



MEMORANDUM

Project Management Plan and Team Charter Pleasant Valley/North Carver Comprehensive Plan

DATE July 13, 2018
TO Michael Walter
FROM Joe Dills
CC Jamin Kimmell

PROJECT GOALS

The overall purpose and intent of the project, as stated in the City of Happy Valley's Request For Proposals, is:

"...to develop, with the goal of eventual local adoption and Metro/DLCD approval, the "Pleasant Valley/North Carver Comprehensive Plan" (PV/NC Comprehensive Plan). For this approximately 2,700-acre area of a portion of the former City of Damascus lands within the Urban Growth Boundary (UGB), specific goals are to facilitate...incorporation/adoption of an Integrated Land Use and Transportation Plan. Specific goals include updates to the Local Wetland Inventory (LWI), Natural Resources/Steep Slopes Overlay Zone (Title 3/13 compliant), and incorporate floodplain map; expansion of the City's Transportation System Plan (TSP) in coordination with the Regional Transportation Plan (RTP), proposed C2C Corridor Plan (linking Hwy. 212 to I-84), Clackamas County TSP, and City of Gresham TSP; and, evaluation of buildings or other resources that might be added to the local significant historic resources inventory and the development of a parks master plan. These documents, combined with a buildable lands inventory, housing needs analysis, employment land analysis and the needs of three separate school districts will result in the development of comprehensive plan designations/urban zoning districts for the plan area."

SCOPE OF WORK

The full scope of work is located on the project SharePoint site:

https://angeloplanning.sharepoint.com/:w:/r/sites/PVNCCompPlan/Shared%20Documents/Milestone%20%20-%20Project%20Management/PV-NC_Scope_v10_041718.docx?d=w672c063e946f4b989c5f5fbdc2c9eebe&csf=1&e=2RgT5W

The scope is organized into four “Milestones”, and includes tasks, subtasks, and consultant deliverables, as summarized below:

Milestone 1: Project Reconnaissance and Existing Conditions

Task 1.1 Project Reconnaissance

Deliverables:

- 1.1-a: Site tour and kick off meeting
- 1.1-b: Matrix of plan/data status

Task 1.2 Regulatory Framework

Deliverables:

- 1.2-a: Regulatory framework memo

Task 1.3 State of the Area Evaluation and Base Mapping

Deliverables:

- 1.3-a: Land use and landscape features base maps and diagrams
- 1.3-b: Buildable lands inventory and memo
- 1.3-c: Historic resources memorandum
- 1.3-d: Transportation existing conditions analysis and documentation (Updated Happy Valley TSP Chapter 3 – Existing Conditions), plus maps for use at meetings
- 1.3-e: Park system needs assessment
- 1.3-f: Housing Needs Projection
- 1.3-g: Employment Lands Market Analysis
- 1.3-h: Coordination meetings (2) with school districts and infrastructure service providers

Task 1.4 Existing Implementation Mechanisms

Deliverables:

- 1.4-a: Existing implementation mechanisms topic outline; review of existing implementation mechanisms information provided by the City

Task 1.5 Vision and Guiding Principles

- 1.5-a: Vision and planning principles statement (draft and final)

Milestone 2: Project Management Plan

Deliverables:

- 2.1-a: Project management plan and team charter
- 2.2-b: Project management team conference/GoTo meetings

Milestone 3: Community Engagement

Task 3.1 Engagement Strategy and Public Involvement Plan

Deliverables:

- 3.1-a: Public involvement kick-off meeting
- 3.1-b: Engagement strategy and public involvement plan (draft and final)

Task 3.2 Draft Charters for TAC and CAC

Deliverables:

- 3.2-a: Draft and final versions of TAC and CAC charters

Task 3.3 Website and Social Media

Deliverables:

- 3.3-a: Website strategy and initial content
- 3.3-b: 12 website content updates
- 3.3-c: Social Media Strategy and Plan (draft and final)
- 3.3-d: Up to 3 social media plan supplements

Task 3.4 Community Outreach Events:

Deliverables:

- 3.4-a: Factsheet or other informational communications material (draft and final)
- 3.4-b: Interactive commenting activity
- 3.4-c: Two community events and summaries
- 3.4-d: Two community workshops and summaries
- 3.4-e: Three online events and summaries

