respective party.

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

**CONSULTANT:**

\_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

EIN/Tax I.D. No. \_\_\_\_\_

**CITY:**

CITY OF WILSONVILLE

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Stephanie Davidson, Assistant City Attorney  
City of Wilsonville, Oregon

# Attachment B

## Supporting Information

- This Page Intentionally Left Blank -

# Memorial Park Master Plan Update

Wilsonville Parks and Recreation Department  
MAY 2015



# ACKNOWLEDGMENTS

## Wilsonville Parks and Recreation Department

Stan Sherer, Director  
Tod Blankenship, Parks Supervisor  
Brian Stevenson, Recreation Coordinator

## City of Wilsonville

Kerry Rappold, Natural Resources Program Manager  
Kurt Budlong, Analyst

## Walker Macy

Mike Zilis, Principal in Charge  
Ian Holzworth, Project Manager  
Thomas Fischer, Landscape Designer

## Conservation Technix, Inc.

Steve Duh, Principal

## Pacific Habitat Services

John van Staveren, President

## Architectural Cost Consultants, LLC

Stan Pszczolkowski, Estimator



Wilsonville  
Parks and Rec

29600 SW Park Place  
Wilsonville, OR. 97070  
[www.WilsonvilleParksandRec.com](http://www.WilsonvilleParksandRec.com)

WALKER | MACY

# TABLE OF CONTENTS

## I. Executive Summary

## II. Introduction

- Park History
- Master Plan Approach
- Sustainable Development and Care

## III. Public Involvement

- Community Involvement
- Stakeholders
- Public Open Houses
- Online Survey

## IV. Site Analysis

- Context
- Regulations
- Circulation
- Vegetation
- Considerations
- Amenities
- Field Use

## V. Initial Concepts

## VI. Preferred Option

- Environment
- Park Areas:
  - Murase Plaza
  - West
  - Riverfront
  - East
- Circulation and Access
- Trails
- Priorities
  - Revenue and Operations
  - Costs
  - Phasing

## VII. Appendix

- Meeting Summary Notes
- Stakeholder Summary Notes
- Survey Summary
- Revenue / Operations Proforma
- Estimate of Probable Cost

PAGE LEFT INTENTIONALLY BLANK



# I. EXECUTIVE SUMMARY

## EXECUTIVE SUMMARY

Located in the heart of Wilsonville, Oregon Memorial Park has been a significant community resource for its citizens for decades. Often referred to as Wilsonville's jewel, the 126 acre Regional Park is bordered by Wilsonville Road, Memorial Drive and the Willamette River. Generations of residents have enjoyed the wide variety of active, passive, programed and non-programed recreational experiences the park has to offer. The park also provides distinctive natural resources including its riparian forest along the Willamette River and Boeckman Creek, open meadows and forested hillsides. These resources play an important role in shaping the park's character and providing important wildlife corridors.

Community involvement was integral to the planning process. This included a City wide survey, stakeholder meetings, website communications and a three part series of public open houses that provided neighbors and citizens an active role in planning for the parks future. Critical to the community was balancing passive and active uses with protection and enhancement of the parks natural areas. This integral public involvement process produced a plan that was derived directly from community input and enhances the quality of the park for future generations.

The Master Plan for Memorial Park consists of a mixture of improvements to existing facilities and development of new park elements that reflect current demand while anticipating future community recreational needs. Elements of the Master Plan identified by the community include; improvements to Murase Plaza, upgraded sports fields, additional and improved picnic facilities, improvements to vehicular, pedestrian and bicycle access, new parking areas, seating, disc golf, relocation of the off leash area, restoration of natural areas and improved connections to the Willamette River. These modifications have been strategically located to preserve and enhance the natural features of the park and to minimize impacts to adjoining neighborhoods.

The proposed Master Plan strategically balances improvements to help guide future development of the popular park, ensuring Memorial Park will continue being a landmark destination within the community of Wilsonville.



Murase Plaza Water Feature



Existing Dock



Forest Trail



Existing Community Garden



Figure 1 - MEMORIAL PARK AERIAL IMAGE

PAGE LEFT INTENTIONALLY BLANK



## II. INTRODUCTION

## PARK HISTORY

Memorial Park is the City of Wilsonville's oldest and largest park. The property was acquired by the City in 1968 at a size of 61 acres. Additional land was acquired by the City in 1987, 1993, and 2007 resulting in the park's current 126 acre size. The park has a rich cultural history. Forester Ernest Kolbe planted a significant amount of tree species throughout his summer home property during the 1950's, which would later become a portion of the park. German metalsmith Gustave Stein built the Stein Homestead Barn in 1901. The Stein Barn was later purchased by Charles and Lucile Boozier whom later sold 61 acres of land to the City of Wilsonville in 1968 and remaining acreage to the City in 1993.

The park has become a cherished resource for the community and offers a diversity of active and passive recreational opportunities. Murase Plaza, at the intersection of SW Wilsonville Road and Memorial Drive has become the community's front porch. Opening in 2006, the interactive water feature at the plaza attracts thousands of visitors every year. Today, the park is home to Wilsonville's only public athletic fields, skateboard area, off-leash dog park and tennis courts. Other amenities include rentable shelters, basketball, sand volleyball, picnic facilities, a community garden and a variety of walking trails.



Ernest Kolbe informational signage

## MASTER PLAN APPROACH

The community has utilized Memorial Park for generations and knows it as a place to recreate, to hold civic events, to cherish natural areas and to honor its history. The Master Plan reflects these traditions and seeks to support and expand the unique qualities of the park and community.

The Master Plan seeks to balance the community's current needs and identify areas and activities for the future. Based on in-depth dialogue with the community, the Master Plan establishes a balance of passive and active recreation, seeks low cost high return improvements, identifies revenue generating activities and provides a high quality recreational experience for the community.

Wilsonville is a growing community outpacing many communities in the Metro area. The city's demographics are also evolving, bringing increased need to provide new types of activities in the park. The plan's improvements were derived through collaboration and the best thinking of citizens and stakeholders to truly reflect community interests and enhance the character of the park for generations to come.

Key components of the plan include: increasing trails, embracing the river, balancing passive and active recreational opportunities, balancing natural preservation with recreation, providing field sports for the growing population, and providing alternative recreational opportunities.

## SUSTAINABLE DEVELOPMENT AND CARE

The City seeks to be sustainable in its development practices and effective in its use of funding. The Master Plan reflects this approach in retaining significant components of the park and making improvements rather than wholesale change. Over the life of the park, a primary resource-consuming element is the maintenance. The replacement, repair and general upkeep of facilities, equipment, lighting, lawn, planting, paving, and other elements are a long-term cost. The Master Plan establishes a framework for Memorial Park that can be constructed efficiently and sustainably, improves the environment health of its natural resources, and can be effectively maintained over the long term.



Existing Walnut Grove



Existing Off leash Area



Existing dock



Existing Off-leash Area



Existing play area and ballfield access path

PAGE LEFT INTENTIONALLY BLANK



## III. PUBLIC INVOLVEMENT

## COMMUNITY INVOLVEMENT

The combination of stakeholder interviews, public meetings, discussions with the city and interaction through the City's website have guided the development of the Master Plan. A series of Open Houses employed a variety of engagement methods to reach people of all ages, backgrounds and walks of life. To identify the appropriate mix of uses, revenue generating resources, and sequence of future improvements, the community engaged in a dialogue that examined the current park and determined aspirations for the future. Key groups included: The City's parks and recreation, engineering and natural resources departments, neighbors and concerned citizens, and user groups such as sports leagues, dog owners, and other citizen groups.

## STAKEHOLDERS

The design team conducted a series of stakeholder interviews with community members identified by the City. Stakeholders include a range of groups and leagues who actively use sports fields as well as groups that passively use the park. These conversations enabled the project team to learn directly from people most connected with the Park. Meeting notes were produced and are provided in the appendix. Key components identified by stakeholders that the master plan should consider were:



Public open house

- \*Updating ball fields for extended use and programming flexibility
- \*Increasing parking quantity and quality
- \*Improving rest room facilities
- \*Exploring the potential for concessions
- \*Addressing security concerns
- \*Exploring covered court sports
- \*Providing accessible trails

## PUBLIC OPEN HOUSES

The open houses began with a presentation of the findings to date followed by facilitated conversations with the public about their aspirations for the park and challenges and opportunities the park provides.

### PUBLIC OPEN HOUSE ONE

The first public open house took place on November 5th, 2014 where the design team presented current conditions of the park, site analysis, and key considerations. Various diagrams of the park were presented describing contextual relationships, regulatory and environmental overlays, circulation, access, time of year field use, and existing environmental areas. A list of potential program elements was also presented to gauge interest in various recreational activities. This analysis generated a discussion with citizens about potential new activities and improvements to the park that would serve both current and future needs of the community. Key points identified during the first public open house included:

- \*Desire to Increase flexibility of ball fields
- \*Enhancing connections to the river
- \*Maintaining privacy to adjacent neighborhoods
- \*Safety
- \*Increasing trail types and accessibility
- \*Increasing pickleball and skateboard opportunities
- \*Clarifying vehicular and pedestrian circulation
- \*Improving parking
- \*Increasing seating opportunities
- \*Improving accessibility throughout the park
- \*Enhancing passive recreation
- \*Embracing the park's history

### PUBLIC OPEN HOUSE TWO



Public open house

The information gathered through stakeholder meetings, input from the parks department and other city officials, and synthesized from group discussions in the first open house directed the development of three concepts presented at the second public open house on December 14th, 2014.

The three concepts provided a variety of configurations of new recreational elements and improvements to existing facilities that considered present and future needs. The concepts were presented to the group, including the pros and cons of each configuration. Community members and the design team then discussed the merits of the three different concepts. Robust conversations from community members regarding each concept provided the design team with invaluable insight. Balancing passive and active recreation and natural area preservation were identified as important elements when considering new recreational opportunities. Additional key points identified during the second public open house included:

- \*Provide Visual access to the river, not physical access
- \*Minimizing the removal of trees
- \*Improving Memorial Drive crossing
- \*Balancing passive and active uses
- \*Maintaining the park's current vegetated buffers at its edges

- \*Providing light watercraft access
- \*Providing a variety of trails
- \*Exploring the use of synthetic turf fields

### PUBLIC OPEN HOUSE THREE

The final open house took place on February 18th, 2015. Community input from the previous two open houses, interaction through the city's website, and an online survey that generated over 600 responses from the citizens directed the design of the preferred Draft Master plan, where desired components of the three concepts were synthesized into a single plan. Similar to previous open houses, the preferred draft master plan was discussed in an open public format with community members. Valuable community input was received for further refinement of the draft plan. Key points identified during the third open house include:

- \*The Dock is busy during summer, light watercraft will add to busyness
- \*The Regional trail alignment along the west side of the park was preferred
- \*Retaining existing trails adjacent to the river is desired
- \*Maintain field #5 for girl's softball and young users
- \*The Disc golf course size is family friendly, not sized for advanced players
- \*Synthetic fields as shown is preferred
- \*Providing storage for ball field equipment

## ONLINE SURVEY

Over 600 community members participated in an online survey developed by the Wilsonville Parks and Recreation Department. Those who responded represented a broad cross section of the Wilsonville community, providing valuable perspective as to how the community uses the park currently and their vision for Memorial Park's future. The survey consisted of 10 questions illuminating the demographics of users, popular current park uses and desired future park uses. Key demographics uncovered by the survey include: park users are a mix of ages, majority arrive by car, 40% use the park weekly, with the highest use on weekend afternoons and weekday evenings. The highest existing uses of the park are sports fields, trails, playgrounds, and Murase plaza. The most desired uses are river access and river views, watercraft launch, and sports fields.

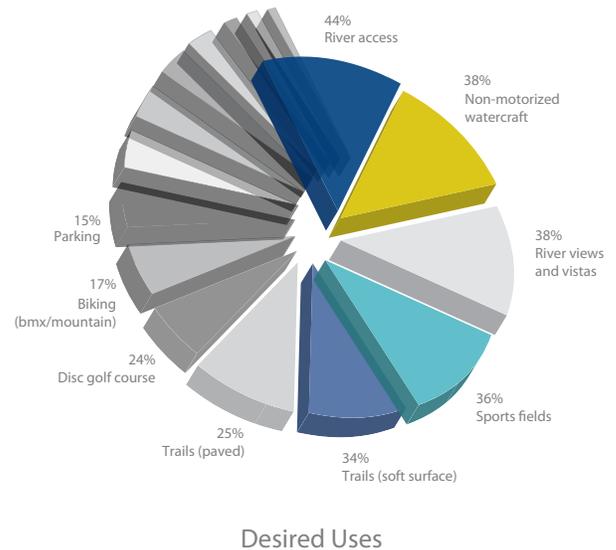
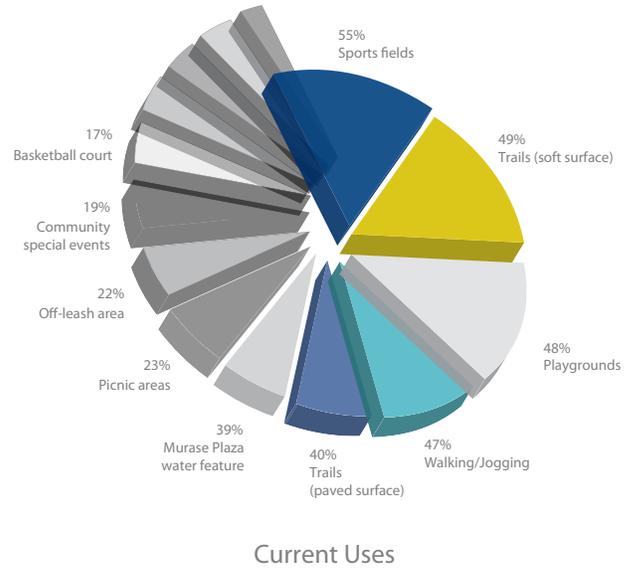


Figure 2 - SURVEY RESULTS: CURRENT AND DESIRED USES

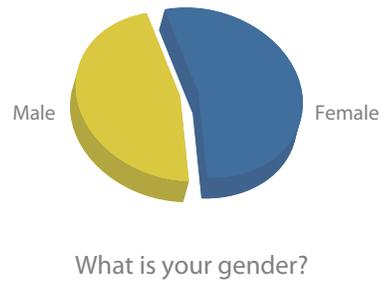
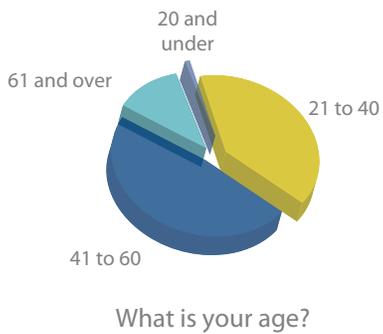
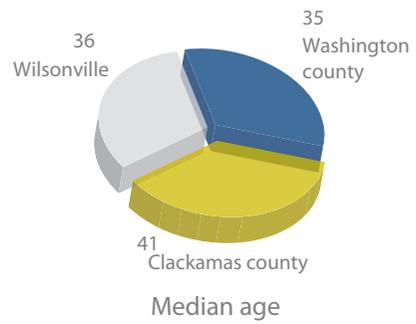
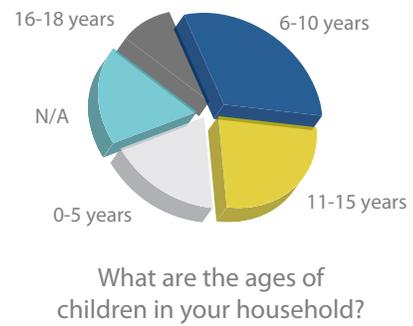
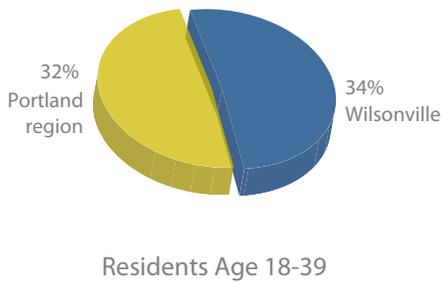
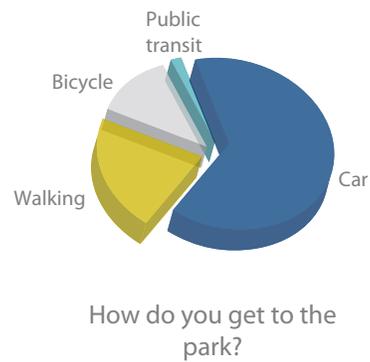
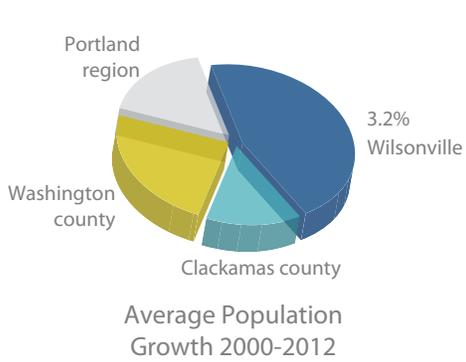


Figure 3 - SURVEY RESULTS

PAGE LEFT INTENTIONALLY BLANK



## IV. SITE ANALYSIS

## **SITE ANALYSIS**

Prior to the first public open house, the design team conducted an extensive site analysis process that examined the existing conditions of Memorial Park. This included researching documentation and previous planning efforts, site visits to review park conditions, data gathering using geographical information systems (GIS), and mapping existing physical attributes. The site analysis phase included reviewing and documenting existing park elements, uses, circulation, vegetation classifications, topographical, and architectural elements present in the park. Additionally, the design team worked with the Wilsonville Parks and Recreation Department to understand the existing uses of the park and how events, rentals, sports fields, and other facilities currently function.

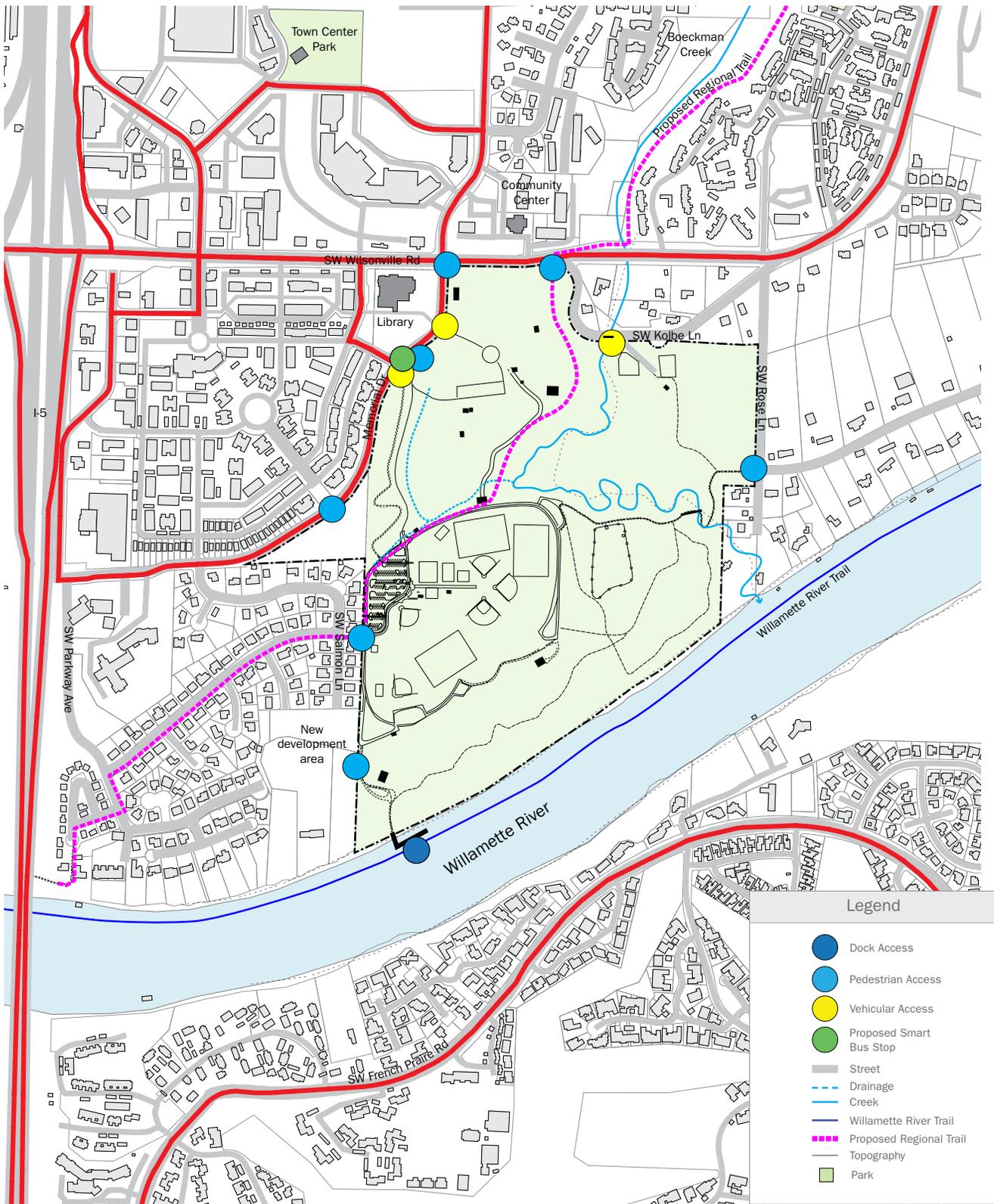


Figure 4 - CONTEXT ANALYSIS

The interface between Memorial Park and adjoining communities is important for providing safe and efficient access by different modes of transportation. The context analysis diagram highlights the existing types of access points and prominent circulation routes to and through the park.

