

**Oak Lodge and Gladstone Community Project  
Joint Task Force Meeting  
September 4, 2019  
6:30 - 8:30 pm  
Concord Property  
3811 SE Concord Rd.  
Oak Grove, OR 97267**

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**Agenda – September Meeting**

The **purpose of this Task Force** is to advise the Board of County Commissioners (BCC), in the Board’s dual capacities as the BCC for Clackamas County and North Clackamas Parks and Recreation District Board on the future use of the Concord Property.

The **purpose of this meeting** is to give the Task Force an opportunity to inform and discuss the proposed scope of work and schedule.

6:25	Sign in, refreshments for committee members and staff	
6:30	Welcome and Review Agenda	Doug Jones, Lisa O’Brien/TF Chairs, Kathryn Krygier, Project Manager
6:50	Scope of Work Presentation and Review	Jennifer Hoffman, Opsis
8:00	Near-term Schedule Review and Upcoming Meetings	Kathryn and Allison Brown/JLA
8:15	Public Comment	Allison
8:25	Next Steps	Kathryn
8.30	Adjourn	Doug and Lisa



**BUSINESS AND COMMUNITY SERVICES**  
Development Services Building  
150 Beaver Creek Road, Oregon City, OR 97045

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**Joint Meeting Minutes**  
**Oak Lodge and Gladstone Community Project Task Force**  
**Wednesday, July 31, 2019, 6:30 p.m.**

**Gladstone Senior Center**  
**1050 Portland Avenue**  
**Gladstone, OR 97027**

**UNAPPROVED**

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**Gladstone Task Force Members Present:** Todd Anslow, Debrah Bokowski, Kristi Haller-Shaffer, Laurene McClintock, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Lani Saunders, Natalie Smith, Beverly Chase, Leslie Shirk

**Concord Property/Oak Lodge Library Planning Task Force Members Present:** Gary Bokowski, Grover Bornefeld, Ron Campbell, Jean Chapin, Mark Elliott, Lynn Fisher, Denis Hickey, Anna Hoesly, Doug Jones, Jan Lindstrom, Michael Newgard, Mike Schmeer, Kristi Switzer, Chaunda Wild

**Gladstone Task Force Members Excused:** Libby Spencer & Oscar Haugen

**Opsis Design Team Members Present:** Jennifer Hoffman, Opsis; Jim Kalvelage, Opsis; Ray Johnston, Johnston Architects; Kurt Lango, Lango Hansen Landscape Architects; Jared Lewis, Catena Consulting Engineers; Maya Foty, Architectural Resources Group; Allison Brown, Facilitator with JLA Public Involvement

**Staff and Officials Present:** Paul Savas, County Commissioner; Laura Zentner, Business and Community Services (BCS) Director; Greg Williams, BCS Deputy Director; Scott Archer, NCPRD Director, Mitzi Olson, Library Director, Gladstone and Oak Lodge Libraries; Kathryn Kohl, Library Network Manager; Amber Johnson, Public & Government Affairs; Jacque Betz, City Administrator, City of Gladstone; Liz Weber, BCS Administrative Specialist; Kathryn Krygier, Project Manager

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*The meeting began at 6:30 p.m.*

Gladstone and Concord Task Force Chairs Lisa O'Brian and Doug Jones welcomed the group and reviewed the evening's agenda.

Lisa asked members of both task forces to introduce themselves and pick a value from either task force lists of Community Values to share with the group.