Task 3.5 TAC and CAC Meetings

Deliverables:

- 3.5-b: CAC and TAC meetings (Up to 10)

Milestone 4: Plan Analysis, Pleasant Valley/North Carver Plan, and Supporting Documents

Task 4.1 Plan Concepts

Deliverables:

- 4.1-a: Preliminary “sketch level” land use and transportation concepts, including a traditional town center design in the North Carver area
- 4.1-b: Refined land use and transportation concept and policy ideas
- 4.1-c: Future Transportation Conditions memorandum
- 4.1-c.1: Service provider memos by SWA, WES, and the school districts, facilitated by the City. Consultant role is to provide data inputs and land use metrics to support their reviews.
- 4.1-d: Proposed land use and transportation concept and policy ideas
- 4.1-e: 5-7 illustrative graphics

Task 4.2 Plan Amendments and Supporting Documents

Deliverables:

- 4.2-a: Plan Summary
- 4.2-b: Comprehensive Plan Map and Policy Amendments (Draft and Final)
- 4.2-c: Development Code Amendments (Draft and Final)
- 4.2-d: Updated Happy Valley TSP (Draft and Final)
- 4.2-e: Park Master Plan Update (Draft and Final)
- 4.2-f: Economic Opportunities Analysis (Draft and Final)
- 4.2-g: Housing Needs Analysis (Draft and Final)

Note: the adoption product deliverables will also include amendments to service provider master plans, prepared by others.

Task 4.3 Findings & Staff Report

APG will prepare findings regarding compliance with OAR 660-012-0060, Statewide planning goals and Metro Title 11. City will prepare findings of compliance with Happy Valley Comprehensive Plan amendment criteria.

Task 4.4 PC and CC Work Sessions & Hearings

City Staff Roles in the Scope of Work

In addition to the task-specific roles for the City, the scope of work assumes the City staff will:

- Engage and be a liaison to City officials and leadership;
- Provide City data required for the project;
- Provide guidance on City policies and regulatory practices and preferences;
- Engage and coordinate with service providers, and manage their work to ensure timely delivery to support the scope and budget;
- Establish and communicate with project committees with support from Consultant Team;
- Manage logistics for all City-hosted meetings;
- Host and post provided materials to the web site and social media platforms; and
- Manage public communications, supported by the Consultant Team.

PROJECT SCHEDULE AND METRO GRANT MILESTONES

Detailed schedule

A detailed project schedule is located on the project SharePoint site:

<https://angeloplanning.sharepoint.com/:x:/r/sites/PVNCCompPlan/Shared%20Documents/Project%20Management/PV-NC%20schedule%20051218.xlsx?d=we61a540f486f40508ed1e056ebf1ad90&csf=1&e=CX3EJq>

Team members should assume that the listed dates are “hard deadlines”, but may be subject to change. If you need to discuss the status of a line item or the need for some flexibility, contact Joe Dills or Jamin Kimmell at APG. In general, the deadlines associated with committee meetings and public meetings are the most fixed. As a project management principle, please share ideas, working drafts, and other communications far before the deadlines listed.