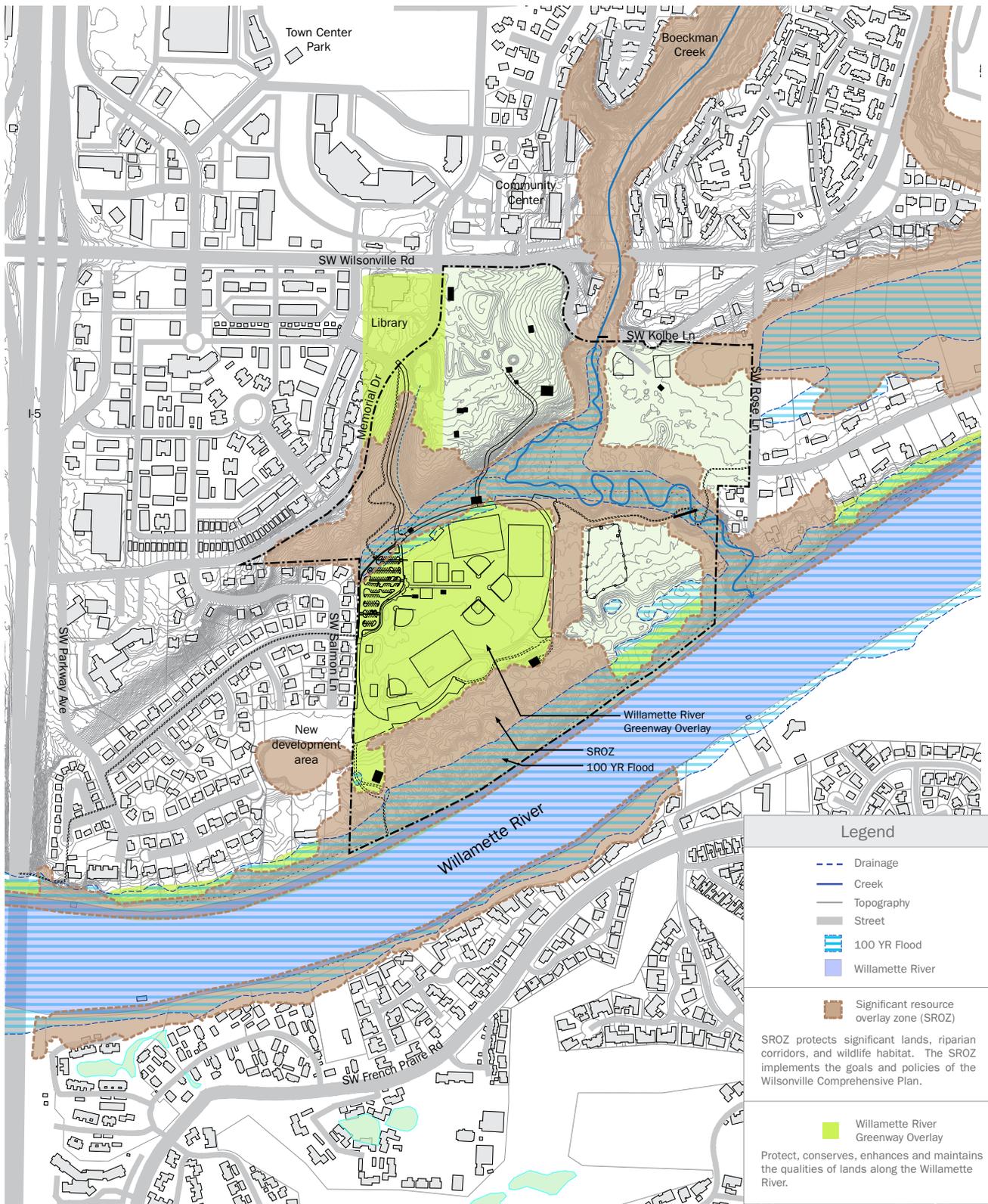


Figure 5 - REGULATIONS

Regulatory overlays provide development guidelines to protect and enhance natural areas and those adjacent to the Willamette River. The diagram maps the overlay zones that effect development within the park. These include the 100 year flood plain, Significant Resource Overlay Zone (SROZ), and Willamette River Greenway Overlay.

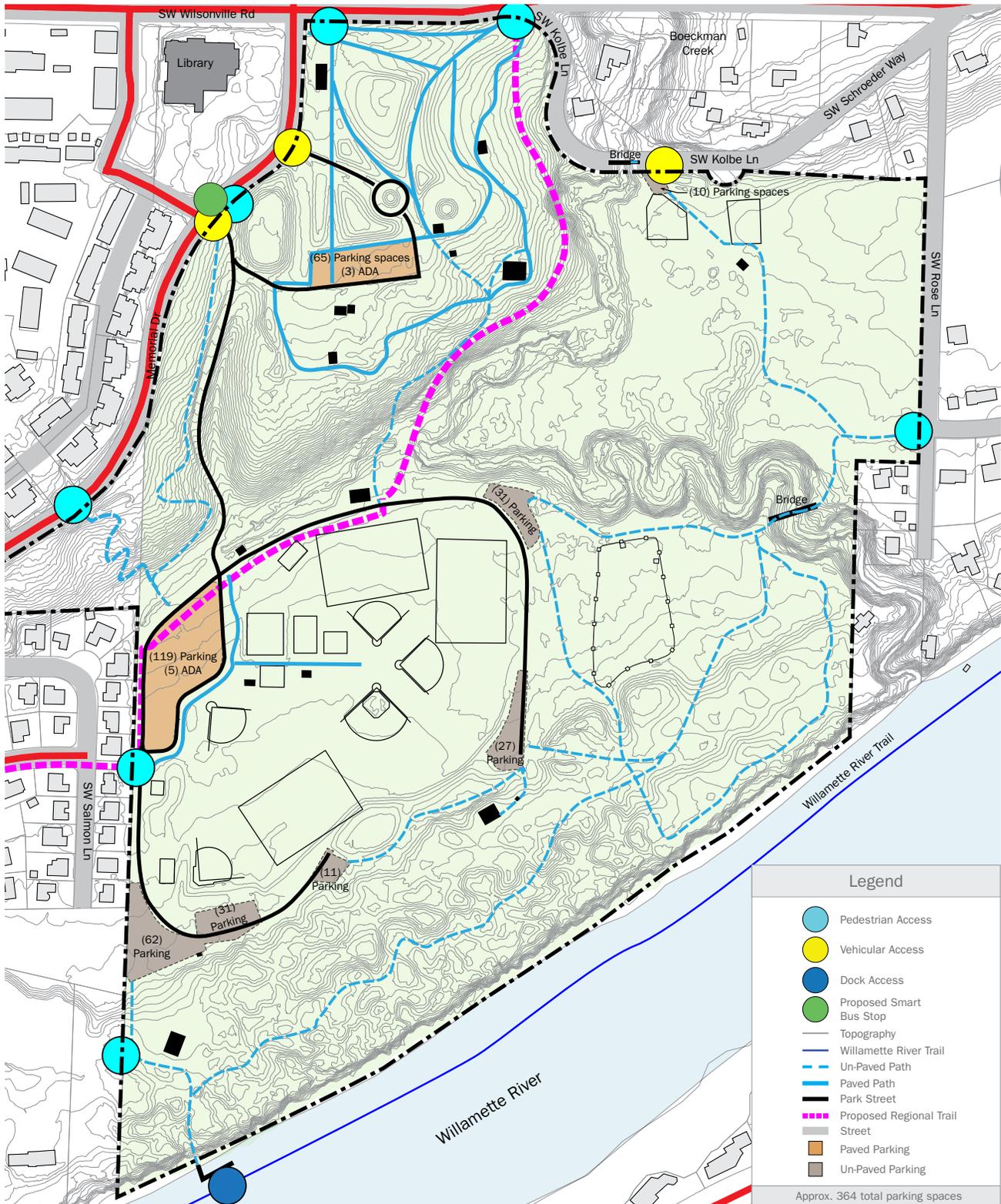


Figure 6 - CIRCULATION

Cohesive circulation throughout the park is important for safety, emergency access, user access, and way finding. The diagram maps existing locations and types of access, streets, paths, and trails. Parking lot locations and quantities of parking spaces are shown.

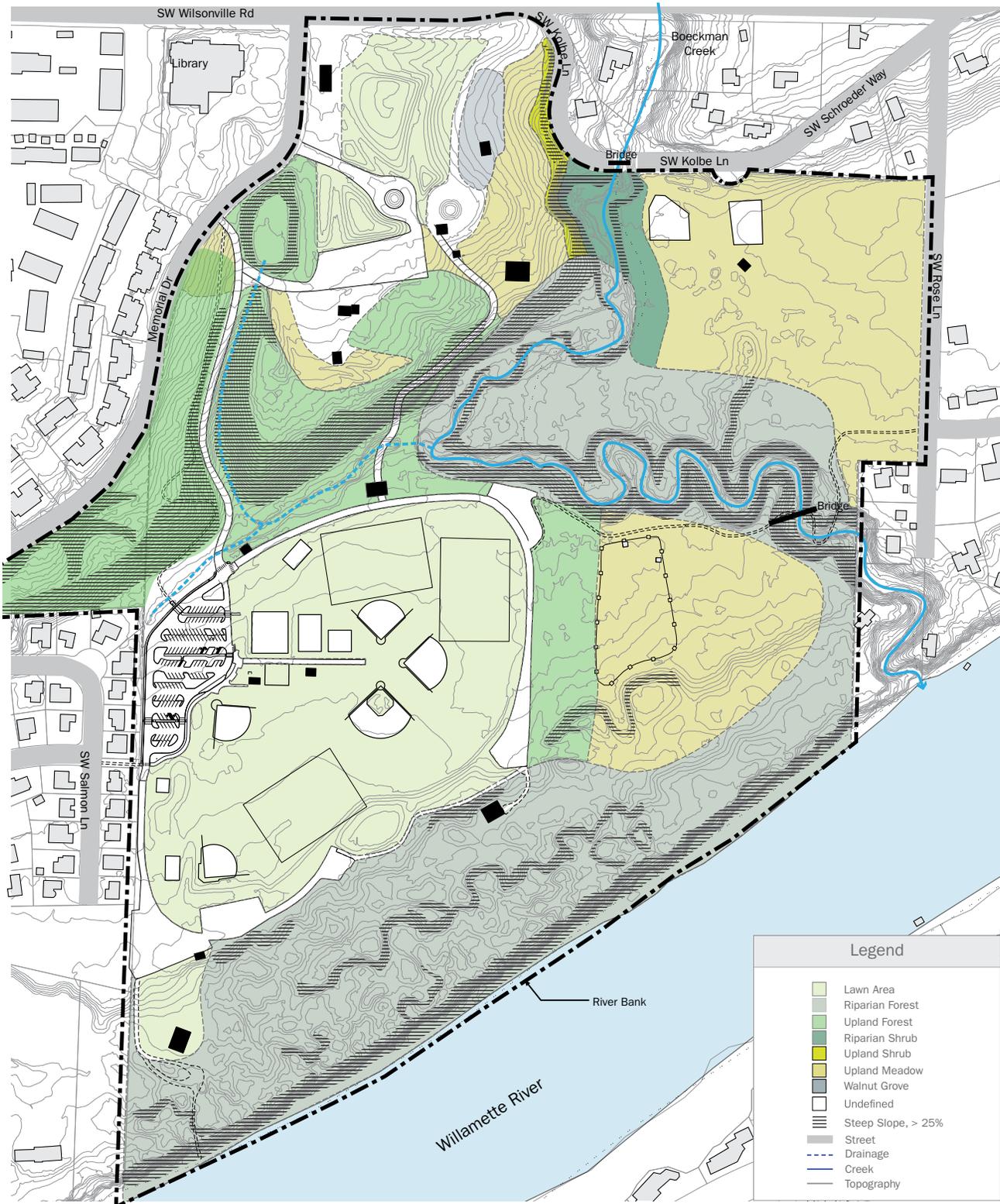
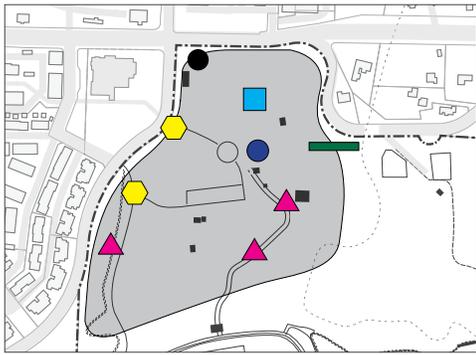
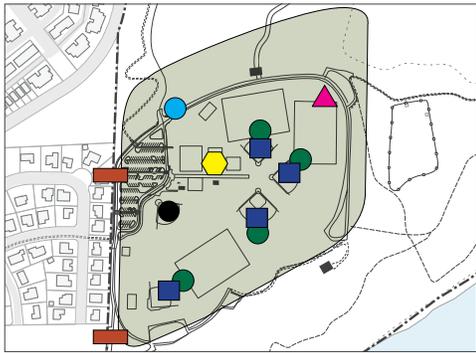


Figure 7 - VEGETATION

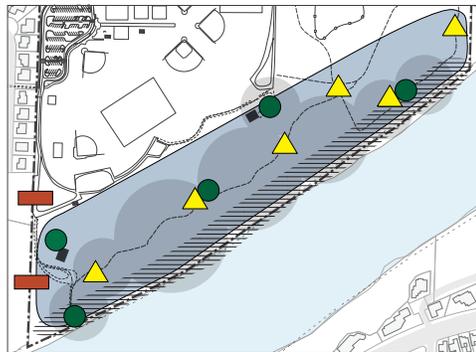
Natural areas are valuable resources within Memorial Park. The diagram indicates different vegetation zones, ranging from lawn areas to significant riparian forests. Steep slopes and drainages including Boeckman Creek and the Willamette River are also shown.



- MURASE PLAZA**
- High Use Area
  - Under-Utilized Amphitheater
  - ▲ ADA Accessibility Challenges
  - ⬡ Confusing Vehicular Access
  - Potential Connection to East Side
  - Safety and Play Value Improvements



- WEST**
- Lighting Improvements at Field #4
  - Pump Station Re-Location- Planned
  - ▲ Drainage and Irrigation Equipment Conflict
  - ⬡ Desire for Expanded Recreational Opportunities
  - Sports Field/Portable Fencing Improvements
  - Desire for Infield Expansion
  - Neighborhood Proximity Concerns



- RIVERFRONT**
- ▨ Potential River Access
  - Security and Safety Concerns
  - ▲ Trail Improvements
  - ADA Accessibility Challenges
  - Neighborhood Proximity Concerns



- EAST**
- ▨ Available Area for Possible Use
  - Community Garden Expanding to 120 Plots
  - Off-leash Area Maintenance
  - Parking Quality and Location
  - ▲ Limited Pedestrian Access From West Side
  - Natural Areas Benefits

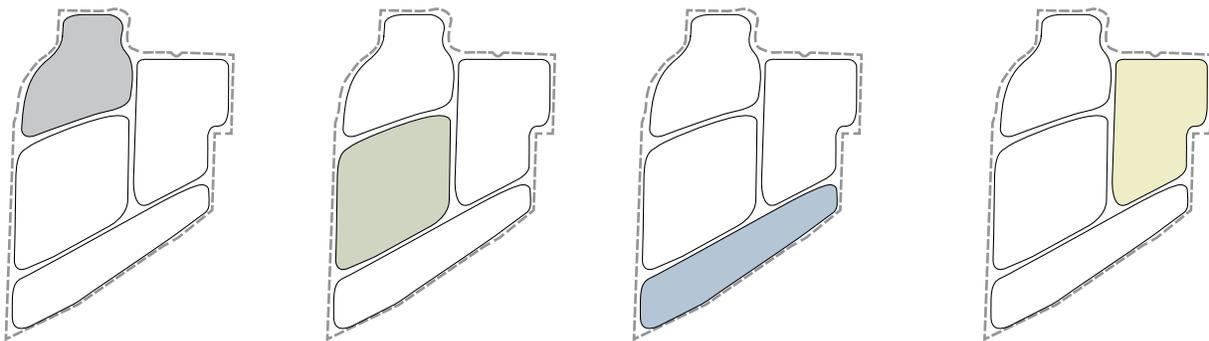
**Figure 8 - CONSIDERATIONS**

These diagrams indicate elements requiring consideration during the master planning process. The considerations are highlighted per area (Murase Plaza, West, Riverfront and East). Issues such as access, security and safety, connections, and opportunities and constraints are included.

Park Amenities	
Boomer Furry Park	Soccer Fields
Canyon Creek Park	Baseball/Softball Fields
Courtside Park	Basketball Court
Edelweiss Park	Sand Volleyball
Engelmann Park	Tennis/Pickleball
Graham Oaks (METRO)	Skate Park
Highway Wood	Childrens Play Area
<b>Memorial Park</b>	<b>Interactive Water Feature</b>
<b>Murase Plaza</b>	<b>Off Leash Dog Area</b>
Palmer Park	Walking Trails
Park at Merryfield	Barbecue Grill
Picadilly Park	Picnic Tables
River Fox Park	Public Restroom
Sofia Park	Ramtable Shelter
Town Center Park	On Site Parking
Tranquil Park	
Water Treatment Plant Park	
Willow Creek - Landoner Park	

Figure 9 - WILSONVILLE PARK SYSTEM AMENITIES

The diagram of Wilsonville’s park system indicates park amenities present in each park. The diagram highlights the importance of Memorial Park and Murase Plaza in providing recreation for the community.



**MURASE PLAZA**  
8.5 acres lawn  
13.5 acres forest

- Water Play
- Walking / Running
- Picnic
- Playground
- Biking
- Stein-Boozier Barn

**WEST**  
19.8 acres lawn  
6.8 acres forest

- Baseball / Softball
- Soccer
- Flag Football
- Ultimate Frisbee
- Sand Volleyball
- Tennis
- Pickleball
- Basketball
- Skateboarding
- Walking / Running
- Horseshoes
- Biking

**EAST**  
16.9 acres forest  
15.1 acres meadow

- Walking / Running
- Biking
- Community Garden
- Wildlife Viewing
- Dog Park

**RIVERFRONT**  
0.8 acres lawn  
23.5 acres forest  
2.6 acres meadow

- Events at Shelters
- Walking / Running
- Biking
- Movie nights (4) at River Shelter
- Boating
- Fishing

Figure 10 - MEMORIAL PARK AMENITIES

The diagrams show approximate acreage of lawn, forest, or meadow in each region of the park. Existing amenities, passive and active uses of each region are listed.

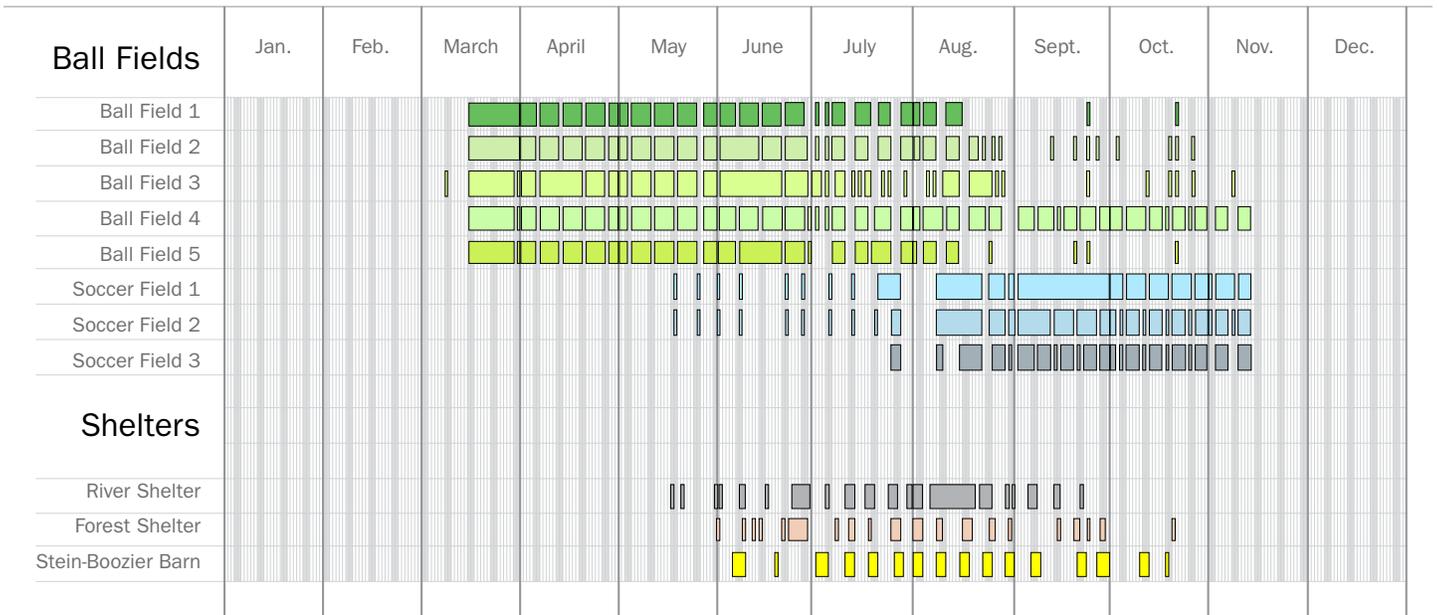


Figure 11 - BALL FIELD AND SHELTER TIME OF USE

Two primary programmatic components of Memorial Park are ball fields and rentable shelters. The diagram displays their time of use during 2014 and indicates the intensity of use in the summer months.

PAGE LEFT INTENTIONALLY BLANK



# V. INITIAL CONCEPTS

## CONCEPT OPTIONS

With the site analysis, community comments and input from city's Parks and Recreation department, the team prepared three alternative concepts to illustrate potential options for Memorial Park. The concept plans proposed a range of recreational opportunities in a variety of locations with a diversity of ways to treat active and passive uses in the park. The options also varied regarding the impact of development to existing park features. Several improvements were common in all three concepts.

## IMPROVEMENTS CONSISTENT TO ALL CONCEPTS

- \*Improved safety of the intersection at Memorial Drive and Public Library access road.
- \*Terraced seating at Murase Plaza fountain
- \*Improved amphitheater area with terraced seating at Murase Plaza
- \*Provide accessibility to Stein-Boozier Barn and upgrade the barn's exterior spaces.
- \*New path from Murase Plaza east across the existing pedestrian bridge off Kolbe Lane.
- \*Maintain River Shelter and Forest Shelter locations.
- \*Improve clarity of trail system.
- \*New parking lots to south and east of ball fields with restroom facilities
- \*Relocated skate spot northeast of ball fields
- \*Improve ball field traditionally wet areas and various infield and outfield maintenance issues. Fields lighted.
- \*Enlarged Community Gardens
- \*Relocated off-leash dog area
- \*New Vegetated buffers at West and East neighborhoods.
- \*Preserve and enhance natural areas.



