

Public Safety Facilities Review Committee
Tuesday, June 10, 2014
7:00 p.m.
Council Chambers, Albany City Hall

1. Call to order
2. Comments from the public
3. Approval of minutes
 - May 7, 2014 [Pages 2-15]
 - May 15, 2014 [Pages 16-26]
 - May 20, 2014 [Pages 27-40]
4. Final Police Department Facility Recommendation [Pages 41-43]
5. Consensus Findings [Pages 44-45]
6. Cochairs proposal for revised Request for Qualifications/Request for Proposal process [Pages 46-276]
7. Funding options
 - Relevant data and questions [Pages 277-278]
 - PepsiCo settlement receivables [Page 279]
 - Answers to Committee questions about possible urban renewal funding of Police and Fire stations [Pages 280-347]
8. Open questions and issues
 - Arasmith email list [Page 348]
9. Committee thoughts and comments
10. Adjourn

Upcoming meeting:

- Tuesday, June 17, 2014 (tentative)

DRAFT minutes
Public Safety Facilities Review Committee
Wednesday, May 7, 2014
7:00 p.m.
Council Chambers, Albany City Hall

Call to order

Co-chair Morse called the meeting to order at 7:01 p.m. Members Wheeler and Berg were absent.

Adoption of April 22, 2014, minutes [Pages 2-16]

Wyatt noted in the fourth paragraph on page 5, the number “50” should be “5,000.”
Steele moved to approve the minutes as corrected; Norman seconded. Motion approved by consensus.

Comments from the public

None

Review draft Police Department recommendation [Pages 17-18]

Morse asked members to review the draft recommendation, red-line version, and proposed an amendment: on the second page, fourth paragraph from the bottom, the number “\$450,000.” He said he and Burright had come up with roughly \$643,000 in savings and they need to make sure the calculations are correct before submitting it to the City Council.

In the options spreadsheet, the demolition costs if Option 3 is not developed: there would be the difference between \$120,000 and \$87,000, thus a savings, Morse said. Lattanzio said he would want to demolish the residential buildings to avoid leaving them vacant; two are currently owner-occupied and one is a rental. Morse said he assumed the City would leave them as residences and not demolish them. Lattanzio said that would involve contracting with someone to manage the properties and screening renters versus demolishing the buildings to leave bare ground. Morse suggested talking about the merits of both courses.

Referring again to the spreadsheet, Morse said savings would total about \$643,000 if the dwellings were not demolished.

Cordier said he had a suggestion that came out of his review of the spreadsheet and the proposed recommendation: he thinks the Committee should talk about size of the parcels. He understands that the existing site that the police building is on is 1.69 acres. Parcel No. 1 (called Option 1 on the spreadsheet) is .45 acres; Parcel No. 2 is one acre; and Parcel No. 3 is .7-something acres. He said it is confusing to him to talk about parcels versus options. Martin said Option 1 would be to buy Parcel 1. Cordier said that could be, that’s been proposed, but there could be other options; for example: stay on the 1.69 acres and build everything there.

Morse asked the Committee to review the first two paragraphs of the May 6 draft recommendation. He said the first paragraph is pretty strong language. Burright said it is accurate.

Morse read aloud the second paragraph. Reece said inside existing building envelope, there is an option to go up. Morse asked if that was true even if the building foundation was not designed for it. Members commented about a difference of opinion about that. Reece noted that he had missed an early meeting. Ryals said he had gone over the original building drawings and it was not designed to go to two stories; if the footings designed then were to go up two stories, they wouldn't qualify today. Burrigh said that corroborates building architect Tim Merrill's memory as well. Cordier asked for clarification: he said the size of the stem wall wouldn't determine if a second story could be added since additional modifications could be made to the building to allow that. Ryals said the current building is not designed to add a second floor, but it would not be hard to modify. Morse asked if it would be cost-effective. Ryals said that's another question; it's only money. Cordier said it depends on how much money is spent on property. Norman said the site still has a parking issue. Ryals said, as the building sits, it is not designed to add a second floor; he is very certain about that.

Arasmith asked if the second paragraph should mention the modular unit; that is part of what has been done to try to accommodate growth. Morse and Burrigh said that should be added.

Morse asked the Committee to review the bulleted list of findings. He said there are some pretty strong feelings about the nature of the lobby, its size and the way it exposes a wide range of people who come to the police station in a small space. The Committee agreed on the language.

Backup power issues: no comments.

Secure interview and holding rooms are identified. Burrigh said if anyone is asked about the interview rooms that are in the building now, they are not secure. That's the key piece.

Morse continued with bullet points regarding training and meeting spaces; storage; and the heating and cooling system. He noted that the Police Station is the biggest user of electricity among City buildings, which may be a function of use more than the nature of the building because it is occupied 24/7. Cordier asked if that sentence is needed. Norman asked if energy use was addressed in the Fire recommendation. Morse said the concluding paragraph addresses the need for energy-efficient systems, but he is not sure the questioned sentence is needed.

Arasmith said it looks like the key piece is the non-functional heating and air conditioning.

Ryals said the constant use of the building makes it even more imperative to make it energy-efficient to keep from bleeding money from the City coffers: go after the biggest user and make it efficient. Norman said he'd like to keep the sentence in because the Committee has talked about energy efficiency and long-term pay-back solutions for both facilities. Cordier said he doesn't have a problem leaving it in, if it is true. Morse said it is true. Lattanzio said it is true by quite a bit.

Morse continued with officer changing areas, lockers, crime prevention volunteer work space, restrooms for staff and the public. Volunteers now share a corner work area.

Morse said when he has been by or at the Police Station, there has been no problem parking, but said Smith told him when anything is going on at the station, it is a big problem. Lattanzio said many employees park on the street to keep the public parking lot clear.

Morse continued with the final bullet point regarding the building's internal configuration. He recalled that Ryals had spoken about how design affects function and efficiency. He said the building is not designed very efficiently. Wyatt said it's not designed for how it's being used.

The next paragraph of the recommendation addresses whether Albany needs a central police station or precincts as the city grows. Lattanzio cited Gilbert, Arizona, which had about 200,000 population when they put up another station. Morse said he believes Gresham has a precinct station. Lattanzio said he believes the second Gresham building has a gang unit and other special units that work out of it.

Arasmith asked, with the river as a barrier and the bridges, at what point in population would it make sense to have a station or substation in North Albany. Lattanzio said call volume is another qualifying factor in that decision; North Albany has hardly any crime. Ryals pointed out an intrinsic difference between Police and Fire: police are out driving around all the time, not at the station waiting for a fire. Fire personnel need to be located closer to where things happen. Arasmith said the river and bridges represent barriers. Martin said the railroad tracks are probably worse. Wyatt said when we have the Big One and all the bridges collapse, he hopes APD has a car or two on the other side of the river. Lattanzio said they would call Benton County for support. Burrigh said Fire Station 14 is a *de facto* police station for North Albany. Lattanzio said a lot of police live in North Albany.

Consensus was to stay with one station.

Morse read the Committee the first paragraph on page 2 of the recommendation. Cordier said it took him awhile to figure out what was meant by “programming document.” He asked if that term is understood by the people who will receive the recommendation. Lattanzio said he thinks so. Ryals said it is just a narrative that says what is needed in the building; it is not a design document. Burrigh asked if Cordier’s question is actually focused on John Q. Citizen. Discussion followed regarding the terms “needs assessment” and “programming document.” Burrigh said he appreciated everyone’s comments; he and Morse spent quite a bit of time trying to choose the right words. The City Council will understand it, but his neighbor down the street probably wouldn’t have a clue.

Cordier asked Ryals about the term “architectural firm.” He asked if that is different from a design firm. Ryals said “design firm” is probably a better term to use. It is more inclusive – a design firm could include architects or engineers or both. He suggested: “The City should hire a “qualified design firm.” Reece agreed. Ryals said many of the top design firms that do these types of projects have both architects and engineers.

Norman pointed out that the Fire document uses the term “qualified firm.” Discussion continued about including the word “design.” Morse said “design” is more descriptive.

Returning to the programming v. needs assessment discussion, Smith referred the Committee to the Fire document, which uses the words “programming and needs assessment.” Consensus was to use that term in the Police recommendation to be consistent.

Morse moved to the paragraph that begins “The comparative cost analysis...” Cordier asked that the document use the language he suggested earlier: “parcels” rather than “options.” Wyatt said the best descriptor is on the bottom of the map; it specifically describes the parcels that are being put together for each option. He suggested including that language on the spreadsheet to really specify what’s going on.

Martin asked for a refresher on why Option 2 crosses the street. Discussion followed about the location of water and sewer lines, property lines, and vacating the street. Reece asked if the options map would be included with the recommendation. Hinrichs explained what would be acquired in Option 1 and Option 2: the street would remain open under Option 1 so neighboring properties could continue to use it as access, but would close under Option 2. Morse asked to take the language from the map and add it to the Options spreadsheet so it is more self-explanatory. They are options but they are also parcels. Burrigh said the spreadsheet will need to match the recommendation document.

Morse moved on to the paragraph that begins "Upon review by the department..." He said this paragraph is new since the last Committee discussion. He said when he and Burrigh reviewed the first recommendation, they felt they needed a reality check: would the community accept adding a million dollars to a levy that failed? Steele asked how they know this course would add a million dollars. Morse said the spreadsheet suggests a million dollar premium, over and above the Pacific Boulevard site, if the City purchases all the properties through Option 3. Wyatt said all that's being discussed is land and buildings, not the real cost to operate the Police Department. The real cost is people. If this site makes operations more efficient day in and day out, the City will save \$1 million in 10 years. He said what makes this site attractive to him is the efficiency it offers to operations. Land and buildings are not where the dollars go.

Burrigh said he would be interested in Lattanzio's views. He said Wyatt is absolutely right when it comes to the jail; everything starts at the jail, goes to the Courthouse, and goes back and it costs a fortune over the years to do that, but a majority of arrests go straight to the jail. Arrests that go to the Police Department and then to the jail are the exception. Lattanzio agreed. Burrigh said there would occasionally be savings, but it would take a long time to realize.

Lattanzio noted that the current site is more centrally located than Pacific Boulevard.

Norman asked if it would make sense to have right of first refusal on Option 3; that would postpone demolition but the property would be available when needed. Morse said it would be possible, but if he was property owner, he would say no. He would not want his hands to be tied unless the City was willing to pay him something to hold that right of first refusal. Reece said he agreed with Norman. It is a nice advantage to have an option with an agreeable property owner, if the Department can stay contained in Options 1 and 2 for the first 20 years. He said the City doesn't want to be property owners and landowners but wants the opportunity to purchase the property at a fair price. He expects the value of the property to appreciate over time; the City needs to have a way to acquire the property when it is needed. He said the City needs a document now that states the City's intent to buy the property in the future.

Morse said the City will have one opportunity to go for bond funds for the site; he asked Hare if the City had enough cash on hand to make an offer for right of first refusal if the property were to come on the market now. Hare said the City has reserves that would cover the purchase, but something that needs to be established is the actual price that would be paid.

Arasmith said Wyatt had made the point earlier that, looking at the million dollars over a 40-year period, it's not very much per year. It secures the site for expansion out that far. He said the Committee has to have a way to justify spending another million in taxpayers' money when it has the Pacific Boulevard option available. Wyatt said the real question is, is it worth it or not. The City may get into the Jackson Street property and find it's not a million dollars difference and go back to Pacific. At the last meeting, the Committee asked the preferred location; the next question is how much are you willing to pay to get there. It's more centrally located but how much of an advantage is that over Pacific.

Ryals said the million-dollar difference is coincidentally similar to the estimated worth of the current building kept for remodeling. Will the City save a million dollars by keeping the building and remodeling? Does that include parking? Ryals said there are a lot of variables. He said people have assumed that voters didn't approve the ballot measure because of the price tag but a lot of people he's heard from said they didn't like the new location. It was not that the cost was too high but why does it have to move. Steele said the Committee doesn't have hard costs for anything; how do they know it is a million dollars more? Ryals said he thinks a lot of people would vote for it if it stayed in the current location.

Cordier said he thinks the million-dollar thing is a red herring. He said he hasn't seen a list of numbers and doesn't think it includes the resale of the Pacific property. Ryals pointed out that component on the spreadsheet.

Martin asked why the public would want the Police Department to stay where it is. Ryals said he didn't pin people down; Pacific just didn't feel like the appropriate place. Martin said he has been influenced by jail proximity, but that had been shot out of the water tonight. He wondered how many other people are thinking the same thing. Lattanzio said that proximity is important, depending on the type of case involved. Burrig said there is a value to being right next door but what that dollar figure is may never be known.

Ryals said people don't like change, it's in their minds, that's the place to go; if there isn't enough room why isn't there? Those are the kinds of responses he's been getting.

Morse said he went back to 30,000 feet this afternoon. As a starting point, he began with current staffing, 1.4% population growth, out 20 years, and recommended space of 350 square feet per person, which is subject to review. He said he factored in the Fire Department and plugged in a number for site development; that may be in the background materials but he could not find it. He came up with something well north of \$27 million and he doesn't think he's far off. He said he used \$250 per square foot; 25% for engineering and architects' fees, the soft costs; and 30,000 square feet for the Fire Department (though the size may be less than that) and the number came up closer to \$28 million, without bond costs, for both of these projects. Looking at projects of this magnitude, Morse said, somewhere along the line, the Committee needs to determine what to whittle away. He said he sees the phasing of the parcels as one way to pick up some significant money but preserve the property for use in the future. Whether the City leaves the homes intact, demolishes them, establishes right of first refusal and doesn't do anything with the property, if the Police Department is going to stay there, the City needs to have that property secured at some point. If the City puts a bond out, maybe the City could buy the property and just hold it. He said he knows the City would not want to be in the landlord business, but there are many property management companies that operate effectively and it would not be huge problem. He said he took the 30,000-foot look to see how big this project is and it's big.

Ryals said when projects start, typically it isn't with how much money you have to spend but what are the true needs? Those are going to cost something. The Committee is at the point where they can understand the true needs and apply some rules of thumb: \$250 per square foot could vary plus or minus 40%. Everything he heard, as a voter, was not what the cost is but what do we really need and if we really need it, we need to provide it. He said he's willing to go out into the community, after going through this process, and telling people this is the right thing, whether the price is \$20 million or \$30 million. If voters had passed the first \$20 million bond and officials then realized it wasn't enough, and had gone back out to ask for another \$10 million, he said, that would have been a disaster. He said the Committee is doing the right thing with its study of the issues. If its conclusion is that the solution costs more than \$20 million, he is fine with that. He said he doesn't want to spend any more in taxes than anyone else but he has seen the issues and is convinced the community needs to do whatever it takes to solve those issues. They don't know the numbers yet, but they will, and will be able to go to the community to say it is the right thing to do.

Morse asked if 3.19 acres would serve the Police Department well for 20 years. Lattanzio said he thinks they can make it work. The map gives an idea of what that would look like, depending on the building footprint. Hinrichs said, the serious concern is, as with the Fire Department, he doesn't want to be guilty of not planning for 20, 30, 40, 50 years. He doesn't want to be back in this room 21 years from now asking what people were thinking.

Steele said she heard different conversations and she would worry at the \$27 million level; that's not what she expected to hear and is not what she heard a lot out in the community. People asked why the Chamber of Commerce was supporting the \$20 million measure; there wasn't enough information to go along with that \$20 million bill. She said she worries about a \$27 million price tag for this community.

Wyatt asked about the building footprint and square footage. Lattanzio explained that the figures would vary depending on the number of stories in the building; the drawing was just a quick picture of what it might be. Wyatt asked Morse what square footage he used for his cost estimate. Morse referenced the *Democrat-Herald's* story today about the Harrisburg Rural Fire District's bond measure on the May 20 ballot at \$254 per square foot. The range given by McKenzie was \$200-\$240. Wyatt clarified that he was asking for the scope of the building. Morse said he assumed that the long-term need would be 46,000 square feet for 2034, with 30,000 finished square feet; he said he then went back and looked for adjustments.

Ryals said 60,000 square feet (Police and Fire total) at \$250/sf is \$15 million.

Reece said he is not totally in agreement with number for site improvements -- \$20-27 per square foot was provided in the McKenzie memo. That would blow the project out of the water. He said those numbers are typically \$5-12 per square foot. Ryals said when working next to a site that's doing the same function, the costs will be less. Reece said \$12 should cover almost anything needed, even on a greenfield site.

Reece reminded the Committee of the new Medford police station: it is 42,000 square foot building with an attached and secure three-story parking structure for 223 police and staff vehicles; they have a bond and a \$22 million budget.

Norman asked if the 3.19 acres would provide enough parking for the 20-year projection. Lattanzio said they believe so.

Burright addressed comments about members not having seen individual numbers for properties. He said the Committee asked Lattanzio and Hinrichs to get prices, they moved quickly, lumped the parcels together and didn't give numbers on individual lots. Steele said she understands, but the Committee has not said definitively this is what the building design is going to be, this is the land, so it's hard for her to say it will cost \$27 million. Morse said he hopes that number is not in the paper tomorrow; it will be a disaster. He added that if they start factoring it in, it comes up to \$27 million. He said there are ways to reduce that; the Committee will find them and reduce it; they have to. He said they really need to be focused on that.

Cordier said he doesn't know where the current officer/population ratio, 1.18/thousand, and the proposed 1.34/thousand, comes from. He asked how the new number is justified with the advent of new technology. Lattanzio said the number is explained in the 2013 analysis report. He said police factored in the average of other communities with populations of 30,000 up to about 95,000, Albany statistics from 2012, a crime reduction in 2013, allowed for standard deviations up and down, and came up with the need for eight additional officers. They used that number to come up with 1.34/thousand as the preferred ratio.

Burright said this was not the first time the Committee had talked about new technology and how that lowers the number of officers. He said the Committee should be careful about that; crooks have the same technology and they're just getting better, and it wasn't that many years ago that Albany Police and the sheriff's office didn't have IT specialists, and didn't have people working computer crime. With technology comes additional staff.

Lattanzio said his number isn't exact; he is trying to come up with a target of where they should be, based on department crime data.

Morse said if the Committee is targeting 3.19 acres and want to have land to expand in the future, they should go back and draft appropriate language that would reflect the City's right to secure the property with right of first refusal or, if that isn't possible, secure through purchase. Wyatt pointed to the sixth paragraph on page 2 of the recommendation, beginning with "Nonetheless, the Committee believes it is important to provide additional land..." and recommended replacing "purchase" with "secure." He said the City may not need to purchase but may need to secure an option to purchase or a right of first refusal and that will cost some money. He said in many cases, he thinks a landowner might not mind getting a check now and continuing to live there. Some might consider that an attractive option; it would cost less than outright purchase and would not displace people. He said the language could be modified to give more flexibility than a purchase. He added that he thinks everybody agrees that the City needs to have a handle on that property.

Morse asked if the Committee would like to go so far as to say "land should be secured with right of first refusal and held in its present use." Wyatt said he didn't know if it should be that specific; that language puts the option too much on the current property owner. He said he wants to buy the capability to go get it when he needs it. Morse said a property owner who accepts right of first refusal forecloses selling to another serious buyer with other plans for the property. Martin asked if the property could end up in an estate, with the kids not wanting to sell it.

Cordier said he thinks he is hearing the language of first refusal is too restrictive. They need a broader term; they ought to have some negotiation to look forward to for future expansion. Norman said the word "secure" would be enough; remove the word "purchase."

Burright said there are many pitfalls to staying at the existing site already. Any individual property owner could blow the deal up. He said if the City is going to do it, either buy it now or go to Pacific Boulevard, because so many things could go wrong. The City has money now but 5-10 years from now, they may not. They don't have a road fund.

Ryals asked if there are options of the City owning the properties and being the landlord. He asked if the City has other properties like that. Hare said the City does own at least one residential rental property and contracts with a property management firm to manage it. It was purchased for a future street improvement. He said it is not out of the question but it is not something the Council likes to do; it adds burden without much additional benefit.

Morse asked if the attempt should be made to secure all three options at the front end. Wyatt said "secure" doesn't mean the City wouldn't purchase it; it means to get the property under the City's control. It provides more options. That's what secure means to him. Norman said purchase is the cleanest way to do it.

Cordier asked how Police reached the conclusion that both properties that add up to 1.5 additional acres are needed when they don't have a building design. Lattanzio said that is based on the space needs in ZCS report. Cordier asked if he had eliminated the option for multi-story secured parking. Lattanzio said yes, because of the cost. Ryals said typically, that is a very costly option. Reece said property is cheaper than multi-story buildings; vertical is expensive. Ryals said parking garages are at or more than the cost of the building. Reece said the going rate is about \$20,000 per parking space.

Arasmith went back to the topic of purchasing property with people living there. He said it seems that one of the Committee's obligations or direction or a strong suggestion to the Council would be for someone

from the Council – the Mayor and whoever has the Council position for that area – and possibly the police chief to go knock on some doors and say “Here is what we’re thinking about doing but we’re not going to throw you out; if we purchase the property, we’ll do something to assist you in getting another place to live.” Without doing that fairly soon, he said, the City puts itself in the position to get a lot of flak.

Ryals said it is not difficult. He is in the middle of closing down a trailer court and displaced a lot of families. He said it took a year but they were very careful about finding places for all the families to go, keeping kids in their school district, and it wasn’t a huge deal. People really appreciated it.

Wyatt addressed Hinrichs about his contact with property owners. Wyatt said there was a story in newspaper after the last meeting that said, “Here we come.” He asked if the Police Department had any feedback. Hinrichs said he recontacted all of the property owners after the last meeting and told them briefly that the Committee wants Police to look further but no decisions had been made. He said they were all very positive, and told him to let them know when the City is ready to talk more. Hinrichs emphasized that he only spoke to property owners; only two owners live there.

Regarding Ryals’ project, Cordier said those promises were on the front end. Ryals said he thinks it’s great to include it to the Council; the Committee thinks it is important; it’s the right thing to do. Arasmith said he sees it as an item that needs to be done; it will be tough enough to sell a bond issue of any amount without having any extra.

Reece asked Ryals if his project, Woodland Square, had some assistance to make those moves. Ryals said that is independent of what the property owner did. A lot of the people in that development have low incomes. The project worked with the other local housing agencies in town to move them. The police situation is simpler. Reece said the City timeline is long and he would be surprised if the rentals adjacent to the Police station had long-term leases that couldn’t just expire. With time, the properties could become vacant through attrition.

Morse asked to try for consensus with the following language:

“Nonetheless, the Committee believes it is important to provide additional land for required expansion beyond a 20-year time horizon and, to that end, the Option 3 land should be secured and held in its present use. Thus, over \$600,000 could be saved from the Options 1, 2 and 3 alternative.”

He added, at the bottom of that paragraph, have a statement that says:

“If the property is secured, the Committee recommends that effort be made to assist the tenants and owners in the transition to other homes.”

Martin asked if “held in its current use” is needed. Discussion continued. Martin said the City Council needs to make the decision on the use of the property; the Committee would just say to secure it. Wyatt agreed that the language is a restriction. He said it should said “Option 3 land should be secured, period.” He said the City could bulldoze it or leave it in its present use; he doesn’t care. Martin said holding it in its present use may be the best option, due to tax income, but that is not the Committee’s decision.

Morse summed up the two suggestions: language that says “secured,” period; and wording to say the City will be sensitive and assistive to relocating residents. Norman pointed out another sentence where “purchase” should be replaced with “secure.”

Morse called for a survey on third red paragraph with changes. Consensus was to accept the changes. Morse said a draft showing the changes would come back to the Committee.

Morse moved to the next paragraph (final paragraph on page 2): paragraph was approved by consensus. He read the final two paragraphs; no one commented. He said the Committee is conceptually in agreement and the final draft will be brought back for approval at the next meeting.

Cordier asked if the Police RFP applies to both sites. Morse said it would; the intent is to price out both but the City may not exercise both options in one RFP.

Ryals acknowledged missing the prior meeting and asked why the Committee is asking for a full study and RFP of the Pacific Boulevard property if they have decided to stay on Jackson Street. Morse said the intent is not to run two analyses and designs but if the City can't secure all the properties at Jackson Street and is forced back to Pacific, whoever is doing the RFP knows that the building may go at either and the City wants it priced both ways.

Lattanzio said staff had met with Engineering Manager Staci Belcastro today about including both sites. Ryals asked Lattanzio and Hinrichs about talking to all the adjacent property owners. Hinrichs said they had all been reasonable; only one talked numbers and it was reasonable.

Cordier proposed that Smith search the document for the word "architect" and replace it with "qualified design firm."

Morse added that he and Burright had received notice from the City that the railroad has no interest in selling its property. He recommended adding that information as a finding.

Construction methods discussion [Pages 19-53]

Morse noted that members had received this lengthy document. He pointed out the Committee's mission statement, which mentions recommending a "project delivery method." He asked if members wanted to spend time trying recommend a method or allow the City to pursue its own.

Wyatt said any method can work very well if the right people are doing it, or it can be a disaster with the wrong people. Whether it is design/build, design/bid/build, or whatever, Wyatt said, he doesn't know if that guarantees a good process. It depends on the players. Public entities have very specific statutory guidelines. He said if he was doing it, he would say go do a good job, use a good process, do all the things you normally do, check references. There are some real advantages: for example, the veterans' home that the state is building in Lebanon is a design/build process and they have saved a chunk of money with interactions with the contractors and the architect and engineering firm; it is coordinated. It's a success. Other things have not been successes. He said it is hard for somebody on the Committee's end of the process to say do it this way.

Cordier said he is still fuzzy about how long the Committee wants to stay in the process, based on minutes from meeting prior. He thought everybody who commented said they want to be involved in this project for a long time. Reading from the draft minutes for April 29, 2014, Cordier said he heard the Fire Chief say, "when proposals come back, the City will have a 'special' committee..." in a review process. He said Smith didn't capture that and he could be in error thinking he heard that word but there was an adjective in there. He said the Fire Chief has a proposal for how he sees the project being delivered. Cordier said he doesn't know how the project will be delivered but he doesn't want to leave it so vague so that someone might say the committee is done and, by the way, we expect you to go out and sell this thing to the community. He said he can't do that if he doesn't understand certain pieces of it. He said maybe it is coincident with the decision to pick a delivery process: how far does this committee want to be involved in this process and at what level.

Ryals said he agrees with Wyatt and Cordier: there are a lot of laws governing how public projects get done. It's complicated. There are options, but with the right people, it doesn't matter what road you go down: with the right design team, owner's representatives, and contractors and follow the process, you will have a good outcome, but if any one of those factors is messed up, the process doesn't matter – it will be a terrible experience. He said he doesn't want to be leaning over someone's shoulder, second-guessing them. He doesn't want to tell the Fire Chief or the Police what they need internally. He feels the Committee is here to see things from the town's point of view, will be concerned with whom the team is, whether they understand Albany, and that they're taking into account long-term energy costs for the buildings. He said many areas of expertise are represented on the Committee and he's glad to be serving on it, and they may have done the hardest work so far. He sees it sort of as an owner's representative agency and two or three of them could sit in as the City narrows it down to two or three design teams and have some say in whom they think really matches Albany. He doesn't know if the Committee would have more of a say than the Police Chief or Fire Chief but at least they would have a voice. There are checkpoints along the process where it would be nice for the Committee to be informed of what's going on and what the decisions are. After spending so much time becoming educated and informed, he said the members owe it to themselves and to the town to stay involved.

Wyatt said the mission of the Committee is to go through a process, learn about the requirements of the current facilities, lend credibility to the fact that the buildings need to be replaced, and set up the process so the City can go forth and present it to the voters. It is a credibility issue and that is part of the product.

Martin said he doesn't want to work on this a long time but he would like to see it to completion.

Reece recalled that, at the last meeting, he made the comment that the City does RFPs for a living and the Committee hands it off; they've given the City direction, ask them to put out the RFP, and they go through the process that comes to selection. He said he would like to see the RFP draft before it goes public to see that it meets the mission of what the Committee has tried to intend and relay to the Council. Also, he thinks it would be appropriate that some of the Committee members sit in on the process, whether as observers or invitees, to make a comment in the selection of the team that's put together. They're going to bring the programming all back before the bond, so there is the long haul and the Committee is already in the long haul; it is just clarifying where they are in the process. Regarding Wyatt's comments on project delivery, you can have the best in design/build or the opposite. He said it is paramount that stakeholders or the group -- owner, the owner's representative, the architect, construction manager and the end user -- are all parties to what goes on in the process. It is a complicated process. For the Committee to dictate and suggest, he thinks Wyatt's comments were very appropriate: do the best job you can by the best method you see fit to give us the best value delivered; price is where it needs to go.

Ryals said architects love to have this open process. When someone is hired for this, they are very likely to say they will go through the process with stakeholders and with the City but they would like to have a couple of public meetings where they invite anyone to come in because everyone is affected by this. The City can use the process to get people involved and get the average person in the community to feel invested and feel they've been heard. When a big church comes into an area, it goes through a lot of public interaction so people are heard and understand the issues. The architect and design team will ask how much public involvement is wanted.

Reece said the Committee did discuss that last week. Once the architect is hired, the City would hopefully scope it so the architect would be holding public interactions and the Committee would be there as advocates or to help make suggestions.

Wyatt said these are key public facilities that are going to be highly visible for a long time and people care.

Morse said his takeaway from the last meeting was that the City will deliver the draft RFP for review, that process will be initiated and when it comes back to engaging the public, the Committee will plug in. Steele agreed. Reece asked if Cordier was good with that.

Cordier offered an example of what he is concerned about: Hasso Hering just wrote an article on his blog that talks about a culvert being wiped out three years ago. It is down by Ciddici's south. (Belmont Avenue.) He said that had been wrapped around the axle for three years and finally a city engineer spent enough time at it to figure out that all he had to do was get somebody to write a letter that says there won't be any species eliminated from the face of the earth if we put the culvert in. It took three years to do that and that is his concern: the thing gets wrapped around some axle and it goes to hell in a hand basket and all we get is people doing this and this and this. He said he doesn't know how to mitigate that. Teamwork is necessary and required. He said he wants to be able to say to the community he deals with that the Committee did their diligence and they're going to have a process where the Committee is going to be involved to the point there they will be able to say they understand the process that is going to be used, they understand the contractors who are going to be used, they understand the reasonable cost estimate and they would advise people to vote for this bond. He said he doesn't know how to get there.

Morse said he had also taken away that once the RFPs have been executed, the Committee has been involved in the process as it is developing, then those products are finalized and they come back to the Committee. The City will retain the consultants, but it will come back to the Committee and they will then have the opportunity to wrap things up, say the product looks good, give it their endorsement, it has met their expectations, and they recommend it.

Cordier said that's where he was last week and even with the minutes. What he thought he heard the Fire Chief say is that, after the City sends out the RFP, they'll come back and there will be "another special committee" that he is going to form to choose that. Cordier said that ought be this committee. If he hears that that is this committee, he supports the plan.

Morse said that was his understanding: it would be this committee. Arasmith asked to ask the City Manager if that is the process. Morse said to Hare that once the RFP is executed, the Committee wants to be involved in the public process. First, they want to look at the draft before it's sent out as final, they want to be involved in the public process, then when that work is completed, they would like to have it come back to them so they can endorse it before it is set in motion. He said they would like to be involved once the product has been crystallized and defined.

Hare suggested the Committee include that in its recommendation to the Council. He said it would be hard to believe that the Council would have any objections to that; one of the reasons the Committee exists is to provide citizen input and engagement.

Wyatt said it would be good to have a timeline. They have a recommendation to the Council for the Fire Station, they have a proposed draft recommendation on the police station and he hopes the City can come back with a timeline of when they think they can get the RFPs out, the selection process, when they expect to come back to the Committee with the architect or design firm. A timeline would also confirm to the Committee the points where they are involved. Lattanzio said Belcastro has included a draft timeline in the RFP for the Fire Station and will do something similar in the Police document; that is contingent upon when the Committee's recommendation goes to the City Council.

Morse said he has heard that they will draft language to accompany both recommendations to the effect that the Committee would like to be involved in review of the RFP draft, in the public process with the

architect, in final review of the work product, and will ask the City to create a timeline of the tasks to be completed and the points when the Committee can become engaged.* Members agreed.

Burright said to Cordier that Cordier has said a couple of times that, once the general contractor has been chosen, he can then go tell people to vote yes on the bond. The general contractor comes much later. Cordier said he didn't use the words "general contractor." Wyatt said he thinks Cordier was referring to the design firm.

Morse said it is important not to preclude design/build; with design/build, the requirements would be created and then ask for responses for a team that would include the contractor, the architect and the engineer. Wyatt said using design/build is fine, but you've got to have the money before you go with an RFP for design/build. All this starts when there's funding available. Morse said the discussion was moot.

Cordier said that's the information he got when he asked what the community would get for \$20 million; why should he vote for the bond. The answer was you won't know that until you approve the bond. He said he could not support that.

Wyatt said, out of this process, the community will have a pretty specific conceptual design and pretty specific cost estimates. The bottom line will not be a single number with a bunch of zeroes behind it; it will be a much more specific number.

Ryals said that doesn't stop the City from going ahead with a design/build process. He said he does mostly design/build work and prefers it. Through this process, the Committee is establishing what does this piece look like, how much is it going to cost, what are the essential elements. When that gets voted on, it moves to the design/build phase.

Wyatt said people will know up front, before it goes out, what they are going to buy and will have a good general idea of what it will look like and where it will be.

Cordier proposed that the yellow Police map not go out to the public. Other items need a scrub.

Burright said pending items include funding options and the Questions and Issues list. Jeannette Launer is coming to the May 20 meeting as part of the CARA piece. He asked if the Committee wanted to meet as scheduled on May 15 or wait. Arasmith said they need to meet to approve the Police recommendation.

Morse asked Hare for backup documents for the cost assumptions behind the last bond. Hare said information was included in the Committee's original packet; it was based on the estimates done in the original needs assessments and wasn't particularly complicated. Morse asked for a one-page summary, including how the Pepsi money fit into it. Hare said he could put one together.

Burright said the Committee should meet next week, put the final stamp on police and fire recommendations, look at the to-do list, and start talking about funding options. Steele said she would be absent for the next three meetings.

Morse said Cordier suggested a submittal letter that goes with the recommendations and Morse and Burright had discussed it. With an eye to the communication that will go to the public, there is the recommendation and the process behind it. Having the ability to define the extent, depth, and breadth of the process, it would be premature at this point to have any formal submittal to the City. The Council grasped very quickly where the Committee was going with Fire, and started the process for the RFP and now, hopefully, they will follow with the process for Police. He said he and Burright feel it is not the right

time to put it all in context and wrap it up when it's still a work in progress. He said they plan to communicate the Committee's work when the work is done.

Cordier said, for the first recommendation, the record is clear that it was sent to the City Council on the 29th. Smith said the recommendation has only been given to the Council verbally. Cordier asked if the recommendation would be received by the City Council and listed on the Council agenda and if there is a record of that. Smith said it would be on the record when it is presented to the Council. Cordier asked when it would be presented. Smith said that is up to the Committee; the Council will be considering a resolution to fund the RFP on May 14 based on verbal direction they have received.

Ryals say members of the public at the Council meeting might have questions about the recommendation; it might not be bad to have a representative from the Committee at the Council meeting to respond to questions. Wyatt posed a process question: how does the Committee expect to submit something like this in writing to Council.

Burright said so far, he has been comfortable talking to Smith, Hare, and Councilor Floyd Collins; they have been getting the message regularly. He said he hasn't felt any urgency that they were missing out on anything. He said he and Morse could both personally deliver it to the City Council. Wyatt asked if it would be put in writing. Burright said it would be. Cordier asked when that would be done. Steele suggested waiting until the Police recommendation is completed to do both at once. Wyatt asked why wait when the Council has an agenda item for the coming meeting based on a recommendation that it has not yet received.

Cordier said there is no substantial reason to delay that piece of paper going to the City Council for one more day. It serves no purpose to delay it. Morse agreed. Wyatt said the Committee has not talked about the process for delivering the recommendation but verbal doesn't cut it; in writing cuts it. Cordier agreed. Wyatt said it should have the Committee's name on it but it is always nice if there's an initial or something on it, too. It becomes part of the public record. If the Council approves an RFP, the reason they're doing it is because of the recommendation of this committee.

Burright said he and Morse have been looking at delivery two ways: they can take both recommendations to the Council when the Committee is done, along with all the methodology and explanation of all the work they have done and how they reached their conclusions; the recommendations don't include any background. They could also get the Fire piece going now and then when the Police piece is done, they would get on the next agenda.

Wyatt asked what the Council will do at its next meeting. Smith said they will be considering a resolution to pay for an RFP for the Fire Station, based on information about the recommendation that they've received from staff. Morse and Burright said they would attend the May 14 meeting.

Burright asked Hare if any significant costs are expected in the RFP process. Hare said the resolution deals with freeing up money to do the work called for in the RFP. Hare said staff had received direction from the Committee some time back saying that they wanted staff to get started on the process so they did. It's not a problem for the Council to receive whatever documents the Committee wants to submit at any time.

Martin said he likes the idea of submitting background with the document, but if the Council is ready to do the RFP based on verbal direction, why does the Committee need to submit more information to them? Ryals said it needs to go in the public record. He said he expects the Council to have a lot of questions and the co-chairs can be there to answer them. Martin said having the background would answer those questions. Ryals asked how long it would take to put together that document.

Wyatt said the recommendation is pretty complete. Morse said he and Burrighr would attend the Council meeting.

Morse said the Police recommendation would be cleaned up for the next Committee meeting. Regarding the four things the Committee would like to be involved with (see * above), Wyatt suggested those be listed in a document separate from the recommendations. Burrighr said another document will go with the funding recommendation.

The meeting adjourned at 9:09 p.m.

Respectfully submitted,

Marilyn Smith

Notes
Public Safety Facilities Review Committee
Thursday, May 15, 2014
7:00 p.m.
Council Chambers, Albany City Hall

Call to order

Co-chair Burrigh called the meeting to order at 7:02 p.m.

Members Ryals and Wheeler were absent.

Adoption of April 29, 2014, minutes [Pages 2-13]

Smith pointed out a change to the second paragraph on page 11; a word was omitted from the following sentence:

“When proposals come back, the City will have a committee to review responses, select one, then go to the City Council to award the RFP.”

The word “selection” should be inserted before the word “committee.”

Wyatt moved to adopt the minutes as revised; Martin seconded. Minutes were approved unanimously.

Comments from the public

None

Burrigh gave an update on the May 14, 2014 City Council meeting. He said the Council received the Fire recommendation and adopted a resolution to authorize funds to move forward on the RFP for a design firm. He summed up the tone of the discussion by saying the Council really appreciates this group. He said they are extraordinarily pleased with the extent of the discussion and deliberation; he heard two or three say they'd had no idea how well things would go. He said he agreed with them. The Council had no direct questions dealing with the recommendation per se, but they had a couple of questions regarding the RFP; one was what did the Committee want to get out of receiving the draft of the RFP before it went out. He told the Council it was his understanding that the Committee just wanted to take a look at it to make sure it follows the recommendation. They also had a question about the historic district, with some discussion about coordinating with historical commission. Burrigh said he told the Council he didn't think that was a problem, the Committee is aware the building is in a historical district, and the only building he is aware is an issue is the former Dodge dealership.

City Manager Wes Hare clarified that one of the elements of the RFP will be a public involvement process; in that process, they would deal with issues like historic preservation and other issues that the public or members of the committee might raise. The Council wanted to make sure that, as they get into even preliminary design discussions, that there is an opportunity for the public to participate.

Burright said he was also asked the Committee's role in going forward with the RFP. He told the Council the Committee would certainly like to see the results when they come back. They would like to take a look at the drawings and they also want to be involved any time the public is asked for involvement.

Cordier said he watched the Council meeting on Ch. 23; the meeting started at 7:15 p.m. and an hour and 40 minutes went by before this issue came up. The Council talked about the recommendation for about 23 minutes. Councilor Coburn said that he is hoping to reduce costs by using a local architectural and engineering firm; he thought the \$200,000 is overstated, and the work the Committee has described could be done for a lot less money than that. Burright said Coburn was basing his comments on thinking that using PepsiCo settlement funds would require using a local architect; City Attorney Jim Delapoer said that is not required. Cordier said Coburn still made the point that he thought a lot of money could be saved doing that. Cordier said everybody agreed that the work the Committee has asked to be done is not redundant to anything going forward. He said there was an indication that the Landmarks Advisory Commission would have a say in how the new fire hall looked; he took it as a concern that somebody might be trying to save the existing fire hall because it is an old building. He said two or three Councilors said it's just a concrete building and it's coming down. That's the problem when "historical buildings" come into play.

Martin said the Council should be happy that the Committee is building an historic building for 100 years from now.

Reece said the Landmarks Commission will review the design for compatibility with the historic district. He said the Committee has talked, sometimes in jest, about the look of the Corvallis fire station. He is sure the City weighed in with that architect related to what Corvallis is about and that was a factor in the building's look.

Cordier said the Committee had quite a discussion about whether we wanted to displace Hazty Freez as the gateway building and he thinks all agreed that they did not want the fire hall to be a gateway building.

Adopt revised Police Department recommendation

Burright reviewed changes since the last meeting (see file, v.4):

- The addition of the modular unit.
- Electricity use exceeds all other City office buildings.
- Programming and needs assessments
- Qualified design firm
- Attached map and spreadsheet (new versions were handed out tonight)
- "Secure" properties
- Added a note regarding Union Pacific Railroad property

Burright also asked whether the Committee should set a maximum dollar amount for property acquisition; at what point in negotiations does the cost get too high at Jackson Street and the plans shift to Pacific Boulevard. At present, staff estimates a million-dollar premium for the Jackson site. He said he has been told that one property owner has indicated he would be willing to sell for a significant amount above market value. He asked if the Committee wants to give the Council any direction about that.

Wyatt said Pacific is already the back-up site. It's the job of staff to try to secure the property. He spoke about his experience doing property negotiations for the county. Martin said if property owners don't know there's a ceiling, they'll ask for as much as they think the City will pay. Roe said that is addressed

in having the other property. If owners ask too much, the City will go to Pacific Boulevard; including the access permit in the recommendation adds to that position.

Morse posed another way to ask the question: is anyone willing to exceed the million-dollar premium and, if so, by how much. Wyatt said if he was doing this, he would hire a realtor, have them do a market analysis, set top and bottom limits and go negotiate. He wondered how to split up a limit with multiple sellers.

Cordier said he doesn't think the Committee should set prices; the Committee has said please go out and see what you can do. He said he has some concerns about the first paragraph on page one that says Albany needs a single police department location. To him, that assumes something around a \$20 million total bond. If Morse's calculation from the last meeting comes in around \$28-\$29 million, will the Committee stick to a single police department?

Burright asked if the Committee wants to be advised if the City reaches impasse and needs to switch sites. Wyatt asked to continue reviewing the draft recommendation. He said it captures what the Committee talked about at the last meeting. A single police department at this time is appropriate. He said the Committee is telling the City Council to buy the properties if they can get them for a reasonable price; if not, go to Pacific.

Morse said before the RFP can be executed, you have to know where it's going to be. To determine costs, the location has to be site-specific. The City should see what they can do to secure the Jackson properties and if it looks reasonable, the RFP can focus there; if the property can't be secured, the RFP goes to Pacific. He suggested that the Committee will review all of that information.

Arasmith said another option would be to use the building they have for some functions and build a smaller building on Pacific that could be expanded, based on funding. He said that is not an option he thinks the Committee should recommend, but he sees that as one option if the price of property exceeds what's reasonable. The price to go to Pacific may be unreasonable also but the Committee should not box the City in.

Burright said the Committee has not discussed it but he is told that the Council is not interested in eminent domain, condemnation, on any of the properties. He thinks it wouldn't hurt to add a sentence to the recommendation that the Committee has the same opinion. Cordier said the Council can have feelings all they want but he doesn't think the Committee should take that option off the table. The property owners have to know that vehicle is available; otherwise, the negotiation isn't honest. Martin agreed; if all but one property owner was in the game, holding everything up, the City ought to get tough with them.

Arasmith said he has been the victim of eminent domain so is not fond of it; it is a tool that local government has. Wyatt said that decision is administrative. Cordier said he would not put it in the recommendation.

Smith reminded the group that they had reached consensus at the last meeting to stay in one police building. Burright said that is correct; he assumes they could make a change later.

Wyatt suggested a survey on the recommendation as presented, with the map and spreadsheet to make the package. Martin asked if anything on the spreadsheet showed the value of the existing police building. Burright said it shows a value of \$1.2 million.

Cordier asked about language on in the first paragraph on page 2 of the recommendation:

“When the new programming and needs assessment document has been reviewed...”

He asked who is doing that review. Burrigh pointed to the sentence prior to that, showing that the assessment would go to this committee for review.

Survey: accept the recommendation package as presented. Consensus was to accept.

Burrigh said he would see when he and Morse can get it to the Council. (Morse confessed to missing the prior City Council meeting because he forgot to put it on his calendar. He promised to make it to the next one.)

Review of questions to answer, issues to address, tasks to complete [Page 14]

Burrigh said he had reviewed the list and thinks a lot of things can be checked off but wanted to be sure committee members agree. Discussion followed.

Wyatt asked the timeline for getting drawings and cost estimates from the RFPs. Smith said those are expected to be completed by January 2015. Wyatt said ballot timing would be May or November 2015. Arasmith said that is one of the items the Committee needs to be thinking about. Morse said there's something to be said about setting a stake in the ground before somebody else does.

Cordier asked when the school district would come forward with another big bond. He said they just coughed up a quarter of a million dollars for a field at South Albany. Roe said LBCC has also mentioned something as well. Issues on the ballot and ballot timing will remain on the list.

Burrigh said information is coming about how population figures and staffing were computed. The item can be stricken. He continued through the list, asking members to stop him as needed.

Burrigh asked about parking regulations. Hare said he didn't think the projects would be constrained by any parking requirements in the zoning code. That item can be deleted.

The Committee has discussed a parking agreement with Lee Enterprises. Burrigh said he wasn't sure it was still germane. Cordier asked if Lee doesn't want to participate. Reece said the site is large enough to meet Fire Department needs through build-out so the Lee parking lot is not needed. Cordier asked if estimates come in at \$28 million, would the City still build or use the Lee parking lot to knock off another million dollars. Burrigh suggested that if that happens, a whole lot of things come back on the table.

The Ralston-Dodge dealership building: Burrigh said that would be dealt with in site design and asked if the Committee needs to do anything related to the building. Arasmith asked if the Committee needs to be involved in anything related to whether the building is historic. Wyatt said the building is someone else's problem.

Maintenance costs: Burrigh said the Committee is beyond that and removed it.

Worker's comp claims related to building deficiencies: removed.

Cost breakdown: remains on the list.

What will be done with existing sites if no remodel: removed.

Cost of other recent buildings: Burrigh said they'd looked at some with Fire and talked about other police buildings. Cordier said he doesn't know what the City will get back in terms of drawings or the scope of dollars, but West Linn is building a new police department.

Morse referred to APD's spreadsheet of other recent police buildings in Oregon; Canby is very close to what Albany has. He said they did a phased approach with 25,000 square feet finished and 11,000 unfinished; he said Albany will be considering that approach. The spreadsheet was a pretty good sampling of recent structures. Some members said they had seen the spreadsheet, while others had not. Hinrichs said it is a survey of seven of the most recently constructed police stations. (Smith will re-send the document.)

Property across the street from the jail: Burrigh said he mentioned this because he had seen a for-sale sign. He's not sure it does anything for the cause; it is the old Lemons site, long and narrow. He will take it off the list.

Site criteria has been removed.

Financial alternatives stays on the list. (Member Ryals arrived.)

Level of severity has been addressed.

Understand four ways to execute the project; pros and cons – a document was distributed earlier. It will remain on the list. Reece recalled Wyatt saying that the City should use its judgment in determining what method is in the City's best interests.

Cordier noted that the Committee had not yet received minutes from the May 7 meeting. He said, in that meeting, the Committee had talked for the first time about the process that they wanted to be involved in going forward. He said everybody had a different version of that process as discussed verbally, but that process they want to be involved in going forward, to him, eliminates or minimizes the need to pick one of the delivery options. What he has been concerned about is, if the City publishes something that says this is the process they will use, "design/build," then there's a whole bunch of stuff that they don't have to do. At the last meeting, they described the checkpoints in the process that they want to be involved in. Burrigh said to leave it on the list for now.

Cordier said something the Committee hasn't dealt with yet is Arasmith's white paper. One of the items Cordier recalls is for the City to find another home for the Albany Transit System buses to not interfere with Fire operations at Station 12. He said he didn't know if that is in the Committee's purview and recounted what occurs when a training exercise is underway and a bus arrives. It's inefficient.

Morse asked if that is germane to this Committee's the task. Reece said it was for another committee.

Cordier said he didn't know if there's anything else in the list or not. Arasmith mentioned population projections; vacating of Sixth Avenue; what to do with the museum pieces that are out there. He said he would look at the paper to see if it contained anything else that pertains to what the Committee is doing. For operations of the Fire Department, he said he thinks it would be to their advantage to get the bus barn out of there. Assistant Fire Chief Shane Wooton said they appreciate the concern, Fire staff is concerned as well and have talked about it with Public Works and Transit.

Discussion of funding options

Burrigh said he talked to Hare earlier about the financing and budget assumptions behind the November 2013 ballot measure and an overview of the PepsiCo settlement. Hare said he had been asked to put together the basis of the estimates that the City used. (see PowerPoint slides in agenda file).

Hare said the process started with the ZCS studies – a 29,000 square-foot, 20-year space need for the Fire Department, and for Police, what appeared to be the current need as opposed to a 20-year need because that number was probably high and it was over three times what the department currently has. Staff also considered building an unfinished third floor, if money was available, to take the Department to the projected 50-year need.

Cost estimates for the Fire Station were based on the ZCS square footage of \$7.3-\$9.5 million for construction. The estimate was from 2011 so would probably be trending to the high side. The City needed to acquire land and had estimated \$1.5 million; the most recent number was \$1.3 million. Contingency of 10% was included. The range for the Fire Department was \$9.5-\$12 million.

For the Police Department, the cost was estimated at \$8.6-\$11.2 million for construction, plus contingency, for a total of \$9.4-\$12.4 million.

The low range for the two was \$18,960,000; high, \$24,400,000. Staff recognized that the estimates were old and probably low, so proposed funding sources to have a General Obligation bond of \$20.3 million; subtract about \$400,000 in bond costs; the City would have available \$4 million that the Council has set aside from the Pepsi settlement. The City also has \$5 million from the settlement that the Council had set aside for economic development; the Council could tap that \$5 million, have said they don't want to, but it is available. The total available – the bond and the designated reserve – came to \$23.9 million. Hare said staff is looking at the possibility of selling the Police Department building; it is hard to know when it would sell or for how much but that could add resources. Staff believed with that package and estimates at the time, the City could build the two buildings.

Arasmith asked if the top number for estimated cost was \$24 million and available revenue was \$23.9 million. Hare affirmed both figures; because of variability in costs, staff felt it was a good match and most contingencies were covered. He added that it would be hard to accomplish the same end today due to rising construction costs without using more of the settlement dollars.

Burright summarized his understanding of the settlement proceeds: the original settlement at \$18.5 million and \$4 million had been used for LIDs that should come back to that fund when they are repaid. Hare said the \$18.5 million was net after attorney's fees. An additional \$5 million will come to the City when the Pepsi property sells. Another part of the settlement that is often forgotten is the additional \$200,000 that comes into county taxing districts annually because the property was taken out of farm deferral. When saying the money has been "spent," Hare said, in some cases, it has been designated. The City put \$1.5 million in liability reserve; that is the fund that was used for preparation work related to the Pepsi project. It repaid \$2.5 million to the City utility funds for infrastructure related to the project. Technically, \$10.5 million is available from the settlement but the Council would have to liquidate an important reserve fund to get there; the number is really \$9 million.

Cordier asked if that included on-hand CARA money. Hare said that has nothing to do with the Pepsi settlement.

Cordier asked about the \$5 million if the Lowe's land is sold. Hare said it is the Pepsi property; Pepsi paid a lot of money for it, and he doesn't know when it might sell but it is something that shouldn't be forgotten because it is a contractual obligation that the company will someday pay.

Burright summarized: of the \$9 million in cash, \$4 million was designated to the projects if the November bond had passed, and the remaining \$5 million has been designated to economic development. Steele couldn't be here tonight and she and the Chamber have very strong feelings about that \$5 million dollars.

He said this is a discussion the Committee needs to have with everyone involved because it is a significant pot of money.

Wyatt asked about the ballot measure explanatory statement, which listed \$1.5 million to make the final payment on other GO bonds. Hare said that was to come out of the \$4 million but that would now be paid before the issue goes to voters again.

(Member Roe left the meeting.)

Morse referred members to three pages of financial calculations he had made using a worst-case basis and explained how he had developed each figure (see agenda file.) For both facilities, the assumption is to capture targeted savings that each department has identified. The Police calculations involve more variables because of the two potential sites. High range costs for 20-year build-out is \$15,818,00, which is substantially higher than what Hare had shown for the Police building. Under a phased alternative, building would go to current needs of 30,000 square feet and leave about 12,000 unfinished; the Canby building, constructed in August 2012, was built that way. He said it would be worth the time to go look at that facility.

Wyatt said Morse's calculations do not consider the existing 10,000 square-foot building on Jackson Street that can be remodeled, probably for \$150/sf; use the existing building, remodel it, build another 30,000 square-foot building and you're there. Morse said ZCS did have a remodel option in the site development costs. Wyatt said the mobile home needs to go. Morse said Wyatt's point is that the City could take the existing building, gut it out, do nothing with that and grow back into it over time, and build a new facility.

Reece said these \$240/sf costs are building costs; he said he didn't see a site cost for the Fire Station. Morse said it is in the add-backs on the last page.

Morse said an assumed footprint of 42,000 square feet comes to \$14.5 million; for Fire at 20-year build-out, 25,500 sf, \$7,650,000; Police, \$15,818,000. If the City goes back to Pacific, the price drops back \$1 million. A phased project would reduce the total down to \$21 million. Bond costs would have to be added; Hare said \$400,000 was estimated for November. Another \$1.3 would need to be added for Fire property. Morse said the Committee has not seen numbers for demolition of existing building or site development.

Morse asked Reece about site development costs at \$20 per square foot. Reece said he'd mentioned that figure to a client recently and was told to forget the project. He said \$11-\$13 is more realistic. For the Fire site, that would be \$875,000. Morse said his calculations are not meant to be definitive but to be a tool to start the refinement process. Looking at the source of funds, he has a sense that the cost of the project will be a substantial influence on how aggressive the Committee gets in monies other than bonds. He encouraged members to check his math; they have a lot of work ahead to pull this together.

Wyatt said no one will know what the bond requirements will be until they get the RFP back with a real professional cost estimate. He asked about how the current GO bond payoff would affect the Pepsi settlement. Hare said that is a policy decision for the Council; the bond will be paid off in 2015; he assumes they will leave the \$4 million available for the project. Wyatt said the Pacific property is already purchased so that is not a project cost; if all this adds up to \$24 million, with \$4 million from Pepsi, it's probably at the same bond cost as last November and that won't be known until the RFP results are in. The Committee hasn't yet talked about CARA specifically; he said he thinks potentially there's some money there, he thinks there are some limits there on dollar amounts for some projects. He has heard one

input that maybe some CARA money is appropriate – take a basic structure, add some design elements, make it more of a public building that will be there for 50 years, it's in a historic district.

Cordier said that's a political issue. Wyatt said a lot of this is political but a dollar is a dollar. Cordier said he knows that two councilmen will support easily \$4-5 million.

Wyatt said the Committee would put together a recommendation at some point, and, fortunately for both these projects, there is a mix of funding sources, but regardless of how the package is put together, it will include a bond. Putting anything to the voters is a political decision in how it is crafted, when it is on the ballot, and other factors go into it. Probably, the recommendation that he thinks the Committee would want to make is: here's the amount of money you need to put together. How you do that is political and, as such, that's what the Council's mission is. The Committee can make recommendations that the Council pull from these sources and consider the ballot timing.

Morse said there is a basic question to address: the bond levy was defeated at \$20.3 million. Does anyone on the Committee believe that voters would accept a larger amount? Wyatt said if they know what they are getting, it's defined and they know what it will look like, what it will cost, where it will be. He said he thinks the voters really think the city of Albany needs a new police station and a new main fire station, but they want to know what they are going to get.

Reece said the Committee's process has been to go back and review the needs, programming assessments, the sites, and all the variables and what has been developed by Morse is a rough-order-of-magnitude number that tells them they are in a range. It has been vetted through this process and it will proven through the RFP process that the Committee didn't just cook the numbers and say let's go to a bond. The Committee has initiated another process which is "now prove us wrong." The public is following the process through the newspaper and on the web; that's part of the education process. The Committee has done its homework and the reality is we need both and how do we get there.

Morse said one of his goals has been to bring the order of magnitude under \$20.3 for a bond. He believes it can be done, they will have to be creative in the other sources of funds, and they need to keep the pressure on to make sure they are building what is necessary and not go beyond it to something that is a little fluff and what's nice. The buildings need to have the longevity of an institutional structure; it will be there for decades and decades and that will cost more.

Burright said he agrees. He said part of him says the issue could go back with the same \$20.3 and would certainly come a lot closer, but he has learned, after years of working on campaigns, the Committee needs to make a significant drop in the bond amount. If they can do that along with letting the public know all the work the Committee has done, it has been vetted and this is what is right for Albany, it will be about as sure as they can get. He said there are a couple of ways to look at funding. (He said he wished Steele was present; he doesn't like to talk about funding in her absence.) When the PepsiCo settlement was done, there was talk immediately that the money ought to be invested in the Police Department and/or the Fire Department; for a variety of reasons, it didn't happen. He said Hare suggested it from the start; that is where the money should go.

Burright said the City Council talked about this whole process at a work session on August 5, 2014. City Attorney Jim Delapoe reminded the Council, when they were in the settlement process, one of the major issues was using the money to build the Police station. He read from the August 5 minutes:

"Delapoe said when Council and staff first started the negotiation process with PepsiCo, the first tool used was the need for a new police station and the fact that it would cost \$10 million dollars."

Hare said when PepsiCo first came to the City and said they were not going to build their plant here, they said they would give the City \$10 million and the City could build the police station. The City said its contract with Pepsi called for considerably more than \$10 million and ultimately settled for more than that. The Police station was definitely part of the discussion. Also part of the Council discussion from the beginning was that the money came as a result of an economic development project; when the City didn't get the PepsiCo plant, it lost a significant economic development enhancement to the community. The Council felt they should invest some of it back to regain what they were seeking from the PepsiCo project.

Burright said arguments can be made on both sides of this. To ratchet up the chance of success, Burright said, they could let citizens of Albany know the City has a significant pot of money sitting in the PepsiCo fund and it is going to use a big chunk of it for this project and not tax their property as much. That's a wonderful selling tool, but the Committee has to be sensitive to the business community and others who haven't had a chance to weigh in. He said he sees \$9 million sitting there now, \$4 million coming back later: what if the Council was asked to contribute \$7-8 million, lower the GO bond by that amount, then use whatever is remaining plus what will come back in the future for economic development.

Wyatt said Linn County participated in the Pepsi project as an economic development tool; they put a chunk of road fund money into it. The Board, after the settlement, had an expectation that a chunk of that money would be used for future economic development. Those investments are made to give value back as future revenues to local entities. To not use it that way, there is a concern; if you took the piggybank and emptied it, to not have the capability to help potential projects makes a big difference.

Morse said it is a genuine blessing to have that fund available, but it is also a curse. Now we're going out with new facilities and the public has to step up in some way, and the Committee will ask them to do that, but when they understand there's \$9 million plus another \$4 million to feed back into it over time, the public could balk. A couple good projects, in a community this size, could use up that reserve twice.

(Member Norman arrived.)

Wyatt said it is certainly reasonable to ask for the \$4 million and to ask the Council to consider some more. What they want to do is combine the different revenue sources to put together a proposal for the voter that has a very good chance of approval.

Morse said the reality of economic development is that the moon shots don't happen very often; it's the little businesses that make the economy grow in a granular and sustainable way. From his experience in the Legislature, looking at the state's role in economic development, public dollars have been provided for economic activity that doesn't always work out. He said he has always maintained that the biggest driver for economic development is the culture within the municipality, whether it's the county or the cities: are they there to help, assist, encourage. The time-to-market issue for business is one of the most critical factors: how long does it take to get into the ground and out of the ground and be in operation. Oregon is horrible; if Oregon was put up against the other 49 states, he thinks it would be at the bottom because it is so bound up in issues of land use and permitting. It's that culture that says we really want business. As an example, he said: how many communities in Oregon could an applicant go in with a set of plans and walk out 20 minutes later with a permit?

Ryals said zero. Morse said it happened with a world-renowned landscape architect and the project at the signature entrance to Lebanon on Highway 20.

Ryals said everyone is familiar with what's going on in Lebanon – the VA hospital, the teaching hospital, hospice care. He said he had worked with those people from the beginning and they wanted to go to

Albany. They came to Albany and they said how long, and Albany said maybe two years; they went to Lebanon and they said how's next month. Lebanon is hot and bursting open. He said he is working right now on 54 units in Albany, he's on his third year of developing it and Albany is being very cooperative; he said he wouldn't say more than that.

Morse said his point is the local culture is one of the biggest drivers or impediments to economic development.

Cordier said Albany is not business friendly. The City Council has recognized that; they had a Business-Friendly Task Force that spent 18 months or two years nibbling around the edges, not making really significant changes, to try to look like they're more business-friendly.

Ryals said as long as the discussion is off the subject, public projects are famous for going over budget. He said he has been looking at soft costs of 25%; he is doing a \$12 million project and soft costs are 7.5%. How do you get to 25%? When an architect turns in their RFP to the public, they cannot know what their percentage is. It is illegal to know. You have two or three firms give you advice and they can cut down the square footage but they sure can't touch that 25%. A certain percent of soft costs go right back to the City in SDCs. On the Woodland Square low-income housing project, he said, the soft costs are 6% and the rest, up to 7.5%, goes to the City.

Reece said that's why he feels the rough-order-of-magnitude is a good place to start. Once the RFP process is gone through, producing true costs and a concept, the Committee can dial into some of the soft cost issues. Ryals said his and Reese's expertise will come into play farther down in the process. He wants to hold proposers' feet to the fire. It starts with the design team. Brief discussion continued regarding soft costs and contingencies.

Arasmith asked to make an assumption that the projects are at about \$24 million. If the Council would agree to use \$5 million of the Pepsi money, \$5 million of CARA, they're at a \$14 million bond. That looks to him like a more palatable sell than \$20 million. Reece said he was at \$7 and \$8 and a \$10-million bond. Cordier proposed \$10, \$10 and \$10. Morse said he thinks the Committee will find out next week that there are some limitations on the amount that is discretionary in CARA without going to a vote of the people.

Arasmith said Wyatt has spoken of some give and take in adding community areas. Scio added a community room.

Burright said the group had a good discussion tonight and he feels better about the costs. The group will get at least an opinion next week about CARA. It looks like there are three funding pots: Pepsi, CARA and GO bonds, and the Committee's recommendation to the Council will be very important.

Arasmith thanked Morse for his analysis. Morse reminded them it is just a tool and he likes Reece's rough-order-of-magnitude. Reece said if they can keep it in context, by the time they get through the process, to the bond, to construction, the project is 18 months out regardless of permitting. They should keep escalation, contingencies and fees in mind.

Ryals said he has heard people say they just want \$20 million and they don't even know what they're going to do yet. They think government isn't as fiduciary with their money as people are with their own. Through this process, he said, the Committee can get there and he is willing to go to Rotary and tell them this money is needed, the Police Department does need this and the City is not going to spend more than this amount. Burright said he and Ryals can't assure that it won't go over budget, but we've done everything we can.

Cordier said people advertise Levi jeans at \$19.95, they don't advertise them at \$20; just to be able to put a 1 instead of that 2 makes a lot of difference. People know that Albany has money stashed; everybody he talks to asks what became of the Pepsi money, how much of that do they have sitting around. Also, he said he went back seven years in City budget documents and every year, Public Works budgets \$33 million and every year, they spend less than \$16 million. He said he'd asked why they do that. He and Arasmith went over it with Councilor Floyd Collins and he explained it: it's the way the forms are that they fill out. They don't have a line item. It ought to say how much money do you have on hand. The answer is the difference between \$33 and \$16 million. They have \$17 million on hand so they do things like the roundabout: he said he didn't know what problem that's trying to solve. People know that City government has money stashed. He asked what higher purpose there is for public money than public safety. Arasmith said safe drinking water.

Committee thoughts and comments

Berg said he agreed with Cordier's comments about \$19.95 v. \$20 but it is also in how it is presented. He thinks not many people who could tell you the amount of the bond that failed last year. They won't necessarily look at the amount and say that's what we had before, rather, wow, that's a lot of money, whether it's \$20 million or \$10 million or \$2 million. The way it is communicated is much more important than the dollar amount, but he said the Committee should try to get it under \$20 million.

Martin said he recalls that the election was fairly close, and he got a propaganda brochure to vote yes the day after the election. Take that and the fact that the Committee will have pictures, explanatory notes, and do a much better job of promoting, he thinks they have a much better chance of passing it this year even if the amount is a little higher. He too believes that people won't remember the amount.

Burright said he is encouraged also but he disagrees with Martin and Berg. He reminded the Committee of the many times Linn County tried to pass bonds for a jail. They had brochures and big campaigns and kept cutting it back and cutting it back. He thinks the Committee has its work cut out for it.

Meeting adjourned 8:50 p.m.

Respectfully submitted,

DRAFT Minutes
Public Safety Facilities Review Committee
Tuesday, May 20, 2014
7:00 p.m.
Council Chambers, Albany City Hall

Call to order

Co-chair Morse called the meeting to order at 7:00 p.m.

Members Berg, Martin, Norman and Steele were absent.

Morse moved guest speaker Jeannette Launer to the top of the agenda. Committee members and staff introduced themselves.

Jeannette Launer said she has been a lawyer for 38 years. She is headed toward retirement but was asked by City Manager Wes Hare to speak to the committee about tax increment financing, public buildings, and particularly the Albany downtown plan and the potential for using tax increment to fund public safety facilities. She offered a quick overview of urban renewal and tax increment financing (TIF).

In Oregon, every city and county has the opportunity to activate an urban renewal agency and adopt urban renewal plans. The agencies are not "urban," per se; over 60 communities in Oregon have urban renewal plans. The idea is to outline within a city an area that has been identified as having blight. Blight is defined in statute: it is not just falling-down buildings but a lot of other things. Identify a defined area, then make public investments in the defined area to order to cure the identified blight to enhance over all the property tax base and the economic vitality of the entire municipality based on investments in the urban renewal area. The urban renewal area is identified in a plan; Albany has the Central Albany urban renewal plan (CARA) and within that, Albany has multiple projects that the City Council identified as the kinds of projects that would cure the blight and meet other policy objectives. Urban renewal plans come with a special kind of financing. The idea behind tax increment financing is that all of the taxing districts make a public investment in order to raise property tax values within the area and after a time, that property tax value is turned back to the tax rolls and all taxing districts benefit.

When an urban renewal plan is adopted, the property tax-assessed values within the area are frozen; that is sometimes referred to as the "frozen base." During the time that an urban renewal district is collecting tax increment funds, the overlapping taxing districts collect their taxes only on the frozen base. Any taxes that are collected on assessed value above the frozen base, the delta between actual assessed value and the frozen base, is called the increment. The rates that are generated by the overlapping taxing districts are applied to the incremental value and that amount of taxes is turned over to the urban renewal agency to fund the payment of debt that has been incurred to do these projects. The district will not have a lot of cash right away to do projects, so it can borrow against the upward movement of assessed value, get cash and as the assessed value rises and the collections are brought in, the debt gets paid off. When all the debt is paid off, that's the trigger: the urban renewal agency can no longer collect tax increment funds from a district that no longer has outstanding debt. The TIF portion of the plan is retired. Sometimes, people can finish their projects using cash and that's acceptable.

What about public buildings? In 1987, Launer said, she was part of a conversation with the Legislature that revolved around some very distressed taxing districts that felt there was some serious abuse going on by using urban renewal funds to pay for public buildings that served not just the urban renewal area but

the entire city or county. In this particular case, it was a main branch library. Discussion included sentiment that urban renewal was not supposed to deal with public buildings but was supposed to be incenting investment by putting a little public investment in. Because a number of urban renewal agencies and their municipalities had done this, argument was made that while taxing districts statewide might think it's a bad thing, it should be left to the locals. Each of these projects has to become part of the plan by the City Council adopting the plan, so conversations about what's abuse, what's good, what's bad, belong at the local level.

Launer said Legislature mostly agreed to that local control, but put a section in the law that says urban renewal plans have to have certain things; it is a long list. A public building can be part of an urban renewal plan for funding with tax increment, but the plan must include a finding that that public building "serves or benefits" the urban renewal area. If you are going to invest relatively limited dollars that are being segregated for purposes of curing blight and incenting private development, you need to show somehow that the public building serves or benefits the urban renewal area. Example: you are building a precinct inside an urban renewal area. Part of the blighted conditions included a high crime rate, a lot of derelict buildings and other issues. The City Council in the plan document could say this precinct clearly serves this area, it will serve and protect its residents, it will allow interaction, it provides community meeting space. She said that's a no-brainer for a public building. A branch library is another example.

She said more interesting discussions happen when one is considering what this Committee is considering: a main police station and a main fire station. Oregon law has no prohibition for funding such a facility from zero to 100% as long as you make the serves-and-benefits finding and, in her view, as long as some other policy matters related to investments in those kinds of buildings are considered. It is important for the Committee to be aware that the statewide antipathy to using tax increment for citywide public buildings has not gone away. In the 2013 Legislative session, the one and only thing the taxing districts wanted to talk about was this. (She said a deal has been made that the Legislature that it can't talk about urban renewal until 2017 unless the Association of Oregon Redevelopment Agencies agrees to it.)

Funding public buildings with urban renewal money is still a big deal, she said. The idea of urban renewal dollars not being put to the policy uses of curing blight and incenting private development: those arguments are now evolving to the local level. The statewide organizations of special districts are encouraging their members to talk about the issue in public forums.

Another issue regarding "serves or benefits" the urban renewal area: there has been a practice of considering the amount invested in public buildings in the urban renewal area would relate to the benefit the urban renewal agency, sometimes called the proportionality test – cite the reasons the buildings will serve or benefit the urban renewal area but they will also benefit the entire city or region, so maybe it makes sense to fund, say, 25%. It is not precise mathematics; it is all in the discretion of the decision makers. The idea is to relate it to the one and only thing in state law about public buildings – the serves or benefits requirement. That is the big picture at the state level.

Launer said she has looked at the Albany plan and it has a one liner that says "public facilities" is a project in the plan. Listed public facilities are libraries, museums, performance areas, parks and the arts; it does not talk about law enforcement or fire protection. The plan has no serves-or-benefits finding in it, even for any of the listed public facilities; the plan would need to be amended to add a serves-or-benefits finding. If you want to use tax increment funds to do all or part of financing these facilities, they would need to be added as a project in the plan.

The Albany plan has rules about how to add projects in the section called "Amendments to the Plan." Something has to be added about how these facilities serve or benefit the urban renewal area and the plan has two kinds of amendments – "substantial" and "minor." Substantial amendments include raising the

maximum indebtedness; how much debt can be incurred. It is supposed to be a limitation on how long the plans can go. When you get to your maximum debt, you have to pay it off and you're done. Another substantial amendment is increasing the boundary by more than one percent. The Albany plan also has a section that says a substantial amendment includes adding projects that cost more than \$500,000 in Year 2000 dollars (\$733,000 based on the plan's escalating percentage). Anything that doesn't meet those criteria, such as spending \$732,000 on each project, would be a minor amendment and a much easier process. A minor amendment is a resolution of the urban renewal board. The amendment would list the projects, include the serves-or-benefits finding, and would change the report that accompanied the plan which is all the financial information that describes how much money goes into each project. In order to keep it a minor amendment, it has to fit within the total maximum indebtedness; CARA's maximum indebtedness is already allocated. The urban renewal agency board would also have to pass an amendment that moves around the money so these projects would be funded.

Ryals asked for clarification about the amendment. Launer said it is triggered by adding projects that are not on the list in the CARA plan.

Launder said if the committee wants urban renewal to contribute more than \$732,000, that's a substantial amendment. The Albany plan has a process for substantial amendments that includes a public hearing process, City Council decision, and Planning Commission recommendation, the same as when the original plan was adopted. In Albany, however, any substantial amendment needs to go to the voters. She said she did not know if the vote had to be at a specific election; she said Cordier knows the details of the initiative better than she.

Wyatt said the fire station is one project and the police station is one project; he asked if, together, they could get about \$1.5 million in urban renewal funds. Launer said yes.

Wheeler said urban renewal doesn't really fit for what the Committee is trying to do. Launer said some communities have found that it does fit. The serves-or-benefits test is important to think through. She said it depends on what Albany wants to do; her opinion is that urban renewal funding is not a very good fit for 100% funding. She doesn't believe it is as bad a fit if combined it with other sources of funds. When a new facility with better service ability is sited in an urban renewal area, it will throw off good benefits. The argument for assisting the area to make it more attractive for private investment is legitimate. Partial funding from urban renewal is a better fit.

Wheeler asked how much Launer means by "partial." She said there is no guidance other than the good sense of the decision makers, thinking about what feels right when looking at the project. It is a political decision. It will be made by City Council, and they will have input from citizens. It's way easier to build a road: measure the road, determine the cost per lineal foot and that's how much the district will pay. This is a much more discretionary decision.

Wyatt said fire stations are area-driven, Replacing the fire station, which is in the urban renewal district, in the same place has a very direct connection to the area within the district. He said that serve-or-benefit would be pretty straightforward. A police station serves the entire city. The fire station is more response time-driven siting. Bradner agreed, adding that the main station also serves the community as a whole and backs up the other stations. Wyatt said Bradner could probably come up with a number for service within the district compared to the rest of the community.

Ryals said other math enters into increment financing: CARA never funded an entire project or even a major part of the project; its role has been to get it over the hump. The board doesn't like to do more than 10-15% of a project; that leverages as wide an area as they can. It wouldn't be out of character to say even 25% has not really happened before. Cordier disagreed. He said someone would have to look at some

specific projects to see if that rationale holds. Ryals said he doesn't know if it is across the board but that is the intent. Cordier agreed as it applies to smaller projects.

Cordier asked Launer about House Bill 2632: if Albany goes for a general obligation bond, this year or next year, will that money be available for the Albany urban renewal district to take money from. Launer said yes. HB 2632 only refers to local option levies, which are used for general operating purposes. Albany's urban renewal agency will not divide any local option levy that was passed after 2013. Bonds are not the same and she believes they are still divided by the urban renewal agency. Cordier said in the run-up to the November 2013 election, the City Council made a decision that no money from the \$20.3 million bond would go to the urban renewal district. He said that is an issue for the committee – whether that decision will continue or the Committee would make it as a recommendation.

Launer said the Council could decide that the urban renewal agency would have to invest whatever they would have gotten in the new facility. There is no way to stop the agency from getting the money; they could redirect the money. Cordier said they could underlevy, totally. Launer said underlevying reduces the total amount that comes to the urban renewal agency, it doesn't necessarily just make the bond whole. As a policy matter, there would be a way to mitigate that division.

Morse asked for clarification: general obligation bonds raise taxes sufficient to service the debt. How does urban renewal take monies out of that tax and still keep the integrity of the debt? Launer said a person from an underwriting firm that does general obligation bonds that have urban renewal districts impact would account for that when doing the underwriting. The bond is sized so that you get the proceeds you need to pay for the bond project. Wyatt said it is value-based. The value that belongs to the urban renewal district is not there to tax. The size of the bond is calculated on the value you can levy against; it's all done up front.

Burright said special levies are impacted if they were passed prior to 2013. The sheriff's office levy is up for renewal; results should be available in about 20 minutes and the new levy would take effect in a year. Bradner said the Albany police and fire levy comes up again in 2017. Burright said the Committee has a very real issue with that.

Launer said she was expecting to be asked in what year would an amended urban renewal plan start collecting money that could then go to those projects. The City would be in a position where, during the first few years, depending on when the bond is actually sold, it would have more limited amount of funds available to service that bond, but after 2017, whether or not the levies are renewed, the urban renewal agency is going to stop taking a cut. Someone will figure out the difference in how those payments would be sized over the life of the bond.

Burright said he is confused between the GO bond and the special operating levy. Launer said the only difference for local option levies is that CARA will stop collecting a portion of them. CARA will have less money and the taxing districts will have more. Burright said, until 2017, police and fire will take a cut in operating funds from the special operating levy; are we robbing Peter to pay Paul?

Wyatt said, if the law enforcement levy on the ballot passes, CARA would get about \$350,000 less, aside from the rate increase. The levy with the increase will increase compression on Albany's police and fire; he does not know how much. The Albany public safety levy in kind increased compression on the county levy. Trying to figure out exactly what happens with compression is really squirrely because it affects the value of every property. It has too many moving parts.

Hare said he thinks what Burright is suggesting is, if the urban renewal agency took money and used it for the police and fire stations, it would not have any effect on Albany's police and fire levy. He is talking

about the use of the money after it has already been taken from those agencies; you are not increasing the amount but rather proposing to redirect some of it.

Morse said he understands that the Albany urban renewal plan has a ceiling of \$52 million and it has already been committed. Launer said the plan has a list of projects that come up to that amount. The district has not incurred debt to do all those projects; the actual committed debt is less than \$20 million. The law requires projects to connect to money, so if projects are added and they cost money, other projects need to have less dedicated to them or be removed from the plan. It's not that the district has no more debt to incur but it would be shuffling within the \$52 million. If the district decides to do a substantial amendment to dedicate more than \$733,000 to a project, the district is allowed to increase the maximum indebtedness. That is a political decision and, in Albany, a voter decision. If the district wants to devote an amount to the police and fire projects and keep all the other projects on the list, it could increase its maximum indebtedness by the amount of the new projects. That goes to the voters.

Morse said it would be helpful to know the list of projects that can't be reeled back in. With \$20 million in play, how much of the remaining \$32 million has actually been committed so if it was taken away, it would be in bad faith. Hare said it is almost none. Morse said that is a lot of room to shuffle things around and change priorities if it was the decision of the Council.

Cordier asked to make a correction: on page 19 of the urban renewal plan, it is \$56 million. The district is not in debt right now by \$20 million. The \$56 is the cumulative times that the district has gone into debt, also indexed for inflation, so that \$56 million gets rolled up to pick-a-number. Launer said that is not correct; you do not change the maximum indebtedness. Cordier said a bunch of people don't know that. Burreight asked, if you allocate \$10 million, and it is paid back, does that still leave \$56 million? Launer said no, it would \$46 million. Wyatt said the urban renewal district doesn't go forever, though some do.

Morse asked Launer for an opinion: tax increment financing assumes you are paying off the debt with taxes that increase by virtue of improvements in the area. The police and fire stations are non-taxable structures. If the City puts money into these facilities, does it undermine the ability of the debt to be repaid? Launer said the City would incur the debt based on projections that show increment that is sufficient to pay the debt, if using tax increment bonds. Also, Albany has a pretty healthy district at this point; it is producing increment. She said Morse's question is more of a policy point; if you accept that tax increment funds are a limited source of funds, that some urban renewal agencies have said they want to invest those funds in more property-tax direct value-building projects, that is why they ended up with the serves-or-benefits test. Launer said if you can make a legitimate finding that there is going to be a benefit, it is a policy choice where you put tax increment funds. They are not unlimited. They have a fundamental purpose of curing blight. It is a policy question reserved for the locals.

Ryals said theoretically the answer is yes, because it would reduce the time that tax increments could pay back the original bond. Launer said it depends upon what is already in public ownership. All of the projections for the urban renewal tax increment collections have been based on assessed value; public property is subtracted out of the original projections. In taking taxable property off the tax rolls, the urban renewal agency is going to see a reduction in the amount of value against which the rates are multiplied; in that situation, it would be slightly inhibited. Tax increment debt will be sized based on what you can afford and what you can afford will be based on what has gone before. Albany has had good success so far.

Wyatt said Albany could get a new project that's built because there's a new fire station or new police station right there. Launer said there is anecdotal evidence that if folks see the public investing to make their public facilities better, nicer, more efficient, that inspires others in the area to invest.

Arasmith asked the assessed value of the property around Station 11 that will be taken off the tax rolls. Morse said the property is costing \$1.17 million so that is coming off the tax rolls. Arasmith said he did not know what percentage of the value of the district that represents.

Ryals said the same argument applies to First Avenue. Buildings have been improved with TIF but the street had to improve, too. No incremental tax payoff comes from fixing the street or the sewer, but they had to have those improvements to make their investment. The same argument could be made for police and fire: would someone invest a million dollars in downtown with a fire station that's falling down.

Cordier said he would like to read a couple of sentences from the CARA plan:

- Page 7 states that there should be "development compatible with the ability to provide public facilities and services." (Oregon Quality Development Objectives.)
- Page 6 says "providing quality public services for a better Albany;" another part of page 6 is "a vital and diversified community that promotes ... quality public services." (City of Albany Mission and Vision Statement.)
- Property Acquisition and Assembly: "Acquire land and buildings for" the "public and private development"... (Project Activities/Development Partnerships, p. 12)

He said there are many hooks in the current plan that could be used should someone decide to use those hooks to use CARA money for these projects. Others may disagree and there is the minor adjustment and the major adjustment and always a way out of the box if somebody doesn't feel comfortable. The way he reads the plan, in about 15 minutes of searching for hooks, he wanted members to be aware that those hooks to public buildings are already in the CARA plan.

Launer said the quoted material sounds like policy statements. She said Cordier is saying that it wouldn't be inconsistent with what is already in the plan.

Wheeler asked if there is another example in Oregon of anything close to what this Committee is trying to do. Launer said the particular circumstance she referenced is in Gresham. They built the Rockwood police facility in the Rockwood urban renewal area using close to 100% urban renewal funds; she thinks they also had some state grant money. She said she doesn't think she has ever been asked about a fire station other than in theory. The big targets for the taxing districts have been civic centers, city halls; Wilsonville financed its entire City Hall with urban renewal prior to the serves-and-benefits requirement and that is what triggered the debate. She also referred to Salem Public Library and Talent did a civic center complex, all with urban renewal money. Agencies and decision makers who are making those decisions very carefully assess their own local circumstances and decide whether that's where they want to put their urban renewal money, whether there's risk of challenge or public disarray over that kind of decision and have gone forward and have not been challenged.

Ryals said the big controversy around this is that these things were formed to take care of long-standing issues within a community that were not solvable in any other way – downtowns deteriorating, blighted areas. The idea was to take this money away from the general fund and to focus it on these areas, to rebuild them and make them viable again, help private parties come in and revitalize these areas. It became a big pot of money and money draws interest. The controversy comes because the people who set these up did not set them up to build city halls. Ryals said you could make the argument that they do contribute. Wheeler said they weren't set up to do that.

Cordier said he was told that a city north of here, maybe Sherwood, built an athletic field and stadium using urban renewal money. Launer said she was not familiar with that.

Ryals said that happens; what's the definition of public good. It is important that local people decide that because they understand how the community works. Wyatt said Portland has built some very nice apartment buildings with urban renewal.

Burright said he expects there will be a lot of discussion in the community in coming weeks and months about the whole definition of "project" in the Albany plan and whether what is being considered is a minor or substantial change and whether it triggers a full vote of the public. Several months ago, he said, he read the paragraph that Launer referenced earlier with the definition of "public facilities." He said he read it many times, trying to stay totally objective and think like a judge. It's a legal document. He said he finally came to the same conclusion as Launer: it didn't say the only thing you could build is museums. With the word "including," the inference was those types of facilities. It didn't say you couldn't build a police station or a fire station but the inference was museums and parks and things that help the blight.

Launer said technical dissection of that section is exactly what Burright said. The words are "public facilities including" and then the laundry list. She agrees that they sound more like people-gathering places, places where people would do stuff, so you would have other things being invested in around that public thing. The amount of money in the Albany plan that is dedicated to that line item is \$550,000, and a serves-or-benefits finding is required to do any of those kinds of projects, explaining how the project serves or benefits the area. She said Albany would have to call out a particular project in order to do a serves-or-benefits analysis and change the money; the \$550,000 is the total for all of those things. The decision makers could decide that Albany's public facility for \$550,000 is the police station and it serves or benefits in this way; that would not require a change in dollars or a substantial amendment, but the plan would need some kind of an amendment. From trying to fit that statement about public facilities into the purposes of urban renewal, she thinks the plan needs a new project.

Ryals said it seems similar to the issue with the Pepsi money. It was set aside for economic development, and now the Committee is saying maybe some of that can be repurposed. Urban renewal money was set aside to do tax increment financing; there's a pot of money so maybe some of that can be set aside. If that is how the committee proceeds, he thinks most people would be OK with that: sharing costs by taking a little from Pepsi, a little from urban renewal, asking for a bond. He sees balance there. But if suddenly CARA was going to pay for it all because it has a big pot of money, that would be going back on what was originally intended.

Hare asked Launer about a minor versus a substantial amendment: what happens if decision makers say this is not a substantial amendment to the plan and someone decides to challenge it. Launer said she doesn't know. Under urban renewal law and court cases, a "substantial" amendment is a land-use decision because it has to conform to the Comprehensive Plan. A challenge would go to the Land Use Board of Appeals, the Court of Appeals, and so on. It happens fast but is done by people who don't know much about money. The challenge to minor amendments is unclear. They might be challengeable by writ of review, which is a Circuit Court case that has to proceed quickly, but there's an argument that it's not that kind of decision and writ of review is not appropriate. Other forms of recourse include declaratory judgment, suit for injunction; those have very long statutes of limitations – 10 years. If a decision was made that something was a minor amendment and it was adopted as such, acted upon and money was spent, she thinks bond counsel wouldn't give a clean opinion on the bond, and that would probably be the biggest consequence. A substantial amendment carries more certainty; it's a long process that includes voter approval, but in the end, everyone knows where it is going.

Wheeler asked if there is a different rate of return on General Obligation bonds and urban renewal. Launer said the interest rate is different because a GO bond would be the general obligation of the City, backed by full faith and credit. Tax increment bonds, depending on the health of the urban renewal area, might not require a full-faith-and-credit backup but would likely be a higher rate. She said she didn't

know what rates are doing currently. Wyatt said it's probably two to three points. It is a risk because the pockets aren't as deep. Wheeler said generally it is a higher rate; it will cost more in the long run. Launer said that is correct. She said to remember that tax increment is spreading repayment on all of the taxing districts; a GO bond is all on the city. That is another distinction that needs thinking through. Discussion followed.

Hare said the actual rate would not be known until both types of bonds are rated by bond counsel. He said the rates vary daily. He said Wheeler's general point is correct – there will be a spread and urban renewal money will be generally more expensive. The greater the amount, the more substantial it would be.

Ryals asked if that still applies regardless of taking a dollar or a million dollars. He said he is confused about amount. Launer said a minor amendment is safe; the project list can be amended as long as no projects are added that are more than \$733,000. If, in order to fit new projects into the list, others are removed, that is still a minor amendment.

Wyatt said if the City goes out for a GO bond for these projects, that is a very specific purpose. When the urban renewal district goes out for a bond, they may go for a set amount that covers 10 projects; they just want money in the bank so they can continue to do it; that's why it is a more expensive option. They won't go out for a bond only for the two projects the Committee is dealing with. Arasmith said it is also more expensive because more than one taxing district is responsible for it.

Hare said, for a relatively small amount of money, such as \$1.5 million, the cost of money will be insignificant. Arasmith asked about \$20 million. Hare said it could be substantial.

Cordier said he can't imagine the Council saying they would kick in \$4 million and violate intentionally the rule that says you can only increase a half a million or whatever the indexed amount is. Nobody would do that. Albany's plan has rules that apply; he said, to him, there's no downside as long as the rules in the plan are followed. He asked Launer if she thinks making a major adjustment to the plan is a huge hurdle. Launer said it completely depends upon, just like any other public vote on a project, the quality of the project and its presentation.

Reece said if the minor amendment was all they did, it has an inherent risk of being challenged. Cordier said not if you don't violate the six bullet points in whatever a minor adjustment is. Reece said that was not what he heard. Morse said he also heard that this is under land-use laws and it requires no standing to appeal. Launer said that applies to a substantial amendment. Ryals said as long as it stays under \$733,000, they don't have to worry about it being appealed because it is within the rules. Morse said that was not what he heard.

Launer said she isn't saying an appellant would have a good case; she thought the question was "what would happen if somebody was dissatisfied?" Folks who are dissatisfied generally are pretty easy to identify, and would likely bring a challenge right away. There are probably creative litigation attorneys who could make it so that somehow, you brought some kind of a case that would validate this as a good decision; that is not her bailiwick. One of the reasons little is known about minor amendments is because people stay within the rules and folks don't get upset about it, if it's under the umbrella and it's clear.