Gladstone (G)  
Concord Property (C)

Lisa O'Brien (G Task Force Chair): Community, art  
Doug Jones (C Task Force Chair): Multi-functional site that serves the community  
Kristi Switzer (C): Community involvement  
Kristi Haller-Shaffer (G): Safe and inclusive spaces  
Mike Schmeer (C): Preservation and history  
Anna Hoesly (C): Providing a welcoming space for the community  
Lynn Fisher (C): Stewardship of parks and green spaces  
Grover Bornefeld (C): Multi-functional site that serves the community  
Chaunda Wilde (C): Providing a welcoming and inclusive space for the community  
Mark Elliot (C): Multi-functional site that serves the community  
Beverly Chase (G): Affordable and easily accessible spaces both large and small  
Lani Saunders (G): Inclusivity  
Laurene McClintock (G): Shared sense of community  
Nancy Eichsteadt (G): Accessible spaces  
Nancy Turner (G): Nature, sustainability and livability  
Debrah Bokowski (G): Bring the library to life for the entire service area  
Gary Bokowski (C): Stewardship of funding  
Denis Hickey (C): Inclusive and diverse accessibility  
Jan Lindstrom (C): Multi-functional site that serves the community  
Leslie Shirk (G): Stewardship of public funding  
Natalie Smith (G): History  
Jean Chapin (C): Inclusive and diverse accessibility  
Margaret Bertalan (G): Inclusive and diverse accessibility  
Todd Anslow (G): Creating a site that can serve multiple functions  
Ron Campbell (C): Multi-functional site that serves the community

Lisa O'Brien reminded the group that there were four task force members who participated on the design team selection. She asked each of them to describe how they came to choose Opsis Architecture:

Beverly Chase (G): Enthusiasm, experience  
Nancy Eichsteadt (G): Programming, design experience  
Mark Elliot (C): Cohesive team, well-rounded experience  
Lynn Fisher (C): Diverse experience, enthusiasm

The next part of the meeting began with a presentation from Opsis followed by breakout groups. The breakout groups provided an opportunity to speak one-on-one with the team members regarding their area of expertise and how it related to the project. During this time, notes were taken on behalf for each member of the design team. Once the breakout session was complete, the group came together and the team presented the comments they heard from the task force members.

## Design Team Presentation:

Jennifer Hoffman, Opsis Project Manager, introduced the design team:

Jim Kalvelage, Lead Designer, Opsis

Ray Johnston, Library Architect, Johnston Architects

Allison Brown, Facilitator and Project Manager, JLA Public Involvement

Kurt Lango, Landscape Architect, Lango Hansen Landscape Architects

Ken Ballard, Recreation Operations and Facilities, Ballard\*King and Associates (not present, represented by Jim Kalvelage)

Mark Stoller, Opsis, Partner-In-Charge (not present, Mark will be mostly be providing support in-house

Matt Davis, Preservation Planner, Architectural Resources Group (not present, represented by Maya Foty)

Jared Lewis, Structural Engineer, Catena Consulting Engineers

Will Gerstner, Cost Estimator, ACC Cost Consultants (not present)

Jim Kalvelage provided some background on Opsis, a firm celebrating their 20th year. Jim reviewed a few similar projects and allowed each team member to speak on their own behalf.

Ray Johnston reviewed his experience designing libraries and highlighted his work designing smaller libraries.

Kurt Lango described his 19 years of experience and work on several parks and libraries in the surrounding areas.

Allison Brown introduced herself as member of the JLA firm. She noted she would be providing facilitation services and a colleague would be leading the community engagement effort.

Maya Foty represented her colleague Matt Davis, who is very familiar with the Concord Building through his work as President of Restore Oregon, a non-profit who supports historic places and buildings, identifying the Concord building as one of *Oregon's Most Endangered Places* in 2017.

Jared Lewis said his company has been in existence for fourteen years. He has worked on many projects with Opsis. Jared said he specializes in adaptive reuse.

Ballard\*King & Associates (not present). Jim noted Ken Ballard would be providing needs assessment and planning/operations expertise for the community center.

Jennifer reviewed the overall project plan showing how the team will manage this complex project. Jennifer explained how each task force's value would inform decision-making at all phases, making this an iterative planning process. She then reviewed how cost containment begins with the first step of this process—needs assessment and programming. Finally, Jennifer outlined how they will be gathering information from the community and stakeholders about the project, refine their feedback, and make recommendations to the task forces.