Figure 12 - Concept Option 1

## CONCEPT OPTION 1

- \*Regional trail eastern alignment
- \*Infields enlarged at Ball fields 1,2,3
- \*Ball field 5 removed
- \*Maintenance Barn converted to rentable Picnic Shelter, new maintenance building at upper maintenance facility yard
- \*Additional pickle ball courts and basketball courts
- \*Four overlooks at riverbank with views to the river
- \*Arboretum with walking trails at southeast area of the park
- \*New parking lot off of Kolbe Lane with Community Gardens, off-leash dog area and Restroom
- \*9 hole disc golf course in the northeast area of the park



Figure 13 - Concept Option 2

## CONCEPT OPTION 2

- \*Regional trail western alignment
- \*Infields enlarged at Ball fields 1,2,3
- \*Ball field 5 shifted east
- \*Bike pump track and skills course at northeast corner
- \*Small meadow openings along river trail
- \*Three overlooks at riverbank with views to the river
- \*Light watercraft drop off and launch at existing dock
- \*Additional pickle ball courts with covered structure
- \*Off-leash dog area near east parking lot
- \*9 hole disc golf course in the southeast area of the park
- \*New parking lot off of Rose Lane with Restroom

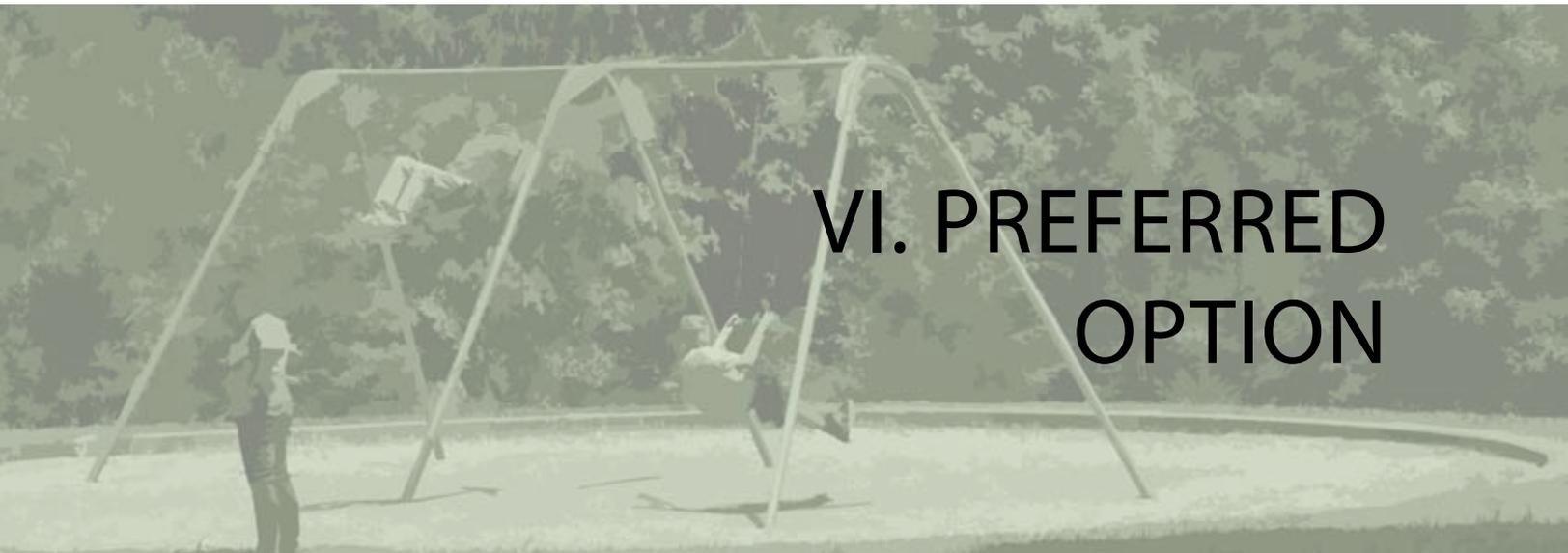


Figure 14 - Concept Option 3

## CONCEPT OPTION 3

- \*Regional trail western alignment
- \*4 new enlarge ball fields with soccer field overlay
- \*Re-aligned park road at ball fields
- \*Enlarged existing parking lot at ballfields
- \*Court sports, ball field restroom and play area moved southwest
- \*Maintenance Barn converted to rentable Picnic Shelter, new maintenance building at upper maintenance facility yard
- \*Additional pickle ball courts
- \*Large beach area with meadows, a shelter with restrooms, large lawn area, beach volleyball and large views to the river
- \*Three overlooks at riverbank with view shed to Willamette River
- \*Two soccer fields east of existing ball fields
- \*Bike pump track and skills course south of new soccer fields
- \*Wetland and Meadow Gardens and trails
- \*New parking lot off of Rose Lane with off-leash dog area and Restroom

PAGE LEFT INTENTIONALLY BLANK



## VI. PREFERRED OPTION

## MASTER PLAN

The Master Plan (Figure 15) is a result of desired elements of the three concepts, guided by community input from open houses and other citizen input, interaction with stakeholders, the online survey and direction from the Wilsonville Parks and Recreation Department. The Master Plan depicts the proposed layout and location of new amenities, existing facilities to remain and existing facilities to be improved.

Specific attention has been given to clarifying the vehicular and pedestrian access into the park. The parks circulation system has also been enhanced by defining a clear trail hierarchy consisting of major, minor and secondary trails creating a variety of loop walk options guiding users through a series of habitat types.

Active recreation remains the focus of the western portion of the park. The sports fields are updated to provide for programming flexibility, year around use and safer field conditions. Additional court sports are included in response to growing popularity of pickle ball and the communities need for additional tennis courts. Memorial Parks mission as a regional park is to serve a broad range of traditional and alternative recreational needs. New uses such as a bike pump track and disc golf course continue the mission by introducing activities the city does not currently have in the park system.

Passive recreation is also a large part of the current and future of Memorial Park. Interconnected walking trails move visitors through a variety of environments. A future regional trail is planned to connect through the park. A new light watercraft launch provides the public with a means of interacting with the Willamette River and river trail. Community gardens, off-leash dog area, picnic areas and disc golf provide additional passive opportunities.

Emphasis was given to the preservation and enhancement of the natural environment. Dense mature stands of upland and riparian forests are maintained with low impact walking trails guiding visitors through. Park amenities have been kept away from Boeckman Creek and its riparian corridor. Open meadows with historically significant specimen trees have been protected. Views to the Willamette River have been provided at key overlook areas to visually connect to the river.



Figure 15 - MASTERPLAN



Figure 16 - ENVIRONMENTAL PLAN

The plan calls for protection and enhancement of significant natural resource areas. The Boeckmen Creek riparian corridor, forest, and meadow areas are maintained beyond the large active gathering areas such as sport fields and playgrounds.

**PARK AREAS**

For clarity, the master plan is discussed in four areas: Murase Plaza, West, Riverfront, and East to provide detail of the park spaces, character, composition and relation to adjacent elements and the neighboring community.

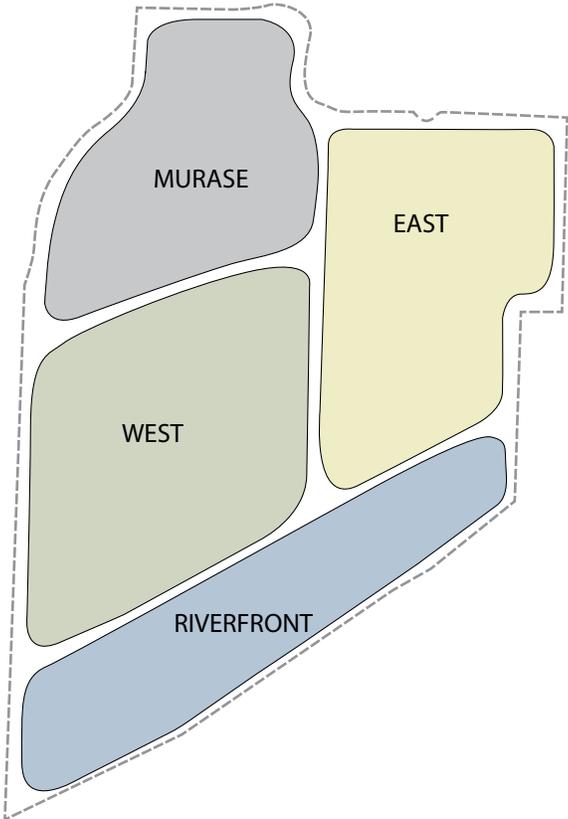
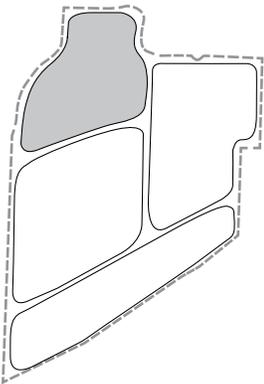




Figure 17 - MURASE PLAZA AREA ENLARGEMENT



Murase Plaza Area

- 1 New Terraced Seating
- 2 Updated Amphitheater with Stage
- 3 New Regional Trail
- 4 New Playground
- 5 Maintenance area with New Maintenance Building
- 6 Stein-Boozier Barn
- 7 New Accessible Route to Stein-Boozier Barn
- 8 New Gathering Space
- 9 New Trail from Parking Lot
- 10 New Trail to East with Stairs
- 11 Boeckmen Creek
- 12 Existing Parking Lot
- 13 Existing Walnut Grove
- 14 Existing Covered Picnic Area
- 15 Existing Pedestrian Bridge
- 16 Improved Pedestrian Crossing



Existing Amphitheater- Opportunity for Improvement



Grass Berm - Opportunity for Terraced Seating



Existing Walnut Grove to be Preserved



Stein-Boozier Barn - Access Improvements

## MURASE PLAZA

Operating as the ‘front porch’ of Memorial Park, Murase Plaza is cherished and highly used. Improvements are proposed for the Murase Plaza area to enhance its functionality, character, and preserve historical and natural elements.

## SEATING AND AMPHITHEATER

Increased seating has been requested by the community adjacent to the existing water feature at Murase Plaza (1, figure 17). The grass knoll southeast of the water feature provides an opportunity for terraced seating that will serve demand during peak use. Improvements to the existing amphitheater are provided including re-grading of the land to create terraced seating that accommodates 200 people for events (2, figure 17). The stage area is improved to support small performances such as musical groups or children’s theater while the existing walnut grove beyond is maintained as a beautiful natural backdrop.

## EXISTING FACILITIES AND CIRCULATION

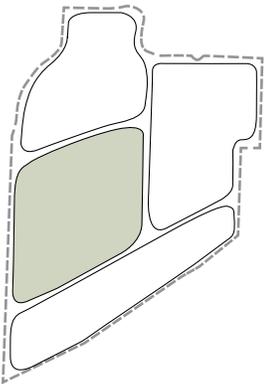
The existing parking lot, entry drive, bathrooms, playground, picnic shelters, and Stein-Boozier barn will remain in place. Access and circulation are improved. (16, figure 17) Improvements to the intersection at Memorial Drive and Library entrance provides for a safer access point to the park. A trail and stairs connecting Murase Plaza to the East side of the park is proposed (10, figure 17). The connection to the East side will utilize the existing pedestrian bridge, increasing access to the eastern parks amenities. A new regional trail alignment is planned, weaving from northeast to southwest and connecting Murase Plaza to the lower park areas (3, figure 17).

## STEIN-BOOZIER BARN

A small accessible parking area off the existing parking lot connects to a new path providing universal access the Stein-Boozier barn. The barn also receives improvements to the gathering spaces on the north and south sides, accommodating revenue generating events such as weddings and corporate events. These improvements include upgraded surfacing, additional seating and planting.



Figure 18 - WEST AREA ENLARGEMENT



West Area

- 1 New Regional Trail
- 2 New Picnic Shelter with Restroom
- 3 New Pump Station
- 4 New Skate Spot
- 5 New Parking
- 6 Restroom Improvements
- 7 New Nature Based Play
- 8 (2) New Tennis Courts
- 9 (2) Existing Tennis Courts
- 10 (2) New Covered Pickle Ball Court
- 11 (2) Existing Pickle Ball Courts
- 12 Update shelter with new Concessions
- 13 New Synthetic Turf Soccer
- 14 New Synthetic Turf Ballfield
- 15 Natural Turf Soccer and Ballfields
- 16 Open Lawn
- 17 Basketball Court, (1) full court (south) and (2) 1/4 courts (north)
- 18 Sand Volleyball Courts
- 19 Boeckmen Creek
- 20 Existing Parking
- 21 New Vegetated Buffer
- 22 New Synthetic Turf Area
- 23 Existing Play Area with new perimeter fence
- 24 Multi-use path with emergency / service access
- 25 Forest Shelter Improvements



Existing Ballfield



Pickleball Example



Sand Volleyball Example

## WEST AREA

The West area of Memorial Park contains major programmatic elements including ball fields, open lawn, parking, play areas, court sports and shelters.

## SPORTS FIELDS

Ballfields 1,2,3,4 remain in their current locations. Ballfield 5 shifts to the east, sharing space with the open unprogrammed lawn space. The fields are significantly updated with lighting, dugouts, backstops, foul ball protection and seating improvements. Portable outfield and foul territory fencing provides flexibility at all fields to efficiently switch sports of field sizes. Ballfields 1 and 2 are upgraded to synthetic turf with drainage below (with future consideration for ballfield 3), increasing the usability of the fields in terms of scheduling efficiency and seasonal extension (shown as dark colored turf, Figure 18). The synthetic turf area is extended beyond the fields to the northeast providing a flexible use/warm up space. The remaining fields and open lawn space, likely renovated, will remain natural turf.

## SPORTS COURTS

Two existing tennis courts remain in place with two new courts to the north. The courts are striped for pickleball use as well. Two existing uncovered pickleball courts remain with two new covered pickleball courts added. A covered spectator seating area with bleachers allows spectators to watch tennis or pickleball while sheltered from the elements. Two basketball hoops with 1/4 courts are provided adjacent to tennis and pickleball for casual play. A concession building is proposed near the court sports and ball fields (12, Figure 18). The concession building has covered seating areas and can be used as registration and ceremony space for events. On the south side of the open lawn area one basketball court and two sand volleyball courts are proposed.



Nature Play Example



Future Picnic Shelter with Restroom



Paved Path Example



Existing Parking Lot

## PLAY

The existing play area adjacent to the primary pedestrian corridor will remain and be upgraded with child security fencing (23, figure 18). A nature based play loop is incorporated offering children an alternative play experience integrated into the parks mature forest (7, figure 18). A new skate spot is located the east of the access road for safety and surveillance 4, figure 18). The skate spot is designed specifically to preserve mature trees, integrating them into the skate area.

## STRUCTURES

Several new structures are proposed: (1) new restroom (6, figure 18) at the eastern parking lot, (1) shelter with concession at sports fields, and a new lift station to be installed. Existing facilities that will remain in place and receive upgrades to accommodate new use/ capacity include: Rest room at sports fields (6, Figure 18), and existing maintenance barn to be converted to rentable picnic shelter (2, Figure 18). The Forest shelter will receive improvements to its structure as well as site improvements including removing the berm to visually and physically to provide greater connectivity to the ballfields

## TRAILS

Several trail types are proposed. The paved regional trail connects to the west into the adjoining neighborhood. A 12' major paved path runs along the southern edge of ballfields. The major path connects the two new parking lots together, providing emergency and service vehicle access as well as access to the lift station during a 100yr flood event. Soft surface trails connect to the major 12' trail. Bench seating is proposed intermittently along the regional trail and major trails.

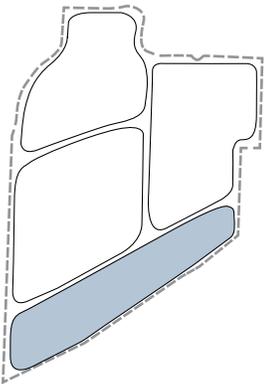
## PARKING

Parking is upgraded to include two new paved parking areas, increasing the total parking count to 434 paved spaces (362 existing including informal gravel lots). The existing paved lot is renovated at the north intersection to clarify park circulation. The new lots are strategically distributed to provide easy access to all park uses, to be safe, and protect significant vegetation.

PAGE LEFT INTENTIONALLY BLANK



Figure 19 - RIVERFRONT AREA ENLARGEMENT



Riverfront Area

- 1 River Shelter
- 2 Improved Forest Shelter with Open Lawn
- 3 New Overlook with View Corridor
- 4 New Access Turnaround
- 5 New River Trail
- 6 New Secondary Trail
- 7 Updated Restroom with New Concession Building
- 8 Improved Gravel Access Road
- 9 New Light Watercraft Launch at Existing Dock
- 10 New Vegetated Buffer
- 11 New Parking Lot
- 12 Top of Bank
- 13 Existing Dock



Light Watercraft Launch Example



Existing River Shelter



Existing River Trail to be Improved



Overlook Example

## RIVERFRONT AREA

Proposed enhancement to Memorial Park's riverfront were influenced by the communities desire to better connect to the Willamette River. Proposed improvements enhance the natural areas and increase recreational opportunities along the river.

## WATERCRAFT ACCESS

A gated gravel access road (8, figure 19) south of the new parking lot provides vehicle access to a light water craft drop-off area and existing dock. The access road can be closed off as necessary to allow for program flexibility at the River shelter. New dock launches provide accessible water access for all light watercraft users.

## SHELTERS

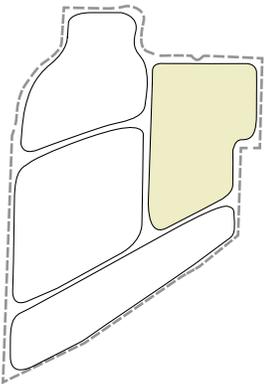
The River Shelter (1, figure 19) remains in place with the desirable open lawn and riparian forest surrounding it preserved. The forest shelter (2, figure 19) will also remain in its current location. Re-grading the near by mounds and steep slopes will provide increased visual access and security, increasing the physical and visual connection to the open lawn and ball field area. A new rest room and concession building (7, figure 19) is provided. The concession building serves dual purposes; a river-oriented concessions for revenue generation, possibly operated by a third party vendor, or a concession area serving various park events at the River shelter such as movie in the park.

## TRAILS AND OVERLOOKS

Trail circulation is clarified throughout the riverfront area for ease of way finding and trail identification. The primary river trail will be improved with gravel surfacing to reduce erosion and improve the walking surface. Minor trails and connector trails will remain soft-surfaced. The trail alignment and other trail improvements minimize disturbance to existing vegetation. Where possible trails are graded to meet accessibility requirements. Overlooks are provided adjacent to the river trail, located at the top of bank to maximize views to the Willamette River, while minimizing disturbance of the riparian forest (3, figure 19). Overlooks are planned to be stone walls with benches and sized for small groups.



Figure 20 - EAST AREA ENLARGEMENT



East Area

- 1 New Parking
- 2 New Restroom
- 3 New Bicycle Pumptrack with Skills Course
- 4 New 9 Hole Disc Golf Course
- 5 Boeckmen Creek
- 6 Vegetated Buffer
- 7 Relocated Community Garden Area
- 8 New Access Road
- 9 Relocated Off Leash Dog Area with Shade Shelters
- 10 Relocated Small Dog Area
- 11 Existing Well
- 12 New Pedestrian Access Points
- 13 Meadow
- 14 Wet Meadow
- 15 12' Major Trail
- 16 Pedestrian Bridge



Bicycle Pump Track Example



Disc Golf Example



Existing Community Gardens



Existing Dog Park and Shelters

## EAST AREA

Within the East area the Master Plan seeks to balance passive and active recreation, maintain vegetated buffers to the adjoining neighborhood and protect and enhance the forests, meadows and significant vegetation.

## PUMP TRACK

The 14,000 square foot bicycle pump track and skills course (3, figure 20) is provided as an alternative sport with an ever growing popularity encompassing a large age range. Wilsonville does not currently have a pump track. The proposed track is sized for community use, positioned near parking and for surveillance and adjacent to the skate spot to share similar active park uses. Programmatically the track can be used for public events, potentially generating revenue.

## DISC GOLF

The 9 hole 5.6 acre disc golf area (4, figure 20) is located in a meadow area with large existing individual specimen and new trees. The course is sized for family play. Additional trees are proposed to be planted to enlarge the adjacent riparian forest and increase habitat value. Times of use are established to allow trails crossing the course to be enjoyed by all users at certain times of the day.

## COMMUNITY GARDENS AND OFF-LEASH DOG AREA

The 0.6 acre community garden (7, Figure 20), and 1.5 acre off leash area (9, Figure 18) and located off the new access road and parking lot (1, Figure 20) for ease of access and connection to the community. The community garden shift east out to take advantage of full sunlight and is minimally larger than existing to take into account increased users over time. The off leash area is similar size as existing, and includes fencing, re-using the current shade shelters and a small dog area.



Wet Meadow Example



Natural Area to be Preserved



Specimen Tree to be Preserved

## TRAILS

Trails are located throughout the east side ushering visitors through a variety of habitats types, including forest, meadow and wet meadow. a main 12' paved trail anchors the trail system providing for clear, understandable way finding. Several pedestrian access points are locating on the east side connecting the park to the neighboring community (12, Figure 20) and providing clear and direct access into the park.

## ENVIRONMENTAL

The master plan emphasizes the importance of preserving and enhancing existing natural areas and improving them via additional vegetation to increase biodiversity. Boeckmen Creek is preserved as a significant riparian corridor in addition to the strategic preservation of significant trees throughout the disc golf and pump track areas. A wet meadow is established in the north east corner of the park where seasonal inundation has been documented. Trails weave through various habitats to provide the public with the opportunity to partake in passive wildlife viewing and interpretive environmental education.

Memorial park currently has several locations where the city's Natural Resources Department along with community members have vegetated portions of the park. The master plan seeks to protect these areas where possible while transplanting disturbed vegetation to other locations within the park.