Arasmith asked if there were questions from the audience.

Ryals asked again why \$733,000 is significant. Launer read from the excerpt on amendments:

“It is a substantial amendment to your plan if you add improvements or activities which represent a substantial change in the purpose and objectives of the plan and which cost more than \$500,000, adjusted annually from the year 2000.”

She added that the \$550,000 is a line item in the report.

Ryals said it clearly states that if we stay within that, it's clearly nonsubstantial. Arasmith said the provisions were “and” rather than “or.” Launer agreed. She said the sentence could be parsed using the policy language that Cordier read earlier and that would get riskier in the interpretation and moving forward with more money than \$733,000.

Morse asked for clarification: if the Committee stays below the inflation-adjusted number, it would not be even a minor amendment; it would just be a declaration within the plan as to where the money is being spent. Launer said, no, it would be a minor amendment, but relatively easy to accomplish because it is done by a resolution of the CARA board. Wyatt said it would still need the serves-or-benefits finding and the projects would need to be added to the plan. Cordier said CARA had already done one minor adjustment.

Launer said all that Wyatt said is true. The reason it has to be a plan amendment because there is some stuff that has to be added to the plan.

Wheeler asked if the total was \$1,060,000 for both buildings. Morse said \$1,466,000. Cordier said there is no reason to drop to that choice; put together some paperwork and put it to the people. You say here's how much money we want CARA to support, whatever building we want to pick on, and you change your plan and get people to say yeah, let's do that. It's not an insurmountable deal; it just says you've got to get the people to agree.

Morse said it begins to really undermine the purpose of tax increment financing improvements if the Committee dedicated a substantial amount of that money to these projects through a substantial amendment. It doesn't put a dime of tax money back in to finance the debt. Cordier asked how many tax dollars get added when we contribute money to a building that is called an historic building and you cannot increase the tax rate even after you invest \$750,000 into it.

Ryals said he understands the idea of going out to the voters again but everyone needs to consider timeliness. The building industry is getting hit hard now with inflation. He said he assumes the City would not want to put both buildings on the same ballot because one could pass and take the other one down; it sets up a really confusing situation for voters. He said he is worried about how quickly the Committee can move forward because, after having visited the fire department and the police department, this is something that needs to get done, sooner rather than later.

Reece asked for clarification: the substantial amendment is a land-use process that could go to LUBA but it would have a definite end and be done. Launer agreed. With a minor amendment that has a life of 10 years, an owner of a piece of property who has been sitting on it and it's been identified for one of those projects, three years down the road could demand money and file a suit. There's an inherent risk and there's straightforward process that's got time on it. He said he agrees with Ryals about timeliness and building before the price goes up but the Committee needs to walk through those two steps: is \$1.4 million worth the risk or go to \$5 million and make the big amendment and go for the vote.

Ryals and Reece discussed the CARA projects list: it does not include every piece of property downtown but includes types of projects that could be done in the district.

Reece said if the Committee were to do a survey, he would say let's do the \$1.4 and move on. He said he'd repeated what he heard to make sure he understood the minor amendment process. Launer said she could project, as a worst-case, that someone could bring a lawsuit; there may be ways to cut it off and make the process shorter. It is a valid point that, if you are doing exactly according to the rules for a minor amendment, the risk is very small. None have ended up in a challenge because of staying within the confines of the rules.

Albany Democrat-Herald reporter Steve Lundeberg asked the year attached to the \$500,000 figure. Launer said 2000.

Morse said Launer's presentation was illuminating and helpful and thanked her for coming. He said he thinks the Committee is slowly drawing boundaries around the project and they have heard what the boundaries are with respect to the financing – the do-able boundaries for tax increment financing and the squishy boundaries with respect to the PepsiCo funds.

Comments from the public

John Pascone, 435 First Avenue W: regarding funding, Pascone said he would like the Committee to leave out the \$5 million for economic development. The PepsiCo project was for job creation and the Council put those dollars aside for economic development. Those should be for job-creating projects, not community development projects. Those are different categories. He agrees that Albany needs these new facilities but should try to preserve some of those economic development funds for job-creating projects. He said the Committee could do what it will with CARA funds and bonding. He commended committee members for serving and taking the time to work it out. Morse asked for clarification: \$9 million in cash is available in the Pepsi fund. Pascone reiterated that \$5 million of that is set aside for economic development. Morse said originally \$4 million was set out to go with GO bonds for the new buildings. Another \$5 million is in accounts receivable that will be coming back over time.

Cordier asked Pascone if he was in favor of the Council's decision to say no to a bottle redemption center that would bring jobs to east Albany. Pascone said he wasn't in on that. Cordier said he thought Pascone was in economic development and the company wanted to spend a lot of money rehabbing that building. Pascone said there weren't a lot of jobs. He said he is always on the fence with political decisions. He said he and staff are trying to help the company find a place that makes sense for zoning. He thought it was a good location but it is a pretty constricted site, it didn't have a lot of room for parking and access. He said the Council made a decision and he is OK with it.

Cordier said the reason he asked the question is that the Committee has had discussion before of whether Albany is business-friendly. The economic development money can only be used wisely if there is an active economic development effort going on.

Wyatt said last week Linn County approved three enterprise zone applications with a little under 300 jobs. He said you can have a big debate about local government and jobs and economic development, and whether it makes sense or not. He said good argument can be made that government doesn't know beans about developing businesses; sometimes it is a bigger road block than a freeway, but staff certainly work within the constraints imposed upon them. He thinks we don't do a bad job in Albany.

Ryals noted that the Committee had a bit of the discussion at the last meeting. Every city has hurdles and rules and things to go through, but money talks. When you have a potential business that can locate anywhere, it's a pretty big incentive to say we can bring in your sewer. Pascone said he was surprised the bottle redemption center was turned down and there was so much against it, but take a look at the site and think about the traffic and the use and it made sense.

Gordon Shadle spoke. He said something that hasn't come out here is the Committee's role in trying to influence a future vote on the future debt. Part of the problem it failed the last time because a lot of people balked at writing a blank check for \$20.3 million. If you don't bring that down substantially, you risk having a future vote go down in the same manner as it did last time. If you nibble at the edges of the recommendation with \$1.4 million, people are going to say you're not serious. If you go big and deal with a substantial change in the CARA plan, and deal with that in a realistic way, people are going to have confidence that this committee is looking out for the taxpayer. He advised the Committee to go big or go home; don't nibble at the edges. Don't give something small to the taxpayer and think they're going to bite into it. Big is the only thing the taxpayer can latch onto and the measure will get some support and fly through the next election.

Wheeler asked Shadle for a dollar figure for "big." Shadle said he thinks both buildings can come in under the same substantial change to the CARA plan for \$25 million. If CARA went out now and sold bonds for \$25 million at 5% for the next 20 years, to service that principal and interest takes about \$2 million per year. CARA currently takes in about \$2.6 million of tax increment annually; the CARA folks project that will go up 16% per year, so even if both buildings were funded by \$25 million from CARA, CARA would still a million dollars in tax increment at least going forward over the next 20 years, plus it still has enough money to keep doing its pet projects and pay administrative costs. He said, theoretically, the Committee could go all the way.

Wheeler said he doubted CARA could get the money at 5%. Shadle said he looked online yesterday at municipal bonds being sold at Bondsecurities.com: it's doable. He said Portland sold a lot of urban renewal bonds that day at 3.2%. Wheeler said those bonds are a higher risk; Shadle said it's higher risk because they are secured in a different way – TIF through urban renewal as opposed to faith and credit of the taxpayer. The other distinction that has to be made, that the public understands pretty well is you can go down the urban renewal debt path, which is currently approved at a cap of \$56 million, and, in theory, CARA doesn't have to get voter approval. GO bonds require a vote every time.

Wheeler said that was not why the urban renewal plan was put together. Shadle said he hears the arguments on both sides. CARA is getting ready now to sell \$3 million for infrastructure; infrastructure is no different from putting up a police department or a fire station. He said we're asking you to do it on a bigger scale.

Review Request for Proposal documents

Staff and members distributed RFP documents for both buildings. Morse suggested asked Bradner to lead the Committee through the salient points.

Morse added that the plan is for the Committee to meet on May 27, then June 10, probably take a summer recess, then come back to review the RFP results and wrap up the Committee's final recommendations.

Bradner said the Fire RFP is 29 pages long and includes a lot of information; staff delivered the documents to give committee members a week to look them over. Staci Belcastro, project manager for Public Works, will be at the next meeting to answer questions and discuss it further. A lot of the document is boilerplate that has to be included by law. Fire relies on Purchasing Coordinator Diane Wood and Public Works to meet those legal requirements; they do this kind of work regularly. The document is a draft. Neither has a project number assigned yet.

The Fire Table of Contents page numbers are correct but some of the attachments are out of order; they will be in the right order when the formal document goes out. The process is outlined numerous times. Morse noted the relevant date for the Committee is November 1.

Wyatt referred to page 3; he said he didn't see a cost estimate under primary components. Bradner referred him to page 13, the scope of work. In Section 3.2, work requirements, under Phase I: Preliminary Design, the comprehensive preliminary cost estimate is on page 14.

Cordier said, on page 13, he sees the potential inclusion of Fire Administration. That is not in the ZCS proposal; that says that Fire Administration stays at City Hall, so why did that get included? It wasn't in the Committee's recommendation. Bradner said that could be taken out, if the Committee prefers, but he felt there was some interest in seeing if that could be done.

Ryals said page 18 is what is salient to him: Section 4.3 Selection Review Committee. After the RFPs have been sent out, someone has to review the responses and determine what is in the best interest of the town. After the visits to Scio and Corvallis, Committee members determined that the key is to pick the right person. The RFP says the Selection Review Committee will be comprised of at least three members. It doesn't say how they're chosen, who they are, where they come from. The qualifications talk about their experience with fire stations and their ability to produce these things, but this committee is here to be able to figure out does this fit in the community. He proposed that this committee be appointed to evaluate these things.

Morse said that is a very big issue. Cordier said he thought the Committee had agreed that was the way it was going to be. Morse said, no, they had not.

Morse pointed out the time and said members need to go through the RFPs, mark them up, make suggestions, and come back and go through them page by page at next meeting.

Arasmith said he has been in the position of responding to RFPs and the cost estimate needs to be right up front; Wyatt had mentioned it earlier. It is a big deal to come up with cost estimates.

Burrigh cautioned members to be careful: they are not there to wordsmith the RFP; there are some things the City has to be able to do. Cordier's catch of the administration piece -- that is something the committee has discussed, something that is or is not part of the recommendation -- that is the kind of thing members should be looking at. He said he thinks it is fair to throw out some suggestions but they are not there to write an RFP.

Ryals said, regarding his suggestion of the Committee reviewing the proposals, maybe not everyone would want to be involved. Certainly the Chief would need to be part of that or city staff would have to be involved. He doesn't think the Committee would want to try to do it all on their own, but it seems like there would be a place for Committee members who are so inclined to sit with the Chief and city staff members who have expertise that the Committee doesn't have, to help come to a decision.

Norman said he doesn't know what pieces the City is required to have in the RFP, so he doesn't know if there is a requirement for who reviews the RFP. Ryals said you can pretty much do what you want. Wyatt said there needs to be a selection process that is spelled out in the RFP. He said reviewers need to be qualified to make the recommendation of the award to City Council. You don't want to get into a situation where there could be a challenge. You need the right people but that doesn't mean you can't have whoever from the committee wants to attend and listen.

Bradner said the language doesn't limit the number of people on the committee; it says "at least three" and members haven't been selected yet. Wheeler said it is wise to keep it at three; get any more than that and you'll never get anything done.

Ryals said these things get done all the time. It is not difficult; reviewers are not going to micromanage the architects making the proposals, but it is a big decision for the town. Scio got someone who really understood them and worked well with them and that supposedly made all the difference. He thinks that is true.

Reece said the language gives the Committee the opportunity; it says "at least three." It can work with a committee of six or eight.

Morse said he thinks the Committee needs to guard against getting more and more into the administrative side of this issue; he doesn't think it is the Committee's role to get into the details of administration. Cordier said he doesn't know Staci, if this is her first engineering project, what her credentials are, and there are people who have been in this business for 40 years saying to get the cost requirement in there early; that's important.

Morse said those are good suggestions that members can bring back to improve the RFP document, but he is talking about, when this is set in motion, the risk is that the Committee will continue to invade that administrative sector, and he thinks that is not the Committee's responsibility.

Wyatt said the way this is structured, whoever is selected is in there from start to finish until the project is complete. You can stop somebody after Phase One but the odds are, whoever you're buying here is going to take it all the way through.

Ryals said he just wants to see the presentations, listen to the people and say, yeah, that guy gets Albany.

Reece addressed Arasmith's point about costing: it might be important that it be emphasized in the executive summary, but if they don't read the scope of work they shouldn't be responding to the RFP. At the back, it says the City can ask for additional information.

Morse said the Committee needs to focus on whether the document is consistent with the general direction of its recommendations. He said the Committee has expertise that is rather unusual; if there is interest and a willingness by administration to expand the role for subcommittee to help in that process, he would have no problem with that. He said he wants to make sure the Committee stays within its boundaries.

Arasmith said he supports what Ryals said and feels similar. He doesn't want to score the applicants, but he would like to watch the presentations, get a feel for them and who really has a connection with Albany. In Scio, there was a connection. In Corvallis, the chief wasn't really supportive of the architect.

Morse suggested making a recommendation to the administration that, when these interviews occur, they notify the Committee and provide an opportunity for members to attend if they wish; it is not a Committee function but those who have particular expertise and time to do it.

Ryals said his goal is to finish this committee and be able to go out to Rotary and people he knows and tell them honestly, the Committee has done the best job they possibly could – they've looked at the program, looked at the money, they've interviewed a variety of architects and the City has chosen the best person for the job. He said he needs to be able to go out and look people in the eye and say you need to vote for this because it's the right thing.

Burright announced that Sheriff Riley would be doing some hiring and opening up jail beds: the sheriff's levy has passed.

Ryals said he thinks people get it. He said he doesn't think it was the money last time, it was lack of information. Morse said it would be interesting to poll that question.

Cordier said he was surprised that the Police RFP was available tonight. He thought the Committee was going to go back and restructure the programming document and Chief Lattanzio said it is in there. The Fire Chief looked at the report from McKenzie and stepped away from some of the original stuff. He asked Lattanzio if what is in the RFP what he has to have. Lattanzio said what is in the RFP is for the proposer to review the programming that was done by ZCS and update it. Police don't have all of what needs to be in or out of the ZCS report; that's a part of the work that needs to be done.

Cordier asked if the RFP could be sent out without that piece. Wyatt said part of the RFP says give me that piece; it has four phases. Cordier said he got it.

Morse noted that Arasmith had sent an email asking the Committee to address some things; that will not happen tonight but maybe time will be available on next week's agenda. Arasmith said there were also two issues for which the Committee was going to get written reports. Morse said those were Engineering's analysis of 6th Avenue -- assumptions and challenges to relocating the utilities. Bradner asked for clarification. Arasmith said it is cost estimates for relocating utilities in 6th Avenue and keep it to one page or less. Because that was discussed and the Committee got those numbers, Arasmith said he sees that as one of the building blocks of their recommendations and he would like to have the supporting information when he explains the position to others.

Cordier asked when the Committee will we see the final version of Police recommendation. Smith said it will be included in the City Council agenda packet (May 28 meeting) that goes out this Friday. Morse and Burright plan to attend that Council meeting.

Morse laid out a timeline: they will get the Police recommendation to the City Council; then go through RFP selection; there will a work product that will be ongoing and they want an opportunity for this committee to be engaged in the public part of that; that will occur between when it is awarded and November 1. He hopes the Committee will then be able to quickly draw together the funding issue and the specifics of a final recommendation to the Council, hopefully, before Thanksgiving.

Ryals said, with Police, the Committee likes the current location but they don't know if the City will be able to buy more property. Morse said that's up to Administration to try to secure those options and if not, they're over on Pacific. It's still very much up in the air. The probability of bringing that many properties together at an acceptable price is a tall order. Ryals said it's the right place but he doesn't know if it is possible. Morse said if the Committee thoroughly extinguishes that, then they have addressed something very important to the voters.

Meeting adjourned at 9:01p.m.

Respectfully submitted,

Marilyn Smith

TO: Albany City Council

FROM: Public Safety Facilities Review Committee

DATE: May 15, 2014, for May 28, 2014, City Council meeting

SUBJECT: Police Department Facility Recommendation

The Public Safety Facilities Review Committee finds that the Albany Police Department building as it exists today is inadequate to support the current needs, let alone future needs, of the sworn officers and support staff who work there. The building is woefully inadequate.

When the building was constructed in 1988, the Police Department employed about 50 personnel. The Police Department staff and the Albany population have since doubled. The building has been internally reconfigured multiple times, and a modular unit has been added to the site to meet changing space requirements. All members of the Committee have toured the building and conclude that nothing else can be done within the existing building envelope; the status quo is not acceptable for current or future needs.

The Committee's recommendation is based in part on the following findings:

- The very small public lobby creates unexpected contact for residents, business representatives, children, and other building visitors with offenders, such as sex offenders who are required to report to the building to register, creating unacceptable risks for the public and liability to the City.
- The building does not have sufficient backup power to operate during an emergency and to continue to provide necessary services during a critical incident.
- The building does not have secure interview or holding rooms.
- Years of retrofit have virtually eliminated training and meeting spaces.
- Storage is not sufficient for the keeping of critical evidence.
- The heating and cooling system, which must operate 24 hours a day because of the building's use, is completely inefficient because of the extensive reconfiguration. The Police Department is the biggest user of electricity of any City office building.
- Current configuration requires many employees to change clothes in private offices or in shared work spaces. Additional space is required for lockers and storage.
- Crime prevention volunteers need work space.
- Rest rooms for the public and staff are inadequate.
- Parking is completely inadequate for the public and employees.
- The current building configuration creates barriers to effective communication among work groups, especially detectives and patrol officers. Most all work stations are inadequate due to space constraints.

The City of Albany needs a single police department location where all the services to the public are housed. The Department currently utilizes some offsite storage of larger items and evidence vehicles; however, no personnel are stationed offsite. Dividing out services and personnel to multiple buildings creates frustration for the public and increases operational and personnel costs and creates logistical and supervisory issues for the Department. The Police Department would need additional personnel to operate multiple facilities. The Committee recommends one central station.

The Department has reviewed the previous programming and needs assessments and has found that there could be reductions in such areas as meeting rooms, rest rooms, lockers, and office room sizes. In addition, it is believed that the city population will not grow as fast as originally projected. Instead of 2 percent annual growth rate, it is now predicted in the range of 1.4 percent, which will impact the number of staff needed and reduce the future size of the building. In order to take these changes into account, the Committee recommends that the City hire a qualified design firm to work with Police staff to reevaluate programming needs and bring a new programming and needs assessment document to the Committee for review. When the new programming and needs assessment document has been reviewed, the design firm should be asked to provide conceptual drawings and cost estimates for the current site.

The Committee has reviewed a comparative cost analysis, prepared by the City, for expanding the existing facility versus relocation to the Pacific Boulevard property. The Committee finds that the current location is the preferred site.

The comparative cost analysis for the existing location reflects the acquisition of additional property with three options (see attached map and spreadsheet):

Option 1: additional 0.45 acres

Options 1 and 2: together provide an additional 1.5 acres

Options 1, 2, and 3: together provide an additional 2.2 acres

The total of Options 1 and 2, along with the existing property, yield 3.19 acres and the comparative cost of 1 and 2 are marginally less than the cost of building new on Pacific Boulevard. The purchase of Options 1, 2, and 3 together yield a total 3.89 acres and will add approximately \$1 million above the Pacific Boulevard option.

Upon review by the Department, it is believed that the addition of Options 1 and 2 for a total of 3.19 acres may accommodate the Department's needs for 20 years. However, since the building program is in need of refinement, the Committee is hesitant to make that recommendation at this time. The Committee instead recommends that the City and the design firm make every effort to consolidate the Department's needs for the next 20 years onto the Option 2 (3.19 acres) sites.

Nonetheless, the Committee believes it is important to provide additional land for required expansion beyond a 20-year time horizon; and, to that end, the Option 3 land should be secured by the City. Thus, an estimated \$600,000 could be saved from the Options 1, 2, and 3 alternative. The Committee recommends that the City immediately enter into negotiations to secure those properties through option agreements which would allow sufficient time to work through all the program and design criteria. The Committee believes it is important to know as soon as possible if acquisition of these properties is viable. If the property is secured, the Committee recommends that effort be made to assist the tenants and owners in the transition to other homes.

Note: The Committee also considered the purchase of property owned by the Union Pacific Railroad north of the existing building and east of the Linn County Jail. Staff in the railroad's Real Estate and Operating Department reports that the property is not for sale.

The Pacific Boulevard site should be held as a backup option if the City is unable to successfully secure the necessary properties at the Jackson Street site. Therefore, the Committee recommends making immediate application to the Oregon Department of Transportation for a permit to allow access from the site onto Pacific Boulevard.

The Committee recommends the City include an option in the RFP for conceptual design and cost estimates for the Pacific Boulevard property.

The Committee recommends the design criteria reflect building needs for 20 years with sufficient land available to meet needs in 40 years. As with the Fire Station, the design should incorporate energy-efficient systems to keep lifecycle costs affordable.

FLM,DKB:mms

Public Safety Facilities Review Committee

Consensus Findings

January 28, 2014

- Adopt survey process
- Reach decisions by consensus

February 11, 2014

- Adopted January 28 minutes
- Adopted mission statement
- Fire Station 11 needs to be replaced.
- Station 11 replacement should be on existing site.

March 11, 2014

- Adopted February 11, 2014 minutes
- Discuss capital financing and operational costs for both facilities toward the end of committee work
- Adopt “Fire Station 11 Issues and Concerns” as findings.
- Recommend to the City Council to get conceptual plans or drawings for a new fire station at Sixth Avenue and Lyon Street, allowing for possible vacation of Sixth Avenue.

April 8, 2014

- Adopted March 11, 2014 minutes
- Develop common population projections for 2034 and 2064.
- Ask Mark Shepard to do modeling on removing utilities from Sixth Avenue.
- Commission conceptual drawings for a new main fire station with programming as outlined in Chief Bradner’s memo and within a range of 25,500 to 29,386 square feet.
- Add “incorporate energy-efficient systems to keep lifecycle costs and operating costs affordable” to final sentence of Fire Station recommendation.
- Agree that the Police Department needs more space than it currently has.

April 22, 2014

- Language in draft Fire Station recommendation as reflected in the minutes.
- Get estimates of cost to purchase properties to the east of the existing Police building on 13th Avenue and the west side of Thurston Street SE.
- Add meetings on May 7, May 15, and May 20; conclude committee work for the summer on June 10.
- Reconvene committee in the fall to review Fire Station RFP.

April 29, 2014

- Adopt Option 3 to keep the Police Department at the Jackson Street location with remodel and addition, incorporating additional properties on 13th Avenue and Thurston Street SE.
- City should apply to the Oregon Department of Transportation for a highway access permit for the Pacific Boulevard property.
- Adopted Fire Station 11 recommendation to City Council.

May 7, 2014

- Police should stay with one central station.
- The Committee would like to be involved
 - in review of the RFP draft,
 - in the public process with the architect, in final review of the work product, and
 - will ask the City to create a timeline of the tasks to be completed and the points when the Committee can become engaged.

May 15, 2014

- Adopt Police recommendation as presented.



TO: Public Safety Facilities Review Committee
FROM: Frank Morse and Dave Burright, co-chairs
DATE: June 2, 2014
SUBJECT: RFP process

On Wednesday, May 28, 2014, we attended the City Council's regularly scheduled meeting and presented both the police building recommendation and the proposed RFP process that would include a paid design competition. Although there were no formal votes of acceptance taken, the proposals were well received and we believe that the majority of the Council is intrigued with the design competition idea. It's also fair to say, however, that there is some concern over the City paying \$240,000 (combined) for the competition and the potential for risk in how it might be perceived by the voters. Of course, this same concern was expressed by Buzz at our last meeting.

On Friday, May 30, we met with City staff to see if there might be an alternate method that would achieve the same end. After considerable discussion, we agreed to bring a modified proposal for your consideration. City staff would first like to try soliciting firms through an RFQ (request for qualifications) process. Once the qualifications were verified, three semi-finalists would be selected to perform the scope of work as identified in the RFP documents that we have been reviewing. We further recommend that an award be made to the chosen firm to assure those competing for the work that their work could lead to success. We believe that this process without compensation will achieve nearly the same results as our original recommendation to the council. The staff believes that a "notice of intent to submit" requirement with a fairly short time frame to respond will give us a pretty good idea of the market's response to our RFQ. If it does not appear that they have drawn enough qualified firms to make this viable, then the city could modify the proposal and add payment to the competition.

We are committed to the design competition concept but we think it's reasonable and prudent to at least try the least expensive route. Our interest is in finalizing a recommendation to the Council that meets the intent of the committee for a competitive process that will also find favor with the community. We look forward to further discussion at our June 10 meeting.

FLM, DKB:mms

City of Albany, Oregon

REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES

FOR FIRE STATION

ADVERTISEMENT: June 16, 2014

Mandatory Pre-Qualification Meeting: June 23, 2014

Notice of Intent to Submit: June 27, 2014

RFQ CLOSING DATE: July 7, 2014

Fire Chief John R. Bradner
Project Manager Staci Belcastro, P.E.
Purchasing Coordinator Diane Wood

For more information regarding this Request for Qualifications,
contact Staci Belcastro, 541-917-7645

FIRE DEPARTMENT

CITY OF ALBANY

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INTRODUCTION

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SELECTION PROCEDURE.....

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REVIEW & SELECTION

LIST OF ATTACHMENTS **Error! Bookmark not defined.**

ATTACHMENT A – DRAFT REQUEST FOR PROPOSAL..... **Error! Bookmark not defined.**

ATTACHMENT B - DRAFT LETTER OF INTENT **Error! Bookmark not defined.**

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PROPOSER'S SUBMITTAL CHECKLIST

Statement of Qualifications (SOQ) must be submitted by the time designated in the advertisement (Request for Qualifications) at the City Hall Parks and Recreation Department/Information Counter and marked received with time and date by City staff. Any SOQ submitted after the designated closing time or to any other location will be determined nonresponsive and will not be opened. It is the responsibility of the Proposer to deliver the SOQ by the indicated deadline to the designated location.

If the Proposer submits a SOQ via a delivery service (Fedex, UPS, etc.) the required sealed envelope must be enclosed in the delivery service packaging and the Project Title of the proposal must be written on the outside delivery service packaging.

Proposers must **submit five (5) copies** of their SOQ proposal. In addition to the hard copy (printed paper) version, Proposer shall provide a PDF version of the SOQ proposal on a USB drive in non-editable, PDF format. All SOQ must be received with the following required submittals to be considered:

- Letter of Intent – *Attachment B*
- SOQ Submittal
- Signed Addenda *(if applicable)*

CITY OF ALBANY
REQUEST FOR QUALIFICATIONS
Architectural Services for Project # Fire Station
Proposals Due by 4:00 p.m., Monday, July 7, 2014

The City of Albany (City), Oregon, is requesting Statement of Qualifications (SOQ) from qualified architectural design firms (Consultant) interested in providing architectural and associated design services for a new Fire Station in Albany, Oregon. To be considered, interested parties must submit their qualifications in accordance with the requirements set forth in the Request for Qualifications (RFQ).

The RFQ is the initial step in the selection process to retain professional architectural services for construction of a new Fire Station in Albany, Oregon. Responses to this RFQ will be reviewed, scored, and ranked according to the criteria defined in this RFQ. A maximum of three Consultants will be invited to respond to the Request for Proposals (RFP) which is the next step in the selection process. Distribution of a RFP will be limited to firms selected as the most qualified through their submitted SOQ in accordance with OAR 137-049-0645

Consultants responding to this RFQ do so solely at their expense, and the City is not responsible for any Consultant expenses associated with the RFQ.

The Request for Qualifications can be downloaded from the City of Albany website at <http://cityofalbany.net/departments/finance/purchasing/bids-rfps-rfqs>, or a printed copy can be obtained at the address listed below, or by contacting the Public Works – Engineering Division at (541) 917-7676, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. There is no charge for the RFQ documents.

It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. In addition, all proposers known by the City of Albany to have received a complete set of the RFQ Documents will receive e-mail notification when additional items are posted to the website. Please call the Public Works – Engineering Division at 541-917-7676 to be added to the Interested Proposer's list or if you have questions regarding this RFQ.

Mandatory Pre-Proposal Meeting. There will be a mandatory meeting for discussion of the RFQ at the existing downtown Station 11, located at 110 Lyon Street SW, Albany, Oregon, 97322, on **Monday, June 23, 2014**, starting at **10:00 am**. In order to respond to this RFQ, a representative of the architect must attend the pre-bid site visit.

Notice of Intent to Propose. All potential proposers shall notify the City they intend to submit a SOQ in response to this RFQ by submitting a "Notice of Intent to Propose" by **Friday, June 27, 2014**. The Notice of Intent to Propose is included in the Solicitation packet as Attachment B. The letter can be emailed to: XXXXXXXX@cityofalbany.net, or may be addressed the City's Purchasing Coordinator, address provided in the following paragraph.

SOQ shall be filed in sealed envelopes and received at the City of Albany Parks and Recreation counter, not later than **4:00 p.m., Monday, July 7, 2014**, addressed to the attention of Diane Wood, Purchasing Coordinator, 333 Broadalbin Street SW, Albany, OR 97321. The outside of the envelope shall plainly identify the Project: "Project # Fire Station11" along with the name and address of the Proposer. Faxed or electronic (e-mail) responses will not be accepted. SOQ received after the designated closing date and time will not be opened or reviewed.

The City may reject any SOQ not in compliance with all prescribed solicitation procedures and requirements and other applicable law, and may reject any or all SOQS in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS **16TH DAY OF JUNE 2014**.

Diane Wood, CPPB, OPBC, Purchasing Coordinator

PUBLISH: Daily Journal of Commerce, Monday, June 16, 2014
Albany Democrat Herald, Monday, June 16, 2014

DRAFT

1.1 INTRODUCTION

The City of Albany (City), Oregon, is requesting statements of qualifications (SOQ) from qualified design firms (Consultant) with established experience interested in providing architectural and associated design services for a proposed Fire Station 11 in Albany, Oregon. The SOQ is the initial step in the selection process to retain professional design services for a new Fire station in Albany, Oregon.

In accordance with OAR 137-049-0645, only those firms selected as part of the Competitive Range during the evaluation of the RFQ Proposals will be invited to participate in the second step and respond to a Request for Proposals (RFP) for the proposed Fire Station.

1.2 BACKGROUND & PROJECT INFORMATION

The City is an Oregon municipal corporation with a 2013 population of approximately 50,710. The City employs approximately 389 staff, and is governed by a City Council comprised of six Councilors and the Mayor. The Council acts as the Local Contract Review Board for the City.

It has been determined that Albany's existing downtown Fire Station 11 and site are inadequate to meet the fire and medical emergency response needs of the community. The existing station does not meet seismic standards and will most likely collapse during a significant earthquake. Emergency power and electrical wiring are substandard; the station lacks appropriate restrooms and locker space for male and female employees; it is not accessible to people with handicaps; it has structural weight limitations that restrict placement of emergency vehicles; and the size of the existing station and site limits the station's use as an emergency facility.

The City has purchased property in the vicinity of the existing downtown fire station in order to expand the current site to allow for construction of a new downtown Fire Station 11 and demolition of the existing station. Additional details on the background of the project and professional services sought may be found in the draft RFP included as Attachment A.

1.3 ISSUING OFFICE AND SUBMITTAL LOCATION

The Engineering Project Manager in the Public Works – Engineering Division of the City will issue the Request for Qualification document.

Each Proposer shall provide five (5) total copies of their SOQS with one copy marked "ORIGINAL". In addition to the hard copy (printed paper) version, each Proposer shall provide a version of the SOQ on a USB drive in non-editable, PDF format.

Proposals must be delivered to the Parks and Recreation Department Counter by the closing date, Friday, 4:00 p.m., July 7, 2014. The outside of the sealed envelope should state "Fire Station Architectural RFQ" and be addressed to the submittal location found below:

Submittal Address and Process Questions:

Diane Wood, CPPB, Purchasing Coordinator
City of Albany, Finance Department
333 Broadalbin Street SW – P.O. Box 490
Albany, OR 97321

E-mail: diane.wood@cityofalbany.net
Phone: (541) 917-7522

Technical Questions/Scope of Work:

Staci Belcastro, P.E., Engineering Manager
City of Albany, Public Works – Engineering Division
333 Broadalbin Street SW – P.O. Box 490
Albany, OR 97321

E-mail: staci.belcastro@cityofalbany.net
Phone: 541-917-7645

Telephone, facsimile, or electronically transmitted Proposals will not be accepted. Proposals received after the specified date and time will not be given further consideration. Proposers submitting Proposals are solely responsible for the means and manner of their delivery, and are encouraged to confirm delivery prior to the deadline.

1.4 COST OF PREPARATION OF RESPONSE

Costs incurred by any Proposer in preparation of a response to this RFQ shall be the responsibility of the Proposer.

1.5 PROTESTS

Proposers may protest only deviations from laws, rules, regulations, or procedures. Disagreement with the Scoring by the selection committee may not be protested.

The following procedure applies to Proposers who wish to protest a notice of non-advancement of a SOQ. All protests must be in writing and physically received no later than 4:00 p.m. on the third working day after the notification of non-advancement. Address protests to: Diane Wood, CPPB, Purchasing Coordinator, City of Albany, Finance Department, 333 Broadalbin Street SW – P.O. Box 490, 333 Broadalbin Street SW – P.O. Box 490, Albany, OR 97321, Albany, OR 97321, E-mail: diane.wood@cityofalbany.net Phone: (541) 917-7522.

Protests must specify the grounds for the protest including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for protest.

Protests not filed within the time specified in paragraph 1 above, or which fail to cite the specific law, rule, regulation, or procedure upon which the protest is based shall be dismissed.

1.6 CANCELLATION AND LATE PROPOSALS

The City of Albany reserves the right to cancel this solicitation any time before issuance of a resulting RFP if cancellation is deemed to be in the City's best interest. In no event shall the City of Albany have any liability for the cancellation of award.

All Proposals that are not received by the deadline stated in the RFP Schedule will be considered late. Delays due to mail and/or delivery handling, including, but not limited to delays within City of Albany's internal distribution systems, do not excuse the Proposer's responsibility for submitting the Proposal to the correct location by the stated deadline.

1.7 COLLUSION

A Proposer, submitting a SOQ hereby certifies that no officer, agent, or employee of the City of Albany has a financial interest in this proposal; that the SOQ is made in good faith without fraud, collusion, or connection of any kind with any other Proposer and that the Proposer is competing solely on its own behalf without connection or obligation to any undisclosed person or firm.

1.8 SELECTION PROCEDURE

The Consultant selection process will consist of the following steps:

- A. **RFQ.** As provided by ORS 279C.405(1), the City is utilizing this RFQ as the first step in a two-step process to select a Consultant to provide design and construction services for a proposed Fire Station. Proposers will be ranked by an evaluation team in accordance with the criteria contained herein and a Competitive Range of three (3) Consultants composed of the three top ranked Proposers will be selected. Distribution of RFPs will be limited to the Consultants identified as the top three Proposers during the RFQ phase. Responses to this RFQ not meeting all evaluation criteria will not be considered for review.
- B. **RFP.** In the second step of the selection process, the highest ranking qualified Consultants will be requested to respond to a Request for Proposal (RFP). A draft copy of the RFP is included with this RFQ as ATTACHMENT A to provide project background and information. In accordance with OAR 137-049-0645, this RFP will not be separately advertised and will be sent to those Consultants selected as part of the Competitive Range following the qualification evaluation phase.

1.9 TIMETABLE FOR SELECTION PROCESS

The City reserves the right to alter the schedule below at any time (regardless of the written addenda deadline) by notice to all those on the Proposal holders list:

Advertise RFQ	Monday, June 16, 2014
Mandatory Pre-Qualification Meeting	Monday, June 23, 2014
Notice of Intent to Submit Deadline	Friday, June 27, 2014
SOQ Due	Monday, July 7, 2014
Consultant Review	June 7 – July 11, 2014
Protest Period Ends/Provide RFP to Selected Consultants	Friday, July 18, 2014
Submit Notice of Intent to Propose & Participate in Oral Presentation	Friday, July 25, 2014
Proposals Due	September 25, 2014
Schedule Oral Presentation	TBD October, 2014
Display Presentation Materials for Public Comment Period	TBD October 2014
Committee Convenes to select winning design	TBD October 2014
Notice of Selection	TBD November 2014
Protest Period Ends for Design Selection	TBD November 2014
Contract Award	TBD December 2014

1.10 STATEMENT OF QUALIFICATIONS INSTRUCTIONS

Failure to comply with these instructions may result in the rejection of the SOQ.

- A. SOQs must be submitted on 8.5" X 11" paper. Margins must be at least ½" on all sides. Font size can be no smaller than 10.
- B. The maximum total number of pages in the SOQ must not exceed fourteen single sided pages or seven double sided pages.
- C. Proposers must include a 1 page introductory letter which does not count against the total page limitation.
- D. Proposers must submit proof of licensure which does not count against the total page limitation.
- E. Proposers must submit a copy of the Notice of Intent to Submit letter which will not count against the total page limitation.

1.11 SELECTION CRITERIA

- A. Mandatory Requirements (Pass/Fail). These requirements will not be scored. Failure to meet any of these qualifications will render your proposal non-responsive.
 - i) Introductory Letter. This letter shall specifically stipulate that the Consultant accepts all terms and conditions contained in the RFQ and supporting documents. The letter shall name the person(s) authorized to represent the Consultant in any negotiations and the name of the person(s) authorized to sign any contract that may result.
 - ii) Notice of Intent to Submit (See example included as Attachment B). Submittal of this letter serves as notice that Consultant intends to submit a SOQ and provide a Proposal in response to the RFP should the firm be identified in the Competitive Range following review of their Statement of Qualification.
 - iii) Mandatory Pre-Qualification Meeting. Only those firms with a representative attending the Mandatory Pre-Qualification meeting may respond to this RFQ.
 - iv) Proof of Licensure. Consultant shall submit proof (should we provide a form?) that they are licensed to practice architecture in the State of Oregon.
- B. Firm Background and Relevant Experience (Weight: 60). Provide a profile of your firm including number of years in continuous operation, and names of all persons with ownership interest in the company.
 - i) Describe firm's recent experience in providing architectural services in the design and construction of at least three (3) public works projects similar in size and scope to that contemplated for this project. When citing specific examples, always clarify the following:
 - (a) The name, location, client entity, and year of completion of the project.
 - (b) Size in square feet and final cost of the built project. Projects in progress may be described with the current anticipated size and estimated cost.

- (c) Define roles each member of the project team had, if any, on the project.
- (d) Contracting Type and firms role in delivery of the project (e.g. Construction Manager/General Contractor (CM/GC), Design-Build, Design-Bid-Build, Private Bid).
- (e) Project References should include the names, position or role, and current contact information for client representatives or other persons who became familiar with your firm's work and performance on the project.
- (f) The firm's experience with the City of Albany that demonstrates familiarity with the City's work procedures and policies related to work quality and cost control.

C. Key Personnel (Weight: 40). Provide a company-wide organizational chart that highlights the key personnel that will be assigned to the work should your firm be selected to design the new Fire Station.

- ii) Approximate number of people available to be assigned to the services requested in the draft RFP.
- iii) Identify Principal, Project Manager, and other key staff, and extent of their involvement should your firm be selected to respond to the RFP.
- iv) Resumes, if provided shall be limited to either two single sided pages, or one double sided page. Resumes will not count against total page limitation.

1.12 EVALUATION & SELECTION

A Selection Review Committee will be appointed to evaluate the SOQs. The Committee will rank each SOQ based on responses to the evaluation criteria defined in this RFQ. The Committee will require approximately 5 working days to evaluate and rank the SOQs. During the evaluation review, the City has the right to require any clarification or change needed to understand the consultant's approach to the work.

The highest scoring Proposers (not more than three) will be identified and notified they have been granted the opportunity to move on to the next step in the selection process. The next step will involve a Request for Proposals for the Preliminary Design, Design Development and Bidding Services, and Construction Services. Consultants selected to submit Proposals in response to the RFP will also be required to participate in a public meeting that will include an oral presentation of their approach to the project and presentation materials including a construction cost estimate, and may include 3D renderings, elevations, graphs, etc.

1.13 DEFINITIONS (as used in these contract documents, except where the context otherwise clearly requires)

CITY means the City of Albany, Oregon.

CITY'S REPRESENTATIVE OR CONTRACT ADMINISTRATOR means the person or persons designated by the City to administer this Contract and monitor compliance hereunder.

CONTRACT DOCUMENTS means all written documents existing at the time of execution of this Contract and setting forth the obligations of the parties, including the Request for Proposals, Proposal Response, Professional Services Contract, General Provisions, Special Provisions, Negotiated Fee Proposal, Non-Collusion and Conflict of Interest Certification, and other attachments or addendums applicable to the final Contract Documents. In addition, written amendments to the Contract Documents executed by the parties from time to time, and any documents expressly incorporated by reference elsewhere in the Contract Documents enumerated above.

ARCHITECT OR CONSULTANT OR PROPOSER means the person or firm which has undertaken to perform the work subject of this Contract and by whom or on whose behalf the Contract was signed. WORK means all tasks specified or necessarily implied in these Contract Documents to perform and complete their intended result. The term encompasses all labor, materials, supplies, tools, equipment, fuel, administrative and support services, overhead, and other direct and indirect expenses necessary to achieve the result intended by the Contract Documents.

DRAFT

City of Albany, Oregon

REQUEST FOR PROPOSALS ARCHITECTURAL SERVICES

FOR

PROJECT #

FIRE STATION 11

PROPOSALS DUE: **SEPTEMBER 26, 2014**



Fire Chief John R. Bradner
Project Manager Staci Belcastro, P.E.
Purchasing Coordinator Diane Wood

For more information regarding this Request for Proposals, contact Staci Belcastro at 541-917-7645

FIRE DEPARTMENT

CITY OF ALBANY

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ATTACHMENTS:

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**ATTACHMENT C – CITY OF ALBANY FIRE DEPARTMENT STATION 11 FACILITIES
ASSESSMENT AND PRELIMINARY DESIGN** Error! Bookmark not defined.
ATTACHMENT D – NOTICE OF INTENT TO PROPOSE Error! Bookmark not defined.
ATTACHMENT E – FEBRUARY 17 2014 MAKENZIE EMAIL Error! Bookmark not defined.
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ATTACHMENT G – SAMPLE PROFESSIONAL SERVICES AGREEMENTError! Bookmark not
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PROPOSER'S SUBMITTAL CHECKLIST

Proposals must be submitted by the time designated in the advertisement (Request for Proposals) at the City Hall Parks and Recreation Department/Information Counter and marked received with time and date by City staff. Any proposals submitted after the designated closing time or to any other location will be determined nonresponsive and will not be opened. It is the responsibility of the Proposer to deliver the proposal by the indicated deadline to the designated location.

If the Proposer submits a proposal via a delivery service (Fedex, UPS, etc.) the required sealed envelope must be enclosed in the delivery service packaging and the Project Title of the proposal must be written on the outside delivery service packaging.

Proposers must **submit five (5) copies** of their proposal. In addition to the hard copy (printed paper) version, Proposer shall provide an electronic version of the Proposal on a USB drive in non-editable, Adobe format. All proposals must be received with the following required submittals to be considered:

- Non-Collusion and Conflict of Interest Form - *Attachment F*
- Notice of Intent to Propose - *Attachment D*
- Project Approach and Understanding
- Expertise, Background, and Experience with Similar Projects
- Project Team and Qualifications
- Project Staffing Requirements, Level of Effort, and Integration with City Staff Team
- Oral Presentation & Design Renderings
- Signed Addenda (*if applicable*)

SECTION 1 – INTRODUCTION AND GENERAL INFORMATION

1.1 INTRODUCTION

This Request for Proposal (RFP) is the second step in a two-step solicitation process consisting of a Request for Qualifications (RFQ) and this RFP to select a Consultant to provide architectural and associated design services for a new Fire Station in Albany, Oregon. Only those firms identified in the Competitive Range as determined in the first phase (RFQ) of the solicitation process may submit proposals in response to this RFP.

The City is an Oregon municipal corporation with a 2013 population of approximately 50,710. The City employs approximately 389 staff, and is governed by a City Council comprised of six Councilors and the Mayor. The Council acts as the Local Contract Review Board for the City.

It has been determined that Albany's existing downtown Fire Station 11 and site are inadequate to meet the fire and medical emergency response needs of the community. The existing station does not meet seismic standards and will most likely collapse during a significant earthquake. Emergency power and electrical wiring are substandard; the station lacks appropriate restrooms and locker space for male and female employees; it is not accessible to people with handicaps; it has structural weight limitations that restrict placement of emergency vehicles; and the size of the existing station and site limits the station's use as an emergency facility.

The City has purchased property in the vicinity of the existing downtown fire station in order to expand the current site to allow for construction of a new downtown Fire Station 11 and demolition of the existing station. Additional details on the background of the project and professional services sought in this Request for Proposals (RFP) are provided in Sections 2 & 3.

1.2 ISSUING OFFICE AND SUBMITTAL LOCATION

The Engineering Project Manager in the Public Works – Engineering Division of the City will issue the Request for Proposal document.

Each Proposer shall provide five (5) total copies of their proposal with one copy marked "ORIGINAL". In addition to the hard copy (printed paper) version, each Proposer shall provide a version of the Proposal on a USB drive in non-editable, PDF format.

Proposals must be delivered to the City of Albany Parks and Recreation Department Counter, City Hall, 333 Broadalbin Street SW, by the closing date, Friday, September 26, 2014, no later than 4:00 p.m. The outside of the sealed envelope should state "Fire Station 11 Architectural RFP" and be addressed to the submittal location found below:

Submittal Location Address:

Diane Wood, CPPB, Purchasing Coordinator
City of Albany – Parks and Recreation Dept.
333 Broadalbin Street SW
P.O. Box 490
Albany, OR 97321

Technical and Process Questions/Scope of Work:

Staci Belcastro, P.E., Engineering Project Manager
City of Albany - Public Works – Engineering Division
333 Broadalbin Street SW – P. O. Box 490
Albany, OR 97321

E-mail: staci.belcastro@cityofalbany.net

Phone: 541-917-7645

Telephone, facsimile, or electronically transmitted Proposals will not be accepted. Proposals received after the specified date and time will not be given further consideration. Proposers submitting Proposals are solely responsible for the means and manner of their delivery, and are encouraged to confirm delivery prior to the deadline.

1.3 CONSULTANT SELECTION

The City anticipates the following general timeline for receiving and evaluating the proposals and selecting an Architect. The Schedule listed below may be changed if it is in the City's best interest to do so.

Provide RFP to Selected Consultants	Friday, July 18, 2014
Notice of Intent to Submit Proposal	Friday, July 25, 2014
Proposals Due	September 26, 2014
Schedule Oral Presentation	TBD October 2014
Display Presentation Materials for Public Comment Period	TBD October 2014
Committee Convenes to select winning design	TBD October 2014
Notice of Selection	TBD November, 2014
Protest Period Ends for Design Selection	TBD November, 2014
Contract Award	TBD December, 2014

The City will be looking for Consultants who can dedicate adequate resources to this project throughout the proposed schedule.

1.4 CHANGES TO THE SOLICITATION BY CITY ADDENDA

The City of Albany reserves the right to make changes to the RFP by written addendum, which shall be issued to the Proposers.

A Proposer may request a change in the RFP by submitting a written request to the address set forth above. The request must specify the provision of the RFP in question, and contain an explanation for the requested change. All requests for changes or additional information must be submitted to the City of Albany no later than the date set in the RFP Schedule.

The City of Albany will evaluate any request submitted, but reserves the right to determine whether to accept the requested change. If, in the Purchasing Coordinator's opinion, additional information or interpretation is necessary; such information will be supplied in the form of an Addendum as stated above. Any addenda shall have the same binding effect as though contained in the main body of the RFP. Oral instructions or information concerning the scope of work of the project given out by City of Albany managers, employees, or agents to the prospective Proposers shall not bind the City of Albany.

1. Addenda will be provided to Proposers via email.
2. No addenda will be issued later than the date set in the RFP Schedule, except an addendum, if necessary, postponing the date for receipt of Proposals, withdrawing the invitation, modifying elements of the proposal resulting from a delayed process, or requesting additional information, and clarification.
3. Each Proposer shall ascertain, prior to submitting a Proposal, that the Proposer has received all Addenda issued, and receipt of each Addendum shall be acknowledged in the appropriate location on each Addendum and included with the Proposal submittal.

1.5 TRADE SECRETS AND PUBLIC RECORDS LAW

All information submitted by Proposers shall be public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the Proposals for which Proposer requests exception from disclosure consistent with Oregon Law. All requests shall be in writing, noting specifically which portion of the Proposal the Proposer requests exception from disclosure. Proposer shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the City of Albany as a result of this RFP.

If a Proposal contains any information that is considered a trade secret under ORS 192.501(2), Proposers must mark each sheet of such information with the following legend: **“This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”**

Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance.” Therefore, non-disclosure of City documents or any portion of a City document submitted as part of a Proposal may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the Proposal, material designated as confidential shall accompany the Proposal, but shall be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment shall be publicly available regardless of any designation to the contrary. Any Proposal marked as a trade secret in its entirety will be considered non-responsive.

1.6 CANCELLATION AND LATE PROPOSALS

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

All Proposals that are not received by the deadline stated in the RFP Schedule will be considered late. Delays due to mail and/or delivery handling, including, but not limited to delays within City of Albany's internal distribution systems, do not excuse the Proposer's responsibility for submitting the Proposal to the correct location by the stated deadline.

1.7 DISPUTES

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

1.8 PROPOSER'S REPRESENTATION

Proposers, by the act of submitting their Proposals, represent that:

- a) They have read and understand the Proposal Documents and their Proposal is made in accordance therewith;
- b) They have familiarized themselves with the local conditions under which the work will meet their satisfaction;
- c) Their Proposal is based on the requirements described in the Proposal Documents without exception (unless exceptions are clearly stated in the response).

1.9 CONDITIONS OF SUBMITTAL

By the act of submitting a response to this Request for Proposals, the Proposer certifies that:

- a) The Proposer and each person signing on behalf of any Proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or in part by the City of Albany, 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.
- b) The Proposer has examined all parts of the Request for Proposal, 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.
- c) The Proposer, if an individual, is of lawful age, is the only one interested in this Proposal; and that no person, firm, or corporation, other than that named, has any interest in the Proposal, or in the proposed contract.
- d) The Proposer has quality experience providing the required services.

1.10 PROPOSER REQUESTS INTERPRETATION OF RFP DOCUMENTS

- a) Proposers shall promptly notify the City of Albany of any ambiguity, inconsistency or error, which they may discover upon examination of the Proposal Documents.
- b) Proposers requiring clarification or interpretation of the Proposal Documents shall make a written request to the Public Works Engineering Project Manager at the address listed above, in accordance with the Proposal time line for solicitation protests, and prior to addenda deadline for the City.
- c) The City of Albany shall make interpretations, corrections, or changes of the Proposal Documents in writing by published addenda. Interpretations, corrections, or changes of the Proposal Documents made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes.

1.11 PROPOSER REQUESTS FOR ADDITIONAL INFORMATION

Requests for information regarding City of Albany services, programs, or personnel, or any other information shall be submitted in writing directly to the Public Works - Engineering Project Manager at the address listed above. All requests for additional information shall be submitted in writing. Answers shall be provided to all Proposers of record on the date that answers are available.

1.12 COMPETITION

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 Contractor believes will inordinately limit competition.

1.13 SOLICITATION PROTESTS AND CONTRACT AWARD PROTESTS

Any complaints or perceived inequities related to this RFP Solicitation document shall be in writing and directed to the Public Works – Engineering Project Manager at the address listed in the RFP and shall be received no later than the date listed in the RFP Schedule. Such submittals will be reviewed upon receipt and will be answered in writing. No such protests or requests will be considered if received after the deadline. No oral, telegraphic or telephone protests or requests will be accepted.

Any Proposer who claims to have been adversely affected or aggrieved by the Selection and Contract Award to a competing Proposer shall have seven (7) calendar days after notification of the selected Proposer to submit a written protest. This written notification must be submitted to the attention of the Public Works – Engineering Project Manager at the above address no later than the date and time listed in the RFP Schedule. No protest against an award will be considered if received after the deadline established for submitting such protest.

1.14 COST OF RFP AND ASSOCIATED RESPONSES

This RFP does not commit the City of Albany to paying any costs incurred by any Proposer in the submission or presentation of a Proposal, or in making the necessary studies for the preparation thereof. Responses to this solicitation are purely voluntary. Proposers shall not include any such expenses as part of their Proposals.

1.15 CITY TO REQUEST CLARIFICATION, ADDITIONAL RESEARCH, AND REVISIONS

- a) The City of Albany reserves the right to obtain clarification of any point in a Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in a finding that the Proposer is non-responsive and consequent rejection of the Proposal.
- b) The City of Albany may obtain information from any legal source for clarification of any Proposal or for information on any Proposer. The City of Albany need not inform the Proposer of any intent to perform additional research in this respect or of any information thereby received.
- c) The City of Albany may perform, at its sole option, investigations of the responsible Proposer. Information may include, but shall not necessarily be limited to credit history, recent financial statements, current litigation, bonding capacity and related history, and contacting references. All such documents, if requested by the City of Albany, become part of the public records and may be disclosed accordingly.
- d) The City of Albany reserves the right to request revisions of proposals after the submission of proposals and before award.

1.16 REJECTION OF PROPOSALS

The City of Albany reserves the right to reject any or all Proposals received as a result of this request. Proposals may be rejected for one or more of the following reasons, including but not limited to:

- a) Failure of the Proposer to adhere to one or more of the provisions established in this RFP.
- b) Failure of the Proposer to submit a Proposal in the format specified herein.
- c) Failure of the Proposer to submit a Proposal within the time requirements established herein.
- d) Failure of the Proposer to adhere to ethical and professional standards before, during, or following the Proposal process.

The City of Albany 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 of the City of Albany that it is in the public interest to do so.

1.17 MODIFICATION OR WITHDRAWAL OF PROPOSAL BY PROPOSER

- a) A Proposal may not be modified, withdrawn, or canceled by the Proposer for 60 (sixty) calendar days following the time and date designated for the receipt of Proposals.
- b) Proposals submitted early may be modified or withdrawn only by notice to the City of Albany Purchasing Coordinator, at the Proposal submittal location, prior to the time designated for receipt of Proposals. Such notice shall be in writing over the signature of the Proposer. All such communications shall be so worded as not to reveal the amount of the original Proposal or any other material contents of the original Proposal.
- c) Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with these Instructions to Proposers.

1.18 PROPOSAL OWNERSHIP

All Proposals submitted become and remain the property of the City of Albany and, as such, are considered public information and subject to public disclosure within the context of the federal Freedom of Information Act and Oregon Revised Statutes (ORS) 192.501 and ORS 192.502, public records exempt from disclosure.

Unless certain pages or specific information are specifically marked "proprietary" and qualify as such within the context of ORS 192.501 and ORS 192.502, the City of Albany shall make available to any person requesting information through the City of Albany's processes for disclosure of public records, any and all information submitted as a result of this solicitation without obtaining permission from any Proposer to do so after the Notice of Intent to award has been released.

1.19 AFFIRMATIVE ACTION/NONDISCRIMINATION

By submitting a proposal, the Proposer agrees to comply with the Fair Labor Standard Act, Title VII of the Civil Rights Act of 1964, Executive Order 11246 (as amended), Fair Employment Practices, Equal Employment Opportunity Act, Americans with Disabilities Act, and Oregon Revised Statutes. By submitting a proposal, the Proposer specifically certifies, under penalty of perjury, that the Proposer has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

1.20 RECIPROCAL PREFERENCE LAW

Oregon's reciprocal preference law, ORS 279A.120 and ORS 279A.125, requires public contracting agencies, in determining the lowest responsible Proposer, to add a percent increase to each out-of-state Proposer's bid price which is equal to the percent of preference given to local Proposers in the Proposer's home state. That is, if the low Proposer is from a state that grants a 10 percent preference to its own in-state Proposers, the Oregon Agency must add 10 percent to that Proposer's price when evaluating the bid.

For details, check Oregon's Reciprocal Preference Law website at:
<http://www.oregon.gov/DAS/EGS/ps/Pages/reciprocal.aspx>

Proposers in need of any assistance in the application of this law should contact the State Procurement Office: State of Oregon, Department of Administrative Services, State Procurement Office, 1225 Ferry Street SE, U-140, Salem, OR 97301-4285. Telephone: 503-378-4642.

1.21 DEFINITIONS (as used in these contract documents, except where the context otherwise clearly requires)

CITY means the City of Albany, Oregon.

CITY'S REPRESENTATIVE OR CONTRACT ADMINISTRATOR means the person or persons designated by the City to administer this Contract and monitor compliance hereunder.

CONTRACT DOCUMENTS means all written documents existing at the time of execution of this Contract and setting forth the obligations of the parties, including the Request for Proposals, Proposal Response, Professional Services Contract, General Provisions, Special Provisions, Negotiated Fee Proposal, Non-Collusion and Conflict of Interest Certification, and other attachments or addendums applicable to the final Contract Documents. In addition, written amendments to the Contract Documents executed by the parties from time to time, and any documents expressly incorporated by reference elsewhere in the Contract Documents enumerated above.

ARCHITECT OR CONSULTANT OR PROPOSER means the person or firm which has undertaken to perform the work subject of this Contract and by whom or on whose behalf the Contract was signed.

WORK means all tasks specified or necessarily implied in these Contract Documents to perform and complete their intended result. The term encompasses all labor, materials, supplies, tools, equipment, fuel, administrative and support services, overhead, and other direct and indirect expenses necessary to achieve the result intended by the Contract Documents.

SECTION 2 – PROJECT BACKGROUND AND PROPOSAL INSTRUCTIONS

2.1 EXISTING FIRE STATION 11

The existing downtown fire station was built in 1949 and is a 14,800 square foot, two story building. It is located at 110 Lyon Street SW, in Albany, Oregon. The City's Strategic plans, as early as 2007, identified the need for a new fire station and a Public Facilities Review Committee is evaluating options for replacement.

It has been determined that Albany's existing Fire Station 11 and site are inadequate to meet the fire and medical emergency response needs of the community. The existing station does not meet seismic standards and will likely collapse during a significant earthquake. Emergency power and electrical wiring are substandard; it lacks appropriate restrooms and locker space for male and female employees; it is not accessible to people with handicaps; it has structural weight limitations that restrict placement of emergency vehicles; and the building size and current site limits its uses as an emergency facility.

2.2 NEW FIRE STATION 11

The City has identified a need to replace the existing downtown fire station with a new station and is purchasing property in the vicinity of the existing station in order to expand the current site to allow for construction of a new fire station (and demolition of the existing station). A Location and Site Map are included as Attachments A and B, respectively.

The existing downtown fire station will need to remain in service during construction of the new station to maintain emergency fire and medical response during construction of the new station. Proposals should mention development of a phasing plan accommodating the continuation of emergency services out of the existing fire station during construction.

2.3 PROPOSAL SUBMITTAL FORMAT

Proposers must **submit five (5) copies** of their proposal. Proposals shall be printed double-sided, and prepared in a simple, economical manner, with the sections tabbed to match those in the RFP, and with all pages numbered within each section. In addition to the hard copy (printed paper) version, Proposer shall provide a copy of the Proposal on a USB drive in PDF format.

The proposal shall be prepared succinctly, providing a straight forward, concise description of the Proposer's ability to meet the requirements of the RFP. There should be no unnecessary attachments or exhibits. City reserves the right to reject Proposals that are deemed illegible or too difficult to read. Failure to complete any question or request for information, in whole or in part, or any deliberate attempt by the Proposer to mislead the City, may disqualify the Proposer.

2.4 ORGANIZATION OF PROPOSAL

1. Introductory Letter
2. Project Understanding and Approach
3. Proposed Project Team and Qualifications
4. Project Staffing Requirements, Level of Effort, and Integration with City Staff Team
5. Oral Presentation and Display Material (Date & Time TBD)

SECTION 3 – SCOPE OF WORK

3.1 GENERAL SCOPE OF WORK

The general scope of work is provided as a framework to give potential Consultants an understanding of the types of work that may be done (and issues to resolve), and to give them an opportunity to comment, provide suggestions, and/or appropriately define the types of skills/experience needed to respond to this Request for Proposals.

- The new station should be expected to last the community 40 to 60 years. When considering the replacement of Station 11, current and anticipated future needs must be evaluated including building size and property size.
- The desired building size is approximately 25,500 square feet. The Consultant should endeavor to design a building not exceeding 25,500 square feet as long as this can be accomplished without jeopardizing the building function and future needs.
- Support housing of current and potential emergency response vehicles inside the fire station; minimize the need for equipment to be stored outdoors.
- Provide five to six drive-through apparatus bays to accommodate emergency vehicles.
- Accommodate programming needs identified in Section 3 of the Facilities Assessment and Preliminary Design report included as Attachment C.
- Review and address design concerns and recommendations included in Attachment E February 17 2014 MacKenzie Email
- Provide adequate parking.
- Identify necessary and determine availability of utility connections required to serve new station.
- An emergency power system is required to support the continuation of emergency medical, fire, and communication during a power outage.
- Design and construction of the new facility shall meet all applicable local, state, and federal requirements.
- Demolition of the existing downtown station will need to be phased with construction of the new station to prevent an interruption in emergency fire and medical service.
- Design of the new station should endeavor to match the characteristics of its location in downtown Albany.

3.2 WORK REQUIREMENTS

Services including but not limited to: programming, schematic design plans, construction document drawings, and construction cost estimates. Types of work successful Proposers will perform include, but are not limited to, the following:

Phase I – Preliminary Design

Services anticipated include, but are not limited to the following:

- General Project administration and supporting Services
- General Evaluation and Planning Services
- Survey, Site Planning, and Engineering
- Collect and review all data necessary for the preliminary design of the project
- Coordinate and conduct meetings with City staff as needed and required
- Respond to all City review comments and resolve design issues
- Refine, clarify, and define City of Albany's project description data, and requirements as necessary to develop a preliminary design
- Develop elevations, schematic drawings, floor plans, 3D architectural Renderings and presentation drawings for use during public meetings and the anticipated upcoming Safety Bond Measure.
- Represent the City by presenting oral and/or graphic presentations to City Council, local agencies, committees, or any other group having interest in the new station

- Conduct Space Needs Assessment based on input from City staff
- Provide Comprehensive Preliminary Cost Estimating
- Identify necessary and determine availability of utility connections required to serve new station
- Seismic Analysis and Design
- Efficient site utilization
- Consider life cycle costing for operations and comply fully with the Americans with Disabilities ACT (ADA)
- Provide narrative of phasing plan to allow continuation of emergency service during construction of a new station.

Services and deliverables that fall under Phase II - Design Development & Bidding Services and Phase III – Construction Services are optional. Moving forward with the work outlined in Phases II and III will be determined based on available funding sources. The City reserves the right to negotiate a contract with the successful Consultant for the work outlined in Phases II and III. Furthermore, the City reserves the right to not negotiate a contract with the successful Consultant in Phases II and III if it is determined by the City to be in the best interest of the public to do so.

Phase II –Design Development & Bidding Services

Services anticipated include, but are not limited to the following:

- General Project Administration and Supporting Services
- General Evaluation and Planning Services
- Survey, Site Planning, and Engineering
- Collect and review all data necessary for completing the design of the new station based on the approved preliminary design
- Coordinate and conduct meetings with City staff as needed and required. The City reserves the right to initiate conferences with the Consultant to review the work in progress at any time. At minimum, regular project meetings shall be arranged by the Consultant at all significant project milestones such as at the beginning of the design phase, 30-percent, 60-percent, and 90-percent.
- Respond to all City review comments and resolve design issues
- Provide Complete Design based on the approved Preliminary Design. Design shall include Utilities, Schematic Drawings, Foundation Details, Floor Plans, Elevations, Sections, Building Details, Roof Plans, Structural, Mechanical, Plumbing, Electrical, etc.
- Identify furnishings, fixtures, equipment
- Provide Bid Package, including Construction Drawings, Specifications, Calculations
- Cost Estimating - prepare detailed construction cost estimate for each phase of the design
- Respond to questions from bidders
- Prepare required addenda during bidding

Phase III –Construction Services

Services anticipated include, but are not limited to the following:

- General Project Administration and Supporting Services
- Attend pre-construction meeting and follow-up meetings as necessary
- Attend weekly project progress meetings, as necessary for coordinating overall project progress with the City
- Review shop drawings, submittals, samples and other submissions for conformance with the design intent of the project and for compliance with the contract documents, and applicable local, state and federal laws, statutes, ordinances, codes, rules, and regulations
- Review and respond to design interpretation requests
- Assist the City in the preparation of change orders
- Provide inspection necessary for Quality Control/Quality Assurance
- Provide inspection at Substantial Completion, assist with punch list, and conduct Final inspection
- Provide As Built Drawings and assist with project close-out requirements

3.3 WORK PERFORMED BY CITY/OTHERS

A Project Manager will oversee the successful Proposer's work and provide support as needed. Any specific duties the City will perform for each project shall be identified.

It is the City's intention that City staff will provide significant support to the preparation of the project work products and that the scope of activities of the Consultant should be limited, to the extent practical, to those activities reasonably necessary to meet the requirements. Consultant proposals (i.e. level of effort and approach) should reflect a coordinated approach and should specify the type and level of support anticipated from City staff. The City will make available to the Consultant any and all relevant project documents as requested. At all times, the City will do its utmost to provide timely responses regarding all project issues and questions that might arise.

3.4 PROJECT REVIEWS

On a day-to-day basis, the progress of the work will be managed by the City's Project Manager. Project reviews will be project specific.

3.5 DELIVERABLES AND WORK TIMELINE

Deliverables shall be considered those tangible resulting work products that are to be delivered to the City such as reports, draft documents, interim findings, drawings, schematics, training, meeting presentations, final drawings, and reports. All deliverables resulting from this Agreement will become the property of the City. As such, the Consultant and any Subconsultants grant the City the right to copy and distribute (in any and all media and formats) project deliverables for regulatory, project certification/recognition, program development, public education, and/or for any purposes at the sole discretion of the City of Albany.

3.6 INDEPENDENT CONSULTANT

The Consultant shall provide all labor, equipment, material, and supervision necessary to perform the scope of services described in this RFP. The parties intend that Consultant, in performing the services specified in this contract, shall act as an independent consultant and shall have the control of the work and the manner in which it is performed. Consultant is not considered an agent or employee of the City of Albany, and is not entitled to participate in any pension plan, insurance, bonus, or similar benefits the City of Albany provide its employees.

3.7 CITY REPRESENTATIVE & CONTRACT ADMINISTRATOR

The City's Representative or designee shall have full authority to act on behalf of the City with respect to administration of the provisions of this Contract, including the authority to stop the work whenever such stoppage may be necessary to ensure the proper execution of the Contract. The Representative or designee shall also have authority to reject all work which does not conform to the Contract Documents. The Representative for the purpose of administering this Contract will be:

Staci Belcastro, P.E., Engineering Project Manager; Phone: (541) 917-7645

The City's Representative shall observe, monitor, and inspect the work to the extent required to determine the provisions of the Contract Documents are being properly fulfilled. The inspection of the work completed shall not relieve the Contractor of his/her obligation to perform acceptable work in conformance with these Contract Documents.

3.8 NOTICES, INVOICES, AND PAYMENTS

All notices, invoices, and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills, and payments sent by mail should be addressed as follows:

CITY OF ALBANY: 333 Broadalbin Street SW
 P.O. Box 490
 Albany, Oregon 97321

CONTRACTOR: (Address), (City, State, Zip)

and when so addressed, shall be deemed given upon deposit in the United States Mail, postage prepaid. In all other instances, notices, bills, and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills, and payments are to be given by giving notice pursuant to this section.

DRAFT

SECTION 4 –SELECTION PROCESS AND EVALUATION CRITERIA

4.1 PROPOSER'S REPRESENTATION

Proposers, by the act of submitting their Proposals, represent that:

- a) They have read and understand the Proposal Documents and their Proposal is made in accordance therewith;
- b) They have familiarized themselves with the local conditions under which the work will meet their satisfaction.

Their Proposal is based on the requirements described in the Proposal Documents without exception (unless exceptions are clearly stated in the response).

4.2 CONSULTANT SELECTION PROCESS

The Consultant selection process will be based on the provision of a written proposal in response to this RFP and an oral presentation allowing Proposers the opportunity to clarify and elaborate on their Proposal and design solution at a public meeting to be scheduled the week of **TBD 2014**.

Each proposal and oral presentation will be judged on its completeness and quality of its content. The City reserves the right to reject any or all proposals and is not liable for any costs the Proposer incurs while preparing or presenting the proposal or oral presentation. All proposals will become part of the public file without obligation to the City. Upon the completion of the evaluations, the City intends to negotiate a contract with that Proposer whose proposal & oral presentation is deemed to be most advantageous to the City.

In responding to this RFP, Proposers shall provide, and will be evaluated on, the following information:

- a) Proposal
 - i. Overall approach to the work in all phases of preparation and demonstrated specific understanding of the requirements for the design of the facility.
 - ii. Detailed construction cost estimate based on the proposed design solution & description of Consultant's proposed mechanism for assuring construction cost estimate
 - iii. Recommendation for contracting delivery method, i.e. what contract delivery method is design and cost estimate based on (Construction Manager/General Contractor (CM/GC), Design-Build, Design-Bid-Build, etc)
 - iv. The Consultant's proposed project schedule, assuming a safety bond measure passes in May 2015, demonstrating the estimated hours for each member of the proposed Consultant team for each phase, if applicable, as well as the assumed level of involvement with City staff to complete the Project.
 - v. Detailed resumes of key staff.
- b) Oral Presentation
 - i. Unique design solution that may include building renderings and other drawings as determined by each design team to be suitable for display to the public and city staff
 - ii. Clarification of contracting methodology approach and introduction of a Proposer's recommended if design and delivery of project is based on an alternative contracting method

Per ORS 279C.110, please do not submit a rate schedule or include pricing information as part of the RFP.

Based on the submitted information and oral presentation, a Consultant will be selected using the criteria indicated within Section 4 and its subsections, and a professional services agreement will be negotiated. Once the Consultant is selected, the Consultant must be prepared to negotiate the contract price with the City within 24 hours. Final determination of the selected Consultant is contingent on agreement by the City on the Consultant's proposed price. For general reference and information, the City's standard Professional Services Agreement is included as **Attachment G**. This attachment provides the basic contractual language for a professional services agreement to be negotiated and finalized with the successful Consultant.

4.3 SELECTION REVIEW COMMITTEE

The Selection Review Committee will be comprised of at least three (3) members. The role of the Selection Review Committee is to evaluate proposals and the Proposer's oral presentation. The Review Committee will consider comments from the public and staff following the Oral Presentation and subsequent display of any appropriate unique design solution presented by each Proposer.

All scores for each Proposer shall be added together to arrive at a final score. Proposers will then be ranked in descending order by the total score assigned following review of the Proposal & Oral Presentation. If additional information is deemed necessary as part of the evaluations, such information will be solicited in order to allow the committee to complete the evaluation process.

At the City's option, interviews may be conducted with all or a select few of the Consultants after the Proposals and Oral Presentations are evaluated. If held, a possible 50 points will be attributed to interviews. The interview scores will be added to the paper scores, and the list re-ordered. The Selection Review Committee may interview the Consultants and ask additional questions related to the proposal and the scope of work. Consultants invited to the interview will be responsible for making and paying for their own travel arrangements.

4.4 QUALIFICATIONS MANDATORY (this is tied to the selection criteria)

Submittals will be evaluated by the criteria listed within this Section, and should be organized and identified in the same order. Firms must demonstrate recent successful experiences in Public Facilities Planning and Design projects comparable to the Scope of Work described in Section 3. This item includes demonstrated ability to meet schedules or deadlines, and demonstrated past performance to complete projects without significant cost escalations or overruns.

1. Key personnel's professional background and qualifications, including the project team for this project. Define their roles and extent of participation anticipated for this project. Provide a list of all projects worked on by the proposed project manager in the last three years, including an identification of this person's role/responsibility for each project.
2. Current workload of firm and key personnel. List the anticipated percentage of time the project manager will have available for this project.
3. Demonstrated ability and experience facilitating and leading Projects similar to the Scope of Work.
4. A description of the qualification and experience of subconsultants who may participate in the project. Please identify the portions of a project anticipated to be performed (in part) by subconsultants.
5. Quality of projects previously undertaken. Please describe at least two completed studies of a similar nature involving key personnel anticipated to work on this project.
6. Ability to manage and complete projects that may be a considerable distance from your offices. Please include a description of where key personnel for this project will be based, as well as the amount of travel anticipated, and other items you consider important to demonstrate this ability.

4.5 EVALUATION CRITERIA

4.5.1 Introductory Letter

Consultant shall include an Introductory Letter and expression of interest in the project. Consultant should indicate a willingness to enter into a contract with the City based on the terms and conditions contained in the City's standard contract contained in **Attachment G**. The Introductory Letter shall also name the person(s) authorized to represent the Consultant in any negotiations and the name of the person(s) authorized to sign any contract that may result. The letter shall be signed by an authorized representative of the Consultant. Exceptions to the contract must be submitted by the Proposer with their proposal and described in the Introductory Letter.

4.5.2 Project Understanding and Approach

This evaluation component will allow the City to assess the Consultant's understanding of the professional services that are requested and that need to be provided for a successful project. Consultant should present a clear and concise understanding of the overall project and its objectives based on the available information. Consultant should list and describe the significant issues and concerns that need to be addressed. Other potential issues the Consultant believes should be considered or addressed should be presented in the Consultant's proposal, along with any innovative or unique solutions. Include various general and/or specific architectural tasks the Consultant feels are important for prudent management and sequencing of the tasks required for a successful project.

4.5.3 Proposed Project Team and Qualifications

A capable, dedicated project team is crucial to any successful project. The Consultant's team needs to be identified, along with its full capabilities relevant to the project at hand. The team shall include and clearly identify the use and specific tasks to be performed by any subconsultants and/or the City. The basic question is how well the team's qualifications and experience relate to the requested services. Information to be provided includes:

- Names of team members who will be performing the work on this project, their responsibilities, and estimate of percent of total project days they will be assigned.
- Project Manager's experience with similar projects and interdisciplinary teams.
- Current assignments and location of all important team members.
- Qualifications and relevant experience of all team members for all phases of the project.
- Qualifications and relevant experience of subconsultants.
- Staffing availability to perform the work for the duration of the contract.

It is the City's expectation that the project team presented in the proposal shall be the team used once the project is initiated. If unforeseen circumstances require a deviation from the proposed project team, the City reserves the right to review the proposed replacement. The City will then either approve the change or request that a different replacement be proposed. If an agreement cannot be reached, the City reserves the right to terminate the contract.

4.5.4 Project Schedule, Staffing Requirements, Integration with City Staff Team, Construction Cost Estimate

Consultant shall prepare and present, as detailed as possible, a project schedule and phasing of the work, and a construction cost estimate based on their recommended delivery method for the project. Based on the proposed project schedule, Consultant shall submit a complete estimate of the staffing requirements for the project, organized by task. This estimate shall list the project tasks, the persons performing those tasks, and the estimated hours or days required to complete the work involved for each major task category. Key project staff previously identified as being necessary to achieve a successful project needs to be highlighted. The estimate shall also indicate the tasks, schedule, and estimated time requirements for project tasks or elements of tasks the Consultant expects the City to complete. It should be emphasized that this staffing information should represent a true and realistic appraisal of the total amount and type of architectural services required.

4.5.5 Oral Presentation

Each Proposer shall be given a maximum of 30 minutes to present their unique design solution. Presentation may include building rendering and other drawings as determined by each design team to be suitable for display to the public and city staff. The presentation provides an opportunity for the Proposer to provide clarification on their proposal and introduce key team members. Proposer shall allow a maximum of 30 minutes for the evaluation committee to pose questions.

4.6 RFP EVALUATION

The goal of the evaluation process is to select that firm believed to best meet the City's expectations for background, qualifications, and staff experience capable of providing the needed project services. Each proposal and oral presentation will be judged as to the extent that it demonstrates the Consultant's qualifications and understanding of the services requested and required for a successful project, and the staffing proposed to meet the project goals and schedule. Evaluation factors and the maximum points to be awarded will be as follows:

	Criteria	Maximum Score
A	Introductory Letter	Pass/Fail
B	Project Understanding and Approach	25
C	Proposed Project Team and Qualifications	25
D	Staffing Requirements, Level of Effort, and Integration with City Staff Team Project	25
E	Oral Presentation	25
TOTAL POINTS AVAILABLE		100

4.7 PRICE AGREEMENT NEGOTIATIONS

The City will attempt to reach a final agreement, including a detailed scope of work, project schedule, and fee schedule, with the highest scoring Proposer. However, the City may, in its sole discretion, terminate negotiations and reject the proposal if it appears agreement cannot be reached. The City may then attempt to reach a final agreement with the second highest scoring Proposer. The negotiation process may continue in this manner through successive consultants until an agreement is reached or the City terminates the consultant contracting process, ORS 279C.110.

SECTION 5 – CONTRACT REQUIREMENTS

5.1 CONTRACT AWARD

The award of a contract is accomplished by executing a contract with a written agreement that incorporates the entire RFP and Attachments, Proposer's qualifications and response, clarifications, addenda, and additions. All such materials constitute the contract documents. The Proposer agrees to accept the contract terms of the attached Sample Professional Services Contract unless substantive changes are made without the approval of the Proposer.

Otherwise, exceptions to the contract must be submitted by the Proposer with their proposal and described in the Introductory Letter. The Issuing Office is the sole point of contact for the issuance of the contract. The contract shall be substantially in the form of the contract in Attachment G.

5.2 CERTIFICATES OF INSURANCE

The successful Consultant must be covered by Workers' Compensation Insurance, which will extend to and include work in Oregon. As listed in the Professional Services Agreement, see Attachment G, the successful Consultant must also submit documents addressing general liability insurance, automobile and collision insurance, professional liability insurance, pollution liability and indication there is no conflict of interest on the part of the Consultant's submission of a proposal for the architectural services being solicited under this RFP.

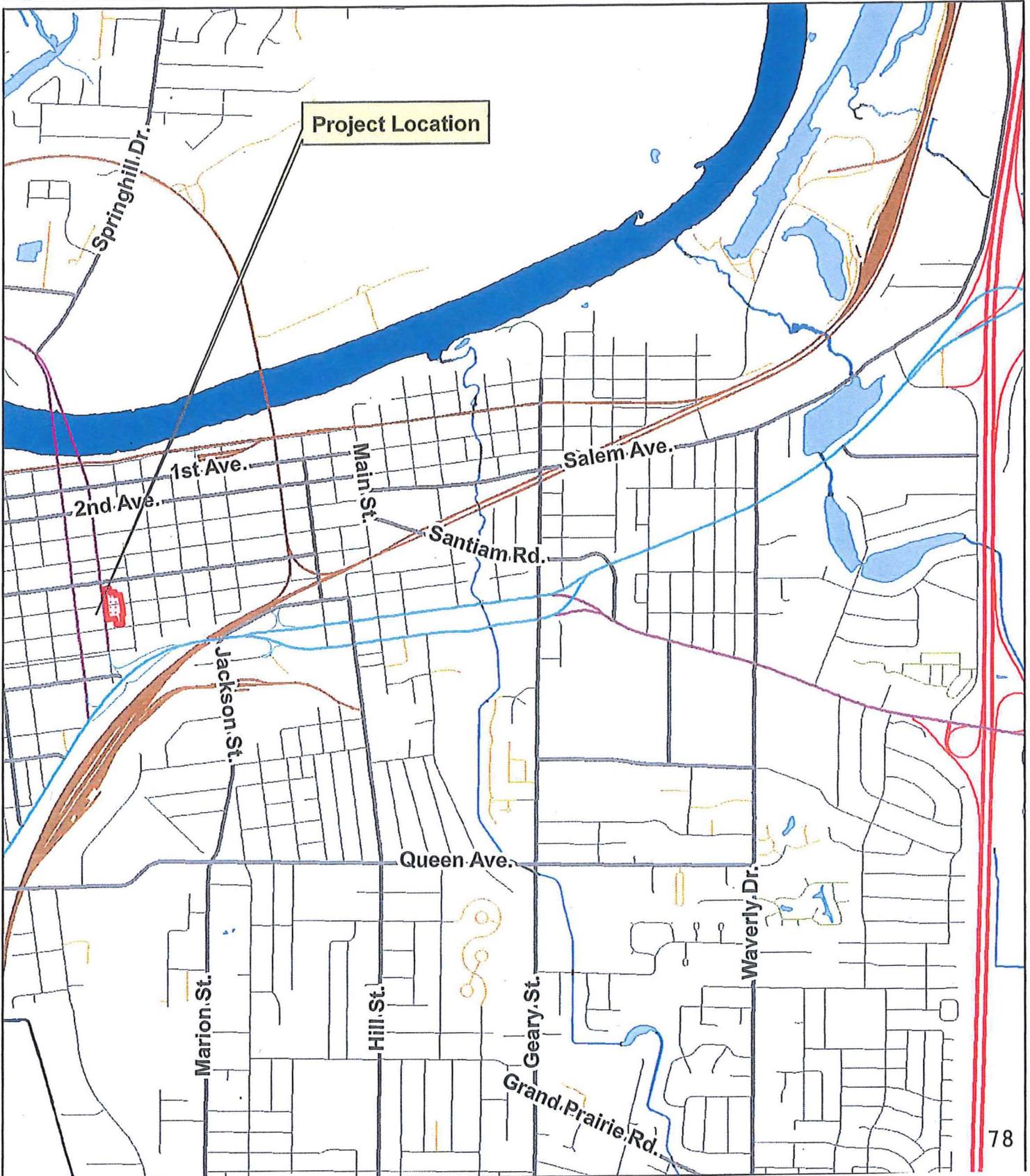
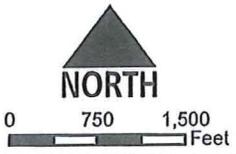
The Proposer shall demonstrate willingness and ability to provide a Certificate of Insurance within ten (10) days of the Notice of Contract Award.

Payment for any contract entered into as a result of this RFP will be made monthly upon receipt and approval of the Consultant's billing statement for work satisfactorily completed to date, as defined in the Architectural Services Agreement. The statement must include a summary of progress made through the billing date. Billings should only be submitted once a month.

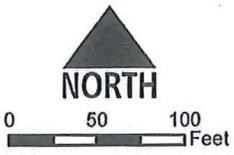
5.3 CONTRACT ADMINISTRATOR

Staci Belcastro, P.E., Engineering Manager, is the Project Manager and Contract Administrator for this project.

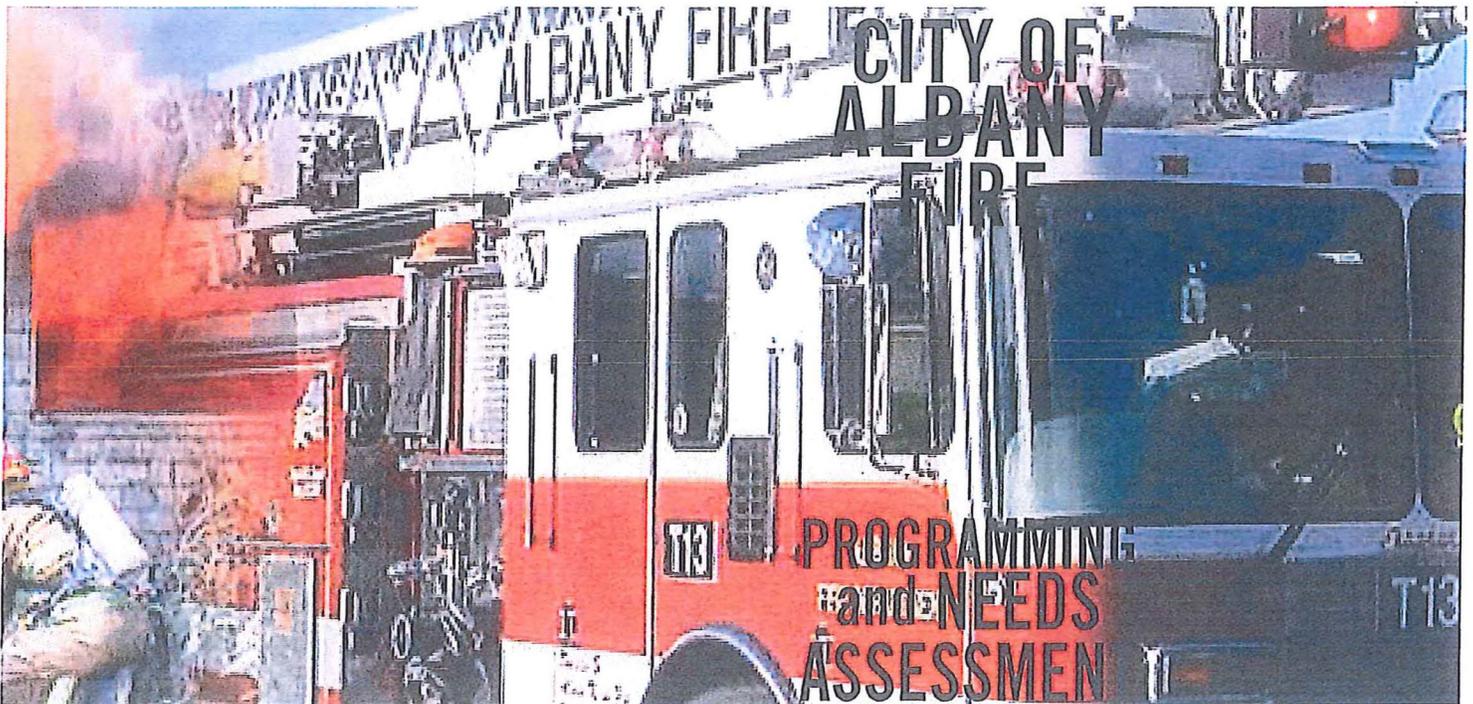
ATTACHMENT A PROJECT LOCATION MAP
PROJECT #
STATION 11 DOWNTOWN FIRE STATION



**ATTACHMENT B
PROJECT #
STATION 11 DOWNTOWN FIRE STATION**



**CITY OF ALBANY FIRE DEPARTMENT,
STATION 11
FACILITIES ASSESSMENT AND PRELIMINARY DESIGN
PHASE 1 – PART A: DEPARTMENT PROGRAMMING AND NEEDS ASSESSMENT**



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**CITY OF ALBANY FIRE DEPARTMENT, STATION 11
FACILITIES ASSESSMENT AND PRELIMINARY DESIGN
PHASE 1 – PART A: DEPARTMENT PROGRAMMING AND NEEDS ASSESSMENT**

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JOHN BRADNER, FIRE CHIEF AND WES HARE, CITY MANAGER
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SECTION 1 EXECUTIVE SUMMARY

The Albany City Council authorized ZCS/hsr to complete Phase 1 – Part A, the first portion of a three step process to determine Station 11 needs into the future (Phase 1 – Part A). If authorized by Council the next steps are to review possible options for location (Phase 1 – Part B) and to determine overall known development cost and timeline based on preliminary plans, elevations and site studies for a preferred location (Phase 2).

The purpose of Phase I, Part A is to:

- Review the Station 11 portion of the Degenkolb Building Evaluation, dated December 10, 2003
- Review the Facility Needs report by Chief John R Bradner to Wes Hare, dated October 4th, 2010
- Provide Building and Site Programming for Station 11 for current, 10, 20 and 40 year needs.
- Provide Spatial Relationship diagrams and typical industry standard room layouts

ZCS / hsr have met with the Fire Chief John Bradner and his staff to determine space need requirements and adjacency diagrams. Based on information provided by Chief Bradner and his staff we have projected for 10, 20 and 40 year needs. Our space needs determination is based on discussions with the Albany Fire Department, comparison with industry standards for station design, area needs and typical industry room layouts. 20 year needs will be used for purposes of site size determination and preliminary budgeting. The 40 year needs are the same as those for 20. As the City grows, a new station will be needed in a different location to provide adequate response time rather than to expand Station 11.

20 year needs indicate that 29,387 SF will be needed to provide for:

- Lobby and Community Room.
- Suppression living space with 10 bedrooms.
- Battalion Chief Bullpen with 3 bedrooms.
- Training Room (also an Emergency Command Center) and offices.
- Prevention offices, storage and work space.
- EMS office and supplies.
- 6 Apparatus Bays

Rough square foot (SF) construction costs for new fire stations are \$200 to \$240/ SF plus or minus. Soft costs, such as Architectural and Engineering fees, permits, SDC's, surveys, geotechnical and hazardous materials testing, furniture and relocation costs are not included. These costs could amount to an additional 25% to 35%. Construction and soft costs DO NOT include property purchase. See the chart below for a low to high range of costs you can expect (not including property purchase). The numbers are preliminary for a new station and are not based on any specific site or actual plans.