Grover Bornefeld asked if he could have the PowerPoint sent to him or have it posted on the website. Kathryn said she would post it on the website at [clackamas.us/jointprocess](http://clackamas.us/jointprocess)

Allison then directed task force members to break into groups to ask questions of the design team. There were index cards available to write down your questions if questions went unanswered. Allison said the questions would be addressed later.

Recording stopped at 7:30pm

Recording resumed at 8:00pm

The group was reassembled by Allison. She asked the task force chairs to share what they observed during the breakout session:

Doug Jones said the group shared a lot of enthusiasm for the project and it was nice to see ideas being shared with the design team.

Lisa O'Brien said she loved listening to the questions. The most heard question how soon will the taskforce and design team be actually making decisions on the project. People feel there has been a lot of generalizing up to this point and it's exciting to have the design team on board.

Kristi Haller-Shafer said this was a great first step and it felt like she had a voice tonight. We went crazy with the library wish list and having it validated was nice.

Allison then asked for feedback from the Design Team from the breakout session:

Jennifer Hoffman said she most of her time at the library discussion board and the biggest take away for me was how anxious everyone was to get going!

Mark Elliott, a task force member asked Jennifer how often she expected the task forces to meet. Jennifer said she was working on that right now and she would discuss this more in the "Next Steps" part of the agenda.

Kurt Lango said Indoor and outdoor relationships were important to both Task Forces. He noted while the Gladstone Library is a different scale than the Oak Lodge Library, greenery is important.

Jim Kalvelage said his group discussed how important it will be to incorporate everything (Oak Lodge Library and Community Center) into one building is to the members. Members also expressed how important identifying what the community needs will be and how important the legacy the Concord building is.

Maya Fota said she was impressed with the community interest in getting the Concord building on the endangered list. Several people asked about getting the building on the National Register of Historic Places. Several questions were asked about what is existing and how it could be preserved.

Ray Johnston said he had of questions in his group about flexibility and future possibilities for each building. There were a lot of concerns about the size of the Gladstone Library. Acoustics were also noted to be a concern. Ray said this is a fascinating process for him and he is looking forward to designing both libraries.

Ray reminded the Joint Task Force that they are in the process of collecting a lot of data for both projects but things are really going get started! There were also some questions about how the task force will be able to visualize the design concepts and there will be lots of options available: movies, photographs, and visualization tools; there is a lot of new technology to help people understand the project.

Jared Lewis said he had several questions about the Concord building in his group. There were also questions about the community center (Concord Property) serving as a disaster shelter and how those needs need to be assessed as part of this process.

Allison asked for public comment. There was none.

Prior to reviewing the near-term schedule, Kathryn expressed her enthusiasm about the milestone that was shared in the meeting and noted she enjoyed the excitement in the room.

Kathryn reminded everyone that the scope of work was currently being developed and it would be ready for review at the September 4<sup>th</sup> joint task force meeting. The task forces will have an opportunity to review and comment on the draft scope of work at that meeting which will be sent one week prior to the September 4<sup>th</sup> meeting. There is no contract yet and the goal is to have the contract ready for Board for approval in September. For the next several months, there will be joint Task Force meetings at least through December as we work through the programming aspects of the park, community center and libraries.

Kathryn reviewed three community events happening in August and invited task force members to sign up on the sheets provided to talk to the public about these projects:

- August 1<sup>st</sup>, Gladstone Community Festival
- August 10<sup>th</sup>, NCPRD Concerts & Movies in the Park, Concord Property
- August 24<sup>th</sup>, Trolley Trail Festival

Lynn Fisher asks why these programming meetings are joint when they are two separate projects.

Kathryn explained for the library both task forces need be present for programming meetings. She said in addition, the community center and park will need to be closely associated with the library spaces.

Allison suggested she would present a draft agenda for the October 2<sup>nd</sup> joint task force meeting at the September meeting and see how everyone feels about the format.