PAGE LEFT INTENTIONALLY BLANK

## CIRCULATION AND ACCESS

The master plan clarifies the circulatory systems of the park for safety, ease of access, way finding, and recreational opportunities. The diagram illustrates the Master Plans vehicular access, circulation and parking. The dashed red multi-use path is for emergency and police vehicular access.

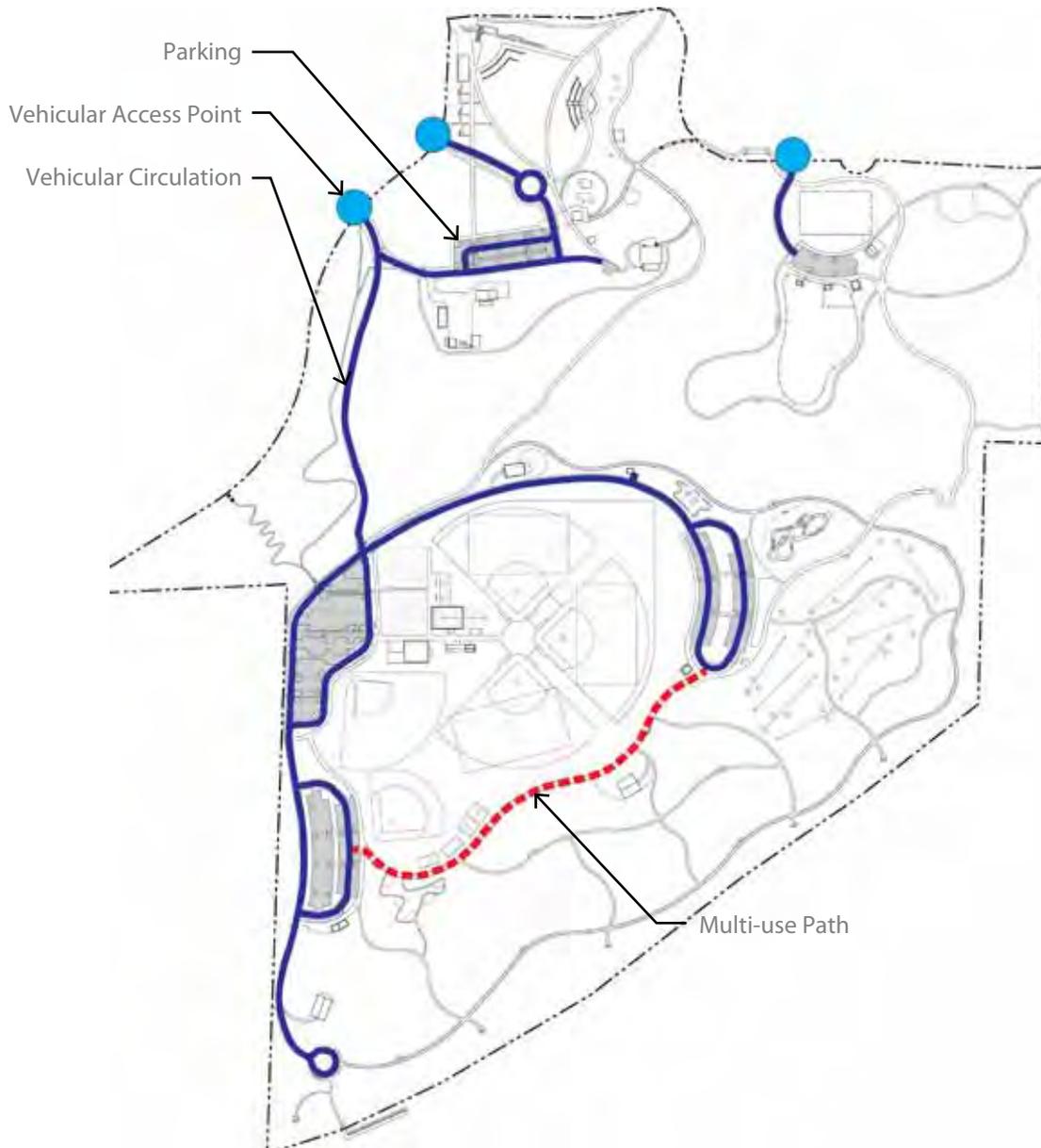


Figure 21 - VEHICULAR CIRCULATION AND PARKING

## TRAILS

The master plan includes three distinct trail types. The diagram illustrates the regional trail and major trails. The city currently plans to extend the regional trail North and West beyond Memorial Park. The regional trail is a 12' paved multi use path for bikes, pedestrians and emergency vehicle use. The regional trail is designed to take the user to a variety of public spaces within Wilsonville. Major trails are paved 10' wide multi-use paths for bikes, pedestrians and emergency vehicle use. Utilizing the regional trail and major trails, park users can access all park amenities. Major trails are signed and may be color coded for ease of wayfinding. Major trails may also be named to reflect the environmental habitat they run through, such as a River Trail or historical figures significant to the park, such as a Homestead Trail.



Figure 22 - REGIONAL TRAIL AND MAJOR TRAIL

## TRAILS

The diagram shows loops utilizing only major trails, with the exception of the trail adjacent to the Willamette River. Loops may be color coded and signed to provide for casual walking loops or for events, such as cross country running meets.

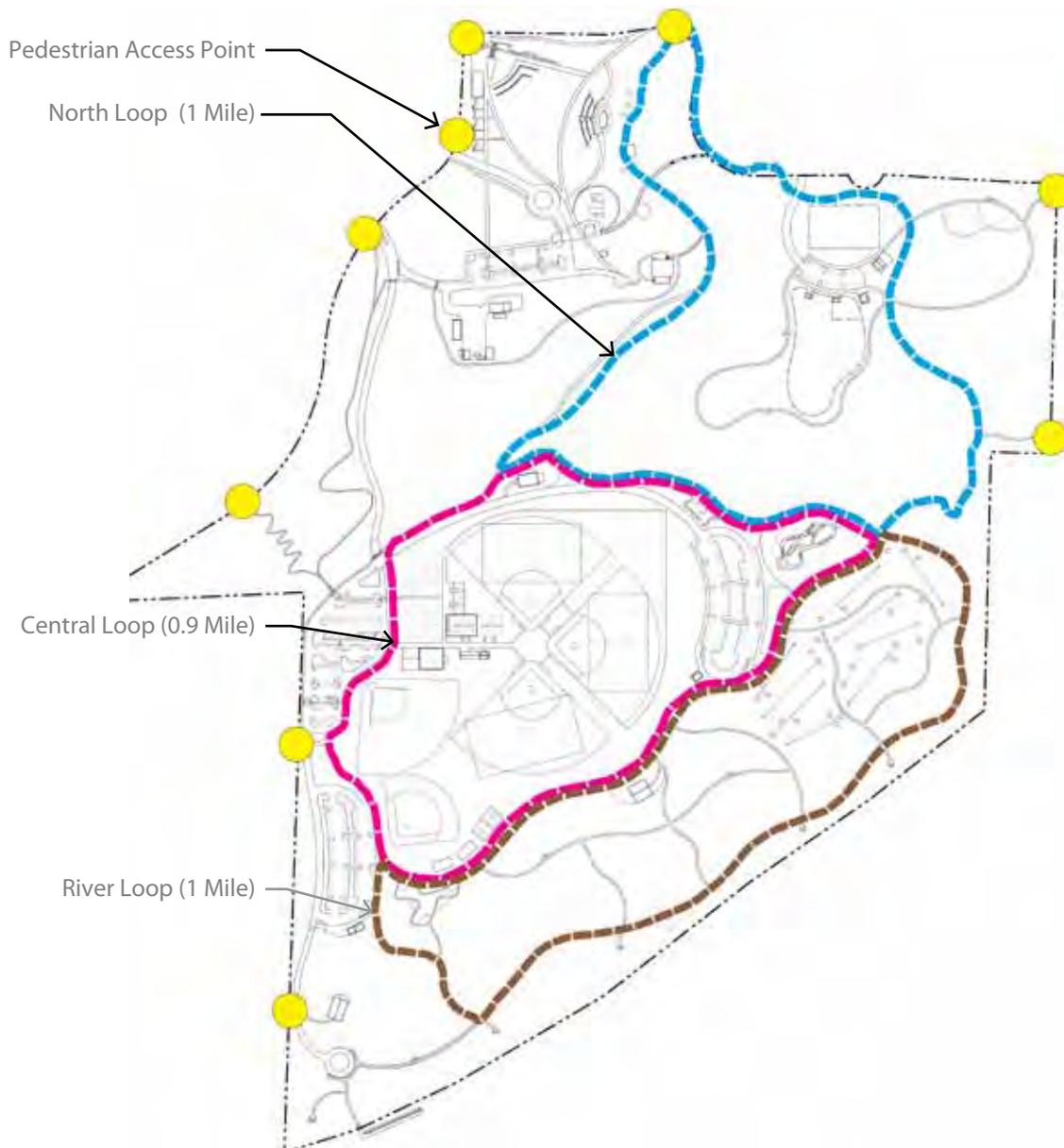


Figure 23 - MAJOR TRAIL LOOPS

## TRAILS

The diagram shows locations of secondary trails in addition to major trails, depicting the entirety of Master Plan's trail system. Secondary trails are 4-6' wide and serve as linkages to major trails and connections to adjacent neighborhoods. Secondary trails are paved or soft surfaced depending upon location within the park, accessibility desires, grading conditions and adjacent uses.



Figure 24 - SECONDARY TRAILS

## PRIORITIES

The following revenue, operations, maintenance and costing were explored during the Master Plan process to aid the Parks Department and City in determining priorities for future facility upgrades and park development outlined in the Master Plan. As community needs for recreational growth are considered, the financial information presented will assist city officials in determining budget allocation of park amenities to meet the recreational demands as well as provide baseline information to increase current revenue potential.

## REVENUE AND OPERATIONS

As part of the Master Plan update, the team reviewed revenue and operation expenses of the current park and for the proposed Master Plan of the park. The full study of park revenue scenarios and potential operation expenses is included in the appendix.

## PARK REVENUES

The study addresses the existing revenues and potential revenue scenarios for the preferred master plan. Existing revenue focused on the three existing rentable shelters, while new revenue sources included: Community gardens, Amphitheater/stage, pickleball, bike pump track, disc golf course and a water-based concessionaire. Additional community garden plots and the amphitheater at Murase plaza will generate additional revenue based upon rentable fees. Amenities such as pickleball, bike pump track, and disc golf have potential to host small

tournaments, however the event size may fall below the 250 person minimum for current special use permits; therefore assigning potential revenue to those amenities is not currently feasible. A seasonal water-based vendor near the existing dock provides additional revenue while providing the public with accessible watercraft and water related materials to access the river. In assessing the revenue potential for the parks sports fields, the presumed scenario is that this mix of fields will be utilized for local and metro area tournaments. However, the complex may not be large enough to generate increased utilization of local hotels.

Revenue scenarios (Figure 25) were generated to illustrate potential future revenue. Three scenarios were calculated to include the following:

\*High-growth option, which includes an 80% peak period utilization for the shelters and barn, the installation of a water-based concessionaire, and increased usage of sport and event facilities.

\*Moderate-growth option, which is primarily driven by a 50% peak period utilization for the shelters and barn, along with modest increases in the usage of sport and event facilities.

\*No-growth option, which maintains the utilization of facilities from the 2014 season, in addition to the third picnic shelter and community gardens.

The primary intent of these scenarios is to illustrate the revenue potential for the park, given its wealth of reservable and rentable facilities. It must be noted that a number of factors may influence the City's potential to generate these revenues. These factors include the City's capacity to promote availability and capture reservations, competition from other venues, seasonality, and the state of the overall local economy and people's willingness to engage these amenities.

Source	2014 (Actuals)	High Growth	% Incr	Moderate Growth	% Incr	No Growth	% Incr
River Shelter	\$ 8,871	\$ 26,113	194%	\$ 16,465	86%	\$ 11,225	27%
Forest Shelter	\$ 7,679	\$ 21,886	185%	\$ 13,800	80%	\$ 4,844	-37%
Splash Shelter	\$ 648	\$ 1,450	71%	\$ 1,080	27%	\$ 875	3%
Maintenance Barn Shelter	NA	\$ 26,113		\$ 16,465		\$ 11,225	
Stein-Boozier Barn	\$ 10,815	\$ 31,689	193%	\$ 19,601	81%	\$ 12,517	16%
Murase Plaza	\$ -						
Fields: Reduced Fee Youth	\$ 8,002	\$ 10,000	25%	\$ 9,000	12%	\$ 8,000	0%
Fields: Other	\$ 2,665	\$ 3,200	20%	\$ 3,000	13%	\$ 2,700	1%
Special Events	\$ 8,813	\$ 4,400	-50%	\$ 4,000	-55%	\$ 3,400	-61%
Community Gardens - raised bed	\$ 375	\$ 750	100%	\$ 750	100%	\$ 375	0%
Community Gardens - in-ground	\$ 2,178	\$ 2,640	21%	\$ 2,640	21%	\$ 2,178	0%
Watercraft Concessionaire	NA	\$ 4,500		\$ -		\$ -	
	\$ 50,244	\$ 132,740		\$ 86,801		\$ 57,339	

Figure 25 - REVENUE SCENARIOS BY FACILITY

Park Feature	Unit	Labor Hours per Year per Unit	No. Units	Labor Hours per Year	Labor-related Cost per Year	Materials & Services per Yr	Total Cost per Year
<b>Labor-related costs</b>							
Large turf areas	per acre	52.0	15.0	780.0	\$ 19,500	\$ 3,000	\$ 22,500
Small/medium turf areas	per acre	52.0	3.0	156.0	\$ 3,900	\$ 600	\$ 4,500
Shrub beds	per 1000sf	52.0	12.0	624.0	\$ 15,600	\$ 500	\$ 16,100
Flower beds	per 1000sf	28.0	2.0	52.0	\$ 1,300	\$ 250	\$ 1,550
Planted trees	per tree	13.0	12.0	156.0	\$ 3,900	\$ 1,000	\$ 4,900
Hard surfaces	per 1000sf	3.0	200.0	600.0	\$ 15,000	\$ 250	\$ 15,250
Soft-surface paths/lawns	per 1000sf	2.0	50.0	100.0	\$ 2,500	\$ 500	\$ 3,000
Turf multi-use fields	per field	52.0	3.0	156.0	\$ 3,900	\$ 3,000	\$ 6,900
Turf softball fields	per field	85.0	5.0	425.0	\$ 10,625	\$ 1,000	\$ 11,625
Irrigation system	per acre (irrigated)	19.0	28.0	280.0	\$ 7,000	\$ 8,000	\$ 15,000
Structures - clean/inspect/repair	per structure	36.0	5.0	175.0	\$ 4,375	\$ 250	\$ 4,625
Restrooms - clean & re-supply	per restroom	80.0	4.0	320.0	\$ 8,000	\$ 5,000	\$ 13,000
Play equipment - inspect & repair	per structure	48.0	2.0	96.0	\$ 2,400	\$ 1,000	\$ 3,400
Leaf removal	per acre (dev)	7.0	30.0	210.0	\$ 5,250	\$ 1,500	\$ 6,750
Storm debris	per acre (dev)	3.0	30.0	90.0	\$ 2,250	\$ 1,000	\$ 3,250
Security check & litter removal	per total acre	38.0	1.0	38.0	\$ 950	\$ 100	\$ 1,050
Empty trash cans	per can	30.0	30.0	900.0	\$ 22,500	\$ 1,000	\$ 23,500
Non-routine projects	per total acre	129.0	1.0	129.0	\$ 3,200	\$ 500	\$ 3,700
<b>Totals</b>				<b>5286</b>	<b>\$ 131,700</b>	<b>\$ 154,900</b>	<b>\$ 286,600</b>
<b>Contracted costs</b>		<b>Cost/Unit</b>					
Water service	per acre (irrigated)	\$ 3,080	25.0			\$ 77,000	\$ 77,000
Solid waste service	per bin	\$ 1,800	1.0			\$ 1,800	\$ 1,800
Electricity service	per acre (dev)	\$ 1,400	25.0			\$ 35,000	\$ 35,000
Porta-potty service	per each	\$ 900	5.0			\$ 4,500	\$ 4,500
Contract repairs	per acre (dev)	\$ 250	1.0			\$ 250	\$ 250
Landscape maintenance service	per acre (dev)	\$ 500	1.0			\$ 500	\$ 500
Equipment rental	per acre (dev)	\$ 750	3.0			\$ 2,250	\$ 2,250
Equipment repair & maintenance	per acre (dev)	\$ 1,000	5.0			\$ 5,000	\$ 5,000

Figure 26 - OPERATIONS AND MAINTENANCE EXPENSES BY FEATURE (2014)

Park Feature	Unit	Labor Hours per Year per Unit	No. Units	Labor Hours per Year	Labor-related Cost per Year	Materials & Services per Yr	Total Cost per Year
<b>Labor-related costs</b>							
Large turf areas	per acre	52.0	14.1	733.2	\$ 18,330	\$ 3,000	\$ 21,330
Small/medium turf areas	per acre	52.0	3.4	176.8	\$ 4,420	\$ 700	\$ 5,120
Shrub beds	per 1000sf	52.0	47.0	2444.0	\$ 61,100	\$ 1,500	\$ 62,600
Flower beds	per 1000sf	28.0	3.0	78.0	\$ 1,950	\$ 400	\$ 2,350
Planted trees	per tree	13.0	40.0	520.0	\$ 13,000	\$ 1,000	\$ 14,000
Hard surfaces	per 1000sf	3.0	362.7	1148.1	\$ 28,703	\$ 1,500	\$ 30,203
Soft-surface paths/lawns	per 1000sf	2.0	50.0	100.0	\$ 2,500	\$ 500	\$ 3,000
Turf multi-use fields	per field	52.0	1.0	52.0	\$ 1,300	\$ 2,500	\$ 3,800
Turf softball fields	per field	85.0	3.0	255.0	\$ 6,375	\$ 800	\$ 7,175
Synthetic turf fields	per field	42.0	3.0	126.0	\$ 3,150	\$ 800	\$ 3,950
Irrigation system	per acre (irrigated)	19.0	22.0	220.0	\$ 5,500	\$ 8,000	\$ 13,500
Structures - clean/inspect/repair	per structure	36.0	7.0	245.0	\$ 6,125	\$ 400	\$ 6,525
Restrooms - clean & re-supply	per restroom	80.0	6.0	480.0	\$ 12,000	\$ 7,500	\$ 19,500
Play equipment - inspect & repair	per structure	48.0	4.0	192.0	\$ 4,800	\$ 2,000	\$ 6,800
Leaf removal	per acre (dev)	7.0	36.0	245.0	\$ 6,125	\$ 1,500	\$ 7,625
Storm debris	per acre (dev)	3.0	39.0	105.0	\$ 2,625	\$ 1,000	\$ 3,625
Security check & litter removal	per total acre	38.0	1.0	36.0	\$ 900	\$ 100	\$ 1,000
Empty trash cans	per can	30.0	38.6	1098.0	\$ 27,000	\$ 1,000	\$ 28,000
Non-routine projects	per total acre	200.0	1.0	200.0	\$ 5,000	\$ 500	\$ 5,500
<b>Totals</b>				<b>8436</b>	<b>\$ 210,960</b>	<b>\$ 172,500</b>	<b>\$ 383,460</b>
<b>Contracted costs</b>		<b>Cost/Unit</b>					
Water service	per acre (irrigated)	\$ 3,080	22.0			\$ 67,760	\$ 67,760
Solid waste service	per bin	\$ 1,800	2.0			\$ 3,600	\$ 3,600
Electricity service	per acre (dev)	\$ 1,400	35.0			\$ 49,000	\$ 49,000
Porta-potty service	per each	\$ 900	5.0			\$ 4,500	\$ 4,500
Contract repairs	per acre (dev)	\$ 250	1.0			\$ 250	\$ 250
Landscape maintenance service	per acre (dev)	\$ 500	1.0			\$ 500	\$ 500
Equipment rental	per acre (dev)	\$ 700	6.0			\$ 4,200	\$ 4,200
Equipment repair & maintenance	per acre (dev)	\$ 1,000	8.0			\$ 8,000	\$ 8,000

Figure 27 - OPERATIONS AND MAINTENANCE EXPENSES FOR MASTER PLAN

## OPERATING EXPENSES

The annual operations and maintenance of Memorial Park are a significant on-going expense. The pace of future park improvements will be informed in part, by the likely operations impacts to the City budget. Figure 26 illustrates the current maintenance expenses for Memorial Park by major work area. The development of the preferred master plan will result in additional maintenance obligations for the City. The annual operating costs for the preferred master plan are estimated to be approximately \$383,000 (2015), approximately \$100,000 higher than the current maintenance costs. The largest impacts to the costs for the preferred master plan are due to increased quantities for hard surfaces. Figure 27 shows operation and maintenance expenses for the full build out of the Master Plan. As the City considers incremental or phased improvements to Memorial Park, the projected maintenance costs should be re-evaluated.

## ADDITIONAL CONSIDERATIONS

Policy and marketing considerations may result in enhanced future revenue from construction of the preferred master plan. There is potential for the city to seek out and leverage partnerships to either help offset maintenance costs or conditionally expand facilities

In advance of implementing the preferred master plan, the City should consider reaching out specifically to user groups for three facilities: off-leash area, pump track and disc golf.

\*Seek out advocates for off-leash areas to organized into non-profit (501C3) entities to create a vehicle for fund raising for off-leash area maintenance and acting as a source of volunteers to clean-up days or special fund raising events.

\* For the pump track, seek to develop a volunteer base of cyclists for seasonal work parties, clean-ups and (re)construction activities.

\* Similarly, the City can seek the support of local disc golf enthusiasts and clubs for assistance in laying out, installing and maintaining the disc golf course.

## COSTS

Utilizing the proposed Master Plan, an estimate of Probable Costs was generated (figure 28). The estimate will be used by the parks department to aid in assessment of priority projects. Costs are broken down into categories and specific improvements, utilizing April 2015 industry standard costs.