Building Space Needs-SF	14,800	26,790	29,117	29,387	29,387
Project Costs					
Low Range of Project Costs					
-Construction-\$200 per Square Foot		\$5,358,000	\$5,823,400	\$5,877,400	\$5,877,400
-Soft Costs-25% of Construction Costs		\$1,339,500	\$1,455,850	\$1,469,350	\$1,469,350
Does not include cost of property					
Total Project Costs-Low Range		\$6,697,500	\$7,279,250	\$7,346,750	\$7,346,750
High Range of Project Costs					
-Construction-\$240 per Square Foot		\$6,429,600	\$6,988,080	\$7,052,880	\$7,052,880
-Soft Costs-35% of Construction Costs		\$2,250,360	\$2,445,828	\$2,468,508	\$2,468,508
Does not include cost of property					
Total Project Costs-High Range		\$8,679,960	\$9,433,908	\$9,521,388	\$9,521,388
Site Needs					
Single Story	.5 Acres			1.88 Acres	
Two Story				1.64 Acres	
Three Story				1.37 Acres	
Staffing (Total facility work force)	29	33	35	36	36

ZCS' review of the Degenkolb report notes that estimates for seismic strengthening of \$573,120 is considered low and that a figure of \$975,000 should be used for budgeting. This figure does not address gravity system upgrades that may be required. Seismic loads are primarily lateral forces. The gravity system is the ability of a structure to hold up live loads and dead loads. Often, when renovating older existing structures the load bearing structural system requires upgrades.

The Facility Needs report by Chief Bradner outlines needed upgrades to keep the building functional are as follows:

Costs to upgrade the facility without remodeling or providing Fire, Life Safety:

	Degenkolb	ZCS/hsr
Seismic Upgrade	\$573,120	\$975,000
Rewiring and Generator	\$410,000	\$410,000
Windows, HVAC, Stair Treads		
Parking Lot repair	\$100,000	\$125,000
	\$1,083,120	\$1,510,000

ESTIMATED REHABILITATION

The \$2.5-\$4.5M range provided in the report includes Seismic upgrades of \$573,120 and "costs related to ADA compliance, asbestos abatement, relocation of equipment/staff, architectural and engineering design fee, programmatic renovations, deferred maintenance, replace of glazing/finishes".

\$2,500,000/14,800 = \$168.00 per square foot*

*this figure includes the seismic upgrade of \$573,120 versus \$975,000 which is recommended by ZCS.

\$4,500,000/14,800 SF = \$304.00 per square foot

\$168 per square foot seems low. \$304 may be appropriate if soft costs (except property acquisition) are

Site size and the ability to design the site with the given location of the existing fire station are important considerations of this site to meet the current and future needs of Station 11. Programming shows that depending on design of the building as a one, two or three story facility the site area required to meet 20 year needs is:

- Single Story 1.88 acres
- Two story 1.64 acres
- Three Story 1.37 acres.

The existing site is .5 acres. The minimum additional required site area is .87 acres with a three story building; this does not include an allowance (contingency) for designing the site with the building in its current location or configuration and location of the additional property.

Site and preliminary floor plan design will help to determine the feasibility of utilizing this site and incorporating the current building, razing the building on the current site and rebuilding or relocating. Site circulation problems that pose operational and safety issues were identified in Chief Bradner's report.

CURRENT STATUS OF EXISTING FACILITY:

- Upgrading the building may cost as much as new construction
- The current building and apparatus bays have functional and life safety issues.
- The interior and exterior materials systems are showing their age-replacement, repair, upgrades and maintenance are required.
- Energy efficiency of the shell and systems in the building could be greatly improved
- Additional land is required to meet the current and 20 year Station 11 needs.

The next step is to take the information gathered in Phase 1- Part A: Programming and Facilities Assessment and proceed with Phase 1 – Part B: Site Option Studies. We will review and compare various site options including expansion and reuse of the existing building, a new building on the existing site or other selected sites using the decision tree provided in our proposal. This will allow us to identify and discard unsuitable options early in the process and will determine whether rehabilitation, replacement on the current site or relocation for Station 11 is most prudent. We will provide estimates for construction and property acquisition and apply a percentage for soft costs. In Phase 2 – Site Specific Studies we will provide a Project Cost Worksheet capturing all know costs. This cost estimate will be based on an actual site, preliminary plans and elevations and outline specification.

SECTION 2 REVIEW OF REPORTS

We have been asked to review and comment on the following report:

REVIEW OF FIRE STATION 11 FACILITY NEEDS REPORT. BY: JOHN R. BRADNER, FIRE CHIEF TO: WES HARE, CITY MANAGER, DATED OCTOBER 4TH, 2010. (You can find this original report in Appendix A of this Document.)

Fire Chief John R Bradner submitted his report which is a compilation of studies and investigations on the existing condition and inadequacies of Station 11. The conclusion is that "rehabilitation of the existing structure would not be prudent and replacement and possible relocation of Station 11 is vital to the Fire Department's continued ability to provide essential services to our community".

The construction costs per square foot in this report are meant to cover seismic improvements, sprinklering improvements, HVAC, electrical, ADA and window replacements to keep the building functional. The costs indicated are substantial. Additional money will be required to make improvements to the interior and exterior to accommodate current unmet needs as well as future needs. The cost for utilizing the existing building may outweigh new construction costs and may not provide the highest degree of functionality.

Station 11 provides emergency fire, rescue, and medical and community services and must remain functional at all times. Approximately 25% of the Fire Department's emergency response force is located at Station 11. They are at risk due to seismic inadequacies of the structure.

Generally the costs in the report describe upgrades to keep the building functioning. Additional "costs related to ADA compliance, asbestos abatement, relocation of equipment/staff, architectural and engineering design fees, programmatic renovations, deferred maintenance, replacement of glazing/finishes and other have all been excluded from the 2003 Tier 1 Evaluation and are given a cost estimate of \$2.5-\$4.5. In addition fire sprinklering above the basement level and providing energy efficiency measures to the building shell were not included.

SEISMIC INSTABILITY

Please refer to the ZCS review of the Degenkolb report of Dec 10, 2003 for Station 11.

ELECTRICAL AND EMERGENCY POWER NEEDS

The building is incapable of supporting an adequate emergency power supply. Existing electrical systems are antiquated, obsolete and inadequate. Cost for rewiring and generator shown as approximately \$410,000.

ADA ACCESSIBILITY

The report correctly notes that the City of Albany Fire Station 11 falls under the "The Department of Justice's regulation implementing Title II, Subtitle A, of the ADA which prohibits discrimination on the basis of disability in all services, programs, and activities provided to the public by State and local governments, except public transportation services."

The building will have to follow the more stringent of the ADA or ADAAG rules. ADAAG does not limit improvements to provide an accessible facility to 25% of the "Alteration and Substantial Alteration" cost for a Title II Public Facility.

ENVIRONMENTAL STANDARDS

Costs for changes to the collection and transfer of wash water to a sanitary sewer line would be higher if existing underground utilities would be altered. The ability to provide this change may be less if the building is remodeled and/or added onto and changes to utilities occur in an area that are be part of the work.

FACILITY AND SITE LIMITATIONS

Currently there are traffic, safety and response time issues for apparatus circulation with the existing site layout and structural limitations of the building.

The Station was not designed to accommodate women in Fire Service, although modifications have been made to accommodate one female firefighter per shift.

The services of Station 11 must be provided continuously which presents challenges. Staff/equipment must be relocated or work must be phased to allow continuous services.

BUILDING SIZE, PROPERTY SIZE, LOCATION

The location of the existing building on the half acre property poses challenges for accommodating current and future ingress and egress to apparatus bays, secure parking, visitor parking, pedestrian/vehicular circulation and additional building area required.

See Size Analysis spread sheet and Executive Summary comments on Property Size.

Factors in determining a site for Station 11 site such as response time, access to emergency travel routes, cost, negative community impact, meeting community and Department needs and proximity to hazardous locations are described.

more expensive than what is typically expected during the preliminary planning and budgeting phase of a rehabilitation project. It is our position that the existing seismic strengthening cost estimate for this facility be increased to at least \$75 per square foot, or \$975,000. Again, this figure does not address any gravity system upgrades that may be required.

Should seismic strengthening be pursued, it must be understood that although the resulting product will consist of a structural shell that will satisfy Immediate Occupancy Performance Objectives from a structural standpoint. The costs mentioned above do not consider non-structural issues such as hazmat abatement, ADA compliance, access and egress, and the entire architectural and MEP package.



Russell C. Carter, PE, SE

STRUCTURAL



SECTION 3 PROGRAMMING

CITY OF ALBANY
FIRE DEPT
SPATIAL ALLOCATION STUDY

BUILDING SPACE REQUIREMENTS

Item	Space	Current	10 Year	20 Year	40 Year
1.0	PUBLIC AREAS	2,294	2,294	2,294	2,294
2.0	ADMINISTRATION	697	697	697	697
3.0	TRAINING	2,677	2,920	3,004	3,004
4.0	PREVENTION	1,878	2,934	2,934	2,934
5.0	EMS	1,077	1,453	1,572	1,572
6.0	APPARATUS	9,845	9,845	9,845	9,845
7.0	ANCILLARY SUPPORT	715	715	715	715
8.0	LIVING	7,607	8,259	8,325	8,325
	BUILDING SUBTOTAL-Square Footage including Circulation and Gross Up	26,790	29,117	29,387	29,387

"Circulation" is the area required to provide access to and from each of the rooms.
Please see diagrams on pages RD 20 and 21 which show percentages of circulation for open office and enclosed office layouts.

"Gross up" is the amount of space required for wall thicknesses, chases and shafts.
The is shown as a percentage of the overall building square footage requirements.

CITY OF ALBANY
FIRE DEPT SPATIAL ALLOCATION STUDY

STAFFING REQUIREMENTS

FUNCTION	Current Actual	Current Need	10 Year Total	10 Year Largest Shift	20 Year Total	20 Year Largest Shift	40 Year Total	40 Year Largest Shift
ADMINISTRATION								
Emergency Management Specialist	0.5	0.5	1	1	1	1	1	1
Clerk	0	0.5	1	1	1	1	1	1
Front Desk clerk								
Sub-total Administration	0.5	1	2	2	2	2	2	2
TRAINING								
Training Lt	1	1	1	1	2	2	2	2
Logistics Lt	0	1	1	1	1	1	1	1
Preplanning	0	0	0	0	0	0	0	0
Sub-total Training	1	2	2	2	3	3	3	3
PREVENTION								
DFM	2	3	4	4	4	4	4	4
Public Education	1	2	2	2	2	2	2	2
Public Education Clerk	0	1	1	1	1	1	1	1
Could also serve as EMS Clerk								
Sub-total Prevention	3	6	7	7	7	7	7	7
SUPPRESSION/EMS								
Battalion Chiefs	3	3	3	1	3	1	3	1
Lieutenants	3	3	3	1	3	1	3	1
Apparatus Operators	3	3	3	1	3	1	3	1
Fire Fighters	3	3	3	1	3	1	3	1
Floater	12	12	12	4	12	4	12	4
Medics-included above								
Sub-total Apparatus	24	24	24	8	24	8	24	8
STAFF TOTALS	28.5	33	35	19	36	20	36	20

CITY OF ALBANY
FIRE DEPT SPATIAL ALLOCATION STUDY

1 PUBLIC AREAS

Item	Position	Space Size			Room Code	Current		10 Year		20 Year		40 Year		Note #	Location/Adjacencies
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF		
1.1	Vestibule	8	10	80	ER	1	80	1	80	1	80	1	80		
1.2	Lobby	16	24	384	ER	1	384	1	384	1	384	1	384		
	Wall space for Historic Displays														
1.3	Women's Restroom (1) WC & (1) Lavs	7	9	63	RR52	1	63	1	63	1	63	1	63		
1.4	Men's Restroom (1) WC & (1) Lavs	7	9	63	RR52	1	63	1	63	1	63	1	63		
1.5	Community Mtg/Class Room	20	30	600	CR600	1	600	1	600	1	600	1	600	1	
	Coffee Bar														
	Storage														
	Room for 30 Children & Adults -Chairs only														
1.6	Chair/Table Storage	10	18	180	ER	1	180	1	180	1	180	1	180		Access to Training Room & Community/Class Rm
1.7	General Storage-Pub Ed & EMS	10	18	180	ER	1	180	1	180	1	180	1	180		Access to Training Rm & Community/Class Rm
	Hazard House														
	Interactive props along the wall														
	Big displays														
	EMS Supplies & Mannequin														
	AV Storage														
1.8	Public Counter	4	10	40	OA	1	40	1	40	1	40	1	40		Clerk Station behind public counter. Located in Lobby
1.9	Clerk					0	0	0	0	0	0	0	0		See Administration
1.10	Mail Delivery					0	0	0	0	0	0	0	0		Locate in Lobby at Reception Counter
1.11	Shipping/receiving					0	0	0	0	0	0	0	0		Locate in Lobby at Reception Counter
1.12	General Storage	2	4	8		1	8	1	8	1	8	1	8		Close to front door
	First Aid Closet														
1.12	Community Outreach Programs	10	14	140	ER	1	140	1	140	1	140	1	140	2	Locate close to Reception Counter. See Apparatus
	Life Jackets														
	Chimney Sweeping														
	Smoke Detectors														
	Car Seat Program														
	Escape Ladders														
	Life Safety Cases														
	SUBTOTAL						1738		1738		1738		1738		
	CIRCULATION				0.20		348		348		348		348		
	GROSS UP				0.10		209		209		209		209		
	TOTAL SQUARE FOOTAGE						2294		2294		2294		2294		

CITY OF ALBANY
FIRE DEPT SPATIAL ALLOCATION STUDY

Notes

- 1 Community Meeting/Class Room
 - Isolated for Public Use
 - Use as an EOC
 - Boy Scouts use this room
- 2 Community Outreach Programs
 - 34 LF of shelving
 - Enough storage for immediate Community Consumption-not for storage of all materials

CITY OF ALBANY
FIRE DEPT SPATIAL ALLOCATION STUDY

2 ADMINISTRATION

Item	Position	Space Size			Room Code	Current		10 Year		20 Year		40 Year		Note #	Location/Adjacencies
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF		
2.1	Fire Chief					0	0	0	0	0	0	0	0		Located at City Hall
2.2	Assistant Fire Chief					0	0	0	0	0	0	0	0		Located at City Hall
2.3	Division Chiefs														
2.3a	Training					0	0	0	0	0	0	0	0		Located at City Hall
2.3b	EMS					0	0	0	0	0	0	0	0		Located at City Hall
2.3c	Fire Marshal					0	0	0	0	0	0	0	0		Located at City Hall
2.4	Emergency Management Specialist	10	12	120	PO120	1	120	1	120	1	120	1	120	1	Located in Office area, close to EOC.
2.5	Clerk	8	8	64	WS64	1	64	1	64	1	64	1	64	2	Located in Lobby at Public Counter.
2.6	Copy/Fax/Coffee Area	12	18	216	OA	1	216	1	216	1	216	1	216		
2.7	Women's Restroom	8	8	64	RR64	1	64	1	64	1	64	1	64		
2.8	Men's Restroom	8	8	64	RR64	1	64	1	64	1	64	1	64		
SUBTOTAL							528		528		528		528		
CIRCULATION-Percentage							0.20		106		106		106		
GROSS UP-Percentage							0.10		63		63		63		
TOTAL SQUARE FOOTAGE							697		697		697		697		

Notes

- 1 Emergency Mangement Specialist
Needs Clerical support
- 2 Clerk
Clerical Support-main duty
Receptionist
Liason for everyone
Provide obvious front counter for public
Shared Position with Prevention

CITY OF ALBANY
FIRE DEPT SPATIAL ALLOCATION STUDY

Notes

- 1 Training Lieutenant
Involved with Health & Fitness, Safety, EMS Advisory, Field Advisor, Fire Advisory
- 2 Logistics Lieutenant
EMS Training
Operations
Emergency Response
Department wide purchasing. Meet with Vendors in small conference or community mtg room
Receiving Area
Bookcase, desk, files
- 3 Training/Meeting Room
Sound Isolated
EMS is the biggest group that meets in this room
- 4 Provide parking for Meeting Attendees
Web Casts
Plan for a Future Training Center
Use Kitchen in house
Wired for Internet, TV, Audio/Visual
9'-10' Ceiling
ECC-located in Training/Meeting Room Above .
(4) Sections, Space for 20-25 Positions
- 5 Normally 5-10 People-2 positions per table
Easel for each Section = 4 plus 1 extra = 5 easels.
White Boards
- 6 Individual Computers
(2) phone lines per section-hard wired connections
Outdoor area
Training/Meeting Storage
Dedicated EMS Storage
Mannequin-high fidelity
AV
Room to be secure

CITY OF ALBANY
FIRE DEPT SPATIAL ALLOCATION STUDY

Notes

EMS GENERAL

Handles 84.6% of the Load

Provides the in town ambulance Service

Partner with Senior Services, social services

Seek to find appropriate solutions for frequent customers who comprise 3-4% of the population

65 EMS personnel, 55 are Paramedics

- 1 EMS Supply
 - Secured Storage
 - Hand carry or hand truck to vehicles
 - Easy to load and unload
- 2 Mass Casualty Storage
 - Ok to be unheated
- 3 DCON
 - Commercial Washer/dryer for bio-hazard

CITY OF ALBANY
FIRE DEPT SPATIAL ALLOCATION STUDY

6 APPARATUS

Item	Position	Space Size			Room Code	Current		10 Year		20 Year		40 Year		Note #	Location/Adjacencies
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF		
	APPARATUS														
6.1	Apparatus														
	Bay Type A	16	60	960		4	3840	4	3840	4	3840	4	3840	1	Middle Apparatus Bays
	Bay Type B	20	60	1200		2	2400	2	2400	2	2400	2	2400	1	
	-(1) Boat/brush rig													2	
	-BC SUV/Rescue														
	-Ladder 11 or Truck 11														Drive Through-immediate response
	-Engine 11														Drive Through-immediate response
	-(2) Medic Units														Drive Through-immediate response
	-Tender														Immediate Response
	-(1) Truck 42														
	-Technical Rescue														
	-Ski Doo													2	
	APPARATUS SUPPORT														
6.2	Tool Crib	18	20	360	OA360	1	360	1	360	1	360	1	360		Off of Apparatus Bay
	Work Bench														
	Tool Chests														
	Work Area														
6.3	Radio Equipment	4	5	20	OA	1	20	1	20	1	20	1	20		
6.4	Turnout Gear	16	30	480	TO480	1	480	1	480	1	480	1	480		
	38 Turn Out Lockers														
	-30 plus Firefighters														
	-3 DFM														
6.5	Garbage/Recycle	6	10	60		1	60	1	60	1	60	1	60		In Apparatus Bay
6.6	General Storage	10	30	300		1	300	1	300	1	300	1	300		Direct Access to apparatus Bay
6.7	DCON/EMS			0		0		0		0		0			See EMS
6.8	EMS Supply			0		0		0		0		0			See EMS
6.9	Janitor Closet	10	10	100		1	100	1	100	1	100	1	100		
	Apparatus Bay Cleaning														
	Equipment/Vehicle Cleaning														
	Mop Sink														
6.10	Storage					0	0	0	0	0	0	0	0		
	Uniform Storage														See Ancillary
6.11	Summer Field Fire Equipment	2	16	32		1	32	1	32	1	32	1	32		Direct Access to Bays
6.12	Apparatus Bay RR	8	8	64	RR64	1	64	1	64	1	64	1	64		Direct Access to Bays

CITY OF ALBANY
FIRE DEPT SPATIAL ALLOCATION STUDY

7 ANCILLARY SUPPORT

Item	Position	Space Size			Room Code	Current		10 Year		20 Year		40 Year		Note #	Location/Adjacencies
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF		
7.1	Lieutenants Bull Pen (3) Workstations	14	20	280	BP 280	1	280	1	280	1	280	1	280	1	
7.2	AO/Medic Office/Reports (2) Work Stations	14	16	224	PO224	1	224	1	224	1	224	1	224	2	Close to Living.
7.3	Storage						0		0		0		0		
	Uniforms	12	25	300		1	300	1	300	1	300	1	300		
	Chains	2	10	20		1	20	1	20	1	20	1	20		
	Hoses/Parts	2	20	40		1	40	1	40	1	40	1	40		
7.4	Office Janitor Closet	8	8	64		1	64	1	64	1	64	1	64		
7.5	Building Maintenance Equip	8	10	80		1	80	1	80	1	80	1	80		Could be combined with Office janitor
7.6	Fire Pole	4	4	16		1	16	1	16	1	16	1	16		
	SUBTOTAL						520		520		520		520		
	CIRCULATION				0.25		130		130		130		130		
	GROSS UP				0.1		65		65		65		65		
	TOTAL SQUARE FOOTAGE						715		715		715		715		

Notes

- 1 Lieutenants Bull Pen
View to apparatus bays
Closer to Living than BC Bull Pen-first contact for line personnel
- 2 AO/Medic Office/Reports
Electronically handled with password protection
Laserfische

CITY OF ALBANY
FIRE DEPT SPATIAL ALLOCATION STUDY

8 LIVING

Item	Position	Space Size			Room Code	Current		10 Year		20 Year		40 Year		Note #	Location/Adjacencies
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF		
8.1	Living Area (7) Recliners	18	20	360		1	360	1	360	1	360	1	360		
8.2	Kitchen Pot Sink with pull down faucet (2) Dishwashers Large Grill Common shift pantry (4) High End Res Refrig/Freeze	18	18	324		1	324	1	324	1	324	1	324	1	Living/Dining/Kitchen Great Rm Plan. Adjacent to outdoor patio and covered area.
8.3	Individual and Guest Pantries (36) 1'-6" x 1'-6" x 2'-6" H	1.5	18	27		1	27	1	27	1	27	1	27		
8.4	Dining Round Table-Dining for 12 Seating for large dinners & parties	20	20	400		1	400	1	400	1	400	1	400		Living/Dining/Kitchen Great Rm Plan.
8.5	Storage Closet Tables and Chairs Kitty Supply/Pantry	6	12	72		1	72	1	72	1	72	1	72		
8.6	BC Area Dorm Rooms RR/Shower BC Bull Pen -(3) Work Station -TV, Radio, Security Monitors -Table with (4) Chairs	9	10	90	DR90	3	270	3	270	3	270	3	270		Adjacent to Dorms and BC Bull Pen
		10	16	160	LTS155	1	160	1	160	1	160	1	160		
		20	22	440	BP440	1	440	1	440	1	440	1	440		
8.7	Exercise Room Storage for Equipment	24	32	768	ER	1	768	1	768	1	768	1	768	3	
		8	12	96	ER	1	96	1	96	1	96	1	96		
8.8	Laundry Stackable Washer and Dryer Sink Storage	10	12	120	ER	0	0	1	120	1	120	1	120		
8.9	Janitor Closet	8	8	64	CL64	2	128	2	128	2	128	2	128		One per floor
8.10	Electrical	12	14	168	ER168	1	168	1	168	1	168	1	168		
8.11	Mechanical	12	14	168	ER240	1	168	1	168	1	168	1	168		
8.12	Fire Riser Room	8	8	64	ER64	1	64	1	64	1	64	1	64		Riser in Lobby-
8.13	Dorms Single Room (3) Drawers under bed	9	10	90	DR90	8	720	10	900	10	900	10	900		
8.14	Men's Locker Room (32) Full size lockers	2	5	10	LTSM	30	300	32	320	32	320	32	320		See Men's Locker/Toilet/Shower
8.15	Men's Shower (3) showers	12	14	168	LTSM	1	168	1	168	1	168	1	168		See Men's Locker/Toilet/Shower

CITY OF ALBANY
FIRE DEPT SPATIAL ALLOCATION STUDY

10 SITE AND PARKING

Item	Position	Space Size			Room Code	Current		10 Year		20 Year		40 Year		Note #	Location/Adjacencies
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF		
10.1	Visitor Parking	10	32	320		2	640	2	640	2	640	2	640		
10.2	Community/Class Room	10	32	320		0	0	9	2880	9	2880	9	2880		9 Required per Code-can be on ST
10.3	Training Room	10	32	320		0	0	15	4800	15	4800	15	4800		15 Required per Code-can be on ST
10.4	Bike Parking	2	6	12		2	24	4	48	4	48	4	48		1 Bike Space for every 10 Auto spaces required. 2 min req'd.
10.5	Secure Staff Parking Biggest Shift	10	32	320		20	6400	20	6400	20	6400	20	6400		
10.6	Shift Change-Secure preferred	10	32	320		0	0	8	2560	8	2560	8	2560		
10.7	Other Dept Vehicles-Secure	10	32	320		0	0	5	1600	5	1600	5	1600		
10.8	Bike Parking	2	6	12		2	24	4	48	4	48	4	48		1 Bike space for every 10 Auto spaces required. 2 min req'd.
	OTHER SITE NEEDS														
10.9	Outdoor Covered Patio/BBQ Area	16	24	384		0	0	1	384	1	384	1	384		
10.10	Trash/Recycle	10	16	160	OA	1	160	1	160	1	160	1	160		
10.11	Generator	12	20	240	OA	1	240	1	240	1	240	1	240		
10.12	Lawn Maintenance	10	12	120	ER	1	120	1	120	1	120	1	120		
10.13	Aprons	116	42	4872		0.5	2436	2	9744	2	9744	2	9744		
	SUBTOTAL						10044		29624		29624		29624		
	CIRCULATION				0.15		1507		4444		4444		4444		
	TOTAL SQUARE FOOTAGE						11551		34068		34068		34068		

Notes

**SECTION 4
SITE SIZE ANALYSIS**

**City of Albany Fire Department, Station 11
Facilities Assessment and Preliminary Design
Phase 1 – Part A: Department Programming and Needs Assessment**

SITE SIZE REQUIREMENTS (20 year programming requirements) in square feet
Rev. 0 May 6, 2011

AREA DESCRIPTION	SINGLE STORY	TWO STORY	THREE STORY
Building footprint	29,387	21,062	12,139
Parking and Other Site Needs	34,068	34,068	34,068
Sub Total	63,455	55,130	46,207
Landscape Allowance at 10% of sub total	6345.5	5513	4620.7
Hardscape Allowance at 2.5% of sub total	1586.375	1378.25	1155.175
Sub Total	71,387	62,021	51,983
15% Contingency	10,708	9,303	7,797
TOTAL SQUARE FEET	82,095	71,324	59,780
ACRES	1.88	1.64	1.37

Notes;

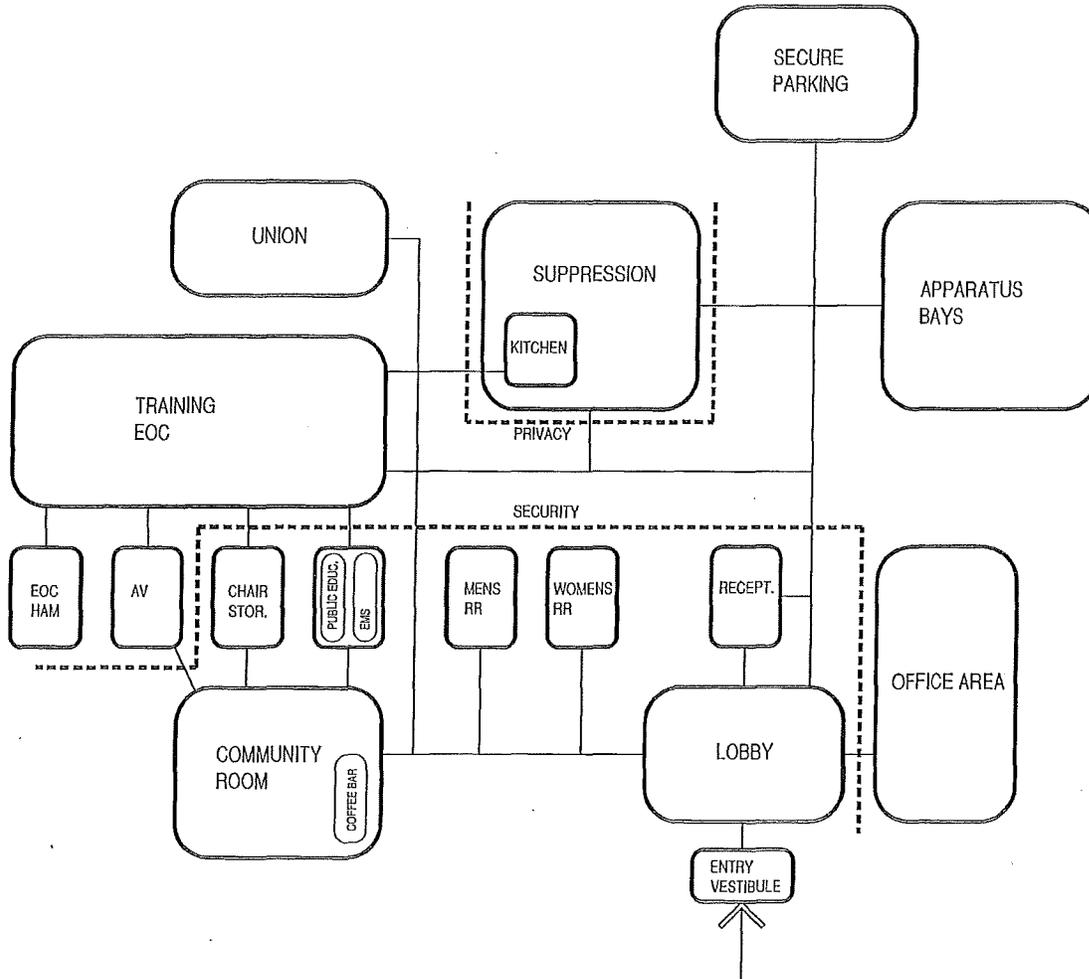
1. Includes 24 on site parking spaces for Community and Training Rooms
Zoning allows off site (street) parking if available within 800'.
2. Three story building would have Apparatus and Public functions on ground floor
3. Does not allow for expansion beyond 20 year needs. A new station elsewhere would be needed at that time.
4. Two story building would have Living (only) on the second floor.

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV.0 04/05/11

ADJACENCY DIAGRAM: PUBLIC AREAS/ GENERAL ORGANIZATION

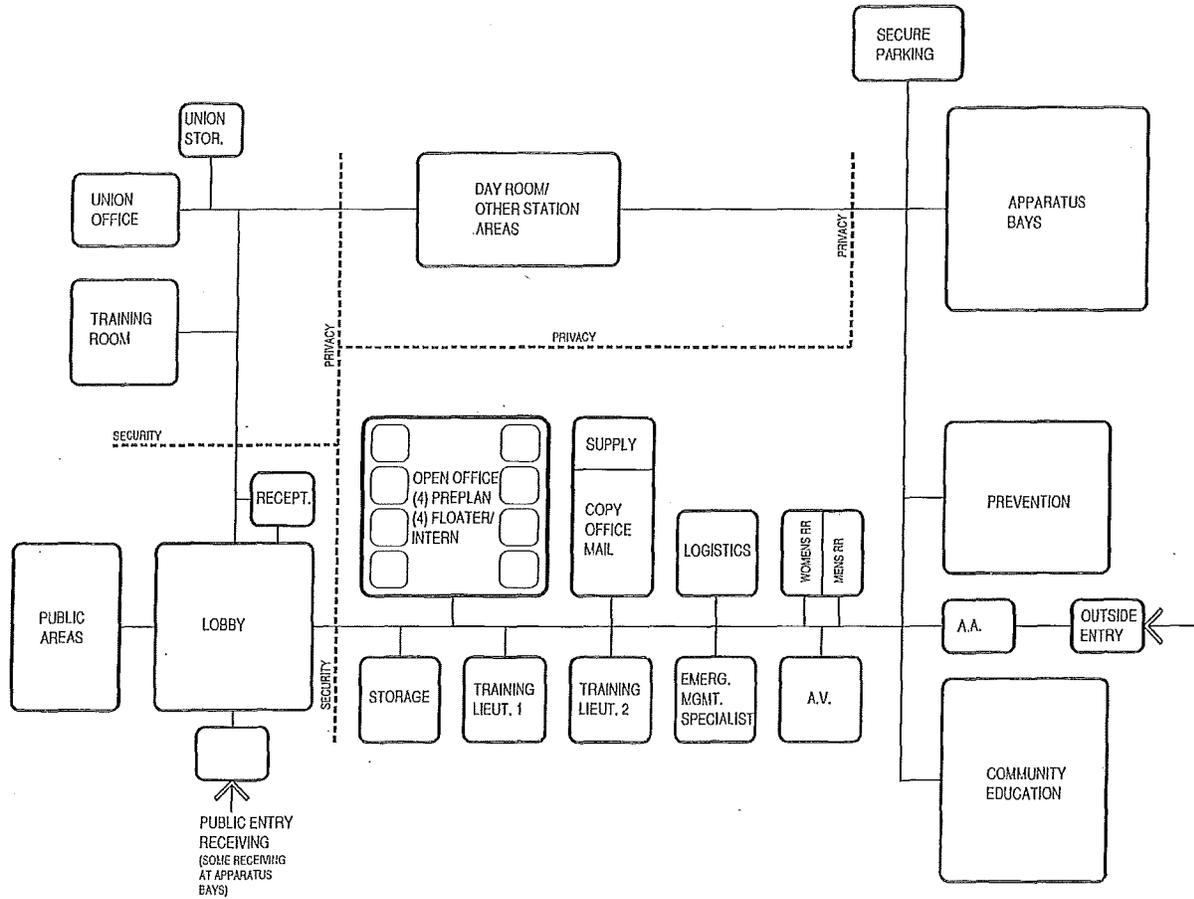


CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV. 0 04/05/11

ADJACENCY DIAGRAM: OFFICE AREAS

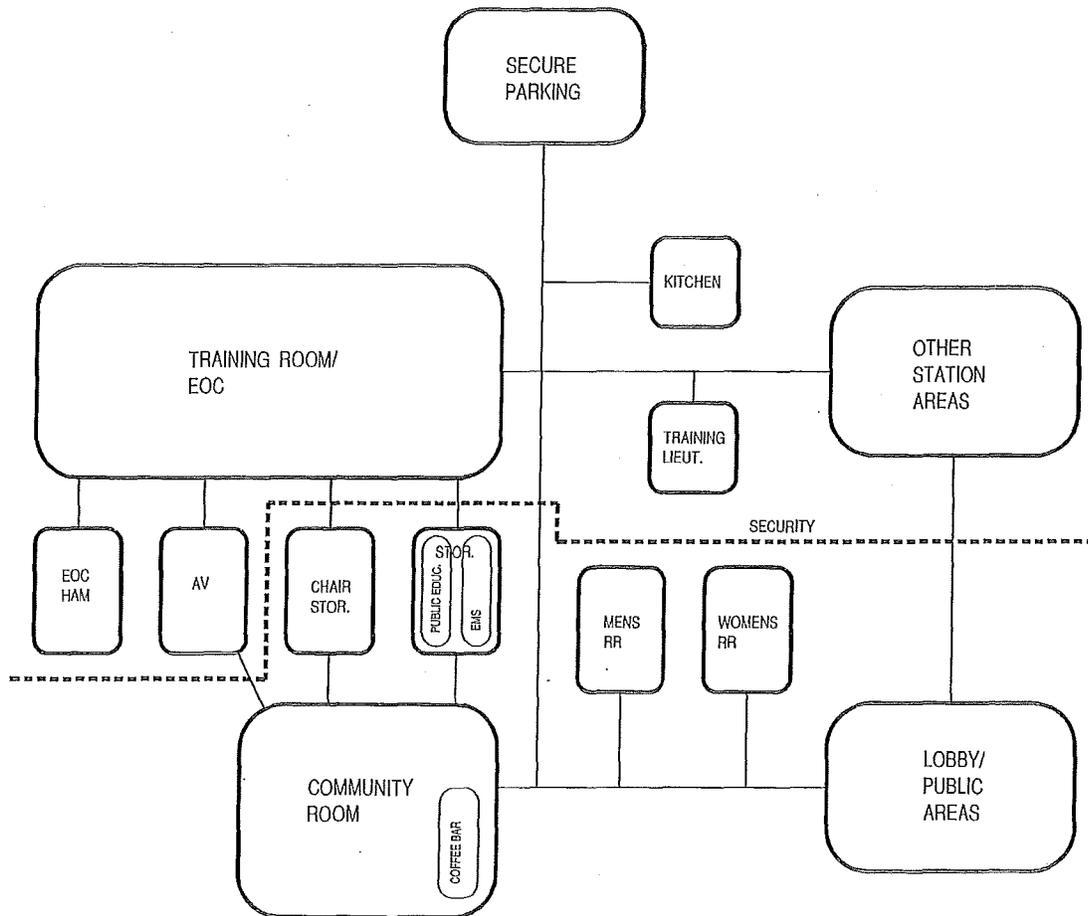


CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV. 0 04/05/11

ADJACENCY DIAGRAM: TRAINING

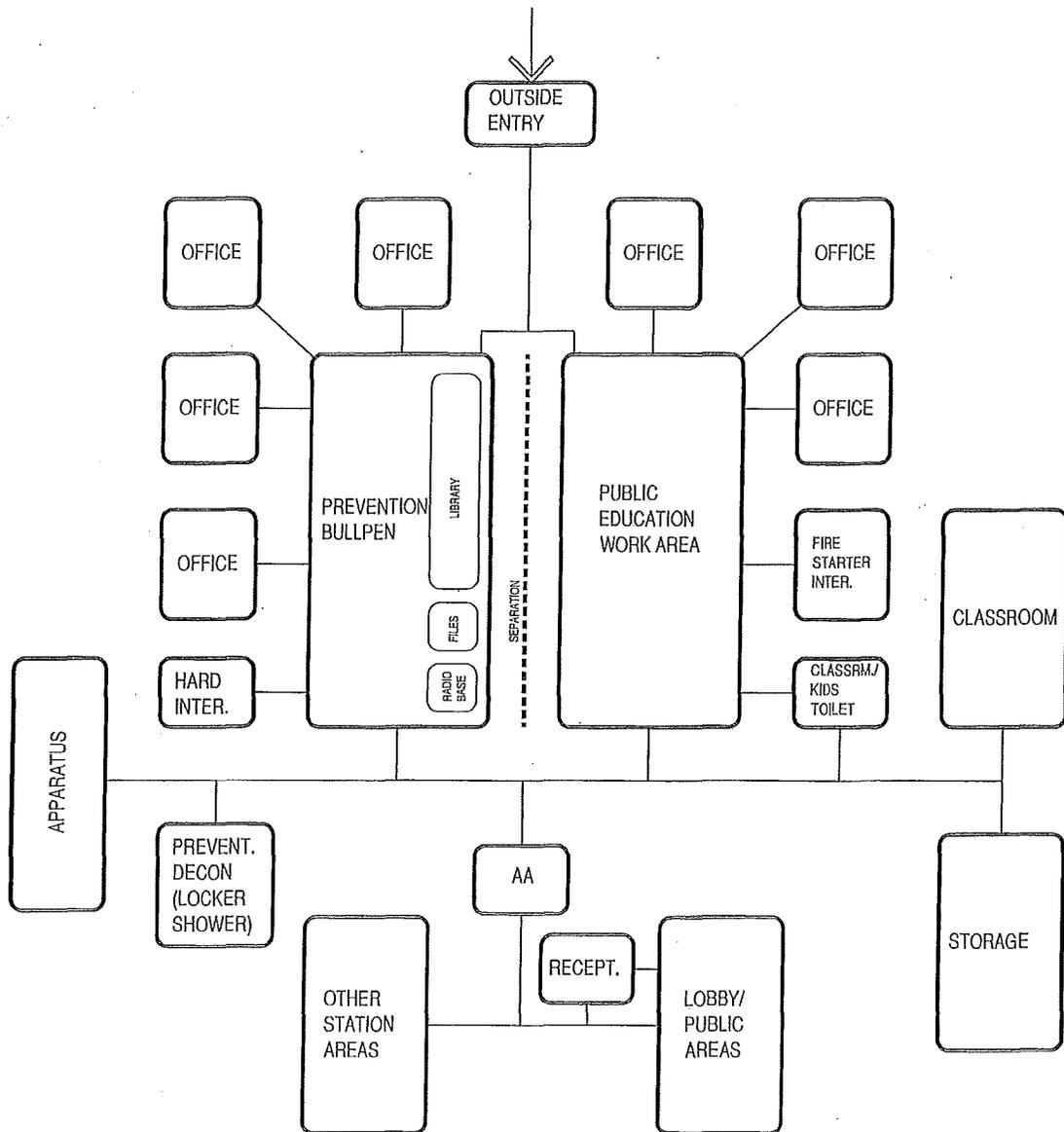


CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV. 0 04/05/11

ADJACENCY DIAGRAM: PREVENTION/ PUBLIC EDUCATION

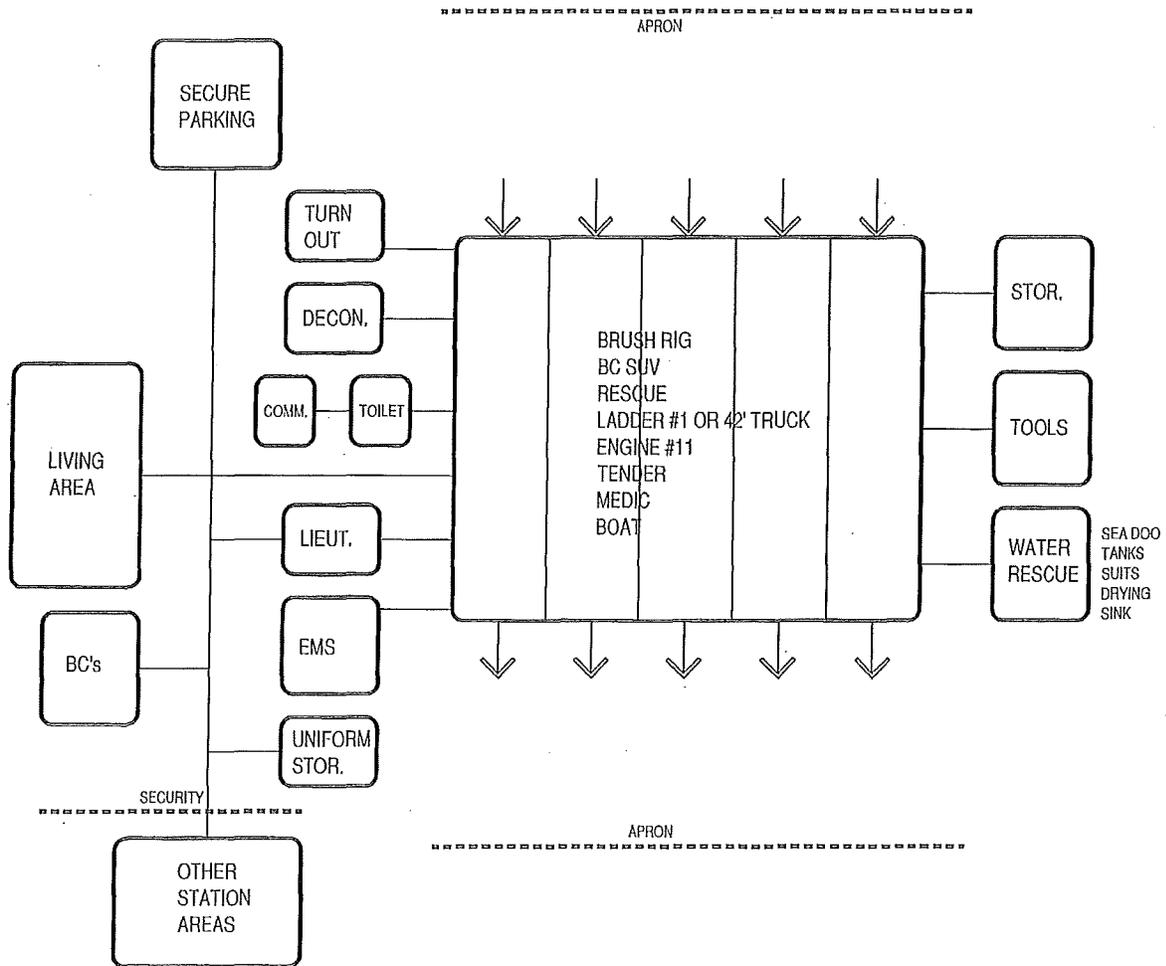


CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV. 0 04/05/11

ADJACENCY DIAGRAM: APPARATUS BAYS

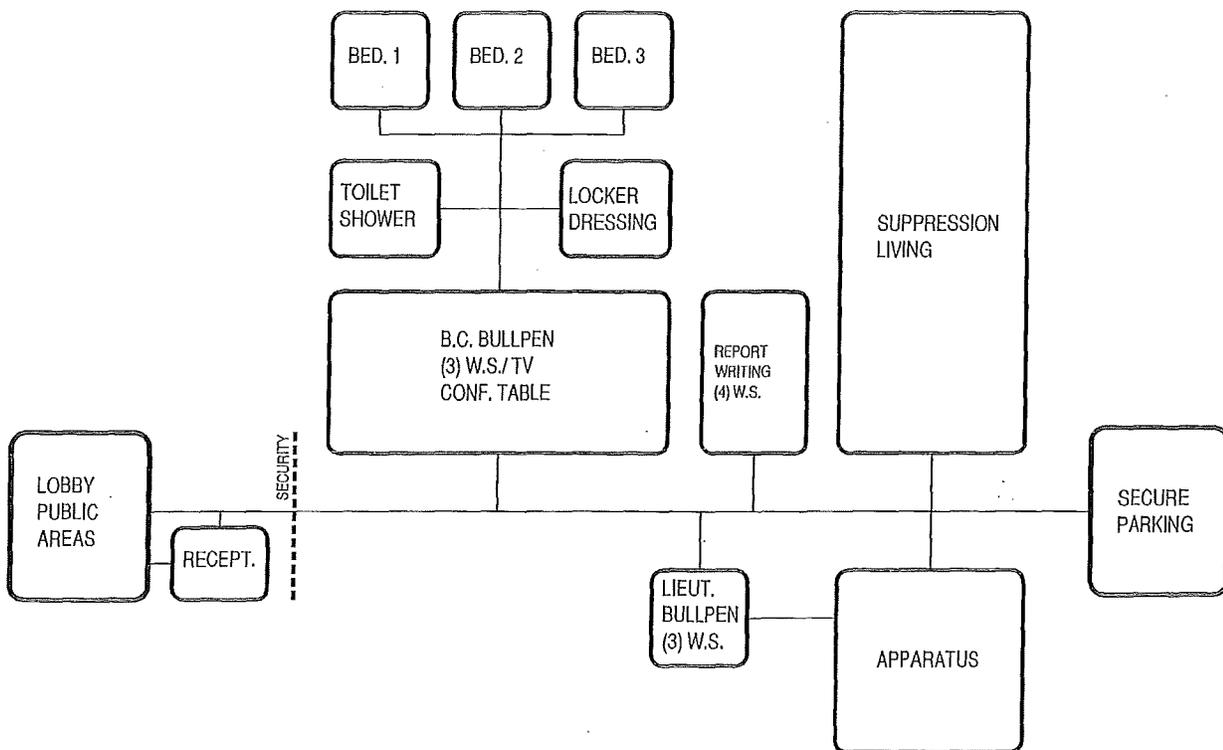


CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV. 0 04/05/11

ADJACENCY DIAGRAM: BATTALION CHIEF AREA

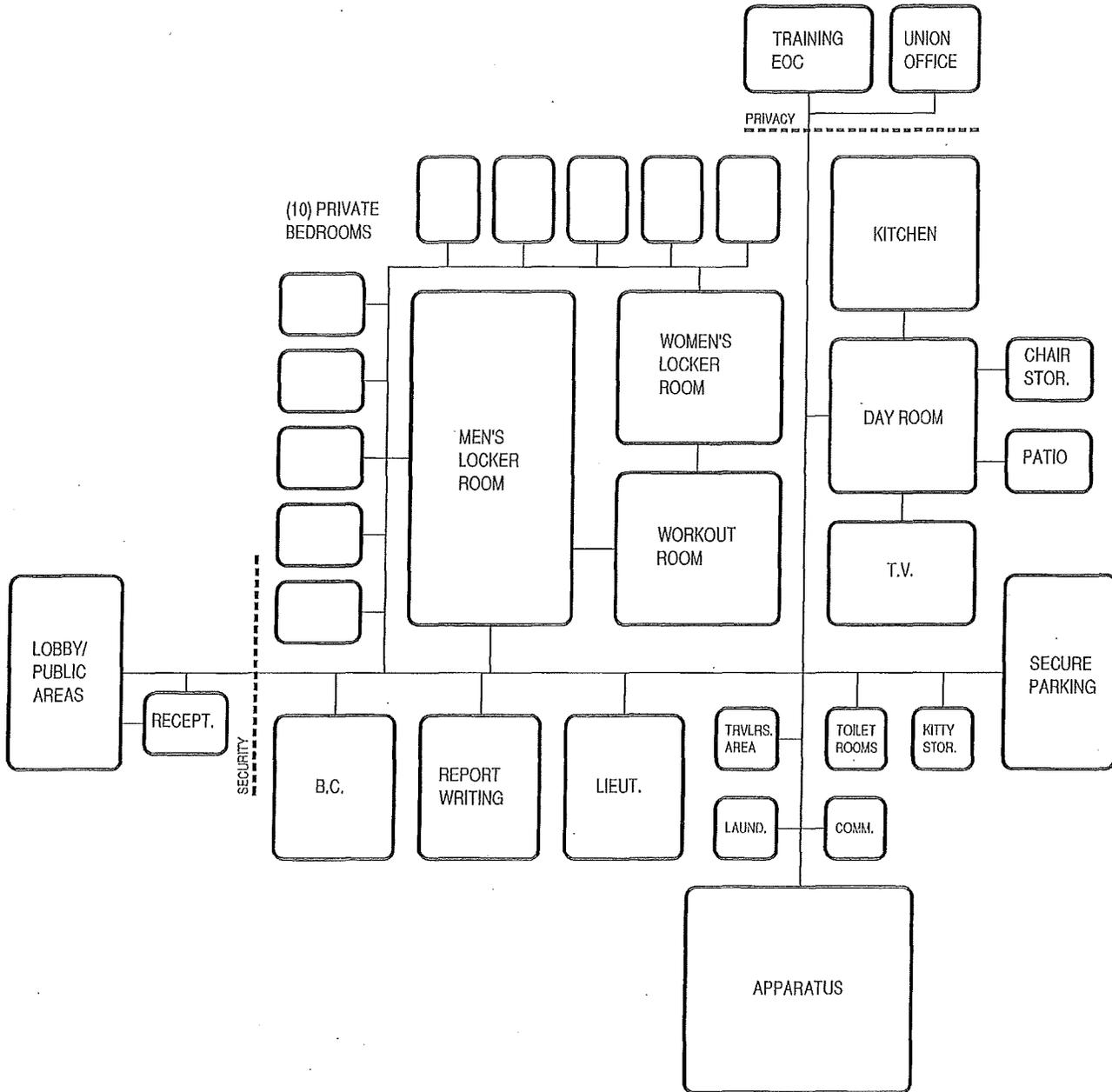


CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV. 0 04/05/11

ADJACENCY DIAGRAM: SUPPRESSION/ LIVING



**SECTION 6
ROOM DIAGRAMS**

CITY OF ALBANY

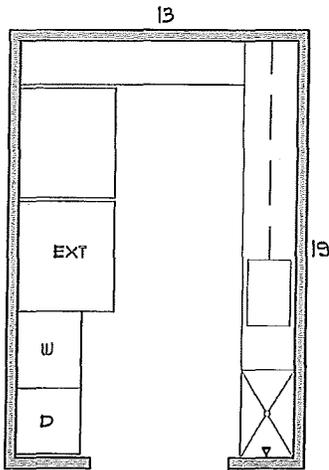
FIRE DEPARTMENT PROGRAMMING

ROOM DIAGRAMS TABLE OF CONTENTS

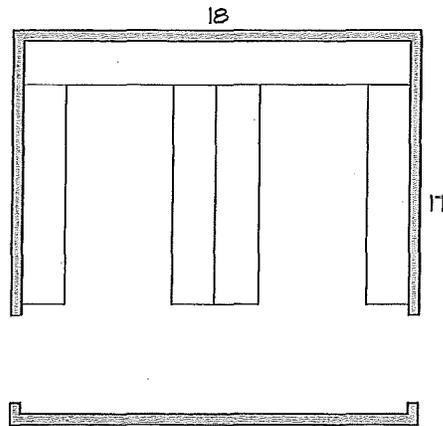
PAGE	TITLE
1.	Fire Storage
2.	Turnouts
3	Dorm Rooms
4.	Interview Rooms
5.	Private Offices 1
6.	Private Offices 2
7.	Private Offices 3
8.	Private Offices 4
9.	Work Spaces 1
10.	Work Spaces 2
11.	Training Rooms 1
12.	Training Rooms 2
13.	Training Rooms 3
14.	Conference Rooms 1
15.	Conference Rooms 2
16.	Conference Rooms 3
17.	Miscellaneous 1
18.	Storage Areas 1
19.	Storage Areas 2
20.	Circulation for Open Office Work Space
21.	Circulation for Offices
22.	Various Restroom Templates
23.	Locker/ Toilet/ Shower Templates

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING
FIRE STORAGE

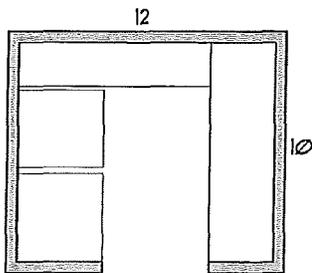
1/8" = 1'-0"



DCON-241
19x13 = 247nsf



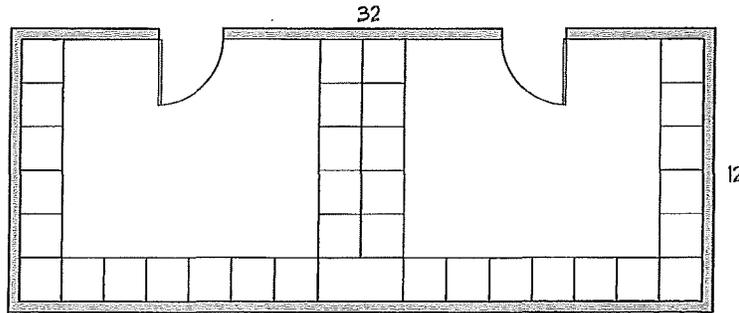
ST-306
18x17 = 306nsf



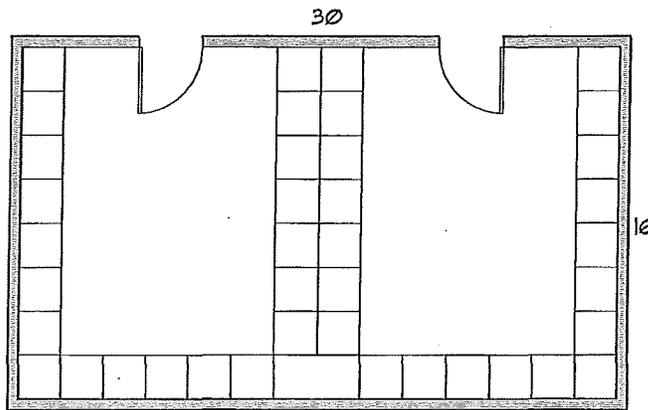
SCBA-120
12x10 = 120nsf

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING
TURNOUTS

$\frac{1}{8}'' = 1'-0''$



TO-384
32x12 = 384nsf
Turnout Opt. 1

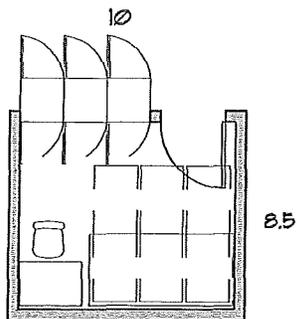


TO-480
30x16 = 480nsf
Turnout Opt. 2

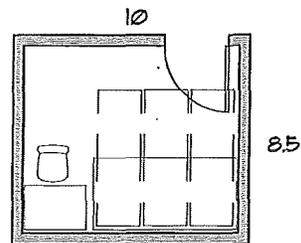
CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

BREAKROOMS 1

1/8" = 1'-0"



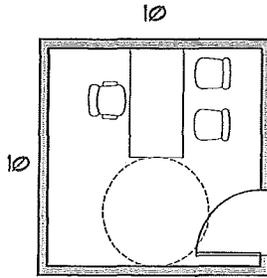
DR-85A
10x8.5 = 85nef
Dorm Room w/ Lockers



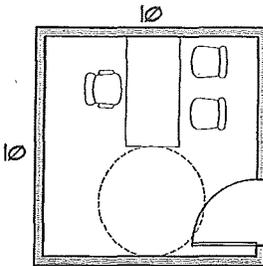
DR-85B
10x8.5 = 85nef
Dorm Room w/o Lockers

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING
INTERVIEW ROOMS

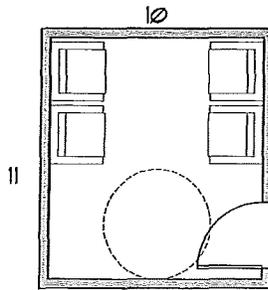
$\frac{1}{8}'' = 1'-0''$



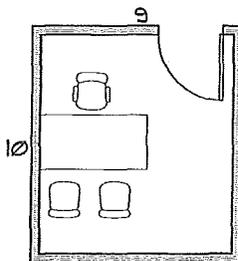
IR-100
10x10 = 100nsf
Hard Interview Room



IR-100
10x10 = 100nsf
Interview Room



IR-110
10x11 = 110nsf
Soft Interview Room

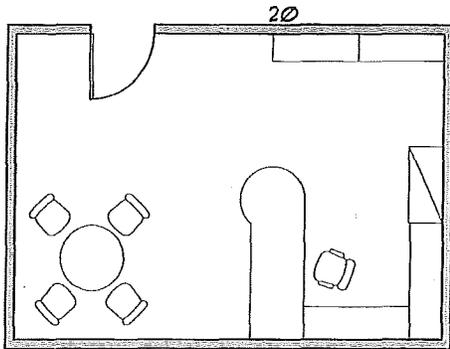


IR-90
9x10 = 90nsf
Interview Room

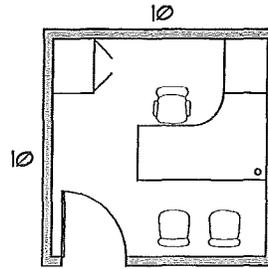
CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

PRIVATE OFFICES 1

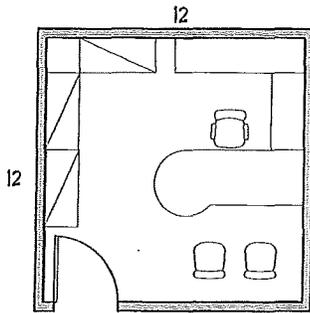
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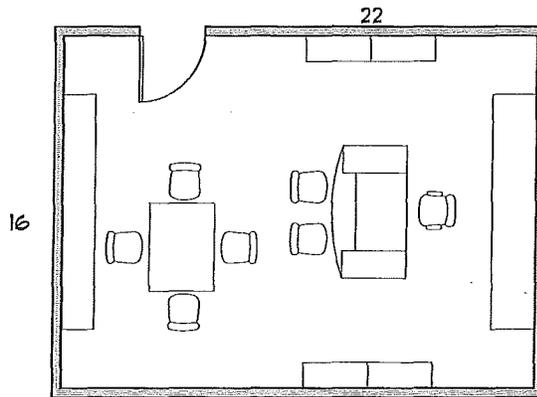
FO-280A
20x14 = 280nsf



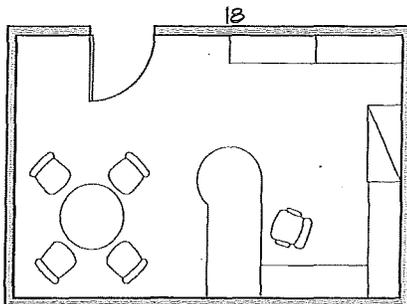
FO-100A
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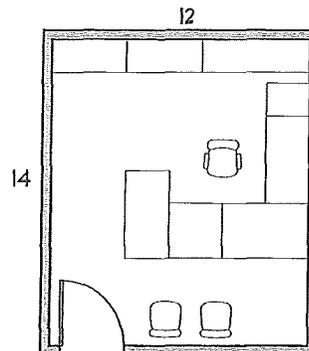
FO 144A
12x12 = 144nsf
Gargoyle



FO-352A
22x16 = 352nsf



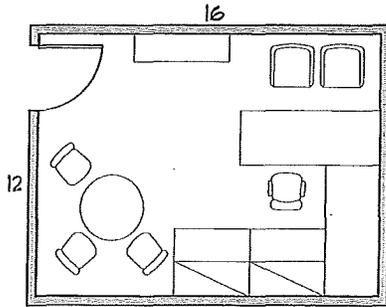
FO-216A
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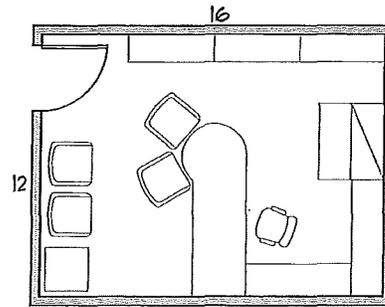
FO 168A
12x14 = 168nsf
Gargoyle

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING
 PRIVATE OFFICES 2

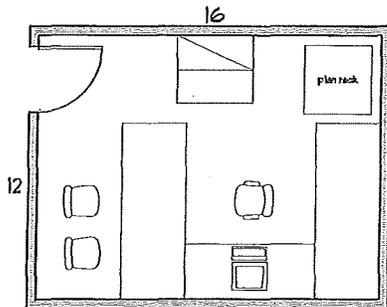
1/8" = 1'-0"



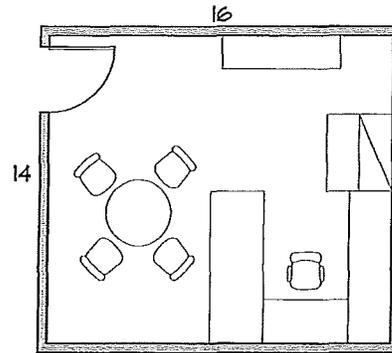
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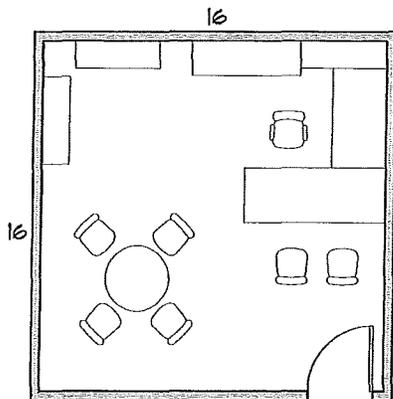
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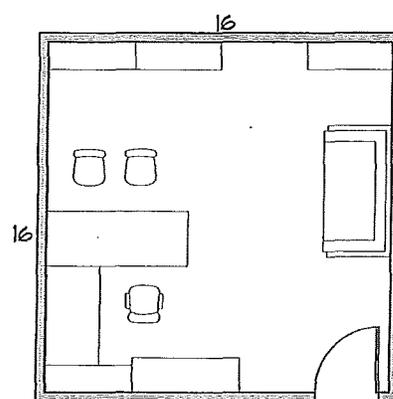
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PO-192C
 14x16 = 224nsf



PO-256
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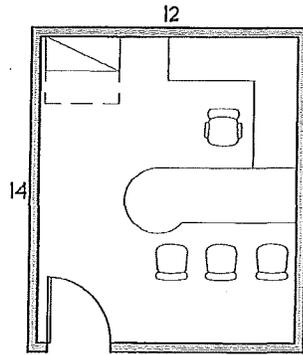


PO-256A
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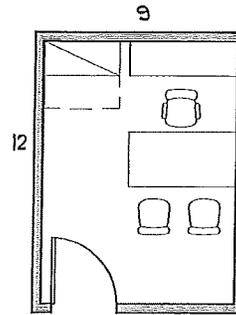
CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

PRIVATE OFFICES 3

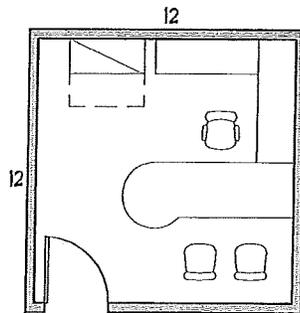
1/8" = 1'-0"



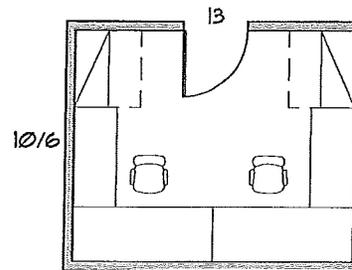
FO168
12x14 = 168nef



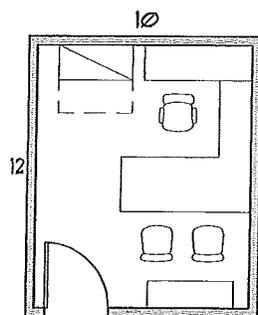
FO108
9x12 = 108nef



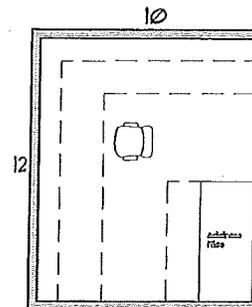
FO144
12x12 = 144nef



SFO136
13x10/16 = 136nef



FO120
10x12 = 120nef

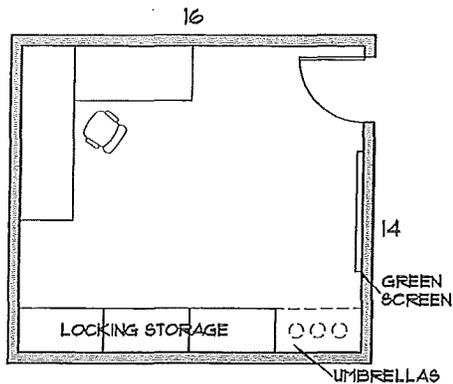
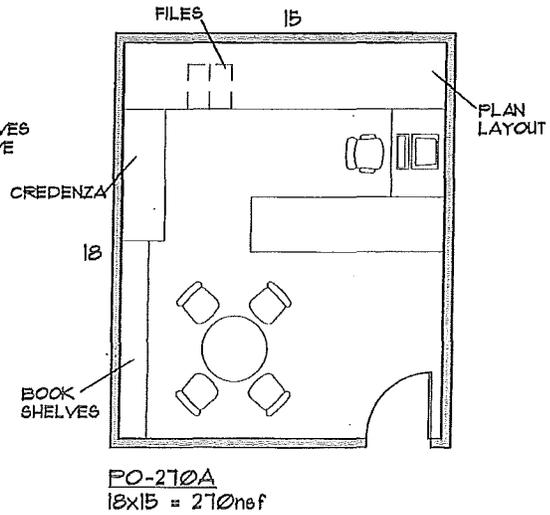
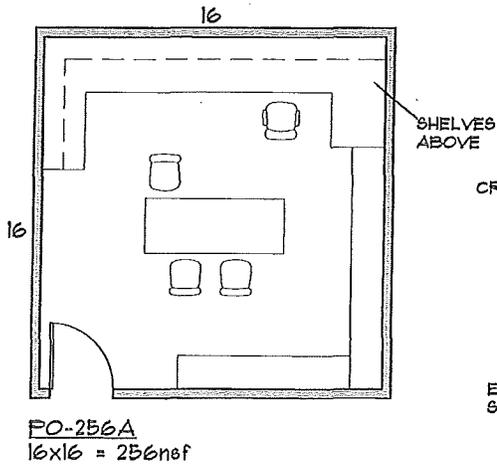
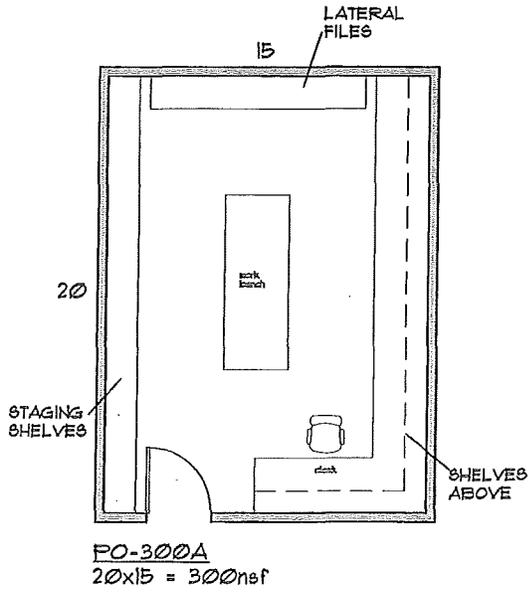
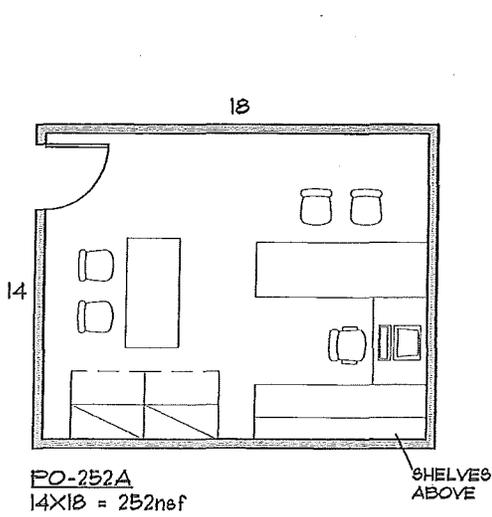


SFO120A
12x10 = 120nef

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

PRIVATE OFFICES 4

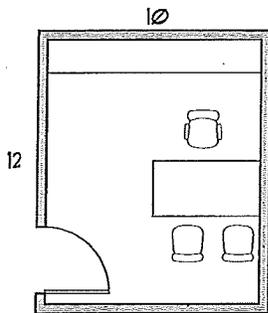
1/8" = 1'-0"



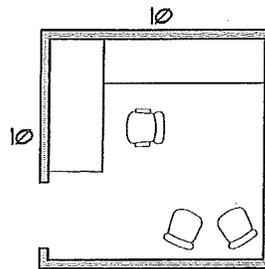
CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

PRIVATE OFFICES 5

1/8" = 1'-0"



PO-120
10x12 = 120sf

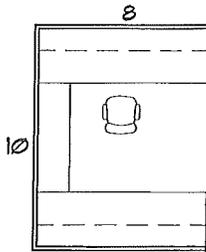


PO-100B
10x10 = 100sf

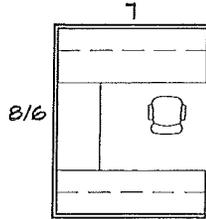
CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

WORK SPACES 1

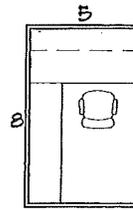
1/8" = 1'-0"



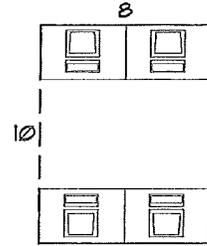
WS-80
8x10 = 80nef



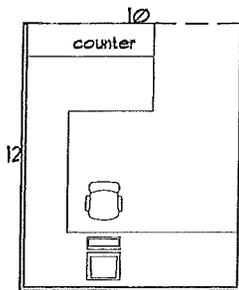
WS-60
7x8 1/6 = 60nef



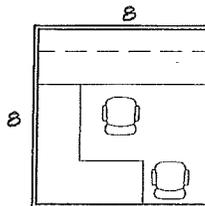
WS-40
8x5 = 40nef



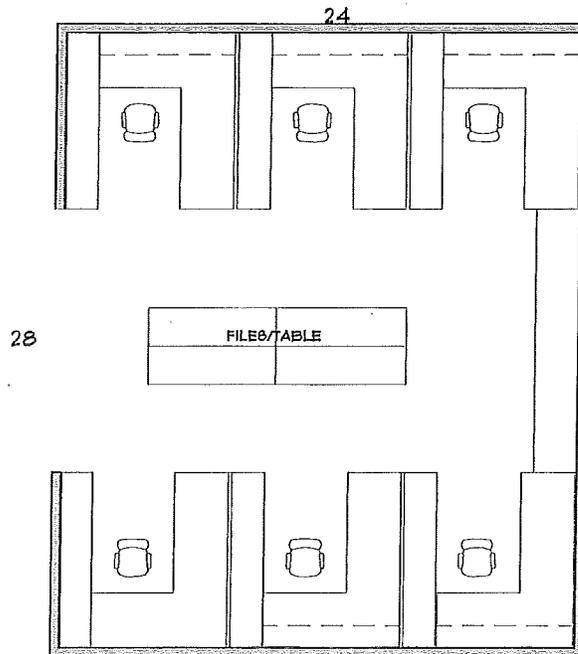
WS-80A
8x10 = 80nef



WS-120A
12x10 = 120nef



WS-64
8x8 = 64nef

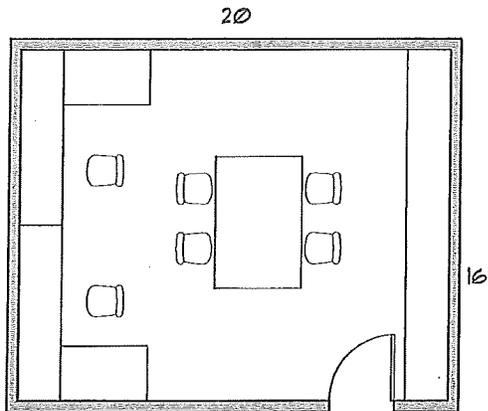


OA-672A
28x24 = 672nef
Bull Pen

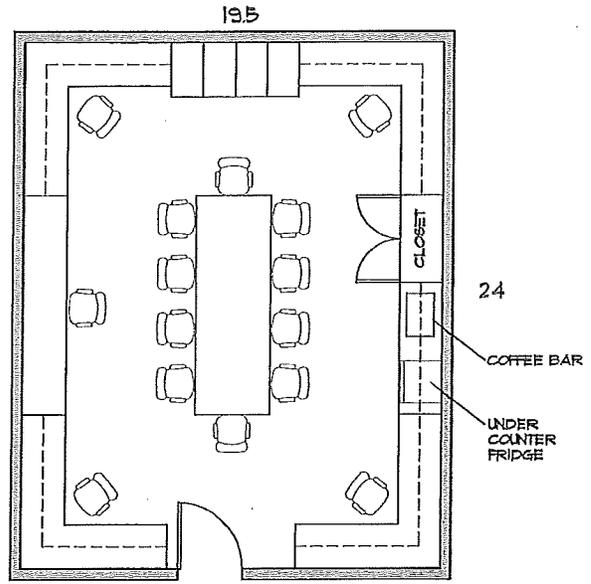
CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

WORK SPACES 2

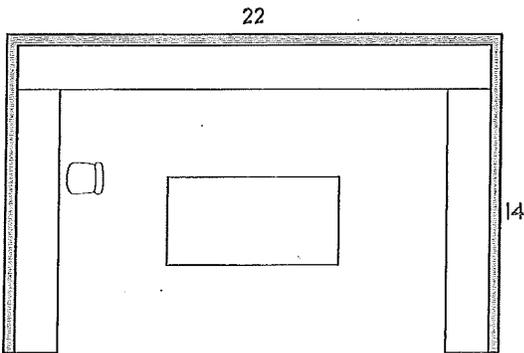
1/8" = 1'-0"



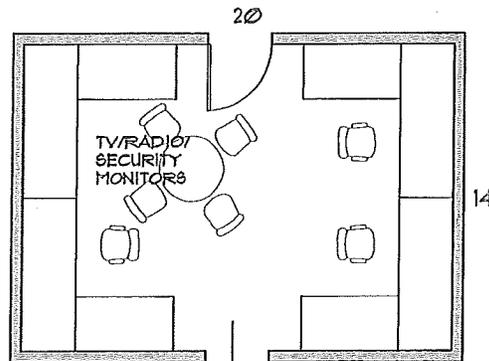
BP-320
20x16 = 320nsf
Bullpen



BP-468
19.5x24 = 468nsf
Bullpen Union Office



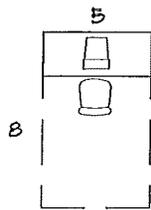
OA-308
22x14 = 308nsf



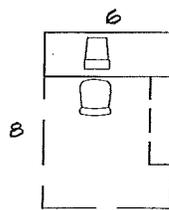
BP-280
20x14 = 280nsf
BC Bullpen

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING
REPORT WRITING

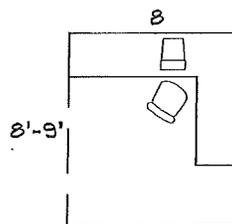
$\frac{1}{8}'' = 1'-0''$



5x8 = 40nsf



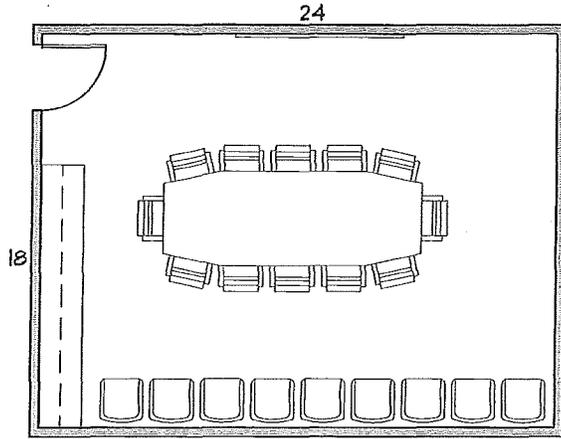
6x8 = 48nsf



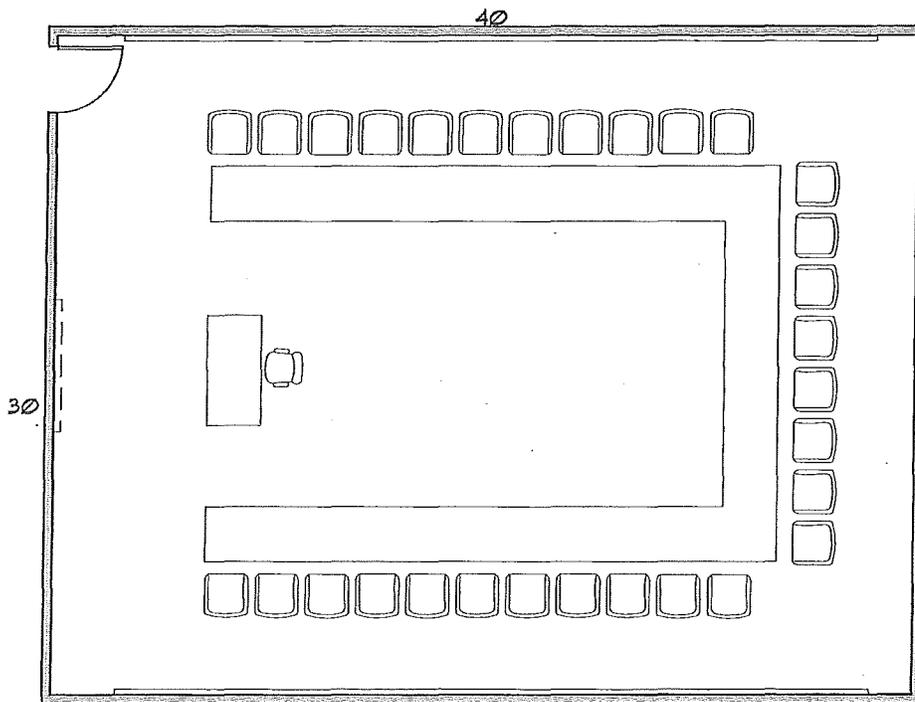
8x8.75 = 70nsf

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING
TRAINING ROOMS

1/8" = 1'-0"



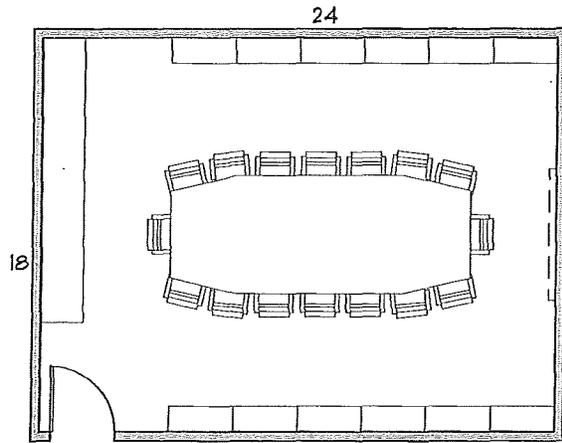
IR-430
18x24 = 430nsf
20 Seats



IR-1200
30x40 = 1200nsf
28 Seats

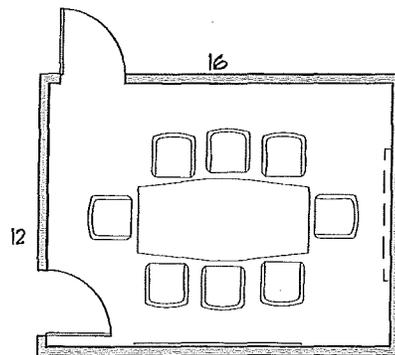
CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING
CONFERENCE ROOMS 1

$\frac{1}{8}'' = 1'-0''$



CR-432A
18x24 = 432nsf
16-Person Room

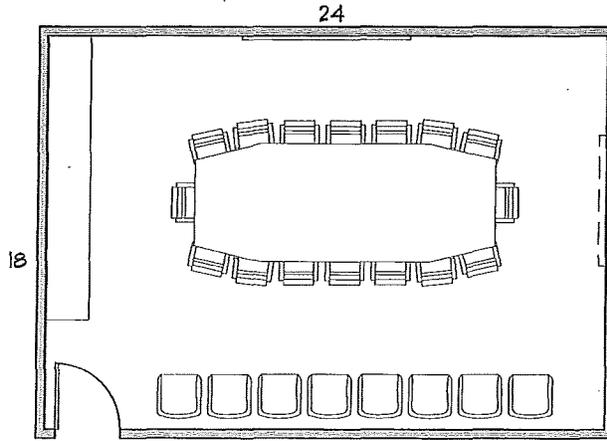
LIBRARY



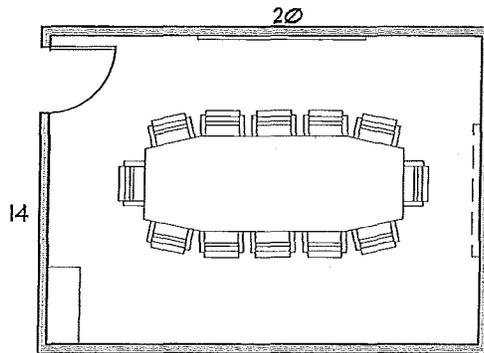
CR-132
12x16 = 192nsf
8-Person Room

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING
CONFERENCE ROOMS 2

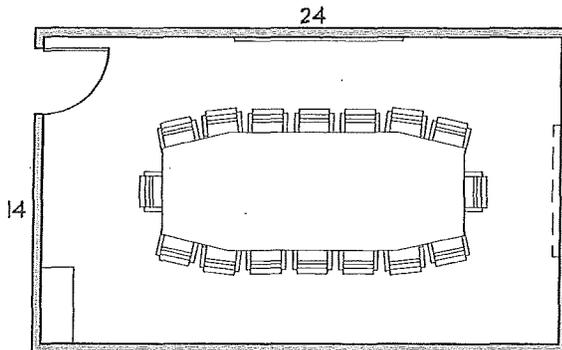
1/8" = 1'-0"



CR-432A
18x24 = 432nsf



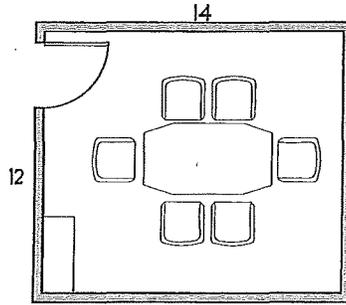
CR-280
14x20 = 280nsf
12-Person Room



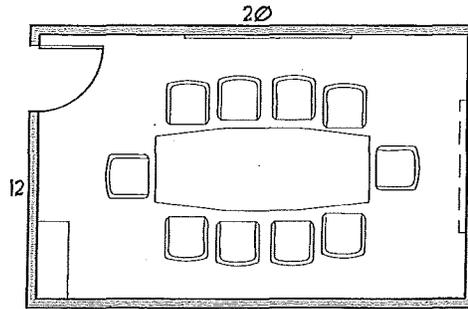
CR-336
14x24 = 336nsf
16-Person Room

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING
CONFERENCE ROOMS 3

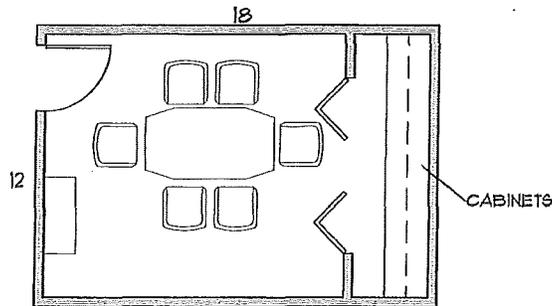
1/8" = 1'-0"



CR-168
14x12 = 168nsf
6-Person Room



CR-240
12x20 = 240nsf
10-Person Room

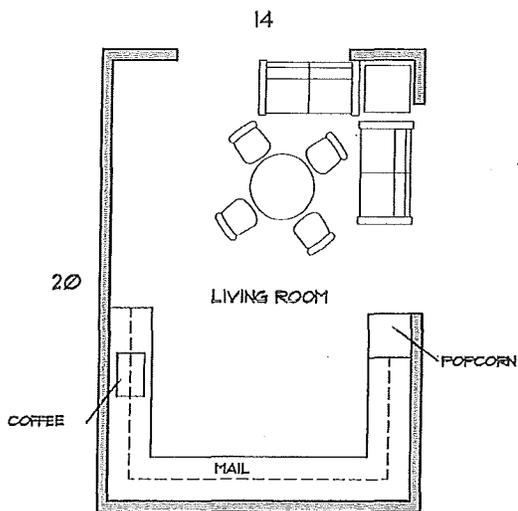


CR-168A
18x12 = 168nsf
6-Person Room w/ Secure Storage

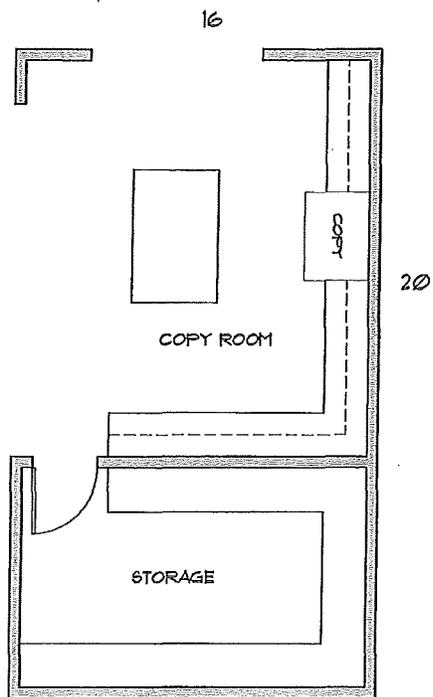
CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

MISCELLANEOUS 1

1/8" = 1'-0"



LR-280
14x20 = 240nsf
Living Room w/



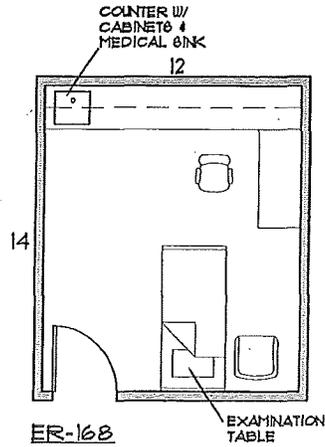
CAU 44B
16x20 = 240nsf
Copy/Work Area

ZCS

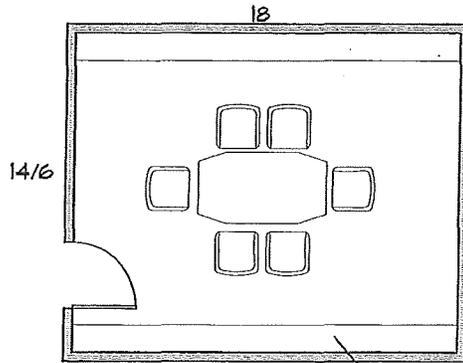
hsr

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING
 MISCELLANEOUS 2

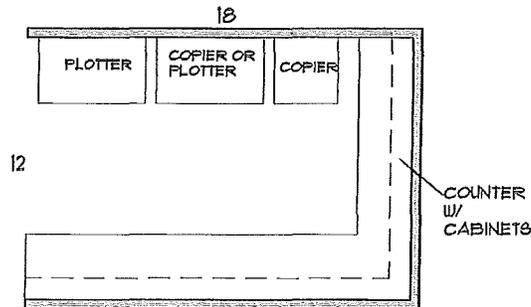
1/8" = 1'-0"



ER-16B
 14x12 = 168nsf
 Medical Examination Room



ER-261A
 14 1/6 x 18 = 261nsf
 Library

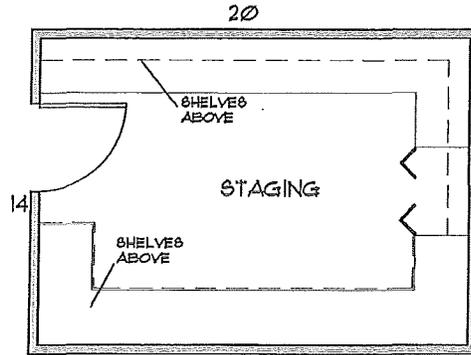


ER-216A
 12x18 = 216nsf

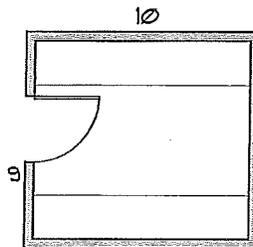
CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

STORAGE AREAS 1

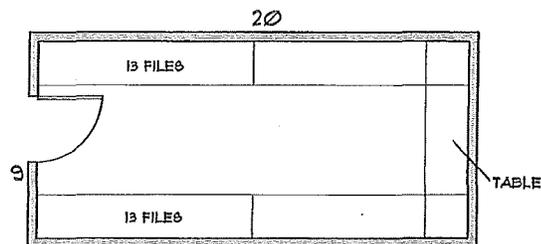
$\frac{1}{8}'' = 1'-0''$



LR-280A
14x26 = 280nef



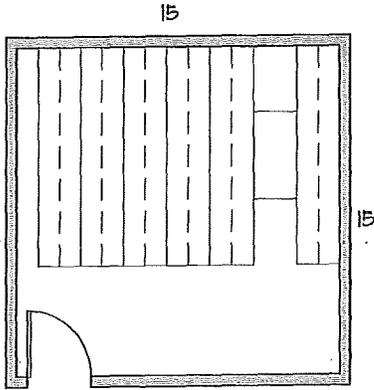
SR-90
9x10 = 90nef



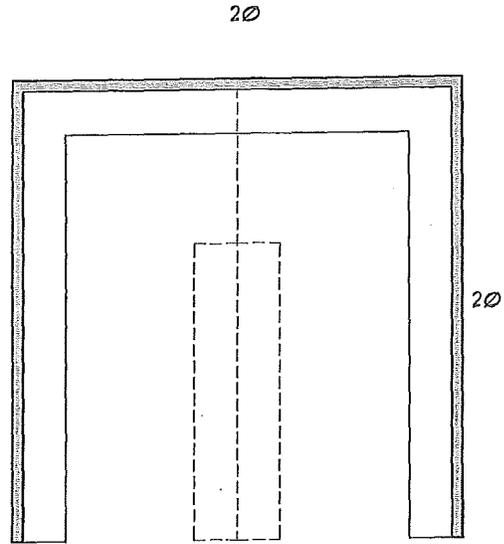
SR-180
9x20 = 180nef

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING
STORAGE AREAS 2

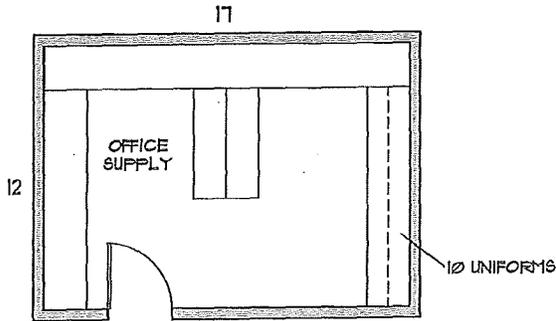
1/8" = 1'-0"



HD6-225
15x15 = 225nsf
High Density Storage Room



ST-400
20x20 = 400nsf
Storage

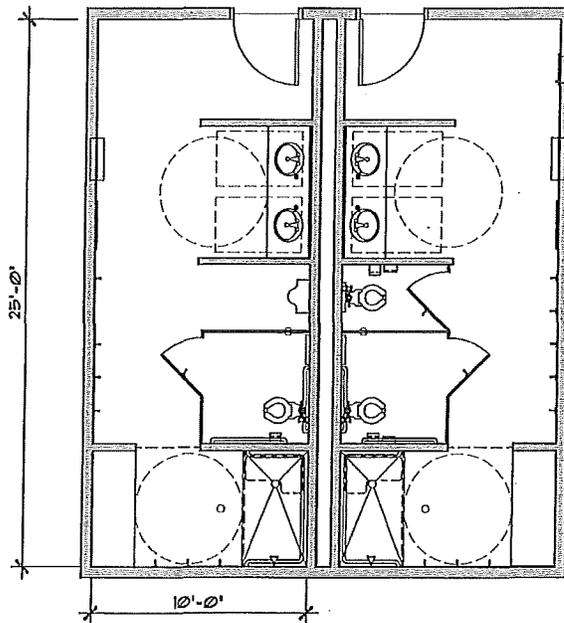


ST-204
17x12 = 204nsf
Storage

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

MULTIPLE USER RR TEMPLATE W/ SHOWER

$\frac{1}{8}'' = 1'-0''$

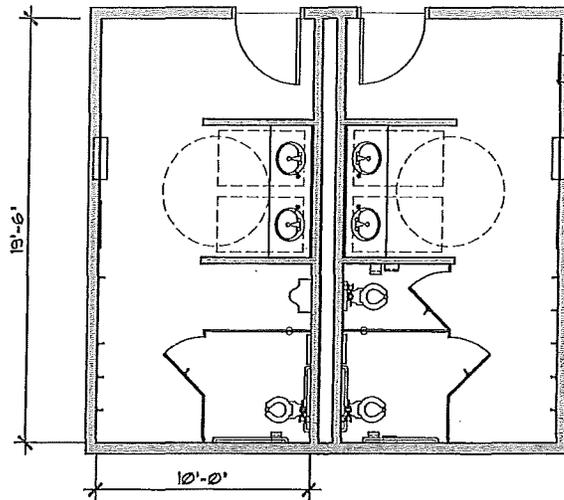


NOTE: THESE ARE ALL MINIMUM DIMENSIONS.
USE MINIMUM DIMENSIONS ONLY IF NECESSARY.