Kathryn reminded everyone that the Concord Task Force is still looking for NCPRD at-large member. A recruitment has been opened through Public and Government Affairs. The Task Force members are particularly interested in recruiting a member that has a diverse background.

Allison asked the chairs of each Task Force for their closing thoughts.

Lisa noted there was apprehension among the members regarding the joint meetings. Lisa encouraged members to reach out to Kathryn about the agenda for the next meeting.

Doug had nothing to add.

Meeting adjourned at 8:30pm.

## **Next Meeting**

6:30-8:30 p.m., Wednesday, September 4th

Location: Concord Property, 3811 S.E. Concord Rd., Oak Grove, 97267

## Design Team Breakout Session Notes

### Library

- Space for book signings
- Movable shelving
- Family bathrooms/gender neutral bathrooms
- Multi-use furniture
- Spaces to control noise
- Private areas for computers and spaces to plug in
- Local community/children's art
- More opportunities to share space and programming
- Wanting visualizations of small libraries
- Library of things/Tool library
- Provide full service with limited staff
- Kitchenette
- Flexibility
- Gathering Space
- Storage for emergency supplies/potential as a community shelter in a disaster/emergency
- Thinking of library/park/community center as one entity – all well integrated, sharing spaces and energy
- Library store, with sorting area
- Design which can be expanded later
- Flexible space for children and other programs
- Small group/study rooms
- Independent entry to library and community center
- Avoid floor level shelves – and not too high – for accessibility
- Park being an extension of the library
- Line of sight security
- Parking
- Makerspace

### Seismic

- How much will it cost?
- Who pays for the upgrades?
- Can the library be integrated into the Concord building?
- Options for seismic upgrade
- Community center should be available as a shelter
- When will we know about the seismic requirements?
- What are the potential roadblocks for having the library on the site?

### Historic

- How far to go back in time for historical preservation/renovation?

### Community Center

- Library bookstore
- Café
- Events open up to the park
- Grow something new out of the old



- Access to programs
- No central access to social services
- What services can a community center offer?
- Do NCPRD administration offices need to be in the District?
- One stop to learn about services, synergy and collaboration
- Inclusive facility
- Reach out to underserved children
- Meeting the needs of the demographic
- Place that identifies needs in community with the resources to address them
- Integrate library and community center
- Library with community garden to pantry

### **Park/Landscape**

- Oak trees on Oak Grove property line
- Close relationship between parks, Concord community and library – understands overlaps
- Indoor/outdoor event spaces that are flexible for a variety of purposes
- How to incorporate greens paces in Gladstone Library
- How to bring beauty into a space that is small and limited
- Understand abilities/maintenance up front and make right partnerships (Gladstone)
- Feasibility of having a rock feature at Gladstone
- Opportunity to excavate rock in the area/preserve/natural history/potential for drought-friendly
- Sculpture? Relationship with local artists
- Concern about losing green space depending where the library goes (Concord)
- Park needed that meets needs of all abilities/all-inclusive
- Accessibility paramount to design
- Community garden space at Concord
- Other spaces in Oak Lodge may be suitable for the library
- Concord belongs to the parks district. 2/3 of residents of NCPRD are in unincorporated and paid \$90 million to parks
- Visualizing all elements coming together
- Is there an obvious space where the greenspace will go?
- A need for “contained spaces” for kids where parents feel safe but kids feel like they’re playing freely

August 26, 2019  
Revised August 27, 2019

Reference: **Exhibit A - Scope of Work  
Clackamas County - NCPRD Concord Property, Oak Lodge Library and Gladstone  
Library Project - Master Planning Process**

## **SCOPE OF WORK**

The Design Team understands the scope of work to be the following:

### **Pre-Contract / Task Force Meeting Facilitation Phase**

*Goal: To determine appropriate Scope of Work for Planning Phase of North Clackamas Parks and Recreation District Community Center and Parks at former Concord Elementary School, potential for Oak Lodge Library at Concord Elementary and Gladstone Library at the former City of Gladstone City Hall site.*

- Discussion and review of Scope of Work with NCPRD, CC Public and Governmental Affairs (PGA) and Libraries as required to inform fee proposal for Planning efforts by the Opsis Design Team.
- Introduction of Design Team and presentation of Scope of Work to Concord/Gladstone Task Forces.
- Attendance at Project Management Team meetings as necessary to determine Scope of Work.