<b>Earthwork</b>	
Site Demolition	\$128,000
Site Grading	\$691,000
<b>Total</b>	<b>\$819,000</b>
<b>Parking and Trails</b>	
NE Parking Lot	\$40,000
E Parking Lot	\$163,500
SW Parking Lot	\$145,000
Gravel Road at Watercraft Launch	\$22,500
Asphalt Trails	\$334,500
Soft Surface Trails	\$111,000
River Trail Overlooks	\$27,000
Boardwalk	\$100,000
<b>Total</b>	<b>\$943,500</b>
<b>Sports Fields and Courts</b>	
Synthetic Turf Ballfields #1, 2, incl. Movable Fences, Backstops, Dugouts, Goals	\$2,571,500
Natural Turf Ballfields #3,4,5, incl. Movable Fences, Backstops, Dugouts, Goals	\$517,000
Pickleball Courts, incl. Structure and Bleachers	\$542,000
Basketball Courts	\$89,000
Tennis Courts	\$250,000
Sand Volleyball Court	\$19,000
<b>Total</b>	<b>\$3,988,500</b>
<b>Site Improvements</b>	
Off-Leash Dog area	\$55,500
Skate Spot	\$192,000
Bike Pump Track	\$150,000
Community Garden	\$85,000
9 Hole Disc Golf Course	\$22,000
Playground at Court Sports Area	\$8,500
Nature Play Area	\$25,000
Amphitheater	\$177,500
<b>Total</b>	<b>\$715,500</b>
<b>Buildings</b>	
New Upper Maintenance Facility Building	\$285,000
Renovated Shelter with Restroom	\$334,000
Restroom at NE Parking Lot	\$82,000
Restroom at E Parking Lot	\$82,000
Restroom at Ballfields	\$172,000
Restroom and Concession at West Parking Lot	\$117,000
Concession at Ballfield	\$70,000
<b>Total</b>	<b>\$1,142,000</b>
<b>Site Amenities</b>	
Dock Launch	\$42,000
Misc. Site Furnishings	\$40,000
Planting and Irrigation	\$393,500
Utilities- Water, Sanitary, Storm	\$113,500
Utilities- Electrical incl. Ballfield Lighting	\$1,164,000
<b>Total</b>	<b>\$1,753,000</b>
<b>Total</b>	<b>\$9,361,500</b>
<b>Estimated Contingency - 10%</b>	<b>\$936,000</b>
<b>General Conditions / Insurance / Bond - 10%</b>	<b>\$1,030,000</b>
<b>General Contractor OH &amp; Profit - 4%</b>	<b>\$453,000</b>
<b>Total</b>	<b>\$11,780,500</b>
The above estimates are for direct construction cost only. They do not include furnishings & equipment, architect and engineer design fees, consultant fees, inspection and testing fees, plan check fees, state sales tax, hazardous material testing and removal, financing costs, owners contingency, nor any other normally associated development costs.	

Figure 28 - ESTIMATE OF PROBABLE COST

## PHASING

The following is a proposed phasing approach that assumes the proposed facility upgrades and new amenities will be developed in three separate phases. Figure 29 outlines the proposed phases and amenities included in each phase.

The phasing is proposed and should be re-evaluated as-needed based on Wilsonville's evolving recreational needs, community desires and the city's available funding.

### Wilsonville Memorial Park Master Plan Estimate

Phase One	
Northeast Parking Lot	\$40,000
East Parking Lot	\$163,500
Relocation of Off-Leash Dog Park	\$55,500
Bicycle Pump Track	\$150,000
Restroom Facilities (Dog Park Area/Community Garden; East Parking Lot)	\$164,000
Community Garden Expansion & Improvements	\$85,000
9 Hole Disc Golf Course	\$22,000
River Trail Overlooks	\$27,000
Paths (Gravel Road at Watercraft Launch, Asphalt Trails, Soft Surface Trails, Boardwalk)	\$568,000
<b>Sub-total for Phase One</b>	<b>\$1,275,000</b>
Phase Two	
Southwest Parking Lot	\$145,000
Synthetic Turf Ballfields #1 & #2 (Incl. Movable Fences, Backstops, Dugouts, Goals)	\$2,571,500
Natural Turf Ballfields #3, #4, & #5 (Incl. Movable Fences, Backstops, Dugouts, Goals)	\$517,000
Skate Park	\$192,000
Unmotorized Watercraft Concession and Restroom	\$117,000
Food Concession Area	\$70,000
Fencing for Playground at Court Sports Area	\$8,500
Miscellaneous Site Furnishings	\$40,000
Landscape Irrigation & Planting Materials	\$393,500
Restroom Facilities at Ballfields	\$172,000
Sub-total of Existing Conditions (Site Demo)	\$128,000
Sub-total of Earthwork (Site Grading)	\$691,000
Sub-total of Utilities	\$1,277,500
<b>Sub-total for Phase Two</b>	<b>\$6,323,000</b>
Phase Three	
Courts (Basketball, Pickleball (Incl. Structure & Bleachers), Tennis, Sand Volleyball)	\$900,000
New Shelter & Restrooms at Lower Maintenance Barn	\$334,000
Amphitheater and Terraced Seating	\$177,500
New Upper Maintenance Facility	\$285,000
Nature Play Area	\$25,000
Dock Launch	\$42,000
<b>Sub-total for Phase Three</b>	<b>\$1,763,500</b>
<b>Sub-total for Phases One Through Three</b>	<b>\$9,361,500</b>
Estimating Contingency	\$936,000
General Conditions/Insurance/Bond	\$1,030,000
General Contractor OH & Profit	\$453,000
<b>Sub-total</b>	<b>\$2,419,000</b>
<b>Total Direct Construction Cost</b>	<b>\$11,780,500</b>

*The above estimates are for direct construction cost only. They do not include furnishings & equipment, architect and engineer design fees, consultant fees, inspection and testing fees, plan check fees, state sales tax, hazardous material testing and removal, financing costs, owners contingency, nor any other normally associated development costs.*

Figure 29 - PROPOSED PHASING



Figure 30 - MASTERPLAN

PAGE LEFT INTENTIONALLY BLANK

A faded, grayscale background image of a park. In the foreground, several people and dogs are visible, some standing and some walking. The background is filled with dense trees and foliage. The overall tone is muted and serves as a backdrop for the text.

## VII. APPENDIX

## PUBLIC OPEN HOUSE 1 MEETING NOTES

Wilsonville City Hall, November 5th, 2014

- 1 No synthetic" turf upgrades requested at sports fields
- 2 Infield distance increase to 60' mound / 90' base to support adult softball leagues
- 3 No adult specific ball fields available in Wilsonville? People go elsewhere
- 4 Lighting is a safety issue throughout park
- 5 Flat NE meadows area becomes inundated in winter/spring, undevelopable?
- 6 Some concerns expressed about quantity of parking available if community garden is expanded
- 7 Community garden could be moved elsewhere to accommodate additional use, or used as a buffer itself around parking on East side
- 8 Skate park is well used despite its small size and lack of features. Should be enlarged.
- 9 A large skate park project is planned elsewhere in Wilsonville
- 10 A trail system/trailhead layout was suggested, consisting of 3 trail lengths which would be color coded for easy recognition, i.e.: green 3/4mi, blue 1.5mi, red 3mi loops
- 11 A trailhead/kiosk providing trail information route length etc is needed
- 12 Waterfountains are needed throughout, nowhere to fill up your water bottle, difficult to fill bottles at existing fountains
- 13 Re-vegetating informal trails in Riverfront area may not be beneficial since kids still ride their bikes there regardless, moving tree limbs or riding over them
- 14 Residents do not want increased development on the East side
- 15 Not much concern was expressed for a pedestrian connection from Murase plaza to the East side
- 16 Pickle ball tournaments can attract 75-100 people, along with concessions etc, (USAPA.com)
- 17 Residents enjoy walking in the dog park and East side because of natural areas
- 18 Walking through the river front area at night can be "sketchy"
- 19 Benches are needed throughout the entire park, additional seating needed at water feature area during high use
- 20 Bus access needed into site. Park is large for only 1 planned stop
- 21 Basketball is used a lot
- 22 Trail lighting is needed
- 23 Loop road concerns originated from kids racing around it, thus its original removal
- 24 The trail from Murase plaza to lower park is steep and not ADA compliant
- 25 Guided history trips could be a use for the water trail. Park could be a stop along the way
- 26 At the West parking area the vehicular gate blocks pedestrian walkway
- 27 The amount of bicycle use on un-paved paths is not currently an issue
- 28 The playground located at west area near fields could be doubled in size, heavily used to ease of access and adjacency to parking
- 29 Pickle ball in barn - ?
- 30 A rhododendron or wetland garden were suggested
- 31 Passive uses suggested for the East side
- 32 More trails in the East side suggested
- 33 A route to the dock would be beneficial
- 34 It was suggested that there is no need to reconnect the loop road
- 35 Loop trail in the wood suggested
- 36 All fields need new lighting
- 37 All fields need better drainage
- 38 There could be a small concert stage on the East side
- 39 Interest in having concessions for tournaments
- 40 Could the pump station go in the old Nike wellhouse?
- 41 Turf fields (infields?) suggested

- 42 Possible restroom by forest shelter suggested
- 43 Users would like to see more pickle ball courts

**PUBLIC OPEN HOUSE 2 MEETING NOTES**

Wilsonville City Hall, December 16th, 2014

- 1 An overview of the Wilsonville park system would help the public understand and validate proposed program and enhancements
- 2 Covered pickleball courts would enhance play and increase seasonal usability
- 3 Easier kayak launching would be beneficial
- 4 The river is not an attractive swimming destination
- 5 Trees should not be cleared in order to create a waterfront
- 6 The existing maintenance barn could serve well as a shelter supporting events such as dances and arts and crafts events for kids
- 7 Tournament field configuration (option 3) is too large and does not cater to the primary users who live in Wilsonville
- 8 Road adjacent to the river shelter could be improved to provide waterfront access
- 9 There are safety concerns crossing Wilsonville Rd and Memorial Dr to access Murase Plaza
- 10 There is a need for more buffer at existing parking areas (West?)
- 11 There should only be passive uses on the East side
- 12 25% min. more community gardens are needed
- 13 Option 2 West side could be blended with Option 1 East side
- 14 Pickle Ball additions on Option 1 work well
- 15 Bus and RV turning space is potentially needed
- 16 Positive responses received for Option 3 amphitheater
- 17 Zip lines could be considered
- 18 There is a drainage issue at the River Shelter

- 19 Positive response to overlooks – tree removal could be minimized
- 20 Option combinations – OPT 3 North / OPT 2 West / OPT 2 East / OPT 1 River
- 21 More benches should be provided
- 22 Existing dock needs modification for easier access
- 23 Storage could be provided for light watercraft near existing dock
- 24 Basketball can be kept in place
- 25 Concerns that the skate park is too remote
- 26 Concerns about concessions and revenue
- 27 The intertwining trails in the forest are good
- 28 ‘Movies in Parks’ need open space for viewing – currently use sloping lawn
- 29 A backboard for tennis would enhance the court for individual practice
- 30 Normal high water is above the boat ramp and makes current access to existing dock difficult during portions of winter time
- 31 East buffer is important
- 32 Available space is not enough to create regional draws
- 33 Park should be geared towards existing resident’s preferred uses
- 34 There should not be any parking off Rose Ln
- 35 Large Girl Scout groups prefer parking options 1 and 2 for forest access
- 36 Schools, boy and girl scout groups would use a developed amphitheater
- 37 Girl Scouts use variety of trails, would prefer a trail connection between River and Forest Shelters
- 38 Privacy of River Shelter space before trees to west were removed is preferred
- 39 Some form of buffer between Forest Shelter and fields is preferred for noise mitigation
- 40 One main paved path through the Forest and the rest un-paved would be preferred
- 41 River overlooks could be historically thematic or otherwise to provide diverse experiences
- 42 More buffer needed on West edge

- 43 Turf infields would be very beneficial
- 44 Current dog park size is sufficient
- 45 The “waterfall” and water wheel have not been mentioned, could be destinations
- 46 Bicycle skills course and skate park could be adjacent
- 47 Overlooks work well but waterfront beach is not necessary

- 16 Existing field 5 is for kids and girls softball with an outfield need of 225’ and 60’&70’ base paths
- 17 Single tees better than multiple tees for disc golf. Single tees often allow for difficult pin placements.
- 18 Disc golf course as shown would be targeted as a family friendly course
- 19 Disc Golf: High school aged throw 200’-275’, pro’s throw 350’-400’
- 20 9 hole disc golf preferred over 6 long holes.
- 21 Synthetic fields a good idea.
- 22 Provide area at pickleball courts for a paddle que.
- 23 Provide lighting at pickleball canopy and full concessions with electricity at concession area near pickleball.
- 24 Provide small building for ballfield maintenance equipment.
- 25 One citizen expressed no concerns about running or walking through disc golf area when course is actively being used. Others expressed safety concern of being near disc golf.
- 26 Provide at least 1 ada trail to overlook.
- 27 Park needs year around drinking fountains.
- 28 Bicycle pump track is a good idea and will provide kids an alternative method of recreation

**PUBLIC OPEN HOUSE 3 MEETING NOTES**

Wilsonville City Hall, February 18, 2015

- 1 Existing dock is overloaded currently. Could be conflicts with light watercraft, motorized watercraft and dock users.
- 2 Maintain Motorized Boat access to dock.
- 3 Provide places for kids to connect to river.
- 4 Existing grade to dock is too steep.
- 5 Light watercraft access at current dock will be difficult due to narrow gangway
- 6 Section of Willamette along Memorial Park is better to waterski in than kayak due to motorized traffic
- 7 Light watercraft should utilize Boones Ferry Park.
- 8 Regional Trail West option was preferred. Comments such as better connection to town center, more gradual climb were noted.
- 9 Both regional trails should be major trails in the park.
- 10 Additional trees for shade were requested for Murase plaza.
- 11 City needs more dog parks.
- 12 Put money into other parks first.
- 13 Provide services for citizens of Wilsonville, not people from the region.
- 14 Retain more trails in forest along the river.
- 15 Park needs more trash cans.



**STAKEHOLDER MEETING NOTES:  
WILSONVILLE HIGH SCHOOL**

Wilsonville Parks and Rec. Dept., October 17th 2014

- 1 What events does WHS use Memorial Park for?  
Cross country meet- 1 per year- 1 shelter as hospitality area, like to take over park, but work with leagues. 5000 meter course. Prefer non-paved areas. Fall.  
Tennis- recent past, lower level softball games.  
Baseball- no 90' diamond ( would increase partnership with youth program)- springtime march-June
- 2 What times? Time of year, time of day/night, duration of use?
- 3 Are there conflicts with other park uses? coordination between leagues (overlapping calendars, multi-use fields, seasonality, etc)  
Buses park off-site, turnaround at gravel lots  
Work with Willamette united / proper communication limits conflicts.
- 4 Are the facilities sufficient, field sizes/quantity, parking/access, restrooms, concessions?  
No real issues with facilities
- 5 Are there issues with the park that restrict your uses, ie would you do other uses if the facility allowed (field size, etc)?
- 6 Buses?
- 7 Are there other parks you use for events / uses?
- 8 Are there opportunities for more collaborative projects between school and city?  
Tournaments and coaches involved- could be collaborative  
Lacrosse tournaments, soccer tournaments- host different age groups, but could expand with memorial park
- 9 Do you have any concerns about scheduling, maintenance, or working with Parks Dept. on the fields they manage?
- 10 What roles do concessions play or could play in financial support of the league?

Would be encouraged, help pay for reduced cost of admissions for teams, etc.

Existing ones at high school- booster club ran.

11

What is the potential for tournaments? What are the needs to make one successful (# and location of fields)

2-3 day tournaments

Soccer 55-75yards wide- look up high school field sizes.

Trends- soccer, lacrosse up. Basketball up, girls numbers have dropped, baseball dropped a bit.

**STAKEHOLDER MEETING NOTES:  
WILLAMETTE UNITED SOCCER CLUB**

Wilsonville Parks and Rec. Dept., October 17th 2014

- 1 What events does WUSC use Memorial Park for?  
Soccer  
\$1 million / year budget. Break even with 3 employees  
Use all fields every day.
- 2 How many leagues, teams?  
1800 kids K-12 recreational  
500 competitive year around  
All from WWLSD  
220 kids co-ed high school teams
- 3 What times? Time of year, time of day/night, duration of use?  
Beginning of August – Mid November.  
August tournaments  
Would like to use in the spring, but fields too wet.
- 4 Are there conflicts with other park uses? Coordination between leagues (overlapping calendars, multi-use fields, seasonality, etc.)  
Seem to work out scheduling conflicts. Would like to have separate soccer fields.
- 5 Are the facilities sufficient, field sizes/quantity, parking/access, restrooms, and concessions?  
Parking can be difficult at times. Lots of people park at dog park area and conflicts happen. Hard to manage.  
Restrooms are adequate w/ porta potties.
- 6 Are there issues with the park that restrict your uses, ie would you do other uses if the facility allowed (field size, etc)?  
Can't use in Springtime as fields are too wet.  
Would like to see Turf on several fields.
- 7 Are there other parks you use for events / uses?  
Year around use Artificial Turf fields, Horizon Christian, etc.
- 8 What has been the trend in participation by league / sport?  
Participation numbers have held steady. Slight drop with other sports becoming more popular, i.e. lacrosse, etc.
- 9 Do you have any concerns about scheduling, maintenance, or working with Parks Dept. on the fields they manage?  
Some irrigation boxes at SW corner of fields is in field of play sometimes.  
A few wet spots on West side of fields.
- 10 What roles do concessions play or could play in financial support of the league?  
Would help. They have concessions at other locations and while it is not a huge moneymaker, it does help.
- 11 What is the potential for tournaments? What are the needs to make one successful (# and location of fields)

## STAKEHOLDER MEETING NOTES: NW DIAMOND SPORTS

Wilsonville Parks and Rec. Dept., October 17th 2014

- 1 What events does NWDS use Memorial Park for?  
Baseball/softball  
11-18 year olds
- 2 What times? Time of year, time of day/night, duration of use?  
May-Oct.  
Would go year around if fields were not so wet, or if Turf fields.
- 3 Are there conflicts with other park uses? coordination between leagues (overlapping calendars, multi-use fields, seasonality, etc.)  
Worried about security near Forest Shelter
- 4 Are the facilities sufficient, field sizes/quantity, parking/access, restrooms, concessions?  
Field sizes are adequate.  
Infields could be enlarged a bit to provide more flexibility of age groups and would allow for more efficient use of fields. Currently uses 70',80',90' bases. Infields 1 and 2 are not large enough for all base options.  
Larger infields and outfields would allow for more efficient use of fields potentially creating additional time slots for other leagues.  
Outfields , 10-12 year olds min 200' max 220', 13-18 min. 300' max 400', Softball 300' fences.  
Does not use field 5, does not see it used.  
Would like to see a registration area for camps / clinics / large events.  
Would like covered dugouts
- 5 Are there other parks you use for events / uses?  
Surrounding schools for Turf during wet weather. Horizon Christian, etc.
- 6 Do you have any concerns about scheduling, maintenance, or working with Parks Dept. on the fields they manage?
- 7 Would like to be able to water down in-fields when needed- if they could push a button or something like that.  
Some of the outfields could use leveling at times.  
What roles do concessions play or could play in financial support of the league?  
Would love to have gas hookup for bbq's, but not a major deal.  
Would help for tournaments.
- 8 What is the potential for tournaments? What are the needs to make one successful (# and location of fields)  
If fields were turf, they would use them for tournaments.  
3 fields for small tournament, 5 for large tournament.

**STAKEHOLDER MEETING NOTES:  
WILSONVILLE PICKLEBALL CLUB**

Wilsonville Parks and Rec. Dept., October 17th 2014

- 1 How many leagues, teams?  
Not a club yet, no funding currently.  
Socializing event, big with adults over 50•
- 2 What times? Time of year, time of day/night, duration of use?  
Year around, rain or shine  
Event every two weeks currently. Bring in portable nets and use tennis courts.  
6 things going on per week currently. Player development and teaching.
- 3 Are there conflicts with other park uses? Coordination between leagues (overlapping calendars, multi-use fields, seasonality, etc.)
- 4 Are the facilities sufficient, field sizes/quantity, parking/access, restrooms, and concessions?  
Would like to have covered courts to provide shade and rain protection.  
4 courts would be great, with ability to incrementally add 4 additional at a time.  
Lighting on courts to allow night time play would quadruple usage.
- 5 Are there other parks you use for events / uses?  
Tualatin Community park has Sunday tennis and pickleball
- 6 What has been the trend in participation by league / sport?  
Usage is becoming very popular  
More courts would draw more users.
- 7 Are there opportunities for more collaborative projects between league and city?
- 8 What is the potential for tournaments? What are the needs to make one successful (# and location of courts)  
Ideally 15 courts for tournaments  
Potential for 2 large annual tournaments.  
Thursday-Saturday

**STAKEHOLDER MEETING NOTES:  
WILSONVILLE WALKERS**

Wilsonville Parks and Rec. Dept., October 17th 2014

- 1 How does WW use the park?  
30-40 members walk the park Tuesday and Thursday.  
2 mile walking loops typically.
- 2 What times? Time of year, time of day/night, duration of use?  
All year long, rain or shine.  
Usually during the morning.
- 3 Are the facilities sufficient, field sizes/quantity, parking/access, restrooms, and concessions?  
Like new parking lot.  
Would like to have different waling loops with different difficulties.  
Trails are maintained good.  
Were very interested in interp. panels providing entertainment for walks.
- 4 Is the wayfinding sufficient?  
Lots of trails can be confusing. Tend to stay on road and open trails due to safety, familiarity access. Lots of older members who can't do hills.

## STAKEHOLDER MEETING NOTES: ADULT SOCCER CLUB

Wilsonville Parks and Rec. Dept., October 17th 2014

- 1 What events does the ASC use Memorial Park for?  
Soccer  
Sundays, 8am-3pm. May – October.
- 2 How many leagues, teams?  
4-5 teams, 2 fields.  
15 per team and family members. Mainly Hispanic league, but seeing a lot of white spectators
- 3 What times? Time of year, time of day/night, duration of use?  
Sundays  
Don't do rainy days
- 4 Are the facilities sufficient, field sizes/quantity, parking/access, restrooms, and concessions?  
Restroom facilities are lacking, especially for women.  
Ok with designated parking near maintenance. Try to not park at dog park area.  
Some irrigation boxes at SW corner of fields is in field of play sometimes.
- 5 Do you have any concerns about scheduling, maintenance, or working with Parks Dept. on the fields they manage?  
Don't play in wet conditions because they don't want to destroy the fields.  
Paint their own field.
- 6 What roles do concessions play or could play in financial support of the league?  
No role. Bring own food.