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

MULTIPLE USER RR TEMPLATE

$\frac{1}{8}'' = 1'-0''$

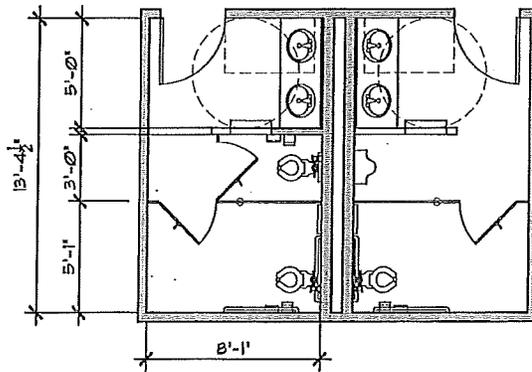


NOTE: THESE ARE ALL MINIMUM DIMENSIONS.
USE MINIMUM DIMENSIONS ONLY IF NECESSARY.

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

MULTIPLE USER RR TEMPLATE 2

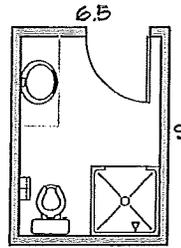
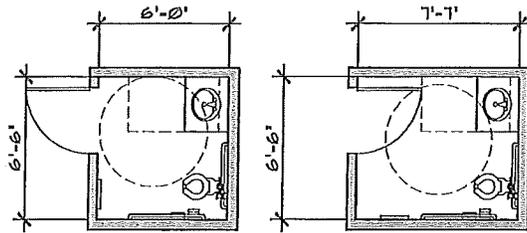
$\frac{1}{8}'' = 1'-0''$



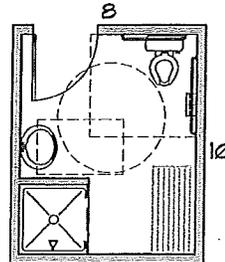
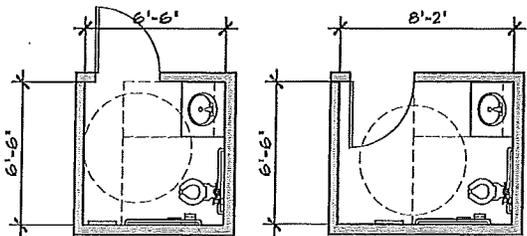
NOTE: THESE ARE ALL MINIMUM DIMENSIONS.
USE MINIMUM DIMENSIONS ONLY IF NECESSARY.

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING
 SINGLE USER RR TEMPLATE

1/8" = 1'-0"



TS - 58.5
 6.5x9 = 58.5nsf
 Toilet/Shower Non-ADA

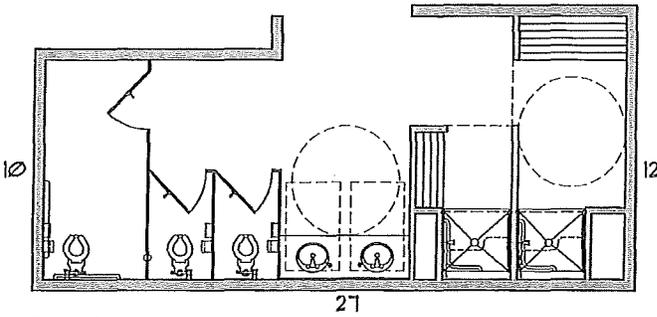


TS - 80
 8x10 = 80nsf
 Toilet/Shower ADA

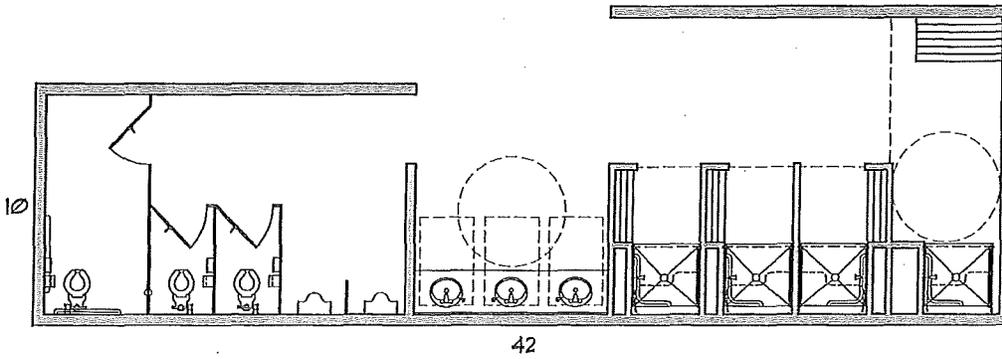
NOTE: THESE ARE ALL MINIMUM DIMENSIONS.
 USE MINIMUM DIMENSIONS ONLY IF NECESSARY.

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING
TOILET/SHOWER TEMPLATES

$\frac{1}{8}'' = 1'-0''$



TS - 290
Women's Toilet/Shower

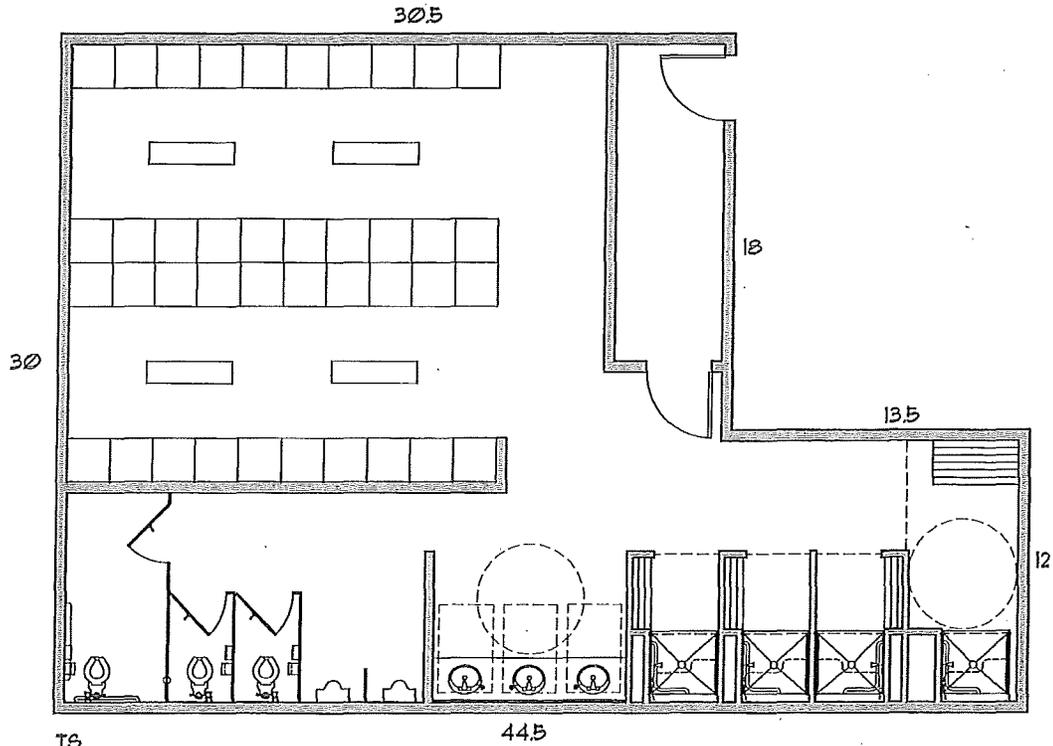


TS - 605
Men's Toilet/Shower

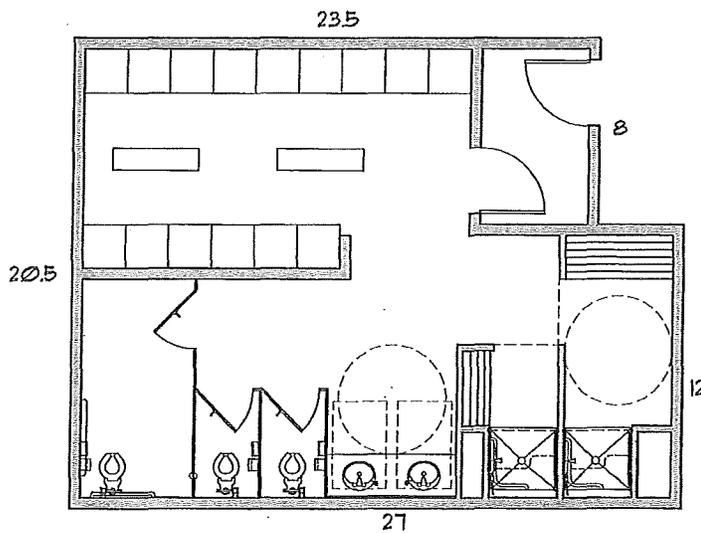
CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

MEN'S LOCKER/TOILET/SHOWER

1/8" = 1'-0"



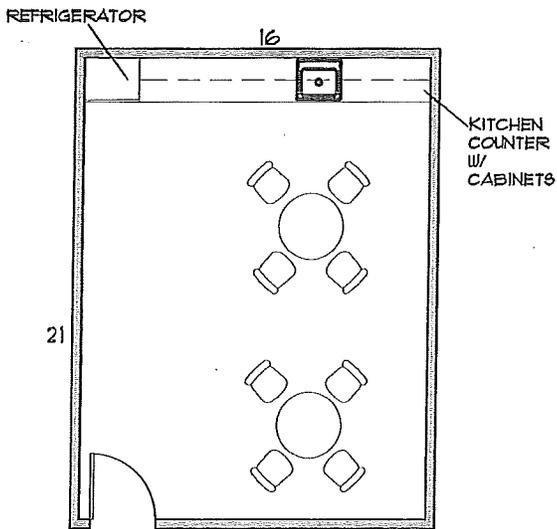
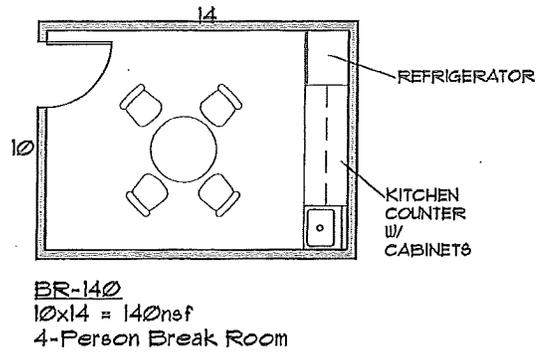
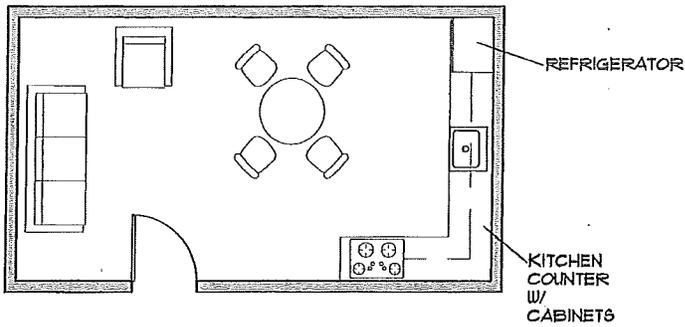
T6
Men's Locker/Toilet/Shower Option 1



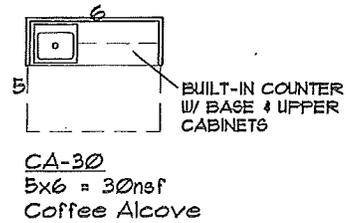
I6
Women's Locker/Toilet/Shower

CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING
 BREAKROOMS 1

1/8" = 1'-0"



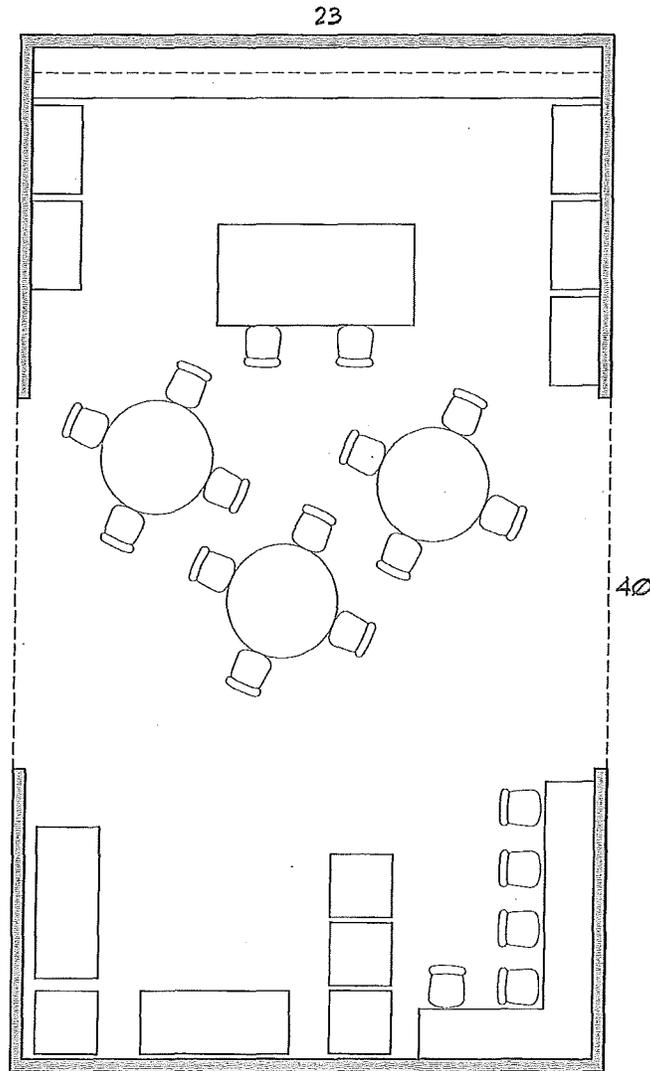
BR-336
 21x16 = 336nsf
 8-Person Break Room



CITY OF ALBANY FIRE DEPARTMENT PROGRAMMING

BREAKROOM 2

1/8" = 1'-0"



BR-920
23x40 = 920nsf

Attachment D: Notice of Intent to Propose

{DATE}

City of Albany
Finance Department
Diane Wood, CPPB
Purchasing Coordinator
333 Broadalbin Street SW
Albany, OR 97321

REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES FOR CITY OF ALBANY FIRE STATION 11

This letter serves to notify the City of Albany that *[Proposer's company name]* intends to submit a Proposal in response to the above identified Request for Proposals and should be considered by the City of Albany as an interested Proposer.

Sincerely,

[Signer's name/title]
[Proposer's company name]
[Proposer's mailing address]

[Signer's e-mail]
[Signer's phone number]

ATTACHMENT E

Bradner, John

Subject: FW: Albany Fire and Police Needs Assessment Reviews

From: Josh McDowell [mailto:JMcDowell@mcknze.com]
Sent: Monday, February 17, 2014 4:00 PM
To: Bradner, John
Cc: Jeff Humphreys; Brett Hanson; Scott Moore
Subject: Albany Fire and Police Needs Assessment Reviews

John,

Based on our recent conversations, Mackenzie has taken a few minutes to review the current Needs Assessment reports for Albany Fire and Police to provide you with an outside perspective on these reports and compare the findings with what we are currently seeing for similar projects. Below is a brief summary of our findings for both Fire and Police:

FIRE

A review of the ZCS/hsr Facilities Assessment and Preliminary Design: Phase I – Part A for Albany Fire has been completed. The scope of the report was to review previous information provided in the Degenkolb Engineers Building Evaluation report, dated December 10, 2003; the Facility Needs report provided by Fire Chief John R Bradner, dated October 4th, 2010; Develop a site and building program for Station 11 for 10, 20 and 40 year needs; and develop space standards and adjacency diagrams to describe the relationships between rooms.

Summary:

- My review of the previous studies by Degenkolb and Chief Bradner, recommending that a new facility be developed to replace the existing Station 11 in lieu of remodel and/or expansion would lead me to agree with their conclusions. Due to the level of apparent improvements required to bring the facility up to meet essential facility requirements, as well as other architectural improvements required at that time, I would agree that it makes the most fiscal sense to develop a new facilities in its entirety.
- I don't see any data on what they used to estimate the construction cost for the new facility, so I cannot comment on how they came about their values, but I do think that those numbers are a bit high maybe by about 5%. A lot of cost could be incurred by the condition of whatever site they select, so from a budgetary standpoint, until they have a site in mind, the range of \$200 - \$240 per square foot noted are probably within reason. Additionally, I would expect the consultant costs to equate closer to 25% of the total construction cost, where the report makes reference of a range between 25% - 35%.
- The programming document looks to be very comprehensive and I assume that the spaces were determined through discussion with Command Staff, but I did notice a few items that I thought should be considered.
 - o First, it appears that the program notes that Command Staff would not reside in the new facility and would remain at City Hall. Historically, for headquarter stations, it is my experience that these positions would reside within the headquarter station, so I would question whether it makes sense to keep those positions at City Hall.
 - o Second, we often hear requests from fire agencies to program in separate Training Room and Community Room functions. Much of the considerations for these spaces are determined by how much demand there will be by the Agency itself, as well as the general public for access to these types of meeting spaces. There is a fair amount of cost impacts by providing separate facilities from the standpoint of additional building square footage, and possible redundancy of storage areas and AV / Building Systems needed to support these areas. I leave this item by saying that it is up to the particular Agency to determine if separate, or a combined space, of this type can meet their needs,

and if they are looking at cutting square footage, this would be one of the areas that I would challenge first.

- o Lastly, I think that the load factor attributed to the building to address general circulation between space, wall thickness, chases and shafts, etc. is higher than I would expect. I would expect general load factor in the higher density build-out areas to be closer to 20% and would expect to see about 10% in the lower density building out areas such as the Apparatus Bay. The ZCS/hsr report appears to be carrying a load factor of 30-35% and 20% respectively for these areas.
- My review of the Site Size Analysis is a bit subjective. The ZCS/hsr report discusses development options from single story to three story structures. We would typically not advocate for a three story building, but we often evaluate single story vs. two story. In most cases the site will dictate how which direction we take, but there are many other factors that come into play when determining if a multi-story building is more appropriate. Those factors may include agency culture, required turn-out time, and foremost the safety of the emergency responders. Based on the areas described in the Site Size Analysis section of the ZCS/hsr report we would typically recommend a 2 acre property to accommodate a single story structure of the proposed size with the necessary maneuvering area for a drive-thru apparatus bay and site features. If a two story structure is desired, we believe that the project could likely be accommodated on an approximate 1.75 acre site. Both of these numbers represent about a 10% increase in site size from the ZCS/hsr analysis. It should be noted, though, that the condition and topography of the site may impact the efficiency of a potential site design.
- The adjacency section of the report is a little difficult to understand. It appears that each of the sheets provided describes specific groupings of spaces and does not appear to clearly describe the overall organization. It would be helpful to more clearly describe the overall organization in some way and then highlighting the organization within the specific areas separately. That document can then be a more useful tool in determining and evaluating a potential concept plan.
- The room diagram section appears to account for the spaces noted in the program, and are keyed into the program matrix, which is nice. The one issue I have is that there are a lot of room diagrams that are not applicable to this particular report.

Overall, the report seems to address the requirement of Phase One of the analysis. But the issue at this point is that the difference between the high and low range of potential costs is quite high, and the City may be better served to better define the scope of the design and identify possible sites to better assess the true cost of the project.

If after reading all of this you have any questions, please let me know and we can set up a time to call and discuss the comments/questions. We understand that you are going through a vetting process with a committee and if during this process, something else comes up where we can be of assistance, please let us know.

Thanks,

Josh McDowell, SE, PE, LEED AP
Associate Principal | Director of Structural Engineering

MACKENZIE.
DESIGN DRIVEN | CLIENT FOCUSED

Architecture · Interiors · Engineering · Planning

P 503.224.9560 C 503.575.6930 W mcknze.com C vcard

RiverEast Center
1515 SE Water Ave, Suite 100
Portland OR 97214

ATTACHMENT F

NON-COLLUSION AND CONFLICT OF INTEREST CERTIFICATION

The undersigned hereby proposes and, if selected, agrees to furnish all Architectural Services in accordance with this Request for Proposals, and Addenda, if applicable, for the term of the Professional Architectural Services Agreement and certifies that the Proposer is not in any way involved in collusion and has no known apparent conflict of interest in submitting a Proposal.

Certifications

Non-Collusion

The undersigned Proposer hereby certifies that it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, potential Proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Proposers or potential Proposers, or to secure through any unlawful act an advantage over other Proposers or the City. The fees and prices submitted herein have been arrived at in an entirely independent and lawful manner by the Proposer without consultation with other Proposers or potential Proposers or foreknowledge of the prices to be submitted in response to this solicitation by other Proposers or potential Proposers on the part of the Proposer, its officers, partners, owners, providers, representatives, employees or parties in interest, including the affiant.

Conflict of Interest

The undersigned Proposer and each person signing on behalf of the Proposer certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the City Council, officer, employee, or person, whose salary is payable in whole or in part by the City, has a direct or indirect financial interest in the award of this Proposal, or in the services to which this Proposal relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Proposal to furnish all work, services systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Proposal, Professional Services Contract, and associated inclusions and references, specifications, Proposal Form, Proposer's response, mutually agreed clarifications, appropriately priced change orders, exceptions which are acceptable to the City, and all other Proposer's submittals.

Reciprocal Preference Law-Residency (check box that applies): Resident Proposer Non-Resident Proposer

The Proposer hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Proposer's Name

Telephone Number

Mailing Address, City, State, Zip

Tax Id Number/Social Security Number

Facsimile Number

E-mail Address

Signature

Date

ATTACHMENT G
ALBANY PROFESSIONAL SERVICES AGREEMENT
STANDARD TERMS AND CONDITIONS
FOR AGREEMENT TO PROVIDE PARK PLANNING AND DESIGN SERVICES
TO THE CITY OF ALBANY, OREGON

ARTICLE I: SCOPE

For consideration set forth in Article V, the firm of _____, a professional consulting architectural firm, hereinafter referred to as CONSULTANT, agrees to provide architectural services to the City of Albany, Oregon, a municipal corporation, hereinafter referred to as CITY, for the improvements described in the agreement that incorporates these Standard Terms and Conditions and as shown in ATTACHMENT A. Unless modified in writing as set forth in Article II by the parties hereto, the duties of CONSULTANT and CITY shall not be construed to exceed those services and duties specifically set forth in the agreement.

ARTICLE II: MODIFICATIONS

CITY or CONSULTANT shall not make modifications in the attached agreement or these Standard Terms and Conditions except in writing as an amendment to the agreement. Said modifications shall be agreed to by both parties, with scope of work, schedule, and compensation to be negotiated at the time the modification is proposed by either party. Modifications which do not meet these requirements shall not be binding, and no further compensation will be allowed for any work performed.

ARTICLE III: RESPONSIBILITIES OF THE CONSULTANT

- A. Notice to Proceed. CONSULTANT will not begin work on any of the duties and services listed in Article I until execution of the contract. Authorization to proceed on additional services not defined in Article I shall be in the form of an amendment as defined in Article II.
- B. Level of Competence. CONSULTANT is employed to render professional services and shall be responsible, to the level of competence presently maintained by other practicing professional architectural firms in good standing and engaged in the same type of professional personal services, for the professional and technical adequacy and accuracy of designs, drawings, specifications, documents, and other work products furnished under this agreement.
- C. Cost Estimates. Construction and procurement cost estimates to be prepared under this agreement are to be based upon presently available data. In preparation of these cost estimates, CONSULTANT will apply its experience and judgment.
- D. Document Preparation. CONSULTANT will prepare and furnish all contract documents necessary for completion of the duties listed in Article I and the construction of the project.
- E. Access to Records. CONSULTANT agrees to preserve and maintain for at least three years after final payment under this contract, any directly pertinent books, documents, papers, and records generated by or provided to CONSULTANT in the course of the performance of his duties under the terms of this contract. CONSULTANT further agrees that CITY, or any of its duly authorized representatives, shall, during said period, have access to and the right to audit, examine, and reproduce such records and further agrees to include the above provision in all subcontracts.
- F. Ownership of Documents. Upon completion of this agreement, all design, contract, bid, and record drawings and documents, including computer disks, shall become the property of CITY. CITY will exercise discretion in any re-use of said documents and agrees to hold harmless CONSULTANT for any application of documents for any purpose other than the originally intended use.

- G. State or Federal Requirements. CONSULTANT covenants and agrees to comply with all of the obligations and conditions applicable to public contracts pursuant to ORS 279 Chapters A, B, and C, as though each obligation or condition were set forth fully herein. In addition, if the contract identified above calls for a public improvement as that term is defined by ORS 279A.010, CONSULTANT further agrees to comply with all obligations and conditions applicable to public contracts for public improvements pursuant to ORS 279C, et seq, as though each obligation or condition were set forth fully herein. In addition CONSULTANT covenants and agrees that in the performance of its duties hereunder, it will comply with all other state and federal requirements applicable to the City of Albany for projects of this type in question.
- H. Oregon Workers' Compensation Law. CONSULTANT, its subconsultants, if any, and all employers working under this agreement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers.
- I. Oregon Identity Theft Protection Act. CONSULTANT and its subconsultants, if any, agree to comply with the Oregon Identity Theft Protection Act (OITPA), ORS Sections 646A.600 through 646A.628.
- J. Taxpayer Identification Number. CONSULTANT agrees to complete a Request for Taxpayer Identification Number and Certification (W-9 Form) as a condition of the CITY'S obligation to make payment. If the CONSULTANT fails to complete and return the W-9 Form to the CITY, payment to CONSULTANT may be delayed, or the CITY may, in its discretion, terminate the Contract.

ARTICLE IV: RESPONSIBILITIES OF THE CITY

- A. Authorization to Proceed. CITY shall authorize CONSULTANT upon execution of the contract to start work on any of the services listed in Article I.
- B. Access to Records, Facilities and Property. CITY shall comply with reasonable requests from CONSULTANT for inspection or access to CITY's records, facilities, and properties.
- C. Timely Review. CITY shall examine all studies, reports, sketches, drawings, specifications, proposals, and other documents presented by CONSULTANT, obtain advice of an attorney, insurance counselor, accountant, auditor, and other consultants as CITY deems appropriate for such examination and render in writing decisions pertaining thereto in a timely manner so as not to unreasonably delay the services of CONSULTANT.

ARTICLE V: COMPENSATION

CITY agrees to pay for the services in Article I in accordance with the compensation provisions in this Agreement and as further defined in Attachment A.

Payment will be made within 30 days after the receipt of billing for each service rendered during the month. If payment is not made within 30 days, interest on the unpaid balance will accrue beginning on the 31st day at the rate of one percent (1%) per month or the maximum interest rate permitted by law, whichever is less. Such interest is due and payable when the overdue payment is made, unless delay in payment is due to a contested billing. CITY has the right to appeal or ask for clarification on any CONSULTANT billing within 30 days of receipt of billing. Until said appeal is resolved or clarification is accepted, no interest will accrue on that portion of the billing. In the event of a contested billing, only that portion so contested shall be withheld, and the undisputed portion shall be paid in accordance with this Article V.

Notwithstanding anything in this agreement to the contrary, the CITY'S obligation to pay money beyond the current fiscal year shall be subject to and dependent upon appropriations being made from time to time by the City Council for such purpose; provided, however, that the City Manager or other officer charged with the responsibility for preparing the CITY'S annual budget shall include in the budget for each fiscal year the amount of the CITY financial obligation payable in such year and the City Manager or such other officer shall use his/her best efforts to obtain the annual appropriations required to authorize said payments.

ARTICLE VI: INDEMNIFICATION

CONSULTANT agrees to indemnify, defend, and hold harmless CITY, its agents, officers and employees, from and against any and all liability, claims, suits, loss, damages, costs, and expenses arising out of or resulting from the negligent or intentional acts, errors, or omissions of CONSULTANT, its officers, employees, or agents.

ARTICLE VII: INSURANCE

CONSULTANT shall not commence any work until they obtain, at their own expense, all required insurance as specified below. Such insurance must have the approval of City of Albany as to limits, form, and amount. The types of insurance CONSULTANT is required to obtain or maintain for the full period of the contract will be:

- A. Commercial General Liability insurance including personal injury, bodily injury and property damage with limits as specified below. Limits may be provided by Excess or Umbrella policy:

Limits: \$2,000,000 Per Occurrence/\$3,000,000 General Aggregate /\$3,000,000 Products and Completed Operations Aggregate. Aggregates shall apply per Project.

Form: All policies must be of the occurrence form with combined single limit for bodily injury and property damage. Any deviation from this requirement must be reviewed and approved by the City Risk Manager. All claims-made forms must have tail coverage and the prior approval of City Risk Manager. Submit a complete copy of claims-made policies and endorsements with the certificate of insurance.

- B. Business Automobile Liability insurance with limits of \$2,000,000 per accident. The coverage shall include owned, hired, and non-owned automobiles.
- C. Professional Liability insurance with limits not less than \$2,000,000 per claim and \$2,000,000 annual aggregate with 24 months tail coverage.
- D. Workers Compensation and Employer's Liability as statutorily required for persons performing work under this contract. Any subcontractor hired by CONSULTANT shall also carry Workers' Compensation and Employer's Liability coverage.

Employer's Liability Limits: \$500,000 each accident / \$500,000 policy limit / \$500,000 each employee

- E. Additional Insured Clause – The Commercial General Liability insurance coverages required for performance of this contract shall be endorsed to name CITY OF ALBANY and its officers, agents and employees as Additional Insureds on any insurance policies required herein with respect to Contractor's activities being performed under the Contract. The Certificate of Insurance must include a copy of the Additional Insured endorsement and the policy must be endorsed to show cancellation notices to the CITY OF ALBANY – FINANCE DEPARTMENT – RISK MANAGER. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

ARTICLE VIII: ASSIGNMENT

This agreement is to be binding upon the heirs, successors, and assigns of the parties hereto and is not to be assigned by either party without first obtaining the written consent of the other. No assignment of this agreement shall be effective until the assignee assumes in writing the obligations of the assigning party and delivers such written assumption to the other original party to this agreement.

Use of subconsultants by CONSULTANT or subsidiary or affiliate firms of CONSULTANT for technical or professional services shall not be considered an assignment of a portion of this agreement, and CONSULTANT shall remain fully responsible for the work performed, whether such performance is by CONSULTANT or subconsultants. No subconsultants shall be used without the written approval of CITY. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than CITY and CONSULTANT.

ARTICLE IX: INTEGRATION

These terms and conditions and the agreement to which they are attached represent the entire understanding of CITY and CONSULTANT as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. The agreement may not be modified or altered except in writing as specified in Article II.

ARTICLE X: SUSPENSION OF WORK

CITY may suspend, in writing, and without cause, all or a portion of the work under this agreement. CONSULTANT may request that the work be suspended by notifying CITY, in writing, of circumstances that are interfering with the progress of work. CONSULTANT may suspend work on the project in the event CITY does not pay invoices when due. The time for completion of the work shall be extended by the number of days work is suspended. In the event that the period of suspension exceeds 90 days, the terms of the agreement are subject to renegotiation and both parties are granted the option to terminate work on the suspended portion of the project, in accordance with Article XI.

ARTICLE XI: TERMINATION OF WORK

CITY may terminate all or a portion of the work covered by the agreement for its convenience. Either party may terminate work if the other party fails to substantially perform in accordance with the provisions of the agreement. Termination of the agreement is accomplished by 15 days' prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

In the event of termination, CONSULTANT shall perform such additional work as is necessary for the orderly filing of documents and closing of the project. The time spent on such additional work shall not exceed 10 percent of the time expended on the terminated portion of the project prior to the effective date of termination. CONSULTANT shall be compensated for work actually performed prior to the effective date of termination plus the work required for filing and closing as described in this Article. If no notice of termination is given, relationships and obligations created by this agreement shall be terminated upon completion of all applicable requirements of this agreement.

ARTICLE XII: FORCE MAJEURE

Neither CITY nor CONSULTANT shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's employees and agents.

ARTICLE XIII: DISPUTE COSTS

In the event either party brings action to enforce the terms of this agreement or to seek damages for its breach, or arising out of any dispute concerning the terms and conditions hereby created, the prevailing party shall be entitled to an award of its reasonable attorney fees, costs, and expenses, incurred therein, including such costs and fees as may be required on appeal.

ARTICLE XIV: CONFLICT AND SEVERABILITY

In the event of any inconsistency between the terms of this Agreement and the terms listed in any additional attachments to this Agreement, the terms of this Agreement shall control. Any provision of this document found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of the document.

ARTICLE XV: NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

During the term of this Agreement, the CONSULTANT agrees as follows: The CONSULTANT will not discriminate against any employee or applicant for employment because of creed, religion, race, color, sex, marital status, sexual orientation, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification. The CONSULTANT will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their creed, religion, race, color, sex, national origin, or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

ARTICLE XVI: COURT OF JURISDICTION

The laws of the State of Oregon shall govern the validity of this agreement, its interpretation and performance, and other claims related to it. Venue for litigation shall be in Linn County, Oregon.

CONSULTANT:

CITY OF ALBANY, OREGON:

Date: _____

Date: _____

By: _____

By: _____

Title: _____

Title: _____

By: _____

Title: _____

Mailing Address: _____

APPROVED AS TO FORM:

By: _____

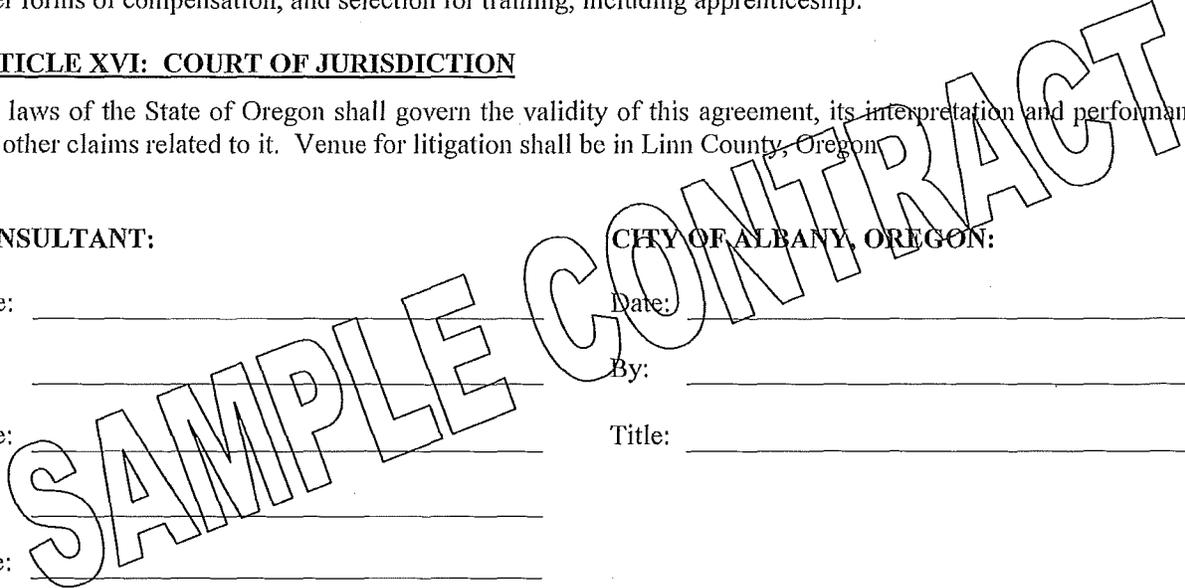
City Attorney

Telephone: _____

Fax: _____

Corporation Tax No. (if incorporated) _____

Social Security No. (if individual) _____



Attachment B: Notice of Intent to Propose

{DATE}

City of Albany
Finance Department
Diane Wood, CPPB
Purchasing Coordinator
333 Broadalbin Street SW
Albany, OR 97321

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR CITY OF ALBANY FIRE STATION

This letter serves to notify the City of Albany that *[Proposer's company name]* intends to submit a Statement of Qualification Proposal in response to the above identified Request for Qualifications and should be considered by the City of Albany as an interested Proposer. Furthermore, *[Proposer's company name]*, if determined to fall within the Competitive Range following the qualification evaluation affirms they will submit a proposal and conduct an Oral Presentation in response to the Request for Proposal.

Sincerely,

[Signer's name/title]
[Proposer's company name]
[Proposer's mailing address]

[Signer's e-mail]
[Signer's phone number]

City of Albany, Oregon

REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES

FOR

POLICE STATION

ADVERTISEMENT: June 16, 2014

Mandatory Pre-Qualification Meeting: June 23, 2014

Notice of Intent to Submit: June 27, 2014

RFQ CLOSING DATE: July 7, 2014

Chief of Police Mario Lattanzio
Project Manager Staci Belcastro, P.E.
Purchasing Coordinator Diane Wood

For more information regarding this Request for Qualifications,
contact Staci Belcastro, 541-917-7645

POLICE DEPARTMENT

CITY OF ALBANY

PROPOSER'S SUBMITTAL CHECKLIST
INVITATION TO PROPOSE
INTRODUCTION
ISSUING OFFICE & SUBMITTAL LOCATION
SELECTION PROCEDURE
TIME TABLE FOR SELECTION PROCESS **Error! Bookmark not defined.**
SUBMITTAL REQUIREMENTS AND SELECTION CRITERIA **Error! Bookmark not defined.**
REVIEW & SELECTION **Error! Bookmark not defined.**
LIST OF ATTACHMENTS **Error! Bookmark not defined.**
ATTACHMENT A - OPTION 1 LOCATION MAP **Error! Bookmark not defined.**
ATTACHMENT B - OPTION 1 SITE MAP **Error! Bookmark not defined.**
ATTACHMENT C - OPTION 2 LOCATION MAP **Error! Bookmark not defined.**
ATTACHMENT D - OPTION 2 SITE MAP **Error! Bookmark not defined.**
ATTACHMENT E - DRAFT REQUEST FOR PROPOSAL **Error! Bookmark not defined.**
ATTACHMENT F - DRAFT LETTER OF INTENT **Error! Bookmark not defined.**

DRAFT

PROPOSER'S SUBMITTAL CHECKLIST

Statement of Qualifications (SOQ) must be submitted by the time designated in the advertisement (Request for Qualifications) at the City Hall Parks and Recreation Department/Information Counter and marked received with time and date by City staff. Any SOQ submitted after the designated closing time or to any other location will be determined nonresponsive and will not be opened. It is the responsibility of the Proposer to deliver the SOQ by the indicated deadline to the designated location.

If the Proposer submits a SOQ via a delivery service (Fedex, UPS, etc.) the required sealed envelope must be enclosed in the delivery service packaging and the Project Title of the proposal must be written on the outside delivery service packaging.

Proposers must submit five (5) copies of their SOQ proposal. In addition to the hard copy (printed paper) version, Proposer shall provide a PDF version of the SOQ proposal on a USB drive in non-editable, PDF format. All SOQ must be received with the following required submittals to be considered:

- Letter of Intent – *Attachment B*
- SOQ Submittal
- Signed Addenda *(if applicable)*

CITY OF ALBANY
REQUEST FOR QUALIFICATIONS
Architectural Services for Project # Police Station
Proposals Due by 4:00 p.m., Friday, July 18, 2014

The City of Albany (City), Oregon, is requesting Statement of Qualifications (SOQ) from qualified architectural design firms (Consultant) interested in providing architectural and associated design services for a new Police Station in Albany, Oregon. To be considered, interested parties must submit their qualifications in accordance with the requirements set forth in the Request for Qualifications (RFQ).

The RFQ is the initial step in the selection process to retain professional architectural services for construction of a new Police Station in Albany, Oregon. Responses to this RFQ will be reviewed, scored, and ranked according to the criteria defined in this RFQ. A maximum of three Consultants will be invited to respond to the Request for Proposals (RFP) which is the next step in the selection process. Distribution of a RFP will be limited to firms selected as the most qualified through their submitted SOQ in accordance with OAR 137-049-0645

Consultants responding to this RFQ do so solely at their expense, and the City is not responsible for any Consultant expenses associated with the RFQ.

The Request for Qualifications can be downloaded from the City of Albany website at <http://cityofalbany.net/departments/finance/purchasing/bids-rfps-rfqs>, or a printed copy can be obtained at the address listed below, or by contacting the Public Works – Engineering Division at (541) 917-7676, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. There is no charge for the RFQ documents.

It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. In addition, all proposers known by the City of Albany to have received a complete set of the RFQ Documents will receive e-mail notification when additional items are posted to the website. Please call the Public Works – Engineering Division at 541-917-7676 to be added to the Interested Proposer's list or if you have questions regarding this RFQ.

Mandatory Pre-Proposal Meeting. There will be a mandatory meeting for discussion of the RFQ at the existing Police Station, located at 1117 SE Jackson Street, Albany, Oregon, 97322, on **Monday, June 23, 2014**, starting at **2:00 pm**. In order to respond to this RFQ, a representative of the architect must attend the pre-bid site visit.

Notice of Intent to Propose. All potential proposers shall notify the City they intend to submit a SOQ in response to this RFQ by submitting a "Notice of Intent to Propose" by **Friday, June 27, 2014**. The Notice of Intent to Propose is included in the Solicitation packet as Attachment F. The letter can be emailed to: XXXXXXXX@cityofalbany.net, or may be addressed the City's Purchasing Coordinator, address provided in the following paragraph.

SOQ shall be filed in sealed envelopes and received at the City of Albany Parks and Recreation counter, not later than **4:00 p.m., Monday, July 7, 2014**, addressed to the attention of Diane Wood, Purchasing Coordinator, 333 Broadalbin Street SW, Albany, OR 97321. The outside of the envelope shall plainly identify the Project: "Project # Police Station," along with the name and address of the Proposer. Faxed or electronic (e-mail) responses will not be accepted. SOQ received after the designated closing date and time will not be opened or reviewed.

The City may reject any SOQ not in compliance with all prescribed solicitation procedures and requirements and other applicable law, and may reject any or all SOQS in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS **16TH DAY OF JUNE 2014**.

Diane Wood, CPPB, OPBC, Purchasing Coordinator

PUBLISH: Daily Journal of Commerce, Monday, June 16, 2014
Albany Democrat Herald, Monday, June 16, 2014

DRAFT

1.1 INTRODUCTION

The City of Albany (City), Oregon, is requesting statements of qualifications (SOQ) from qualified design firms (Consultant) with established experience interested in providing architectural and associated design services for a proposed Police Station in Albany, Oregon. The SOQ is the initial step in the selection process to retain professional design services for a new police station in Albany, Oregon.

In accordance with OAR 137-049-0645, only those firms selected as part of the Competitive Range during the evaluation of the RFQ Proposals will be invited to participate in the second step and respond to a Request for Proposals (RFP) for the proposed Police Station.

1.2 BACKGROUND & PROJECT INFORMATION

The City is an Oregon municipal corporation with a 2013 population of approximately 50,710. The City employs approximately 389 staff, and is governed by a City Council comprised of six Councilors and the Mayor. The Council acts as the Local Contract Review Board for the City.

It has been determined that Albany's Police Department has outgrown the existing Police Station and it is critical to either expand the current site through purchase of adjacent property or build on a 3.69 acre property purchased by the City in 2009. The two locations that have been identified as potential sites for a new Police Station are presented below as Option 1 and Option 2.

Option 1 – Expand at Current Site. Option 1 is the preferred option. Expansion at the existing site would be accomplished through the purchase of properties located adjacent to the existing station. A Location and Site Map for Option 1 is included as Attachments A and B, respectively.

Option 2 – Pacific Boulevard Site. The City purchased this 3.69 acre property located in the 2400 block of SW Pacific Blvd in 2009. A Location and Site Map for Option 2 is included as Attachments C and D, respectively.

A site will be selected for construction of the new Police Station prior to the issuance of the RFP and a **Facilities Assessment and Programming document** will be provided with the RFP for further direction on the proposed Police Station.

The existing police station was built in 1988 when the City of Albany had a population of approximately 28,000 and a police staff of 47. Today, Albany's population exceeds 50,000 and police staffing is approximately 90. The 1988 building is approximately 10,500 square feet, and includes a 1,176 square foot modular building added in 2002. The current station sits on a 1.69 acre parcel which limits parking and will not accommodate expansion of the existing station. The 1988 station has been internally reconfigured multiple times to meet changing space requirements of the department. The City identified a need to replace, or expand the police department over a decade ago.

1.3 ISSUING OFFICE AND SUBMITTAL LOCATION

The Engineering Project Manager in the Public Works – Engineering Division of the City will issue the Request for Qualification document.

Each Proposer shall provide five (5) total copies of their SOQS with one copy marked “ORIGINAL”. In addition to the hard copy (printed paper) version, each Proposer shall provide a version of the SOQ on a USB drive in non-editable, PDF format.

Proposals must be delivered to the Parks and Recreation Department Counter by the closing date, Friday, 4:00 p.m., July 7, 2014. The outside of the sealed envelope should state “Police Station Architectural RFQ” and be addressed to the submittal location found below:

Submittal Address and Process Questions:

Diane Wood, CPPB, Purchasing Coordinator
City of Albany, Finance Department
333 Broadalbin Street SW – P.O. Box 490
Albany, OR 97321

E-mail: diane.wood@cityofalbany.net
Phone: (541) 917-7522

Technical Questions/Scope of Work:

Staci Belcastro, P.E., Engineering Manager
City of Albany, Public Works – Engineering Division
333 Broadalbin Street SW – P.O. Box 490
Albany, OR 97321

E-mail: staci.belcastro@cityofalbany.net
Phone: 541-917-7645

Telephone, facsimile, or electronically transmitted Proposals will not be accepted. Proposals received after the specified date and time will not be given further consideration. Proposers submitting Proposals are solely responsible for the means and manner of their delivery, and are encouraged to confirm delivery prior to the deadline.

1.4 COST OF PREPARATION OF RESPONSE

Costs incurred by any Proposer in preparation of a response to this RFQ shall be the responsibility of the Proposer.

1.5 PROTESTS

Proposers may protest only deviations from laws, rules, regulations, or procedures. Disagreement with the Scoring by the selection committee may not be protested.

The following procedure applies to Proposers who wish to protest a notice of non-advancement of a SOQ. All protests must be in writing and physically received no later than 4:00 p.m. on the third working day after the notification of non-advancement. Address protests to: Diane Wood, CPPB, Purchasing Coordinator, City of Albany, Finance Department, 333 Broadalbin Street SW – P.O. Box 490, 333 Broadalbin Street SW – P.O. Box 490, Albany, OR 97321, Albany, OR 97321, E-mail: diane.wood@cityofalbany.net Phone: (541) 917-7522.

Protests must specify the grounds for the protest including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for protest.

Protests not filed within the time specified in paragraph 1 above, or which fail to cite the specific law, rule, regulation, or procedure upon which the protest is based shall be dismissed.

1.6 CANCELLATION AND LATE PROPOSALS

The City of Albany reserves the right to cancel this solicitation any time before issuance of a resulting RFP if cancellation is deemed to be in the City's best interest. In no event shall the City of Albany have any liability for the cancellation of award.

All Proposals that are not received by the deadline stated in the RFP Schedule will be considered late. Delays due to mail and/or delivery handling, including, but not limited to delays within City of Albany's internal distribution systems, do not excuse the Proposer's responsibility for submitting the Proposal to the correct location by the stated deadline.

1.7 COLLUSION

A Proposer, submitting a SOQ hereby certifies that no officer, agent, or employee of the City of Albany has a financial interest in this proposal; that the SOQ is made in good faith without fraud, collusion, or connection of any kind with any other Proposer and that the Proposer is competing solely on its own behalf without connection or obligation to any undisclosed person or firm.

1.8 SELECTION PROCEDURE

The Consultant selection process will consist of the following steps:

- A. **RFQ.** As provided by ORS 279C.405(1), the City is utilizing this RFQ as the first step in a two-step process to select a Consultant to provide design and construction services for a proposed Police Station. Proposers will be ranked by an evaluation team in accordance with the criteria contained herein and a Competitive Range of three (3) Consultants composed of the three top ranked Proposers will be selected. Distribution of RFPs will be limited to the Consultants identified as the top three Proposers during the RFQ phase. Responses to this RFQ not meeting all evaluation criteria will not be considered for review.
- B. **RFP.** In the second step of the selection process, the highest ranking qualified Consultants will be requested to respond to a Request for Proposal (RFP). A draft copy of the RFP is included with this RFQ as ATTACHMENT E to provide project background and information. In accordance with OAR 137-049-0645, this RFP will not be separately advertised and will be sent to those Consultants selected as part of the Competitive Range following the qualification evaluation phase.

1.9 TIMETABLE FOR SELECTION PROCESS

The City reserves the right to alter the schedule below at any time (regardless of the written addenda deadline) by notice to all those on the Proposal holders list:

Advertise RFQ	Monday, June 16, 2014
Mandatory Pre-Qualification Meeting	Monday, June 23, 2014
Notice of Intent to Submit Deadline	Friday, June 27, 2014
SOQ Due	Monday, July 7, 2014
Consultant Review	June 7 – July 11, 2014
Protest Period Ends/Provide RFP to Selected Consultants	Friday, July 18, 2014
Submit Notice of Intent to Propose & Participate in Oral Presentation	Friday, July 25, 2014
Proposals Due	September 25, 2014
Schedule Oral Presentation	TBD October, 2014
Display Presentation Materials for Public Comment Period	TBD October 2014
Committee Convenes to select winning design	TBD October 2014
Notice of Selection	TBD November 2014
Protest Period Ends for Design Selection	TBD November 2014
Contract Award	TBD December 2014

1.10 STATEMENT OF QUALIFICATIONS INSTRUCTIONS

Failure to comply with these instructions may result in the rejection of the SOQ.

- A. SOQs must be submitted on 8.5" X 11" paper. Margins must be at least ½" on all sides. Font size can be no smaller than 10.
- B. The maximum total number of pages in the SOQ must not exceed fourteen single sided pages or seven double sided pages.
- C. Proposers must include a 1 page introductory letter which does not count against the total page limitation.
- D. Proposers must submit proof of licensure which does not count against the total page limitation.
- E. Proposers must submit a copy of the Notice of Intent to Submit letter which will not count against the total page limitation.

1.11 SELECTION CRITERIA

- A. Mandatory Requirements (Pass/Fail). These requirements will not be scored. Failure to meet any of these qualifications will render your proposal non-responsive.
 - i) Introductory Letter. This letter shall specifically stipulate that the Consultant accepts all terms and conditions contained in the RFQ and supporting documents. The letter shall name the person(s) authorized to represent the Consultant in any negotiations and the name of the person(s) authorized to sign any contract that may result.
 - ii) Notice of Intent to Submit (See example included as Attachment F). Submittal of this letter serves as notice that Consultant intends to submit a SOQ and provide a Proposal in response to the RFP should the firm be identified in the Competitive Range following review of their Statement of Qualification.
 - iii) Mandatory Pre-Qualification Meeting. Only those firms with a representative attending the Mandatory Pre-Qualification meeting may respond to this RFQ.
 - iv) Proof of Licensure. Consultant shall submit proof (should we provide a form?) that they are licensed to practice architecture in the State of Oregon.
- B. Firm Background and Relevant Experience (Weight: 60). Provide a profile of your firm including number of years in continuous operation, and names of all persons with ownership interest in the company.
 - i) Describe firm's recent experience in providing architectural services in the design and construction of at least three (3) public works projects similar in size and scope to that contemplated for this project. When citing specific examples, always clarify the following:
 - (a) The name, location, client entity, and year of completion of the project.
 - (b) Size in square feet and final cost of the built project. Projects in progress may be described with the current anticipated size and estimated cost.

- (c) Define roles each member of the project team had, if any, on the project.
 - (d) Contracting Type and firms role in delivery of the project (e.g. Construction Manager/General Contractor (CM/GC), Design-Build, Design-Bid-Build, Private Bid).
 - (e) Project References should include the names, position or role, and current contact information for client representatives or other persons who became familiar with your firm's work and performance on the project.
 - (f) The firm's experience with the City of Albany that demonstrates familiarity with the City's work procedures and policies related to work quality and cost control.
- C. Key Personnel (Weight: 40). Provide a company-wide organizational chart that highlights the key personnel that will be assigned to the work should your firm be selected to design the new Police Station.
- ii) Approximate number of people available to be assigned to the services requested in the draft RFP.
 - iii) Identify Principal, Project Manager, and other key staff, and extent of their involvement should your firm be selected to respond to the RFP.
 - iv) Resumes, if provided shall be limited to either two single sided pages, or one double sided page. Resumes will not count against total page limitation.

1.12 EVALUATION & SELECTION

A Selection Review Committee will be appointed to evaluate the SOQs. The Committee will rank each SOQ based on responses to the evaluation criteria defined in this RFQ. The Committee will require approximately 5 working days to evaluate and rank the SOQs. During the evaluation review, the City has the right to require any clarification or change needed to understand the consultant's approach to the work.

The highest scoring Proposers (not more than three) will be identified and notified they have been granted the opportunity to move on to the next step in the selection process. The next step will involve a Request for Proposals for the Preliminary Design, Design Development and Bidding Services, and Construction Services. Consultants selected to submit Proposals in response to the RFP will also be required to participate in a public meeting that will include an oral presentation of their approach to the project and presentation materials including a construction cost estimate, and may include 3D renderings, elevations, graphs, etc.

1.13 DEFINITIONS (as used in these contract documents, except where the context otherwise clearly requires)

CITY means the City of Albany, Oregon.

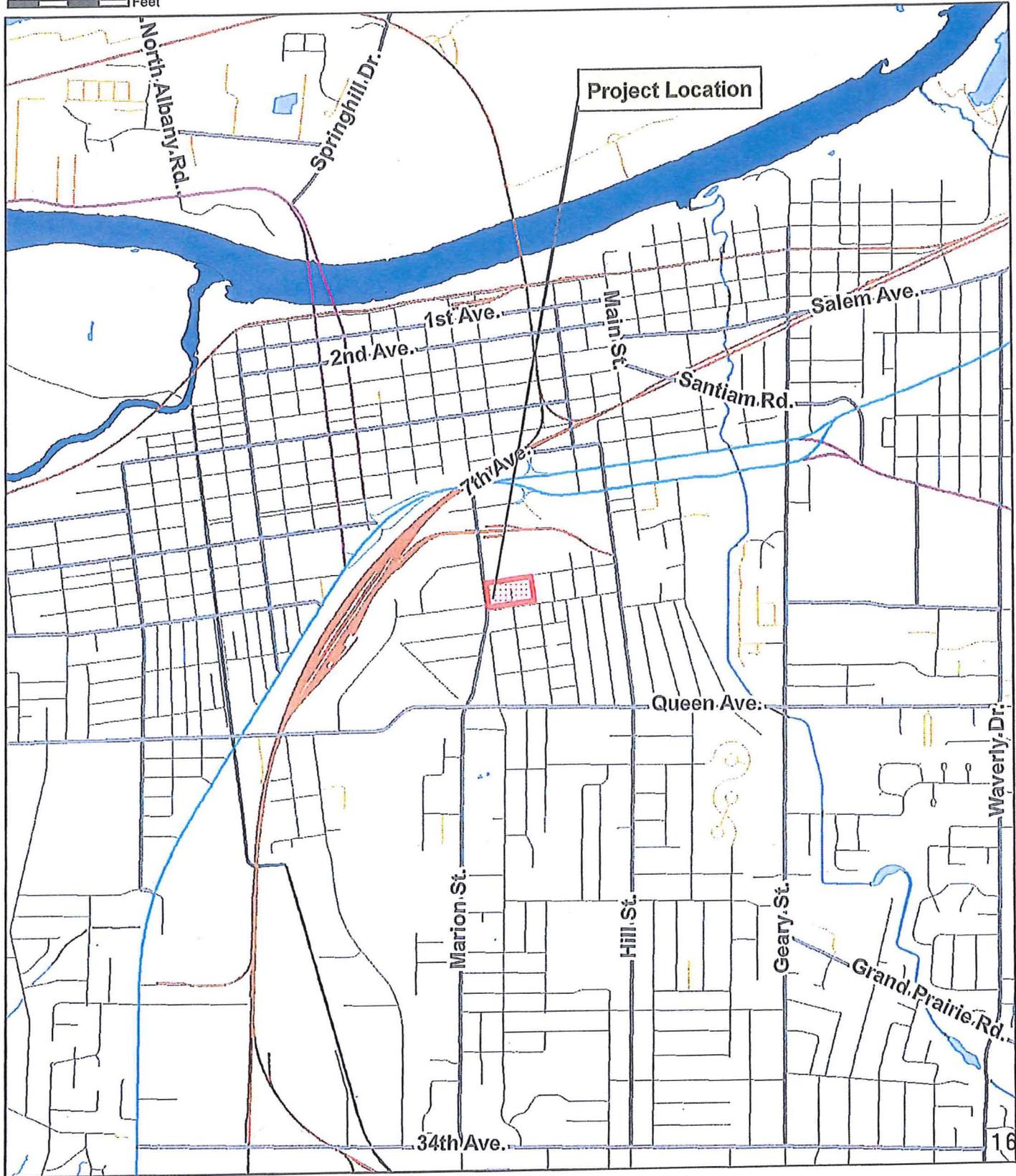
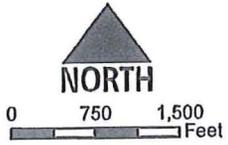
CITY'S REPRESENTATIVE OR CONTRACT ADMINISTRATOR means the person or persons designated by the City to administer this Contract and monitor compliance hereunder.

CONTRACT DOCUMENTS means all written documents existing at the time of execution of this Contract and setting forth the obligations of the parties, including the Request for Proposals, Proposal Response, Professional Services Contract, General Provisions, Special Provisions, Negotiated Fee Proposal, Non-Collusion and Conflict of Interest Certification, and other attachments or addendums applicable to the final Contract Documents. In addition, written amendments to the Contract Documents executed by the parties from time to time, and any documents expressly incorporated by reference elsewhere in the Contract Documents enumerated above.

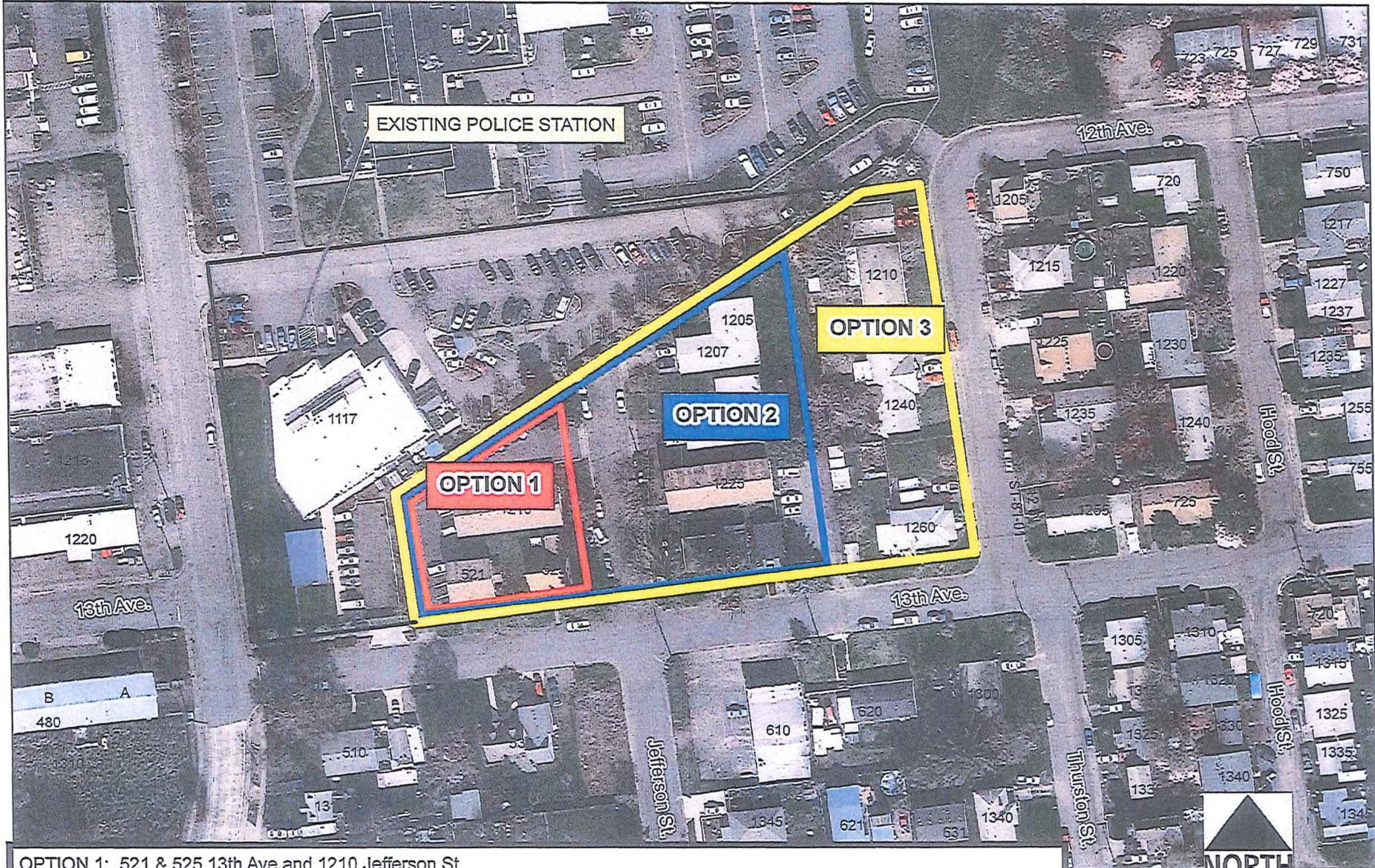
ARCHITECT OR CONSULTANT OR PROPOSER means the person or firm which has undertaken to perform the work subject of this Contract and by whom or on whose behalf the Contract was signed. WORK means all tasks specified or necessarily implied in these Contract Documents to perform and complete their intended result. The term encompasses all labor, materials, supplies, tools, equipment, fuel, administrative and support services, overhead, and other direct and indirect expenses necessary to achieve the result intended by the Contract Documents.

DRAFT

ATTACHMENT A PROJECT LOCATION MAP
PROJECT # POLICE STATION
OPTION 1 1117 SE JACKSON STREET

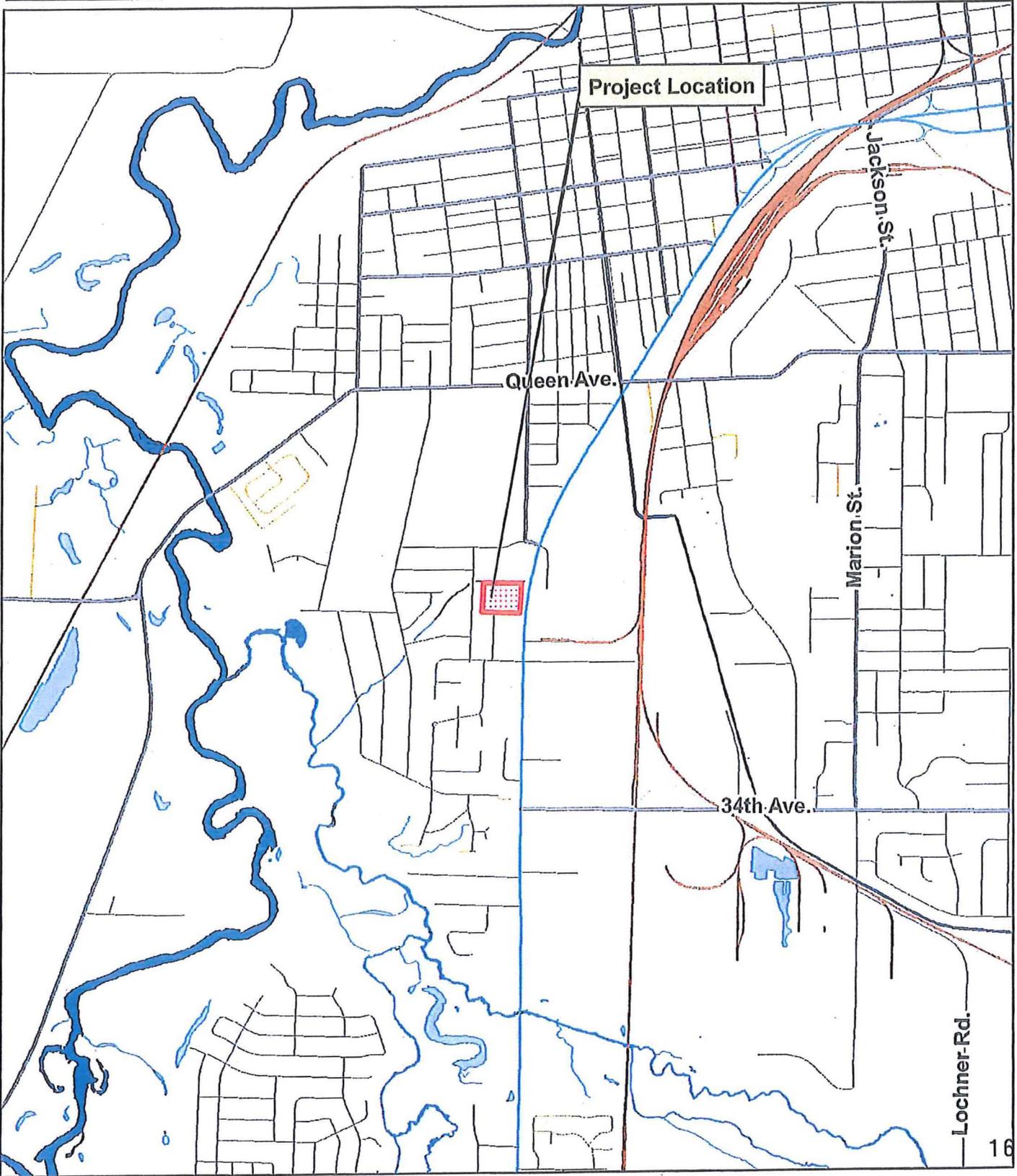


**ATTACHMENT B SITE MAP
PROJECT # POLICE STATION
OPTION 1 1117 SE JACKSON STREET**

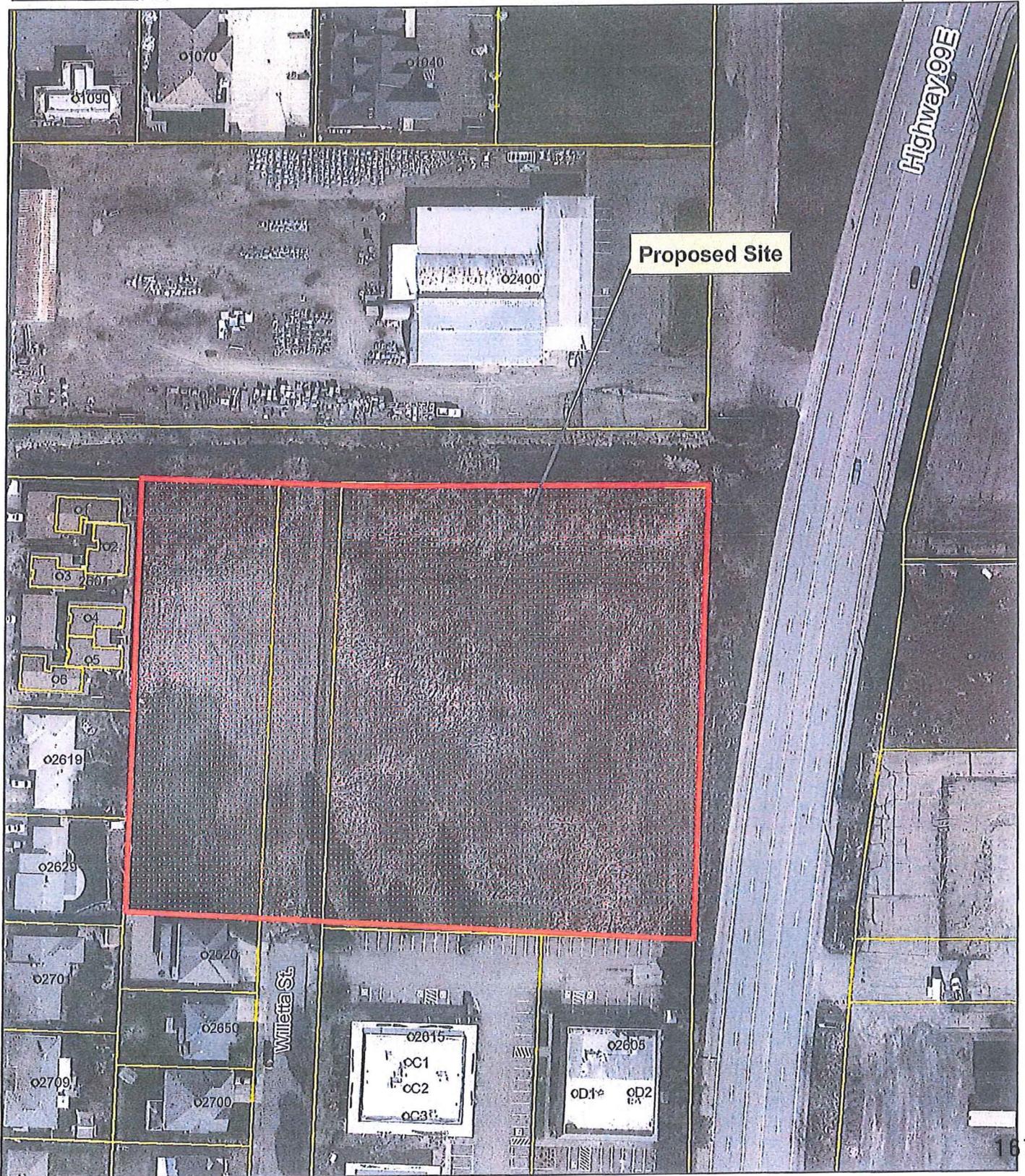
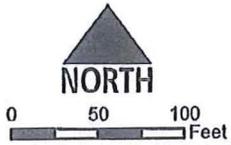


OPTION 1: 521 & 525 13th Ave and 1210 Jefferson St
 OPTION 2: OPTION 1 + Vacate Jefferson Street and 1205, 1207, 1209, 1211 & 1225 Jefferson St and 605 13th Ave
 OPTION 3: OPTION 1 + OPTION 2 + 1210, 1230, 1240 & 1260 Thurston St

**ATTACHMENT C PROJECT LOCATION MAP
PROJECT # POLICE STATION
OPTION 2 2400 BLOCK PACIFIC BLVD SW**



ATTACHMENT D SITE MAP
PROJECT # POLICE STATION
OPTION 2 2400 BLOCK PACIFIC BLVD SW



City of Albany, Oregon

REQUEST FOR PROPOSALS ARCHITECTURAL SERVICES FOR PROJECT # POLICE STATION

Proposals Due: **September 26, 2014**

Chief of Police..... Mario Lattanzio
Project Manager..... Staci Belcastro, P.E.
Purchasing Coordinator Diane Wood

For more information regarding this Request for Proposals,
contact Staci Belcastro, 541-917-7645

POLICE DEPARTMENT

CITY OF ALBANY

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ATTACHMENTS:

ATTACHMENT A –PROJECT LOCATION MAP Error! Bookmark not defined.

ATTACHMENT B –SITE MAP Error! Bookmark not defined.

ATTACHMENT C – CITY OF ALBANY POLICE DEPT FACILITIES ASSESSMENT & PRELIMINARY DESIGN..... Error! Bookmark not defined.

ATTACHMENT D – NOTICE OF INTENT TO PROPOSE Error! Bookmark not defined.

ATTACHMENT E – PUBLIC FACILITIES SAFETY REVIEW COMMITTEE RECOMENDATION Error! Bookmark not defined.

ATTACHMENT F – FEBRUARY 17 2014 MAKENZIE ASSESSMENT Error! Bookmark not defined.

ATTACHMENT -G – NON-COLLUSION & CONFLICT OF INTEREST CERTIFICATION..... Error! Bookmark not defined.

ATTACHMENT H – SAMPLE PROFESSIONAL SERVICES AGREEMENT Error! Bookmark not defined.

PROPOSER'S SUBMITTAL CHECKLIST

Proposals must be submitted by the time designated in the advertisement (Request for Proposals) at the City Hall Parks and Recreation Department/Information Counter and marked received with time and date by City staff. Any proposals submitted after the designated closing time or to any other location will be determined nonresponsive and will not be opened. It is the responsibility of the Proposer to deliver the proposal by the indicated deadline to the designated location.

If the Proposer submits a proposal via a delivery service (Fedex, UPS, etc.) the required sealed envelope must be enclosed in the delivery service packaging and the Project Title of the proposal must be written on the outside delivery service packaging.

Proposers must **submit five (5) copies** of their proposal. In addition to the hard copy (printed paper) version, Proposer shall provide an electronic version of the Proposal on a USB drive in non-editable, Adobe format. All proposals must be received with the following required submittals to be considered:

- Non-Collusion and Conflict of Interest Form - *Attachment RFP-F*
- Notice of Intent to Propose – *Attachment RFP - D*
- Project Approach and Understanding
- Expertise, Background, and Experience with Similar Projects
- Project Team and Qualifications
- Project Staffing Requirements, Level of Effort, and Integration with City Staff Team
- Oral Presentation & Design Renderings
- Signed Addenda (*if applicable*)

SECTION 1 – INTRODUCTION AND GENERAL INFORMATION

1.1 INTRODUCTION

This Request for Proposal (RFP) is the second step in a two-step solicitation process consisting of a Request for Qualifications (RFQ) and this RFP to select a Consultant to provide architectural and associated design services for a new Police Station in Albany, Oregon. Only those firms identified in the Competitive Range as determined in the first phase (RFQ) of the solicitation process may submit proposals in response to this RFP.

The City is an Oregon municipal corporation with a 2013 population of approximately 50,710. The City employs approximately 389 staff, and is governed by a City Council comprised of six Councilors and the Mayor. The Council acts as the Local Contract Review Board for the City.

It has been determined that Albany's Police Department has outgrown the existing Police Station and it is critical to either expand the current site through purchase of adjacent property or build on a 3.69 acre property purchased by the City in 2009. Additional details on the background of the project and professional services sought in this Request for Proposals (RFP) are provided in Sections 2 & 3.

The funding for this project has not yet been finalized. As shown in the scheduled dates below, this selection process may be delayed up to XXX months. If funding is not obtained, the project may be canceled.

The Facilities Assessment and Programming Document included as Attachment C provides information on the proposed XX,XXX square foot (estimated) Police Station.

1.2 ISSUING OFFICE AND SUBMITTAL LOCATION

The Engineering Project Manager in the Public Works – Engineering Division of the City will issue the Request for Proposal document.

Each Proposer shall provide five (5) total copies of their proposal with one copy marked "ORIGINAL". In addition to the hard copy (printed paper) version, each Proposer shall provide a copy of the Proposal on a USB drive in non-editable, Adobe format.

Proposals must be delivered to the Parks and Recreation Department Counter, City Hall, 333 Broadalbin Street SW, by the closing date, Friday, 4:00 p.m., September 26, 2014. The outside of the sealed envelope should state "Police Station Architectural RFP" and be addressed to the submittal location found below:

Submittal Address and Process Questions:

Diane Wood, CPPB, Purchasing Coordinator
City of Albany, Finance Department
333 Broadalbin Street SW – P.O. Box 490
Albany, OR 97321

E-mail: diane.wood@cityofalbany.net
Phone: (541) 917-7522

Technical Questions/Scope of Work:

Staci Belcastro, P.E., Engineering Manager
City of Albany, Public Works – Engineering Division
333 Broadalbin Street SW – P.O. Box 490
Albany, OR 97321

E-mail: staci.belcastro@cityofalbany.net
Phone: 541-917-7645

Telephone, facsimile, or electronically transmitted Proposals will not be accepted. Proposals received after the specified date and time will not be given further consideration. Proposers submitting Proposals are solely responsible for the means and manner of their delivery, and are encouraged to confirm delivery prior to the deadline.

1.3 CONSULTANT SELECTION & SCHEDULE

The City anticipates the following general timeline for receiving and evaluating the proposals and selecting an Architect. The Schedule listed below may be changed if it is in the City's best interest to do so.

Provide RFP to Selected Consultants	Friday, July 18, 2014
Notice of Intent to Submit Proposal	Friday, July 25, 2014
Proposals Due	September 26, 2014
Schedule Oral Presentation	TBD October 2014
Display Presentation Materials for Public Comment Period	TBD October 2014
Committee Convenes to select winning design	TBD October 2014
Notice of Selection	TBD November, 2014
Protest Period Ends for Design Selection	TBD November, 2014
Contract Award	TBD December, 2014

The City will be looking for Consultants who can dedicate adequate resources to this project throughout the proposed schedule.

1.4 CHANGES TO THE SOLICITATION BY CITY ADDENDA

The City of Albany reserves the right to make changes to the RFP by written addendum, which shall be issued to the Proposers.

A Proposer may request a change in the RFP by submitting a written request to the address set forth above. The request must specify the provision of the RFP in question, and contain an explanation for the requested change. All requests for changes or additional information must be submitted to the City of Albany no later than the date set in the RFP Schedule.

The City of Albany will evaluate any request submitted, but reserves the right to determine whether to accept the requested change. If, in the Purchasing Coordinator's opinion, additional information or interpretation is necessary; such information will be supplied in the form of an Addendum as stated above. Any addenda shall have the same binding effect as though contained in the main body of the RFP. Oral instructions or information concerning the scope of work of the project given out by City of Albany managers, employees, or agents to the prospective Proposers shall not bind the City of Albany.

1. Addenda will be provided to Proposers via email.
2. No addenda will be issued later than the date set in the RFP Schedule, except an addendum, if necessary, postponing the date for receipt of Proposals, withdrawing the invitation, modifying elements of the proposal resulting from a delayed process, or requesting additional information, and clarification.
3. Each Proposer shall ascertain, prior to submitting a Proposal, that the Proposer has received all Addenda issued, and receipt of each Addendum shall be acknowledged in the appropriate location on each Addendum and included with the Proposal submittal.

1.5 TRADE SECRETS AND PUBLIC RECORDS LAW

All information submitted by Proposers shall be public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the Proposals for which Proposer requests exception from disclosure consistent with Oregon Law. All requests shall be in writing, noting specifically which portion of the Proposal the Proposer requests exception from disclosure. Proposer shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the City of Albany as a result of this RFP.

If a Proposal contains any information that is considered a trade secret under ORS 192.501(2), Proposers must mark each sheet of such information with the following legend: **“This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”**

Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance.” Therefore, non-disclosure of City documents or any portion of a City document submitted as part of a Proposal may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the Proposal, material designated as confidential shall accompany the Proposal, but shall be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment shall be publicly available regardless of any designation to the contrary. Any Proposal marked as a trade secret in its entirety will be considered non-responsive.

1.6 CANCELLATION AND LATE PROPOSALS

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

All Proposals that are not received by the deadline stated in the RFP Schedule will be considered late. Delays due to mail and/or delivery handling, including, but not limited to delays within City of Albany’s internal distribution systems, do not excuse the Proposer’s responsibility for submitting the Proposal to the correct location by the stated deadline.

1.7 DISPUTES

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

1.8 PROPOSER'S REPRESENTATION

Proposers, by the act of submitting their Proposals, represent that:

- a) They have read and understand the Proposal Documents and their Proposal is made in accordance therewith;
- b) They have familiarized themselves with the local conditions under which the work will meet their satisfaction;
- c) Their Proposal is based on the requirements described in the Proposal Documents without exception (unless exceptions are clearly stated in the response).

1.9 CONDITIONS OF SUBMITTAL

By the act of submitting a response to this Invitation, the Proposer certifies that:

- a) The Proposer and each person signing on behalf of any Proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or in part by the City of Albany, 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.
- b) The Proposer has examined all parts of the Request for Proposal, 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.
- c) The Proposer, if an individual, is of lawful age; is the only one interested in this Proposal; and that no person, firm, or corporation, other than that named, has any interest in the Proposal, or in the proposed contract.
- d) The Proposer has quality experience providing the required services.

1.10 PROPOSER REQUESTS INTERPRETATION OF RFP DOCUMENTS

- a) Proposers shall promptly notify the City of Albany of any ambiguity, inconsistency or error, which they may discover upon examination of the Proposal Documents.
- b) Proposers requiring clarification or interpretation of the Proposal Documents shall make a written request to the Public Works Engineering Project Manager at the address listed above, in accordance with the Proposal time line for solicitation protests, and prior to addenda deadline for the City.
- c) The City of Albany shall make interpretations, corrections, or changes of the Proposal Documents in writing by published addenda. Interpretations, corrections, or changes of the Proposal Documents made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes.

1.11 PROPOSER REQUESTS FOR ADDITIONAL INFORMATION

Requests for information regarding City of Albany services, programs, or personnel, or any other information shall be submitted in writing directly to the Purchasing Coordinator at the Issuing Office address. All requests for additional information shall be submitted in writing. Answers shall be provided to all Proposers of record on the date that answers are available.

1.12 COMPETITION

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 Contractor believes will inordinately limit competition.

1.13 SOLICITATION PROTESTS AND CONTRACT AWARD PROTESTS

Any complaints or perceived inequities related to this RFP Solicitation document shall be in writing and directed to the Public Works – Engineering Project Manager at the address listed in the RFP and shall be received no later than the date listed in the RFP Schedule. Such submittals will be reviewed upon receipt and will be answered in writing. No such protests or requests will be considered if received after the deadline. No oral, telegraphic or telephone protests or requests will be accepted.

Any Proposer who claims to have been adversely affected or aggrieved by the Selection and Contract Award to a competing Proposer shall have seven (7) calendar days after notification of the selected Proposer to submit a written protest. This written notification must be submitted to the Issuing Office address no later than the date and time listed in the RFP Schedule. No protest against an award will be considered if received after the deadline established for submitting such protest.

1.14 COST OF RFP AND ASSOCIATED RESPONSES

This RFP does not commit the City of Albany to paying any costs incurred by any Proposer in the submission or presentation of a Proposal, or in making the necessary studies for the preparation thereof. Responses to this solicitation are purely voluntary. Proposers shall not include any such expenses as part of their Proposals.

1.15 CITY TO REQUEST CLARIFICATION, ADDITIONAL RESEARCH, AND REVISIONS

- a) The City of Albany reserves the right to obtain clarification of any point in a Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in a finding that the Proposer is non-responsive and consequent rejection of the Proposal.
- b) The City of Albany may obtain information from any legal source for clarification of any Proposal or for information on any Proposer. The City of Albany need not inform the Proposer of any intent to perform additional research in this respect or of any information thereby received.
- c) The City of Albany may perform, at its sole option, investigations of the responsible Proposer. Information may include, but shall not necessarily be limited to credit history, recent financial statements, current litigation, bonding capacity and related history, and contacting references. All such documents, if requested by the City of Albany, become part of the public records and may be disclosed accordingly.
- d) The City of Albany reserves the right to request revisions of proposals after the submission of proposals and before award.