#### **Meetings:**

- Joint Task Force Meeting #1 - Design team introductions (Opsis, Johnston Architects, Lango Hansen, JLA, Catena, ARG)
- Joint Task Force Meeting #2 - Scope of Work review (Opsis, JLA)
- PMT Meetings (3 meetings; Opsis)
- Scope of Work Review Meetings with NCPRD, Communications and Libraries (Opsis)
- Tour of LINCC Network (Opsis, JA)

#### **Deliverables:**

- Fee Proposal / Scope of Work

### **Phase One – Technical Investigation**

#### **Goals:**

*(1) To assist NCPRD in determining the greatest potential for the Community Center and Parks programs at the Concord building and property based upon the existing and newly-acquired facility current and potential use, operations, and revenue projections.*

*(2) To research, collect and review available resources to gain a comprehensive understanding of the Project, and identify site and building opportunities and constraints.*

- Tour existing NCPRD indoor facilities.
- Review existing District facility uses, programs, rentals and other long-range planning documents.
- Develop demographic analysis to establish possible service areas for the three recently-acquired school buildings.
- Review general District needs (Indoor and outdoor Recreation programs/services, Administration office space, Maintenance support and Library needs).
- Determine financial expectations (capital expenditure sources/limits, operational revenue expectations).

- Establish a framework for facilities master plan:
  - Guiding principles
  - Decision-making criteria
  - Potential role of newly-acquired buildings
  - Potential changes in roles of other existing facilities
  - Timeline for development
- Develop technical memo to outline findings.
- Review available existing material/reports for Gladstone and Concord.
- Review geotechnical scope of work and final draft report for Gladstone and Concord.
- Review survey scope of work and final draft survey for Gladstone and Concord.
- Conduct on-site Assessment (Concord and Gladstone)
- Conduct zoning/entitlement reviews (Concord and Gladstone)
- Conduct parking and traffic count analysis (Concord and Gladstone)
- Conduct seismic evaluation of existing Concord building.
- Conduct historic assessment of Concord building/site.
- Conduct structural, timing and cost assessment of City Hall demolition impact to adjacent Fire Dept building for Gladstone Library Project.
- Prepare base drawings for Concord and Gladstone (survey to be provided by Owner).
- Provide site analysis (Concord and Gladstone).
- Identify opportunities/constraints of each site.
- Planning for PMT agenda between Clackamas County, Opsis and JLA.
- Planning for Task Force Meeting / Public Meeting agendas with Task Force Chairs, Clackamas County, Opsis and JLA.
- Concord and Gladstone Task Force Meeting Facilitation and Meeting Minute review as required per schedule.
- Public Meeting Facilitation and Meeting Minute review as required per schedule.

Meetings:

- Tour of existing NCPRD facilities / Operational scope of work meetings (Ballard\*King, Opsis)
- Facilities Master Plan workshop with NCPRD staff (Ballard\*King, Opsis)
- One (1) day local library and community center facilities tour (Opsis, JA)
- On-site assessment - Concord (Opsis, JA, Lango Hansen, Catena, Interface, KPFF, ARG)
- On-site assessment - Gladstone (Opsis, JA, Lango Hansen, Catena, KPFF)
- Concord / Gladstone Task Force Meetings:
  - Joint Task Force Meeting #3: Public Involvement Plan Review (Opsis, JLA)
- Preliminary Jurisdiction Meeting w/ Clackamas County (Opsis, Bookin Group, GTE, Lango Hansen, KPFF)
- Preliminary Jurisdiction Meeting w/ City of Gladstone (Opsis, Bookin Group, GTE, Lango Hansen, KPFF)
- Project Management Team Meeting (Opsis, JLA)