## STAKEHOLDER MEETINGS NOTES: GIRLS SCOUTS OF OREGON AND SW WASHINGTON

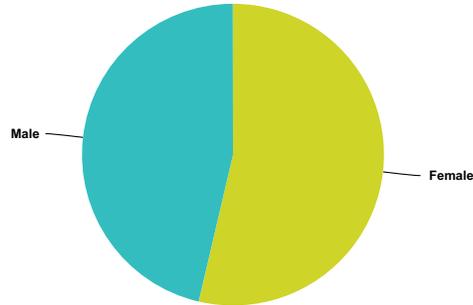
Wilsonville Parks and Rec. Dept., October 17th 2014

- 1 How do GS use the park?  
23 years. One week / year day camp in last week of June.  
400 girls, 5-18 years old. # is sufficient.  
Use both shelters, and like that they are "easy access"  
Hiking trails, archery area  
"Most people don't know they are there. Like the isolation of the shelters.
- 2 Are the facilities sufficient, quantity, parking/access, restrooms?  
Have to have someone manage parking.  
Could be marked better  
Have 2 large busses and turning around is hard.  
Concerns about development to the west, access from the new homes, and removal of trees changed the character of the River Shelter.  
Cannot go to the water as river bank is too steep.  
Bring their own camp, food, restrooms. Set up at 7:30am, out by 4:30pm every day.
- 3 Are very concerned about safety, police access, fire access.
- 4 "Keep nooks" along paths. They need space to gather  
Desire a climbing wall  
An areas sized for a picnic shelter "can be anywhere"
- 5 Boy Scouts use the Park. Chris Troha- HS teacher at WVHS and John Budais and scout masters.
- 6 Girl Scouts have 1 volunteer day at Memorial Park per year. Available to do more.

PAGE LEFT INTENTIONALLY BLANK

### Q1 What is your gender?

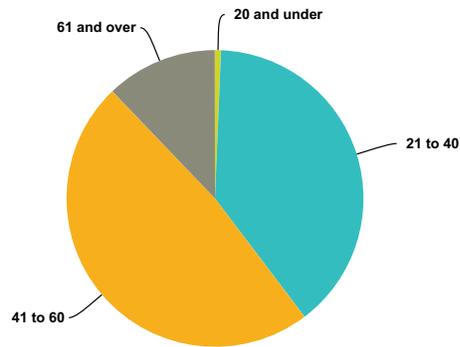
Answered: 617 Skipped: 0



Answer Choices	Responses	
Female	53.65%	331
Male	46.35%	286
<b>Total</b>		<b>617</b>

### Q2 What is your age?

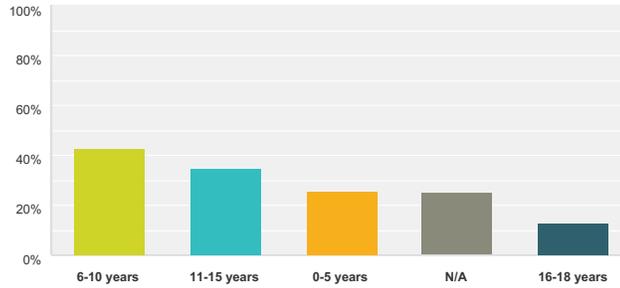
Answered: 617 Skipped: 0



Answer Choices	Responses	
20 and under	0.65%	4
21 to 40	39.06%	241
41 to 60	48.14%	297
61 and over	12.16%	75
<b>Total</b>		<b>617</b>

### Q3 If any, what are the ages of the children in your household?

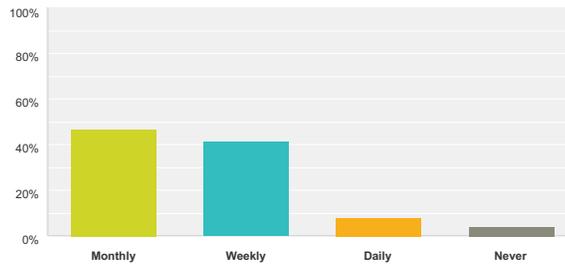
Answered: 617 Skipped: 0



Answer Choices	Responses	Count
6-10 years	42.63%	263
11-15 years	34.68%	214
0-5 years	25.45%	157
N/A	25.12%	155
16-18 years	12.80%	79
<b>Total Respondents: 617</b>		

### Q4 How often do you use Memorial Park?

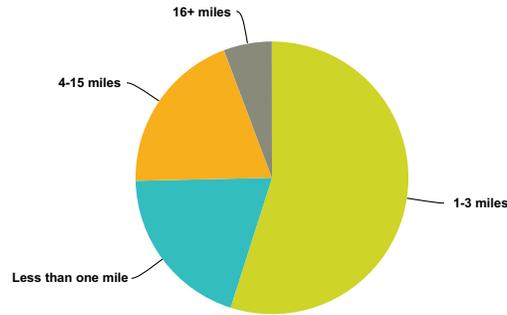
Answered: 592 Skipped: 25



Answer Choices	Responses	Count
Monthly	46.79%	277
Weekly	41.22%	244
Daily	7.77%	46
Never	4.22%	25
<b>Total</b>		<b>592</b>

### Q6 Where do you live in relation to Memorial Park?

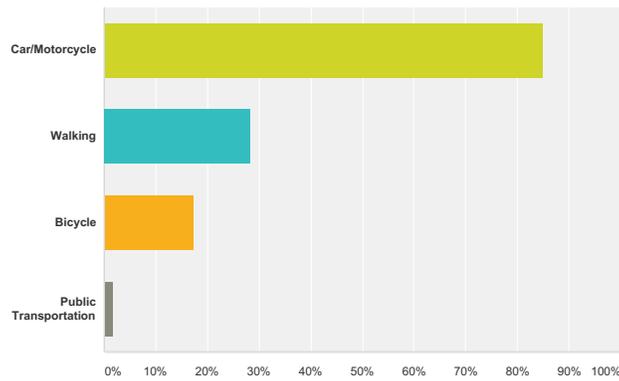
Answered: 592 Skipped: 25



Answer Choices	Responses	Count
1-3 miles	54.90%	325
Less than one mile	19.76%	117
4-15 miles	19.59%	116
16+ miles	5.74%	34
<b>Total</b>		<b>592</b>

### Q7 When you visit the park, how do you arrive?

Answered: 585 Skipped: 32

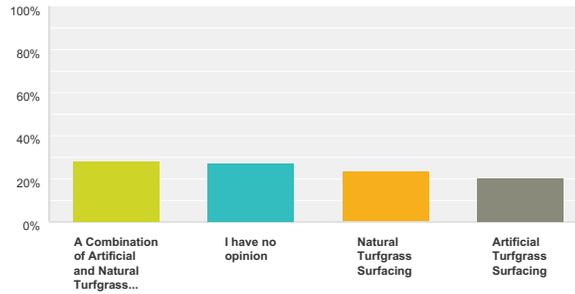


Answer Choices	Responses	Count
Car/Motorcycle	84.96%	497
Walking	28.38%	166
Bicycle	17.26%	101
Public Transportation	1.71%	10
<b>Total Respondents: 585</b>		

#	Other (please specify)	Date
1	Running	1/8/2015 8:29 AM
2	Space ship	1/8/2015 4:14 AM
3	stroller	12/26/2014 3:44 PM
4	Jogging	12/25/2014 3:56 PM
5	running	12/22/2014 3:48 PM
6	skateboard	12/19/2014 12:43 PM
7	Youth Sports	12/19/2014 12:41 PM
8	Do not use the park to many parks in Wilsonville already	12/19/2014 9:02 AM
9	Dont use	12/19/2014 8:13 AM
10	Don't	12/17/2014 5:02 PM
11	Hiking and jogging	12/16/2014 4:14 PM

**Q10 If investments were made to existing athletic fields and/or new fields were incorporated, would you prefer:**

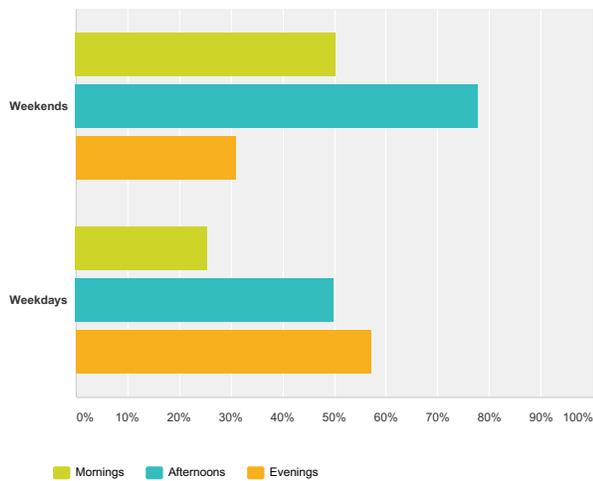
Answered: 574 Skipped: 43



Answer Choices	Responses	
A Combination of Artificial and Natural Turfgrass Surfacing	28.40%	163
I have no opinion	27.70%	159
Natural Turfgrass Surfacing	23.34%	134
Artificial Turfgrass Surfacing	20.56%	118
<b>Total</b>		<b>574</b>

**Q5 What days and times do you most use the park?**

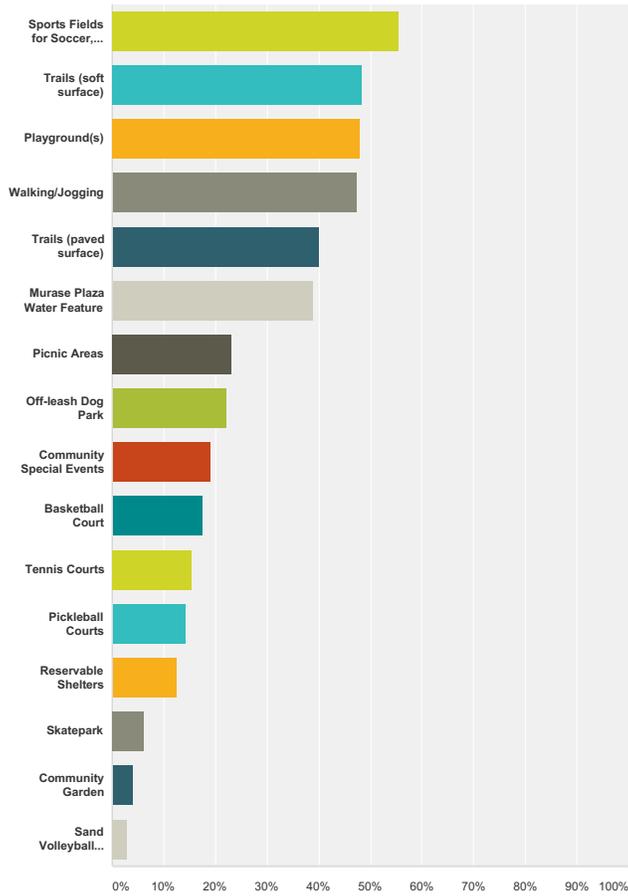
Answered: 592 Skipped: 25



	Mornings	Afternoons	Evenings	Total Respondents
Weekends	50.30% 254	77.82% 393	30.89% 156	505
Weekdays	25.56% 125	49.90% 244	57.26% 280	489

**Q8 Which (5) activities/resources do you most utilize when at Memorial Park?**

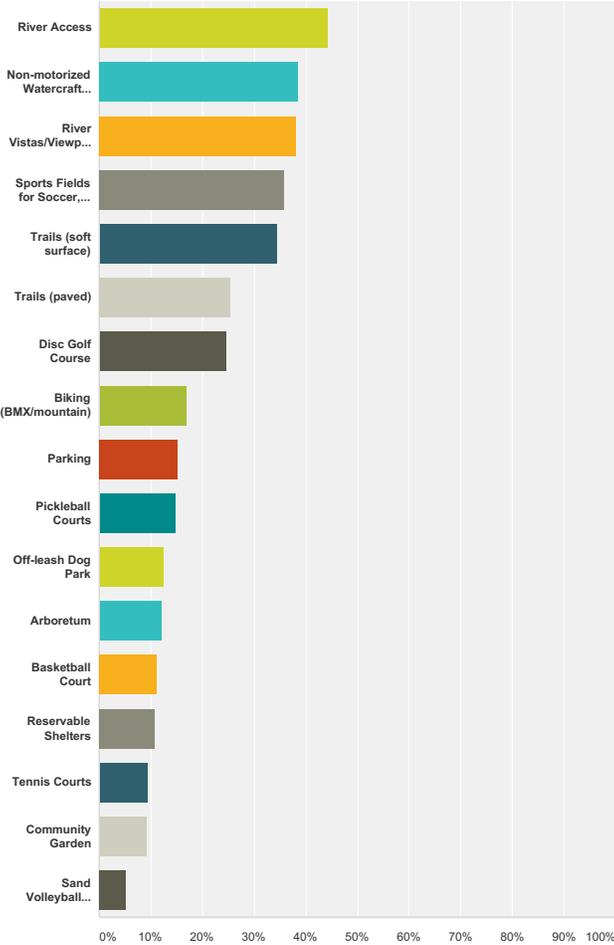
Answered: 579 Skipped: 38



Answer Choices	Responses
----------------	-----------

Sports Fields for Soccer, Baseball, or Softball	55.44%	321
Trails (soft surface)	48.53%	281
Playground(s)	48.01%	278
Walking/Jogging	47.32%	274
Trails (paved surface)	40.07%	232
Murase Plaza Water Feature	38.86%	225
Picnic Areas	23.14%	134
Off-leash Dog Park	22.11%	128
Community Special Events	19.00%	110
Basketball Court	17.44%	101
Tennis Courts	15.54%	90
Pickleball Courts	14.16%	82
Reservable Shelters	12.44%	72
Skatepark	6.22%	36
Community Garden	3.97%	23
Sand Volleyball Court	2.94%	17
<b>Total Respondents: 579</b>		

#	Other (please specify)	Date
1	Sports Fields to throw discs (disc golf driving practice)	1/16/2015 2:28 PM
2	RC cars, airplanes	1/4/2015 12:43 PM
3	disc golf	1/2/2015 9:46 AM
4	the dock	12/30/2014 8:54 PM
5	river view, wildlife viewing	12/26/2014 10:52 PM
6	Birding	12/19/2014 2:40 PM
7	dock	12/19/2014 12:44 PM
8	Natural areas	12/19/2014 10:48 AM
9	Do not use any of these services never go to Memorial Park	12/19/2014 9:03 AM
10	None	12/19/2014 8:13 AM
11	River Access	12/17/2014 8:15 PM
12	none	12/17/2014 5:02 PM
13	open space	12/16/2014 7:43 PM
14	walking dog on leash	12/15/2014 4:31 PM
15	how about Disc Golf ???	12/15/2014 10:57 AM
16	natural areas since you planted the meadow in trees not a lot of that left	12/15/2014 10:49 AM



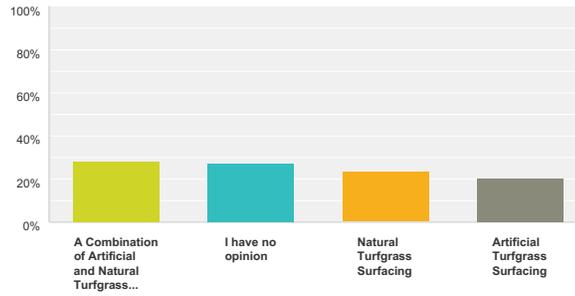
Answer Choices	Responses
River Access	44.18% 243
Non-motorized Watercraft (kayaks, canoes, paddleboards, etc.)	38.55% 212

River Vistas/Viewpoints	38.18%	210
Sports Fields for Soccer, Baseball, or Softball	36.00%	198
Trails (soft surface)	34.55%	190
Trails (paved)	25.45%	140
Disc Golf Course	24.73%	136
Biking (BMX/mountain)	16.91%	93
Parking	15.27%	84
Pickleball Courts	14.91%	82
Off-leash Dog Park	12.55%	69
Arboretum	12.18%	67
Basketball Court	11.27%	62
Reservable Shelters	10.91%	60
Tennis Courts	9.45%	52
Community Garden	9.09%	50
Sand Volleyball Court	5.27%	29
<b>Total Respondents: 550</b>		

#	Other (please specify)	Date
1	more running/walking paths	1/16/2015 4:40 PM
2	like movies in the park and would like to see other art events here. Gets crowded trying to get out however	1/14/2015 9:51 PM
3	dont need much more - leave the open space unimproved as they currently are	1/14/2015 2:11 PM
4	more protection of natural areas, less tree cutting	1/11/2015 3:01 PM
5	Concession stands for events to be run by non-profits, turf fields	1/9/2015 10:12 PM
6	Concession stand for baseball	1/9/2015 8:38 PM
7	Work on the improving the Wood fields or adding to Lowrie and leave Memorial as is	1/9/2015 6:12 PM
8	Closer bathrooms and water facilities to all sports fields.	1/9/2015 5:59 PM
9	Creation of a batting facility with concessions for Wilsonville youth softball and baseball programs	1/9/2015 4:23 PM
10	Playground	1/9/2015 9:19 AM
11	bigger skate/bike park	1/8/2015 5:47 PM
12	Skatepark	1/8/2015 4:51 PM
13	Covered pickleball	1/8/2015 7:40 AM
14	P	1/8/2015 4:24 AM
15	Turf baseball fields, mountain bike trail system	1/7/2015 10:54 PM
16	Lights for baseball field that is not lighted currently.	1/7/2015 10:35 PM
17	Snack Stand for Kids sports	1/7/2015 7:00 PM
18	Skateboarding	1/7/2015 5:56 PM

**Q10 If investments were made to existing athletic fields and/or new fields were incorporated, would you prefer:**

Answered: 574 Skipped: 43



Answer Choices	Responses
A Combination of Artificial and Natural Turfgrass Surfacing	28.40% 163
I have no opinion	27.70% 159
Natural Turfgrass Surfacing	23.34% 134
Artificial Turfgrass Surfacing	20.56% 118
<b>Total</b>	<b>574</b>

PAGE LEFT INTENTIONALLY BLANK

---

PROJECT NUMBER: # 14-061PLN                      ISSUE DATE: May 3, 2015 (revised: 07/15/15)  
PROJECT NAME: City of Wilsonville Memorial Park Master Plan

---

TO: Steve Duh  
FROM: Ian Holzworth, Walker Macy

**SUBJECT: Park Revenue Scenarios & Potential Operations Expenses**

---

This memorandum addresses the existing revenues and potential revenue scenarios for the preferred master plan for Memorial Park. It also addresses existing and potential operating expenses for the park. It concludes with policy and marketing considerations that may result in enhanced future revenue from construction of the preferred master plan.

### **Master Plan Amenities Affecting Revenues**

The preferred master plan for Memorial Park adds new infrastructure and amenities that balance the community's interest in expanded recreation opportunities within the context of the physical constraints of the park. While numerous amenities are proposed in the master plan, this memo focuses on those that will facilitate revenue generation for the City and include the following:

- Shelter rental - facility rental fees
- Community gardens - plot fees
- Amphitheater/stage - opportunity for events
- Pickleball - opportunity for small tournaments
- Pump track - opportunity for events or competitions
- Disc golf course - opportunity for small tournaments
- Water-based concessionaire (i.e., kayak, canoe) - seasonal concession fees

### **Park Revenues**

City staff provided 2014 revenue data for the revenue-generating amenities of Memorial Park. The various amenities at the park generated approximately \$50,000, and the details by facility are itemized in Table 1.

Table 1: Revenue by Amenity (2014)

<b>Amenity</b>	<b>2014 (Actuals)</b>
River Shelter	\$ 8,871
Forest Shelter	\$ 7,679
Splash Shelter	\$ 848
Stein-Boozier Barn	\$ 10,815
Murase Plaza	\$ -
Fields: Reduced Fee Youth	\$ 8,002
Fields: Other	\$ 2,665
Special Events	\$ 8,813
Community Gardens - raised bed	\$ 375
Community Gardens - in-ground	\$ 2,178
	<b>\$ 50,244</b>

In estimating the future potential revenue scenarios for the park, assumptions were established based on historic rental information, utilization and capacity.

**Assumptions regarding Utilization**

The City of Wilsonville's facility reservation and event fee schedules split charges by resident and non-resident status and include pricing for midweek and weekend periods. Upon review of the 2014 revenue data, estimates for the resident and non-resident percentage splits by facility were established for use in estimating future revenue potential.

Additionally, a more detailed review of available capacity was completed to compare reservation histories of the two shelters and the barn for 2013 and 2014 with the annual calendar. Although the City only charges fees for the shelters between the 2nd weekend in April and the 2nd weekend in October, a review of the full-year calendar offers a more complete picture of the latent capacity for these facilities. Tables 2 and 3 illustrate the number of usage (reservation) days by period for each facility. Peak season is defined as May through October, and off-peak is November through April, and the total number of available days by use period were calculated separately for each year.