1.16 REJECTION OF PROPOSALS

The City of Albany reserves the right to reject any or all Proposals received as a result of this request. Proposals may be rejected for one or more of the following reasons, including but not limited to:

- a) Failure of the Proposer to adhere to one or more of the provisions established in this RFP.
- b) Failure of the Proposer to submit a Proposal in the format specified herein.
- c) Failure of the Proposer to submit a Proposal within the time requirements established herein.
- d) Failure of the Proposer to adhere to ethical and professional standards before, during, or following the Proposal process.

The City of Albany 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 of the City of Albany that it is in the public interest to do so.

1.17 MODIFICATION OR WITHDRAWAL OF PROPOSAL BY PROPOSER

- a) A Proposal may not be modified, withdrawn, or canceled by the Proposer for 60 (sixty) calendar days following the time and date designated for the receipt of Proposals.
- b) Proposals submitted early may be modified or withdrawn only by notice to the City of Albany Purchasing Coordinator, at the Proposal submittal location, prior to the time designated for receipt of Proposals. Such notice shall be in writing over the signature of the Proposer. All such communications shall be so worded as not to reveal the amount of the original Proposal or any other material contents of the original Proposal.
- c) Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with these Instructions to Proposers.

1.18 PROPOSAL OWNERSHIP

All Proposals submitted become and remain the property of the City of Albany and, as such, are considered public information and subject to public disclosure within the context of the federal Freedom of Information Act and Oregon Revised Statutes (ORS) 192.501 and ORS 192.502, public records exempt from disclosure.

Unless certain pages or specific information are specifically marked "proprietary" and qualify as such within the context of the regulations stated in the preceding paragraph, the City of Albany shall make available to any person requesting information through the City of Albany's processes for disclosure of public records, any and all information submitted as a result of this solicitation without obtaining permission from any Proposer to do so after the Notice of Intent to award has been released.

1.19 AFFIRMATIVE ACTION/NONDISCRIMINATION

By submitting a proposal, the Proposer agrees to comply with the Fair Labor Standard Act, Title VII of the Civil Rights Act of 1964, Executive Order 11246 (as amended), Fair Employment Practices, Equal Employment Opportunity Act, Americans with Disabilities Act, and Oregon Revised Statutes. By submitting a proposal, the Proposer specifically certifies, under penalty of perjury, that the Proposer has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

1.20 RECIPROCAL PREFERENCE LAW

Oregon's reciprocal preference law, ORS 279A.120 and ORS 279A.125, requires public contracting agencies, in determining the lowest responsible Proposer, to add a percent increase to each out-of-state Proposer's bid price which is equal to the percent of preference given to local Proposers in the Proposer's home state. That is, if the low Proposer is from a state that grants a 10 percent preference to its own in-state Proposers, the Oregon Agency must add 10 percent to that Proposer's price when evaluating the bid.

For details, check Oregon's Reciprocal Preference Law website at:

<http://www.oregon.gov/DAS/EGS/ps/Pages/reciprocal.aspx>

Proposers in need of any assistance in the application of this law should contact the State Procurement Office: State of Oregon, Department of Administrative Services, State Procurement Office, 1225 Ferry Street SE, U-140, Salem, OR 97301-4285. Telephone: 503-378-4642.

1.21 DEFINITIONS (as used in these contract documents, except where the context otherwise clearly requires)

CITY means the City of Albany, Oregon.

CITY'S REPRESENTATIVE OR CONTRACT ADMINISTRATOR means the person or persons designated by the City to administer this Contract and monitor compliance hereunder.

CONTRACT DOCUMENTS means all written documents existing at the time of execution of this Contract and setting forth the obligations of the parties, including the Request for Proposals, Proposal Response, Professional Services Contract, General Provisions, Special Provisions, Negotiated Fee Proposal, Non-Collusion and Conflict of Interest Certification, and other attachments or addendums applicable to the final Contract Documents. In addition, written amendments to the Contract Documents executed by the parties from time to time, and any documents expressly incorporated by reference elsewhere in the Contract Documents enumerated above.

ARCHITECT OR CONSULTANT OR PROPOSER means the person or firm which has undertaken to perform the work subject of this Contract and by whom or on whose behalf the Contract was signed.

WORK means all tasks specified or necessarily implied in these Contract Documents to perform and complete their intended result. The term encompasses all labor, materials, supplies, tools, equipment, fuel, administrative and support services, overhead, and other direct and indirect expenses necessary to achieve the result intended by the Contract Documents.

SECTION 2 – PROJECT BACKGROUND AND PROPOSAL INSTRUCTIONS

2.1 EXISTING POLICE STATION

The existing police station was built in 1988 when the City of Albany had a population of approximately 28,000 and a police staff of 47. Today, Albany's population exceeds 50,000 and police staffing is approximately 90. The 1988 building is approximately 10,500 square feet, and includes a 1,176 square foot modular building added in 2002. The current station sits on a 1.69 acre parcel which limits parking and will not accommodate expansion of the existing station.

The 1988 station has been internally reconfigured multiple times to meet changing space requirements of the department. The City identified a need to replace, or expand the police department over a decade ago. The following is a sampling of critical needs that have been identified that the current police station is unable to provide:

- Larger lobby area for the public. Separation between victims, suspects, and sex offenders.
- Work space to utilize volunteers.
- Secure interview/holding rooms.
- Training and Meeting Spaces.
- Evidence Storage Space.
- Locker and/or storage space for employees.
- Off-street parking for employees. Off-street and secure parking for emergency vehicles.
- Sufficient back up power to operate during an emergency and to continue to provide necessary services during a critical incident.
- Adequate HVAC
- Volunteer work space
- Adequate restrooms
- Effective communication between workgroups

2.2 NEW POLICE STATION

The City of Albany has determined that Albany's Police Department has outgrown the existing Police Station located at 1117 SE Jackson Street. Two locations were evaluated for construction of a new station and LOCATION DESCRIPTION has been selected for construction of the new station.

The existing police station will need to remain in service during construction of the new station and Proposals should mention development of a phasing plan accommodating the continuation of emergency services.

2.3 PROPOSAL SUBMITTAL FORMAT

Proposers must **submit five (5) copies** of their proposal. Proposals shall be printed double-sided, and prepared in a simple, economical manner, with the sections tabbed to match those in the RFP, and with all pages numbered within each section. In addition to the hard copy (printed paper) version, Proposer shall provide a copy of the Proposal on a USB drive in PDF format.

The proposal shall be prepared succinctly, providing a straight forward, concise description of the Proposer's ability to meet the requirements of the RFP. There should be no unnecessary attachments or exhibits. City reserves the right to reject Proposals that are deemed illegible or too difficult to read. Failure to complete any question or request for information, in whole or in part, or any deliberate attempt by the Proposer to mislead the City, may disqualify the Proposer.

2.4 ORGANIZATION OF PROPOSAL

1. Introductory Letter
2. Project Understanding and Approach
3. Proposed Project Team and Qualifications
4. Project Staffing Requirements, Level of Effort, and Integration with City Staff Team
5. Oral Presentation and Display Material (Date & Time TBD)

DRAFT

SECTION 3 – SCOPE OF WORK

3.1 GENERAL SCOPE OF WORK

The general scope of work is provided as a framework to give potential Consultants an understanding of the types of work that may be done (and issues to resolve), and to give them an opportunity to comment, provide suggestions, and/or appropriately define the types of skills/experience needed to respond to this Request for Proposals.

- The new station should be expected to last the community 50 years. The proposed design should address 20 year needs with the ability for expansion to meet needs beyond 20 years.
- Accommodate current and future staffing; provide for future growth, allowing the station to grow as our community grows.
- Provide adequate parking for staff and emergency vehicles.
- Accommodate programming needs identified in Section 3 of the Facilities Assessment and Preliminary Design report included as Attachment C.
- Review and address design concerns and recommendations included in Attachment E Public Facilities Safety Review Committee Recommendation to Albany's City Council & Attachment F February 17 2014 Mackenzie Email
- An emergency power system is required to support the continuation of police services and communication during a power outage.
- Design and construction of the new facility shall meet all applicable local, state, and federal requirements.

3.2 WORK REQUIREMENTS

Services including but not limited to: programming, schematic design plans, construction document drawings, and construction cost estimates. Types of work successful Proposers will perform include, but are not limited to, the following:

Phase I – Preliminary Design for Option XX

Services anticipated include, but are not limited to the following:

- General Project administration and supporting Services
- General Evaluation and Planning Services
- Survey, Site Planning, and Engineering
- Collect and review all data necessary for the preliminary design of the project
- Coordinate and conduct meetings with City staff as needed and required
- Respond to all City review comments and resolve design issues
- Refine, clarify, and define City of Albany's project description data, and requirements as necessary to develop a preliminary design
- Develop elevations, schematic drawings, floor plans, 3D architectural Renderings and the presentation drawings provided during the Oral Presentation. Design Material may be used during public meetings and an anticipated upcoming Safety Bond Measure.
- Represent the City by presenting oral and/or graphic presentations to City Council, local agencies, committees, or any other group having interest in the new station
- Determine population estimates and required staffing for 50 year design
- Provide Comprehensive Preliminary Cost Estimating including initial Capital Cost & Life Cycle Cost
- Identify necessary and determine availability of utility connections required to serve new station
- Seismic Analysis and Design
- Efficient site utilization
- Consider life cycle costing for operations

- Coordinate with ongoing operation of the existing Police Station *If Pacific Highway site is selected, provide recommendation on future use of existing Jackson Street Station*
- Design & construction of the new facility shall meet all applicable local, state, and federal requirements.

Services and deliverables that fall under Phase II - Design Development & Bidding Services and Phase III – Construction Services are optional. Moving forward with the work outlined in Phases II and III for the selected Option will be determined based on available funding sources. The City reserves the right to negotiate a contract with the successful Consultant for the work outlined in Phases II and III. Furthermore, the City reserves the right to not negotiate a contract with the successful Consultant in Phases II and III if it is determined by the City to be in the best interest of the public to do so.

Phase II –Design Development & Bidding Services for Selected Option

Services anticipated include, but are not limited to the following:

- General Project administration and supporting Services
- General Evaluation and Planning Services
- Survey, Site Planning, and Engineering
- Collect and review all data necessary for completing the design of the new station based on the approved preliminary design
- Coordinate and conduct meetings with City staff as needed and required. The City reserves the right to initiate conferences with the Consultant to review the work in progress at any time. At minimum, regular project meetings shall be arranged by the Consultant at all significant project milestones such as at the beginning of the design phase, 30-percent, 60-percent, and 90-percent.
- Respond to all City review comments and resolve design issues
- Provide Complete Design based on the approved Preliminary Design. Design shall include Utilities, Schematic Drawings, Foundation Details, Floor Plans, Elevations, Sections, Building Details, Roof Plans, Structural, Mechanical, Plumbing, Electrical, etc.
- Identify furnishings, fixtures, equipment
- Provide Bid Package, including Construction Drawings, Specifications, Calculations
- Cost Estimating. Prepare detailed construction cost estimate for each phase of the design
- Respond to questions from bidders
- Prepare required addenda during bidding

Phase III –Construction Services for Selected Option

Services anticipated include, but are not limited to the following:

- General Project administration and services in support of the selected contracting delivery method
- Attend pre-construction meeting and follow-up meetings as necessary
- Attend weekly project progress meetings, as necessary for coordinating overall project progress with the City
- Review shop drawings, submittals, samples and other submissions for conformance with the design intent of the project and for compliance with the contract documents, and applicable local, state and federal laws, statutes, ordinances, codes, rules, and regulations.
- Review and respond to design interpretation requests
- Assist the City in the preparation of change orders
- Provide inspection necessary for Quality Control/Quality Assurance
- Provide inspection at Substantial Completion, assist with punch list, and conduct Final inspection
- Provide As Built Drawings and assist with project close-out requirements

3.3 WORK PERFORMED BY CITY/OTHERS

A Project Manager will oversee the successful Proposer's work and provide support as needed. Any specific duties the City will perform for each project shall be identified.

It is the City's intention that City staff will provide significant support to the preparation of the project work products and that the scope of activities of the Consultant should be limited, to the extent practical, to those activities reasonably necessary to meet the requirements. Consultant proposals (i.e. level of effort and approach) should reflect a coordinated approach and should specify the type and level of support anticipated from City staff. The City will make available to the Consultant any and all relevant project documents as requested. At all times, the City will do its utmost to provide timely responses regarding all project issues and questions that might arise.

3.4 PROJECT REVIEWS

On a day-to-day basis, the progress of the work will be managed by the City's Project Manager. Project reviews will be project specific.

3.5 DELIVERABLES AND WORK TIMELINE

Deliverables shall be considered those tangible resulting work products that are to be delivered to the City such as reports, draft documents, interim findings, drawings, schematics, training, meeting presentations, final drawings, and reports. All deliverables resulting from this Agreement will become the property of the City. As such, the Consultant and any Subconsultants grant the City the right to copy and distribute (in any and all media and formats) project deliverables for regulatory, project certification/recognition, program development, public education, and/or for any purposes at the sole discretion of the City of Albany.

3.6 INDEPENDENT CONSULTANT

The Consultant shall provide all labor, equipment, material, and supervision necessary to perform the scope of services described in this RFP. The parties intend that Consultant, in performing the services specified in this contract, shall act as an independent consultant and shall have the control of the work and the manner in which it is performed. Consultant is not considered an agent or employee of the City of Albany, and is not entitled to participate in any pension plan, insurance, bonus, or similar benefits the City of Albany provide its employees.

3.7 CITY REPRESENTATIVE & CONTRACT ADMINISTRATOR

The City's Representative or designee shall have full authority to act on behalf of the City with respect to administration of the provisions of this Contract, including the authority to stop the work whenever such stoppage may be necessary to ensure the proper execution of the Contract. The Representative or designee shall also have authority to reject all work which does not conform to the Contract Documents. The Representative for the purpose of administering this Contract will be:

Staci Belcastro, P.E., Engineering Manager; Phone: (541) 917-7645

The City's Representative shall observe, monitor, and inspect the work to the extent required to determine the provisions of the Contract Documents are being properly fulfilled. The inspection of the work completed shall not relieve the Contractor of his/her obligation to perform acceptable work in conformance with these Contract Documents.

3.8 NOTICES, INVOICES, AND PAYMENTS

All notices, invoices, and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills, and payments sent by mail should be addressed as follows:

CITY OF ALBANY: 333 Broadalbin Street SW
 P.O. Box 490
 Albany, Oregon 97321

CONTRACTOR: (Address), (City, State, Zip)

And when so addressed, shall be deemed given upon deposit in the United States Mail, postage prepaid. In all other instances, notices, bills, and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills, and payments are to be given by giving notice pursuant to this section.

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SECTION 4 –SELECTION PROCESS AND EVALUATION CRITERIA

4.1 PROPOSER'S REPRESENTATION

Proposers, by the act of submitting their Proposals, represent that:

- a) They have read and understand the Proposal Documents and their Proposal is made in accordance therewith;
- b) They have familiarized themselves with the local conditions under which the work will meet their satisfaction;

Their Proposal is based on the requirements described in the Proposal Documents without exception (unless exceptions are clearly stated in the response).

4.2 CONSULTANT SELECTION PROCESS

The Consultant selection process will be based on the provision of a written proposal in response to this RFP and an oral presentation allowing Proposers the opportunity to clarify and elaborate on their Proposal and design solution at a public meeting to be scheduled the week of **TBD 2014**.

Each proposal and oral presentation will be judged on its completeness and quality of its content. The City reserves the right to reject any or all proposals and is not liable for any costs the Proposer incurs while preparing or presenting the proposal or oral presentation. All proposals will become part of the public file without obligation to the City. Upon the completion of the evaluations, the City intends to negotiate a contract with that Proposer whose proposal & oral presentation is deemed to be most advantageous to the City.

In responding to this RFP, Proposers shall provide, and will be evaluated on, the following information:

- a) Proposal
 - i. Overall approach to the work in all phases of preparation and demonstrated specific understanding of the requirements for the design of the facility.
 - ii. Detailed construction cost estimate based on the proposed design solution & description of Consultant's proposed mechanism for assuring construction cost estimate
 - iii. Recommendation for contracting delivery method, i.e. what contract delivery method is design and cost estimate based on (Construction Manager/General Contractor (CM/GC), Design-Build, Design-Bid-Build, etc)
 - iv. The Consultant's proposed project schedule, assuming a safety bond measure passes in May 2015, demonstrating the estimated hours for each member of the proposed Consultant team for each phase, if applicable, as well as the assumed level of involvement with City staff to complete the Project.
 - v. Detailed resumes of key staff.
- b) Oral Presentation
 - i. Unique design solution that may include building renderings and other drawings as determined by each design team to be suitable for display to the public and city staff
 - ii. Clarification of contracting methodology approach and introduction of a Proposer's recommended if design and delivery of project is based on an alternative contracting method

Per ORS 279C.110, please do not submit a rate schedule or include pricing information as part of the RFP.

Based on the submitted information and oral presentation, a Consultant will be selected using the criteria indicated within Section 4 and its subsections, and a professional services agreement will be negotiated. Once the Consultant is selected, the Consultant must be prepared to negotiate the contract price with the City within 24 hours. Final determination of the selected Consultant is contingent on agreement by the City on the Consultant's proposed price. For general reference and information, the City's standard Professional Services Agreement is included as **Attachment H**. This attachment provides the basic contractual language for a professional services agreement to be negotiated and finalized with the successful Consultant.

4.3 SELECTION REVIEW COMMITTEE

The Selection Review Committee will be comprised of at least three (3) members. The role of the Selection Review Committee is to evaluate proposals and the Proposer's oral presentation. The Review Committee will consider comments from the public and staff following the Oral Presentation and subsequent display of any appropriate unique design solution presented by each Proposer.

All scores for each Proposer shall be added together to arrive at a final score. Proposers will then be ranked in descending order by the total score assigned following review of the Proposal & Oral Presentation. If additional information is deemed necessary as part of the evaluations, such information will be solicited in order to allow the committee to complete the evaluation process.

At the City's option, interviews may be conducted with all or a select few of the Consultants after the Proposals and Oral Presentations are evaluated. If held, a possible 50 points will be attributed to interviews. The interview scores will be added to the paper scores, and the list re-ordered. The Selection Review Committee may interview the Consultants and ask additional questions related to the proposal and the scope of work. Consultants invited to the interview will be responsible for making and paying for their own travel arrangements.

4.4 QUALIFICATIONS MANDATORY (this is tied to the selection criteria)

Submittals will be evaluated by the criteria listed within this Section, and should be organized and identified in the same order. Firms must demonstrate recent successful experiences in Public Facilities Planning and Design projects comparable to the Scope of Work described in Section 3. This item includes demonstrated ability to meet schedules or deadlines, and demonstrated past performance to complete projects without significant cost escalations or overruns.

1. Key personnel's professional background and qualifications, including the project team for this project. Define their roles and extent of participation anticipated for this project. Provide a list of all projects worked on by the proposed project manager in the last three years, including an identification of this person's role/responsibility for each project.
2. Current workload of firm and key personnel. List the anticipated percentage of time the project manager will have available for this project.
3. Demonstrated ability and experience facilitating and leading Projects similar to the Scope of Work.
4. A description of the qualification and experience of subconsultants who may participate in the project. Please identify the portions of a project anticipated to be performed (in part) by subconsultants.
5. Quality of projects previously undertaken. Please describe at least two completed studies of a similar nature involving key personnel anticipated to work on this project.
6. Ability to manage and complete projects that may be a considerable distance from your offices. Please include a description of where key personnel for this project will be based, as well as the amount of travel anticipated, and other items you consider important to demonstrate this ability.

4.5 EVALUATION CRITERIA

4.5.1 Introductory Letter

Consultant shall include an Introductory Letter and expression of interest in the project. Consultant should indicate a willingness to enter into a contract with the City based on the terms and conditions contained in the City's standard contract contained in Attachment H. The Introductory Letter shall also name the person(s) authorized to represent the Consultant in any negotiations and the name of the person(s) authorized to sign any contract that may result. The letter shall be signed by an authorized representative of the Consultant. Exceptions to the contract must be submitted by the Proposer with their proposal and described in the Introductory Letter.

4.5.2 Project Understanding and Approach

This evaluation component will allow the City to assess the Consultant's understanding of the professional services that are requested and that need to be provided for a successful project. Consultant should present a clear and concise understanding of the overall project and its objectives based on the available information. Consultant should list and describe the significant issues and concerns that need to be addressed. Other potential issues the Consultant believes should be considered or addressed should be presented in the Consultant's proposal, along with any innovative or unique solutions. Include various general and/or specific architectural tasks the Consultant feels are important for prudent management and sequencing of the tasks required for a successful project.

4.5.3 Proposed Project Team and Qualifications

A capable, dedicated project team is crucial to any successful project. The Consultant's team needs to be identified, along with its full capabilities relevant to the project at hand. The team shall include and clearly identify the use and specific tasks to be performed by any subconsultants and/or the City. The basic question is how well the team's qualifications and experience relate to the requested services. Information to be provided includes:

- Names of team members who will be performing the work on this project, their responsibilities, and estimate of percent of total project days they will be assigned.
- Project Manager's experience with similar projects and interdisciplinary teams.
- Current assignments and location of all important team members.
- Qualifications and relevant experience of all team members for all phases of the project.
- Qualifications and relevant experience of subconsultants.
- Staffing availability to perform the work for the duration of the contract.

It is the City's expectation that the project team presented in the proposal shall be the team used once the project is initiated. If unforeseen circumstances require a deviation from the proposed project team, the City reserves the right to review the proposed replacement. The City will then either approve the change or request that a different replacement be proposed. If an agreement cannot be reached, the City reserves the right to terminate the contract.

4.5.4 Project Schedule, Staffing Requirements, Integration with City Staff Team, Construction Cost Estimate

Consultant shall prepare and present, as detailed as possible, a project schedule and phasing of the work, and a construction cost estimate based on their recommended delivery method for the project. Based on the proposed project schedule, Consultant shall submit a complete estimate of the staffing requirements for the project, organized by task. This estimate shall list the project tasks, the persons performing those tasks, and the estimated hours or days required to complete the work involved for each major task category. Key project staff previously identified as being necessary to achieve a successful project needs to be highlighted. The estimate shall also indicate the tasks, schedule, and estimated time requirements for project tasks or elements of tasks the Consultant expects the City to complete. It should be emphasized that this staffing information should represent a true and realistic appraisal of the total amount and type of architectural services required.

4.5.5 Oral Presentation

Each Proposer shall be given a maximum of 30 minutes to present their unique design solution. Presentation may include building rendering and other drawings as determined by each design team to be suitable for display to the public and city staff. The presentation provides an opportunity for the Proposer to provide clarification on their proposal and introduce key team members. Proposer shall allow a maximum of 30 minutes for the evaluation committee to pose questions.

4.6 RFP EVALUATION

The goal of the evaluation process is to select that firm believed to best meet the City's expectations for background, qualifications, and staff experience capable of providing the needed project services. Each proposal and oral presentation will be judged as to the extent that it demonstrates the Consultant's qualifications and understanding of the services requested and required for a successful project, and the staffing proposed to meet the project goals and schedule. Evaluation factors and the maximum points to be awarded will be as follows:

Criteria		Maximum Score
A	Introductory Letter	Pass/Fail
B	Project Understanding and Approach	25
C	Proposed Project Team and Qualifications	25
D	Staffing Requirements, Level of Effort, and Integration with City Staff Team Project	25
E	Oral Presentation	25
TOTAL POINTS AVAILABLE		100

4.7 PRICE AGREEMENT NEGOTIATIONS

The City will attempt to reach a final agreement, including a detailed scope of work, project schedule, and fee schedule, with the highest scoring Proposer. However, the City may, in its sole discretion, terminate negotiations and reject the proposal if it appears agreement cannot be reached. The City may then attempt to reach a final agreement with the second highest scoring Proposer. The negotiation process may continue in this manner through successive consultants until an agreement is reached or the City terminates the consultant contracting process, ORS 279C.110.

SECTION 5 – CONTRACT REQUIREMENTS

5.1 CONTRACT AWARD

The award of a contract is accomplished by executing a contract with a written agreement that incorporates the entire RFP and Attachments, Proposer's qualifications and response, clarifications, addenda, and additions. All such materials constitute the contract documents. The Proposer agrees to accept the contract terms of the attached Sample Professional Services Contract unless substantive changes are made without the approval of the Proposer.

Otherwise, exceptions to the contract must be submitted by the Proposer with their proposal and described in the Introductory Letter. The Issuing Office is the sole point of contact for the issuance of the contract. The contract shall be substantially in the form of the contract in Attachment H.

5.2 CERTIFICATES OF INSURANCE

The successful Consultant must be covered by Workers' Compensation Insurance, which will extend to and include work in Oregon. As listed in the Professional Services Agreement, see Attachment G, the successful Consultant must also submit documents addressing general liability insurance, automobile and collision insurance, professional liability insurance, pollution liability and indication there is no conflict of interest on the part of the Consultant's submission of a proposal for the architectural services being solicited under this RFP.

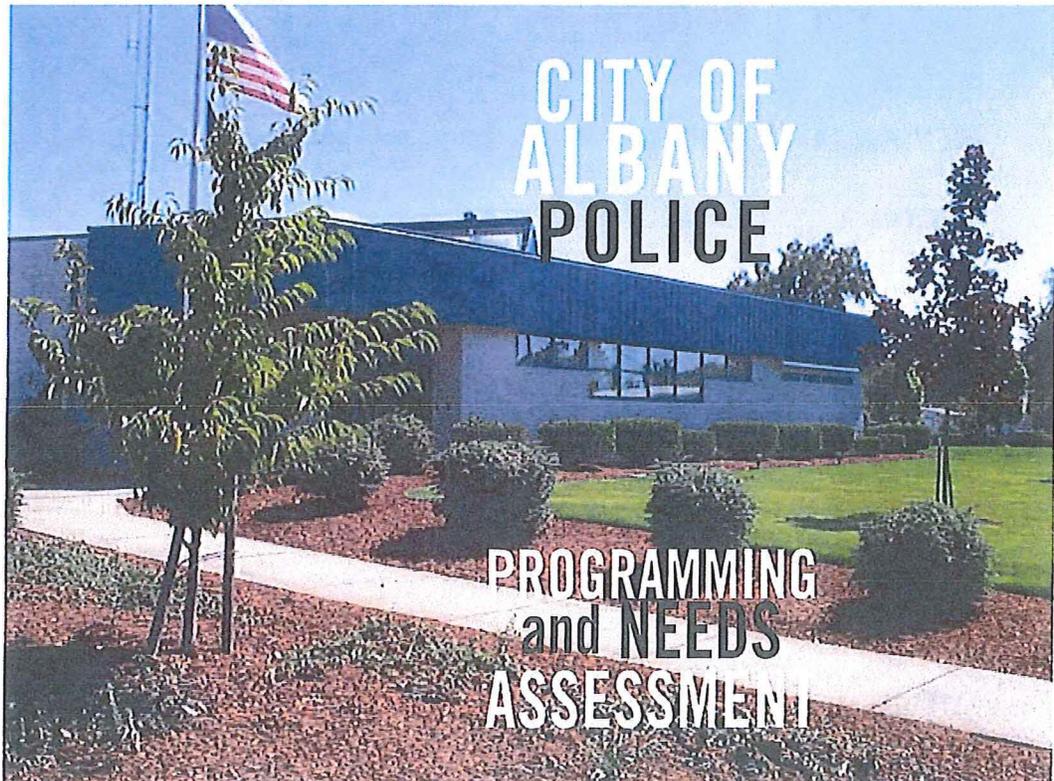
The Proposer shall demonstrate willingness and ability to provide a Certificate of Insurance within ten (10) days of the Notice of Contract Award.

Payment for any contract entered into as a result of this RFP will be made monthly upon receipt and approval of the Consultant's billing statement for work satisfactorily completed to date, as defined in the Architectural Services Agreement. The statement must include a summary of progress made through the billing date. Billings should only be submitted once a month.

5.3 CONTRACT ADMINISTRATOR

Staci Belcastro, P.E., Engineering Manager, is the Project Manager and Contract Administrator for this project.

**CITY OF ALBANY POLICE DEPARTMENT
FACILITIES ASSESSMENT AND PRELIMINARY DESIGN
PHASE 1 – PART A: DEPARTMENT PROGRAMMING AND NEEDS ASSESSMENT**



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**CITY OF ALBANY POLICE DEPARTMENT
FACILITIES ASSESSMENT AND PRELIMINARY DESIGN
PHASE 1 – PART A: DEPARTMENT PROGRAMMING AND NEEDS ASSESSMENT**

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SECTION 1 EXECUTIVE SUMMARY

The Albany City Council authorized ZCS/hsr to complete Phase 1 – Part A, the first portion of a three step process to determine Police department needs into the future (Phase 1 – Part A). If authorized by Council the next steps are to review possible options for location (Phase 1 – Part B) and to determine overall known development cost and timeline based on preliminary plans, elevations and site studies for a preferred location (Phase 2).

The purpose of Phase I, Part A is to:

- Review the previous 2002 / 2003 Feasibility Study.
- Review the Police Facility Needs report by Chief Ed Boyd to Wes Hare, City Manager dated September 28, 2010
- Provide Building and Site Programming to determine current, 10, 20 and 40 year needs.
- Provide Spatial Relationship diagrams and general room layouts

In 2002 / 2003 The City of Albany commissioned a Feasibility Study to determine the possibility of adding to / remodeling the existing station, remodeling an existing retail building or building a new station. Results of that report determined that adding to / remodeling of the existing station was impractical. Unless the site can be expanded significantly, we concur. The City has since purchased 4.2 acres on Pacific Highway for a new station.

ZCS / hsr have met with the current Police Chief Ed Boyd and his staff to update space need requirements and adjacency diagrams. Based on information provided by Chief Boyd and his staff we have projected for 10, 20 and 40 year needs. Our space needs determination is based on discussions with the Albany Police Department, comparison with industry standards for station design, area needs and typical industry room layouts. The 20 year needs will be used for purposes of site size determination and preliminary budgeting. When looking at actual potential sites future expansion must be considered then master planned.

Actual staffing in 2002 was 77.23. Today's staff is 97. In 20 years the staff is projected to be 157 with 102 sworn.

The programming area total requirement shows a current need of 34,690 SF, 43,995 SF in 2021 and 50,808 SF in 2031. The previous study called for 33,369 SF in 2002 and 39,096 SF in 2022.

Site size requirements for 20 year needs are 4.52 acres for a single story facility, 3.67 acres for two stories, and 3.38 acres for three stories. Allowance must be made for expansion when performing Phase 1 – Part B: Site Option Studies.

Rough square foot (SF) construction costs for new police stations are \$200 to \$240/ SF plus or minus. Soft costs, such as Architectural and Engineering fees, permits, SDC's, surveys, geotechnical and hazardous materials testing, furniture and relocation costs are not included. These costs could amount to an additional 25% to 35%. Construction and soft costs DO NOT include property purchase. See chart below for a low to high range of costs you can expect (not including property purchase). These numbers are preliminary and are not based on any specific site or actual plans



ALBANY POLICE STATION-SUMMARY
May 27th, 2011

Description	Existing	Current Need	10 Year	20 Year	40 Year
Building Space Needs-SF	11,700	34,690	43,995	50,808	57,493
Project Costs					
Project Costs Low Range					
-Construction-\$200 per Square Foot		\$6,938,000	\$8,799,000	\$10,161,600	\$11,498,600
-Soft Costs-25% of Construction Costs		\$1,734,500	\$2,199,750	\$2,540,400	\$2,874,650
Does not include cost of property					
Total Project Costs-Low Range		\$8,672,500	\$10,998,750	\$12,702,000	\$14,373,250
Project Costs High Range					
-Construction-\$240 per Square Foot		\$8,325,600	\$10,558,800	\$12,193,920	\$13,798,320
-Soft Costs-35% of Construction Costs		\$2,913,960	\$3,695,580	\$4,267,872	\$4,829,412
Does not include cost of property					
Total Project Costs-High Range		\$11,239,560	\$14,254,380	\$16,461,792	\$18,627,732
Site Needs					
Single Story				4.52 Acres	
Two Story				3.67 Acres	
Staffing (Total facility workforce)	94	97	127	157	194

The next step is to take the information gathered in Phase 1- Part A: Programming and Facilities Assessment and proceed with Phase 1 – Part B: Site Option Studies. We will review and compare various site options using the decision tree provided in our proposal. This will allow us to identify and discard unsuitable options early in the process.

We will provide estimates for construction and property acquisition and apply a percentage for soft costs. In Phase 2 – Site Specific Studies we will provide a Project Cost Worksheet capturing all know costs. This cost estimate will be based on an actual site, preliminary plans and elevations and outline specification.

SECTION 2 REVIEW OF REPORTS

We have been asked to review and comment on the following reports:

- Feasibility Study for New and / or Expanded Police Facility and Municipal Court by Berry Architects P.C. dated (revised) July 10, 2003.
- Report from Chief Boyd to City Manager Wes Hare dated September 28, 2010 regarding Police Facility Information.

BERRY REPORT

This report was performed in 2002 and 2003 by Berry Architects to explore the feasibility of a new Police Station and / or Municipal Court Facility on the existing police site, a renovated existing retail site or a new site.

It is a very extensive and complete report including programming for 2002 and 2022 needs, adjacency diagrams, site selection criteria, concept plans outline specifications and construction estimates (based on 2002 costs).

Much of it is still relevant today in 2011, but needs to have the programming, adjacency diagrams and cost information updated with input from the current Police Chief.

Some highlights pertaining to the Police are:

- Existing area is approx. 11,700 SF, the site is approx. 74,000 SF 1.7 acre)
- 2002 space needs was 33,369 SF (our current programming shows a need for 34,690 SF), site area needed was 146,962 SF (3.4 acres)
- 2022 space needs were 39,096 SF (our programming for 2021 shows a need for 43,995 SF), site area needed was 189,203 SF (4.34 acres).
- Expansion on the existing site not feasible due to expense if 2nd floor added, shortage of parking and irregular shape of parking, cost to build a parking garage, overall shortfall of site size to meet 2002 and 2022 needs projections.
- Staffing 2002 actual was 77, needed 93, projected for 2022 was 142.
- Cost for construction (in 2003) and soft costs for remodel / addition for 2022 requirements was \$6,662,963 (\$171.42 / SF), cost for new building (not including property was \$7,094,331 (\$181.46 / SF). Current construction costs would range from \$200 to \$240 per square foot plus 25 to 35 percent for soft costs not including property purchase.
- The "Site Selection Criteria" Section contains very good information that will be referred to if we are asked to proceed to Phase 1 – Part B: Options Studies.

Updated Programming and Adjacency Diagrams are included elsewhere in this report. A cost estimate based on typical square foot costs is included in the Executive Summary. More detailed estimates for will be included in Phase 1 – Part B: Options Studies based on actual selected sites.

REPORT BY CHIEF BOYD

On September 28, 2010 Albany Police Chief Ed Boyd submitted a report to City Manager Wes Hare outlining a strong case why a new police facility is required.

Some highlights are:

- Possible funding options: Pepsi money, Taxpayer approved bond or COP bonds.
- Current facility was built in 1988 for 47 employees. The Albany Police Department currently has 94 employees, double the amount when built.
- The building has been remodeled 5 times. A modular unit was placed behind the station in 2004 to provide room for detectives which is now overcrowded.
- The facility is woefully short on locker space, meeting areas (Briefing Room is only conference room), offices and toilet rooms (the only toilets used by staff offenders and public are located in the locker rooms).
- It is not practical for offices to change at home due to the nature of contaminants they face and privacy issues.
- A new facility is in the Cities Strategic Plan, and is listed as an unfunded project in the CIP.
- Police vehicle and staff parking is inadequate and unsecure.
- The "Mike Quinn Plan" is impractical because of unaccounted costs such as additional property acquisition, demolition, site work, remodeling of existing space, soft costs such as permits, SDC's, Architectural and Engineering fees, furniture, temporary relocation etc. By the time these costs are included, the total would be in the neighborhood of \$8,450,000.
- The previous Feasibility Study compiled in 2002-2003 recommended that expansion of the existing site not be considered.
- A combined City / County Joint Facility would be extremely expensive and is politically unlikely to happen in the near future.
- Existing HVAC system is in need of replacement. Cost of engineering and replacement could run \$210,000 to \$250,000.
- The existing station could be made to make – do for six to eight years, but would require about \$3,000,000 for band-aid improvements to make it possible.

Overall, the report provides a strong and convincing case for a new facility. In addition, I would add that the existing lobby is tiny with no public restroom. People waiting view directly into station and view personnel going about their business. Sex offenders there to register wait with the general public including juveniles.

SECTION 3 PROGRAMMING

ALBANY POLICE STATION
SPATIAL ALLOCATION STUDY

BUILDING SPACE REQUIREMENTS

	Area	Current	10 Year	20 Year	40 Year
1.0	PUBLIC AREAS	3,551	3,551	3,551	3,551
2.0	ADMINISTRATION	3,957	4,496	4,786	5,071
3.0	OD-SWAT	-	-	506	506
4.0	OD-DETECTIVES	3,393	4,399	5,405	6,555
5.0	OD-PATROL	2,614	2,981	4,373	4,659
6.0	SD-COMMUNITY RESOURCE	2,396	2,713	3,386	4,099
7.0	SD-COMMUNICATIONS	1,659	2,184	2,697	3,916
8.0	SD-RECORDS	778	778	901	1,024
9.0	SD-IT	993	993	993	993
10.0	SD-TRAINING and HIRING	1,936	1,936	1,936	1,936
11.0	SD-EVIDENCE	3,603	7,402	8,616	9,941
12.0	ANCILLARY SUPPORT	3,845	3,845	4,043	4,241
13.0	STAFF SUPPORT	5,968	8,720	9,618	11,002
	Total Building Square Footage-Including Circulation and Gross Up	34,690	43,995	50,808	57,493

"Circulation" is the area required to provide access to and from each of the rooms. Please see diagrams on Pages RD 24 and RD25 which shows percentages of circulation for open office and enclosed office layouts.

"Gross up" is the amount of space required for wall thicknesses, chases and shafts. This is shown as a percentage of the overall building square footage requirements.

ALBANY POLICE STATION
SPATIAL ALLOCATION STUDY

STAFFING REQUIREMENTS

	FUNCTION	Current Actual	Current Need	10 Year Total	10 Year Largest Shift	Sworn	Nonsworn	20 Year Total	20 Year Largest Shift	Sworn	Nonsworn	40 Year Total	40 Year Largest Shift	Sworn	Nonsworn
2.0	ADMINISTRATION														
	Chief of Police	1	1	1		1		1		1		1		1	
	Assistant Chief of Police	0	0	1		1		1		1		1		1	
	Captains	3	3	3		3		3		3		4		4	
	Lieutenant	1	1	2		2		2		2		2		2	
	Admin Services Supervisor	1	1	1			1	1			1	1			1
	Administrative Assistant	1	1	1			1	1			1	1			1
	Administrative Clerk	1	1	1			1	1			1	1			1
	Administrative Helper	0	0	1			1	1			1	1			1
	Sub-total Administration	8	8	11	0	7	4	11	0	7	4	12	0	8	4
3.0	OD-SWAT														
	Sub-total SWAT														
4.0	OD-DETECTIVES														
	Lieutenant	1	1	1		1		1		1		1		1	
	Sergeant	1	1	1		1		1		1		1		1	
	Detectives	4	4	6		6		7		7		9		9	
	Drug Detectives	2	2	3		3		4		4		5		5	
	Domestic Violence	2	2	2		2		3		3		4		4	
	Detective Clerk	1	1	1			1	1			1	1			1
	Computer Forensics	1	1	2			2	3			3	4			4
	Crime Analyst	1	1	2			2	3			3	4			4
	Sub-total Detectives	13	13	18	0	13	5	23	0	16	7	29	0	20	9
5.0	OD-PATROL														
	Lieutenant	4	1	4		4		4		4		4		4	
		4	1	4		4		6		6		6		6	
		33	33	40	12	40		48	14	48		60	17	60	
	K-9 Unit														
	Patrol Dog	2	2	2		2		4		4		4		4	
	Drug Dog	1	1	1		1		2		2		2		2	
	Sub-total Patrol	44	38	51	12	51	0	64	14	64	0	76	17	76	0
6.0	SD-COMMUNITY RESOURCE														
	Lieutenant	1	1	1		1		1		1		1		1	
	Sergeant	0	1	1		1		1		1		1		1	
	Community Service Officers	4	4	5			5	6			6	8			8
	School Resource Officers	3	2	3		3		4		4		5		5	
	Traffic Sergeant	0	0	0		0		1		1		1		1	
	Traffic Officers	1	2	3		3		5		5		6		6	
	Community Ed Specialists	2	2	2			2	3			3	4			4
	Civilian Volunteer CES Coordinator	0	1	1			1	1			1	2			2
	CES Volunteers	0	1	2			2	3			3	6			6
	Sub-total Community Resource	11	14	18	0	8	10	25	0	12	13	34	0	14	20

ALBANY POLICE STATION
SPATIAL ALLOCATION STUDY

	FUNCTION	Current Actual	Current Need	10 Year Total	10 Year Largest Shift	Sworn	Nonsworn	20 Year Total	20 Year Largest Shift	Sworn	Nonsworn	40 Year Total	40 Year Largest Shift	Sworn	Nonsworn
7.0	SD-COMMUNICATIONS														
	Communications Supervisor	1	1	1			1	1			1	1			1
	Communication Specialists	11	11	14			14	16			16	20			20
	Sub-total Communications	12	12	15	0	0	15	17	0	0	17	21	0	0	21
8.0	SD-RECORDS														
	Records Supervisor	1	1	1			1	1			1	2			2
	Records Clerks	3	3	4			4	4			4	4			4
	Release Clerk	1	1	1			1	1			1	1			1
	Release Assistant	0	0	1			1	2			2	3			3
	Fleet Clerk	1	1	1			1	1			1	2			2
	Laserfiche Clerk	1	1	1			1	1			1	1			1
	Laserfiche Helpers		1	1			1	2			2	3			3
	Sub-total Records	7	8	10	0	0	10	12	0	0	12	16	0	0	16
9.0	SD-IT														
	IT Lead	0	1	1			1	1			1	1			1
	IT Assistant	0	1	1			1	1			1	1			1
	Sub-total IT	0	2	2	0	0	2	2	0	0	2	2	0	0	2
10.0	SD-TRAINING and HIRING														
	Sub-total Training and Hiring	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11.0	SD-EVIDENCE														
	Property and Evidence Specialists	2	2	2		2		3		3		4		4	
	Sub-total Evidence	2	2	2	0	2	0	3	0	3	0	4	0	4	0
	STAFF TOTALS	97	97	127	12	81	46	157	14	102	55	194	17	122	72

Notes:

- 1 (1) Captain is unfunded but exists
- 2 The (2) DV Investigators are paid through a Linn County Grant.

ALBANY POLICE STATION
SPATIAL ALLOCATION STUDY

4.0 OD-DETECTIVES

Item	Position	Space Size			Room Code	Current		10 Year		20 Year		40 Year		Note #	Location/Adjacencies
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF		
4.1	Captain														Located in Admin Wing
4.2	Lieutenant	12	16	192	PO192A	1	192	1	192	1	192	1	192		
4.3	Sergeant	10	14	140	PO140	1	140	1	140	1	140	1	140		
4.4	Detectives	10	10	100	PO100A	4	400	6	600	7	700	9	900		
4.5	Drug Detectives	10	10	100	PO100A	2	200	3	300	4	400	5	500		
4.6	Domestic Violence	10	10	100	PO100	2	200	2	200	3	300	4	400	1	
4.7	Detective Clerk	8	8	64	WS64	1	64	1	64	1	64	1	64		
4.8	Detective War Room	18	24	432	CR432	1	432	1	432	1	432	1	432		Close to Detectives
4.9	Computer Forensics Work Station Work Area	10	20	200	WSWA200	1	200	2	400	3	600	4	800		Close to Detectives
4.10	Crime Analyst Workstations Workspace Temporary Evidence Cabinets	10	20	200	WSWA200	1	200	2	400	3	600	4	800	2	Could be with Computer Forensics. Close to EOC.
4.11	Holding Cell-ADA	8	8	64	HC64	1	64	1	64	1	64	1	64		
4.12	Interview Room	10	10	100	IR100	1	100	1	100	1	100	1	100		
4.13	Soft Child Interview Room Upholstered couch, arm chairs Side table and table lamps	12	14	168		1	168	1	168	1	168	1	168		
	SUBTOTAL						2360		3060		3760		4560		
	CIRCULATION				0.25		590		765		940		1140		
	GROSS UP				0.15		443		574		705		855		
	TOTAL SQUARE FOOTAGE						3393		4399		5405		6555		

Notes

- 1 Detective
Domestic Violence-Part Time, Grant Position
- 2 Crime Analyst
Secure Room
Video Forensics
Lab Concept
Remove from Grid
Colocate computers and phone
Need lots of wall space
Horse Shoe or J shaped adj. ht desk.
(1) Network computer and (2) stand alone computers.
Cabinets for Temporary Evidence-secure

ALBANY POLICE STATION
SPATIAL ALLOCATION STUDY

Notes

- 1 Lieutenant
 - (1) Lieutenant per Patrol / (4) patrol teams
 - Configure for two work stations
- 2 Sergeant
 - (1) Sergeant per Patrol / (4) patrol teams
 - Configure for two work stations
- 3 Flow of Patrol Officers
 - a. Locker Room
 - b. Ready Room
 - c. Briefing
 - d. Police cars-locate close to Briefing
- 4 Ready Room
 - 44 LF of storage
- 5 Briefing/Training
 - Size to fit (1) Patrol Unit. Used 2 hrs/day.
 - Can be shared with Computer Training and EOC
 - Can be divided
 - Large Monitor
- 6 Report Writing
 - Tied into main Dispatch
 - Desks with uppers-adjustable hts. Power strip and pin up space.
- 7 Juvenile Interview Room
 - Tempered Window for visibility
 - Semi hard
- 8 Interview Room
 - Semi hard
- 9 K-9 Unit
 - Drug -See Traffic

ALBANY POLICE STATION
SPATIAL ALLOCATION STUDY

6.0 SD-COMMUNITY RESOURCE

Item	Position	Space Size			Room Code	Current		10 Year		20 Year		40 Year		Note #	Location/Adjacencies
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF		
6.1	Lieutenant	12	16	192	PO192A	1	192	1	192	1	192	1	192	1	
6.2	Sergeant	10	14	140	PO140	1	140	1	140	1	140	1	140		
6.3	Community Service Officers	6	8	48	WS48	4	192	5	240	6	288	8	384	2	
6.4	School Resource Officers	6	8	48	WS48	2	96	3	144	4	192	5	240	3	
6.5	Traffic Sergeant	10	12	120	PO120	0	0	0	0	1	120	1	120		
6.6	Traffic Officers	6	8	48	WS48	2	96	3	144	5	240	6	288	4	
	(1) Traffic Officer														
	(1) Drugs														
6.7	Traffic Room	12	16	192	ER	1	192	1	192	1	192	1	192	4,5	
	Photo diagramming space														
	Storage-presentation materials														
	(1) 3 x 8 table														
6.8	Community Ed Specialists	6	8	48	WS48	2	96	2	96	3	144	4	192	6	Close to meeting small meeting room.
6.9	Civilian Volunteer CES Coordinator	6	8	48	WS48	1	48	1	48	1	48	2	96		
6.10	CES Volunteers	6	8	48	WS48	1	48	2	96	3	144	6	288		Locate adjacent to Bull Pen
	Material and layout														Close to Community Ed space
6.11	Bull Pen/Community Ed Space	16	22	352	BP352	1	352	1	352	1	352	1	352	7	Close or within space of the above areas.
	Conference Table														
	Storage														
	-Wall of brochures														
	-Space for give-away materials														Close to Loading and Unloading
	-Space for collating-4 x8 table														
	-Car Seats, stuffed animals														
6.12	K-9														See Ancillary Support
	SUBTOTAL						1452		1644		2052		2484		
	CIRCULATION					0.5	726		822		1026		1242		
	GROSS UP					0.1	218		247		308		373		
	TOTAL SQUARE FOOTAGE						2396		2713		3386		4099		

Notes

- 1 Lieutenant
Private office that opens onto area where everyone is located.
Adj ht desk w/ treadmill underneath
Conference table in office
- 2 Community Service Officers
Nonsworn.
Animal control-in 20 years animal control should have their own facility outside of police.
Found property, junk and trash, crashes
- 3 School Resource Officers
(1) per each high school, (1) for all middle schools
Criminal and social integration of kids back into school.
In school 20 hours/week then work on projects
Ride bikes

ALBANY POLICE STATION
SPATIAL ALLOCATION STUDY

- 4 Traffic Officers
 - Sworn.
 - Need their own work space.
 - Traffic Accident Reconstruction
 - MAT-Multi Agency Traffic
 - MAIT-Multi Agency Investigation Team
 - Photos-sensitive photos display on diagramming board, Visual privacy required.
 - Computer development diagramming with portable TV and flat screen to take to Court Room
 - Presentation Materials-lap top, easel, projector, portable visual display, flat screen.
 - White Board
- 5 Traffic Room
 - Can be shared.
- 6 Community Ed Specialists
 - Citizens Academy, Sr Program, Neighborhood Watch
 - Meetings involving small and large public groups. Most meetings in a small public room.
 - Nonsworn.
 - Car seats-also need to be accessible to Patrol
 - Programming
- 7 Bull Pen
 - Large enough to spread out material
 - Space for (10-12) people to meet

ALBANY POLICE STATION
SPATIAL ALLOCATION STUDY

7.0 SD-COMMUNICATIONS

Item	Position	Space Size			Room Code	Current		10 Year		20 Year		40 Year		Note #	Location/Adjacencies
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF		
7	Dispatch Department													1	
7.1	Communications Supervisor	12	16	192	PO192C	1	192	1	192	1	192	1	192	2	Close to Records Supervisor and IT.
	Wrap around desk														
	Dispatch Console														
7.2	Communication Specialists					11		14		16		20			Close to Records and Report Writing. Total number of staff
	Dispatch Work Stations					4		6		8		12			Staff per shift
7.3	Dispatch Work Area	13	14	182	D182	4	728	6	1092	8	1456	12	2184	3	Close to Lobby.
	Space shown per work station														
7.4	Coffee Bar/Break	2	8	16	OA	1		1		1		1			Open to Dispatch Work Area Located in Dispatch Work Area, close to the Dispatch door.
7.5	Routing Area	2	24	48	OA	1	48	1	48	1	48	1	48	4	
	Copier, Scanner						0		0		0		0		
	Storage for Warrants						0		0		0		0		
7.6	Small Meeting Room/FTO	12	12	144	CR144	1	144	1	144	1	144	2	288	5,6	
7.7	Coat closet	2	6	12	CL12	1	12	1	12	1	12	1.5	18		
7.8	Restroom	6.5	8.5	55.25	RR	1	55.25	1	55.25	1	55.25	1	55.25		
7.9	Lockers	1.5	6	9	OA	3	27	5	45	6	54	7	63	7	Locate in Dispatch Work Area.
	One per person (3) tall- 18" x 18"														
7.10	Secure Outdoor Patio					0	0	0	0	0	0	0	0		See Site Needs
7.11	Radio Tower					0	0	0	0	0	0	0	0		See Site Needs
	SUBTOTAL						1206		1588		1961		2848		
	CIRCULATION					0.25	302		397		490		712		
	GROSS UP					0.1	151		199		245		356		
	TOTAL SQUARE FOOTAGE						1659		2184		2697		3916		

Notes

- 1 Dispatch Department
 - Use 911 design standards
 - Windows and Doors
 - Able to be "Locked Down"
 - Control Door throughout building to establish lines of Security including use of cameras
 - "Family Bond" between Dispatchers and Officers is important
 - Access to secure outdoor Patio
- 2 Communications Supervisor
 - Radio to and dispatch console to help dispatch as needed.

ALBANY POLICE STATION
SPATIAL ALLOCATION STUDY

3 Dispatch

Environment-ground floor (to be part of the world), high tinted windows, natural light.

Under floor wiring-removable antistatic flooring

Back up for Records Reception duties 7pm-6am, weekends and some holidays.

Police provides the relief person for Dispatch at nights

Dispatch does all data entry so Patrol enter dispatch area to pick up reports. Ability to transfer paper work to Dispatch from Report Writing

Currently Records (not certified "Call Takers") handle "Direct Line"calls. In the future Dispatch may possibly take all calls.

4 people on duty at a time except from 3am-7am. This person needs to call Patrol Supervisor for RR break coverage.

Lobby is open 24 hrs per day. Dispatch camera and phone to dispatch and ability to allow access from Lobby to Dispatch.

Large size consoles. Consoles to have individual heating and cooling. Task lighting. Keep back of consoles clean with easy access. Printer at console

Like to face away from each other while at consoles. 6 monitor array. Adj height. Like consoles to be in pods of 4 or groups of 2 that face away from each other.

Four groups not able to see monitors or enter Dispatch, but be able to see into area.

Separate HVAC for this area

4 Routing Area

Close to CSO, Supervisors, lazerfische. Close to door for other workgroups to pick up and distribute work.

5 Meeting Room

Work on Manual. Staff meetings, group projects, FTO Meetings.

6 FTO Office

Daily Observation Reports

7 Lockers

18" x 18" x 2' tall

Provide door

Food, head set, personal belongings, manuals books, paper work, food,

Also provide locker in locker room

ALBANY POLICE STATION
SPATIAL ALLOCATION STUDY

11.0 SD-EVIDENCE

Item	Position	Space Size			Room Code	Current		10 Year		20 Year		40 Year		Note #	Location/Adjacencies
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF		
11.1	Lieutenant														Located in Admin Wing
11.2	Property and Evidence Specialists Counter for Processing	10	10	100	WS100	2	200	2	200	3	300	4	400	1	Adjacent to Evidence Intake, Processing and Storage.
							0		0		0		0		
							0		0		0		0		
	Evidence Processing													2	
11.3	Processing	17	30	510	EP510	1	510	1	510	1	510	1	510		
	Pass Through Evidence Lockers														
	-Lockers														
	-(2) Refrigerated Units														
	-Gun Lockers														
	(2) Stnls Process'g Tables														
	- Forms/Supplies														
	Bar Code Printers														Locate on counter, not on process'g table
	Sink w/ garbage disposal														
	Garbage, bio haz, etc.-cabinetry														
	Drug Weighing Area														Locate on counter, not on process'g table
11.4	Temporary Evidence Room	10	10	100	TER100	1	100	1	100	1	100	1	100		Adjacent to Processing and Evidence Storage
11.5	Counters on (2) sides														
11.6	Temporary Evidence Locker Room	10	10	100	TER100	1	100	1	100	1	100	1	100		Adjacent to Processing. No Access to Evidence Storage
	Temporary Evidence Lockers														
11.7	Lab	10	12	120	ER	1	120	1	120	1	120	1	120		
	Finger Printing														
	Photograph Area-not stainless														
	Fumigation Hood														
11.8	Containment Room	10	10	100	TER100	1	100	1	100	1	100	1	100		Adjacent to Processing and Evidence Storage. Access to Evidence Storage
	(2) Dryers						0		0		0		0		
							0		0		0		0		
	Evidence Storage-Secure												0	4	
11.9	High Density Evidence Storage	12	24	288		1	288	1.5	432	2	576	2.5	720		
	(7) HD Shelves-current amt														
11.10	Shelving Storage for Banker Boxes	1.25	20	25		1	25	1.5	37.5	2	50	2.5	62.5		
11.11	Misc Large Evidence Storage	2	6	12		1	12	1.5	18	2	24	2.5	30		
11.12	Guns	2	8	16		2	32	3	48	4	64	6	96		
11.13	Drugs & Money	6	9	54		2	108	3	162	4	216	6	324		
11.14	Refrigerators and Freezers	3	3.5	10.5		2	21	3	31.5	4	42	6	63		
11.15	Large Evidence Lockers-slam	5	8	40		0	0	3	120	4	160	5	200	3	Access to exterior-for drop off.
11.16	CD Storage	1	4	4		1	4	1	4	1	4	1	4		

ALBANY POLICE STATION
SPATIAL ALLOCATION STUDY

13.0 STAFF SUPPORT

Item	Position	Space Size			Room Code	Current		10 Year		20 Year		40 Year		Note #	Location/Adjacencies
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF		
13.1	Men's Locker Room													1	No corner lockers.
	Full size lockers for Sworn	2	5	10		65	650	75	750	100	1000	140	1400		
	Half size lockers for Nonsworn	1	5	5		30	150	40	200	50	250	60	300		
13.2	Men's Shower						0		0		0		0		
	(6) showers	12	25	300	TS560	0.5	150	1	300	1.5	450	2	600		
13.3	Men's Locker RR	10	26	260		1	260	1	260	1.5	390	2	520		Combined with TS560
	(3) Lavs														
	(2) Urinals														
	(3) Toilets														
13.4	Women's Locker Room													2	No corner lockers.
	Full size lockers for Sworn	2	5	10		6	60	15	150	20	200	30	300		
	Half size lockers for Nonsworn	1	5	5		30	150	40	200	50	250	60	300		
13.5	Women's Shower	9	12	108	TS280	1	108	1	108	1	108	1	108		
	(2) showers						0		0		0		0		
13.6	Women's Locker RR	10	17	170		1	170	1	170	1	170	1.5	255		Combined with TS280
	(2) Lavs						0		0		0		0		
	(3) Toilets						0		0		0		0		
13.7	Men's Restroom	10	18	180	WC100	2	360	2	360	2	360	2	360	3	
13.8	Women's Restroom	10	18	180	WC100	2	360	2	360	2	360	2	360	4	
13.9	Exercise Room	30	40	1200	ER	0	0	1	1200	1	1200	1	1200		
13.1	Break Room/Relaxation Area	22	36	792	BR960	0.5	396	1	792	1	792	1	792		
	(2) Commercial Refrigerators	12	14	168		0	0	1	168	1	168	1.5	252		
	(1) Commercial Freezer														
	(1) Industrial Ice Machine														
	(6) Tables for 4-5 persons														
	Range/oven, double sink, DW														
	(2) Vending Machines														
	Recycle Area														
	Storage for kitchen supplies														
	Couch Relaxation Area														
13.11	Quiet/Sleep Room	10	12	120	ER	1	120	1	1	1	1	1	1	5	
	(2) Recliners														
	Sink and small refig														
13.12	Hall of Honor			0			0		0		0		0		Included within Halls of building
13.13	Janitor Closet	8	8	64	JC	2	128	2	128	2	128	2	128		One per floor
13.14	Building Maintenance Equip	8	10	80		1	80	1	80	1	80	1	80		
13.15	Janitor Work Station	6	6	36		1	36	1	36	1	36	1	36		
	Include in Jan clos or bldg maint														
13.16	Stairs	10	21	210		2	420	2	420	2	420	2	420		
13.17	Elevator	10	10	100		1	100	1	100	1	100	1	100		
13.18	Elevator Machine Room	8	10	80		1	80	1	80	1	80	1	80		

ALBANY POLICE STATION
SPATIAL ALLOCATION STUDY

13.19	Electrical	12	14	168	ER168	1	168	1	168	1	168	1	168		
13.20	Mechanical	15	33	495	ER240	1	495	1	495	1	495	1	495		
12.21	Fire Riser Room	8	10	80	ER64	1	80	1	80	1	80	1	80		
	SUBTOTAL						4521		6606		7286		8335		
	CIRCULATION					0.2	904		1321		1457		1667		
	GROSS UP					0.1	543		793		874		1000		
	TOTAL SQUARE FOOTAGE						5968		8720		9618		11002		

Notes Notes

- 1 Men's Locker Room
No corner lockers
- 2 Women's Locker Room
No corner lockers
- 3 Men's Restroom
Adequate ventilation
Assume (2) story building
- 4 Women's Restroom
Adequate ventilation
Assume (2) story building
- 5 Quiet/Sleep Room
Lactation Room
Sleeping Room

ALBANY POLICE STATION
SPATIAL ALLOCATION STUDY

14 SITE AND PARKING

Item	Position	Space Size			Room Code	Current		10 Year		20 Year		40 Year		Note #	Location/Adjacencies
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF		
	PARKING														
14.1	Visitor Parking														
	Police Visitors	10	32	320		10	3200	12	3840	16	5120	20	6400		
	Community Mtg Room	10	32	320		0	0	16	5120	16	5120	16	5120	1	
14.2	Staff Parking	10	32	320			0	58	18560	83	26560	108	34560		
14.3	Official Police Vehicles	10	32	320				80	25600	100	32000	100	32000		
	Covered Police Parking								0		0		0		
14.4	SWAT	12	32	384		1		4	1536	4	1536	4	1536		
14.5	Covered Motorcycle Parking	6	8	48		6		8	384	8	384	8	384		
14.6	Covered Bike Parking	2	6	12		6		12	144	12	144	12	144		
14.7	Large Evidence Unload/Loading	24	24	576		0		1		1		1			
14.8	Impound Parking														
	OTHER SITE NEEDS														
14.9	Outdoor Covered Patio/BBQ Area	20	32	640											
14.10	Secure Outdoor Patio for Dispatch	14	20	280		0		1	280	1	280	1	280		Share with Department if possible
14.11	Trash/Recycle	12	16	192				1	192	3	576	4	768		
14.12	Generator	16	30	480				1	480	2	960	2	960		
14.14	Dispatch Radio Tower	24	24	576				1		1		1		2	
	SUBTOTAL						3200		56136		72680		82152		
	CIRCULATION					0.15	480		8420		10902		12323		
	TOTAL SQUARE FOOTAGE						3680		64556		83582		94475		

Notes

- 1 Community Meeting Room
(16) spaces required by code
Parking spaces can be on Street
- 2 Dispatch Radio Tower
120-150' Tall-Verify height

**SECTION 4
SITE SIZE ANALYSIS**

**City of Albany Police Department
Facilities Assessment and Preliminary Design
Phase 1 – Part A: Department Programming and Needs Assessment**

**SITE SIZE REQUIREMENTS (20 year programming requirements) in square feet
Rev. 0 May 6, 2011**

AREA DESCRIPTION	SINGLE STORY	TWO STORY	THREE STORY
Building footprint	50,808	25,404	16,936
Parking and Other Site Needs	83,582	83,582	83,582
Access Aisle allowance 35' x 200'	7,000	7,000	7,000
Sub Total	134,390	108,986	100,518
Landscape Allowance at 25% of sub total	33597.5	27246.5	25129.5
Hardscape Allowance at 2.5% of sub total	3359.75	2724.65	2512.95
Sub Total	171,347	138,957	128,160
15% Contingency	25,702	20,844	19,224
TOTAL SQUARE FEET	197,049	159,801	147,385
ACRES	4.52	3.67	3.38

Notes;

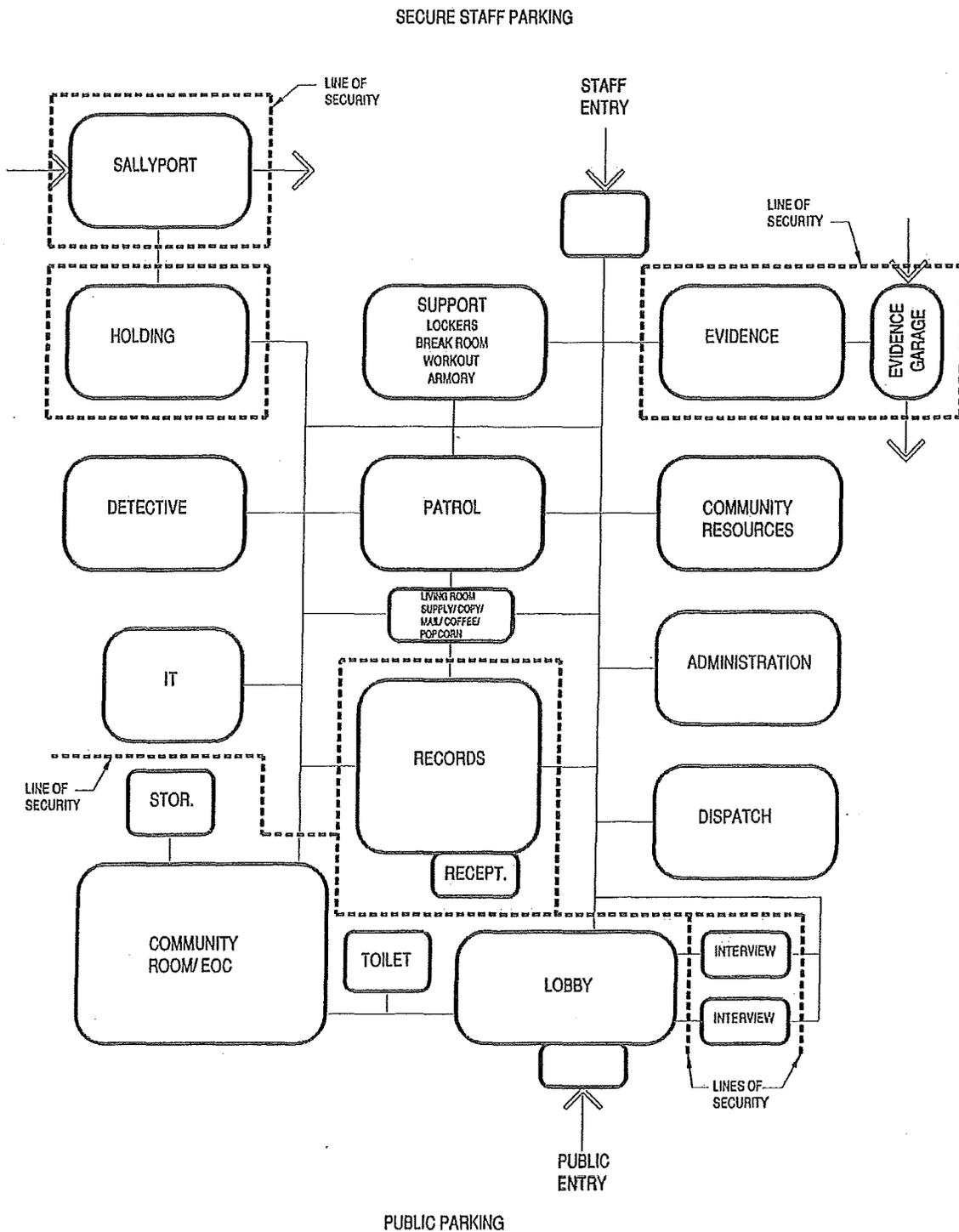
1. Includes 16 on site parking spaces for Community Room
2. Does not allow for expansion beyond 20 year needs

CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV. 1 04/25/11

ADJACENCY DIAGRAM: OVERALL BUILDING ORGANIZATION

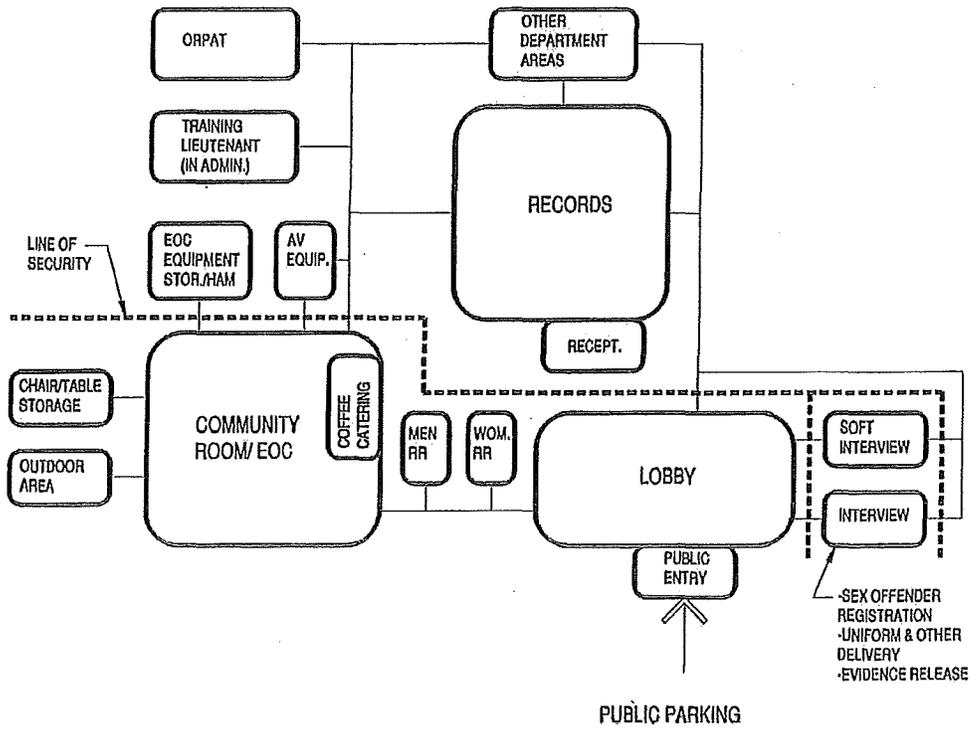


CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV.1 04/25/11

ADJACENCY DIAGRAM: PUBLIC AREAS

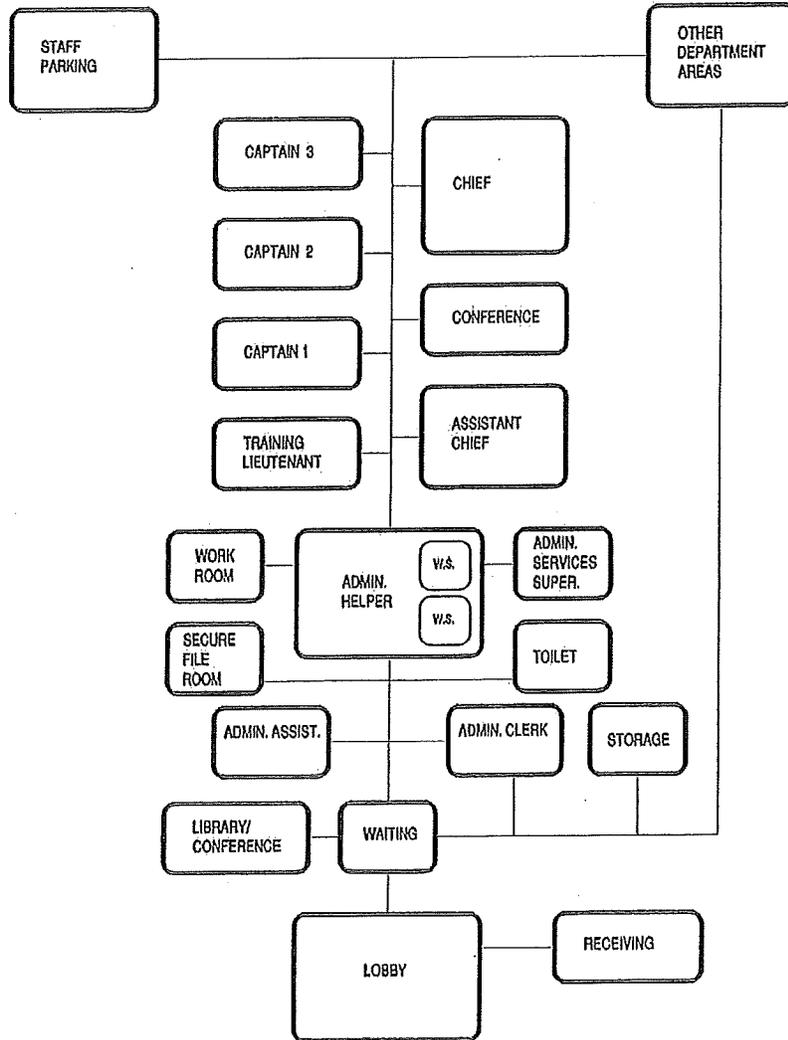


CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV. 1 04/25/11

ADJACENCY DIAGRAM: ADMINISTRATION

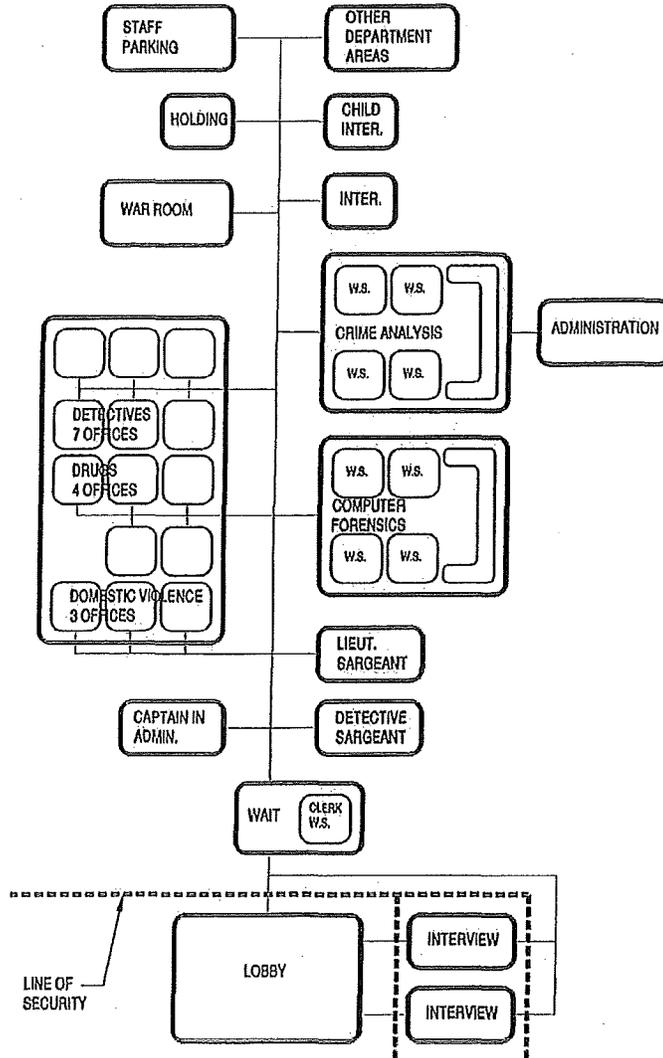


CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV. 1 04/25/11

ADJACENCY DIAGRAM: DETECTIVES

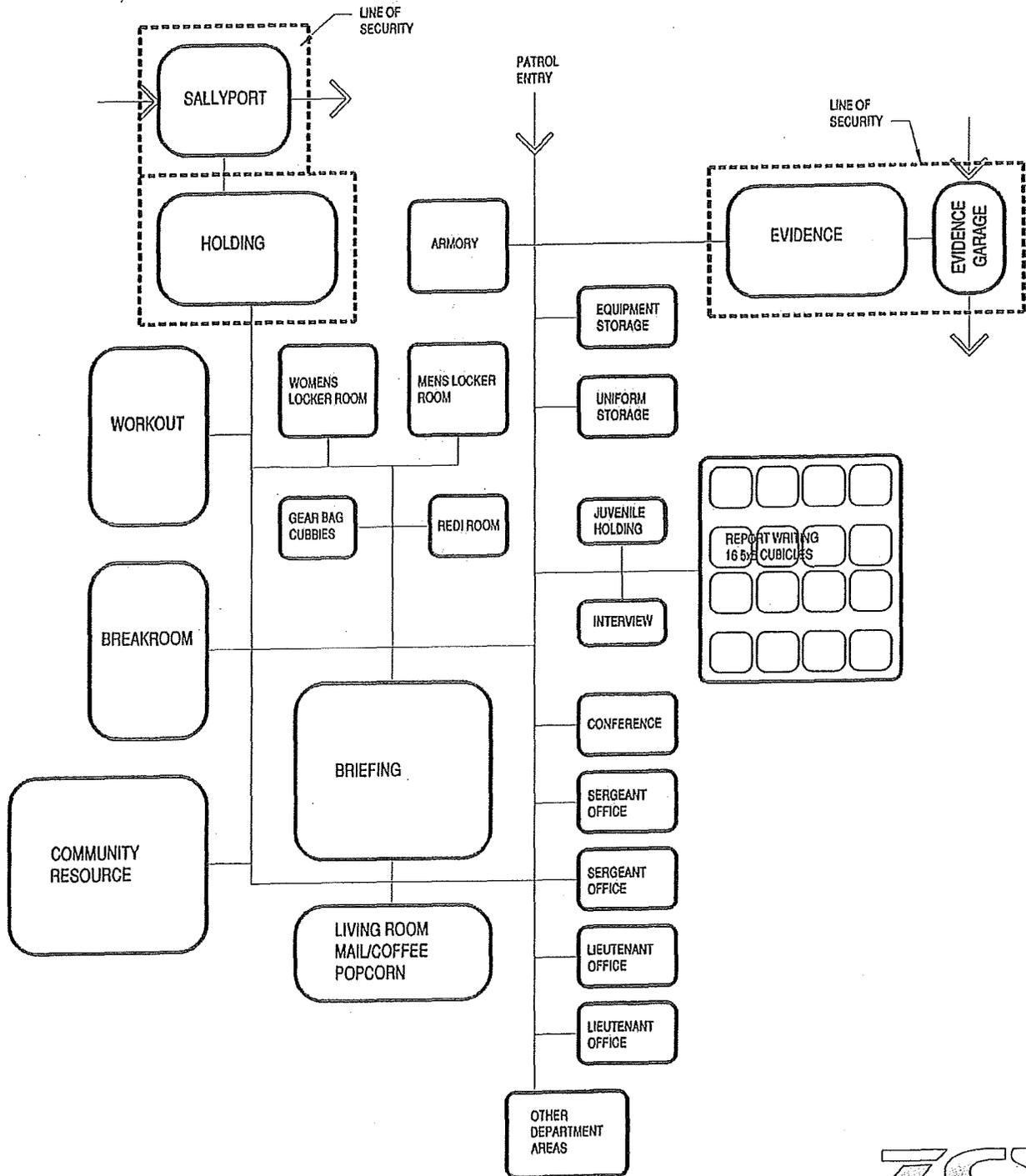


CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV. 1 04/25/11

ADJACENCY DIAGRAM: PATROL

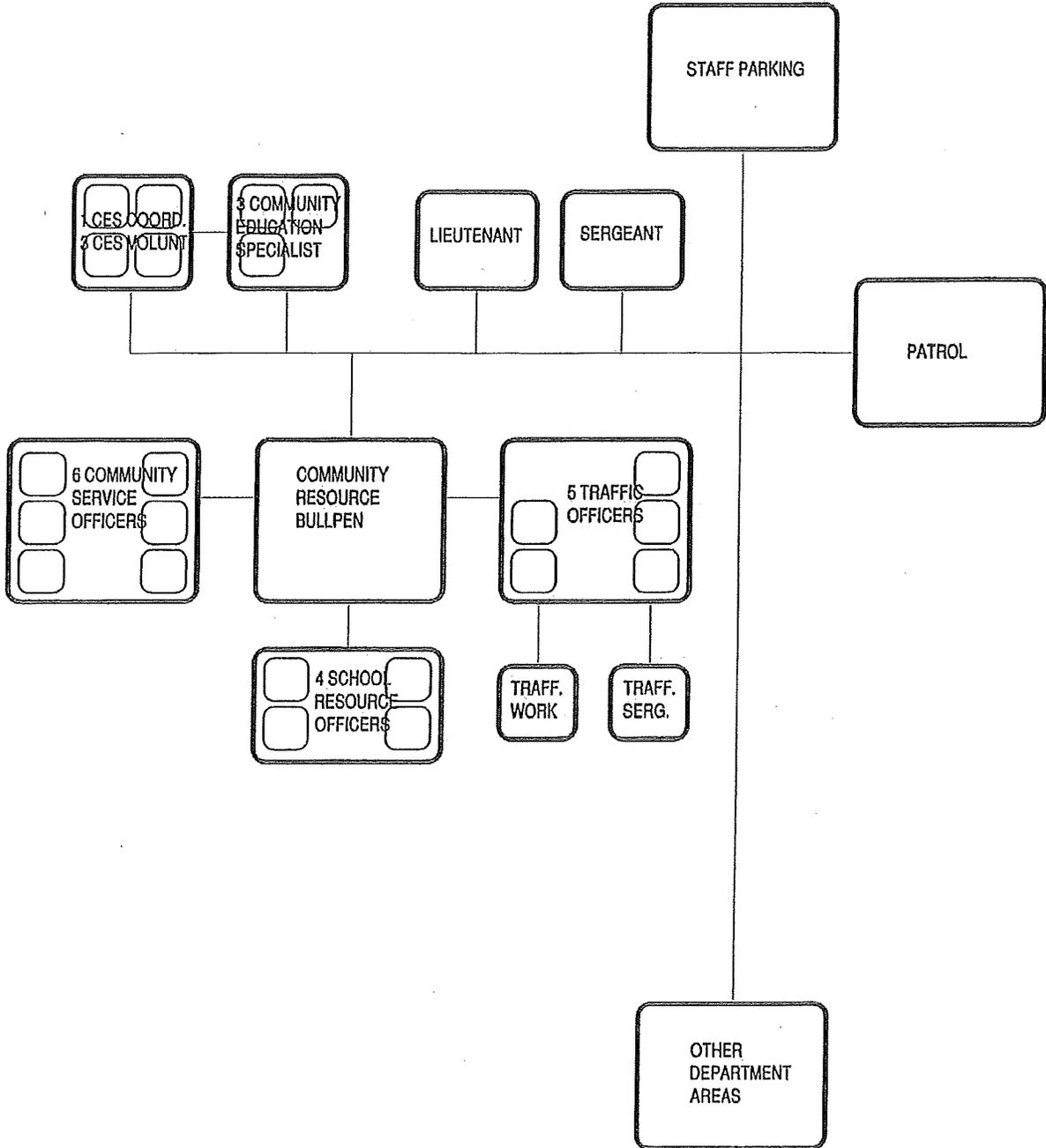


CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV. 1 04/25/11

ADJACENCY DIAGRAM: COMMUNITY RESOURCE

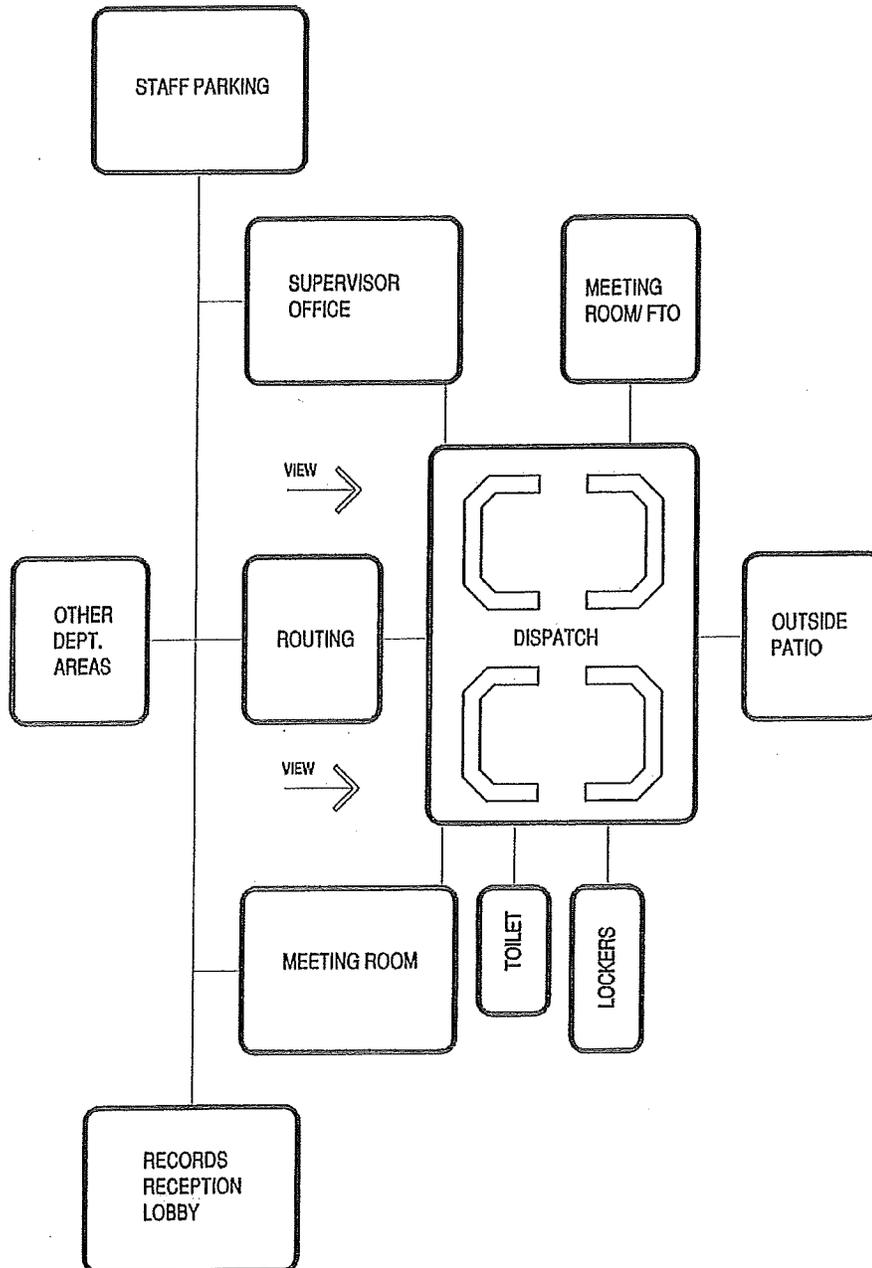


CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV.1 04/25/11

ADJACENCY DIAGRAM: COMMUNICATIONS/DISPATCH

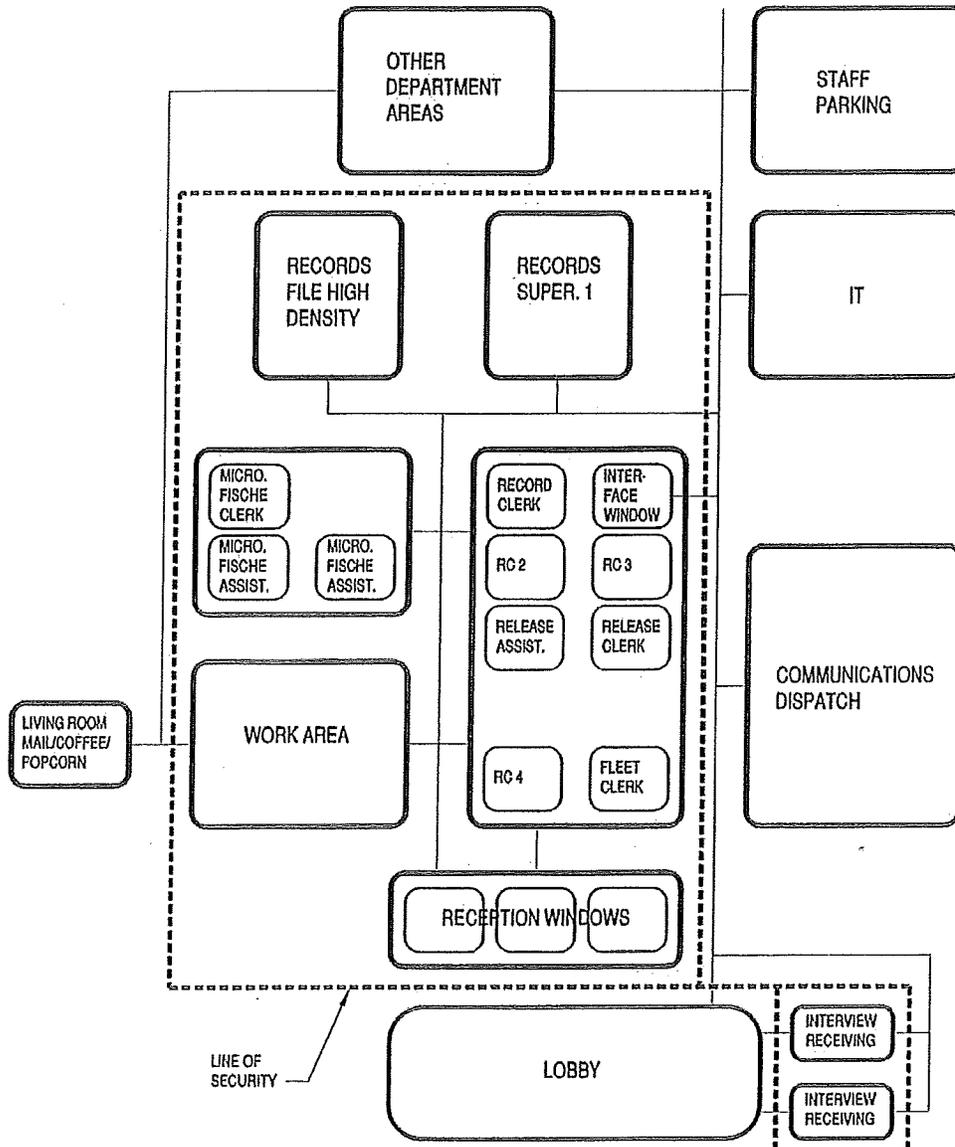


CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV. 1 04/25/11

ADJACENCY DIAGRAM: RECORDS

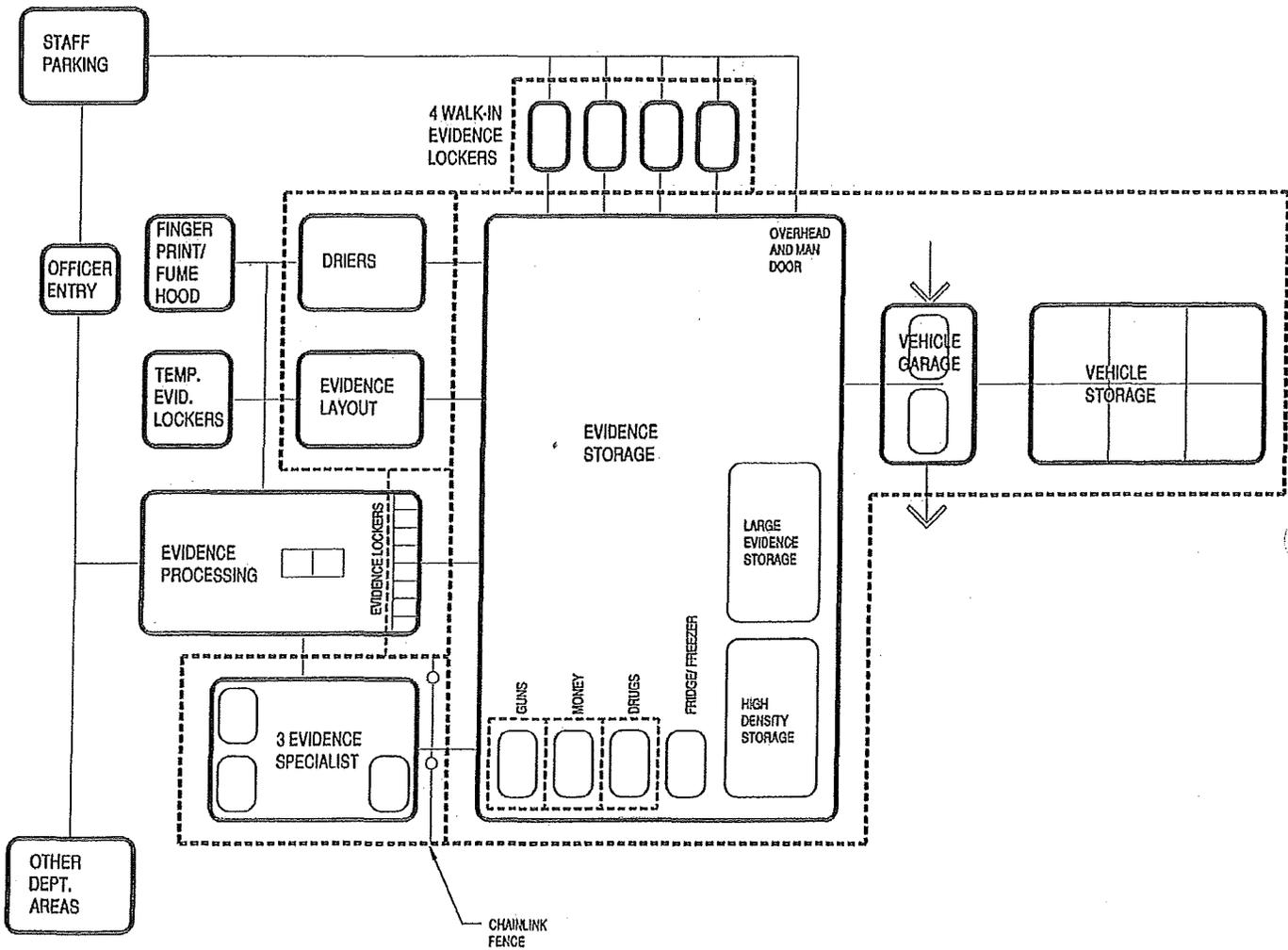


CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV. 1 04/25/11

ADJACENCY DIAGRAM: EVIDENCE

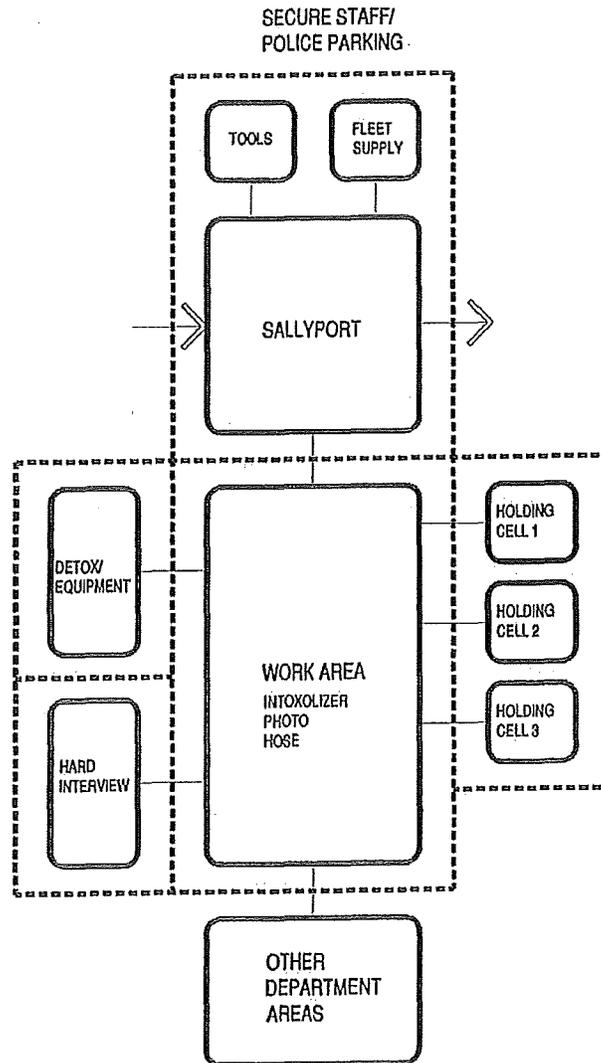


CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV. 1 04/25/11

ADJACENCY DIAGRAM: HOLDING

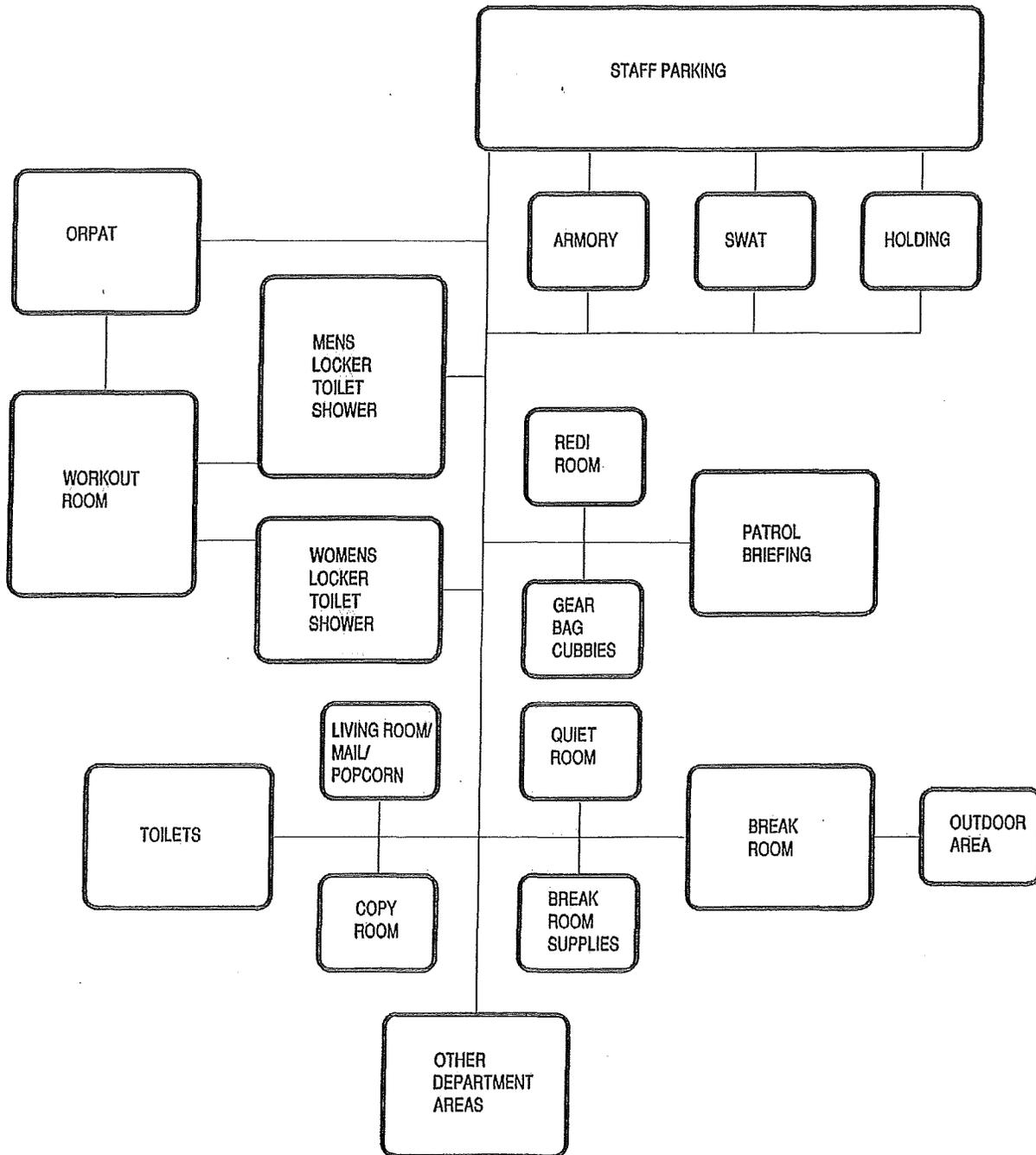


CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV. 1 04/25/11

ADJACENCY DIAGRAM: ANCILLARY SUPPORT

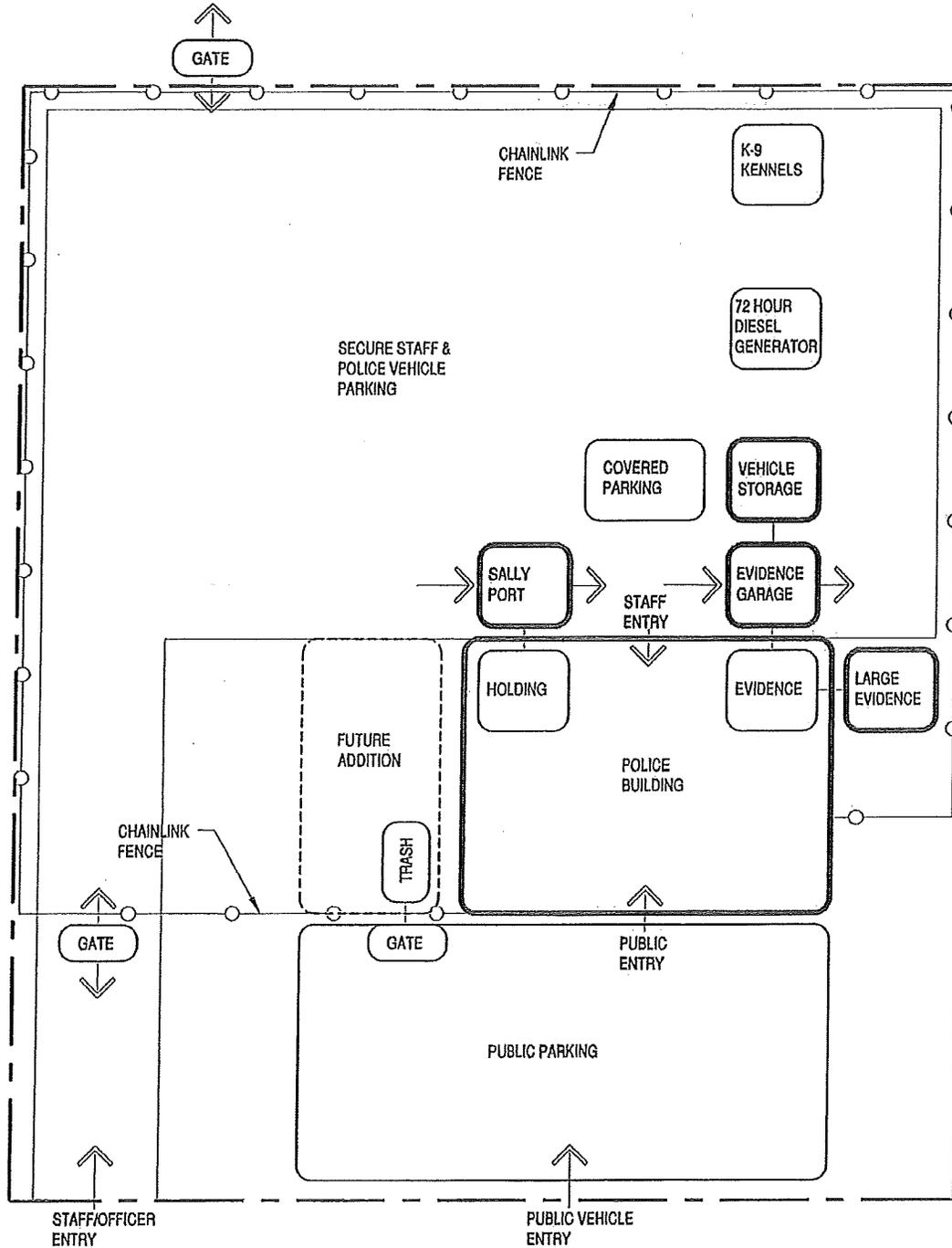


CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

20-YEAR NEEDS

REV.1 04/25/11

SITE SCHEMATIC PLAN



**SECTION 6
ROOM DIAGRAMS**

CITY OF ALBANY

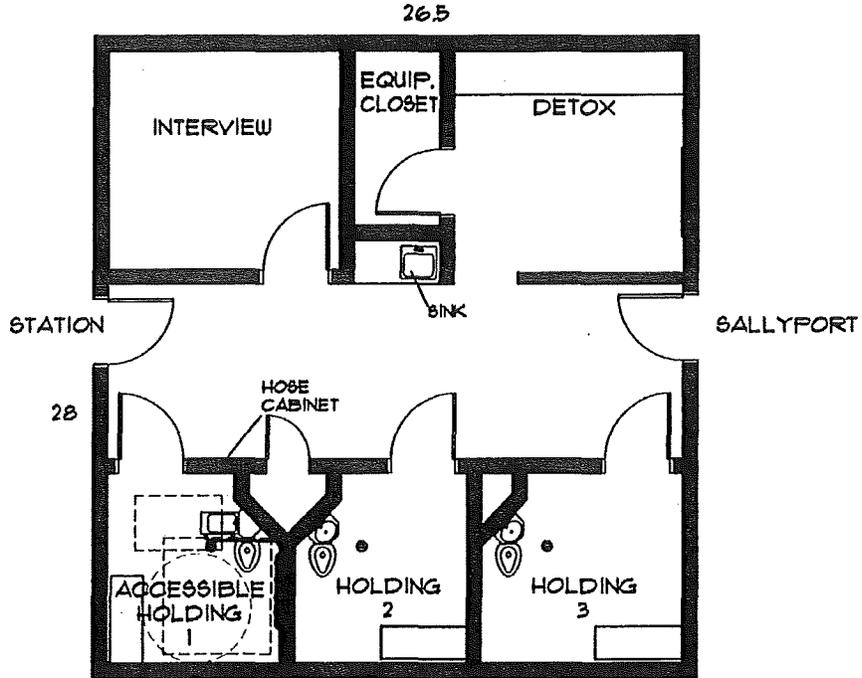
POLICE DEPARTMENT PROGRAMMING

ROOM DIAGRAMS TABLE OF CONTENTS

PAGE	TITLE
1.	Holding Area
2.	Dispatch 1
3.	Interview rooms
4.	Private Offices 1
5.	Private Offices 2
6.	Private Offices 3
7.	Private Offices 4
8.	Breakrooms 1
9.	Breakrooms 2
10.	Breakrooms 3
11.	Work Spaces 1
12.	Work Spaces 2
13.	Briefing/ Training Rooms 1
14.	Briefing/ Training Rooms 2
15.	Briefing/ Training Rooms 3
16.	Conference Rooms 1
17.	Conference Rooms 2
18.	Conference Rooms 3
19.	Miscellaneous 1
20.	Storage Areas 1
21.	Storage Areas 2
22.	Storage Areas 3
23.	Storage Areas 4
24.	Circulation for Open Office Work Space
25.	Circulation for Offices
26.	Various Restroom Templates
27.	Locker/ Toilet/ Shower Templates

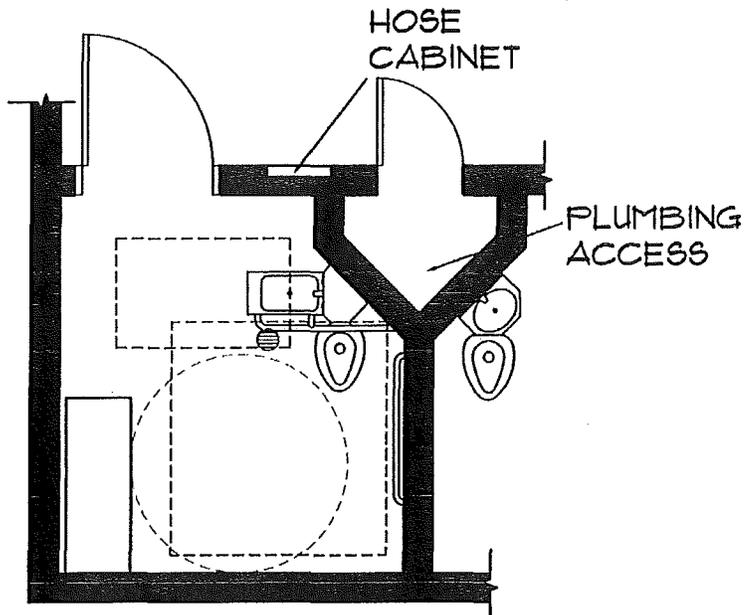
CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING
 HOLDING AREA

SCALE VARIES



HA676
 HOLDING AREA PLAN

1/8" = 1'-0"



HC 64
 ENLARGED HOLDING CELL PLAN
 RD 1

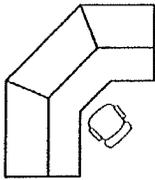
1/4" = 1'-0"



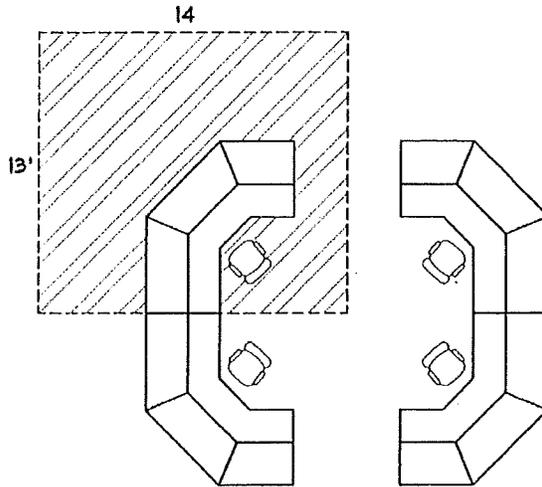
CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

DISPATCH 1

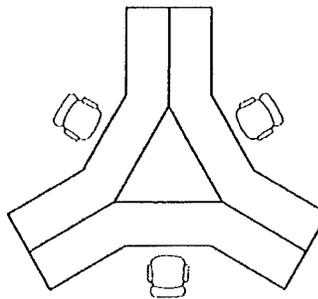
1/8" = 1'-0"



DISPATCH
Single Station



D-102
Dispatch
Layout Option w/ Circulation

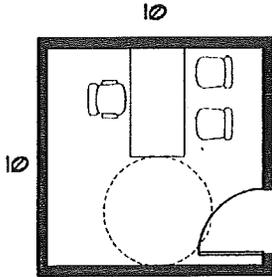


DISPATCH
Tri-configuration

CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

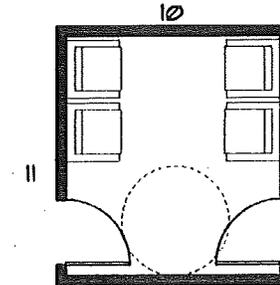
INTERVIEW ROOMS

1/8" = 1'-0"



IR-100
10x10 = 100sf
Hard Interview Room

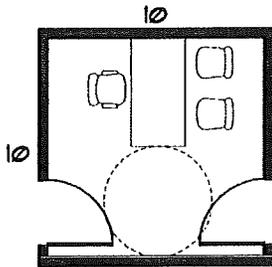
LOBBY



IR-110
10x11 = 110sf
Soft Interview Room

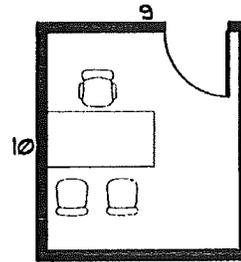
SECURE

LOBBY

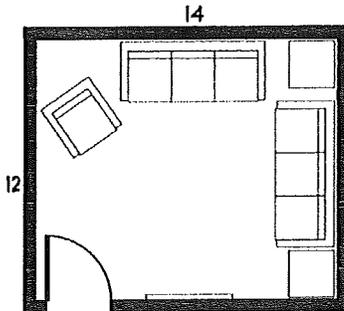


IR-100A
10x10 = 100sf
Interview Room

SECURE



IR-90
9x10 = 90sf
Interview Room

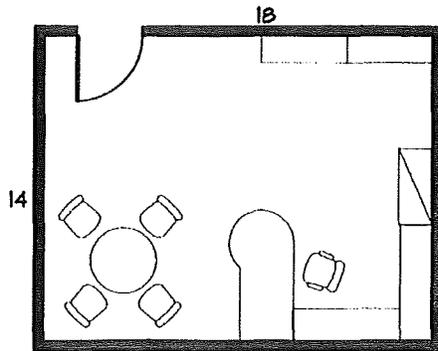


CIR-168
14x12 = 168sf
Child Interview Room

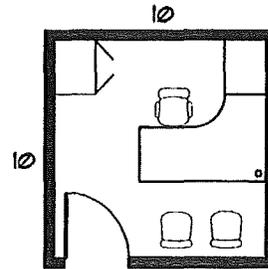
CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

PRIVATE OFFICES 1

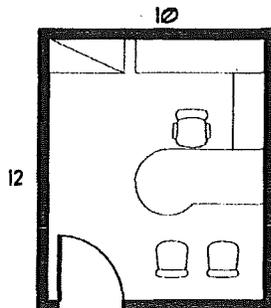
1/8" = 1'-0"



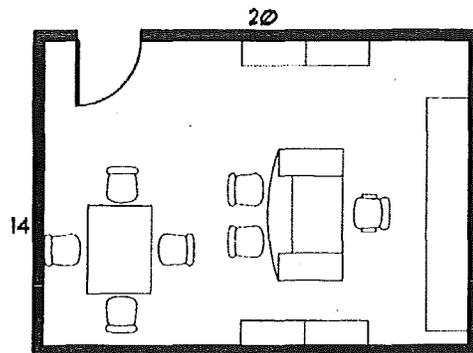
PO-252
18x14 = 252nsf **ASSIST. CHIEF**



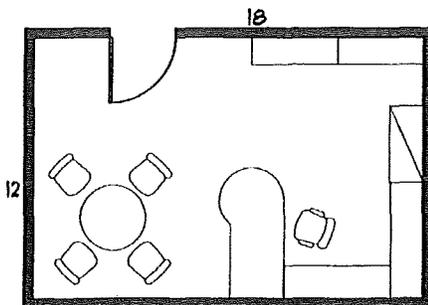
PO-100A
10x10 = 100nsf



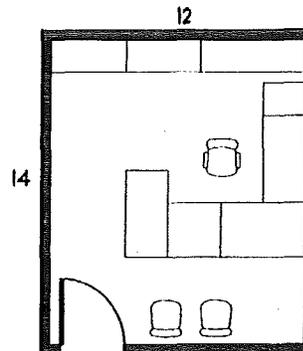
PO 120A
10x12 = 120nsf **ADMIN. CLERK**



PO-200
20x14 = 280nsf **CHIEF**



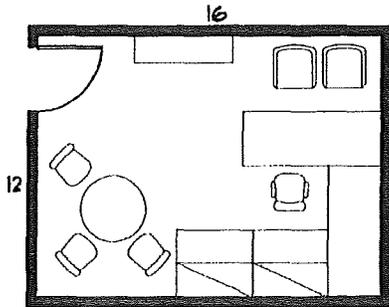
PO-216A
18x12 = 216nsf **CAPTAIN**



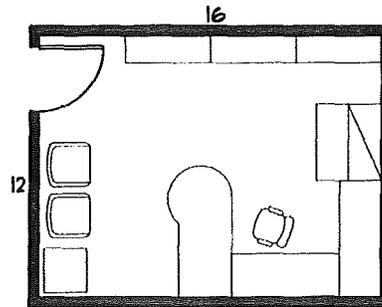
PO 168A
12x14 = 168nsf **ADMIN. ASSIST.**

CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING
 PRIVATE OFFICES 2

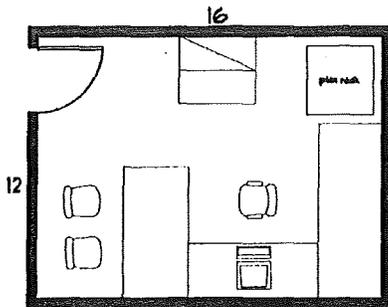
1/8" = 1'-0"



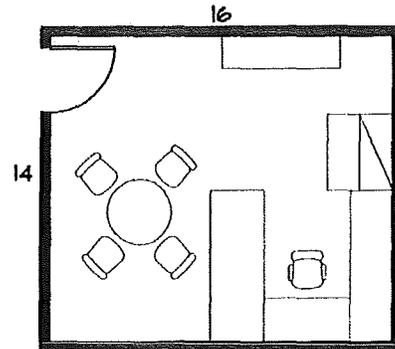
PO-192
 12x16 = 192nef



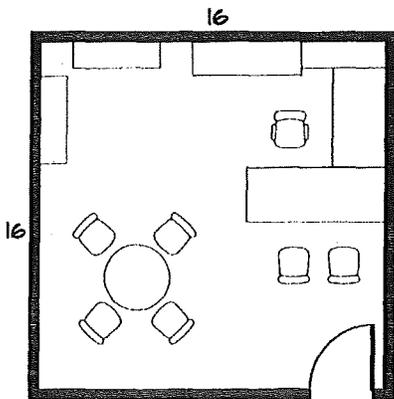
PO-192A
 12x16 = 192nef



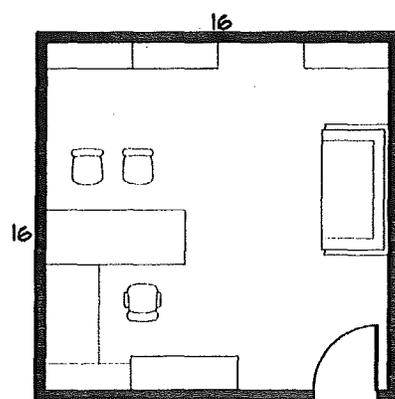
PO-192B
 12x16 = 192nef



PO-224
 14x16 = 224nef



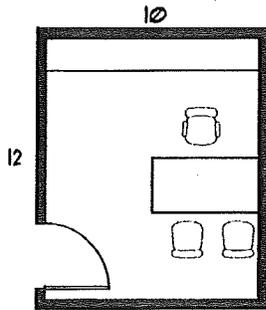
PO-256
 16x16 = 256nef



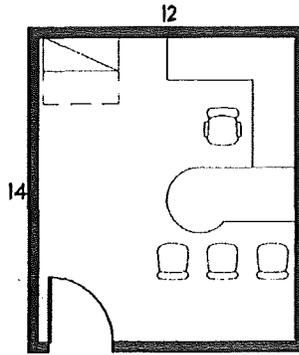
PO-256A
 16x16 = 256nef

CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING
 PRIVATE OFFICES 3

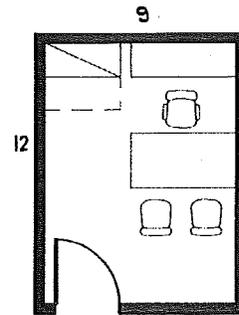
1/8" = 1'-0"



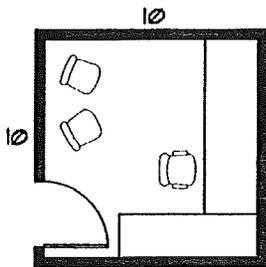
PO-120
 10x12 = 120nsf



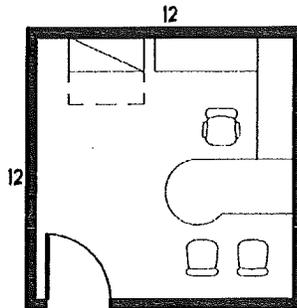
PO168
 12x14 = 168nsf



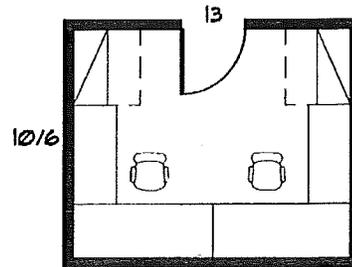
PO108
 9x12 = 108nsf



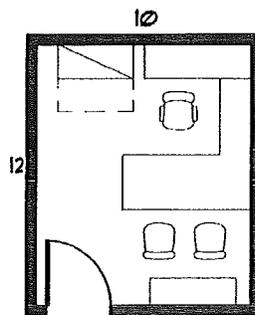
PO-100B
 10x10 = 100nsf



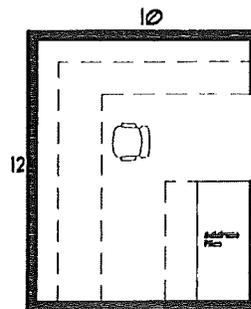
PO144
 12x12 = 144nsf



SPO136
 13x10/16 = 136nsf



PO120
 10x12 = 120nsf

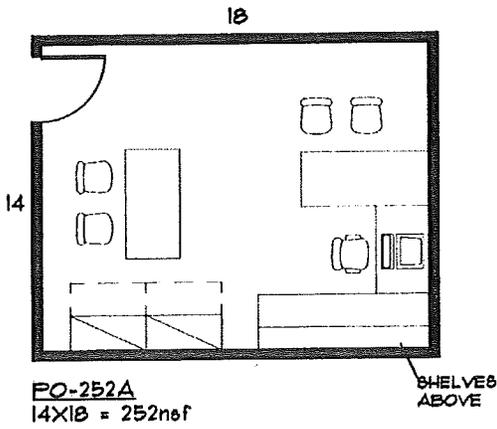


SPO120A
 12x10 = 120nsf

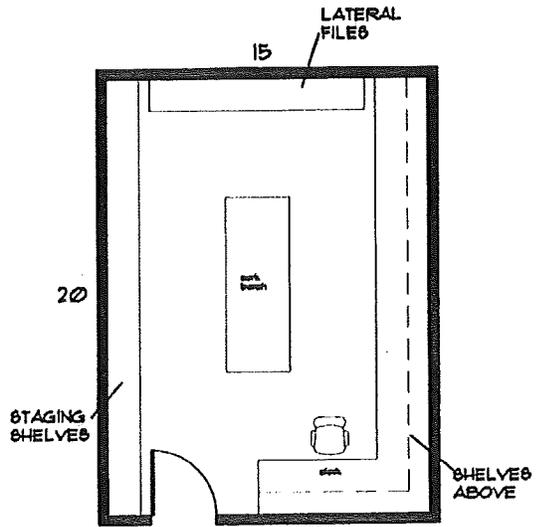
CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

PRIVATE OFFICES 4

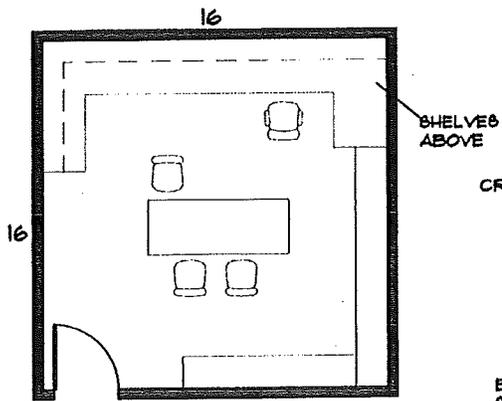
1/8" = 1'-0"



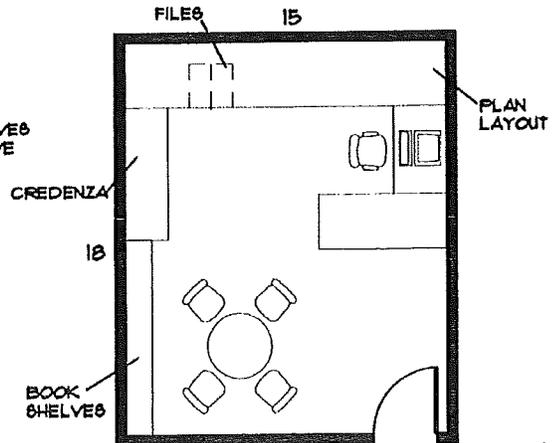
PO-252A
14x18 = 252sqft



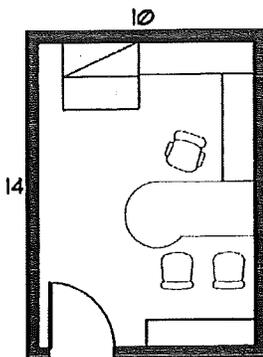
PO-300A
20x15 = 300sqft



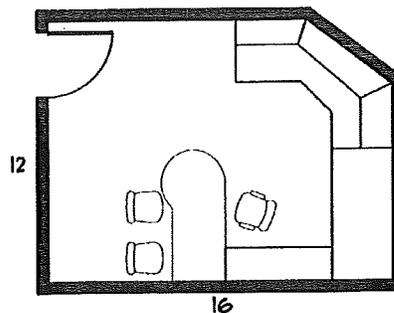
PO-256A
16x16 = 256sqft



PO-270A
18x15 = 270sqft



PO-140
10x14 = 140sqft

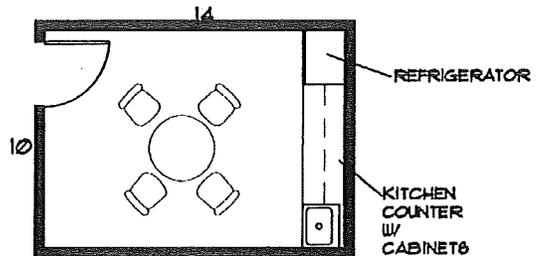
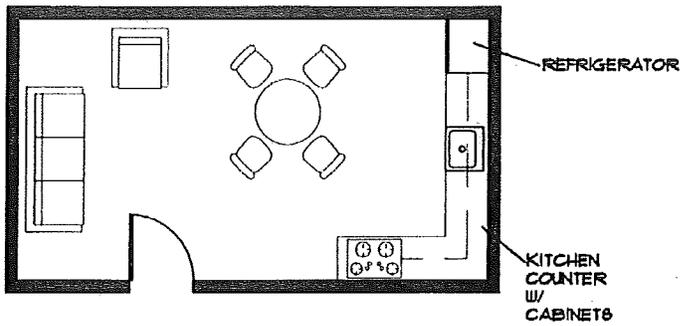


PO-192
16x12 = 192sqft

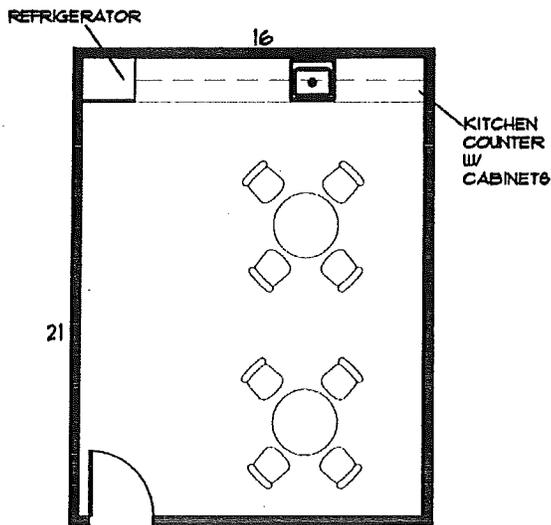
CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

BREAKROOMS 1

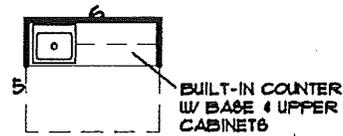
1/8" = 1'-0"



BR-140
10x14 = 140sqft
4-Person Break Room



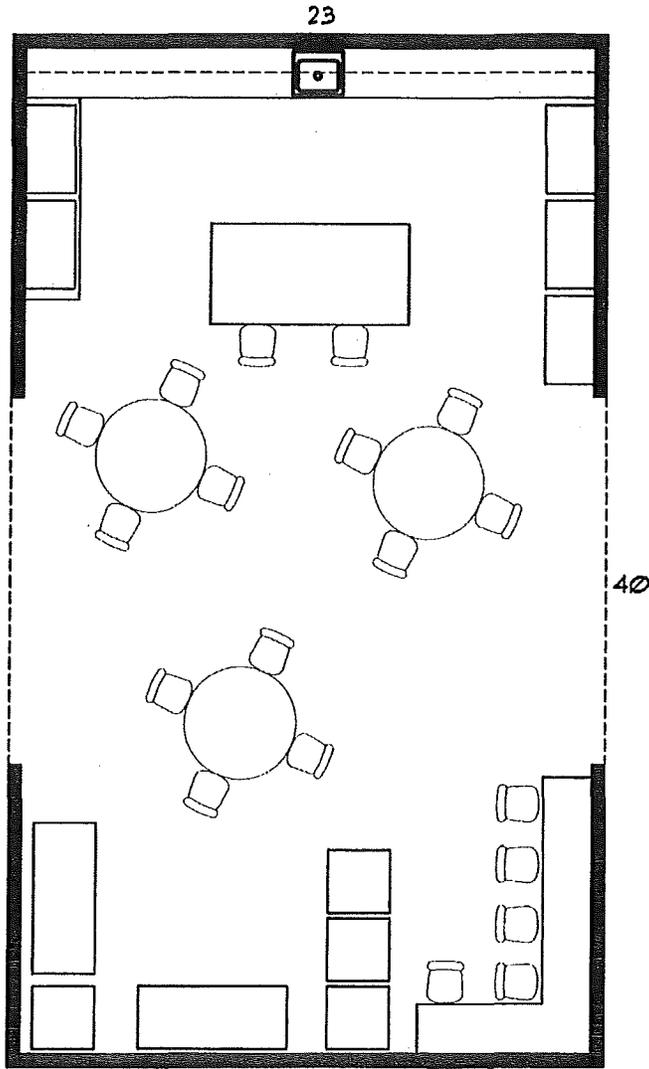
BR-336
21x16 = 336sqft
8-Person Break Room



CA-30
5x6 = 30sqft
Coffee Alcove

CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING
BREAKROOM 2

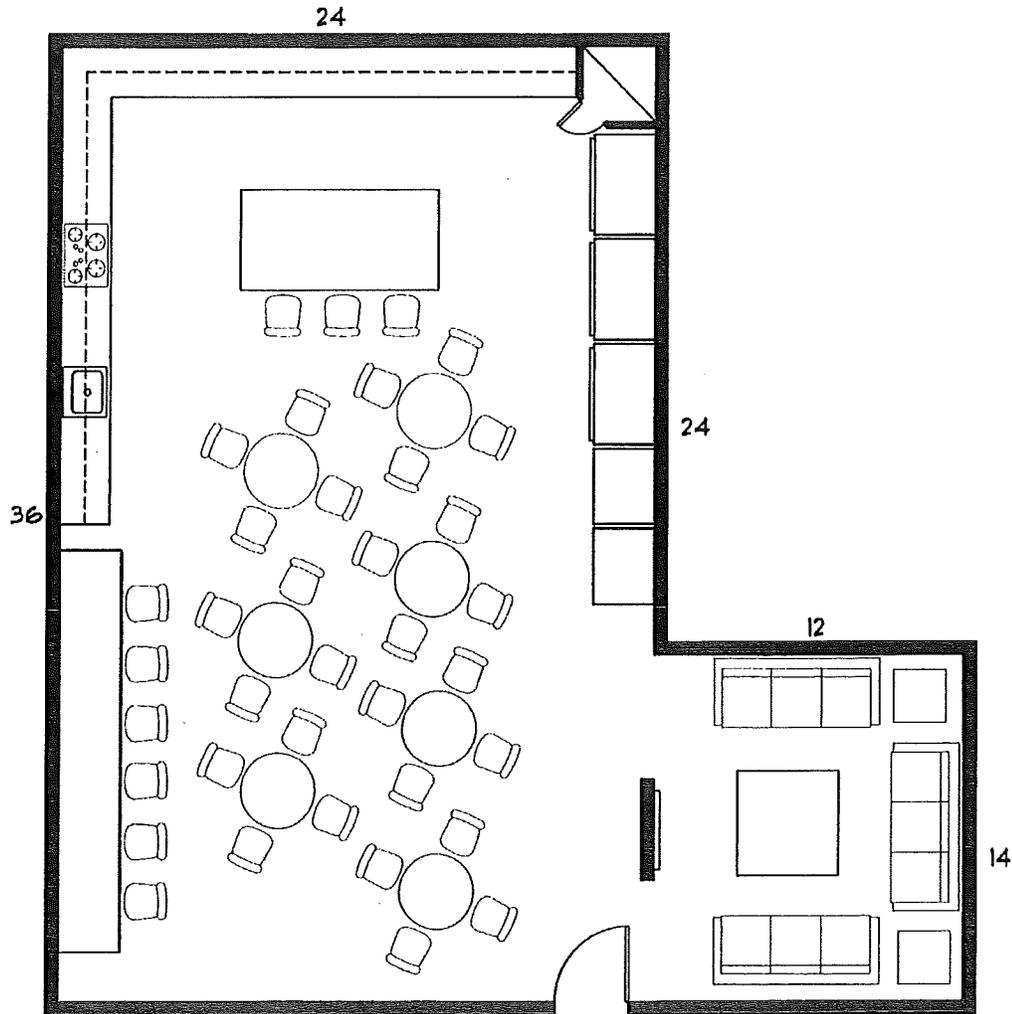
1/8" = 1'-0"



BR-920
23x40 = 920sf

CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING
BREAKROOM 3

1/8" = 1'-0"

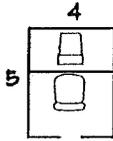


BR-960
Break Room w/ Sitting Area

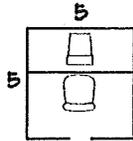
CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

WORK SPACES 1

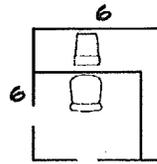
1/8" = 1'-0"



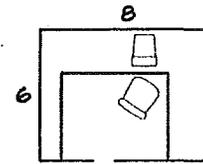
4x5 = 20nef



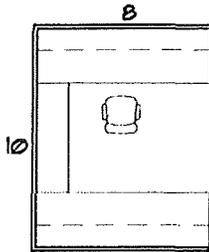
5x5 = 25nef



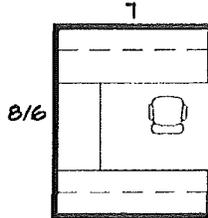
6x6 = 36nef



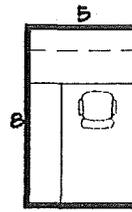
8x6 = 48nef



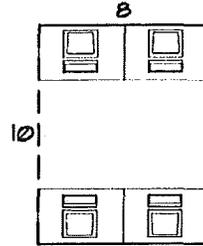
WS-80
8x10 = 80nef



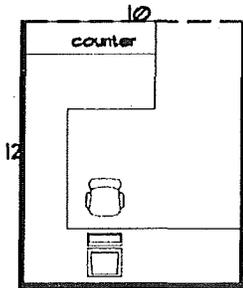
WS-60
7x8 1/2 = 60nef



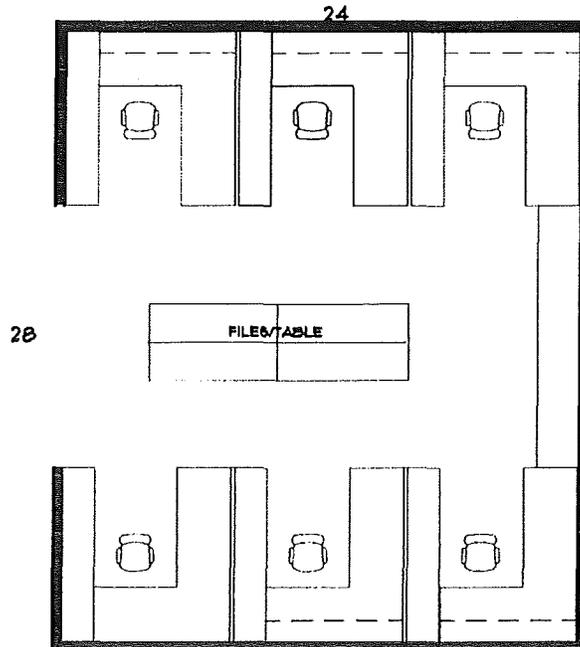
WS-40
8x5 = 40nef



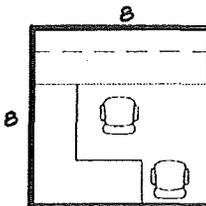
WS-80A
8x10 = 80nef



WS-120A
12x10 = 120nef



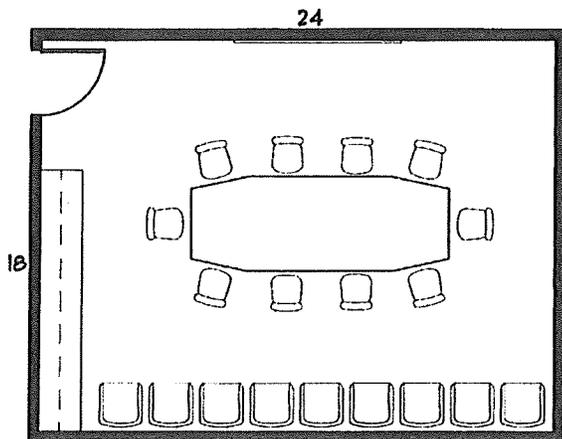
OA-672A
28x24 = 672nef
Bull Pen



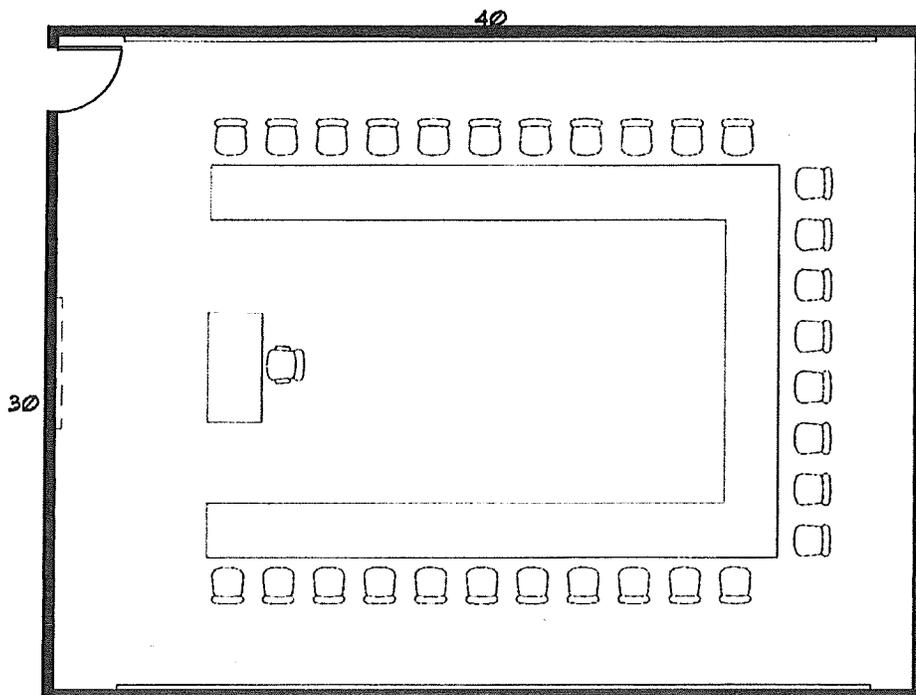
WS-64
8x8 = 64nef

CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING
BRIEFING/TRAINING ROOMS 1

1/8" = 1'-0"



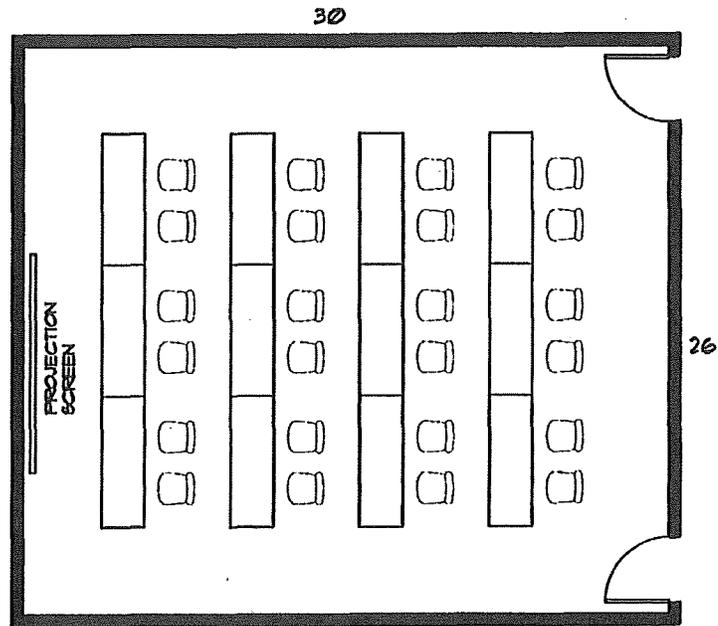
IR-430
18x24 = 430sqft
20 Seats



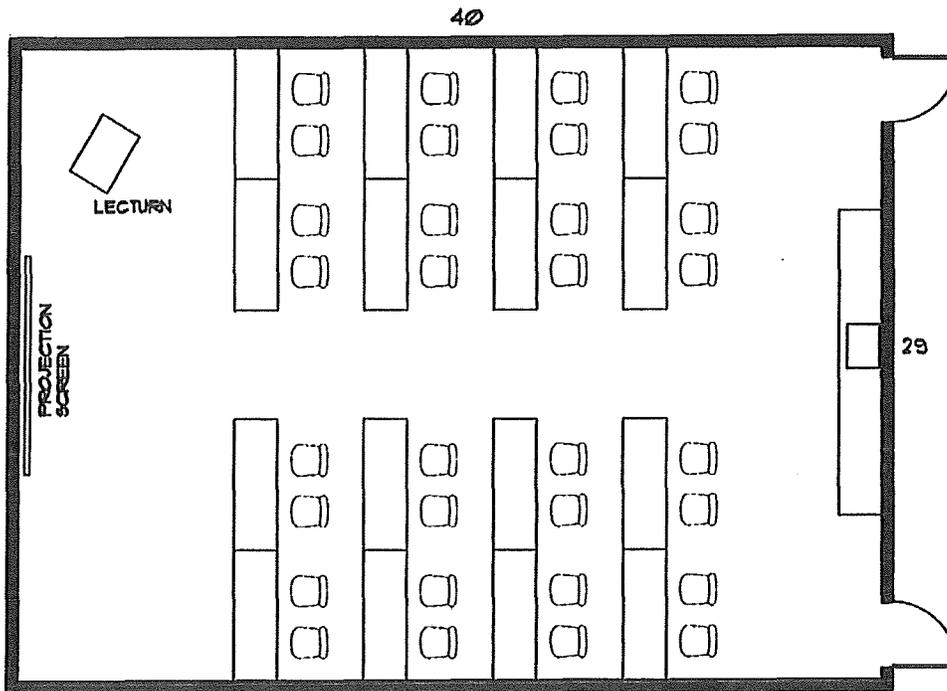
IR-1200
30x40 = 1200sqft
28 Seats

CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING
BRIEFING/TRAINING ROOMS 2

1/8" = 1'-0"



IR - 936
30x26 = 936sf
24-seat Training Room



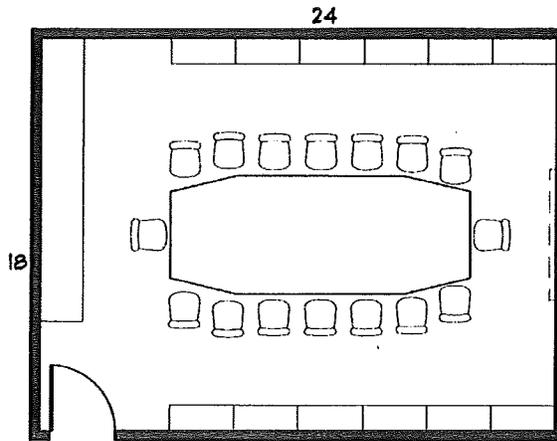
IR - 1160
40x29 = 1160sf
32-seat Training Room

RD 14

ZCS
hsr

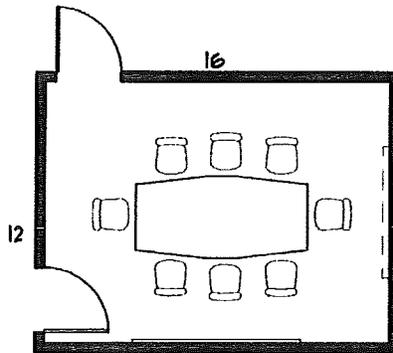
CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING
 CONFERENCE ROOMS 1

1/8" = 1'-0"

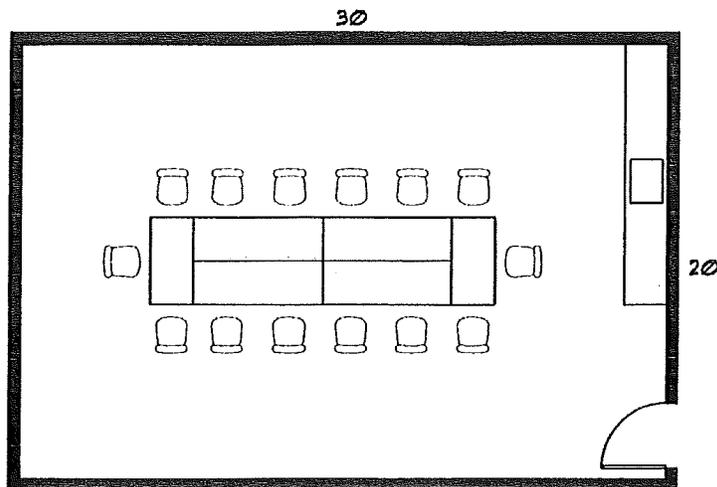


CR-432A
 18x24 = 432nef
 16-Person Room

LIBRARY



CR-192
 12x16 = 192nef
 8-Person Room

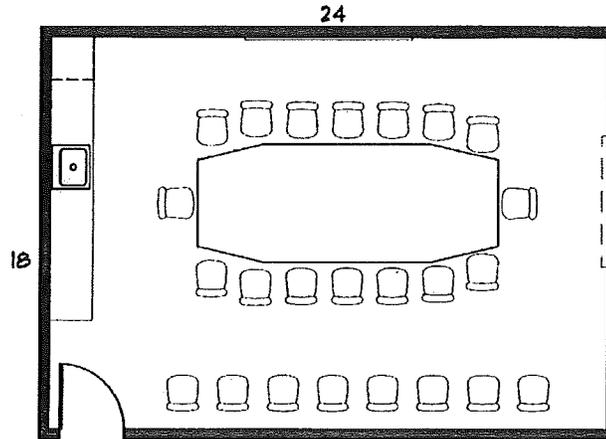


CR-600
 30x20 = 600nef
 14-Person Room

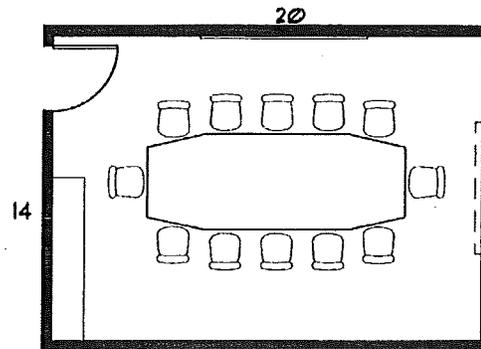
RD 16

CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING
CONFERENCE ROOMS 2

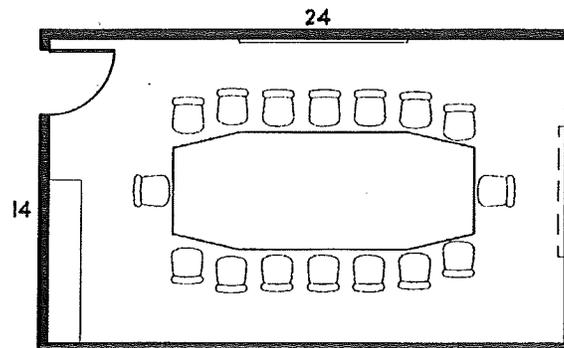
1/8" = 1'-0"



CR-432
18x24 = 432nsf
16-Person Room



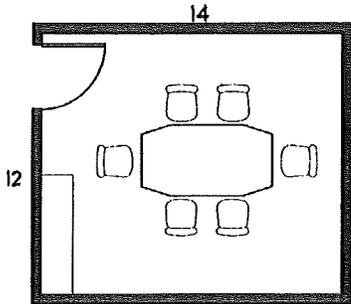
CR-280
14x20 = 280nsf
12-Person Room



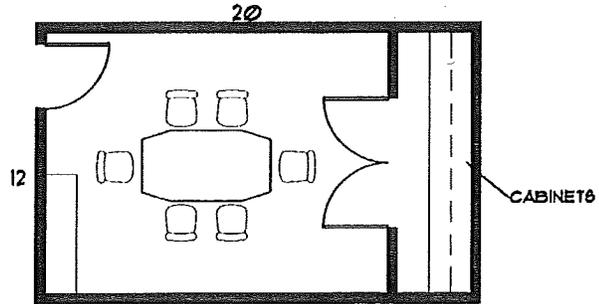
CR-336
14x24 = 336nsf
16-Person Room

CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING
CONFERENCE ROOMS 3

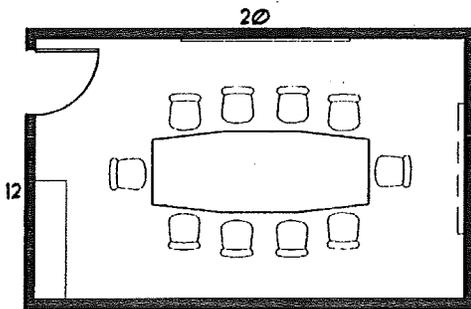
1/8" = 1'-0"



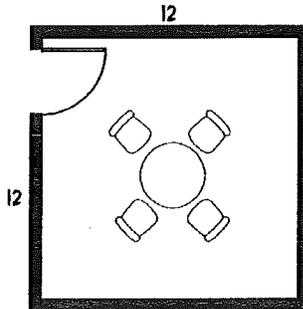
CR-168
 14x12 = 168nsf
 6-Person Room



CR-240A
 20x12 = 240 nsf
 6-Person Room w/ Secure Storage



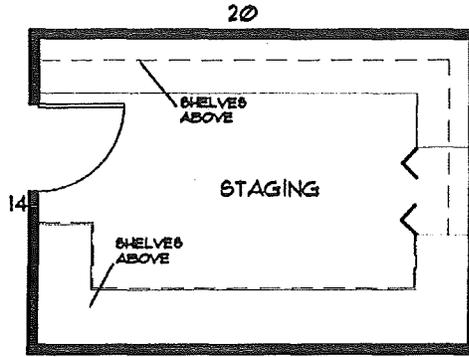
CR-240
 12x20 = 240nsf
 10-Person Room



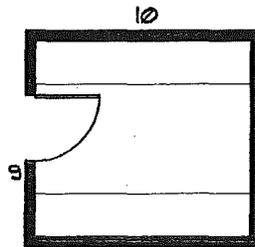
CR-144
 12x12 = 144nsf
 4-Person Room

CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING
 STORAGE AREAS 1

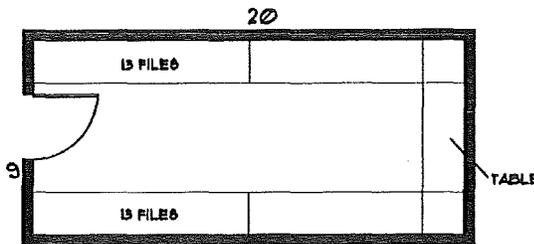
1/8" = 1'-0"



LR-280A
 14x26 = 280sf



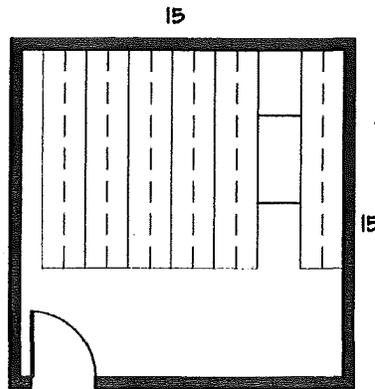
SR-90
 9x10 = 90sf



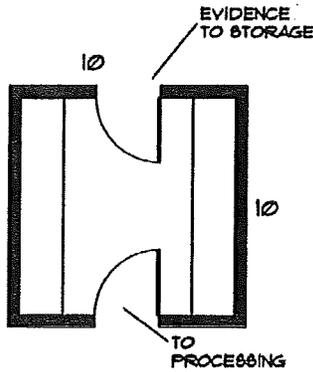
SR-180
 9x20 = 180sf

CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING
 STORAGE AREAS 2

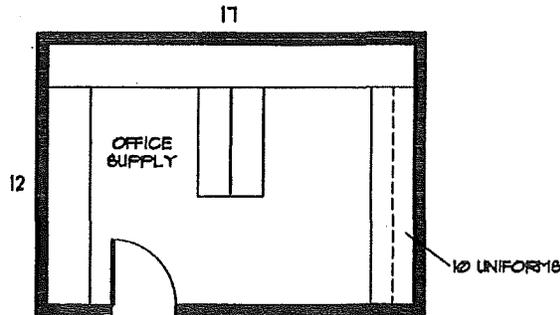
1/8" = 1'-0"



HD6-225
 15x15 = 225sf
 High Density Storage Room



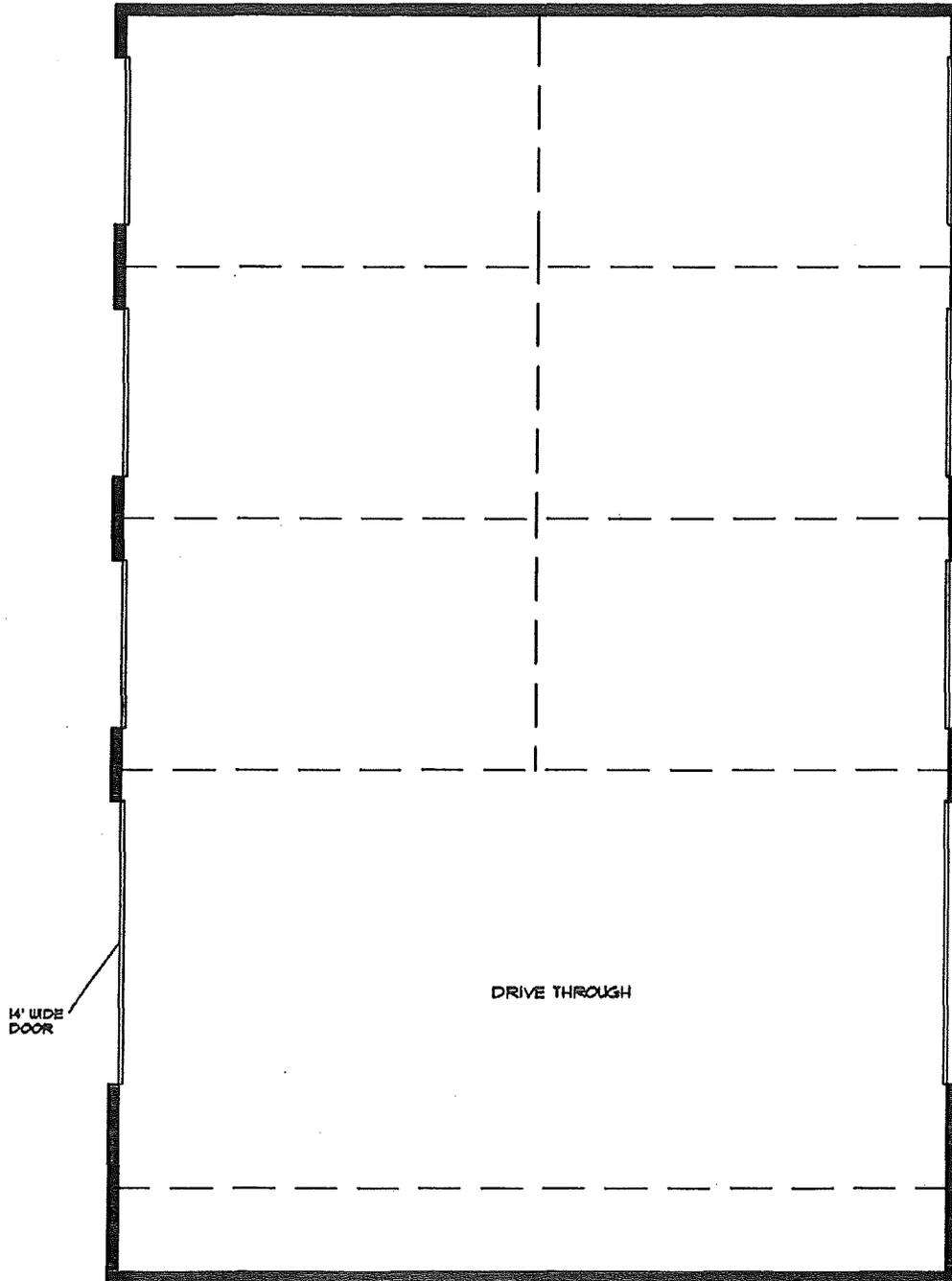
IER-100
 10x10 = 100sf
 Temp Evidence Room & Temp
 Evidence Locker Room (No
 Access to Evidence Storage)



ST-204
 17x12 = 204sf
 Admin. Storage

CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING
STORAGE AREAS 3

1/8" = 1'-0"

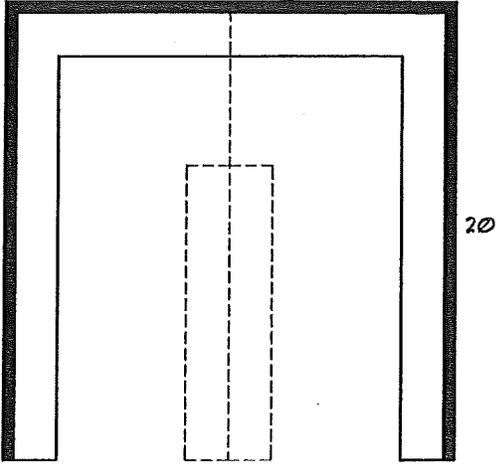


CS-2400
40x60 = 2400 sq ft
Car Storage

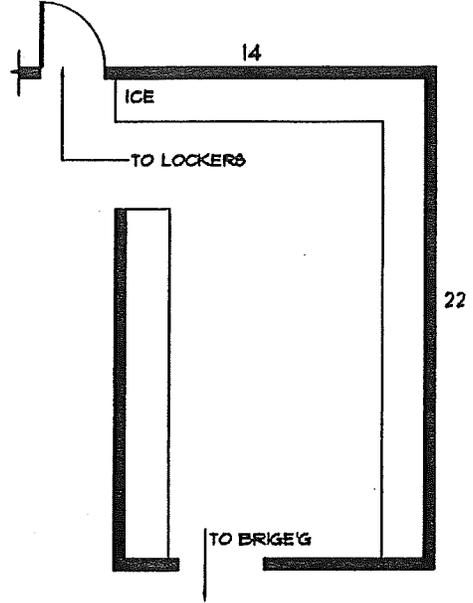
CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING
 STORAGE AREAS 4

1/8" = 1'-0"

20

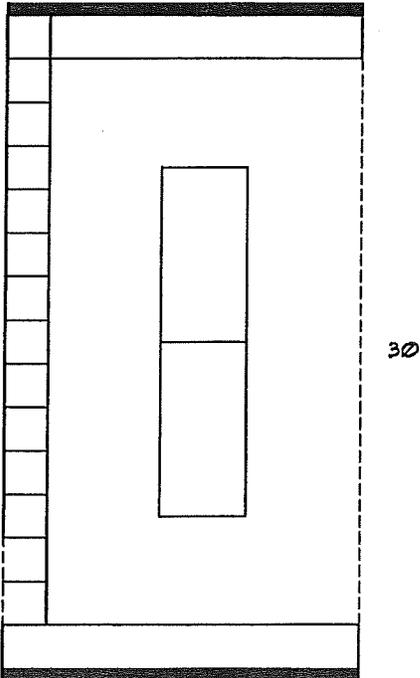


ST-400
 20x20 = 400nsf
 Storage



RR-308
 14x22 = 240nsf
 REDI Room

17

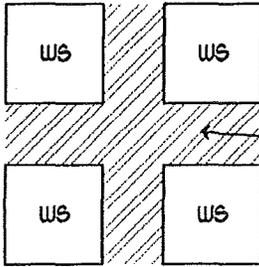


EP - 510
 17x30 = 510nsf
 Evidence Processing

CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

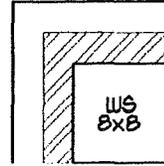
TYPICAL CIRCULATION FOR OPEN OFFICE WORK SPACE

NTS



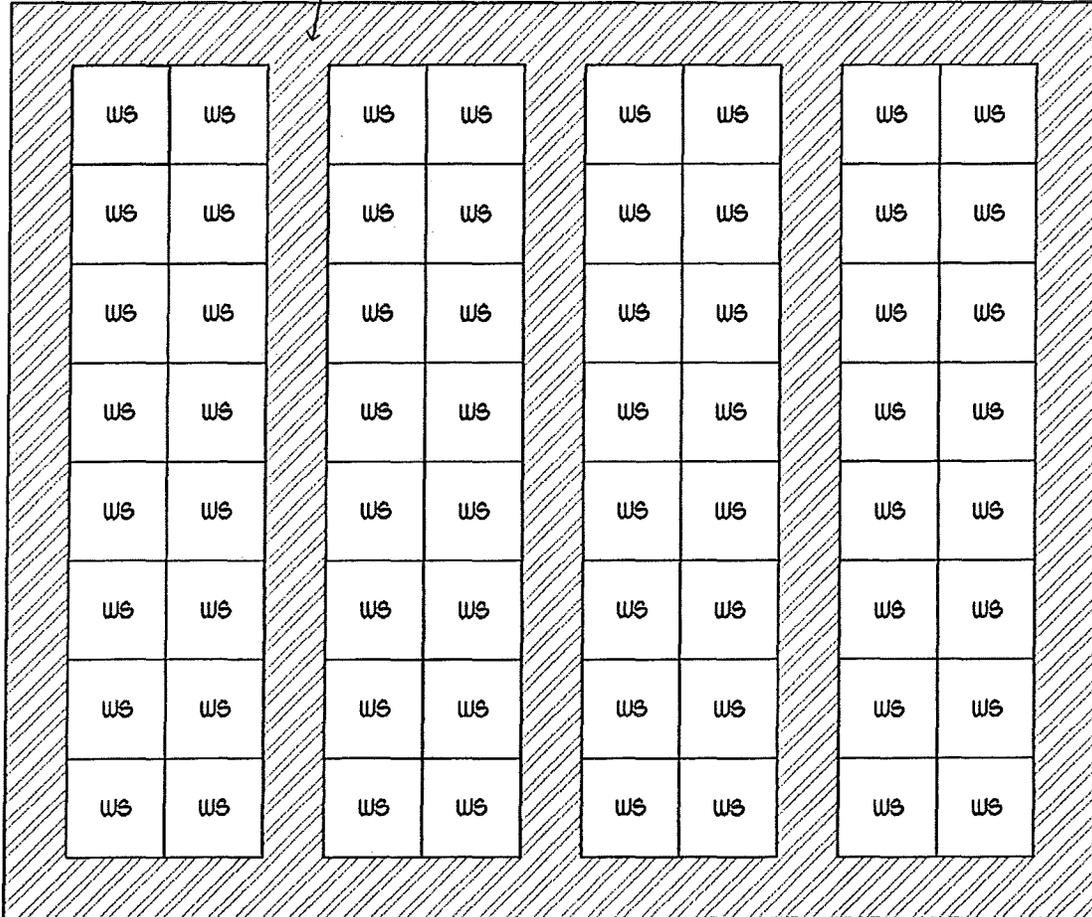
CIRC. = 72% W/ 5' AISLE
CIRC. = 56% W/ 4' AISLE

'CIRCULATION' IS THE AISLE AREA REQUIRED TO PROVIDE ACCESS TO AND FROM EACH OF THE WORK SPACES.



CIRC. = 56% W/ 4' AISLE
CIRC. = 70% W/ 5' AISLE

84 w/ 4' AISLES
89 w/ 5' AISLES



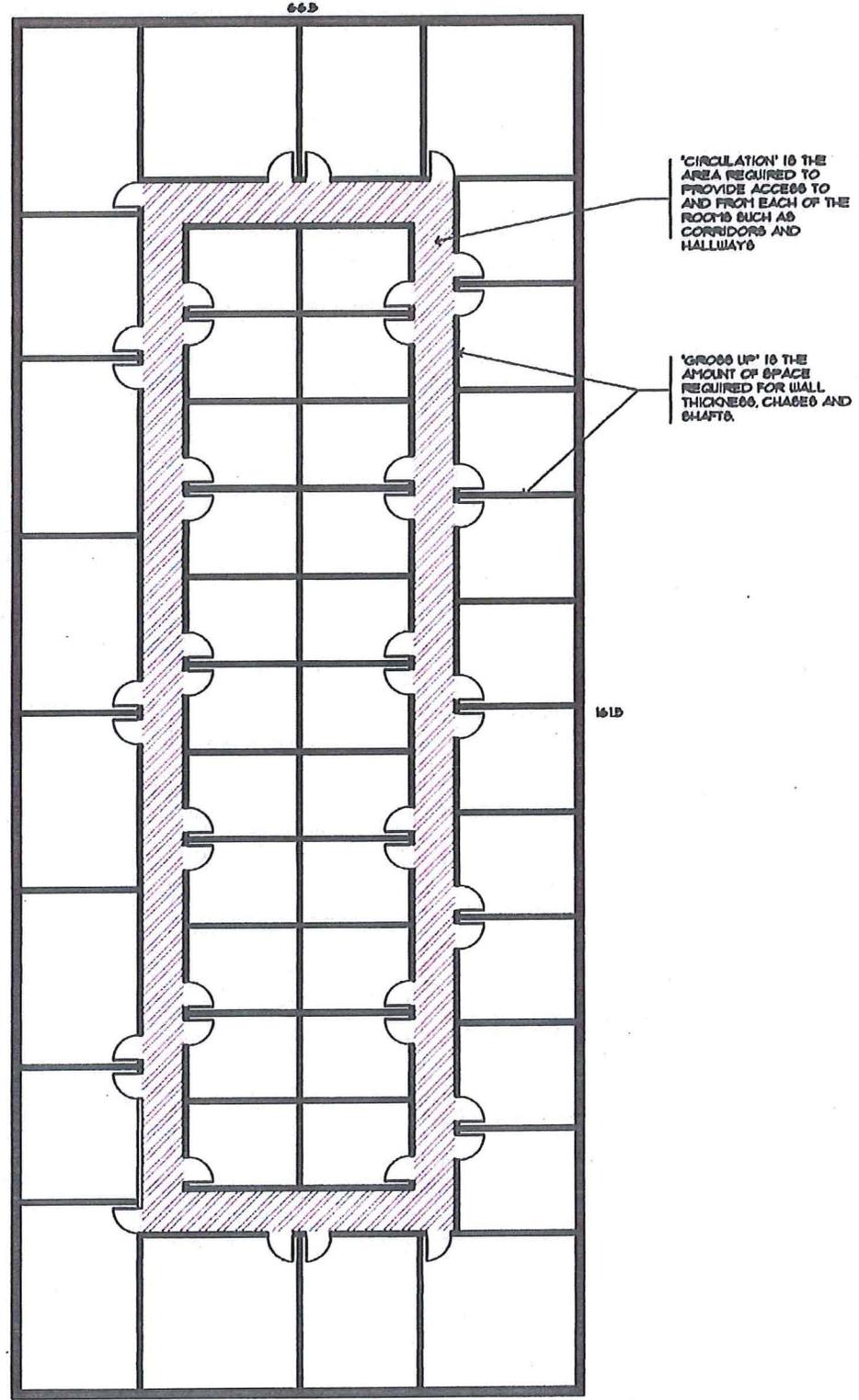
73 w/ 4' AISLE
74 w/ 5' AISLE

CIRC. = 61% W/ 5' AISLES
CIRC. = 50% W/ 4' AISLES

ZCS
hsr

CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING

TYPICAL CIRCULATION & GROSS UP FOR OFFICES NTS



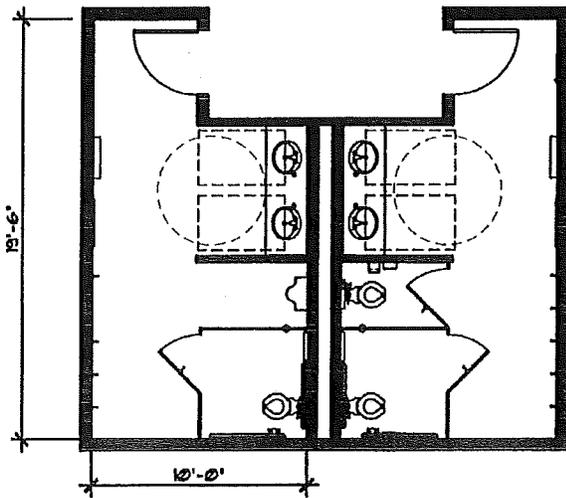
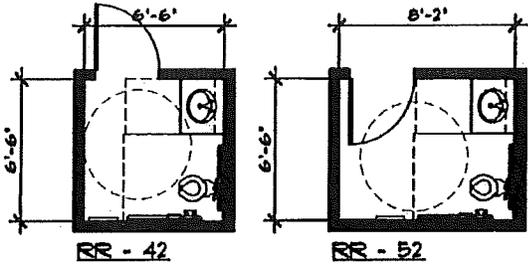
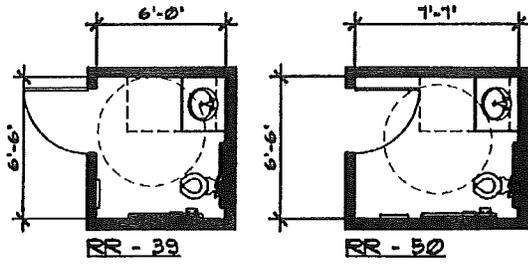
10,015 SF TOTAL
 7,350 SF OFFICE
 1,900 SF CIRC.
 741 SF GROSS UP

CIRC. = 70%
 GROSS UP = 10%

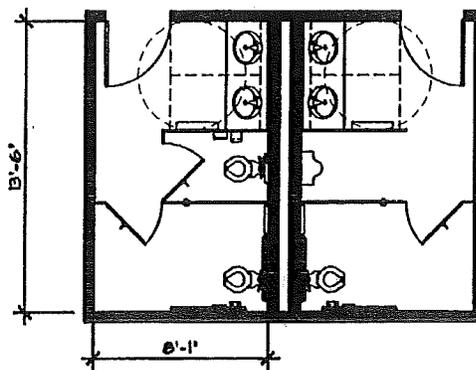


CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING
 VARIOUS RESTROOM TEMPLATES

1/8" = 1'-0"



RR - 410
 Women/Men Restroom

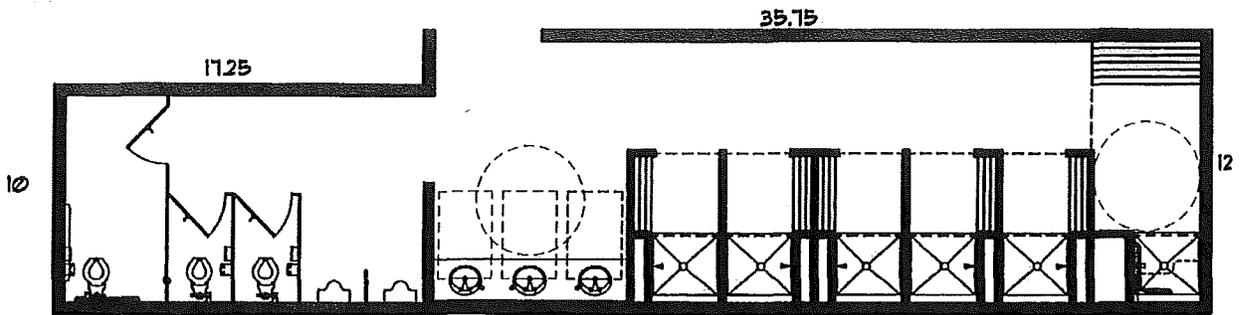


RR - 102
 Women/Men Restroom

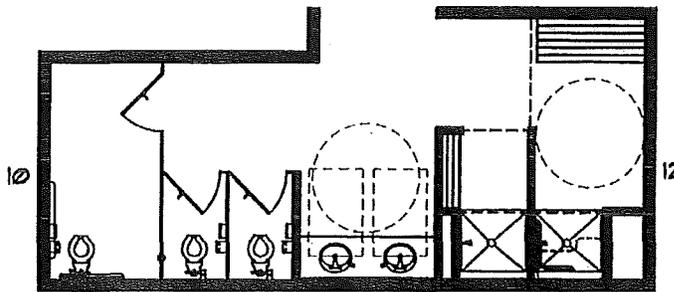
NOTE: THESE ARE ALL MINIMUM DIMENSIONS.
 USE MINIMUM DIMENSIONS ONLY IF NECESSARY.

CITY OF ALBANY POLICE DEPARTMENT PROGRAMMING
LOCKER/TOILET/SHOWER TEMPLATE

1/8" = 1'-0"



T6 - 592
Men's Toilet/Shower



T6 - 312
Women's Toilet/Shower

APPENDIX A



TO: Wes Hare, City Manager
FROM: Ed Boyd, Chief of Police
DATE: September 28, 2010
SUBJECT: Police Facility Information

This memorandum will seek to provide you with the information you need to put together the report for the Council related to our need for a new facility. Please feel free to modify the information presented in any way you feel is appropriate for the purposes of the report. There are really only three ways for us to get the funding needed to build a new facility: proceeds from the Pepsi money, a taxpayer approved bond or COP bonds. Of course, another option is that we stay in our current facility for the next several years. I will hopefully provide you with the information needed on each of those topics as well as others that have arisen during this conversation.

BACKGROUND

The current Albany Police Department was dedicated for service on April 29, 1988. It was constructed at a cost of just over 1 million dollars and was 10,500 square feet situated on 1.68 acres of land. The population of Albany at that time was 28,060. The size of APD at that time was 36 sworn officers and 11 non-sworn for a total of 47 employees. Currently, the City is right at 50,000 population and APD has a total of 94.25 employees – 63 sworn and 31.25 non-sworn.

For comparison purposes, the current Philomath Police Department is 10,000 square feet for 10 full time employees; the new Lebanon Police Department has approximately 23,000 square feet for a department less than half the size of APD. Keizer, Woodburn and McMinnville Police Departments average 25,000 to 33,000 square feet for departments with less than half the personnel as APD.

In our current facility, the men's locker room contains 47 lockers – we currently have 66 male employees. The female locker room has 20 lockers; we currently have 28 female employees. The Watch Commanders office has been separated with a curtain for a make-shift locker room for all patrol supervisors. All detectives and command personnel have a standalone locker in their office space.

A 1,176 square foot modular building was added in 2004 at a cost of \$150,000 to accommodate needed space for our 9 detective personnel.

The current facility has been remodeled no less than 5 different times to accommodate the growth of the department over the years. One current office used to be a bathroom. Another office was created in a hallway that has been blocked off for that purpose. Another employee uses a computer at a makeshift desk in the computer server/radio equipment room.

We have one conference room left in the police department which is used for patrol briefings, training and department meetings. There have been times where we have been required to move a staff meeting outside around a picnic table because there was a scheduled training or another meeting already happening in our conference room.

Parking is continually a challenge for us. We have enough parking spaces for our department vehicles but on most days, there is not adequate parking for the number of employees working during the day which forces them to park in the surrounding neighborhood – for which we also receive occasional complaints because we are parked on the street in front of their house.

The need for a new facility goes much further than 94 employees being more comfortable. At shift change each and every day, there are up to 14 to 16 officers trying to get changed into or out of their uniforms at the same time in 189 square feet – The floor area of the men's locker room is 7 feet wide and 27 feet long. At shift change an individual can't turn around without bumping into another person.

In the detective unit, because of the cramped space, we have to use blinking lights at each work station to let other people know that a detective is on an important phone call with a victim, witness (phone calls that we most often digitally record) so that everyone will stay silent as not to interfere with the recording. If everyone is at their desks in the detective unit (in our modular) a person basically can't back their chair up from their desk without hitting the chair behind them if someone is sitting in it.

Hasso Herring recently wrote an editorial asking why officers don't just change at home – there are many reasons why the vast majority of officers don't do that. None of this is special or specific to Albany – it is the same in most all police departments. Officers, daily, deal with situations and circumstances in our community that the vast majority of citizens doesn't even understand or acknowledge exist. We are in the dirtiest places, dealing with very unpleasant and unhealthy people and places. Blood, spit, vomit are just a few things that officers get on their uniforms not all that infrequently. The last thing any officer wants to do is to take that stuff home with them in their personal cars and their homes. Most officers shower at the end of their shift before they go home for the same reasons. It is not uncommon that officers have to change uniforms in the middle of the shift for one reason or another. Most officers have their uniforms sent out for cleaning from the department (which by contract we pay for) so they don't take their dirty uniforms into their homes.

Police officers, before and after work, do the same things that every other citizen in this community does. They go to the store; they pick up their kids, they go to sporting events or a myriad of other things. Officers can't wear their uniforms when they do all that because when they do, we get complaints of officers doing personal business on duty –

It also comes down to security issues, too – officers driving their personal cars don't want to be seen in their uniform as it very clearly is visible to people that we don't necessarily want to know who we are in our personal lives. There have been instances all over this country of officers being seen in their personal vehicles, in uniform, and being confronted by individuals or followed all the way to their personal home by people that should not know where we live.

ACKNOWLEDGED NEED

The need for a new police facility has been acknowledged for several years now. It is currently a main goal in the City's Strategic Plan and is listed as an unfunded project in the CIP. Various Council members have publicly stated their support in different venues for the needs of the police department getting a new facility. Council supported your plan to start putting money aside for police and fire facility needs upon your arrival almost six years ago which allowed us to recently purchase land for a new facility. The need for a facility was acknowledged in 2002 when

authorization was granted to hire a professional architectural firm to do a needs assessment and preliminary facility plan. The 2002 space needs assessment indicated that APD “should” have 33,000 square feet (33,369) for the department size at that time. That square footage was projected to be adequate through 2022 at which time the needs assessment indicated a projected requirement of 39,000 square feet (39,096). Additionally the needs assessment indicated that APD needed 3.37 acres of land for our needs in 2002 (we currently have 1.68) with a needs projection of 4.34 acres by 2022. As you know, we purchased approximately 4.2 acres of land in the past six months so we have met the land needs.

It is currently estimated that we could build a 30,000 square foot facility (3 times our current size) for approximately 9 million dollars (\$300.00 per square foot). I also believe that in today’s economic conditions that we could most likely do it approximately \$250.00 per square foot for a total of 7.5 million. The needs assessment showed that in 2002, projected costs for a 33,000 square foot facility would have been 5.8 million which is a difference of almost 3.2 million (using the 9 million dollar figure) in just eight years. If we wait another six, seven or eight years before we build a new police facility the costs could easily be an additional 1.5 – 2 million (this is speculative depending on economic conditions of course).