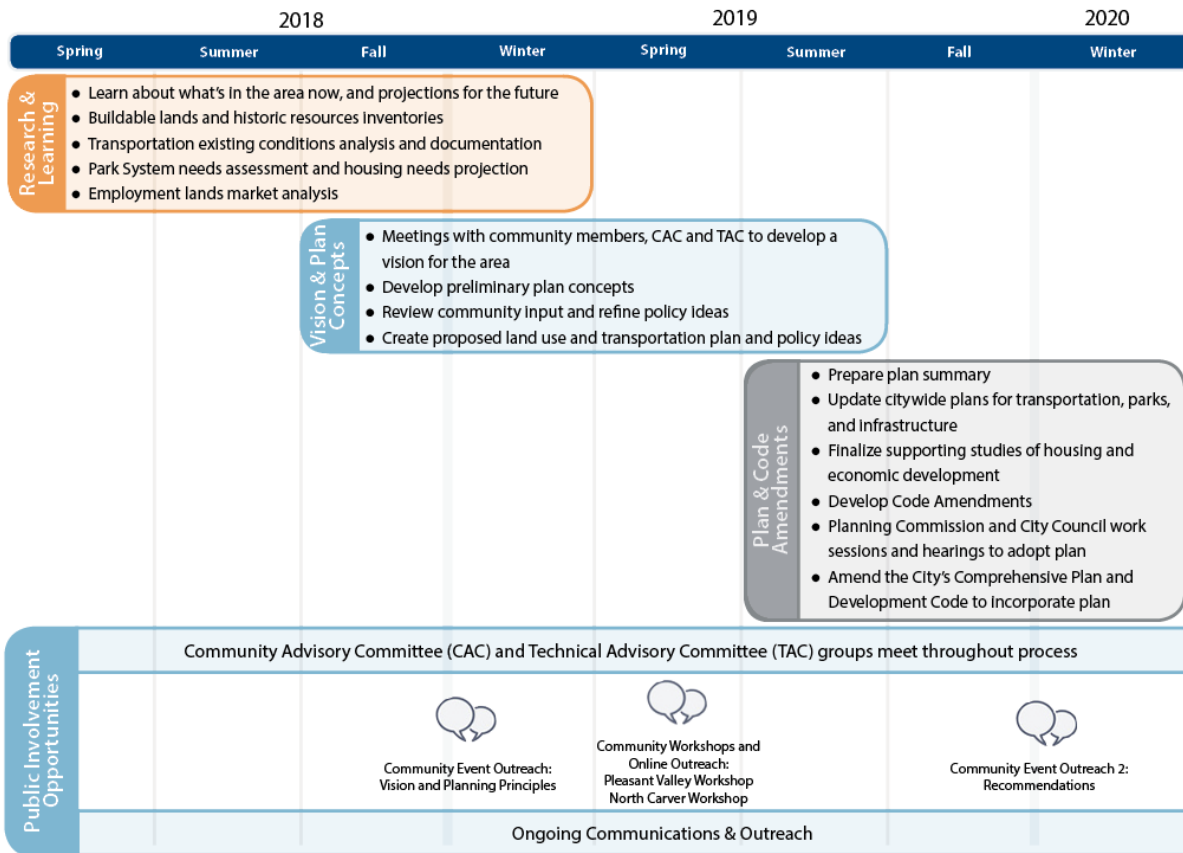
Simplified Schedule

A simplified version of the project schedule has been prepared for use on the project web site and in other communications to the general public, as shown below.



Anticipated Project Schedule

July 2018



Metro Grant Milestones

The PV-NC project is funded by the Metro Community Planning and Development Grant program. The City and project team are obligated to complete deliverables per milestones established in a "Revised Exhibit C". Exhibit C is located on the project SharePoint site:

[https://angeloplanning.sharepoint.com/:b:/r/sites/PVNCCompPlan/Shared%20Documents/Milestone%20-%20Project%20Management/PV-NC Final revised Exhibit C Metro Milestones.pdf?csf=1&e=hqo9GN](https://angeloplanning.sharepoint.com/:b:/r/sites/PVNCCompPlan/Shared%20Documents/Milestone%20-%20Project%20Management/PV-NC%20Final%20revised%20Exhibit%20C%20Metro%20Milestones.pdf?csf=1&e=hqo9GN)

PROJECT TEAM ROSTER, ROLES AND RESPONSIBILITIES

A project team roster with contact information is available on the project SharePoint site:

<https://angeloplanning.sharepoint.com/:x:/r/sites/PVNCCompPlan/Shared%20Documents/Milestone%20%20-%20Project%20Management/PV-NC%20team%20roster.xlsx?d=w24162786b0d547a0bb2fe86fa6b41edb&csf=1&e=lzsoep>

City and consultant team member roles are summarized below.