Table 2: Shelter and Barn Facility Rentals & Latent Capacity by Use Period (2013)

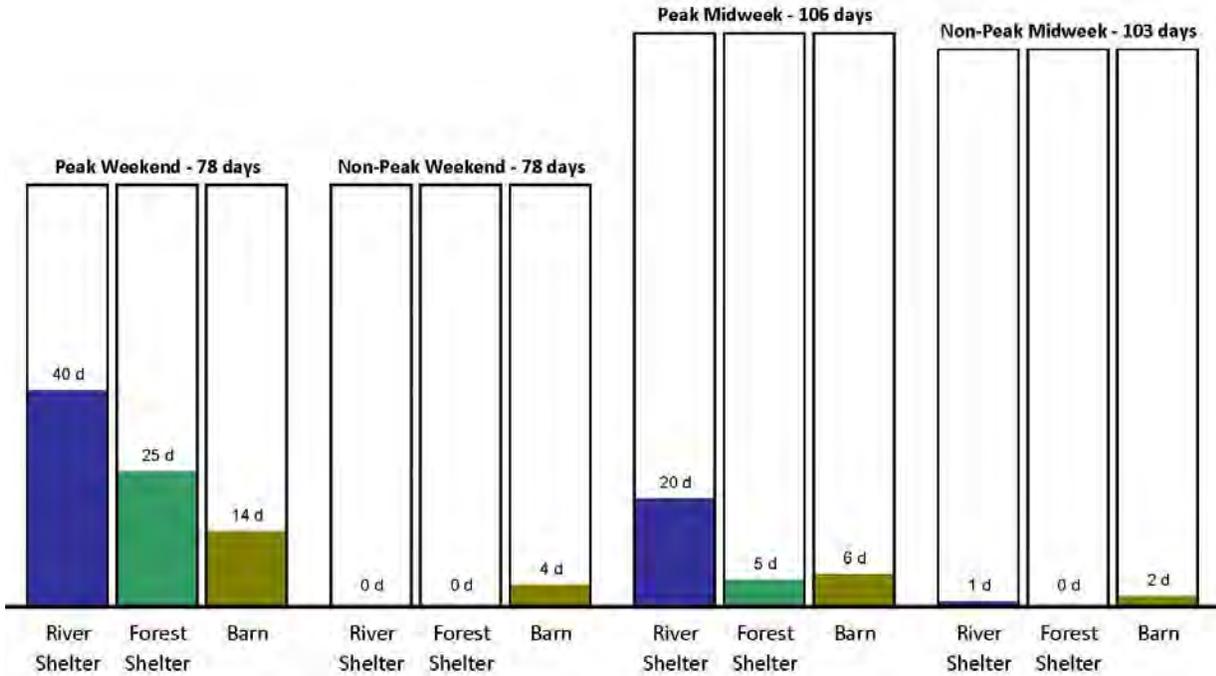
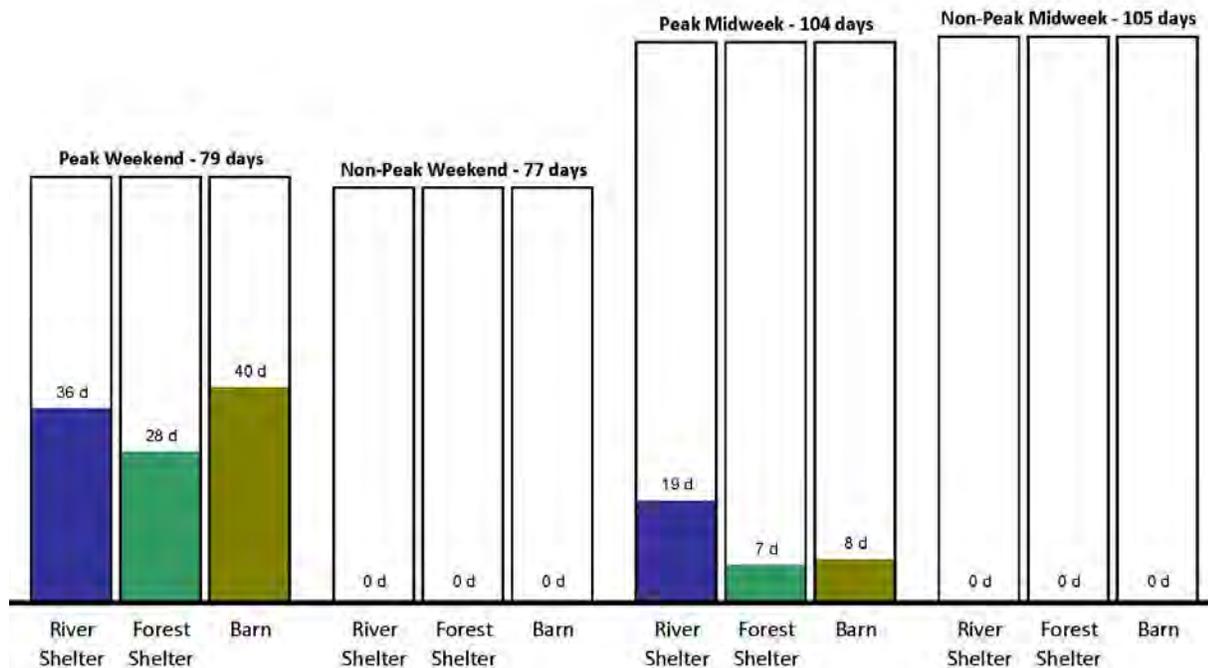


Table 3: Shelter and Barn Facility Rentals & Latent Capacity by Use Period (2014)



Significant unutilized capacity existed with these three facilities during the past two years; however, barn rentals were greatly improved in 2014 over the previous year. To estimate rental revenues for these facilities, utilization benchmarks were assumed for the different revenue scenarios. A high-growth scenario assumed rental reservations for 80% of the available peak period days, with a 75%/25% resident to non-resident split for shelters and 65%/35% split for the Stein-Boozier Barn. The resident percentage splits were based on recent annual averages.

### Assumptions by Amenity

Usage and revenue potential was also considered based on the new amenities illustrated in the preferred master plan for the park and are discussed below.

- Community gardens: The reconfigured layout for the community gardens is approximately 0.6 acres. Using that estimate and the City's current sizing for in-ground and raised beds, the new garden configuration could accommodate approximately 15 new raised beds and 20 new in-ground (net additional). This would generate a net increase in garden fees (at current fees) of approximately \$800-\$1,000 per year.
- Picnic shelter: The proposed conversion of the maintenance barn into a third reservable picnic shelter will enhance the revenue potential for the park. It is assumed that the fee structure for this new shelter would be aligned with that of the River Shelter.
- Amphitheater with stage: Additional fees from special event permits are assumed; however, new revenue from additional events may be limited due to the existing number of programmed events on the City calendar. For the purpose of the revenue modeling, it was assumed that an additional 4-5 new events could be scheduled that trigger the requirements of the City's Special Use Permit. These events could generate upwards of \$1,000 annually in new revenues. The scheduling and usage of the amphitheater would need to be balanced with general park use and the existing suite of events.
- Pump track: As a small and growing activity, cycling on a pump track can create an opportunity for demonstration events and/or competitions. In the initial years, it may be reasonable to host 1 to 2 such events per year; however, the number of participants will likely fall below the 250 person minimum to trigger the Special Use Permit. Therefore, assigning a revenue potential for this amenity is not feasible at this time.
- Disc golf course: The nine-hole, multi-pitch course could provide an opportunity for small tournaments or demonstration events. However, the size and complexity of the course likely would not create a regional draw for large events or tournaments. It is unlikely that any event planned for this amenity would trigger the 250 person minimum for a Special Use Permit; therefore, assigning potential revenue to this amenity is not feasible at this time.
- Pickleball: The planned addition of pickleball courts may create an opportunity for small tournaments. Such tournaments can be sanctioned through the USAPA, but they do not need to be. Depending on the local enthusiasm for pickleball, a small tournament may fall below the 250 person event threshold to trigger the Special Use Permit. For revenue modeling, it was assumed that dedicated pickleball court time could be charged on a per hour basis, much like the reservation system for sport fields.

- Water-based concessionaire: A seasonal vendor could be accommodated at the proposed, extended southern parking lot. A specialized user agreement or concessionaire/vendor agreement would need to be crafted to accommodate this new activity/use, especially given the need for the City to manage potential risk and liability concerns. For revenue modeling, it was assumed that concession fees would be established as a flat annual fee to the concessionaire, plus a percentage of sales.
- Sport Fields: In comparing the preferred master plan layout to other regionally significant sport complexes (Delta Park, Sunset Park Sports Complex, Terpenning Recreation Complex and Salem's Wallace Marine), the new layout will provide added potential for non-local tournament play, and the installation of synthetic turf fields will maximize usage and improve revenue recovery. However, the number of fields, lighting and parking may continue to be limiting factors. In assessing the revenue potential for the park, the presumed scenario is that this mix of fields will be utilized for local and metro area tournaments. The complex may not be large enough to generate increased utilization of local hotels (in other words, there may be no net increase in "heads in beds" as a local economic driver). To assess the potential for regional or statewide tournament play, a more in-depth market study should be completed, and this is outside the scope of the current project.

### Revenue Scenarios

Expanding upon the assumptions noted above and using the 2014 actual park revenues as a baseline, a series of revenue alternatives were generated. Three scenarios were calculated to include the following:

- High-growth option, which includes an 80% peak period utilization for shelters and barn, the installation of a water-based concessionaire, and increased usage of sport and event facilities.
- Moderate-growth option, which is primarily driven by a 50% peak period utilization for shelters and barn, along with modest increases in the usage of sport and event facilities.
- No-growth option, which maintains the utilization of facilities from the 2014 season, in addition to the third picnic shelter and community gardens.

Table 4 outlines the estimated revenues by scenario and park amenity. Percentage increases in revenue by line item are also noted for each scenario.

Table 4: Revenue Scenarios by Facility

Source	2014 (Actuals)	Revenue Potential					
		High Growth	% Incr	Moderate Growth	% Incr	No Growth	% Incr
River Shelter	\$ 8,871	\$ 26,113	194%	\$ 16,465	86%	\$ 11,225	27%
Forest Shelter	\$ 7,679	\$ 21,886	185%	\$ 13,800	80%	\$ 4,844	-37%
Splash Shelter	\$ 848	\$ 1,450	71%	\$ 1,080	27%	\$ 875	3%
Maintenance Barn Shelter	NA	\$ 26,113		\$ 16,465		\$ 11,225	
Stein-Boozier Barn	\$ 10,815	\$ 31,689	193%	\$ 19,601	81%	\$ 12,517	16%
Murase Plaza	\$ -						
Fields: Reduced Fee Youth	\$ 8,002	\$ 10,000	25%	\$ 9,000	12%	\$ 8,000	0%
Fields: Other	\$ 2,665	\$ 3,200	20%	\$ 3,000	13%	\$ 2,700	1%
Special Events	\$ 8,813	\$ 4,400	-50%	\$ 4,000	-55%	\$ 3,400	-61%
Community Gardens - raised bed	\$ 375	\$ 750	100%	\$ 750	100%	\$ 375	0%
Community Gardens - in-ground	\$ 2,178	\$ 2,640	21%	\$ 2,640	21%	\$ 2,178	0%
Watercraft Concessionaire	NA	\$ 4,500		\$ -		\$ -	
	<b>\$ 50,244</b>	<b>\$ 132,740</b>		<b>\$ 86,801</b>		<b>\$ 57,339</b>	

The primary intent of these scenarios is to illustrate the revenue potential for the park, given its wealth of reservable and rentable facilities. It must be noted that a number of factors may influence the City's potential to generate these revenues, and these factors include the City's capacity to promote availability and capture reservations, competition from other venues, seasonality, and the state of the overall local economy and people's willingness to spend.

As noted above, the shelters and the barn are expected to remain as the park's highest revenue generators. During the 2014 season, these facilities contributed over 56% of the total revenue from the park. As shown in Table 4, these facilities are assumed to generate approximately 80% of potential revenues, which is partly driven by the addition of the third shelter and by higher utilization rates. Regarding sport fields, the projected revenues are restrained by the assumption about local usage and the City's existing policy to offer discounted field fees for youth athletics.

## Operating Expenses

The annual operations and maintenance of Memorial Park are a significant on-going expense, and the pace of future park improvements will be informed, in part, by the likely operations impacts to the City budget. Table 6 illustrates the current maintenance expenses for Memorial Park by major work area and shows an annual outlay of approximately \$286,000 for the park.

Table 5: Operations and Maintenance Expenses by Major Work Area/Feature (2014)

Park Feature	Unit	Labor Hours per Year per Unit	No. Units	Labor Hours per Year	Labor-related Cost per Year	Materials & Services per Yr	Total Cost per Year
<b>Labor-related costs</b>							
Large turf areas	per acre	52.0	15.0	780.0	\$ 19,500	\$ 3,000	\$ 22,500
Small/medium turf areas	per acre	52.0	3.0	156.0	\$ 3,900	\$ 600	\$ 4,500
Shrub beds	per 1000sf	52.0	12.0	624.0	\$ 15,600	\$ 500	\$ 16,100
Flower beds	per 1000sf	26.0	2.0	52.0	\$ 1,300	\$ 250	\$ 1,550
Planted trees	per tree	13.0	12.0	156.0	\$ 3,900	\$ 1,000	\$ 4,900
Hard surfaces	per 1000sf	3.0	200.0	600.0	\$ 15,000	\$ 250	\$ 15,250
Soft-surface paths/areas	per 1000sf	2.0	50.0	100.0	\$ 2,500	\$ 500	\$ 3,000
Turf multi-use fields	per field	52.0	3.0	156.0	\$ 3,900	\$ 3,000	\$ 6,900
Turf softball fields	per field	85.0	5.0	425.0	\$ 10,625	\$ 1,000	\$ 11,625
Irrigation system	per acre (irrigated)	10.0	28.0	280.0	\$ 7,000	\$ 8,000	\$ 15,000
Structures - clean/inspect/repair	per structure	35.0	5.0	175.0	\$ 4,375	\$ 250	\$ 4,625
Restrooms - clean & re-supply	per restroom	80.0	4.0	320.0	\$ 8,000	\$ 5,000	\$ 13,000
Play equipment - inspect & repair	per structure	48.0	2.0	96.0	\$ 2,400	\$ 1,000	\$ 3,400
Leaf removal	per acre (dev)	7.0	30.0	210.0	\$ 5,250	\$ 1,500	\$ 6,750
Storm debris	per acre (dev)	3.0	30.0	90.0	\$ 2,250	\$ 1,000	\$ 3,250
Security check & litter removal	per total acre	26.0	1.0	26.0	\$ 650	\$ 100	\$ 750
Empty trash cans	per can	30.0	30.0	900.0	\$ 22,500	\$ 1,000	\$ 23,500
Non-routine projects	per total acre	120.0	1.0	120.0	\$ 3,000	\$ 500	\$ 3,500
<b>Contracted costs</b>							
		Cost/Unit					
Water service	per acre (irrigated)	\$ 3,080	25.0		\$ 77,000		\$ 77,000
Solid waste service	per bin	\$ 1,800	1.0		\$ 1,800		\$ 1,800
Electricity service	per acre (dev)	\$ 1,400	25.0		\$ 35,000		\$ 35,000
Porta-potty service	per each	\$ 900	5.0		\$ 4,500		\$ 4,500
Contract repairs	per acre (dev)	\$ 250	1.0		\$ 250		\$ 250
Landscape maintenance service	per acre (dev)	\$ 500	1.0		\$ 500		\$ 500
Equipment rental	per acre (dev)	\$ 750	3.0		\$ 2,250		\$ 2,250
Equipment repair & maintenance	per acre (dev)	\$ 1,000	5.0		\$ 5,000		\$ 5,000
<b>Totals</b>				<b>5266</b>	<b>\$ 131,700</b>	<b>\$ 154,800</b>	<b>\$ 286,400</b>

The development of the preferred master plan will result in additional maintenance obligations for the City, and the following list itemizes the major quantity changes for park amenities.

- 35,000 sq.ft. new parking lot landscape
- 240,000 sq.ft. of disc golf
- 31,000 sq.ft. of pump track
- 2,400 sq.ft. skate spot
- 1 new picnic shelter with 5,400 sq.ft. lawn area
- 2 new restroom facilities
- 2 new tennis courts
- 2 new pickleball courts
- 270,500 sq.ft. synthetic turf (replaces natural turf)
- 650 lf of new terraced seating at amphitheater and fountain

- 4,000 sq.ft. additional community gardens
- 5,400 lf additional paved trails
- 12,000 sq.ft. additional concrete/asphalt hardscape
- 105,000 sq.ft. additional parking lot asphalt

Recognizing that the full master plan may not be implemented all at one time and that options exist for incremental enhancements to the park, the following operations cost estimate assumes full build-out of the park as shown in the master plan.

Table 6: Operations and Maintenance Expenses for Preferred Master Plan

Park Feature	Unit	Labor Hours per Year per Unit	No. Units	Labor Hours per Year	Labor-related Cost per Year	Materials & Services per Yr	Total Cost per Year
<b>Labor-related costs</b>							
Large turf areas	per acre	52.0	14.1	733.2	\$ 18,330	\$ 3,000	\$ 21,330
Small/medium turf areas	per acre	52.0	3.4	176.8	\$ 4,420	\$ 700	\$ 5,120
Shrub beds	per 1000sf	52.0	47.0	2444.0	\$ 61,100	\$ 1,500	\$ 62,600
Flower beds	per 1000sf	26.0	3.0	78.0	\$ 1,950	\$ 400	\$ 2,350
Planted trees	per tree	13.0	40.0	520.0	\$ 13,000	\$ 1,000	\$ 14,000
Hard surfaces	per 1000sf	3.0	382.7	1148.1	\$ 28,703	\$ 1,500	\$ 30,203
Soft-surface paths/areas	per 1000sf	2.0	50.0	100.0	\$ 2,500	\$ 500	\$ 3,000
Turf multi-use fields	per field	52.0	1.0	52.0	\$ 1,300	\$ 2,500	\$ 3,800
Turf softball fields	per field	85.0	3.0	255.0	\$ 6,375	\$ 800	\$ 7,175
Synthetic turf fields	per field	42.0	3.0	126.0	\$ 3,150	\$ 500	\$ 3,650
Irrigation system	per acre (irrigated)	10.0	22.0	220.0	\$ 5,500	\$ 8,000	\$ 13,500
Structures - clean/inspect/repair	per structure	35.0	7.0	245.0	\$ 6,125	\$ 400	\$ 6,525
Restrooms - clean & re-supply	per restroom	80.0	6.0	480.0	\$ 12,000	\$ 7,500	\$ 19,500
Play equipment - inspect & repair	per structure	48.0	4.0	192.0	\$ 4,800	\$ 2,000	\$ 6,800
Leaf removal	per acre (dev)	7.0	35.0	245.0	\$ 6,125	\$ 1,500	\$ 7,625
Storm debris	per acre (dev)	3.0	35.0	105.0	\$ 2,625	\$ 1,000	\$ 3,625
Security check & litter removal	per total acre	36.0	1.0	36.0	\$ 900	\$ 100	\$ 1,000
Empty trash cans	per can	30.0	36.0	1080.0	\$ 27,000	\$ 1,000	\$ 28,000
Non-routine projects	per total acre	200.0	1.0	200.0	\$ 5,000	\$ 500	\$ 5,500
<b>Contracted costs</b>							
		Cost/Unit					
Water service	per acre (irrigated)	\$ 3,080	22.0			\$ 67,760	\$ 67,760
Solid waste service	per bin	\$ 1,800	2.0			\$ 3,600	\$ 3,600
Electricity service	per acre (dev)	\$ 1,400	35.0			\$ 49,000	\$ 49,000
Porta-potty service	per each	\$ 900	5.0			\$ 4,500	\$ 4,500
Contract repairs	per acre (dev)	\$ 250	1.0			\$ 250	\$ 250
Landscape maintenance service	per acre (dev)	\$ 500	1.0			\$ 500	\$ 500
Equipment rental	per acre (dev)	\$ 750	6.0			\$ 4,500	\$ 4,500
Equipment repair & maintenance	per acre (dev)	\$ 1,000	8.0			\$ 8,000	\$ 8,000
<b>Totals</b>				<b>8436</b>	<b>\$ 210,900</b>	<b>\$ 172,500</b>	<b>\$ 383,400</b>

The annual operating costs for the preferred master plan are estimated to be approximately \$383,000 and approximately \$100,000 higher than the current maintenance costs. The largest impacts to the costs for the preferred master plan are due to increased quantities for hard surfaces

(parking, sport courts, trails), play equipment and landscape maintenance (shrubs and trees). With the installation of synthetic field turf, decreases in annual costs are anticipated for large turf areas, irrigation, and field sport maintenance.

As the City considers incremental or phased improvements to Memorial Park, the projected maintenance costs should be re-evaluated.

### Additional Considerations

Other municipalities have sought and leveraged partnerships to either help offset maintenance costs or conditionally expand facilities. Such arrangements are best suited toward single-use or special purpose facilities. In advance of implementing the preferred master plan, the City should consider reaching out specifically to user groups for three facilities: off-leash area, pump track and disc golf.

- Advocates for off-leash areas in other cities have successfully organized into non-profit (501C3) entities to create a vehicle for fundraising for off-leash area maintenance and acting as a source of volunteers to clean-up days or special fundraising events.
- One option to help offset maintenance costs for the pump track is to develop a volunteer base of cyclists for seasonal work parties, clean-ups and (re)construction activities.
- Similarly, the City can seek the support of local disc golf enthusiasts and clubs for assistance in laying out, installing and maintaining the disc golf course.

These alternatives should be considered in addition to and in coordination with the City's ongoing maintenance standards, protocols and staffing - with the recognition that volunteer support for maintenance activities will not diminish the need for and role of park maintenance staff.

PAGE LEFT INTENTIONALLY BLANK

<b>Memorial Park Master Plan</b> Wilsonville, Oregon Walker Macy Portland, Oregon Master Plan Probable Cost Estimate 1.4	<b>Architectural Cost Consultants, LLC</b> Stanley J. Pszczolkowski, AIA 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com	Estimate Date: 20-Jul-15 Document Date: 18-Feb-15 Print Date: 20-Jul-15 Print Time: 1:00 PM Constr. Start: Todays Cost
--	---	--

<b>DIRECT CONSTRUCTION COST SUMMARY</b>
---

Component	Area	\$ / SF	Total
Masterplan Estimate	5,494,582 sf	\$2.14 /sf	\$11,736,703
<b>TOTAL DIRECT CONSTRUCTION COST</b>	5,494,582 sf	\$2.14 /sf	<b>\$11,736,703</b>
Budget			0
Indicated Surplus / (Deficit)			(11,736,703)
<b><u>ALTERNATES</u></b> - None Indicated for Pricing			

The above estimates are for direct construction cost only. They do not include furnishings & equipment, architect and engineer design fees, consultant fees, inspection and testing fees, plan check fees, state sales tax, hazardous material testing and removal, financing costs, owners contingency, nor any other normally associated development costs.

The above estimates assume a competitively bid project, with at least three qualified bidders in each of the major sub-trades as well as the general contractors.