THE MIKE QUINN “PLAN”

During a recent Council meeting Mr. Mike Quinn presented a set of conceptual drawings and verbally advised Councilor’s that he could build a 27,000 square foot addition for “around 3 million, probably less.” This equates to construction costs of approximately \$111 per foot. I have four recently built police departments in this state where the average construction cost was \$250 per square foot on the low end and 300 a square foot on the high end. These costs are inclusive of hard costs (actual building the structure) soft costs (furnishing the building) and all fees (architectural, engineering and SDC’s). \$300 per square foot for a 30,000 square foot facility would be nine million dollars. The same structure at \$250 per square foot would equal 7.5 million dollars. Additionally, the Linn County Sheriff’s office has indicated their desire to purchase our current building to alleviate their own significant space needs. We would reasonably expect about \$1.2 million dollars from the sale of our current building which further off-sets the total overall cost.

By his own admission, Mr. Quinn’s plan does not account for the following:

- The cost of acquiring all the other property required to do his plan
- The cost of the demolition and removal of existing structures
- The costs to do the site work necessary to build a parking lot along with the building addition
- The costs to remodel our current building (which includes the most expensive things to overhaul such as property and evidence, locker rooms, dispatch, and interview rooms)

We have researched the additional costs associated with the plan of expanding the current site and building the addition as suggested by Mr. Quinn.

There are six separate pieces of property that would need to be purchased or acquired to do any expansion on the current site. The Linn County Assessor files list the combined Real Market Value of all these properties at \$1,833,260. This cost could reasonably be more due to the differences between what an assessed Real Market Value is and what properties actually are sold

for. Additionally, another dilemma in this scenario is when property owners know that it is the City seeking to buy property, the price tends to go up even more. This is also assuming that all property owners would be interested in selling their property. If even if one or two hold out it forces the council to go through the condemnation process which is time consuming and if completed also requires the city to pay for the relocation costs of those force to move.

Costs to demolish and remove the structures on those properties will easily be \$500,000 to accomplish. This figure is based on some research completed when we were considering the current YMCA site as a potential location for our new facility.

Site work to prepare for parking lot work is estimated minimally at \$326,700. This is based on \$5.00 per square foot costs for 1.5 acres of asphalt.

Remodel of our current building could possibly be done for around \$170 per square foot which at the low end would be \$1,785,000. This estimate is based on input from different local contractors on remodel costs for an existing building when we were researching the viability of the Weyerhaeuser property.

All construction projects have architectural fees, engineering fees, SDC and other similar fees attached to them. Estimates based on other recent projects we have researched show approximately \$1,000,000 for these fees (for new construction).

These costs add up to a new total of \$8,444,960. This is just a little short of what we believe the high end cost of a brand new facility on our property will cost. That price assumes that Mr. Quinn's stated cost that equals approximately \$111 per square foot for commercial construction is accurate. I have researched four different recently built police departments in this state. The low end average cost per square foot was \$250. The high end was \$300 per square foot.

It's important to understand that Mr. Quinn has never built a police department and does not know the needs or specifications that are required. Mr. Quinn submitted his drawings and opinions to Council without ever speaking to me once about it to find out our needs, ask questions and find out what has already been done over the past several years on this issue.

It is of significant importance that a professional architectural firm hired by the City to conduct an assessment on our current facility eight years ago recommended no further consideration of expanding on the current site because the cost greatly outweighed the benefit for doing so and that the current site was unsuitable for the long term future needs of the Albany Police Department. Adding a second floor to our current facility was discussed and considered by the architectural firm in 2002. They recommended no further consideration of that idea due again to the high cost with very little benefit over the long term. It is somewhat feasible to add another significantly larger modular building to our current location (which I'll discuss in further detail later) but even that comes with some questions related to zoning and the exemptions probably required to do that.

COUNTY/CITY JOINT FACILITY

There has been some discussion of a possible joint county/city public safety justice center and that time should be taken to fully explore this option prior to committing any funds to build a new facility for the police department. The concept is of course a good one. Anytime multiple units of government can partner and combine resources to streamline efficiencies it makes good sense.

However, from a reality based approach, the only discussion that has occurred on this topic has been a “wouldn’t it be nice if” approach that from my understanding comes up every few years. There has not been a single serious discussion, a bringing together of those that would be impacted by such a plan, a concept plan proposed or anything other than some verbal comments repeated second and third hand.

A project of this magnitude and size would easily reach the 25-30 million dollar range to make it happen and would require voter approval. Linn County will be asking voters for a 15 million dollar bond this year; the City of Albany goes out to approve our public safety levy next year and Linn County Sheriff has to approve their operating levy again a couple years after that. Additionally, there has been continued talk of going to voters to approve a bond for street improvements in our community, too. There is no one who could reasonably say that the voters, assuming that they approve everything that we already know will be coming to them, will also then approve another 25-30 million in new taxes on themselves to build a combined justice center. The idea is great; the reality of it occurring anytime in the next decade or longer is highly doubtful.

VOTOR APPROVED BOND

Figures from Stewart Taylor indicate that a voter approved bond in the amount of 10 million dollars to build a new police department would cost the average taxpayer \$42.00 a year on a home valued at \$150,000. That’s truly not all that much but if you add another 6-8 million on the same bond for a new fire station (which if we go that route probably makes the most sense) we are probably looking at a 16-18 million dollar total bond which would probably be somewhere in the neighborhood of \$70.00 a year for the average homeowner on a \$150,000 home – I did not confirm that second amount with Stewart and is just an approximation on my part! The \$42.00 per year number I got from Stewart some time ago for a 10 million dollar bond. Even though some economists have indicated the recession has been over for a year now, many more “experts” indicate that we are most probably looking at another 3-5 years before any real uptick in our economy and related conditions will improve.

I’m actually a little nervous about getting our public safety levy reapproved next year – I’m not confident at all that any other bond measure would feasibly be approved – especially given the other bonds coming up as mentioned previously.

COSTS OF STAYING HERE

There are costs associated with staying in our current facility as well. As I’ve mentioned previously, our HVAC system has been in need of replacement for almost four years now. We have been advised that the main reason that we have so many issues with the current HVAC system being able to adequately provide either the necessary heating and/or cooling is that the current system in place is undersized for a building of this size. Because of the many remodels that have taken place over the life of this building and the moving of walls that go along with doing that, the duct work and layout is not adequate as it currently sits. There are times when one portion of the building is so hot it literally requires fans to keep it bearable (this happens in dispatch routinely) and in other parts of the building you have to wear a jacket in the office because it is so cold – at the same time!

Budgetary and other reasons have prevented us from being able to do that. It is rapidly reaching the point where we have no choice and will have to make it happen. Facilities Maintenance has

Wes Hare – Police Facility Information

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February 28, 2011

estimated replacement of our HVAC system at approximately \$180,000-\$200,000 inclusive. Additionally, there could be costs of around \$30,000 to 50,000 for the engineering and structural modifications needed to put a larger HVAC system in place. According to Craig Carnagey the ongoing annual costs to maintain our current facility are about 20% higher than they should or could be if we were in an up-to-date facility. These costs are not optional if we are required to stay in this building for a few more years.

It is certainly feasible for us to stay where we are at for another six, seven or eight years. However, for us to do that brings significant costs (although a lot less than building a new building). If we are required to stay in this facility for any length of time we will have to do some expansion of the current facilities. This would include at a minimum the locker rooms, property and evidence and adding additional square footage in the form of additional modular components to increase the overall size of the facility. Although I have not completely researched it yet I believe we could potentially place another modular (two-story this time) on the same location as our current modular that could feasibly give us approximately 7,000 more square feet (3,500 per floor). This would give us at maximum, 17,000 square feet total between the regular building and the modular which we could probably work with for another 5-7 years if absolutely necessary. The modular addition could feasibly be done for about 1.5 million and a limited remodel of the existing building could be done for around 1.5 million as well. Total estimated funding required to stay on site for several more years would be about \$3,000,000. This is simply a band-aid approach to make the current location viable for a few more years.

There are also some issues related to City Code, setbacks and other requirements that “may” be problematic in trying to put a larger modular on our current site. This, too, has not been fully researched or vetted to this point. It is simply an option for consideration.

[Click here to type Initials]

Attachment

c: [Click here to type cc list]

Attachment D: Notice of Intent to Propose

{DATE}

City of Albany
Finance Department
Diane Wood, CPPB
Purchasing Coordinator
333 Broadalbin Street SW
Albany, OR 97321

REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES FOR CITY OF ALBANY POLICE STATION

This letter serves to notify the City of Albany that *[Proposer's company name]* intends to submit a Proposal in response to the above identified Request for Proposals and should be considered by the City of Albany as an interested Proposer.

Sincerely,

[Signer's name/title]
[Proposer's company name]
[Proposer's mailing address]

[Signer's e-mail]
[Signer's phone number]

ATTACHMENT E

TO: Albany City Council

FROM: Public Safety Facilities Review Committee

DATE: May 15, 2014, for May 28, 2014, City Council meeting

SUBJECT: Police Department Facility Recommendation

The Public Safety Facilities Review Committee finds that the Albany Police Department building as it exists today is inadequate to support the current needs, let alone future needs, of the sworn officers and support staff who work there. The building is woefully inadequate.

When the building was constructed in 1988, the Police Department employed about 50 personnel. The Police Department staff and the Albany population have since doubled. The building has been internally reconfigured multiple times, and a modular unit has been added to the site to meet changing space requirements. All members of the Committee have toured the building and conclude that nothing else can be done within the existing building envelope; the status quo is not acceptable for current or future needs.

The Committee's recommendation is based in part on the following findings:

- The very small public lobby creates unexpected contact for residents, business representatives, children, and other building visitors with offenders, such as sex offenders who are required to report to the building to register, creating unacceptable risks for the public and liability to the City.
- The building does not have sufficient backup power to operate during an emergency and to continue to provide necessary services during a critical incident.
- The building does not have secure interview or holding rooms.
- Years of retrofit have virtually eliminated training and meeting spaces.
- Storage is not sufficient for the keeping of critical evidence.
- The heating and cooling system, which must operate 24 hours a day because of the building's use, is completely inefficient because of the extensive reconfiguration. The Police Department is the biggest user of electricity of any City office building.
- Current configuration requires many employees to change clothes in private offices or in shared work spaces. Additional space is required for lockers and storage.
- Crime prevention volunteers need work space.
- Rest rooms for the public and staff are inadequate.
- Parking is completely inadequate for the public and employees.
- The current building configuration creates barriers to effective communication among work groups, especially detectives and patrol officers. Most all work stations are inadequate due to space constraints.

The City of Albany needs a single police department location where all the services to the public are housed. The Department currently utilizes some offsite storage of larger items and evidence vehicles; however, no personnel are stationed offsite. Dividing out services and personnel to multiple buildings creates frustration for the public and increases operational and personnel costs and creates logistical and supervisory issues for the Department. The Police Department would need additional personnel to operate multiple facilities. The Committee recommends one central station.

Public Safety Facilities Review Committee

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May 15, 2014

The Department has reviewed the previous programming and needs assessments and has found that there could be reductions in such areas as meeting rooms, rest rooms, lockers, and office room sizes. In addition, it is believed that the city population will not grow as fast as originally projected. Instead of 2 percent annual growth rate, it is now predicted in the range of 1.4 percent, which will impact the number of staff needed and reduce the future size of the building. In order to take these changes into account, the Committee recommends that the City hire a qualified design firm to work with Police staff to reevaluate programming needs and bring a new programming and needs assessment document to the Committee for review. When the new programming and needs assessment document has been reviewed, the design firm should be asked to provide conceptual drawings and cost estimates for the current site.

The Committee has reviewed a comparative cost analysis, prepared by the City, for expanding the existing facility versus relocation to the Pacific Boulevard property. The Committee finds that the current location is the preferred site.

The comparative cost analysis for the existing location reflects the acquisition of additional property with three options (see attached map and spreadsheet):

Option 1: additional 0.45 acres

Options 1 and 2: together provide an additional 1.5 acres

Options 1, 2, and 3: together provide an additional 2.2 acres

The total of Options 1 and 2, along with the existing property, yield 3.19 acres and the comparative cost of 1 and 2 are marginally less than the cost of building new on Pacific Boulevard. The purchase of Options 1, 2, and 3 together yield a total 3.89 acres and will add approximately \$1 million above the Pacific Boulevard option.

Upon review by the Department, it is believed that the addition of Options 1 and 2 for a total of 3.19 acres may accommodate the Department's needs for 20 years. However, since the building program is in need of refinement, the Committee is hesitant to make that recommendation at this time. The Committee instead recommends that the City and the design firm make every effort to consolidate the Department's needs for the next 20 years onto the Option 2 (3.19 acres) sites.

Nonetheless, the Committee believes it is important to provide additional land for required expansion beyond a 20-year time horizon; and, to that end, the Option 3 land should be secured by the City. Thus, an estimated \$600,000 could be saved from the Options 1, 2, and 3 alternative. The Committee recommends that the City immediately enter into negotiations to secure those properties through option agreements which would allow sufficient time to work through all the program and design criteria. The Committee believes it is important to know as soon as possible if acquisition of these properties is viable.

Note: The Committee also considered the purchase of property owned by the Union Pacific Railroad north of the existing building and east of the Linn County Jail. Staff in the railroad's Real Estate and Operating Department reports that the property is not for sale.

The Pacific Boulevard site should be held as a backup option if the City is unable to successfully secure the necessary properties at the Jackson Street site. Therefore, the Committee recommends making immediate application to the Oregon Department of Transportation for a permit to allow access from the site onto Pacific Boulevard.

Public Safety Facilities Review Committee

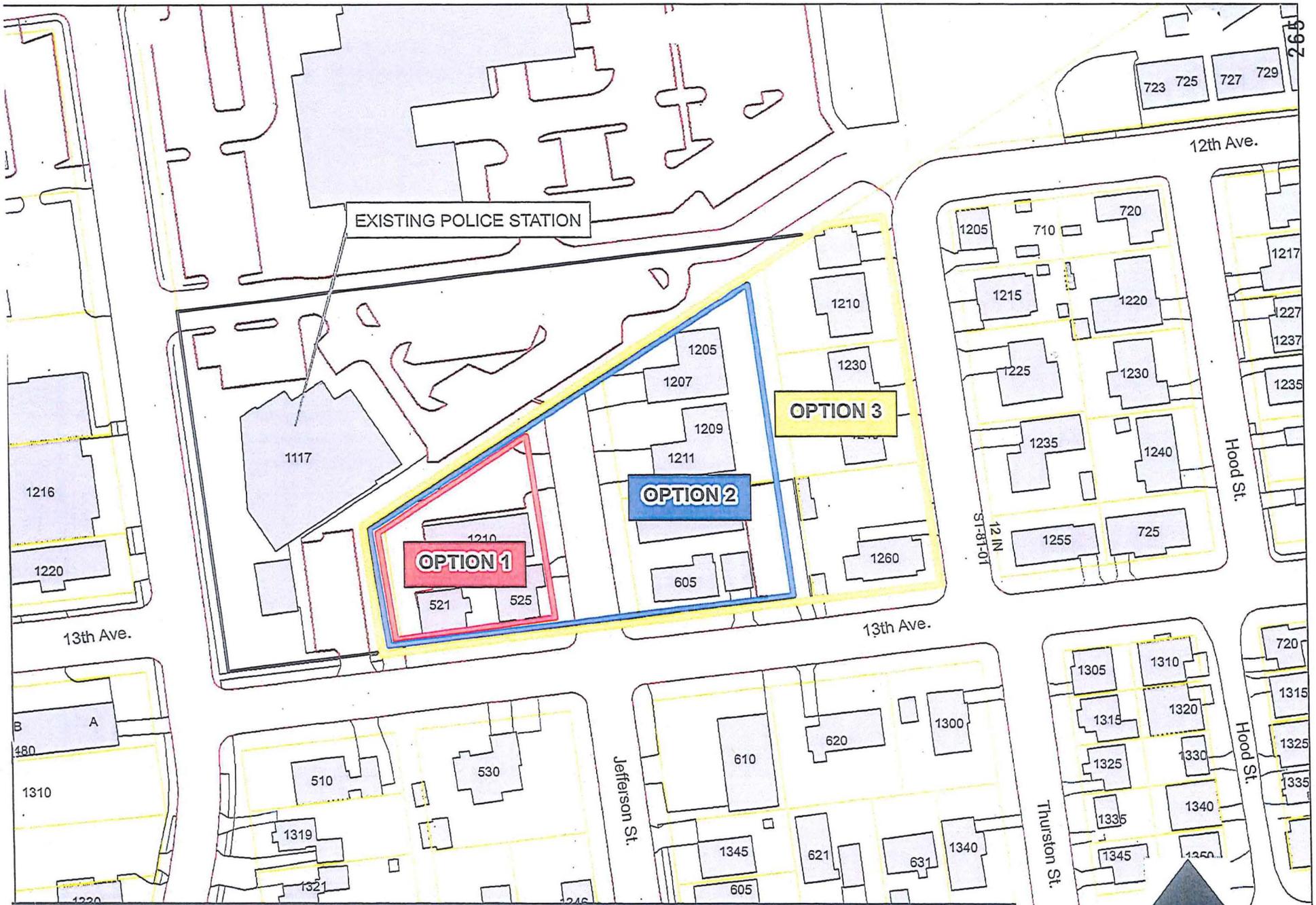
Page 3

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The Committee recommends the City include an option in the RFP for conceptual design and cost estimates for the Pacific Boulevard property.

The Committee recommends the design criteria reflect building needs for 20 years with sufficient land available to meet needs in 40 years. As with the Fire Station, the design should incorporate energy-efficient systems to keep lifecycle costs affordable.

FLM,DKB:mms



OPTION 1: 521 & 525 13th Ave and 1210 Jefferson St

OPTION 2: OPTION 1 + Vacate Jefferson Street and 1205, 1207, 1209, 1211 & 1225 Jefferson St and 605 13th Ave

OPTION 3: OPTION 1 + OPTION 2 + 1210, 1230, 1240 & 1260 Thurston St

NORTH



Approximate Costs Current Building vs New Building 05/08/14

Item	Remodel/Addition 1117 SE Jackson Street (current size 1.69 Acres)			New Building on SW Pacific Blvd Property
Options	#1 - .45 Acre Addition .45 Acres Parcel #1 Grand Total 2.14 Acres	#2 - 1.5 Acre Addition .45 Acres Parcel #1 1.05 Acres Parcel #2 Grand Total 3.19 Acres	#3 - 2.2 Acre Addition .45 Acres Parcel #1 1.05 Acres Parcel #2 .7 Acres Parcel #3 Grand Total 3.89 Acres	3.69 Acres
Additional Property Cost 1	\$725,000	\$1,748,480	\$2,179,780	\$0
Demolition Cost 2	\$42,000	\$87,300	\$120,300	\$0
Site Development 3	\$779,720	\$1,694,480	\$2,304,320	\$2,914,720
Remodel Savings 4			\$1,102,500	\$0
Value of other property 5			\$900,000	\$1,275,000
Estimated Site Cost	\$455,780	\$1,527,760	\$2,601,900	\$1,639,720
Annual Tax Revenue L/G 6	-\$7,156	-\$17,070	-\$23,550	+\$9,388
Pros	<ul style="list-style-type: none"> o Location is already established o Proximity to Jail o Some value in existing building shell 			<ul style="list-style-type: none"> o Large empty square lot o Access to Pacific Blvd
Cons	<ul style="list-style-type: none"> o Displaces 11, 28, or 32 residents o Challenge to remodel 24/7 building 			<ul style="list-style-type: none"> o New use for neighborhood

Option #1: 521 & 525 13th Ave and 1210 Jefferson St (1 property owner of 14 rental units)

Option #2: Option #1 + Vacate Jefferson St and 1205, 1207, 1209, 1211 & 1225 Jefferson St and 605 13th Ave (2 total property owners of 28 rental units)

Option #3: Option #1 + Option #2 + 1210, 1230, 1240 & 1260 Thurston St (6 total property owners of 30 rental units and 2 owner occupied homes)

1 = Cost to potentially purchase additional properties based on property tax statements, conversations with property owners, and evaluations by a realtor. All owners were contacted and are willing to consider an offer.

2 = Demolition Cost is the estimated cost to gut the current PD, remove structures, and prepare site for construction. Provided by a contractor and does not include any lead or asbestos identification/abatement.

3 = Site Development is the estimated cost of permits, utilities, parking lots, exterior lighting, fencing, gates, etc (@ \$20 sq foot for bare land, \$10 sq foot to remodel existing PD outdoor space). Provided by an architectural/engineering firm.

4 = Amount saved by remodeling our current 10,500 sq foot police building vs. building a new 10,500 sq foot building. Provided by an architectural/engineering firm.

5 = Value of other property is the value of the property we could sell to offset costs based on property tax statements and evaluations by a realtor.

6 = Annual Tax Revenue Loss by purchasing additional properties around current building based on property tax statements, or **Gain** by selling the Pacific Blvd property.

ATTACHMENT F

From: Josh McDowell [mailto:JMcDowell@mcknze.com]
Sent: Monday, February 17, 2014 4:00 PM
To: Bradner, John
Cc: Jeff Humphreys; Brett Hanson; Scott Moore
Subject: Albany Fire and Police Needs Assessment Reviews

John,

Based on our recent conversations, Mackenzie has taken a few minutes to review the current Needs Assessment reports for Albany Fire and Police to provide you with an outside perspective on these reports and compare the findings with what we are currently seeing for similar projects. Below is a brief summary of our findings for both Fire and Police:

POLICE

The initial impression of the report prepared by ZCS/hsr is comprehensive and the information contained to be much in line with what we would expect.

As much as I can glean, an original report was prepared by Berry Architects in 2002/2003, which is referenced within the report. ZCS/hsr were commissioned to provide review of the original report and prepare a document to both validate the previous information and additionally refresh it as required based on input from the reigning Police Chief Ed Boyd. This information was compiled and prepared by ZCS/hsr 2010/2011 (hard to say since there's no date on the report). The scope of this report was limited to program validation, program updating and high level cost/sf costing based on comparable facility costs (some of which were ours).

In summary:

- First, a remodel and/or expansion of the existing facility was highly discouraged, which (even without seeing the property) we would likely come to the same conclusion.
- They then updated the program and establish new facility scenarios for a single, two and three story development. This information was primarily presented to allow for identification and potential selection of prospective sites which would come within a subsequent phase of services.
- Based on the scale of the facility a two story facility may offer the most efficient development. A single story would be sprawling and a three story facility would disconnect the internal services of the department too greatly and doesn't seem warranted for the size of facility.
- The updated report grew the programming requirements from the original 2002/3 report. This is of no surprise as staffing has grown from 77 in 2002 to 97 in 2011. The resulting program revealed a current need of 34,690 SF, 43,995 SF in 2021 and 50,808 SF in 2031. Accompanying staffing projections identified staffing at 97 in 2011, 127 in 2021 and 157 in 2031.
- Based on the FBI's 'Crime in the United States 2012' report (2013 has not been released yet)(FBICUS), Albany has a population of 51,084, a Total Law Enforcement Employee count of 90 (60 sworn, 30 non-sworn). I note this reference as it is our primary baseline used for department and facility comparison in our internal tracking.
- It is not clear within the report on how they came to their staffing counts, however, I can imagine it was simply through discussions and high level projections established by the Police Department itself. This is not uncommon, however, if it comes under scrutiny they would be wise to utilize trending population growths, crime statistics and officer per citizen projections (though this last tool is not widely used to date). We have found that further validation can at times be necessitated by opposition.
- Within the report Chief Boyd provides comparison of newly constructed facilities and their related staffing within the region. Keizer and McMinnville are the closest comparison, however, are around 20,000 less in population. Medford offers comparison for future growth projections with a current population of 76,037 and a total staff count of 137. Our recently completed analysis for their program placed them around 50,000 SF (if you add in an approximately 10,000 SF evidence component, which Medford will be operating offsite). As such, at

first glance, the 50,808 SF projection for 2021 with 157 staff (20 more than Medford) appears to be a reasonable projection.

- Program: We also examine facility SF/Staff members as a measure to confirm projections are within reason with what we've established as an average SF per staff for new facilities. Depending on specifics within the programming, we find that new facilities result in approximately 500SF/Staff Member. The breakdown is as follows:
 - o 2012 Existing: 11,700 SF / 90 Staff = 130 SF per Staff Member (per FBICUS statistics)
 - o 2011 Existing: 11,700 SF / 97 Staff = 120 SF per Staff Member (per 2011 Report)
 - o 2011 Program: 34,690 SF / 97 Staff = 358 SF per Staff Member (per 2011 Report)
 - o 2021 Program: 43,995 SF / 127 Staff = 346 SF per Staff Member (per 2011 Report)
 - o 2031 Program: 50,808 SF / 157 Staff = 324 SF per Staff Member (per 2011 Report)
 - o 2031 Program / 2012 Existing Staff: 50,808 SF / 90 Staff = 565 SF per Staff Member
 - These measurements illustrate that the presented projections fall within a range we would track ourselves.

Costs: The costs for the facility appears to grow with each subsequent report, which would be realistic. The most current cost per SF in the latest report looks to be most reflective of recent facilities built in the region (again, most of which we completed). The report notes \$200 - \$240 a square foot, which I would say is in line with what our projections would have been between 2008-2011, however, most recent construction costs are trending upwards. While it depends on the region, costs have been landing more in the range of \$250 - \$300 a square foot. I do believe they can complete a facility within the 2011 range, however, the level of construction will have to be strictly defined to reduce construction cost creep. In summary, it is likely that the cost projections should be updated to follow suit with current construction costs, which would increase the overall costs to the project. This would, however, be of value for them from a planning perspective for financing of the project. The true costs, of course, will not present themselves until site selection occurs.

If after reading all of this you have any questions, please let me know and we can set up a time to call and discuss the comments/questions. We understand that you are going through a vetting process with a committee and if during this process, something else comes up where we can be of assistance, please let us know.

Thanks,

Josh McDowell, SE, PE, LEED AP
Associate Principal | Director of Structural Engineering

MACKENZIE.

DESIGN DRIVEN | CLIENT FOCUSED

Architecture · Interiors · Engineering · Planning

P 503.224.9560 C 503.575.6930 W mckenze.com C vcard

RiverEast Center
1515 SE Water Ave, Suite 100
Portland OR 97214

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ATTACHMENT H

ALBANY PROFESSIONAL SERVICES AGREEMENT
STANDARD TERMS AND CONDITIONS
FOR AGREEMENT TO PROVIDE PARK PLANNING AND DESIGN SERVICES
TO THE CITY OF ALBANY, OREGON

ARTICLE I: SCOPE

For consideration set forth in Article V, the firm of _____, a professional consulting architectural firm, hereinafter referred to as CONSULTANT, agrees to provide architectural services to the City of Albany, Oregon, a municipal corporation, hereinafter referred to as CITY, for the improvements described in the agreement that incorporates these Standard Terms and Conditions and as shown in ATTACHMENT A. Unless modified in writing as set forth in Article II by the parties hereto, the duties of CONSULTANT and CITY shall not be construed to exceed those services and duties specifically set forth in the agreement.

ARTICLE II: MODIFICATIONS

CITY or CONSULTANT shall not make modifications in the attached agreement or these Standard Terms and Conditions except in writing as an amendment to the agreement. Said modifications shall be agreed to by both parties, with scope of work, schedule, and compensation to be negotiated at the time the modification is proposed by either party. Modifications which do not meet these requirements shall not be binding, and no further compensation will be allowed for any work performed.

ARTICLE III: RESPONSIBILITIES OF THE CONSULTANT

- A. Notice to Proceed. CONSULTANT will not begin work on any of the duties and services listed in Article I until execution of the contract. Authorization to proceed on additional services not defined in Article I shall be in the form of an amendment as defined in Article II.
- B. Level of Competence. CONSULTANT is employed to render professional services and shall be responsible, to the level of competence presently maintained by other practicing professional architectural firms in good standing and engaged in the same type of professional personal services, for the professional and technical adequacy and accuracy of designs, drawings, specifications, documents, and other work products furnished under this agreement.
- C. Cost Estimates. Construction and procurement cost estimates to be prepared under this agreement are to be based upon presently available data. In preparation of these cost estimates, CONSULTANT will apply its experience and judgment.
- D. Document Preparation. CONSULTANT will prepare and furnish all contract documents necessary for completion of the duties listed in Article I and the construction of the project.
- E. Access to Records. CONSULTANT agrees to preserve and maintain for at least three years after final payment under this contract, any directly pertinent books, documents, papers, and records generated by or provided to CONSULTANT in the course of the performance of his duties under the terms of this contract. CONSULTANT further agrees that CITY, or any of its duly authorized representatives, shall, during said period, have access to and the right to audit, examine, and reproduce such records and further agrees to include the above provision in all subcontracts.

- F. Ownership of Documents. Upon completion of this agreement, all design, contract, bid, and record drawings and documents, including computer disks, shall become the property of CITY. CITY will exercise discretion in any re-use of said documents and agrees to hold harmless CONSULTANT for any application of documents for any purpose other than the originally intended use.
- G. State or Federal Requirements. CONSULTANT covenants and agrees to comply with all of the obligations and conditions applicable to public contracts pursuant to ORS 279 Chapters A, B, and C, as though each obligation or condition were set forth fully herein. In addition, if the contract identified above calls for a public improvement as that term is defined by ORS 279A.010, CONSULTANT further agrees to comply with all obligations and conditions applicable to public contracts for public improvements pursuant to ORS 279C, et seq, as though each obligation or condition were set forth fully herein. In addition CONSULTANT covenants and agrees that in the performance of its duties hereunder, it will comply with all other state and federal requirements applicable to the City of Albany for projects of this type in question.
- H. Oregon Workers' Compensation Law. CONSULTANT, its subconsultants, if any, and all employers working under this agreement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers.
- I. Oregon Identity Theft Protection Act. CONSULTANT, and its subconsultants, if any, agree to comply with the Oregon Identity Theft Protection Act (OITPA), ORS Sections 646A.600 through 646A.628.
- J. Taxpayer Identification Number. CONSULTANT agrees to complete a Request for Taxpayer Identification Number and Certification (W-9 Form) as a condition of the CITY'S obligation to make payment. If the CONSULTANT fails to complete and return the W-9 Form to the CITY, payment to CONSULTANT may be delayed, or the CITY may, in its discretion, terminate the Contract.

ARTICLE IV: RESPONSIBILITIES OF THE CITY

- A. Authorization to Proceed. CITY shall authorize CONSULTANT upon execution of the contract to start work on any of the services listed in Article I.
- B. Access to Records, Facilities and Property. CITY shall comply with reasonable requests from CONSULTANT for inspection or access to CITY's records, facilities, and properties.
- C. Timely Review. CITY shall examine all studies, reports, sketches, drawings, specifications, proposals, and other documents presented by CONSULTANT, obtain advice of an attorney, insurance counselor, accountant, auditor, and other consultants as CITY deems appropriate for such examination and render in writing decisions pertaining thereto in a timely manner so as not to unreasonably delay the services of CONSULTANT.

ARTICLE V: COMPENSATION

CITY agrees to pay for the services in Article I in accordance with the compensation provisions in this Agreement and as further defined in Attachment A.

Payment will be made within 30 days after the receipt of billing for each service rendered during the month. If payment is not made within 30 days, interest on the unpaid balance will accrue beginning on the 31st day at the rate of one percent (1%) per month or the maximum interest rate permitted by law, whichever is less. Such interest is due and payable when the overdue payment is made, unless delay in payment is due to a contested billing. CITY has the right to appeal or ask for clarification on any CONSULTANT billing within 30 days of receipt of billing. Until said appeal is resolved or clarification is accepted, no interest will accrue on that portion of the billing. In the event of a contested billing, only that portion so contested shall be withheld, and the undisputed portion shall be paid in accordance with this Article V.

Notwithstanding anything in this agreement to the contrary, the CITY'S obligation to pay money beyond the current fiscal year shall be subject to and dependent upon appropriations being made from time to time by the City Council for such purpose; provided, however, that the City Manager or other officer charged with the responsibility for preparing the CITY'S annual budget shall include in the budget for each fiscal year the amount of the CITY financial obligation payable in such year and the City Manager or such other officer shall use his/her best efforts to obtain the annual appropriations required to authorize said payments.

ARTICLE VI: INDEMNIFICATION

CONSULTANT agrees to indemnify, defend, and hold harmless CITY, its agents, officers and employees, from and against any and all liability, claims, suits, loss, damages, costs, and expenses arising out of or resulting from the negligent or intentional acts, errors, or omissions of CONSULTANT, its officers, employees, or agents.

ARTICLE VII: INSURANCE

CONSULTANT shall not commence any work until they obtain, at their own expense, all required insurance as specified below. Such insurance must have the approval of City of Albany as to limits, form, and amount. The types of insurance CONSULTANT is required to obtain or maintain for the full period of the contract will be:

- A. Commercial General Liability insurance including personal injury, bodily injury and property damage with limits as specified below. Limits may be provided by Excess or Umbrella policy:

Limits: \$2,000,000 Per Occurrence/\$3,000,000 General Aggregate /\$3,000,000 Products and Completed Operations Aggregate. Aggregates shall apply per Project.

Form: All policies must be of the occurrence form with combined single limit for bodily injury and property damage. Any deviation from this requirement must be reviewed and approved by the City Risk Manager. All claims-made forms must have tail coverage and the prior approval of City Risk Manager. Submit a complete copy of claims-made policies and endorsements with the certificate of insurance.

- B. Business Automobile Liability insurance with limits of \$2,000,000 per accident. The coverage shall include owned, hired, and non-owned automobiles.
- C. Professional Liability insurance with limits not less than \$2,000,000 per claim and \$2,000,000 annual aggregate with 24 months tail coverage.
- D. Workers' Compensation and Employer's Liability as statutorily required for persons performing work under this contract. Any subcontractor hired by CONSULTANT shall also carry Workers' Compensation and Employer's Liability coverage.

Employer's Liability Limits: \$500,000 each accident / \$500,000 policy limit / \$500,000 each employee

- E. Additional Insured Clause - The Commercial General Liability insurance coverages required for performance of this contract shall be endorsed to name CITY OF ALBANY and its officers, agents and employees as Additional Insureds on any insurance policies required herein with respect to Contractor's activities being performed under the Contract. The Certificate of Insurance must include a copy of the Additional Insured endorsement and the policy must be endorsed to show cancellation notices to the CITY OF ALBANY - FINANCE DEPARTMENT - RISK MANAGER. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

ARTICLE VIII: ASSIGNMENT

This agreement is to be binding upon the heirs, successors, and assigns of the parties hereto and is not to be assigned by either party without first obtaining the written consent of the other. No assignment of this agreement

shall be effective until the assignee assumes in writing the obligations of the assigning party and delivers such written assumption to the other original party to this agreement.

Use of subconsultants by CONSULTANT or subsidiary or affiliate firms of CONSULTANT for technical or professional services shall not be considered an assignment of a portion of this agreement, and CONSULTANT shall remain fully responsible for the work performed, whether such performance is by CONSULTANT or subconsultants. No subconsultants shall be used without the written approval of CITY. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than CITY and CONSULTANT.

ARTICLE IX: INTEGRATION

These terms and conditions and the agreement to which they are attached represent the entire understanding of CITY and CONSULTANT as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. The agreement may not be modified or altered except in writing as specified in Article II.

ARTICLE X: SUSPENSION OF WORK

CITY may suspend, in writing, and without cause, all or a portion of the work under this agreement. CONSULTANT may request that the work be suspended by notifying CITY, in writing, of circumstances that are interfering with the progress of work. CONSULTANT may suspend work on the project in the event CITY does not pay invoices when due. The time for completion of the work shall be extended by the number of days work is suspended. In the event that the period of suspension exceeds 90 days, the terms of the agreement are subject to renegotiation and both parties are granted the option to terminate work on the suspended portion of the project, in accordance with Article XI.

ARTICLE XI: TERMINATION OF WORK

CITY may terminate all or a portion of the work covered by the agreement for its convenience. Either party may terminate work if the other party fails to substantially perform in accordance with the provisions of the agreement. Termination of the agreement is accomplished by 15 days' prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

In the event of termination, CONSULTANT shall perform such additional work as is necessary for the orderly filing of documents and closing of the project. The time spent on such additional work shall not exceed 10 percent of the time expended on the terminated portion of the project prior to the effective date of termination. CONSULTANT shall be compensated for work actually performed prior to the effective date of termination plus the work required for filing and closing as described in this Article. If no notice of termination is given, relationships and obligations created by this agreement shall be terminated upon completion of all applicable requirements of this agreement.

ARTICLE XII: FORCE MAJEURE

Neither CITY nor CONSULTANT shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's employees and agents.

ARTICLE XIII: DISPUTE COSTS

In the event either party brings action to enforce the terms of this agreement or to seek damages for its breach, or arising out of any dispute concerning the terms and conditions hereby created, the prevailing party shall be entitled to an award of its reasonable attorney fees, costs, and expenses, incurred therein, including such costs and fees as may be required on appeal.

ARTICLE XIV: CONFLICT AND SEVERABILITY

In the event of any inconsistency between the terms of this Agreement and the terms listed in any additional attachments to this Agreement, the terms of this Agreement shall control. Any provision of this document found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of the document.

ARTICLE XV: NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

During the term of this Agreement, the CONSULTANT agrees as follows: The CONSULTANT will not discriminate against any employee or applicant for employment because of creed, religion, race, color, sex, marital status, sexual orientation, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification. The CONSULTANT will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their creed, religion, race, color, sex, national origin, or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

ARTICLE XVI: COURT OF JURISDICTION

The laws of the State of Oregon shall govern the validity of this agreement, its interpretation and performance, and other claims related to it. Venue for litigation shall be in Linn County, Oregon.

CONSULTANT:

Date: _____

By: _____

Title: _____

By: _____

Title: _____

Mailing Address: _____

Telephone: _____

Fax: _____

Corporation Tax No. (if incorporated)

Social Security No. (if individual)

CITY OF ALBANY, OREGON:

Date: _____

By: _____

Title: _____

APPROVED AS TO FORM:

By: _____
City Attorney

Attachment F: Notice of Intent to Propose

{DATE}

City of Albany
Finance Department
Diane Wood, CPPB
Purchasing Coordinator
333 Broadalbin Street SW
Albany, OR 97321

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR CITY OF ALBANY POLICE STATION

This letter serves to notify the City of Albany that *[Proposer's company name]* intends to submit a Statement of Qualification Proposal in response to the above identified Request for Qualifications and should be considered by the City of Albany as an interested Proposer. Furthermore, *[Proposer's company name]*, if determined to fall within the Competitive Range following the qualification evaluation affirms they will submit a proposal and conduct an Oral Presentation in response to the Request for Proposal.

Sincerely,

[Signer's name/title]
[Proposer's company name]
[Proposer's mailing address]

[Signer's e-mail]
[Signer's phone number]

ALBANY PUBLIC SAFETY FACILITIES REVIEW COMMITTEE

June 10, 2014, Meeting

Re: Funding Discussion

RELEVANT DATA

1) Explanatory Statement, Nov. 2013 Ballot; Funding Sources: "City Council Resolution No. 6260 - Pepsi Settlement Proceeds: \$1,500,000 to be used to make the final payment of the 2007 GO Refunding Bonds due in June 2015; and \$2,600,000 reserved for public safety facilities. \$20,300,000 General Obligation Bonds, Series 2014."

2) Current Bonds: "The final payment for current GO bonds will be made in June 2015. Revenues to make the final payment will include a property tax assessment that will be levied when the City Council adopts the FY 2014-15 budget and the reserve will be applied to the final payment. The estimated levy in the next year is \$0.37 per thousand of assessed value. That equates to about \$55.20 for a home with an assessed Value of \$150,000. There would be no assessment and no payment in fiscal year 2015-16."
Stewart Taylor

2) Pepsico Settlement Funds	\$18,500,000
Less Authorized Expenditures	9,883,998
Balance Apr. 2014	<u>\$8,616,002</u>
Add back Accounts Receivables	4,548,882
Resources Available	<u>\$13,164,884</u>

Note: A/R's could be available to retire GO debt, but they would be subject to selling Timber Ridge LID vacant land, (\$3,348,794); Lowe's expected lump sum payment for their portion of Oak St. LID, (\$700,000); Parks & Recreation portion of the Oak Street LID (approximately \$275,000) paid over 10 years; and repayment of an internal loan, (\$174,100), also paid over 10 years.
Stewart Taylor

Note: Council Resolution Aug. 14, 2013 repurposed \$4,100,000 for public safety facilities and \$4,516,002 for Economic Development. For the committee's information, there is a potential request being formulated now for some of these funds. Exact amount is unknown. The request involves an industry-driven initiative around workforce development and a potential partnership with LBCC. It is anticipated that the request will come before the Albany City Council in late June.

Note: Council Resolution Sept. 2013 and Nov. 2013 designated \$1,170,000 of the \$4,100,000 for Fire Station land purchases. The number does not include additional costs associated with the land purchases: closing costs, expected to be minimal; \$20,000 in relocation costs associated with terminating a lease; demolition of an existing building at 133 6th Avenue SE and Richards Cleaners, estimated at plus or minus \$50,000 .

3) Urban Renewal Funds

As per PiperJaffray bond counsel current additional debt capacity:

UR Bonds, 15 yr. amortization	\$15,305,000
Net Proceeds*	\$11,058,725
GO Bonds, 15 yr. amortization	\$18,980,000
Net Proceeds*	\$15,914,100

*Includes paying off the existing loan.

Note: GO Bonds that are repaid using tax increment funds requires voter approval

If the Urban Renewal debt capacity is used for public safety, there would be no additional capacity remaining to finance urban renewal projects, unless policymakers choose to go the route of increasing the maximum indebtedness of the plan to ensure the original set of projects is completed while creating authority for the new project(s).

UR funding available through a minor amendment (funds available now) \$733,000 total

See "Urban Renewal and Public Buildings" flow chart for minor and substantial amendment process. Substantial amendment is a land use process and requires voter approval, as does an increase of the maximum indebtedness.

RELEVANT QUESTIONS:

- 1) Assuming that GO bonds will be used, is a reduction in the failed \$20.3 million GOB levy a goal? If so, how much?
- 2) Is an increase in the failed \$20.3 million levy OK? If so, how much?
- 3) Of the remaining Pepsico balance, how much should be used?
- 4) Should UR funds be used? If so, how much? A minor amendment or substantial amendment?
- 5) If a substantial amendment is preferred, can a vote be scheduled prior to a GOB levy election May of 2015?
- 6) If a substantial amendment is preferred, is it realistic to put both a GOB levy and the UR substantial amendment on the ballot at the same time?
- 7) If we assumed a \$25.5 million all in cost, how would you pay for it?

Litigation Settlement Proceeds
City Council Actions

	Approved Uses	Authorized Expenditures	Remaining Balance	Restated Purposes		Balance	
				Eco Devo	PS Facil	Receivables	w/Receivables
Mar 10, 2010 - Motion Settlement Documents			18,500,000				
Aug 11, 2010 - Motion East Thornton Lake Natural Area (ETLNA) (ETLNA contingency - \$650K Cap Replace Fund)	1,000,000						
Sep 22, 2010 - Resolution No. 5945 - (Supp Budget)							
Water capital project reimbursement	645,000	645,000					
Sewer capital project reimbursement	515,000	515,000					
Risk Management Fund reimbursement	1,000,000	1,000,000					
Limited Tax Pension prepayment of callable bonds	790,000	790,000					
Sewer rate offset	840,000						
Sep 22, 2010 - Motion Oregon Wetlands LLC		75,000					
Nov 10, 2010 - Motion							
LID financing	3,469,195						
Economic Development	5,000,000						
Less: Wet LLC, Wet Del, HARP, LBCC Micro, Dist Center Study, Albany Steamworks PS Facilities	5,240,805		4,756,400				
Less: LIDs, Facility Studies, E-Plans Loan			3,859,602				
Dec 8, 2010 Resolution No. 5961 - (Supp Budget)							
Timber Ridge LID financing		3,348,794				3,348,794	
ETLNA		1,000,000					
Jan 12, 2011 - Motion Historic Albany Recovery Program							
Feb 23, 2011 - Motion Phase 1A of Police and Fire Facility Studies		46,516					
May 22, 2011 - Resolution No. 6000 Wetland Delineation		30,000					
Jun 8, 2011 - Resolution No. 6007 (Adopted Budget) Sewer rate offset		840,000					
Jun 22, 2011 - Resolution No. 6016 - (Supp Budget) Historic Albany Recovery Program (HARP)		68,600					
Sep 28, 2011 - Resolution No. 6042 LBCC Microenterprise		20,000					
Apr 25, 2012 - Resolution No. 6117 Oak Street LID interim financing		1,280,988				980,988	
May 16, 2012 - Motion Distribution Center Study		5,000					
Jul 25, 2012 - Resolution No. 6147 Albany Steamworks Loan		45,000				45,000	
Feb 13, 2013 - Resolution No. 6193 E-plans Loan		174,100				174,100	
Aug 14, 2013 - Resolution No. 6260 Public Safety Facilities (final GO bond pmt) Public Safety Facilities (reserve) Economic Development					1,500,000 2,600,000 4,516,002		9,064,884
Sep 11, 2013 - Resolution No. 6264 Up to \$625K to purch 519 & 531 Lyon St					(625,000)		
Nov 6, 2013 - Resolution No. 6274 Up to \$545K to purch 177 7th Ave and 623 Lyon St					(545,000)		
Nov 6, 2013 - Resolution No. 6275 Property Tax on Timber Ridger Property					(31,650)		
May 14, 2014 Resolution No. 6320 RFP for fire station conceptual design							
May 28, 2014 Resolution No. RFP for police station conceptual design							
Total	18,500,000	9,883,998	8,616,002	4,484,352	2,930,000	4,548,882	9,064,884
Total Resources						13,164,884	
Gl. Balance (Apr 2014)			8,892,268				
Difference			276,266				



TO: Public Safety Facilities Review Committee

FROM: Kate Porsche, Economic Development & Urban Renewal Director
Jim Delapoer, City Attorney

DATE: June 5, 2014

SUBJECT: Answers to Committee Questions about Possible Urban Renewal Funding of Police and Fire Stations

This memo seeks to outline answers to the questions raised about the possible use of urban renewal funds for funding of Police and Fire stations. Jim will explain at the June 10 meeting his strong desire that the committee make its recommendations concerning the use or nonuse of urban renewal monies in general terms.

Question 1: Are the new police and fire stations in the CARA Plan?

Ultimately, the use of urban renewal funds for these projects is a policy decision for the Agency, the City Council, and, potentially, the city electorate. Our plan identifies “Public Facilities” as an appropriate subject for urban renewal and sets a maximum dollar allocation. The original amount \$550,000, adjusted for inflation using the “Engineering News Record” (ENR) Construction Cost Index for the Northwest, as outlined in the plan, equals \$780,823.24 in 2014 dollars.

Before considering funding for these projects, we must make a determination of whether these public facilities are the types of facilities envisioned for funding in the CARA Plan. The starting point for the analysis is to recognize that the fundamental purpose for the plan is to eliminate blight. Blight, as used by our plan, means conditions which are a barrier to development. Elimination of these barriers, through the use of urban renewal monies, is intended to generate tax increment (TI) to make the participating taxing districts whole.

Below is part of Section 6 of our plan discussing what kinds of facilities were envisioned under the “Public Facilities” heading:

COMMUNITY FACILITIES		
47	Public Facilities	Establish and enhance public facilities such as libraries, museums, performance areas, parks and the arts.

Section 6 also outlines the following (page 11):

Activity Profiles: The project activities outlined on the following pages are directed at treating and improving the substandard blighting conditions in the CARA. They are consistent with the goals and policies contained in the Albany Comprehensive Plan and other adopted City policy documents. These project activities were developed through a community-based process that resulted in a larger list of potential activities, included as Attachment D to this Plan. All activities will be located within the boundary of the CARA.

An argument can be made that facilities of the type listed above will likely draw public patronage in a way that would be an economic boost to the surrounding area and, thus, would likely increase TI. One could also argue that replacement public safety facilities are not likely to have the same property value enhancement characteristics.

On the other hand, perhaps new facilities can be expected to generate an increase in area property values. However, unless these expenditures proportionately generate additional TI, our taxing district partners, (Linn County, GAPS, LBCC, etc.) may feel that their tax money has been used to build our new police and fire stations.

In addition to this concern, a careful review of the plan itself may cause an opponent to argue that these types of facilities were never envisioned for urban renewal funding. In Attachment D, the plan discusses the public facilities that were considered for urban renewal funding. While that attachment is three pages long, a number of public facilities were specifically listed. An excerpt of Attachment D listing those public facilities is set forth below:

RECREATION, LEISURE & CULTURE	
Carnegie Library	Restoration and renovation of the Downtown Carnegie Library.
Museums	Establish additional museums in Downtown including acquire & renovate site, inventory & displays.
Library Development	Acquire land, design & construct a main library facility including related infrastructure.
Monteith House & Regional Museum	Provide planning & financing to expand tourism efforts at Albany Regional Museum & Monteith House.
Monteith Riverpark Stage	Refurbish stage at Monteith Riverpark. Partnership potential.
Swanson Pool	Redevelopment of an aquatic facility at Swanson Park.
Whitespires Restoration	Restore & renovate Whitespires Church at Washington & 5th for community use. Acquisition potential.
Community Playgrounds	Provide playground equipment and site amenities for neighborhoods in the area.

There is no mention of public safety facilities, police, fire, or other facilities or buildings that don't relate to recreation, leisure, and culture.

Another concern that needs to be considered is the failure of the urban renewal plan to identify the funding of public safety facilities as an activity that would further the Comprehensive Plan goals. An urban renewal district is required to identify, in its plan, the Comprehensive Plan goals that will be met by plan expenditures. If we had envisioned construction of public safety facilities with urban renewal monies, one would anticipate that we would have highlighted the funding of these important facilities in demonstrating compliance with our Comprehensive Plan. Unfortunately, Section 3 of the CARA Plan, "Relationship to Local Plans," contains no reference to these facilities even though Goal 11 of the Comprehensive Plan contains a specific subheading "Police and Fire Protection Services." If the CARA Plan envisioned using urban renewal money for these types of facilities, one would have expected the projects to be called out specifically and there would be a direct relationship to the Comprehensive Plan.

Question 2: If the Agency wants to participate in the funding of these facilities, how do we do it?

This is staff's analysis of options based on close review of the CARA Plan and Oregon Revised Statutes (ORS).

- a) If we spend less than \$709,839.31 on general construction costs on *both* facilities, we can find authority (subject to the possible challenges noted above) to do so in our existing plan because a Substantial Amendment is only required by "the addition of improvements or activities which represent a substantial change in the purposes and objectives of this Plan and which cost more than \$500,000 (adjusted to \$709,839.31 using the ENR index)...."
- b) If we spend more than \$709,839.31, staff believes voter approval of a substantial amendment will be required.
- c) If elements of the facilities are construed to be envisioned by the current plan (i.e., Fire Department Museum, community rooms, street improvements), those elements can be easily be funded using the 2014 indexed value of \$780,823.24 for the line item of "Public Facilities," or other project activities in the plan.

Question 3: Process and timing for substantial amendment?

Process: A substantial amendment must be completed in the same manner as the original adoption of the urban renewal plan (ORS 457.220(2)). Our plan provides that the notice provisions of 457.120 are not required for this amendment. The substantial amendment process includes the following steps:

- a) Comply with Citizen Involvement requirements (notice, consultation, hearings).
- b) Preparation of the amendment: The plan must be amended to address project specifics.
- c) Findings must be adopted supporting the inclusion. The projects must meet goals and objectives of local plans. The amendment must address the impact on the plan's budget and its effect on the funding for other projects. **Unless we intend to defund other projects, we will need to consider increasing the plan's maximum indebtedness to reflect the additional contribution to these public safety facilities.**
- d) Planning Commission review.
- e) Notice to taxing jurisdictions including the impact on them of the substantial amendment.
- f) Presentation to County Commission(s).
- g) Hearing by City Council.
- h) Vote of the people of Albany (under the City Charter this action is required).
- i) Nonemergency ordinance.
- j) Notice of amendment adoption.
- k) Record amendment.

Timing: The timing for a substantial amendment generally takes 4-6 months when there is not an election involved. (The time difference depends on the amount of public involvement you plan.) An election lengthens that time period. The amount of time it is lengthened depends on when you hold the election, during a regularly scheduled election or a special election. In addition, a substantial amendment is a land use process which can be appealed to LUBA. A LUBA appeal could easily add 6-12 months to the process.

Special Note: Legislation passed in 2009 (HB 3056) provides that an increase in maximum indebtedness of more than 20 percent of the initial maximum indebtedness of the plan, adjusted for inflation, requires approval of three-quarters of the taxing districts and triggers a "revenue-sharing requirement."

Final Note: Unless urban renewal funding generates TI revenue, the financial stability of the plan may be impaired. Even if we limit the urban renewal contribution to no more than \$709,839.31 for general construction, unless the public safety facilities have a substantial TI generating effect, the funding for other plan projects may be impacted.

KP:JVBD:ldh
Attachments 2
CARA Urban Renewal Plan
CARA Report



Treasure yesterday...



Live for today...



Plan for tomorrow!

Central Albany Revitalization Area

Urban Renewal Plan



Prepared by
Charles Kupper
and the
City of Albany

Adopted August 2001

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Urban Renewal Plan for the
Central Albany Revitalization Area (CARA)

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CARA Urban Renewal Report
Provided Under Separate Cover

ACKNOWLEDGEMENTS

Albany City Council & CARA Agency

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Sue Johnston

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Pam Silbernagel, Community Development Planner

Consultant

Charles Kupper, Spencer & Kupper



*The Central Albany Revitalization Area Plan was
adopted by the Albany City Council on August 8, 2001.*

URBAN RENEWAL PLAN

for the

CENTRAL ALBANY REVITALIZATION AREA

Part I - Text

1. INTRODUCTION

Purpose: The City of Albany has prepared this Central Albany Revitalization Area (CARA) Plan, with accompanying Report, to meet the requirements for the formation of an urban renewal district. The purpose of this urban renewal effort is to revitalize Central Albany by providing a variety of activities and projects that implement the Town Center Plan. By creating an environment in which the private sector may develop uses compatible with the purposes of this Plan, this urban renewal effort will work to eliminate blight and its causes within the CARA.

Background: The City of Albany completed a Town Center Plan in 1995 based on the recommendations of the community-based Central Albany Land Use and Transportation Study (CALUTS). This award-winning strategy identifies how to reenergize the Central Albany area by respecting existing historic fabric, taking advantage of the several unique water features found in Central Albany, improving the pedestrian environment along key connections to and within commercial areas, and providing a mix of housing opportunities. In the CALUTS effort, the community identified several public space improvements that would serve as catalysts in attracting private sector rehabilitation and development interest and reinvestment in Central Albany.

The City has been successful in funding some of the public improvements identified, including a \$10 million grant for redevelopment of the train station area into a regional transportation center. However, a significant amount of public investment is still needed to revitalize this area and draw in needed private investment and reinvestment. It is expected that this CARA urban renewal effort will provide the energy needed to revitalize Central Albany.

When the Albany City Council identified the examination of urban renewal for revitalization of Central Albany as one of the priority goals for 2000-01, they made it clear that this effort would need to be a “redevelopment tool” rather than a “bulldozer tool.” The Council was also clear that this effort should build from the CALUTS base and be developed through a citizen-driven process.

Legal Basis: This Plan has been prepared pursuant to Oregon Revised Statute (ORS) Chapter 457, the Oregon Constitution, and all applicable laws and ordinances of the State of Oregon and of the City of Albany, respectively. All such applicable laws and ordinances are made a part of this Plan, whether expressly referred to in the text or not.

Organization of Plan: This Central Albany Revitalization Area Plan is made up of two parts. Part I provides the text of the Plan, including explanations of the community's participation in developing this Plan, how this Plan meets other City planning objectives, planned development activities, projects to be undertaken under this revitalization effort, property acquisition and disposition procedures, maximum indebtedness and financing methods, relocation assistance and general definitions. Part II of this Plan provides exhibits and attachments. The separate, but linked, "Central Albany Revitalization Area Report" provides more detail on financial projections and blighting conditions.

Enabling Provisions: The Albany City Council acts as the Urban Renewal Agency of the City of Albany, Oregon as provided by City of Albany Ordinance No. 5483 adopted on June 27, 2001. The Urban Renewal Plan for the Central Albany Revitalization Area was approved by the City Council of the City of Albany on August 8, 2001 by Ordinance No. 5496.

Boundary: The CARA is a single geographic area with a single continuous boundary. A map indicating the CARA boundary is attached as Exhibit 1. A legal description of this boundary is included as Attachment A of this Plan.

A community-based process was used to define the actual area of the CARA. The CARA boundary includes the traditional downtown core of Albany, the surrounding Central Albany area planned for in the CALUTS, and gateway areas to the south and east of Central Albany. The community also considered, but elected not to include at this time, a vacant industrial site along Pacific Boulevard at the south boundary, the vacant industrial site to the east of Bowman Park, and the riparian and commercial areas of North Albany near Highway 20.

Redevelopment of the area selected is important to creating a sustainable urban pattern in Albany. By encouraging redevelopment of the Central Albany area, the community expects to reduce the demand to develop green fields and to expand into the urban fringe.

2. CITIZEN PARTICIPATION

The Albany City Council elected to use a citizen-driven process to explore and define how urban renewal might work in the revitalization of Central Albany. A series of community forums were held to allow the community to mold and define this CARA Plan. Beginning in January 2001, the City and Albany Downtown Association co-sponsored four community forums. These Forums were open to the public, and were conducted in a way that maximized public discussion and comment opportunities.

- ◆ At Community Forum #1, the community considered the concept of Urban Renewal, discussed conditions that needed to be addressed, and identified an area that might be the focus for an Urban Renewal effort.
- ◆ At Community Forum #2, participants developed a focus for revitalization efforts and identified potential projects that would address area needs and opportunities.
- ◆ During Community Forum #3, participants refined a strategy for revitalization of the area, including a goal statement, key objectives, additional objectives, a boundary and refinement of projects for consideration by the City Council.
- ◆ The Albany City Council evaluated and agreed with the community's recommendations for the goal and objectives, boundary and general needs during a March Work Session that was attended by several of the community participants.
- ◆ At Community Forum #4, the community considered the projected maximum indebtedness for the CARA and identified how needs might be balanced within the income available.

The City also provided outreach to the Albany Area Chamber of Commerce's Governmental Affairs Committee and promoted the opportunity to provide input during two radio talk show interviews. The "City Bridges" newsletter, delivered to every address in the City of Albany, featured the findings of the Community Forums and provided background information on Urban Renewal.

The Albany Planning Commission met to review this Plan on June 18, 2001. The Albany City Council held public hearings on adoption of this Plan on July 11 and 25, 2001. Additional public notice on the City Council adoption of this Plan was provided, as required by ORS 457.120.

3. RELATIONSHIP TO LOCAL PLANS

Overview: As required by ORS 457.085, the goal and objectives for the CARA relate to the goals and objectives provided in other guiding City documents. The following outline profiles the relationship between the goal and objectives of the CARA and those of the Albany Comprehensive Plan, City Vision and Goals, Transportation System Plan, and the Town Center Plan developed through the CALUTS.

CARA Goal & Objectives: The purpose of this CARA Plan is to eliminate blighting influences found in the CARA, to implement goals and objectives of the City of Albany Comprehensive Plan, and to implement development strategies and objectives for the CARA. The goal and objectives for the CARA have been defined as follows:

CARA Goal: To revitalize the Central Albany Revitalization Area by implementing the Town Center Plan developed through the Central Albany Land Use & Transportation Study (CALUTS) using a citizen-driven process.

CARA Key Objectives:

- ♦ Attract new private investment to the area.
- ♦ Retain and enhance the value of existing private investment and public investment in the area.

CARA Additional Objectives:

- ♦ Provide a safe and convenient transportation network that encourages pedestrian & bicycle access to and within the town center.
- ♦ Preserve the Historic Districts, historic resources and existing housing in the area.
- ♦ Create a readily identifiable core that is unique and vibrant with a mixture of entertainment, housing, specialty shops, offices, and other commercial uses.
- ♦ Increase residential density in the area.
- ♦ Encourage the development of new forms of housing and home ownership.
- ♦ Enhance and protect the community and environmental values of waterway corridors in the area.
- ♦ Provide an enriching environment and livable neighborhoods.

City of Albany Comprehensive Plan: The Albany Comprehensive Plan provides a framework for a wide range of goals and policies relating to land uses, transportation, public utilities, recreation and community facilities, economic development, housing and environmental protection. An outline of the Comprehensive Plan Goals and related Policies that relate to the goal and objectives of the CARA is provided as Attachment B in Part Two of this Plan.

Goal 1: Citizen Involvement - *Ensure that local citizens and other affected groups, neighborhoods, agencies, and jurisdictions are involved in every phase of the planning process.* The CARA Goal intends to use a citizen-driven process to revitalize the CARA.

Goal 14: Urbanization - *Achieve stable land use growth which results in a desirable and efficient land use pattern.* The Town Center Plan provides for increased densities and land use mixes that provide a higher level of development efficiency. These land use patterns are relayed in the CARA Objectives of creating an identifiable core, increasing residential densities, and providing livable neighborhoods.

Goal 9: Economic Development - *Enhance the economic position of all elements of the area's established economic base.* The community elevated the Objective of retaining and enhancing the value of existing investments in the CARA to a Key Objective to convey the importance of stabilizing the investment in existing businesses in the CARA. The CARA focus on attracting new private investment and the Objective of creating a vibrant core will also work to meet this Goal.

Goal 10: Housing - *Provide a variety of development and program opportunities that meet the housing needs of all Albany's citizens.* The CARA Objectives of increasing residential density, creating a mixture of uses in the core, and encouraging the development of new forms of housing and home ownership relate to this Comprehensive Plan Goal.

Goal 12: Transportation - *Provide a safe, diversified, and efficient transportation system that protects and enhances Albany's economy, environment, neighborhood quality, and cultural and scenic values.* The CARA Objective for providing a safe and convenient transportation network that encourages pedestrian and bicycle access to and within the town center will help meet this Comprehensive Plan Goal.

Goal 8: Recreational Needs - *Provide a high quality and diversified system of safe and attractive parks, open space, recreation programs, and facilities to:* 1. *Facilitate community access to leisure, recreation, open space, and cultural opportunities.* 2. *Meet the varied recreation and leisure needs of Albany's citizens for self-expression, creativity, achievement, imagination, relaxation, and enjoyment.* 3. *Enhance the beauty, livability, and positive image of Albany.* The CARA Objectives for providing a unique and vibrant core, and providing an enriching environment and livable neighborhoods will work to meet this Comprehensive Plan Goal.

Goal 5: Open Spaces, Scenic & Historic Areas, & Natural Resources -

- *Ensure vegetation is and remains an integral part of Albany's environment.*
- *Ensure the provision of open space and protection of natural and scenic resources.*
- *Protect Albany's historic resources and utilize and enhance those resources for Albany residents and visitors.*
- *Improve Albany's image, livability, appearance, and design quality through aesthetic enhancement.*

The CARA will work to achieve these Comprehensive Plan Goals through the CARA Objectives of providing an enriching environment and livable neighborhoods, preserving Historic Districts and historic resources, and enhancing and protecting the values of waterway corridors.

Goal 15: Willamette River Greenway - *Protect, conserve, enhance and maintain the natural, scenic, historic, economic, and recreational qualities of the Willamette River, its banks, and adjacent lands.* Enhancing and protecting the community and environmental values of waterway corridors in the area is an Objective of the CARA.

City of Albany Mission, Vision and Goals: This Plan is consistent with and builds toward the City of Albany's Mission and Vision, as well as several of the City's Long-Term Goals.

City of Albany Mission Statement: Providing quality public services for a better Albany.

City of Albany Vision Statement: A vital and diversified community that promotes a high quality of life, great neighborhoods, balanced economic growth, and quality public services.

Applicable Long-Term City of Albany Goals:

- ♦ Enhance Albany livability and physical environment.
- ♦ Develop and maintain education and economic development strategies and incentives to support existing businesses and to meet the needs of desired new businesses.
- ♦ Achieve an adequate and self-sustaining public infrastructure.

Albany Town Center Plan: The Goal of this CARA effort is to implement the Town Center Plan developed through CALUTS using a citizen-driven process. The Albany Town Center Plan is available at the City of Albany Community Development Department. The Key Objectives of the Town Center Plan have been blended into the CARA Objectives presented earlier in this Section. The implementation strategy of the Town Center Plan was refined by the community during four forums into the list of proposed projects provided as Attachment D in Part II of this Plan.

City of Albany Transportation System Plan: The goal statement and several objectives of the Albany Transportation System Plan directly relate to the CARA objectives.

Transportation System Plan Goal: *Provide a safe, diversified, economical, and efficient transportation system that protects and enhances Albany's economy, environment, neighborhood quality, cultural, and scenic values. For the purposes of this document, a transportation system includes auto, transit, bicycles, pedestrian, rail and air transportation.*

Applicable Transportation System Plan Policies:

- ♦ III. Develop a roadway system that is efficient and safe for the traveling public while preserving neighborhood quality and character.
- ♦ IV. Develop a transportation system, encourage land use patterns and design standards, and promote transportation projects, programs, and policies which reduce dependency on the automobile and encourage alternatives such as public transit, bicycling, walking, car and van pools.
- ♦ VIII. Develop an adequately connected bicycle and pedestrian system to encourage bicycling and walking as alternative modes of transportation.

Oregon Quality Development Objectives: In 1997 the State of Oregon signed into Executive Order six principles, called "Quality Development Objectives", that express the State's interest in maintaining and increasing Oregon's livability. All of the Oregon Quality Development Objectives will be met as the CARA works to achieve the development patterns envisioned in the Albany Town Center Plan.

- ♦ **Compact development within UGB:** This project would stimulate redevelopment in the heart

of the community, where traditional land use patterns still respect and respond favorably to development density. Reinvigorating this area will reduce, or eliminate, the need to sprawl into the urban fringe.

- ♦ **Quality mix of development that address economic and community goals:** The redevelopment of the CARA will encourage a balance in the mix of uses, meeting the vision of the community-based Town Center Plan. Redevelopment of housing and infill of additional housing, office and retail opportunities will be encouraged by this project.
- ♦ **Mixed use development designed to encourage biking, walking and transit use:** Through several water-oriented pedestrian/bike linkages and streetscape improvement activities, the CARA will encourage non-vehicle movement within the Downtown core.
- ♦ **Development compatible with ability to provide public facilities and services:** By promoting redevelopment of an existing area in the heart of the community, the CARA will utilize existing investments in public facilities and services. This project allows the community to return to a sustainable development pattern.
- ♦ **Development compatible with community and regional environmental concerns and natural resources:** This project will reduce environmental impacts created by auto-dependency. The community has focused on tying access to natural resources (Willamette River, canal systems) via corridors that make biking and walking the preferred mode of transportation between anchors.
- ♦ **Balance of jobs and housing:** By re-energizing the CARA, this project will increase housing opportunities through re-development and infill, and provide increased employment opportunities within a walking distance.

Oregon Livability Initiative: In 1999, the Oregon Legislature developed an effort focused on creating livable communities entitled the “Oregon Livability Initiative”. This CARA effort directly addresses all of the Oregon Livability Initiative goals.

- ♦ **Revitalize urban centers, downtown areas and main streets:** This project will serve as a catalyst for the revitalization of Albany's traditional core. By reconnecting the Downtown to the Willamette River, encouraging pedestrian movement within the Downtown, and providing an environment attractive to reinvestment, this project will energize the Downtown and surrounding Central Albany area. This project has the potential to stimulate the area economy, incite redevelopment of upper-floor housing, encourage density and infill, and improve transportation connectivity while reducing conflicts.
- ♦ **Reduce sprawling development patterns:** Central Albany retains a traditional land use pattern that respects, and responds to a mix and a higher density of development. By providing increased housing opportunities and encouraging a mix of uses at higher densities, the Town Center Plan directly reduces the need for the community to sprawl further. This project is critical to reaching the level of re-development and infill envisioned.
- ♦ **Increase the supply of affordable housing near jobs and transportation:** Dilapidated apartment units and single family homes are found throughout the CARA. This project will serve as a catalyst for redevelopment of these housing units. These units will provide affordable housing options within the Downtown employment center, near/adjacent to a joint Albany Transit System and Linn-Benton Loop transit stations.
- ♦ **Create more jobs:** Additional employment opportunities are expected to result from this project as Central Albany becomes a more active retail, office and housing area. Further, this activity will spur redevelopment and infill development in Central Albany area. This project is critical to the revitalization effort that is needed to attract these employment generators.

4. PROPOSED LAND USES

Basis: This Plan shall be in accordance with the approved City of Albany Comprehensive Plan and Zoning Maps of the City of Albany. The use and development of land in the CARA shall be in accordance with the regulations prescribed in the Comprehensive Plan, Zoning Ordinance, Development Code, City Charter, and any other applicable local, county, state or federal laws regulating the use of property in the CARA.

Land Uses: The Land Use Plan for the CARA consists of the Albany Zoning Map, with zoning districts provided as Part II Exhibit I of this Plan, and the descriptive material and regulatory provisions contained in this Section (both those directly stated and those included by reference). The Zoning Map provides the location of the principal land uses that are applicable to the CARA.

A description of the land uses within the CARA is provided as Attachment C in Part II of this Plan. Most of the zoning districts found within the CARA are detailed in Albany Development Code Article 14 – Central Albany. Additional zoning districts are CC – Community Commercial, CH – Heavy Commercial, LI – Light Industrial, NC – Neighborhood Commercial, and several higher density residential zoning districts.

This land use plan is consistent with the Albany Comprehensive Plan.

Notification and Review: The Agency will be provided notification to it or its designee of any Comprehensive Plan/Zoning amendment applications, conditional use or other development permits requested within the CARA. Developers, as defined in this Plan, shall comply with the Developers' Obligations found in Section 8 of this Plan. The Agency will be provided comment opportunity on all applications for funding assistance that require City approval for projects that are included in, or are related to, this Plan.

5. OUTLINE OF DEVELOPMENT

This CARA effort consists of activities and actions that treat the causes of blight and deterioration in the CARA. The blighting conditions found in the CARA constrain future development called for in the Comprehensive Plan and other City planning documents. Project activities that will treat these conditions of blight are profiled below. Additional details are included in Part II of this Plan as Attachment D – Community Based Project List.

Development Partnership activities to revitalize the deteriorated built environment within the CARA through rehabilitation of existing structures and infill with new development including, but not limited to:

- ◆ Property acquisition and assembly as required
- ◆ Business retention and recruitment assistance
- ◆ Development of catalyst public projects such as Albany Square and pedestrian connections
- ◆ Rehabilitation and renovation of commercial buildings through technical assistance, storefront revitalization, and building rehabilitation programs
- ◆ Housing ownership, rehabilitation and affordable housing efforts
- ◆ Infrastructure required to allow infill or redevelopment projects to proceed including communications, water, sanitary sewer, storm sewer and transportation systems
- ◆ Addressing development barriers and opportunities in CARA transition areas

Public Space Improvement activities that will address blighting conditions by creating a more attractive area for business operation and an active environment including, but not limited to:

- ◆ Streetscape treatments such as trees, gateways, removal and organization of overhead utilities
- ◆ Landscaping treatments in parking areas, in and along gateways, and as buffering
- ◆ Pedestrian amenities such as benches, trash receptacles, information kiosks, art, and pedestrian-oriented lighting
- ◆ Awnings to provide pedestrian cover, street color and movement
- ◆ Sidewalk and alleyway connection improvements
- ◆ Piazzas, oases, pocket parks and other areas for pedestrian resting and gathering
- ◆ Signage, both directional and informational
- ◆ Year-round color and movement such as banners, flower baskets, holiday decorations
- ◆ Parking structures that will allow infill or redevelopment
- ◆ Waterway improvements including bike and pedestrian trails; and riparian area protection, restoration and enhancement
- ◆ Replacement of public space improvements as required during the life of the CARA

Infrastructure related activities to address the blighting influences of inadequate and deteriorated facilities and to provide for safety including, but not limited to:

- ◆ Water, sanitary sewer and storm sewer lines
- ◆ Transportation system including streets, alleys, bridges, traffic calming, bike paths, sidewalks and rail crossing improvements
- ◆ Communications infrastructure and organization of overhead utilities
- ◆ Restoration and enhancement of park facilities, including Swanson pool

Pedestrian and Bicycle Connectivity activities, in addition to Streetscape projects outlined above, to provide non-automotive connections between and within the CARA including, but not limited to:

- ♦ Esplanades along the Santiam/Vine Street Canal, 8th Avenue Canal and Thurston Canal
- ♦ Willamette Riverfront Path, including a widened Riverwalk, pier, dock, and natural trail
- ♦ Linking the Santiam Canal with the Willamette Riverfront Path along the Calapooia River
- ♦ Connecting Monteith and Bryant Parks by bridging the Calapooia River

Watershed Health activities to monitor, restore, protect and enhance the value of the surface waters and riparian areas in the CARA.

Community Facilities activities to serve the needs of the area population including, but not limited to parks, libraries, museums, performance and art centers.

Land Acquisition and Disposition activities for public improvements, rights-of-way, utility improvements and private development.

Technical Support for the design and administration of activities to establish and implement this CARA Plan including, but not limited to management of CARA resources, design and development oversight of CARA activities, business development support, and administration of the Agency and CARA Plan.

6. DESCRIPTION OF PROJECTS TO BE UNDERTAKEN

Basis: The following project activities will be undertaken to achieve the Goal and Objectives of this Plan. These activities will be undertaken on behalf of the City of Albany by the Agency in accordance with applicable federal, state, county and city laws, policies and procedures subject to availability of appropriate funding. The Agency may fund these project activities in full, in part, or seek other sources of funding for them. The description of project activities herein provides general authority for the CARA to undertake these activities.

Amendment: The project activities provided in this Plan may be modified or expanded on as needed to meet Plan objectives. Changes will be made in accordance with the procedures for amendment to this Plan provided in Section 9.

Activity Profiles: The project activities outlined on the following pages are directed at treating and improving the substandard blighting conditions in the CARA. They are consistent with the goals and policies contained in the Albany Comprehensive Plan and other adopted City policy documents. These project activities were developed through a community-based process that resulted in a larger list of potential activities, included as Attachment D to this Plan. All activities will be located within the boundary of the CARA.

The activities listed on the following pages have been generally grouped by type of activity. However, many activities easily could fit within more than one of the groupings.

Numbering to the left of the activity titles is provided for reference use only. These activities have not been prioritized in any way.

Project Activities – Continued

PUBLIC SPACE IMPROVEMENTS		
13	Gateways to Central Albany	Gateway amenities near Pacific & Santiam, & along Pacific near Queen.
14	Gateways to Downtown	Gateway amenities along Lyon near 8th, at Ellsworth near 1st, on 1st near Thurston.
15	Broadalbin Promenade	Pedestrian way improvement to Broadalbin from 4th to Water Avenues including pedestrian crossings, sidewalk repairs, moving overhead utilities, trees, benches, lighting, public art, information signage & other pedestrian amenities.
16	Albany Square	Create a plaza at Willamette River on end of Broadalbin including art, benches, potential Heritage Center with tower or water feature, River Terrace overlook & related amenities.
17	Albany Landing	Pier and dock on Willamette River at Albany Square.
18	Downtown Streetscape	Pedestrian amenities including trees with walkable grates, benches, public art, curb bulbouts, landscaping, Victorian style lighting, garbage receptacles, information kiosks, moving overhead utilities, with oases and piazza areas for rest and gathering such as Burkhart Square.
19	Downtown Beautification	Create year-round light and color in Downtown through placement of holiday lighting, hanging baskets, flowers, banners, flags and other seasonal displays. Multi-year program. Partnership potential.
20	Awning Program	Establish a program for design and placement of pedestrian-oriented awnings covering public sidewalks in the Downtown.
21	Riverfront Housing Area Streetscape	Provide street trees and pedestrian enhancements along Water Avenue from Jackson through Main to create identity & improve redevelopment opportunity.
22	Main Street Area Streetscape	Provide traffic calming and pedestrian enhancements as the MS zone redevelops.
23	Sidewalk Program	Financing program for sidewalk repair / replacement.
24	Street Tree Planting	Provide technical & financial support for planting of street trees.
25	Historic Districts Signage	Improve & provide public signage for Historic Districts including sign posts, directional signage, information kiosks & interpretive signage.
26	Downtown Parking Areas	Improve existing public parking areas including pavement repair/repave, landscaping, shade trees, retaining walls, striping, signage & lighting.
27	Government Center Parking Structure	Construct parking structure with ground floor retail and/or office in the vicinity of City Hall and the Courthouse. Partnership potential.
28	Water Avenue Area Parking Structure	Construct multi-floor-parking structure in the general area south of Water & east of Lyon. May be developed as public-private partnership.

Project Activities - Continued

INFRASTRUCTURE – Specific Infrastructure Projects Included in "Development Partnerships"		
29	Communications Infrastructure	Plan and develop fiber optic, phone & other communication linkages into & around Central Albany.
30	Overhead Utilities	Where feasible, place all currently overhead utilities underground. In all areas, reduce clutter of overhead lines by coordinating drops, etc.
31	Roads, Water, Sewer, Storm Sewer, Rail Crossing	Repair/replace/construct water, sewer, storm sewer, & roadways including rail crossings and bridges, in connection to other projects & to allow development.
32	Street Redevelopment	Bring City streets into current public standards throughout the URD.
33	Alley Redevelopment	Improve drainage and pavement in Downtown alleys and establish an alley maintenance program.
34	Downtown Grid System	Consider re-implementing 2-way traffic on 1st & 2nd Avenues &/or diagonal parking.
35	Traffic Calming	Provide traffic calming improvements throughout the area.
36	Queen Avenue Rail Crossing	Plan and provide improvements to reduce/eliminate conflict between rail switching & public crossing at Queen. Includes Pacific warning signal.
37	1st Avenue Undercrossing	Modify 1st Avenue rail undercrossing at Lafayette.
PEDESTIAN/BIKE CONNECTIVITY - Also see "Public Space Improvement"		
38	Willamette Riverfront Path	Create bike/pedestrian path along Willamette River connecting Bryant, Monteith & Bowman Parks including land acquisition, Calapooia River bridge, interpretive signage, lighting, benches, art & other pedestrian amenities.
39	Willamette Riverwalk	Widen and provide pedestrian amenities along Willamette Riverfront Trail in the general area between Ferry and Lyon.
40	Calapooia Riverwalk	Pedestrian/bike way connecting Santiam Canal Esplanade to Willamette Riverwalk including overlook & interpretive signage.
41	Santiam Canal Esplanade	Pedestrian/bike way connecting Downtown and riverfront along Vine Street with plantings, trees, benches, lighting, interpretive signage & related amenities.
42	8th Avenue Canal Esplanade	Pedestrian oriented connection of Santiam & Thurston Canals including Ellsworth & Lyon crossings, path east of Lyon, Victorian Garden & Gazebo improvement, pedestrian amenities, etc.
43	Thurston Canal Esplanade	Develop a pedestrian/bike way along Thurston Canal with increased water flow, reopen canal, riparian filtration, pocket parks & pedestrian amenities.
WATERSHED HEALTH & EDUCATION		
44	Watershed Health	Establish & implement programs for monitoring & enhancing watershed health of area waterways.
45	Riparian Restoration	Restore and protect riparian habitat along rivers & streams in the area.

Project Activities – Continued

COMMUNITY FACILITIES		
47	Public Facilities	Establish and enhance public facilities such as libraries, museums, performance areas, parks and the arts.
TECHNICAL SUPPORT		
48	Plan Administration	Administration of Plan such as indebtedness from Plan preparation; design, land use, engineering, market and other technical studies and plans; auditing; insurance; marketing materials and programs; personnel; other management costs.
49	Plan Refinement	Professional consulting services to refine urban design concepts, provide engineering, conduct environmental analyses, prepare financial plans, etc. for UR projects.
50	Business Retention & Recruitment	Commercial business development, retention and location assistance program focused on Downtown core. Multi-year program.
51	Promotion of Downtown	Foster image of Downtown as a destination through support services, promotion, events & hospitality training. Multi-year program.

7. PROPERTY ACQUISITION PROCEDURES

Acquisition of real property may be necessary to carry out the Objectives of this Plan. Property for public or private preservation, rehabilitation, development, or redevelopment may be acquired by gift, eminent domain or any other lawful method for the purpose of the redevelopment.

Purposes and Procedures for Acquisition Under This Plan:

- ◆ The Agency is authorized to acquire property within the CARA, if necessary, by any legal means to achieve the objectives of this Plan.
- ◆ Property acquisition, including limited interest acquisition, is hereby made a part of this Plan and may be used to achieve the objectives of this Plan.
- ◆ All acquisition of property will require a minor amendment to the Plan, as set forth in Section 9.

Acquisition Requiring City Council Ratification: Acquisition for the following purposes shall be undertaken only following completion of a minor amendment to the Plan as provided under “Minor Amendment Requiring Approval by City Council” in Section 9 of this Plan:

- ◆ Assembling land for development by the public or private sector.
- ◆ Where conditions exist that may affect the health, safety and welfare of the Area, and it is determined that acquisition of such properties and demolition of the improvements thereon are necessary to remove substandard and blighting conditions.
- ◆ Acquisition for any purpose that requires the use of the Agency’s powers of eminent domain.

Acquisition Not Requiring City Council Ratification: Land acquisition not requiring City Council ratification requires a minor amendment to this Plan as set forth in Section 9 of this Plan. The minor amendment to the Plan may be adopted by the Agency by Resolution. The Agency may acquire land without Council ratification where the following conditions exist:

- ◆ Where it is determined that the property is needed to provide public improvements and facilities as follows:
 - (a) Right-of-way acquisition for streets, alleys or pedestrian ways;
 - (b) Right-of-way and easement acquisition for water, sewer, and other utilities; or
 - (c) Property acquisition for public use, or for public buildings and facilities.
- ◆ Where the owner of real property within the boundaries of the CARA wishes to convey title of such property by any means, including by gift.

Properties to be Acquired: At the time this Plan is prepared, no properties are identified for acquisition. If Plan amendments to acquire property are approved, a map exhibit shall be prepared showing the properties to be acquired, and the property will be added to the list of properties to be acquired. The list of properties acquired will be shown in this Section of the Plan. The map exhibit shall be appropriately numbered and shall be included in Part Two as an official part of this Plan.

8. PROPERTY DISPOSITION & DEVELOPERS' OBLIGATIONS

Property Disposition and Redevelopment: The Agency is authorized to dispose of acquired property by sale, lease, exchange, or other appropriate means for redevelopment for uses and purposes specified in this Plan. If property is identified for acquisition in this Plan, the Agency proposes to commence disposition of property within five (5) years from the date of identifying those properties in this Plan, and to complete disposition within ten (10) years from such approval. Properties shall be subject to disposition by sale, lease or dedication for the following purposes:

- ♦ Road, street, pedestrian, bikeway, and utility projects, and other right-of-way improvements listed in Section 6 of this Plan.
- ♦ Construction of public facilities in Section 6 of this Plan.
- ♦ Redevelopment by private developers for purposes consistent with the uses and objectives of this Plan. Such disposition will be in accordance with the terms of a Disposition and Development Agreement between the developer and the Agency, and with the developer's obligations in Section 8 of this Plan.

The Agency may dispose of any land it has acquired at fair reuse value, and define the fair reuse value of any land.

Developers' Obligations: Developers, as defined in this Plan, within the CARA will be subject to controls and obligations imposed by the provisions of this Plan. Developers also will be obligated by the following requirements:

- ♦ The developer shall develop or redevelop property in accordance with the land-use provisions and other requirements specified in this Plan.
- ♦ The Agency may require the developer to execute an agreement acceptable to the Agency as a condition of any form of assistance by the Agency. The developer shall accept all conditions and agreements as may be required by the Agency.
- ♦ The developer shall submit all plans and specifications for construction of improvements on the land to the Agency or its designated agent, for review and conceptual approval prior to distribution to reviewing bodies as required by the City.
- ♦ The developer shall commence and complete the development of such property for the use provided in this Plan within a reasonable time as determined by the Agency.
- ♦ The developer shall not effect any instrument whereby the sale, lease, or occupancy of the real property, or any part thereof, is restricted upon the basis of age, race, color, religion, sex, marital status, or national origin.

9. AMENDMENTS TO THE PLAN

It is anticipated that this Plan will be reviewed periodically during the execution of the project. The Plan may be changed, modified, or amended as future conditions warrant. Types of Plan amendments and the procedure to be followed for each are outlined below.

Substantial Amendments: Substantial amendments consist of:

- ♦ Increases in the CARA boundary in cumulative excess of 1% shall be substantial amendments requiring approval per ORS 457.095, and notice as provided in ORS 457.120.
- ♦ Increasing the maximum amount of indebtedness to be issued under the Plan shall be a substantial amendment requiring approval per ORS 457.095, and notice as provided in ORS 457.120.
- ♦ The addition of improvements or activities which represent a substantial change in the purpose and objectives of this Plan, and which cost more than \$500,000, shall be a substantial amendment requiring approval per ORS 457.095, but not requiring notice as provided in ORS 457.120. The \$500,000 amount will be adjusted annually from the year 2000 according to the "Engineering News Record" Construction Cost Index for the Northwest.
- ♦ The addition of improvements or activities that substantially alter the Goal and Objectives of this Plan.

Minor Amendments Requiring Approval by City Council: Amendments to the Plan defined in this Section shall require approval by the Agency by Resolution, and approval by the City Council by Ordinance. Such amendments are defined as:

- ♦ Acquisition of property for purposes specified in Section 7 of this Plan under "Acquisitions Requiring City Council Ratification."

Other Minor Amendments: Minor amendments may be approved by the Agency by Resolution. Such amendments are defined as:

- ♦ Amendments to clarify language, add graphic exhibits, make minor modifications in the scope or location of improvements authorized by this Plan, or other such modifications which do not change the basic planning or engineering principles of this Plan.
- ♦ Acquisition of property for purposes specified in Section 6 of this Plan.
- ♦ Addition of a project substantially different from those identified in Section 6 of this Plan or substantial modification of a project identified in Section 6 if the addition or modification of the project costs less than \$500,000 in 2000 dollars.
- ♦ Increases in the CARA boundary not in cumulative excess of 1%.

10. MAXIMUM INDEBTEDNESS

The Maximum Indebtedness authorized under this Plan is fifty six million dollars (\$56,000,000).

11. FINANCING METHODS

General: The Agency may borrow money and accept advances, loans, grants and other forms of financial assistance from the federal government, the state, city, county or other public body, or from any sources, public or private, for the purposes of paying indebtedness incurred in undertaking and carrying out this Plan. In addition, the Agency may borrow money from, or lend money to, a public agency in conjunction with a joint undertaking of a project authorized by this Plan. If such funds are loaned, the Agency may promulgate rules and procedures for the methods and conditions of payment of such loans.

Tax Increment Financing: It is contemplated that the project will be financed in whole or in part by tax increment financing, as authorized in ORS 457.420 through ORS 457.450.

Prior Indebtedness: Any indebtedness permitted by law and incurred by CARA or the City in connection with pre-planning for this Plan shall be repaid from tax increment proceeds generated pursuant to this Section.

12. RELOCATION

Relocation Assistance: The Agency will provide relocation assistance to all persons or businesses displaced by project activities. Those displaced will be given assistance in finding replacement facilities. All persons or businesses that may be displaced will be contacted to determine such relocation needs. They will be provided information on available space and will be given assistance in moving. All relocation activities will be undertaken and payments made, in accordance with the requirements of ORS 281.045-281.105 and any other applicable laws or regulations.

Relocation Payments: Relocation payments will be made as provided in ORS 281.060. Payments made to persons displaced from dwellings will assure that they will have available to them decent, safe, and sanitary dwellings at costs or rents within their financial reach. Payment for moving expenses will be made to residents and businesses displaced. The Agency may contract with the Oregon Department of Transportation or other parties to help administer its relocation program.

13. PUBLIC PROCESS

Citizen-Driven Process: The goal of this urban renewal effort is to “Revitalize the CARA . . . using a citizen-driven process.” As such, it is expected that the Agency will provide ample opportunity for individuals and various entities to have a say in refining and implementing this Plan. In addition to the following public process opportunities, the Agency will define specific participation processes that will allow this goal to be met.

Meetings: The Agency shall conduct business according to Oregon’s “Open Meetings Law” (ORS 192.610 to 192.690) which requires, in part:

“All meetings of the governing body of a public body shall be open to the public and all persons shall be permitted to attend any meeting except as otherwise provided by ORS 192.610 to 192.690.”

“No quorum of a governing body shall meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as otherwise provided by ORS 192.610 to 192.690.”

The law allows exceptions to some of the open meeting requirements for a limited number of specific instances such as conferences, on-site inspections and executive sessions.

Annual Budget Process: The Agency shall follow Oregon’s public budgeting regulations which include public notice, open meetings and public hearing opportunities.

Plan Amendments: As defined in Section 9, it is expected that this Plan will be reviewed periodically. The Agency must consider all forms of Plan amendment in compliance with Oregon’s Public Meetings Law. The Albany City Council will also be required to consider some of the “Minor Amendments” to the Plan, and approve them by Ordinance. For “Substantial Amendments,” the Agency must follow the same procedures specified by the ORS for adoption of Plans.