Team Member	Role
City of Happy Valley	
Michael Walter	Project Manager
Steve Koper	Planner, City transportation lead
Chris Alfino	Planner, GIS, City natural resources lead
Michael Cynkar	Planner, City housing lead
Matt Rozzell	Development services
Cheryl Whitehead	Planning Assistant
Consultant Team	
Joe Dills, APG	Project Manager
Jamin Kimmell, APG	Planner, APG key point of contact, deliverables lead
Andrew Parish, APG	Planner, GIS, SharePoint lead
Cathy Corliss, APG	Principal in charge, code
Reah Filsokowski, DKS	Transportation lead
Matt Dolata, DKS	Transportation
Todd Chase, FCS	Housing and economics lead
Tim Wood, FCS	Economic analyst
Sylvia Ciborowski, JLA Public Involvement	Public involvement lead
April Hasson, JLA Public Involvement	Public involvement coordinator
Steve Duh, Conservation Technix	Parks plan lead
Matthew Davis, ARG	Historic inventory lead
Ken Pirie, Walker Macy	Urban design lead
Saumya Kini, Walker Macy	Urban designer

COMMUNICATION PROTOCOLS

Our team will be using several different mechanisms for communications, including SharePoint, GoTo Meeting screen sharing, conference calls, and email.

SharePoint, File Sharing and Document Reviews

The project SharePoint site can be accessed at

<https://angeloplanning.sharepoint.com/sites/PVNCCompPlan>

APG's lead for SharePoint support is Andrew Parish, available at aparish@angeloplanning.com and 503.227.3488. SharePoint access requires an invitation; contact Andrew or Jamin for people that need to be added.

Please use the following protocols for the file sharing and document reviews:

- a. The Documents and Files page is where most of the project information is located. It is generally organized by Milestone and Task folders that follow the scope of work. Please utilize that structure.
- b. Please keep in mind that documents on SharePoint are "live", meaning they are automatically saved when edited in the browser option. There is no "save" button.
- c. During document reviews, there are two ways to edit:
 - (1) download and edit with tracking
 - (2) edit "in real time" in the browser
- d. For simple edits, use the browser option. An example of a simple edit is a correction or other non-substantial change in content.
- e. For more robust edits and reviews of official deliverables, use the download option. In this option, you download the document to your own computer, edit it, save it under a unique name, and re-upload it to SharePoint. This option is best for tracking changes, and for people who are used to trading documents by email.
- f. It is not necessary to use SharePoint for all document sharing. The guideline is: if it is easier and more efficient to share documents by email, that is acceptable.

Document Reviews by the City

The consultant team requests the following:

- The City should edit in sequence. This means that a document is downloaded and edited in sequence by person 1, then person 2, and so on, resulting in one consolidated review.
- The City should also provide reconciled comments that are directive to the consultant. This means that (1) internal edits and comments do not conflict with each other, and (2) comments are as directive as possible (e.g. "make this change", or, "let's discuss and decide", or, "just a comment - no change needed").

Keeping APG in the Loop

Please use the following guidelines to keep APG in the loop and route questions to the appropriate person:

- Questions/issues related to the project scope, overall project schedule, or budget: ask Joe (cc Jamin)
- Questions/issues related to preparing specific deliverables: ask Jamin (cc Joe)
- Questions/issues related to GIS and other data management: ask Jamin (cc Andrew)
- Questions/issues related to billing/invoicing: ask Sue Miller (cc Joe)

Beyond the preferences noted above, as a general guideline, anyone on the APG team (Joe, Jamin, Andrew) is available to help with any issue.

General Email Protocol

All email communications involving the City or public agencies are public records and subject to public records requests. Please keep this in mind with respect to content, tone, and overall professional standards.

Client Communications

Consultant team members may contact city staff members directly as needed to get information needed for their work. Scope/schedule/budget discussions should be handled by Joe, but coordination on technical matters do not need to go through APG; just cc APG.

The City prefers that the core four-planner team (Michael Walter, Steve Koper, Chris Alfino, and Michael Cynkar) be copied in on emails. Use this as the general protocol. Individual communications are of course fine as needed – use your judgement.

Media and Public Communications

All media communications are to be handled by the City (Michael Walter is lead) unless specifically delegated to a consultant team member. The same is true for public communications. If a member of the media or public contacts you, be responsive and respectful, and communicate that Michael is the key contact. Brief, factual information (e.g. a meeting date, how to access something on the web site) is of course fine and need not be deferred to the City. Michael's contact information is michaelw@happyvalleyor.gov and 503.783.3839.