Deliverables:

- Meeting Minutes (Facilities Tour, Visioning Workshop)
- Demographic Analysis
- NCPRD Vision Technical Memo
- Jurisdictional meeting minutes.
- Base Drawings (Concord and Gladstone sites)
- Site Analysis (Concord and Gladstone sites)
- Zoning Analysis (Concord and Gladstone sites)
- Existing Conditions Parking/Traffic Analysis (Concord and Gladstone sites)

- Historic Site Assessment Report (Concord site)
- Opportunities/Constraints Summary - graphic and narrative (Concord and Gladstone sites)
- Task Force Agendas (condensed and annotated for Task Force Chairs)
- Public Meeting Agendas

### **Phase Two - Needs Assessment / Programming**

*Goal: To provide a comprehensive planning baseline with which to define the need and recognize the overlapping potential and use of shared resources for all programmatic pieces.*

- Participation at Concord/Gladstone Task Force Meetings, PMT Meetings, TAG Meetings, , Stakeholder Meetings and Public Meetings. Refer to Public Involvement Plan for detailed description of Public Outreach.
- Review and confirm Core Values / Design Principles / Project goals with Task Forces.
- Provide public survey content development and summary; participation in public input process.
- Interview under-represented stakeholders (JLA)
- Conduct and collect feedback from under-represented stakeholder events to collect feedback (JLA)
- Conduct and collect feedback from User group meetings (Opsis).
- Review and inventory library resources and needs.
- Develop needs-assessment summary to inform program priorities, spaces and sizes.
- Develop program size and adjacency diagrams for review and feedback.
- Develop program documents:
  - NCPRD Community Center
  - NCPRD District Administration Offices
  - NCPRD outdoor program spaces (Concord site)
  - Oak Lodge Library
  - Gladstone Library
- Development of programmatic sf-based costs.
- Issuance of Final Needs Assessment/Program for stakeholder review.
- Provide content as needed for JLA and CC Public & Governmental Affairs (PGA) project communication needs. Planning for PMT agenda between Clackamas County, Opsis and JLA.
- Planning for Task Force Meeting / Public Meeting agendas with Task Force Chairs, Clackamas County, Opsis and JLA.
- Concord and Gladstone Task Force Meeting Facilitation and Meeting Minute review as required per schedule.
- Public Meeting Facilitation and Meeting Minute review as required per schedule.

### **Meetings:**

- PMT meetings - three (3) in-person monthly meetings (Opsis, JLA).
- TAG Meetings - NCPRD (1) and Library (1) in-person meetings (Opsis)
- Public Meeting #1: Introduction of Process / Input Gathering (Opsis, Johnston Arch, Lango Hanson, Ballard\*King, JLA).
- Concord / Gladstone Task Force Meetings:
  - Joint TF Meeting #4: Program Input (Opsis, JA, Lango Hanson, Ballard\*King, JLA).
  - Joint TF Meeting #5: Community Input Reporting (Opsis, JA, Lango Hanson, JLA)
  - Joint TF Meetings #6: Program Review (Opsis, JA, Lango Hanson, JLA)
- User Group Workshops - six (6) meetings (Opsis, JA, B\*K, Lango Hansen)
- Under-represented Stakeholder Interviews: five (5) interviews (JLA)
- Under-represented Stakeholder Group Events: five (5) events (JLA).