Review of Financial Impact: The Agency shall consider the financial impact of this Plan on area taxing districts at least once every five (5) years, beginning in FY 2007-08. The purpose of this consideration is to review how the continuation of this Plan will impact the public health, safety and welfare of the community.

14. DEFINITIONS

These definitions govern the construction of this Plan unless the context requires otherwise.

Agency, Renewal Agency, or Urban Renewal Agency means the Central Albany Revitalization Area Urban Renewal Agency of the City of Albany, Oregon.

Agreement for Disposition or Development means an agreement between the Agency and a private developer which sets forth the terms and conditions which will govern the disposition of land to a private developer.

Area means the area included within the boundaries of the Central Albany Revitalization Area.

Central Albany Revitalization Area, CARA, Urban Renewal Area, or Renewal Area means the geographic area for which this Urban Renewal Plan has been approved. The boundary of the Renewal Area is described in Exhibits made a part of this Plan.

City means the City of Albany, State of Oregon.

City Council means the City Council of the City of Albany, Oregon.

Comprehensive Plan means the City of Albany Comprehensive Plan and its implementing Ordinances, policies and development standards.

County means the County of Linn, State of Oregon.

Developer means any individual or group acquiring property from the Agency or receiving financial assistance for the physical improvement of privately or publicly held structures and land.

Displaced person or business means any person or business required to relocate as a result of action by the Agency to vacate a property for public use or purpose.

Exhibit means an attachment, either narrative or map, to the Plan provided in Part Two of the Plan.

ORS means Oregon Revised Statute (State Law) and specifically Chapter 457 thereof.

Plan means the Urban Renewal Plan for the Central Albany Revitalization Area, Parts One & Two.

Planning Commission means the Planning Commission of the City of Albany, Oregon.

Project, Activity, or Project Activity means any undertaking or activity within the Area, such as a public improvement, street project or other activity which is authorized and for which implementing provisions are set forth in the Plan.

Report means the Report accompanying the Plan, as provided in ORS 457.085 (3).

Text means the Urban Renewal Plan for the Central Albany Revitalization Area, Part One - Text.

**URBAN RENEWAL DISTRICT PLAN
for the
CENTRAL ALBANY REVITALIZATION AREA**

Part II – Exhibits & Attachments

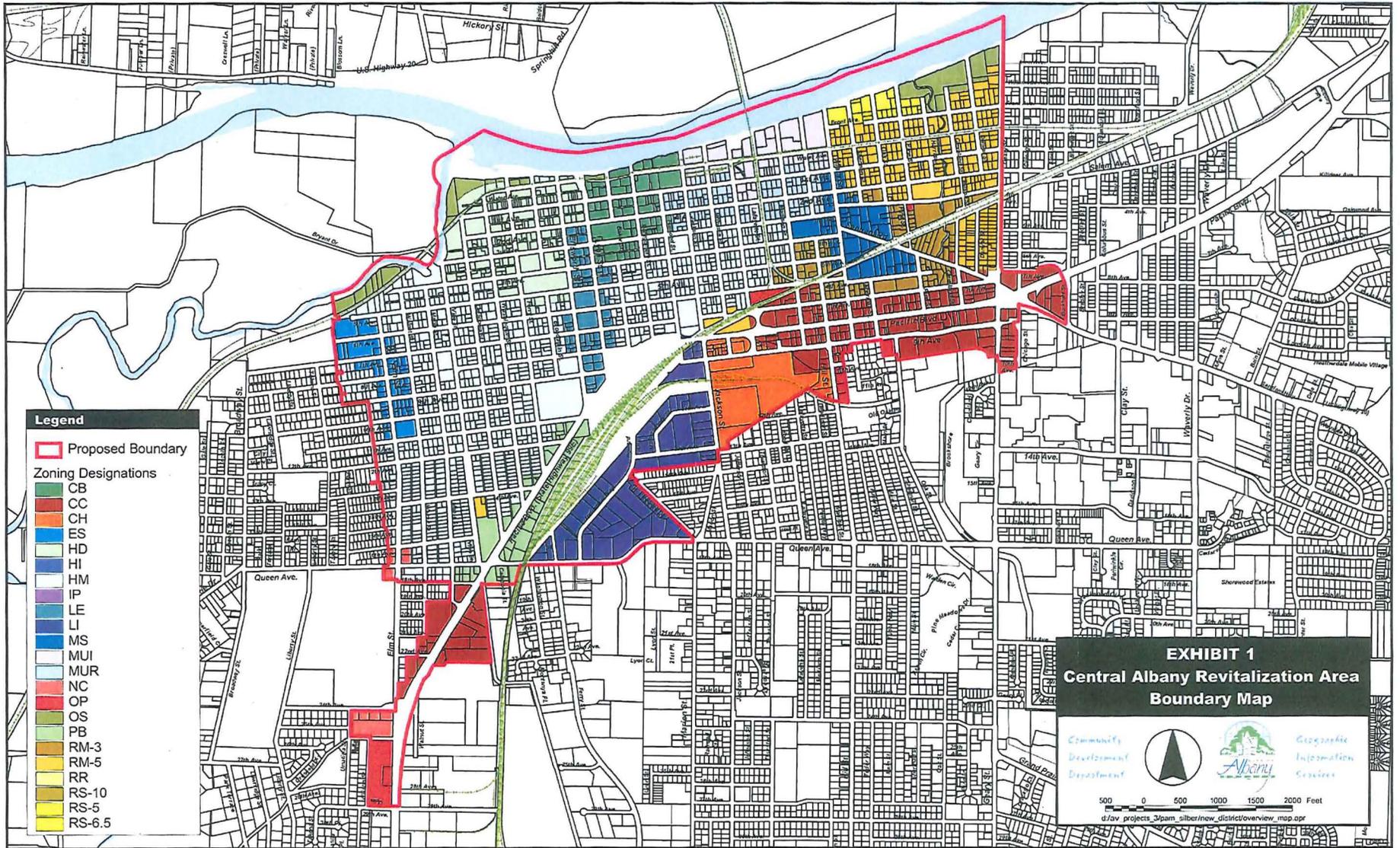
EXHIBIT 1.....Boundary and Land Use Map

ATTACHMENT A..... Boundary Description

ATTACHMENT B Comprehensive Plan Goals

ATTACHMENT C Zoning Descriptions

ATTACHMENT D..... Community-Based Project List



ATTACHMENT A

LEGAL DESCRIPTION OF PROJECT BOUNDARY CENTRAL ALBANY REVITALIZATION AREA PLAN

Beginning at the intersection of the south right-of-way line of 19th Avenue (a 40 foot wide right-of-way) with the west right-of-way line of Maple Street (a 60 foot wide right-of-way), which point being South 01°32'49" East 40.00 feet from the southeast corner of Block 3 of "PIPES SOUTH ALBANY ADDITION", a subdivision of record in Linn County, Oregon; thence North 01°18'57" East 275.24 feet to the southeast corner of Block 2 of said "PIPES SOUTH ALBANY ADDITION"; which point being on the northerly right-of-way line of 18th Avenue (a 40 foot wide right-of-way); thence North 89°58'10" West, along said northerly right-of-way line and the westerly extension thereof, 701.19 feet to a point in the centerline of Elm Street; thence North 00°58'34" East, along said centerline, 29.58 feet to a point on the easterly extension of the south line of that Wallace Tract described by deed recorded in MF Volume 132, Page 84 of the Linn County Deed Records on April 26, 1976; thence South 89°11'08" West 189.92 feet to the southwest corner of said Wallace Tract; thence North 00°39'28" East, along the westerly line of said Wallace Tract and northerly extension thereof, 179.43 feet to a point the centerline of Queen Avenue; thence North 88°49'08" East, along the said centerline, 62.10 feet to the southerly extension of the east line of that Weiss and Kearny Tract described by deed recorded in MF Volume 901, Page 511 of the Linn County Deed Records on October 27, 1997; thence North 00°55'29" West, along the said easterly line and the northerly extension thereof, 134.46 feet to a point on the south line of Lot 3, Block 9 of "LINNMONT ADDITION", a subdivision of record in Linn County; thence North 82°42'27" East 16.54 feet to the southeast corner of said Lot 3; thence North 07°24'59" West, along the easterly line of Lot 3 and the northerly extension thereof, 248.76 feet to the northeast corner of Lot 22, Block 8 in said "LINNMONT ADDITION"; thence North 83°19'51" East 18.08 feet to the southeast corner of that Reiger Tract described by deed recorded in MF Volume 533, Page 504 of the Linn County Deed Records on June 8, 1990; thence North 07°10'52" West 100.00 feet to the northeast corner of said Reiger Tract; thence North 43°29'48" West 60.64 feet to the southeast corner of that Leopard Tract described by deed recorded in MF Volume 611, Page 644 of the Linn County Deed Records on September 1, 1992 ; thence North 07°10'52" West, along the east line of said Leopard Tract, 100.00 feet to a point on the southerly line of Lot 4, Block 7 of said "LINNMONT ADDITION"; thence North 83°21'28" East 17.81 feet to the southeast corner of said

Lot 4; thence North 07°06'49" West 500.33 feet to the northeast corner of Lot 4, Block 1 of said "LINNMONT ADDITION"; thence South 83°01'24" West, along the said north line of Block 1, a distance of 111.56 feet to the southwest corner of "THE MENNONITE CHURCH ADDITION to the City of Albany", a subdivision of record in Linn County, Oregon; thence North 06°03'59" West 17.79 feet to the southwest corner of Block 2 of said "MENNONITE CHURCH ADDITION"; thence North 83°01'07" East 98.00 feet to the southeast corner of said Block 2; thence North 07°04'53" West 200.00 feet to the northeast corner of said Block 2; thence North 07°04'53" West 61.87 feet to the southwest corner of Lot 10, Block 3 of "WRIGHTS ADDITION to the City of Albany", a subdivision of record in Linn County, Oregon, said point being on the east right-of-way line of Willetta Street (a 47.5 foot wide right-of-way); thence North 07°04'53" West, along said east right-of-way line, 825.00 feet to a point on the centerline of 9th Avenue (a 66 foot wide right-of-way); thence South 82°32'15" West, along said centerline, 353.80 feet to a point on the southerly extension of the west line of Lot 4, Block 2 in "MOUNTAIN VIEW ADDITION to the City of Albany", a subdivision of record in Linn County, Oregon; thence North 07°15'53" West 137.28 feet to the northwest corner of said Lot 4; thence North 82°52'03" East 56.62 feet to the northeast corner of said Lot 4; thence North 07°06'58" West 16.06 feet to the southeast corner of Lot 3 of said Block 2; thence South 82°52'35" West, along the south line of said Lot 3, a distance of 50.96 feet to the southwest corner of that Puckett Tract described by deed recorded in MF Volume 444, page 61 of the Linn County Deed Records on July 3, 1987; thence North 07°06'05" West 102.41 feet to the northwest corner of said Puckett Tract; thence North 34°18'47" West 74.24 feet to the southwest corner of that Henry Tract described by deed recorded in MF Volume 175, Page 186 of the Linn County Deed Records on August 19, 1977; thence North 06°59'50" West 102.86 feet to the northwest corner of said Henry Tract, which point being on the south right-of-way line of an alley; thence North 82°59'19" East, along said south right-of-way line, 85.12 feet to the northeast corner of Lot 4, Block 1 of said "MOUNTAIN VIEW ADDITION to the City of Albany"; thence North 06°54'02" West 16.15 feet to the southeast corner of Lot 3 in said Block 1, which point being on the north right-of-way line of said alley; thence South 82°59'25" West, along said north right-of-way line, 70.96 feet to the southwest corner of that Seventh Avenue Medical Building, LLC Tract described by deed recorded in MF Volume 803, Page 716 of the Linn County Deed Records on May 17, 1996; thence North 06°59'04" West 103.04 feet to the northwest corner of said Seventh Avenue Medical Building, LLC Tract; thence North 03°19'04" East 67.04 feet to a point

on the northerly right-of-way line of 7th Avenue (a 66 foot wide right-of-way), which point being the southeast corner of that Riverside Cemetery Association Tract described by deed recorded in Book 136, Page 485 of the Linn County Deed Records on May 27, 1929; thence North 07°05'57" West 446.56 feet to the northwest corner of said Riverside Cemetery Association Tract, which point being on the south right-of-way line of the Oregon Electric Railroad; thence North 83°02'37" East, along said south right-of-way line, 24.85 feet to a point on the centerline of vacated Umatilla Street; thence North 07°10'07" West, along said centerline, 94.48 feet to a point on the centerline of vacated 5th Avenue; thence North 83°20'48" East, along said centerline, 83.03 feet to the southwest corner of Parcel 1 of Partition Plat No. 1991-58, a partition of record in Linn County, Oregon; thence North 07°19'47" West 33.00 feet to the northwest corner of said Parcel 1; thence North 60°51'38" West 62.23 feet to the southwest corner of Parcel 2 of said Partition Plat No. 1991-58; thence North 07°22'04" West, along the westerly line of said Parcel 2 and the northerly extension thereof, 278.31 feet to a point on the Mean High Water Line on the northerly bank of the Calapooia River; thence along said Mean High Water Line the following eleven (11) courses: 1) north 72°37'25" East 249.76 feet; 2) thence North 45°27'58" East 607.11 feet; 3) thence South 88°35'10" East 355.69 feet; 4) thence South 69°31'04" East 292.94 feet; 5) thence North 30°05'15" East 213.27 feet; 6) thence North 01°50'13" West 493.67 feet; 7) thence North 07°31'13" East 367.41 feet; 8) thence North 23°24'28" West 197.06 feet; 9) thence North 07°25'44" East 146.25 feet; 10) thence North 46°04'49" East 155.39 feet; 11) thence North 58°57'59" East, along said Mean High Water Line and northerly extension thereof, 636.30 feet to the center of the Willamette River; thence along the center of said Willamette River, the following ten (10) courses: 1) South 70°35'57" East 613.14 feet; 2) thence South 83°23'30" East 664.49 feet; 3) thence North 83°17'50" East 661.45 feet; 4) thence South 83°53'16" East 1906.16 feet; 5) thence North 81°26'56" East 671.46 feet; 6) thence North 69°21'50" East 1479.76 feet; 7) thence North 74°23'31" East 468.61 feet; 8) thence North 66°26'20" East 552.41 feet; 9) thence North 71°02'20" East 658.21 feet; 10) thence North 68°37'22" East 1539.68 feet to the northerly extension of the east right-of-way line of Geary Street (a 60 foot wide right-of-way); thence South 00°37'36" West, along said easterly right-of-way line, 3435.42 feet to the northwest corner of Block 6 of "BRYANTS ADDITION to the City of Albany", a subdivision of record in Linn County, Oregon, which point being on the south right-of-way line of 7th Avenue (a 50 foot wide right-of-way); thence South 88°59'08" East, along said south right-of-way line, 497.17 feet to the east boundary line

of said "BRYANTS ADDITION to the City of Albany"; thence North 01°01'13" East, along said east boundary line, 50.00 feet to the southeast corner of Lot 3, Block 3 of said "BRYANTS ADDITION to the City of Albany"; thence North 60°12'06" East 54.55 feet; thence North 76°41'06" East 55.49 feet; thence North 82°50'45" East 58.46 feet; thence South 83°08'19" East 60.94 feet; thence South 58°23'16" East 46.97 feet; thence South 39°24'37" East 51.98 feet; thence South 25°41'54" East 14.78 feet to a point on the north right-of-way line of Pacific Boulevard, which point being on the south line of Parcel 2 of Partition Plat 1997-13, a partition of record in Linn County, Oregon; thence South 21°11'00" East 129.79 feet; thence South 18°56'09" East 36.18 feet; thence South 14°02'46" East 28.55 feet; thence South 09°08'29" East 36.38 feet; thence South 03°42'38" East 35.38 feet to a point on the west right-of-way line of Burkhart Street (a 60 foot wide right-of-way); thence South 00°41'10" West, along said west right-of-way line, 456.72 feet to a point located inside the right-of-way of Santiam Highway; thence North 59°22'52" West 183.20 feet; thence North 64°27'00" West 249.15 feet; thence North 73°50'52" West 252.31 feet to a point on the centerline of Chicago Street; thence South 00°32'05" West, along said centerline, 234.68 feet; thence South 79°56'25" West 65.44 feet; thence South 00°54'29" West 55.53 feet; thence South 31°56'05" East 66.19 feet to a point on the west right-of-way line of said Chicago Street (a 60 foot wide right-of-way); thence South 00°37'39" West, along said westerly right-of-way line, 509.24 feet to the southerly terminus of said right-of-way; thence South 74°42'10" West 229.20 feet to a point on the east right-of-way line of said Geary Street (a 60 foot wide right-of-way); thence North 00°37'54" East, along said right-of-way line, 155.08 feet; thence South 88°42'27" West 30.15 feet to a point on the centerline of said Geary Street; thence North 00°43'41" East, along said centerline, 78.70 feet; thence South 79°53'44" West 32.72 feet to the southeast corner of that Stoakes Tract described by deed recorded in MF Volume 82, Page 489 of the Linn County Deed Records on March 18, 1974; thence along the boundary line of said Stoakes Tract the following three (3) courses: 1) South 80°50'46" West 89.45 feet; 2) thence North 07°24'29" West 58.01 feet; 3) thence North 58°49'59" West 108.75 feet; thence South 82°48'37" West 33.00 feet to a point on the centerline of vacated Warner Street; thence North 07°23'43" West, along said centerline, 14.99 feet to a point on the easterly extension of the north line of Lot 5, Block 2 of "PRICE'S 2ND ADDITION", a subdivision of record in Linn County; thence South 81°11'37" West 1092.85 feet to a point on the centerline of Oak Drive (a 60 foot wide right-of-way); thence North 05°07'29" West,

along said centerline, 79.71 feet; thence South 83°01'55" West 185.63 feet to a point on the west line of that Ping's Inc. Tract described by deed recorded in MF Volume 791, Page 691 of the Linn County Deed Records on March 11, 1996; thence North 07°09'38" West, along said west line, 214.20 feet to the south right-of-way line of 9th Street; thence South 82°51'23" West, along said south right-of-way line, 407.95 feet to the northeast corner of Lot 4, Block 1 of "PRICE'S ADDITION to the City of Albany", a subdivision of record in Linn County, Oregon; thence South 07°08'54" East 100.05 feet to the southeast corner of said Lot 4; thence South 82°54'41" West 132.49 feet to the southwest corner of Lot 3 in said Block 1; thence South 07°09'17" East 538.17 feet to the southeast corner of Lot 4, Block 1 of "HACKLEMAN'S GROVE ADDITION to the City of Albany", a subdivision of record in Linn County, Oregon, which point also being the northeast corner of Parcel 2 of Partition Plat No. 1993-03, a partition of record in Linn County, Oregon; thence South 07°07'42" East 147.63 feet to the southeast corner of said Parcel 2, said point being on the northerly right-of-way line of the Willamette Valley and Coast Railroad (a 60 foot wide right-of-way); thence along said right-of-way line on the arc of a 823.23 foot radius curve to the right (chord bears North 70°00'45" West 575.72 feet) a distance of 588.15 feet to a point on the northeasterly extension of the northerly boundary line of "WINONA PARK", a subdivision of record in Linn County, Oregon; thence South 56°30'06" West, along said northerly boundary line, 1288.59 feet to the northeast corner of Lot 2, Block 1 of said "WINONA PARK" subdivision; thence South 07°38'47" East 103.34 feet to the southeast corner of said Lot 2; thence South 82°50'46" West, along the southerly line of said Block 1 and the westerly extension thereof, 156.98 feet to a point on the centerline of Jackson Street; thence South 06°57'08" East, along said centerline, 157.55 feet to a point on the easterly extension of the northerly boundary line of Block 1 of 'BACON ADDITION to the City of Albany', a subdivision of record in Linn County, Oregon; thence South 83°27'28" West 1128.03 feet to the northwest corner of Lot 1 in said Block 1; thence South 89°51'59" West 30.00 feet to a point on the west line of the Abram Hackleman Donation Land Claim No. 62 in Township 11 South, Range 3 West, Willamette Meridian, Linn County, Oregon; thence North 00°06'53" West, along said west line, 24.96 feet; thence along the arc of a 489.88 foot radius curve to the right (chord bears South 26°21'56" West 109.12 feet) a distance of 109.35 feet to the most westerly corner of Parcel "A" of "MARY B. INDUSTRIAL SUBDIVISION", a subdivision of record in Linn County, Oregon; thence South 48°09'37" East 23.99 feet to the most southerly corner of said Parcel "A"; thence North 69°59'24" East 32.79 feet to the northwesterly extension of the

centerline of Howard Drive (a 60 foot wide right-of-way); thence South 45°45'12" East, along the extension of said centerline, 73.69 feet; thence South 44°14'37" West 30.00 feet to a point on the southwesterly right-of-way line of said Howard Drive; thence South 45°45'04" East, along said southwesterly right-of-way line, 1063.32 feet to a point on the north right-of-way line of Queen Avenue; thence South 05°27'24" East 65.31 feet to the point of intersection of the south right-of-way line of said Queen Avenue with the west right-of-way line of Marion Street; thence along said south right-of-way line the following eleven (11) courses: 1) North 89°10'10" West 316.62 feet; 2) thence South 00°48'13" West 4.99 feet; 3) thence North 88°58'21" West 219.70 feet; 4) thence South 78°03'17" West 115.66 feet; 5) thence along said right-of-way line on the arc of a 251.30 foot radius curve to the left (chord bears South 55°23'16" West 76.51 feet) a distance of 76.81 feet; 6) thence South 46°38'38" West 201.88 feet; 7) thence along the arc of a 321.58 foot radius curve to the right (chord bears South 67°46'37" West 231.85 feet) a distance of 237.19 feet; 8) thence South 88°55'16" West 138.08 feet; 9) thence North 00°20'38" East 5.00 feet; 10) thence South 89°00'45" West 1028.26 feet to the northwest corner of Lot 1, Block 6 of "ELKINS ADDITION to the City of Albany", a subdivision of record in Linn County, Oregon; 11) thence South 87°09'20" West 80.65 feet to a point on the west right-of-way line of the Southern Pacific Railroad; thence South 14°26'51" West, along said right-of-way line, 254.07 feet; thence South 86°53'56" West 88.73 feet to the southwest corner of Lot 10, Block 1 of "SUPPLEMENTAL PLAT TO RUITER'S ADDITION", a subdivision of record in Linn County, Oregon; thence South 89°26'12" West 317.41 feet to the southwest corner of Lot 9 in said Block 1; thence North 72°42'43" West 54.82 feet to a point on the west right-of-way line of the Albany-Santiam Canal; thence South 06°55'28" East, along said west right-of-way line, 1072.51 feet; thence South 84°01'59" West 10.00 feet to the southeast corner of that Fisher Implement Co. Tract described by deed recorded in MF Volume 706, Page 284 of the Linn County Deed Records on July 19, 1994; thence along the southerly boundary line of said Fisher Implement Co. Tract the following three (3) courses: 1) North 89°16'47" West 596.69 feet; 2) thence South 26°35'08" West 50.01 feet; 3) thence North 89°16'43" West 150.11 feet to a point on the easterly right-of-way line of Pacific Highway; thence along said easterly right-of-way line the following ten (10) courses: 1) South 26°35'01" West 150.97 feet; 2) thence South 48°17'10" West 74.13 feet; 3) thence South 22°25'48" West 200.21 feet; 4) thence South 18°46'29" West 305.52 feet; 5) thence South 15°11'08" West

134.23 feet; 6) thence South 12°35'18" West 255.43 feet; 7) thence South 00°14'26" West 49.99 feet; 8) thence South 07°33'07" West 327.19 feet; 9) thence South 04°23'07" West 250.83 feet; 10) thence South 01°26'34" West 233.13 feet; thence North 89°47'48" West 109.89 feet to a point on the westerly right-of-way line of said Pacific Highway; thence South 46°37'24" West 6.99 feet to a point on the north right-of-way line of 29th Avenue; thence North 87°40'18" West, along said north right-of-way line, 304.25 feet to the east right-of-way line of Willetta Street; thence North 02°17'52" East, along said east right-of-way line, 932.62 feet to the south line of Block 1 of "HOUCK'S ADDITION to the City of Albany", a subdivision of record in Linn County, Oregon; thence North 89°15'57" West, along the south line of said Block 1, a distance of 270.76 feet to the east right-of-way line of Umatilla Street (a 50 foot wide right-of-way); thence North 01°00'01" East, along said east right-of-way line, 345.96 feet to the south right-of-way line of 24th Avenue; thence South 89°12'31" East, along said south right-of-way line and easterly extension thereof 632.36 feet to the east right-of-way line of Elm Street; thence North 00°58'09" East 377.12 feet to the southwest corner of Lot 5, Block 20 of "SOUTH ALBANY", a subdivision of record in Linn County, Oregon; thence North 89°57'39" East 102.35 feet to the southeast corner of said Lot 5; thence North 00°50'03" East 349.60 feet to the northeast corner of Lot 6, Block 21 of said "SOUTH ALBANY" subdivision, which point being on the south right-of-way line of 22nd Avenue; thence South 89°23'46" East, along said south right-of-way line, 144.25 feet to a point on the centerline of vacated "B" Street (a 60 foot wide right-of-way) identified on the plat of said "SOUTH ALBANY" subdivision; thence North 00°17'29" East 263.43 feet to a point on the south right-of-way line of 21st Avenue (a 50 foot wide right-of-way); thence South 89°36'07" East, along said south right-of-way line, 123.81 feet to the east right-of-way line of Walnut Street (a 40 foot wide right-of-way); thence North 00°57'04" East, along said east right-of-way line, 477.68 feet to the south right-of-way line of said 19th Avenue; thence South 89°37'53" East, along said south right-of-way line, 303.11 feet to the Point of Beginning.

July 3, 2001
URBAN RENEWAL DISTRICT
BOUNDARY DESCRIPTION
(01-81) JRB:ls

File Ref: nlm/winword/legal/01-81urban renewal district boundary desc.doc

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Jack R. Burrell
OREGON
JULY 14, 1978
JACK R. BURRELL
1630

RENEWAL DATE 12/31/01

July 3, 2001
Urban Renewal District Boundary Description
Page 7 of 7

ATTACHMENT B

COMPREHENSIVE PLAN GOALS AND POLICIES

The following Albany Comprehensive Plan Goal and Policy statements directly relate to the CARA Goal, Objectives and Projects as provided in this Plan.

Goal 1: Citizen Involvement

Goal: Ensure that local citizens and other affected groups, neighborhoods, agencies, and jurisdictions are involved in every phase of the planning process.

Goal 14: Urbanization

Goal: Achieve stable land use growth which results in a desirable and efficient land use pattern.

Policy 9. Encourage the use of already serviced vacant and underdeveloped land through adaptive reuse of older areas of the community and the development and/or partitioning of lots which can meet minimum lot size requirements.

Policy 12. Discourage future strip commercial development and promote clustered commercial opportunities and the infilling of existing commercial areas which will foster: a. Efficient and safe utilization of transportation facilities. b. A variety of attractive and comfortable shopping opportunities that encourage shopping in a number of stores without auto use. c. Compatibility between land uses, particularly adjacent residential neighborhoods. d. Efficient extension of public facilities and services.

Policy 15. Encourage land use patterns and development plans which take advantage of density and location to reduce the need for travel and dependency on the private automobile, facilitate energy-efficient public transit systems, and permit building configurations which increase the efficiency of energy use.

Implementation Methods: #6, #7a, #7c, #7d, #7e.

Goal 9: Economic Development

Goal: Enhance the economic position of all elements of the area's established economic base.

Policy 1. Provide opportunities to develop the full range of commercial, recreational, and professional services to meet the needs of Albany's residents and others.

Policy 5. Encourage opportunities for the Downtown Business District to develop as a cultural, financial, business, and government center of the Albany area by . . .

Policy 21. Encourage the Albany Downtown Association to develop measures to protect and enhance the viability of the Downtown Business District.

Implementation Methods: #1, #14, #15d, #29.

Goal 10: Housing

Goal: Provide a variety of development and program opportunities that meet the housing needs of all Albany's citizens.

Policy 1. Ensure that there is an adequate supply of residentially zoned land in areas accessible to employment and public services to provide a variety of choices regarding type, location, density, and cost of housing units commensurate to the needs of city residents.

Policy 2. Encourage conservation of existing housing by rehabilitation of substandard units.

Policy 4. Encourage innovation in housing types, densities, and design to promote a variety of housing alternatives and prices such as: . . . b. The adaptive reuse of upper floors of structures within the Downtown Business District for residential purposes.

Policy 6. Preserve and enhance Albany's historic housing as a unique and valuable resource.

Policy 11. Encourage residential development on already serviced and vacant residential lots or in areas within which services are available or can be economically provided.

Implementation Methods: #1.

Goal 12: Transportation

Goal: Provide a safe, diversified, and efficient transportation system that protects and enhances Albany's economy, environment, neighborhood quality, and cultural and scenic values.

Policy 6. Ensure that street design provides for high levels of efficiency and safety and, when necessary, incorporate design modifications to help preserve neighborhood quality and character.

Policy 17. Encourage transportation projects, programs, and policies which reduce dependency on the automobile and promote transportation alternatives such as public transit, bikeways, car and van pools.

Implementation Methods: #1, #2, #11, #17g.

Goal 8: Recreational Needs

Goal: Provide a high quality and diversified system of safe and attractive parks, open space, recreation programs, and facilities to: 1. Facilitate community access to leisure, recreation, open

space, and cultural opportunities. 2. Meet the varied recreation and leisure needs of Albany's citizens for self-expression, creativity, achievement, imagination, relaxation, and enjoyment. 3. Enhance the beauty, livability, and positive image of Albany.

Policy 1. Continue to provide and develop a system of multi-purpose parks and facilities . . .

Policy 5. Develop Albany's Willamette River parklands and encourage development of those parklands within proximity to the Albany area as a major recreational focus. In particular, promote the following: a. Continued use of Monteith Riverpark for a variety of cultural and social events. . . c. The development of pedestrian and bicycle paths along the Willamette River linking major recreation facilities and nearby communities.

Implementation Methods: #1, #7, #9, #12.

Goal 5: Open Spaces, Scenic & Historic Areas, & Natural Resources

Goal: *Ensure vegetation is and remains an integral part of Albany's environment.*

Policy 1. Protect existing vegetation which possesses significant environmental, wildlife habitat, and aesthetic qualities, particularly along the Santiam Canal and the Willamette and Calapooia Rivers, their tributaries, and associated floodplains and drainageways.

Implementation Methods: #1, #4, #8, #9.

Goal: *Ensure the provision of open space and protection of natural and scenic resources.*

Policy 3. Where possible, utilize major utility easements, rights-of-way, abandoned railroad rights-of-way, and drainageways for bicycle and pedestrian pathways.

Implementation Methods: #1c, #5.

Goal: *Protect Albany's historic resources and utilize and enhance those resources for Albany residents and visitors.*

Policy 1. Support the identification, recognition, development, and promotion of Albany's historic buildings and districts through City programs or other organizations.

Implementation Methods: #1, #2, #3, #5, #6, #7, #16.

Goal: *Improve Albany's image, livability, appearance, and design quality through aesthetic enhancement.*

Policy 4. Continue to develop and implement aesthetic enhancement programs that will improve Albany's image.

Policy 5. Recognize and protect the unique aesthetic contribution that the Willamette and Calapooia Rivers lend to the Albany area.

Policy 6. Preserve and enhance desirable and distinctive neighborhood features which satisfy the following criteria: a. Are commonly recognized features by neighborhood residents as desirable and distinctive. b. Are features which can be preserved and enhanced without significantly impairing development or redevelopment opportunities in conformance with other Comprehensive Plan and Development Code provisions. c. Are features which can be preserved and enhanced through consideration of design alternatives in development and redevelopment projects.
Implementation Methods: #1b, #1c, #5, #6, #7b, #7d, #7e, #7f, #8a-g.

Goal 15: Willamette River Greenway

Goal: *Protect, conserve, enhance and maintain the natural, scenic, historic, economic, and recreational qualities of the Willamette River, its banks, and adjacent lands.*

Policy 3. Encourage the protection, rehabilitation, and restoration of historic sites and structures within the Greenway boundary.

Policy 4. Continue to acquire land and public access easements in order to protect the natural resource qualities of the Greenway and provide continuous public access along Albany's riverfront through the development of recreation trails and park sites in accordance with adopted recreation plans.

Policy 5. Utilize the potential of the Willamette River Greenway to promote events and activities that attract tourism and to enhance Albany's livability.

Policy 8. Provide development incentives and otherwise encourage water-oriented, water-dependent, and water-related uses such as public parks, boat launches and landings, restaurants, and other community-related activities whose use is enhanced by views and access to the river, subject to applicable setbacks and other standards that preserve Greenway values.
Implementation Methods: #2, #3c.

ATTACHMENT C

ZONING CLASSIFICATIONS *As Defined in the Albany Development Code*

Article 14 – Central Albany: The ten zoning districts described in this article are intended to implement the land use districts identified in the Town Center Plan. The differences among the zones in permitted uses and development standards relate to the urban design objectives and concepts described in the Town Center Plan. These Central Albany zoning districts were created to implement the Town Center Plan.

The districts can be divided into two categories, one primarily residential and the other primarily commercial in character. The HM and MUR zones are intended to be primarily residential zones, with some commercial uses allowed in the MUR zone to provide a mixed use environment both horizontally and vertically. The other zones are primarily commercial in character, but, in some cases, allow high-density residential development. The MUI zone is intended to allow existing light industrial uses to continue, but to facilitate a transition to a mixed use residential zone.

- ◆ **HD – Historic Downtown District:** The HD district is intended primarily for a dense mixture of uses with an emphasis on entertainment, theaters, restaurants, night life and specialty shops. High density residential infill is encouraged, as is the continued presence of the government center and supporting uses.
- ◆ **CB – Downtown Central Business District:** The CB district is intended primarily for retail and services that support Historic Downtown businesses and residents. Mixed uses are encouraged both horizontally and vertically. High density residential infill and office employment are both encouraged.
- ◆ **MUR – Mixed Use Residential District:** The MUR district is intended primarily to create a residential district with a mixture of neighborhood commercial uses allowed to meet daily needs of area residents. Water and open space oriented high density residential uses are encouraged.
- ◆ **MUI – Mixed Use Light Industrial District:** The MUI district is intended to preserve the viability of existing light industrial businesses in this area, but at the same time provide the opportunity for the area to transition to high density residential use along the Willamette River. Both light industrial and residential uses are allowed in this zoning district, and regulations are provided to facilitate compatibility.
- ◆ **MS – Main Street District:** The MS district is intended primarily as an industrial park/research and development employment center with supporting commercial and retail services for residents and employees in the area. Retail, restaurant or night uses that impact surrounding residences are discouraged.
- ◆ **LE – Lyon-Ellsworth District:** The LE district is intended primarily as a location for development that serves the Historic Downtown district and Downtown Central Business

District. This district is the most desirable location in the Central Albany area for parking structures with ground floor commercial uses and screened surface parking lots.

- ◆ **TD – Transit District:** The TD district is intended primarily for regional transit facilities and related uses. This district is suitable as a major office employment center because of easy access to mass transit. Mixed use development including a multi-modal transportation facility, a park and ride facility, and office space should be developed within this district.
- ◆ **PB – Pacific Boulevard District:** The PB district is intended primarily as an auto-oriented commercial area. Design guidelines should be developed for the district to provide a coordinated look. Sound and visual buffers should be used to mitigate impacts on nearby residential areas.
- ◆ **HM – Hackleman-Monteith District:** The HM district is intended primarily to preserve the existing single-family residential character of the Hackleman and Monteith Historic Districts. Conversion of single-family residential structures to other uses, including multi-family residential, is not allowed. Accessory apartments are allowed.

The intent of the HM district is to preserve existing single-family residences for that use, but not make existing multi-family development non-conforming. There are existing multi-family developments within the HM district that were constructed for that purpose and these uses will remain conforming uses, as will other existing duplex and multi-family developments. A list of these specific existing developments is included in Section 14.080. The duplex and multi-family developments on this list are allowed uses, and are not subject to the restrictions that would otherwise apply if they were non-conforming uses. The requirements of any applicable overlay district do apply.

- ◆ **ES – Elm Street Medical District:** The ES district is intended primarily to provide an adequate amount of land for Albany General Hospital and associated medical uses. The impact of parking facilities should be mitigated by screening. Removal of existing residences and landscapes is discouraged. Only the amount of parking that is necessary should be allowed for uses in this district, in order to minimize the amount of land used for parking.

Other Zoning Districts in the CARA: The CARA also includes the following residential, commercial and industrial land use districts.

- ◆ **RM-3 - Residential Multiple Family District:** The RM-3 district is intended primarily for medium to high density urban residential development. Development should occur at 20-40 units per acre.
- ◆ **RM-5 - Residential Limited Multiple Family District:** The RM-5 district is primarily intended for low to medium density multiple family residential urban development. Development should occur at 10-20 units per acre.
- ◆ **RS-6.5 - Residential Single Family District:** The RS-6.5 district is intended primarily for low density urban single family residential development. Development should occur at 6-8 units per acre.

- ♦ **NC - Neighborhood Commercial District:** The NC district is intended primarily for small areas of retail establishments serving frequently recurring nearby residents' needs in convenient locations. The NC district is typically appropriate to small clusters or service centers located within residential neighborhoods. Generally, uses located within NC districts should have as their primary market area the population within a one-half mile radius.
- ♦ **CC - Community Commercial District:** The CC district is intended primarily for developments which have a wide range of retail sales and service establishments. The CC district is typically appropriate to large commercial clusters near intersections or along major thoroughfares.
- ♦ **CH - Heavy Commercial District:** The CH district is intended primarily for areas where a mixture of commercial and light industrial activities which may have extensive outside storage, truck traffic and/or noise characteristics can occur. This district is most appropriate in outlying areas or in areas intended to be compatible with or a buffer to heavier industrial uses.
- ♦ **LI - Light Industrial District** is intended primarily for a wide range of manufacturing, warehousing, processing, and related establishments which have a limited impact on surrounding properties.
- ♦ **OS - Open Space District** is intended for the establishment, continuation, and preservation of agricultural uses, park and recreation areas, wildlife habitats, wetlands, natural areas, and other uses that do not involve the construction of structures other than minor facilities that might be required to conduct the principal use.

ATTACHMENT D

COMMUNITY-BASED PROJECT LIST

Developed Through Community Forums - Basis for Plan Project Activities

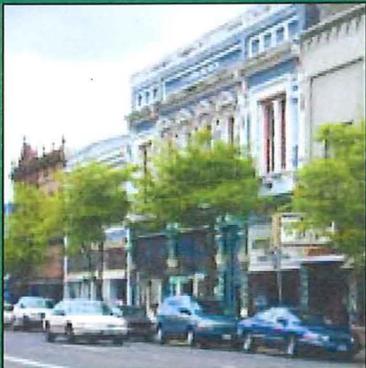
<i>Project Name</i>	<i>Brief Project Description</i>
DEVELOPMENT PARTNERSHIPS	
Property Acquisition & Assembly	Acquire property and assemble sites as required to implement Urban Renewal objectives.
Business Retention & Recruitment	Commercial business development, retention and location assistance program focused on Downtown core. Multi-year program.
Albany Square Development	Address development issues/opportunities, developer recruitment, & partnership with developers on mixed use infill along Water between Broadalbin & Ferry. Requires Water Ave. Improvements.
Water Avenue Improvements	Realign & reconstruct portions of Water between Washington & Montgomery including moving overhead utilities, infrastructure, sidewalks, trees with walkable grates, Victorian style lighting, & other pedestrian amenities. Needed for Albany Square & Water St. Parking Structure.
Commercial Building Rehabilitation	Provide technical assistance and financing for the redevelopment of commercial structures, including focus on allowing active re-use of Downtown upper floors and structural issues.
Storefront Revitalization Program	Multi-year program to provide design, financing &/or grants to renovate commercial facades in HD, CD, LE, MS zones including awnings and signage.
Property Redevelopment Assistance	Provide assistance & support to developers including technical assistance & financing of joint-venture efforts.
Painting Program	Provide a free paint or similar program to incite sprucing up of residences and commercial properties.
Housing Demonstration	Development of, &/or financing for, affordable home ownership, including first time homebuyer support. Partnership opportunity.
Housing Development	Pre-development, property acquisition &/or development in partnership for affordable housing &/or mixed use. May include St. Francis redevelopment.
Housing Rehabilitation	Financing of renovation & rehabilitation of owner & renter occupied housing, including upper floor housing, consistent with Historic Preservation standards.
Riverfront Housing Infrastructure	In partnership as needed for housing projects extend/reconstruct streets, sidewalks, water, sewer, storm Montgomery through Main north of 1st.
Communications Infrastructure	Plan and develop fiber optic, phone & other communication linkages into & around Central Albany.
Water, Sewer and Storm Sewers	Repair/replace dilapidated and undersized water, sewer and storm sewer lines in connection to other projects & to allow development.
Pacific Boulevard Redevelopment	Address development issues/opportunities, developer recruitment, assistance to existing owners, and partnership with developers in redeveloping areas along the Pacific-9th corridor.
Lyon-Ellsworth Redevelopment	Address development issues/opportunities, developer recruitment, & partnership with developers in redeveloping Lyon Ellsworth zone.
Main Street Transition Area	Address development issues/opportunities, developer recruitment, & partnership with developers in transitioning MS zone. May include acquisition & assembly of lots.
Water Avenue MUI Transition Area	Address development issues/opportunities, developer recruitment, & partnership with developers to incite transition of MUI area along Water. May include acquisition & assembly of lots.
Central Business Area Transition & Infill	Address development issues/opportunities, developer recruitment, & partnership with developers in CB zone. May include acquisition & assembly of lots.

ROADS & PARKING	
Alley Maintenance	Improve drainage and pavement in Downtown alleys and establish an alley maintenance program.
Covered Bridge to Bryant Park	Develop a reproduction of the covered bridge that crossed the Calapooia at 3rd to Bryant Park.
Downtown Grid System	Consider re-implementing 2-way traffic on 1st and 2nd Avenues and/or diagonal parking.
Government Center Parking Structure	Parking structure with ground floor commercial between 3rd & 4th, Broadalbin & Ferry. Partnership potential.
Main Street Improve.	Reconfigure Main/Santiam/Salem intersections.
Queen Avenue Rail Crossing	Plan and provide improvements to reduce/eliminate conflict between rail switching & public crossing at Queen. Includes Pacific warning signal.
Street Redevelopment	Bring City streets into current public standards throughout the URD.
Traffic Calming	Provide traffic calming improvements throughout the area.
Water Street Parking Structure	Construct multi-floor parking structure located south of Water & east of Lyon. May be developed as public-private partnership.
STREETSCAPE	
Albany Square	Plaza at Willamette River on end of Broadalbin including art, benches, potential Heritage Center with tower or water feature, River Terrace overlook & related amenities.
Alleyway Pedestrian Corridors	Create pedestrian corridors along Downtown alleys through screening trash receptacles, pavement restoration, lighting, rear business access & related improvements. Needs Alley Imp.
Awning Program	Establish a program for design and placement of pedestrian-oriented awnings covering public sidewalks in the Downtown.
Broadalbin Promenade	Pedestrian way improvement to Broadalbin from 4th to Water Avenues including sidewalk extensions & repairs, moving overhead utilities, trees, benches, lighting, public art & other pedestrian amenities.
Burkhart Square	Provide pedestrian amenities including benches, plantings, etc.
Downtown Beautification	Year-round light and color in Downtown through placement of holiday lighting, hanging baskets, flowers, banners, flags and other seasonal displays. Multi-year program. Partnership potential.
Downtown Parking Areas	Improve existing public parking areas including pavement repair/repave, landscaping, shade trees, retaining walls, striping, signage & lighting.
Downtown Streetscape	Pedestrian amenities including trees with walkable grates, benches, public art, curb bulbouts, landscaping, Victorian style lighting, garbage receptacles, information kiosks & moving overhead utilities.
Gateways to Central Alb.	Gateway amenities near Pacific & Santiam, & along Pacific near Queen.
Gateways to Downtown	Gateway amenities along Lyon near 8th, at Ellsworth near 1st, on 1st near Thurston.
Heart of Albany	Create a new center for Albany with piazza at SE 1st & Ferry and mid-block connections to nearby parking areas.
Historic Districts Signage	Improve & provide public signage for Historic Districts including sign posts, directional signage, information kiosks & interpretive signage.
Main Street Area Streetscape	Provide traffic calming and pedestrian enhancements as the Main Street area redevelops.
Overhead Utilities	Where feasible, place all currently overhead utilities underground. In all areas, reduce clutter of overhead lines by coordinating drops, etc.
Sidewalk Program	Financing program for sidewalk repair / replacement.
Street Tree Planting	Provide technical & financial support for planting of street trees throughout the URD.
Streetscape Riverfront Housing Area	Provide street trees and pedestrian enhancements along Water Avenue from Jackson through Main to create identity & improve redevelopment opportunity.

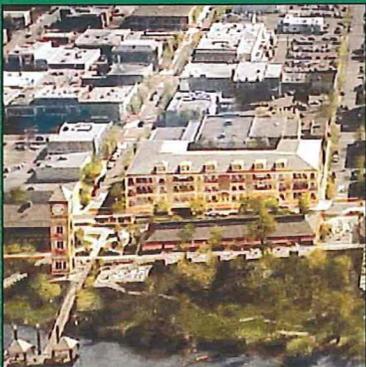
PLAN DEVELOPMENT	
Plan Refinement	Professional consulting services to refine urban design concepts, provide engineering, conduct environmental analyses, prepare financial plans, etc. for UR projects.
Project Administration	UR management, professional services, bond sales, etc.
Promotion of Downtown	Foster image of Downtown as a destination through support services, promotion, events & hospitality training. Multi-year program.
WATERSHED HEALTH	
Riparian Restoration	Restore riparian habitat along rivers & streams in the area.
Stormwater Program	Establish & implement projects that demonstrate impact of decreasing impervious area, especially along waterways.
Watershed Health	Establish & implement programs for monitoring & enhancing watershed health of area waterways.
BIKE/PED CONNECTIVITY	
8th Avenue Canal Esplanade	Provide pedestrian amenities including Victorian Garden & Gazebo improvement, benches, plantings, etc.
Albany Grove	Improve river view from Albany Square with plantings and natural trail on lower terrace.
Albany Landing	Pier and dock on Willamette River at Albany Square.
Calapooia Riverwalk	Pedestrian/bike way connecting Vine Street Esplanade to Willamette Riverwalk including overlook & interpretive signage.
Monteith-Bryant Bridge	Provide connection between Monteith & Bryant Parks.
Periwinkle Creek Parkway	Establish a lineal parkway enhancing the natural values & functions of Periwinkle Creek connecting Bowman Park/Wil. Riverfront Path with Periwinkle path, including land acquisition.
Santiam Canal Esplanade	Pedestrian/bike way connecting Downtown and riverfront along Vine Street with plantings, trees, benches, lighting, interpretive signage & related amenities.
Thurston Canal Esplanade	Develop a pedestrian/bike way along Thurston Canal with increased water flows, pocket park at Willamette River, & pedestrian amenities.
Willamette Riverfront Path	Continue extension of bike/pedestrian walk along Willamette River connecting Bryant, Monteith & Bowman Parks including land acquisition, interpretive signage, benches & art.
Willamette Riverwalk	Widen and provide pedestrian amenities along Willamette Riverfront Trail between Ferry and Lyon.
RECREATION, LEISURE & CULTURE	
Carnegie Library	Restoration and renovation of the Downtown Carnegie Library.
Museums	Establish additional museums in Downtown including acquire & renovate site, inventory & displays.
Library Development	Acquire land, design & construct a main library facility including related infrastructure.
Monteith House & Regional Museum	Provide planning & financing to expand tourism efforts at Albany Regional Museum & Monteith House.
Monteith Riverpark Stage	Refurbish stage at Monteith Riverpark. Partnership potential.
Swanson Pool	Redevelopment of an aquatic facility at Swanson Park.
Whitespires Restoration	Restore & renovate Whitespires Church at Washington & 5th for community use. Acquisition potential.
Community Playgrounds	Provide playground equipment and site amenities for neighborhoods in the area.



Treasure yesterday...



Live for today...



Plan for tomorrow!

Central Albany Revitalization Area *Report*



Prepared by
Charles Kupper
and the
City of Albany

Adopted August 2001

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Central Albany Revitalization Area (CARA)**

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REPORT FOR THE CENTRAL ALBANY REVITALIZATION AREA

SECTION 1

Physical, Social and Economic Conditions

A. LAND AREA AND PROPERTY VALUATION

Area of CARA: Oregon urban renewal law limits the total acreage in urban renewal areas to 25% of the total acreage within a city. The City of Albany contains approximately 10,219 acres within its City limits as of July 2001. At the State's allowed maximum of 25%, this would allow the City of Albany to have 2,555 acres within renewal areas. The Central Albany Revitalization Area (CARA) boundary contains 986 acres, and there are no other urban renewal areas in the City of Albany. With only 9.7% of the total acreage in Albany within an urban renewal area, this boundary would be well within the State's 25% of acreage limitation on renewal areas.

Value in CARA: Oregon urban renewal law limits the total valuation in urban renewal areas to 25% of the total value within a city. Linn County and Benton County Assessor's records identify \$1,911,817,066 (\$1,614,022,242 and \$297,794,824, respectively) in assessed values within the Albany City limits for the 2001-02. At the State's allowed maximum of 25%, this value would allow the City of Albany to include \$477,954,267 in value within renewal areas. The assessed value of real property within the CARA boundary is \$218,887,653 (per Linn County Assessor's Records), and there are no other urban renewal areas in the City. With only 11.45% of the total assessed value in Albany within an urban renewal area, the CARA boundary would be well within the State's 25% of value limitation on renewal areas.

B. GEOGRAPHIC AND ENVIRONMENTAL CONDITIONS

The CARA boundary is irregularly shaped. It includes the traditional core area of Albany, known as Central Albany, with surrounding neighborhoods and areas of mixed commercial and industrial uses to the south and east.

The Willamette River defines the northern edge of the area. The Calapooia River runs through part of the western edge of the area. Periwinkle Creek runs through the eastern section of the CARA. Several channeled waterways are also found within the CARA boundary, including the Santiam Canal, 8th Avenue Canal and Thurston Canal/Creek/Ditch.

The topography of the area is generally flat. There are no known sub-soil conditions or problems that might hinder development in the area.

Prominent man-made features in the area include Oregon Highway 99E/Pacific Boulevard, U.S. Highway 20/Santiam Road, a major north-south rail main line with switching yard, an east-west rail main line, and the Santiam Canal. These features fragment the area, making access to and within the core area confusing and difficult.

C. EXISTING LAND USE AND DEVELOPMENT

Table 1, below, outlines the amount of land utilization within the CARA by land use zone. Because public streets, waterways and similar areas are not included within a land use zone, the total amount of land outlined in the following Table will be less than the amount of land within the CARA boundary.

**Table 1
LAND USE BY ACREAGE**

<i>City of Albany Land Use District</i>	<i>Acreage</i>
CB - Downtown Central Business	20.6
CC - Community Commercial	70.0
CH - Heavy Commercial	28.7
ES - Elm Street Medical	14.9
HD - Historic Downtown	32.0
HM - Hackleman-Monteith	159.3
LE - Lyon-Ellsworth	14.5
LI - Light Industrial	50.2
MS - Main Street	20.1
MUI - Mixed Use Light Industrial	19.4
MUR - Mixed Use Residential	15.9
NC - Neighborhood Commercial	6.1
OP - Office Professional	10.2
OS - Open Space	25.4
PB - Pacific Boulevard	18.4
RM-3 - Residential Multiple Family (20-40 Units/A)	23.7
RM-5 - Residential Multiple Family (10-20 Units/A)	47.8
RS-6.5 - Residential Single Family (6-8 Units/A)	7.0

The Town Center Plan zoning districts that apply to most of the CARA call for transition of several areas to a higher value and/or a more intensive land use pattern. Areas where existing land uses may not meet the Town Center vision include:

- ♦ Blocks in the Historic Downtown zone along the Willamette River currently used for parking are to transition to public gathering space and mixed-use commercial.

- ♦ Blocks in the Mixed Use Industrial zone along the Willamette River currently in industrial use are to transition to high-density housing.
- ♦ The many vacant upper-floor units in the Historic Downtown zone are to be rehabilitated for housing and office uses.
- ♦ The Elm Street Medical zone around Albany General Hospital is to transition further as an office district.
- ♦ Vacant and underutilized lands in the Downtown Central Business zone are to infill or transition as mixed-use office employment and high-density residential.
- ♦ The Main Street zone is to redevelop as an industrial park/research and development center with supporting mixed uses.
- ♦ The Lyon-Ellsworth zone is appropriate for infill and parking areas.
- ♦ Recent efforts to encourage the redevelopment of a grocery on the former Safeway site have called attention to several land use and transportation conflicts in the Pacific Boulevard zone.

The inability to meet the land use designations of these and other areas of the CARA is an indication of blighting conditions.

D. DEPRECIATED VALUES AND REDUCED UTILIZATION CONDITIONS

A significant portion of the area consists of vacant and underutilized buildings and land. Almost five blocks of vacant, serviced, developable properties exist within just the Central Business and Historic Downtown districts of the CARA. Underutilized properties include the upper floors of many Downtown buildings.

There is also a significant percentage of dilapidated structures (see “Exterior Condition of Buildings,” below) that are not economically or physically practical to correct. These buildings could be appraised as having “Incurable Functional Obsolescence.”

The vacant and underutilized land and properties within the CARA do not provide employment opportunities or significant tax revenues. These under-productive areas also result in added costs to the taxpayer for the creation of new public facilities and services elsewhere. The presence of these underutilized areas meets the ORS definition of blight.

E. EXTERIOR CONDITION OF BUILDINGS

A windshield survey of the preliminary area in July 2000 was used to identify commercial and industrial buildings that had become obsolete, deteriorated, and/or dilapidated. This survey identified over one hundred commercial and industrial buildings as deteriorated or obsolete to the point that substantial repairs would be required to bring them fully into fit and/or safe occupancy standard. Of these buildings, about 15% appear to require such substantial repair that an economical rehabilitation to put the structure back into active reuse is questionable. The deteriorated state of these buildings meets the ORS definition of blight.

The deteriorated exteriors of many homes located in the area also contribute to blighting conditions in the CARA. Following public hearings in the summer of 2000, the Albany City Council identified several neighborhoods in the area for priority home restoration assistance. The deteriorated state of these residential buildings also meets the ORS definition of blight.

F. TRANSPORTATION, TRAFFIC AND CIRCULATION CONDITIONS

The City of Albany Capital Improvement Program, supported by the Albany Transportation System Plan, identifies many transportation issues and deficiencies within the CARA. Further, the CALUTS-based Town Center Plan identifies many specific system inadequacies in Central Albany that must be remedied to provide a pedestrian-oriented environment and to provide an opportunity for infill and redevelopment. These conditions meet the ORS definition of blight.

Transportation needs documented in City plans include:

- ◆ Preservation or rehabilitation of deteriorating pavement on most City streets in the area
- ◆ Failed pavement requiring reconstruction of several City streets
- ◆ Street urban upgrades and safety improvements on various streets throughout the area
- ◆ Repair or replacement of at least eight bridge systems in the area
- ◆ Modifications at several intersections to meet safety needs
- ◆ Streets and intersections which are expected to fall to a level of service of E or F
- ◆ Pedestrian orientation to create more activity in the Downtown business area
- ◆ Several non-auto connections and creation of a pedestrian environment to curb transportation system demands created by auto-dependency

In addition, the Town Center Plan calls for areas such as Water Avenue to evolve to more intense and/or more public uses that cannot be served by the inadequate existing

infrastructure. Transportation requirements that will constrain the ability of these areas to evolve into more intense uses include deteriorated road conditions requiring road reconstruction or substantial repairs, and pedestrian access limitations.

G. WATER, SEWER AND STORM DRAINAGE CONDITIONS

As documented in City of Albany facility plans and the Capital Improvement Program, there are many deficiencies in area water, sewer, and storm sewer facilities. These deficiencies meet the ORS definition of blight. Infrastructure issues in the area include:

- ♦ Deteriorated sanitary sewer lines throughout the area that allow infiltration and inflow
- ♦ Deteriorated and undersized water lines
- ♦ Storm sewer systems that deposit waters directly into the Willamette River without filtration
- ♦ Inadequate storm water facilities in some areas

H. PUBLIC FACILITIES, PARKS AND OPEN SPACE CONDITIONS

The Town Center Plan calls for overcoming several public facility deficiencies to attract redevelopment and infill to the area. These inadequacies meet the ORS definition of blight.

- ♦ Improvement of existing parking areas and additional parking facilities are needed to overcome existing maintenance and capacity issues in the Downtown.
- ♦ Bicycle and pedestrian corridors are needed to improve linkages to and within the CARA.
- ♦ Public area enhancements are needed to connect the Downtown to the riverfront.

Many other public facility improvements are needed to overcome existing public space inadequacies. Examples of the deterioration of public facilities includes:

- ♦ The 2000 washout of the footbridge that had connected Monteith and Bryant Parks.
- ♦ The 2000 closure of the City's outdoor pool at Swanson Park due to deterioration.

These inadequacies meet the ORS definition of blight.

I. PROTECTIVE SERVICES

Police and fire services are provided in the area by the City of Albany. Police and fire protection to the area is adequate in comparison to City-wide service levels.

J. ECONOMIC CONDITIONS

A leading indicator of economic conditions in an urban area is the value of real estate. Mature urban areas, especially those containing the community's commercial core, are expected to exhibit improvement-to-land value ratios in the 5:1 or 6:1 range. The core of a city is expected to produce high property values and exhibit an intensive development of land.

The value of improvements to the value of land in the CARA is quite low, with a ratio of improvement to land value of 2:1. Only 5% of the properties in the CARA have a ratio of 5:1 or above. Further, 86% of the properties in the CARA have a ratio of less than 3:1.

SECTION 2

Population, Service and Fiscal Impacts

A. POPULATION GROWTH

CARA Plan activities are aimed at alleviating blighting conditions in the CARA. Blighting conditions to be addressed include infrastructure deficiencies, transportation connections and building conditions in the CARA. As such, carrying out the CARA Plan is not expected to result in any additional population growth impacts for the City of Albany. However, the Plan is expected to facilitate planned, orderly growth as anticipated in the Albany Comprehensive Plan.

B. SERVICE IMPACTS

New development within the CARA is expected to occur primarily as infill through commercial and light industrial development of small lots, with limited residential development through redevelopment of existing areas. The size and expected pace of development in the area is not expected to place major new demands on police or fire services (as noted in Section 1, police and fire protection to the area is adequate in comparison to the remainder of the City), or on the school system. Carrying out the CARA Plan is not expected to have a significant impact on demand for water or sewer treatment.

C. FISCAL IMPACTS

Carrying out the CARA Plan will require the use of tax increment revenues. Tax increment financing may affect the property tax revenues and the bond tax rates of other taxing bodies which share values with Albany's Agency. The tax impacts of the CARA Plan are discussed in detail in Section 5 of this report.

The CARA effort is expected to produce positive fiscal and service impacts for Albany. Increasing economic vitality, encouraging the use of vacant and underutilized land, and rehabilitating structures will increase property values within the CARA and the City of Albany. In Oregon's tax environment, adding new property values represents a safeguard against loss of existing service levels.

The expenditure of tax increment funds is expected to produce new property values in Albany. Total value growth within the renewal area over the duration of the plan is expected to be approximately \$230 million. When the project is completed, these values will be returned to the property tax rolls, and the various taxing bodies will receive an increase in property tax collections. At current tax rates, the increase in values from the CARA will produce approximately \$3.5 million in property tax income for the overlapping taxing bodies.

SECTION 3

Selection of the Urban Renewal Area

Conditions exist within the CARA which meet the definitions of blight in ORS 457.010. The CARA was selected based on this existence of blighting conditions and on the Albany Comprehensive Plan goals, objectives, and policies. Most of the CARA was reviewed under the community-based CALUTS process that resulted in the Town Center Plan.

As described in Section 1 of this Report, blight in the CARA is evidenced by:

- ♦ Areas that require substantial redevelopment in order to meet intended land uses
- ♦ Depreciated values and lack of investment
- ♦ Reduced land utilization
- ♦ Buildings with incurable functional obsolescence
- ♦ Dilapidated building exteriors
- ♦ Housing that does not meet codes
- ♦ Deteriorated public streets, alleys and bridges
- ♦ Inadequate and unsafe transportation network
- ♦ Inadequate pedestrian orientation
- ♦ Inadequate pedestrian/bicycle connections
- ♦ Inadequate transportation system to meet transition requirements
- ♦ Deteriorated and undersized sewer and water lines
- ♦ Direct discharge of storm waters in area waterways
- ♦ Limited public facilities
- ♦ Parking deficiencies in the Downtown

SECTION 4

Relationship Between Activities and Conditions

The CARA Plan includes the following types of activities that address the deficiencies noted in Section 1 of this Report on the Plan:

- ♦ Impaired investments in property and dilapidated building exteriors will be addressed through funding for design, rehabilitation and revitalization of structures.
- ♦ Reduced land utilization and functional obsolescence will be addressed through various activities that support private-sector development.
- ♦ Housing that does not meet code will be addressed through housing rehabilitation efforts.
- ♦ Depreciated values and lack of investment will be addressed through partnerships with private developers and through public space improvements.
- ♦ Limited pedestrian orientation will be addressed through several activities, including gateways, streetscape improvements, awning and sidewalk financing.
- ♦ Limited pedestrian/bicycle connectivity will be addressed through development of corridors.
- ♦ Deteriorated public streets, bridges and alleys will be addressed through a street redevelopment activity.
- ♦ Water, sewer and storm drainage deficiencies will be addressed through the repair/replacement of lines.
- ♦ Storm water impacts on area waterways will be addressed through watershed health and education activities.
- ♦ Public facility deficiencies will be addressed through creation of community gathering spaces, pedestrian/bike ways, and community facilities.
- ♦ Parking deficiencies in the Downtown will be addressed through improvement to some existing parking areas and construction of parking structures.

Further information on activities is included in the CARA Plan.

SECTION 5

Financial Analysis of Plan

A. ESTIMATED PROJECT COST

Table 2 of this Report provides the estimated total costs of Central Albany Revitalization Area activities. From receipt of first funding in 2002-03 until anticipated termination, total costs for project activities, exclusive of debt service, are estimated at \$34,820,000 in 2002-03 dollars. The total capital cost of activities over the duration of the project, with inflation and without debt service, is anticipated to be \$56,000,000. This \$56,000,000 amount will be used as the maximum indebtedness of the project.

Table 2 includes a column that outlines potential revolving funds that would be expended during the life of the project, but also would be recuperated during the life of the project. Because these are not capital costs, they were not included in the calculation of maximum indebtedness.

B. ESTIMATED REVENUE SOURCES

The principal method of funding the project share of costs will be use of tax increment financing as authorized by ORS 457. In addition, the Agency will apply for, and make use of, funding from additional federal, state, local, or private sources as such funds become available.

TABLE 2
Project Activities and Costs

Ref #	Activity Title	Brief Description of Activity	Est. of Hard Cost	Revolving Funds
DEVELOPMENT PARTNERSHIPS				
1	Property Acquisition & Assembly	Acquire land and buildings for public and private development purposes and assemble sites as required to implement Urban Renewal objectives.	\$250,000	\$2,000,000
2	Commercial Building Rehabilitation	Provide technical assistance and financing &/or grants for the redevelopment of commercial structures, including focus on allowing active re-use of Downtown upper floors and structural issues.	\$1,750,000	\$2,000,000
3	Storefront Revitalization Program	Multi-year program to provide design, financing &/or grants to renovate commercial facades in HD, CD, LE, MS zones including awnings and signage.	\$600,000	\$600,000
4	Property Redevelopment Assistance	Provide assistance & support to developers including technical assistance, financing &/or grants of joint-venture efforts outside of the Downtown area.	\$1,000,000	\$2,000,000
5	Paint Program	Provide a free paint or similar program to incite sprucing up of residences and commercial properties.	\$100,000	
6	Albany Square Development	Address development issues/opportunities, developer recruitment, & partnership with developers on mixed use infill along Water between Broadalbin & Ferry. Requires Water Ave. Improvements.	\$150,000	
7	Water Avenue Improvements	Realign & reconstruct portions of Water between Washington & Montgomery including moving overhead utilities, infrastructure, sidewalks, trees with walkable grates, Victorian style lighting, & other pedestrian amenities. May require acquisition of rail ROW. Needed for Albany Square & Water Avenue Parking Structure.	\$2,000,000	
8	Riverfront Housing Infrastructure	In partnership as needed for housing projects extend/reconstruct streets, sidewalks, water, sewer, storm Montgomery through Main north of 1st.	\$2,625,000	
9	Transition Areas Redevelopment	Address development issues/opportunities to allow areas to transition to planned land uses including developer recruitment, assistance to owners, & partnership with developers in areas such as Pacific Blvd. corridor, LE zone, MS zone, Water Avenue MUI zone, CD zone.	\$1,250,000	\$2,000,000
10	Housing Demonstration	Development of, &/or financing for, affordable home ownership including first time homebuyer support. Partnership opportunity.	\$250,000	\$500,000
11	Housing Development	Pre-development, property acquisition &/or development in partnership for affordable housing &/or mixed use. May include St. Francis redevelopment. Partnership opportunity.	\$825,000	
12	Housing Rehabilitation	Financing of renovation & rehabilitation of owner & renter occupied housing, including upper floor housing, consistent with Historic Preservation standards.	\$700,000	

TABLE 2
Project Activities and Costs

Ref #	Activity Title	Brief Description of Activity	Est. of Hard Cost	Revolving Funds
PUBLIC SPACE IMPROVEMENTS				
13	Gateways to Central Albany	Gateway amenities near Pacific & Santiam, & along Pacific near Queen.	\$150,000	
14	Gateways to Downtown	Gateway amenities along Lyon near 8th, at Ellsworth near 1st, on 1st near Thurston.	\$150,000	
15	Broadalbin Promenade	Pedestrian way improvement to Broadalbin from 4th to Water Avenues including pedestrian crossings, sidewalk repairs, moving overhead utilities, trees, benches, lighting, public art, information signage & other pedestrian amenities.	\$350,000	
16	Albany Square	Create a plaza at Willamette River on end of Broadalbin including art, benches, potential Heritage Center with tower or water feature, River Terrace overlook & related amenities.	\$1,000,000	
17	Albany Landing	Pier and dock on Willamette River at Albany Square.	\$350,000	
18	Downtown Streetscape	Pedestrian amenities including trees with walkable grates, benches, public art, curb bulbouts, landscaping, Victorian style lighting, garbage receptacles, information kiosks, moving overhead utilities, with oases and piazza areas for rest and gathering such as Burkhart Square.	\$560,000	
19	Downtown Beautification	Create year-round light and color in Downtown through placement of holiday lighting, hanging baskets, flowers, banners, flags and other seasonal displays. Multi-year program. Partnership potential.	\$300,000	
20	Awning Program	Establish a program for design and placement of pedestrian-oriented awnings covering public sidewalks in the Downtown.	\$125,000	\$250,000
21	Riverfront Housing Area Streetscape	Provide street trees and pedestrian enhancements along Water Avenue from Jackson through Main to create identity & improve redevelopment opportunity.	\$120,000	
22	Main Street Area Streetscape	Provide traffic calming and pedestrian enhancements as the MS zone redevelops.	\$75,000	
23	Sidewalk Program	Financing program for sidewalk repair / replacement.	\$250,000	\$250,000
24	Street Tree Planting	Provide technical & financial support for planting of street trees throughout the URD.	\$250,000	
25	Historic Districts Signage	Improve & provide public signage for Historic Districts including sign posts, directional signage, information kiosks & interpretive signage.	\$200,000	
26	Downtown Parking Areas	Improve existing public parking areas including pavement repair/repave, landscaping, shade trees, retaining walls, striping, signage & lighting.	\$350,000	
27	Government Center Parking Structure	Construct parking structure with ground-floor retail and/or office in the vicinity of City Hall and the Courthouse. Partnership potential.	\$2,000,000	
28	Water Avenue Area Parking Structure	Construct multi-floor parking structure in the general area south of Water & east of Lyon. May be developed as public-private partnership.	\$1,500,000	

TABLE 2
Project Activities and Costs

Ref #	Activity Title	Brief Description of Activity	Est. of Hard Cost	Revolving Funds
INFRASTRUCTURE <i>Specific Infrastructure Projects Included in "Development Partnerships"</i>				
29	Communications Infrastructure	Plan and develop fiber optic, phone & other communication linkages into & around Central Albany.	\$500,000	
30	Overhead Utilities	Where feasible, place all currently overhead utilities underground. In all areas, reduce clutter of overhead lines by coordinating drops, etc.	\$1,000,000	
31	Roads, Water, Sewer, Storm Sewer, Rail Crossing	Repair/replace/construct water, sewer, storm sewer, & roadways including rail crossings and bridges, in connection to other projects & to allow development.	\$3,000,000	
32	Street Redevelopment	Bring City streets into current public standards throughout the URD.	\$2,000,000	
33	Alley Redevelopment	Improve drainage and pavement in Downtown alleys and establish an alley maintenance program.	\$725,000	
34	Downtown Grid System	Consider re-implementing 2-way traffic on 1st & 2nd Avenues &/or diagonal parking.	\$100,000	
35	Traffic Calming	Provide traffic calming improvements throughout the area.	\$250,000	
36	Queen Avenue Rail Crossing	Plan and provide improvements to reduce/eliminate conflict between rail switching & public crossing at Queen. Includes Pacific warning signal.	\$300,000	
37	1st Avenue Undercrossing	Modify 1st Avenue rail undercrossing at Lafayette.	\$500,000	
PEDESTIAN/BIKE CONNECTIVITY <i>Also see "Public Space Improvement"</i>				
38	Willamette Riverfront Path	Create bike/pedestrian walk along Willamette River connecting Bryant, Monteith & Bowman Parks including land acquisition, Calapooia River bridge, interpretive signage, lighting, benches, art & other pedestrian amenities.	\$1,000,000	
39	Willamette Riverwalk	Widen and provide pedestrian amenities along Willamette Riverfront Trail in the general area between Ferry and Lyon.	\$250,000	
40	Calapooia Riverwalk	Pedestrian/bike way connecting Santiam Canal Esplanade to Willamette Riverwalk including overlook & interpretive signage.	\$500,000	
41	Santiam Canal Esplanade	Pedestrian/bike way connecting Downtown and riverfront along Vine Street with plantings, trees, benches, lighting, interpretive signage & related amenities.	\$2,500,000	
42	8th Avenue Canal Esplanade	Pedestrian oriented connection of Santiam & Thurston Canals including Ellsworth & Lyon crossings, path east of Lyon, Victorian Garden & Gazebo improvement, pedestrian amenities, etc.	\$500,000	
43	Thurston Canal Esplanade	Develop a pedestrian/bike way along Thurston Canal with increased water flow, reopening canal, riparian filtration, pocket parks & pedestrian amenities.	\$600,000	

**TABLE 2
Project Activities and Costs**

Ref #	Activity Title	Brief Description of Activity	Est. of Hard Cost	Revolving Funds
WATERSHED HEALTH & EDUCATION				
44	Watershed Health	Establish & implement programs for monitoring & enhancing watershed health of area waterways.	\$265,000	\$150,000
45	Riparian Restoration	Restore riparian habitat along rivers & streams in the area.	\$50,000	
46	Albany Grove	Improve river view from Albany Square with plantings and natural trail on lower terrace.	\$75,000	
COMMUNITY FACILITIES				
47	Public Facilities	Establish and enhance public facilities such as libraries, museums, performance areas, parks and the arts.	\$550,000	
TECHNICAL SUPPORT				
48	Plan Administration	Administration of Plan such as indebtedness from Plan preparation; design, land use, engineering, market and other technical studies and plans; auditing; insurance; marketing materials and programs; personnel; other management costs.	10% of Costs	
49	Plan Refinement	Professional consulting services to refine urban design concepts, provide engineering, conduct environmental analyses, prepare financial plans, etc. for UR projects.	\$500,000	
50	Business Retention & Recruitment	Commercial business development, retention and location assistance program focused on Downtown core. Multi-year program.	\$375,000	
51	Promotion of Downtown	Foster image of Downtown as a destination through support services, promotion, events & hospitality training. Multi-year program.	\$50,000	
Total Cost Estimate (2002-03 Values)			\$34,820,000	\$9,600,000
2002-03 Value of Maximum Indebtedness			\$34,820,000	

C. ANTICIPATED START AND FINISH DATES OF PROJECT ACTIVITIES

Project activities are expected to begin with the first receipt of tax increment funds in the 2002-03 tax year. Projected annual revenues from the project and inflation of project costs indicate that project activities will continue until the tax year 2026-27. At that time, it is estimated that there will be sufficient funds to complete all programmed project activities, retire outstanding bonded indebtedness and end the project's tax increment financing provisions.

The actual sequencing and prioritization of project activities will be done by the Agency and any citizen advisory bodies that the Agency calls upon to assist in this process. The priority of projects and annual funding will be as established in the annual budget process. It is anticipated that a five-year Implementation Strategy will also be prepared and utilized to help guide decisions on initial priorities and funding. Completion dates for individual activities may be impacted by changes to local economic and market conditions, changes in the availability of tax increment funds, and changes in priorities for carrying out project activities.

D. ESTIMATED EXPENDITURES AND YEAR OF DEBT RETIREMENT

It is estimated that the CARA project will collect tax increment receipts from the year 2002-2003 through 2026-27. It is estimated that the project will produce \$58,835,000 in tax increment receipts during this period. These funds, along with other revenues, will be utilized to finance project activities and to pay all debt service costs associated with undertaking project activities.

It is anticipated that available project revenues and funds accumulated in a special fund for debt redemption will be sufficient to retire outstanding bonded indebtedness in the year 2026-27, allowing termination of the tax increment financing provisions of the project. After all project debt is retired and the project closed out, it is estimated that there will be surplus tax increment funds. These funds will be distributed to taxing bodies affected by the CARA Plan, as provided in ORS 457.

Table 3 of this Report indicates the anticipated tax increment receipts for each year of the project, and the use of those receipts. As noted in the Table, funding priorities will be established in the annual budget process and in other capital planning documents for the area. Table 3 follows on the next page.

**Table 3
RESOURCES AND REQUIREMENTS**

	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
RESOURCES													
Beginning Balance	\$0	\$53,489	\$73,876	\$12,877	\$20,124	\$19,846	\$66,251	\$111,136	\$69,276	\$86,768	\$187,040	\$105,189	\$89,811
Tax Increment Revenue	\$299,004	\$411,803	\$527,760	\$646,963	\$787,011	\$931,539	\$1,080,893	\$1,234,820	\$1,393,472	\$1,572,776	\$1,758,357	\$1,950,432	\$2,149,230
Delinquency at 3% Average	(\$8,970)	(\$12,354)	(\$15,833)	(\$19,409)	(\$23,610)	(\$27,946)	(\$32,421)	(\$37,039)	(\$41,804)	(\$47,183)	(\$52,751)	(\$58,513)	(\$64,477)
Proceeds of Borrowings	\$0	\$1,680,000	\$0	\$0	\$0	\$0	\$5,545,000	\$0	\$0	\$0	\$2,925,000	\$0	\$0
Investment Earnings at 4.5%	\$13,455	\$20,938	\$27,074	\$29,693	\$36,321	\$42,812	\$51,612	\$60,559	\$65,824	\$74,879	\$87,543	\$92,503	\$100,748
Total Resources	\$303,489	\$2,153,876	\$612,877	\$670,124	\$819,846	\$966,251	\$6,711,136	\$1,369,276	\$1,486,768	\$1,687,040	\$4,905,189	\$2,089,611	\$2,275,112
REQUIREMENTS													
Project Activities from Plan *	\$250,000	\$1,680,000	\$200,000	\$250,000	\$400,000	\$500,000	\$5,700,000	\$400,000	\$500,000	\$600,000	\$3,200,000	\$400,000	\$600,000
Total Project Costs Funded in Year	\$250,000	\$1,680,000	\$200,000	\$250,000	\$400,000	\$500,000	\$5,700,000	\$400,000	\$500,000	\$600,000	\$3,200,000	\$400,000	\$600,000
Debt Service - Borrowing A: 5 yrs @6.5%	\$0	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service - Borrowing B: 8 yrs @6.5%	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000
Debt Service - Borrowing C: 5 yrs @6.5%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700,000	\$700,000	\$700,000
Debt Service - Borrowing D: 5 yrs @6.5%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Outlays	\$250,000	\$2,080,000	\$600,000	\$650,000	\$800,000	\$900,000	\$6,600,000	\$1,300,000	\$1,400,000	\$1,500,000	\$4,800,000	\$2,000,000	\$2,200,000
Total Resources	\$303,489	\$2,153,876	\$612,877	\$670,124	\$819,846	\$966,251	\$6,711,136	\$1,369,276	\$1,486,768	\$1,687,040	\$4,905,189	\$2,089,611	\$2,275,112
Ending Balance	\$53,489	\$73,876	\$12,877	\$20,124	\$19,846	\$66,251	\$111,136	\$69,276	\$86,768	\$187,040	\$105,189	\$89,811	\$75,112
* Project funding priorities will be established in annual budget process, and other capital planning documents for the Area													

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
RESOURCES												
Beginning Balance	\$75,112	\$68,803	\$128,362	\$264,318	\$137,940	\$45,526	\$96,992	\$207,495	\$288,677	\$148,517	\$86,680	\$116,654
Tax Increment Revenue	\$2,354,986	\$2,587,944	\$2,788,355	\$3,016,480	\$3,252,590	\$3,496,963	\$3,749,890	\$4,011,669	\$4,282,611	\$4,563,035	\$4,853,274	\$5,153,672
Delinquency at 3% Average	(\$70,650)	(\$77,038)	(\$83,651)	(\$90,494)	(\$97,578)	(\$104,909)	(\$112,497)	(\$120,350)	(\$128,478)	(\$136,891)	(\$145,598)	(\$154,610)
Proceeds of Borrowings	\$0	\$7,150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment Earnings at 4.5%	\$109,354	\$118,654	\$131,252	\$147,636	\$152,574	\$159,412	\$173,110	\$189,862	\$205,708	\$212,020	\$222,298	\$237,165
Total Resources	\$2,468,803	\$9,828,362	\$2,964,318	\$3,337,940	\$3,445,526	\$3,596,992	\$3,907,495	\$4,288,677	\$4,648,517	\$4,786,680	\$5,016,654	\$5,352,880
REQUIREMENTS												
Project Activities from Plan *	\$800,000	\$7,300,000	\$1,000,000	\$1,500,000	\$1,700,000	\$1,800,000	\$21,000,000	\$3,500,000	\$3,800,000	\$3,700,000	\$4,000,000	\$4,200,000
Total Project Costs Funded in Year	\$800,000	\$7,300,000	\$1,000,000	\$1,500,000	\$1,700,000	\$1,800,000	\$3,700,000	\$4,000,000	\$4,500,000	\$4,700,000	\$4,900,000	\$5,200,000
Debt Service - Borrowing A: 5 yrs @6.5%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service - Borrowing B: 8 yrs @6.5%	\$900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service - Borrowing C: 5 yrs @6.5%	\$700,000	\$700,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service - Borrowing D: 5 yrs @6.5%	\$0	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$0	\$0	\$0	\$0	\$0	\$0
Total Outlays	\$2,400,000	\$9,700,000	\$2,700,000	\$3,200,000	\$3,400,000	\$3,500,000	\$3,700,000	\$4,000,000	\$4,500,000	\$4,700,000	\$4,900,000	\$5,200,000
Total Resources	\$2,468,803	\$9,828,362	\$2,964,318	\$3,337,940	\$3,445,526	\$3,596,992	\$3,907,495	\$4,288,677	\$4,648,517	\$4,786,680	\$5,016,654	\$5,352,880
Ending Balance	\$68,803	\$128,362	\$264,318	\$137,940	\$45,526	\$96,992	\$207,495	\$288,677	\$148,517	\$86,680	\$116,654	\$152,880
* Project funding priorities will be established												

E. IMPACT OF TAX INCREMENT FINANCING

The passage of Ballot Measure 50 has changed Oregon's property tax system, and with it, the impacts of urban renewal on taxpayers and taxing bodies. Prior to BM50, collection of tax increment revenues for a renewal agency resulted in an increase in the taxpayer's property tax rate. Taxing bodies suffered no revenue losses, unless there was overall compression of property tax revenues.

Under Ballot Measure 50, collection of tax increment revenue can impact the potential property tax revenues received by overlapping tax bodies. These taxing bodies will not be able to apply their permanent BM50 tax rates against the new values added within the urban renewal area. As a result, the taxing bodies will forego revenue they otherwise might have had if there was no renewal plan in effect.

In addition, the presence of an urban renewal program could impact the tax rates for future local option levies and exempt bond issues by taxing bodies. New values in the urban renewal area will not be included in the calculation of the rates for these bonds and levies. Among overlapping taxing bodies, the City of Albany, Linn County, the Greater Albany School District 8J and Linn-Benton Community College have bond issues currently outstanding. The impact of the CARA project on these exempt bond rates is expected to be approximately one cent per thousand dollars of valuation.

Table 4 indicates the anticipated cumulative incremental values in the Renewal Area over the life of the Plan, and the anticipated property tax revenues foregone as a result of taxing bodies not being able to apply their permanent BM50 tax rates to those values. *Table 4 presumes that the taxing bodies would get the benefit of every dollar of new assessed value in the renewal area, even if there were no renewal effort at all.* In fact, it is realistic to assume that the public expenditures on renewal activities will have some effect on the growth of values within the urban renewal area. This assumption is especially valid in an area where there has been little value growth or private investment in the recent past. This Report earlier noted conditions in CARA that are impeding growth and private investment in the renewal area.

Important Note on Schools: *Under Oregon's current method of funding K-12 level education, the CARA urban renewal program will not result in revenue losses for those educational units of government.*

Table 4
ESTIMATED REVENUE IMPACT ON TAXING BODIES

Year	Cumulative New Incremental Values in CARA	Linn County Tax Foregone on New Values	City of Albany Tax Foregone on New Values	GAPS Tax Foregone on New Values	LBCC Tax Foregone on New Values	L-B ESD Tax Foregone on New Values
Rate 2001-02		3.2183	6.3984	4.5855	0.5019	0.3049
2002-03	\$17,516,367	\$56,373	\$112,077	\$80,321	\$8,791	\$5,341
2003-04	\$24,124,363	\$77,639	\$154,357	\$110,622	\$12,108	\$7,356
2004-05	\$30,917,384	\$99,501	\$197,822	\$141,772	\$15,517	\$9,427
2005-06	\$37,900,608	\$121,976	\$242,503	\$173,793	\$19,022	\$11,556
2006-07	\$46,104,900	\$148,379	\$294,998	\$211,414	\$23,140	\$14,057
2007-08	\$54,571,729	\$175,628	\$349,172	\$250,239	\$27,390	\$16,639
2008-09	\$63,309,496	\$203,749	\$405,079	\$290,306	\$31,775	\$19,303
2009-10	\$72,326,872	\$232,770	\$462,776	\$331,655	\$36,301	\$22,052
2010-11	\$81,632,804	\$262,719	\$522,319	\$374,327	\$40,972	\$24,890
2011-12	\$92,136,874	\$296,524	\$589,529	\$422,494	\$46,243	\$28,093
2012-13	\$103,008,587	\$331,513	\$659,090	\$472,346	\$51,700	\$31,407
2013-14	\$114,260,810	\$367,726	\$731,086	\$523,943	\$57,348	\$34,838
2014-15	\$125,906,861	\$405,206	\$805,602	\$577,346	\$63,193	\$38,389
2015-16	\$137,960,524	\$443,998	\$882,727	\$632,618	\$69,242	\$42,064
2016-17	\$150,436,065	\$484,148	\$962,550	\$689,825	\$75,504	\$45,868
2017-18	\$163,348,249	\$525,704	\$1,045,167	\$749,033	\$81,984	\$49,805
2018-19	\$176,712,361	\$568,713	\$1,130,676	\$810,315	\$88,692	\$53,880
2019-20	\$190,544,216	\$613,228	\$1,219,178	\$873,741	\$95,634	\$58,097
2020-21	\$204,860,186	\$659,302	\$1,310,777	\$939,386	\$102,819	\$62,462
2021-22	\$219,677,215	\$706,987	\$1,405,583	\$1,007,330	\$110,256	\$66,980
2022-23	\$235,012,840	\$756,342	\$1,503,706	\$1,077,651	\$117,953	\$71,655
2023-24	\$250,885,212	\$807,424	\$1,605,264	\$1,150,434	\$125,919	\$76,495
2024-25	\$267,313,117	\$860,294	\$1,710,376	\$1,225,764	\$134,164	\$81,504
2025-26	\$284,315,998	\$915,014	\$1,819,167	\$1,303,731	\$142,698	\$86,688
2026-27	\$301,913,981	\$971,650	\$1,931,766	\$1,384,427	\$151,531	\$92,054
Total		\$11,092,510	\$22,053,356	\$15,804,837	\$1,729,898	\$1,050,898

F. FINANCIAL FEASIBILITY OF PLAN

Table 3 in Section 5 of this Report on the CARA Plan provides the anticipated costs of project activities and the estimated time required to carry out all project activities and pay off indebtedness. The principal source of revenue to carry out project activities will be annual tax increment revenues of the Agency.

Anticipated tax increment revenues are provided in Table 3. These tax increment revenues are based on the following assumptions:

- ◆ It is assumed that total assessed value within the CARA will increase
 - 2.8% annually in years one through five of the project
 - 3.2% annually in years six through ten of the project
 - 3.5% annually in years eleven through the end of the project
- ◆ Approximately \$7 million in new values will be added when Synthetec comes out of Enterprise Zone status.
- ◆ Except for Synthetec, no other new values are assumed. The growth takes into account all new value growth in the renewal area.

The revenues indicated in Table 3 are expected to be sufficient to carry out all project activities currently shown in the Urban Renewal Plan for the Central Albany Revitalization Area, and to retire project indebtedness. It is financially feasible to carry out the Urban Renewal Plan for the Central Albany Revitalization Area.

SECTION 6

Relocation

A. PROPERTIES REQUIRING RELOCATION

No relocation is anticipated at the adoption of this Plan.

B. RELOCATION METHODS

Prior to any actual relocation, the Agency will establish a Relocation Policy that will call for assistance to residents and businesses displaced. Assistance will include providing information on suitable locations, payment of moving expenses, and other payment as deemed necessary. All relocation activities will be undertaken and payments made in accordance with the requirements of ORS 281.045 - 281.105 and any other applicable laws or regulations. Relocation payments will be made as provided in ORS 281.060.

C. HOUSING COST ENUMERATION

The CARA Plan and redevelopment strategy anticipates development and redevelopment of new housing in the renewal area. At this time, there is no estimate of the total number of housing units that might be developed in the renewal area, or of the range of the rental and sales prices of new housing units. CARA Renewal Plan Objectives and activities anticipate lending assistance to the development of a variety of housing types, accommodating a wide range of incomes. The CARA Renewal Plan does not propose removal of existing housing units.

Eilers, Diana

From: Frank Morse [flmorse@comcast.net]
Sent: Tuesday, May 20, 2014 9:53 PM
To: Smith, Marilyn
Subject: Fwd: Completion list and recommendations

Begin forwarded message:

From: Skeet_Arasmith <skeet@acrp.com>
Date: May 20, 2014 1:47:58 PM PDT
To: Dave Burrigh <burrigh715@gmail.com>, Frank Morse <flmorse@comcast.net>
Subject: **Completion list and recommendations**

Dave & Frank

Here are a few items I would like to see added to the list. In addition, are three recommendations I would like to see a "survey" on.

Skeet

Issues to be added to the list

1. One ballot or two
2. Population projection numbers and method used by the ZCS documents in establishing needs for Station 11. (see page 232 in the ZCS document for staffing levels at 20 and 40 years). The question is; what population are these numbers based on?
3. Site plan – Does the City of Albany have a site plan that identifies land needed for future additional fire stations? And have they secured the land?
4. How will the City of Albany fund the replacement of fire vehicles?
5. Written document with the cost estimates for moving utilities if 6th Street is vacated.
6. Ask Mark Nokaes, the retired Linn County assessor, to speak to the committee about the impact of property tax financing.

Recommendations that I would like to see a survey on to determine if we can reach consensus.

1. Design fire and police buildings for a life expectancy of at least 50 years.
2. Recommend the City of Albany establish a replacement fund to accumulate a specific percentage of the value of the buildings over their life expectancy. These funds to be restricted.
3. Recommend the councilor for the Ward that includes the police station and a member of the police department visit each of the tenants in the proposed property purchase area and assure them that the City will assist them in finding a new residence, should the City purchase their existing residence.