The above estimates assume a construction start date of: Todays Cost. If the start of construction is delayed beyond the date above, the estimates must be indexed at a rate of 5% to 7% per year compounded.

This is a probable cost estimate based on in-progress documentation provided by the architect. The actual bid documents will vary from this estimate due to document completion, detailing, specification, addendum, etc. The estimator has no control over the cost or availability of labor, equipment, materials, over market conditions or contractor's method of pricing, contractor's construction logistics and scheduling. This estimate is formulated on the estimator's professional judgment and experience. The estimate makes no warranty, expressed or implied, that the quantities, bids or the negotiated cost of the work will not vary from the estimator's opinion of probable construction cost.

<b>Memorial Park Master Plan</b> Wilsonville, Oregon Walker Macy Portland, Oregon Master Plan Probable Cost Estimate 1.4	<b>Architectural Cost Consultants, LLC</b>		Estimate Date: 20-Jul-15
	Stanley J. Psczolkowski, AIA		Document Date: 18-Feb-15
	8060 SW Pfaffle Street, Suite 110		Print Date: 20-Jul-15
	Tigard, Oregon 97223-8489		Print Time: 1:00 PM
	Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com		Constr. Start: Todays Cost

Masterplan Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
---------------------	----------	------	-------------	------	------------	----------

<b>02   EXISTING CONDITIONS</b>						
<b>Site Demolition</b>						
misc demo - allowance	1	sum	\$15,000.00	\$15,000		
removal of invasive species - allowance		acre	1,500.00	0		acreage TBD
remove trails	1	sum	500.00	500		
remove basketball court	1	sum	8,528.44	8,528		
remove skate park	1	sum	3,000.00	3,000		
remove restroom	1	sum	500.00	500		
remove ac paving	20,000	sf	0.55	11,000		
remove gravel parking areas	60,000	sf	0.50	30,000		
remove fencing at community garden	700	lf	3.50	2,450		
remove utilities	1	sum	5,000.00	5,000		
remove lighting	1	sum	35,000.00	35,000		
haul & disposal	1	sum	16,650.00	16,650		
Sub-total	5,494,582	sf	0.02 /sf		\$127,628	
<b>SUB-TOTAL 02   EXISTING CONDITIONS</b>			0.02 /sf		<b>\$127,628</b>	

<b>31   EARTHWORK</b>						
<b>Clearing &amp; Grubbing</b>						
clear & grub	714,400	sf	0.05	35,720		
haul & disposal	1	sum	5,360.00	5,360		
Sub-total	5,494,582	sf	0.01 /sf		41,080	
<b>Stripping &amp; Stockpiling</b>						
strip & stockpile, assume 4"	5,250	cy	6.00	31,500		
Sub-total	5,494,582	sf	0.01 /sf		31,500	
<b>Grading / Site Excavation &amp; Fill</b>						
mobilization / demobilization	1	sum	30,000.00	30,000		
construction staking	1	sum	7,500.00	7,500		
cut (assume dry weather conditions)	6,100	cy	8.00	48,800		from forest shelter
cut (assume dry weather conditions)	7,524	cy	8.00	60,189		from ballfields # 1 & 2
fill (assume dry weather conditions)	326	cy	10.00	3,260		
haul excess material off-site	13,298	cy	12.00	159,571		
level / grade / proof roll	714,400	sf	0.30	214,320		
flagging / temp barricade / cleanup	1	sum	20,000.00	20,000		
Sub-total	5,494,582	sf	0.10 /sf		543,640	
<b>Erosion &amp; Sedimentation Controls</b>						
allowance for work not shown	1	sum	75,000.00	75,000		
Sub-total	5,494,582	sf	0.01 /sf		75,000	
<b>SUB-TOTAL 31   EARTHWORK</b>			0.13 /sf		<b>\$691,220</b>	

<b>Memorial Park Master Plan</b> Wilsonville, Oregon Walker Macy Portland, Oregon Master Plan Probable Cost Estimate 1.4	<b>Architectural Cost Consultants, LLC</b> Stanley J. Psczolkowski, AIA 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com		Estimate Date: 20-Jul-15 Document Date: 18-Feb-15 Print Date: 20-Jul-15 Print Time: 1:00 PM Constr. Start: Todays Cost

Masterplan Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
---------------------	----------	------	-------------	------	------------	----------

32   EXTERIOR IMPROVEMENTS						
<b>Northeast Parking Lot</b>						
4" ac pavement, drive aisles	116	ton	95.00	11,020		4,640 sf
6" base course	167	ton	20.00	3,335		
2" leveling course	56	ton	23.50	1,306		
2" ac pavement, parking stalls	82	ton	95.00	7,760		6,535 sf
4" base course	157	ton	20.00	3,131		
2" leveling course	78	ton	23.50	1,840		
geotextile fabric	1,242	sy	1.65	2,049		
concrete curb, vertical	600	lf	12.50	7,500		
4" base course	29	ton	20.00	575		
pavement markings						
ada logo	2	ea	85.00	170		
diagonal striping	90	sf	2.25	203		
parking stall striping	25	ea	18.00	450		
ada sign, post & footing	2	ea	200.00	400		
Sub-total	5,494,582	sf	0.01 /sf		39,739	\$3.56 /sf
<b>East Parking Lot</b>						
4" ac pavement, drive aisles	627	ton	95.00	59,527		25,064 sf
6" base course	901	ton	20.00	18,015		
2" leveling course	300	ton	23.50	7,056		
2" ac pavement, parking stalls	288	ton	95.00	27,313		23,000 sf
4" base course	551	ton	20.00	11,021		
2" leveling course	276	ton	23.50	6,475		
geotextile fabric	5,340	sy	1.65	8,812		
concrete curb, vertical	1,185	lf	12.50	14,813		
4" base course	57	ton	20.00	1,136		
pavement markings						
ada logo	4	ea	85.00	340		
diagonal striping	180	sf	2.25	405		
parking stall striping	105	ea	18.00	1,890		
ada sign, post & footing	4	ea	200.00	800		
bike racks	18	ea	325.00	5,850		
Sub-total	5,494,582	sf	0.03 /sf		163,453	\$3.40 /sf
<b>Southwest Parking Lot</b>						
4" ac pavement, drive aisles	603	ton	95.00	57,309		24,130 sf
6" base course	867	ton	20.00	17,343		
2" leveling course	289	ton	23.50	6,793		
2" ac pavement, parking stalls	271	ton	95.00	25,709		21,650 sf
4" base course	519	ton	20.00	10,374		
2" leveling course	259	ton	23.50	6,095		
geotextile fabric	5,087	sy	1.65	8,393		
concrete curb, vertical	620	lf	12.50	7,750		
4" base course	30	ton	20.00	594		
pavement markings						
ada logo	5	ea	85.00	425		
diagonal striping	270	sf	2.25	608		
parking stall striping	96	ea	18.00	1,728		
crosswalk striping	100	lf	5.50	550		
ada sign, post & footing	5	ea	200.00	1,000		
Sub-total	5,494,582	sf	0.03 /sf		144,671	\$3.16 /sf

<b>Memorial Park Master Plan</b> Wilsonville, Oregon Walker Macy Portland, Oregon Master Plan Probable Cost Estimate 1.4	<b>Architectural Cost Consultants, LLC</b> Stanley J. Psczolkowski, AIA 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com		Estimate Date: 20-Jul-15 Document Date: 18-Feb-15 Print Date: 20-Jul-15 Print Time: 1:00 PM Constr. Start: Todays Cost

Masterplan Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
---------------------	----------	------	-------------	------	------------	----------

32   EXTERIOR IMPROVEMENTS - Continued						
Gravel Road	11,150	sf				
8" base course	534	ton	20.00	10,685		
2" leveling course	134	ton	23.50	3,139		
geotextile fabric	1,239	sy	1.65	2,044		
barrier arm gate at south prkg	1	ea	2,500.00	2,500		@ gravel road access
bollard type barriers	17	ea	250.00	4,250		allowance, verify
Sub-total	5,494,582	sf	0.00 /sf		22,618	\$2.03 /sf
Asphalt Trails						
2" ac pavement	1,767	ton	95.00	167,883		141,375 sf
4" base course	3,387	ton	20.00	67,742		
2" leveling course	1,694	ton	23.50	39,799		
geotextile fabric	15,708	sy	1.65	25,919		
stairs on grade, 8' wide	352	lf	45.00	15,840		allowance, verify type
railings	104	lf	65.00	6,760		
benches	9	ea	1,200.00	10,800		allowance, verify type
Sub-total	5,494,582	sf	0.06 /sf		334,743	\$2.37 /sf
Rock Trails	91,482	sf				
4" base course	2,192	ton	20.00	43,835		
2" leveling rock course	1,096	ton	28.25	30,959		
geotextile fabric	10,165	sy	1.65	16,772		
nature based playground areas	5	areas	5,000.00	25,000		allowance
benches	16	ea	1,200.00	19,200		allowance, verify type
boardwalk	2,224	sf	45.00	100,080		
lookout stone walls, assume 2' ht.	181	lf	150.00	27,150		
Sub-total	5,494,582	sf	0.05 /sf		262,996	\$2.87 /sf
Synthetic Turf Ballfields #1 & 2						
cement amended subgrade, 12" depth	30,094	sy	2.35	70,722		allowance, verify
synthetic turf: ball fields	270,850	sf	4.20	1,137,570		
shock pad underlayment	270,850	sf	1.00	270,850		
4" base course	6,489	ton	30.00	194,673		
2" leveling course	3,245	ton	35.00	113,560		
geotextile fabric	36,113	sy	1.65	59,587		
concrete curb at synthetic turf perimeter	2,440	lf	16.00	39,040		
2x nailer board	2,440	lf	7.80	19,032		
1.5"x12" ads flat drain pipe @ 20' oc	12,900	lf	15.00	193,500		
8" perf pipe, collector	1,375	lf	55.00	75,625		
10" perf pipe, collector	475	lf	60.00	28,500		
cleanouts, 8"	13	ea	600.00	7,800		
dugouts (4 each), 10'x30'	1,200	sf	79.00	94,800		
baseball backstops	2	ea	75,000.00	150,000		allowance, verify size/type
black vinyl chainlink fence, 6' ht.	200	lf	40.00	8,000		@ baseball base lines
baseball / softball diamond equipment	2	set	800.00	1,600		
bull pen equipment, pitcher+home plates		sets	250.00	0		NIC, verify
20' baseball foul pole with wing	4	ea	2,700.00	10,800		
portable outfield fencing, 6' ht. x 10'	1,100	lf	78.00	85,800		Sportafence or similar
soccer goals	4	ea	2,500.00	10,000		
Sub-total	5,494,582	sf	0.47 /sf		2,571,459	\$9.49 /sf

<b>Memorial Park Master Plan</b> Wilsonville, Oregon Walker Macy Portland, Oregon Master Plan Probable Cost Estimate 1.4	<b>Architectural Cost Consultants, LLC</b> Stanley J. Pszczolkowski, AIA 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com		Estimate Date: 20-Jul-15 Document Date: 18-Feb-15 Print Date: 20-Jul-15 Print Time: 1:00 PM Constr. Start: Today's Cost

Masterplan Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
---------------------	----------	------	-------------	------	------------	----------

32   EXTERIOR IMPROVEMENTS - Continued						
<b>Natural Turf Ballfields #3, 4 &amp; 5</b>						
renovate natural turf	215,000	sf	0.75	161,250		allowance
dugouts (4 each), 10'x30'	1,200	sf	79.00	94,800		
baseball backstops	2	ea	75,000.00	150,000		allowance, verify size/type
black vinyl chainlink fence, 6' ht.	200	lf	40.00	8,000		@ baseball base lines
baseball / softball diamond equipment	2	set	800.00	1,600		
bull pen equipment, pitcher+home plates		sets	250.00	0		NIC, verify
20' baseball foul pole with wing	4	ea	2,700.00	10,800		
portable outfield fencing, 6' ht. x 10'	1,100	lf	78.00	85,800		Sportafence or similar
soccer goals	2	ea	2,500.00	5,000		
Sub-total	5,494,582	sf	0.09 /sf	517,250		\$2.41 /sf
<b>Pickleball Courts</b>						
2" ac pavement, at bleachers	29	ton	95.00	2,791		2,350 sf
2" ac pavement, ball courts	54	ton	95.00	5,165		4,350 sf
4" base course	161	ton	20.00	3,210		
2" leveling course	80	ton	23.50	1,886		
geotextile fabric	483	sy	1.65	797		
1/2" court surfacing + striping	4,350	sf	5.00	21,748		
pickleball court nets	4	ea	750.00	3,000		
alum. bleachers, 5 rows	96	lf	320.00	30,720		
covered structure, 20' ht.	6,100	sf	77.46	472,500		allowance, verify construction
Sub-total	5,494,582	sf	0.10 /sf	541,817		
<b>Tennis Courts</b>						
complete construction - allowance	1	sum	250,000.00	250,000		
Sub-total	5,494,582	sf	0.05 /sf	250,000		
<b>Basketball Court</b>						
2" ac pavement, ball courts	142	ton	95.00	13,503		11,371 sf
4" base course	272	ton	20.00	5,449		
2" leveling course	136	ton	23.50	3,201		
geotextile fabric	1,263	sy	1.65	2,085		
1/2" court surfacing + striping	11,371	sf	5.00	56,856		
basketball backstops, pole mounted	4	ea	1,950.00	7,800		
Sub-total	5,494,582	sf	0.02 /sf	88,894		\$7.82 /sf
<b>Sand Volleyball Courts</b> 3,600 sf						
volleyball sand courts, (2 ea)	100	cy	80.00	8,000		
perimeter containment - allowance	360	lf	20.00	7,200		
volleyball court nets	2	ea	1,800.00	3,600		
Sub-total	5,494,582	sf	0.00 /sf	18,800		\$5.22 /sf
<b>Dog Park</b> 67,850 sf						
black vinyl chainlink fence, 6' ht.	1,211	lf	40.00	48,420		@ dog park
man gate, 42"-48"	3	ea	450.00	1,350		
relocate shelters	2	ea	1,500.00	3,000		
dog park signs	2	ea	250.00	500		
dog bag dispenser on post	2	ea	350.00	700		
deep well dog waste receptacle	1	ea	1,500.00	1,500		allowance, verify
Sub-total	5,494,582	sf	0.01 /sf	55,470		\$0.82 /sf
<b>Skate Park</b>						
complete construction - allowance	6,400	sf	30.00	192,000		
Sub-total	5,494,582	sf	0.03 /sf	192,000		

<b>Memorial Park Master Plan</b> Wilsonville, Oregon Walker Macy Portland, Oregon Master Plan Probable Cost Estimate 1.4	<b>Architectural Cost Consultants, LLC</b>		Estimate Date: 20-Jul-15
	Stanley J. Pszczolkowski, AIA		Document Date: 18-Feb-15
	8060 SW Pfaffle Street, Suite 110		Print Date: 20-Jul-15
	Tigard, Oregon 97223-8489		Print Time: 1:00 PM
	Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com		Constr. Start: Today's Cost

Masterplan Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
---------------------	----------	------	-------------	------	------------	----------

32   EXTERIOR IMPROVEMENTS - Continued						
<b>Bike Park</b>						
pump track construction- allowance	1	sum	150,000.00	150,000		per Walker Macy
Sub-total	5,494,582	sf	0.03 /sf		150,000	
<b>Amphitheater</b>						
fill from forest shelter	325	cy	12.00	3,900		
stone retaining walls	765	lf	125.00	95,625		assume 3' ht.
steps on grade	88	lf	45.00	3,949		
2' stone wall at stage back	340	sf	145.00	49,300		assume 4' ht.
stage platform area	990	sf	25.00	24,750		assume raised concrete
Sub-total	5,494,582	sf	0.03 /sf		177,524	
<b>Maintenance Facility</b>						
building, complete - allowance	1,500	sf	190.00	285,000		
Sub-total	5,494,582	sf	0.05 /sf		285,000	
<b>Restroom Facilities</b>						
CXT building, 2 stalls	520	sf	158.00	82,160		@ dog park area
CXT building, 2 stalls	520	sf	158.00	82,160		@ new east parking lot
CXT building, 2 stalls	520	sf	158.00	82,160		@ new south parking lot
CXT building, 4 stalls	1,400	sf	123.00	172,200		@ tennis courts
renovate building + add 2 stalls	2,088	sf	160.00	334,080		north of ballfield #1
Sub-total	5,494,582	sf	0.14 /sf		752,760	
<b>Concession Area</b>						
building, complete	600	sf	175.00	105,000		@ new south parking lot
Sub-total	5,494,582	sf	0.01 /sf		105,000	and ballfields
<b>Community Garden</b> 27,950 sf						
black vinyl chainlink fence, 8' ht.	690	lf	52.00	35,880		
double gate, 12'	1	pair	1,800.00	1,800		
man gate, 42"-48"	1	ea	450.00	450		
topsoil-18" at plots (imported)	1,452	cy	28.00	40,656		for .6 acres
crushed granite pathways	1,814	sf	0.50	907		
water spigots & piping	1	sum	3,000.00	3,000		
kiosk - allowance	1	sum	2,500.00	2,500		
Sub-total	5,494,582	sf	0.02 /sf		85,193	
<b>Frisbee Golf Course</b>						
course layout & development	1	sum	4,500.00	4,500		allowance
concrete pads, 4'x8'	27	ea	320.00	8,640		
disc catchers, (9 set)	1	set	7,150.00	7,150		
rules sign	1	ea	166.25	166		
tee signs	9	ea	166.25	1,496		
Sub-total	5,494,582	sf	0.00 /sf		21,952	
<b>Playground Area (south of tennis courts)</b>						
black vinyl chainlink fence, 4' ht.	270	lf	30.00	8,100		
man gate, 36"	1	ea	350.00	350		
Sub-total	5,494,582	sf	0.00 /sf		8,450	
<b>Miscellaneous Site Furnishings</b>						
allowance for other site signage	1	sum	10,000.00	10,000		
allowance for trash receptacles	30	ea	1,000.00	30,000		allowance
Sub-total	5,494,582	sf	0.01 /sf		40,000	

<b>Memorial Park Master Plan</b> Wilsonville, Oregon Walker Macy Portland, Oregon Master Plan Probable Cost Estimate 1.4	<b>Architectural Cost Consultants, LLC</b>		Estimate Date: 20-Jul-15
	Stanley J. Psczolkowski, AIA		Document Date: 18-Feb-15
	8060 SW Pfaffle Street, Suite 110		Print Date: 20-Jul-15
	Tigard, Oregon 97223-8489		Print Time: 1:00 PM
	Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com		Constr. Start: Todays Cost

Masterplan Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
<b>32   EXTERIOR IMPROVEMENTS - Continued</b>						
Dock Launch						
Versi launch, Gatordock	3	slips	14,000.00	42,000		@ existing dock system
Sub-total	5,494,582	sf	0.01 /sf		42,000	
Landscape Irrigation						
new planting beds	36,200	sf	1.25	45,250		@ parking lots
new lawn areas only	35,000	sf	0.75	26,250		
pumps, controllers, etc - allowance	1	sum	15,000.00	15,000		
Sub-total	5,494,582	sf	0.02 /sf		86,500	
Planting						
trees, 1.5" cal.	455	ea	250.00	113,750		
repair lawn area	90,000	sf	0.50	45,000		allowance
new lawn area, seeding	35,000	sf	1.25	43,750		
new planting beds, minimal	36,200	sf	2.75	99,550		@ parking lots
establishment maintenance	1	sum	5,000.00	5,000		
Sub-total	5,494,582	sf	0.06 /sf		307,050	
<b>SUB-TOTAL 32   EXTERIOR IMPROVEMENTS</b>			1.32 /sf		<b>\$7,265,339</b>	

<b>33   UTILITIES</b>						
Water Utilities						
allowance for piping to new restrooms	1	sum	35,000.00	35,000		
Sub-total	5,494,582	sf	0.01 /sf		35,000	
Sanitary Sewerage Utilities						
allowance for piping to new restrooms	1	sum	28,500.00	28,500		
Sub-total	5,494,582	sf	0.01 /sf		28,500	
Storm Drainage Utilities						
site drainage systems		sum	0.00	0		
see athletic surfacing above						
allowance for site & parking lot	1	sum	50,000.00	50,000		for sub-base drainage
Sub-total	5,494,582	sf	0.01 /sf		50,000	

<b>Memorial Park Master Plan</b> Wilsonville, Oregon Walker Macy Portland, Oregon Master Plan Probable Cost Estimate 1.4	<b>Architectural Cost Consultants, LLC</b>		Estimate Date: 20-Jul-15
	Stanley J. Pszczolkowski, AIA		Document Date: 18-Feb-15
	8060 SW Pfaffle Street, Suite 110		Print Date: 20-Jul-15
	Tigard, Oregon 97223-8489		Print Time: 1:00 PM
	Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com		Constr. Start: Todays Cost

Masterplan Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
<b>33   UTILITIES - Continued</b>						
Electrical Utilities						
service/controls/distribution	1	sum	50,000.00	50,000		
site lighting						
ballfields #1,2,3 & 4	15	ea	48,000.00	720,000		
existing walkway, 12' poles @ 40'oc	12	ea	5,000.00	60,000		exist. prkg lot to ballfields
pickleball, at structure	1	sum	24,000.00	24,000		
parking lots	10	ea	15,000.00	150,000		
main walkway, 12' poles @ 40'oc	32	ea	5,000.00	160,000		between south & east prkg lots
Sub-total	5,494,582	sf	0.21 /sf		1,164,000	
<b>SUB-TOTAL 33   UTILITIES</b>			0.23 /sf		<b>\$1,277,500</b>	
<b>SUB-TOTAL</b>			1.70	9,326,687	<b>\$9,361,687</b>	
Estimating Contingency			10.00%	936,169		
Index To Construction Start	Today's Cost		0.00%	0		@ ± 6% per year
General Conditions / Insurance / Bond			10.00%	1,029,785		
General Contractor OH & Profit			4.00%	453,106	2,419,056	25.84%
<b>TOTAL DIRECT CONSTRUCTION COST</b>						
<b>Masterplan Estimate</b>	<b>5,494,582</b>	<b>sf</b>	<b>\$2.14 /sf</b>		<b>\$11,780,743</b>	<b>126.14 acres</b>

PAGE LEFT INTENTIONALLY BLANK