### **Deliverables:**

- Meeting Minutes (TAG, Stakeholder and User Groups)
- Draft Needs Assessment/Program for review
- Final Needs Assessment/Program:
  - NCPRD Community Center
  - NCPRD District Administration Offices
  - NCPRD outdoor program spaces (Concord site)
  - Oak Lodge Library
  - Gladstone Library
- Programmatic-based sf cost analysis
- Task Force Agendas (condensed and annotated for Task Force Chairs)
- Public Meeting Agenda

### **Phase Three - Master Plan Alternatives Analysis**

*Goal: Building on the input of research and programming phases, propose three (3) individual options for each site (Concord and Gladstone), providing stakeholders with the ability to weigh alternative design approaches with one another.*

- Participation at Concord/Gladstone Task Force Meetings, PMT Meetings, TAG Meetings, Stakeholder Meetings and Public Meetings. Refer to Public Involvement Plan for detailed description of Public Outreach.
- Review Site Analysis for site opportunities/constraints.
- Engage public/Task Forces in group Design Charrette exercise.
- With input of design team and feedback, prepare draft concept options, evaluation, and conceptual cost for review pertaining to each site.
  - Concord Site:
    - Oak Lodge Library within the existing Concord Building
    - Oak Lodge Library as an addition to the existing Concord Building
    - Oak Lodge Library as a free-standing building on the Concord site
  - Gladstone Site:
    - Options as determined following prior phase efforts.
  - Develop Operations (expenses/revenues) plan for each NCPRD concept (Concord site).
- Finalize concept options and cost estimates based upon feedback.
- Issue concept options / evaluation / cost estimate package for review.
- Provide content as needed for JLA and CC Public & Governmental Affairs (PGA) communication needs.
- Planning for PMT agenda between Clackamas County, Opsis and JLA.
- Planning for Task Force Meeting / Public Meeting agendas with Task Force Chairs, Clackamas County, Opsis and JLA.
- Concord and Gladstone Task Force Meeting Facilitation and Meeting Minute review as required per schedule.
- Public Meeting Facilitation and Meeting Minute review as required per schedule.

#### **Meetings:**

- PMT meetings - three (3) in-person monthly meetings (Opsis, JLA).
- TAG Meetings - NCPRD (1) and Library (1) in-person meetings (Opsis)
- Task Force Meetings:
  - Adjacent Concord / Gladstone TF Meeting #7: Program Signoff / Site Analysis (Opsis, JA, Lango Hanson, JLA).
  - Adjacent Concord / Gladstone TF Meetings #8: Community Input Report / Preferred Alternatives (Opsis, JA, Lango Hanson, JLA).

- Adjacent Concord / Gladstone TF Meeting #9: Reporting and Feedback of Refined Alternatives (Opsis, JA, Lango Hanson, JLA).
- Public Meeting #2: Design Charrette (includes Task Forces) (Opsis, JA, Lango Hanson, Ballard\*King, JLA).
- Public Meeting #3: Presentation of Site Alternatives / Gather Input (Opsis, JA, Lango Hanson, JLA)
- Under-represented Stakeholder Group Events - five (5) events (JLA)

Deliverables:

- Meeting Minutes (TAG, Stakeholder Groups).
- Concord Site:
  - Final Draft Conceptual Alternatives for Clackamas County staff review
  - Final Conceptual Alternatives
  - Final Conceptual Cost Estimate (for each option)
  - NCPRD Operations pro-forma (for each option)
- Gladstone Site:
  - Final Conceptual Alternatives
  - Final Conceptual Cost Estimate (for each option)

**Phase Four - Preferred Alternative Refinement**

*Goals:*

1. *Based upon the Conceptual Options provided for each Site, with the stakeholder team, select the preferred option for refinement to further inform cost and design direction for each site, including a go/no-go for the Oak Lodge Library on the Concord property.*
  2. *To summarize and compile, in one comprehensive document, the milestones, decisions and recommendations for each site moving forward.*
- Participation at Concord/Gladstone Task Force Meetings, PMT Meetings, TAG Meetings, Stakeholder Meetings and Public Meetings. Refer to Public Involvement Plan for detailed description of Public Outreach.
  - With recommendation of Task Force, select preferred conceptual design option for each site.
    - Concord Site:
      - Assist Task Force in determining viability of Oak Lodge Library on the Concord Site.
      - If determined feasible, proceed with refining selected concept including Oak Lodge Library.
      - If determined infeasible, determine next steps with stakeholder group.
    - Gladstone Site:
      - Refine selected concept.
  - Finalize Conceptual Cost Estimates for both sites (Concord and Gladstone)
  - Prepare presentation renderings for each site.
  - Prepare detailed schedule/budget for full design phases (SD-Construction).
  - Issue refined concept / cost estimate package (for each site) for stakeholder review.
  - Provide content as needed for JLA and CC Public & Governmental Affairs (PGA) communication needs.
  - Planning for PMT agenda between Clackamas County, Opsis and JLA.
  - Planning for Task Force Meeting / Public Meeting agendas with Task Force Chairs, Clackamas County, Opsis and JLA.
  - Concord and Gladstone Task Force Meeting Facilitation and Meeting Minute review as required per schedule.

- Public Meeting Facilitation and Meeting Minute review as required per schedule. Participation in PMT and TAG Meetings, and final Presentations to stakeholder groups, including Concord and Gladstone Task Force Meetings.
- Provide content as needed for JLA and CC Public & Governmental Affairs (PGA) communication needs.
- Final Draft Reports (Concord and Gladstone) for review.
- Final Report:
  - Concord Site:
    - Final report summarizing key project milestones, decisions made, and recommendations for the next phases of work moving forward.
  - Gladstone Site:
    - Final report summarizing key project milestones, decisions made, and recommendations for the next phases of work moving forward.

Meetings:

- PMT meetings - three (3) in-person monthly meetings (Opsis).
- TAG Meetings - one (1) NCPRD and one (1) Library in-person meetings (Opsis)
- Task Force Meetings:
  - Adjacent Concord / Gladstone TF Meeting #10: Review of Final Concept Alternatives and Decision of Preferred Alternative (Opsis, JA, Lango Hanson, JLA).
  - Adjacent Concord / Gladstone TF Meeting #11: Final Presentation and Task Force Recommendation (Opsis, JA, Lango Hanson, JLA).
- Jurisdiction Check-in Meeting w/ Clackamas County (Opsis, Bookin Group, GTE, Lango Hansen, KPFF)
- Jurisdiction Check-in Meeting w/ City of Gladstone (Opsis, Bookin Group, GTE, Lango Hansen, KPFF)
- Public Meeting #4 Final Presentation (Opsis, JA, Lango Hanson, JLA)
- District Advisory Board Final Presentations - two (2) meetings (Opsis, JA)

Deliverables:

- Meeting Minutes (TAG, Stakeholder Groups).
- Concord Site:
  - Final Draft Preferred Concept Package for Clackamas County staff review:
    - Presentation quality color graphics of perspectives or models
    - Site plan / building plan(s)
    - Building sections
    - Building elevations
  - Final Preferred Concept Package
  - Final Conceptual Cost Estimate
  - Projected schedule and budget to completion
  - NCPRD Operations pro-forma
  - Final Report, summarizing key Project Milestones, decisions made and recommendations for the next phases of work, inclusive of backup information produced through all phases to date.
  -
- Gladstone Site:
  - Final Draft Preferred Concept Package for Clackamas County staff review:
    - Presentation quality color graphics of perspectives or models
    - Site plan / building plan(s)
    - Building sections
    - Building elevations
  - Final Preferred Concept Package

- Final Conceptual Cost Estimate
- Projected schedule and budget to completion
- Final Report, summarizing key Project Milestones, decisions made and recommendations for the next phases of work, inclusive of backup information produced through all phases to date.

**Owner's Contingency**

*Goal: To provide for additional meetings or scope. The contingency will only be authorized by written approval of the County's project manager.*

- Allowance as indicated on Fee Summary.



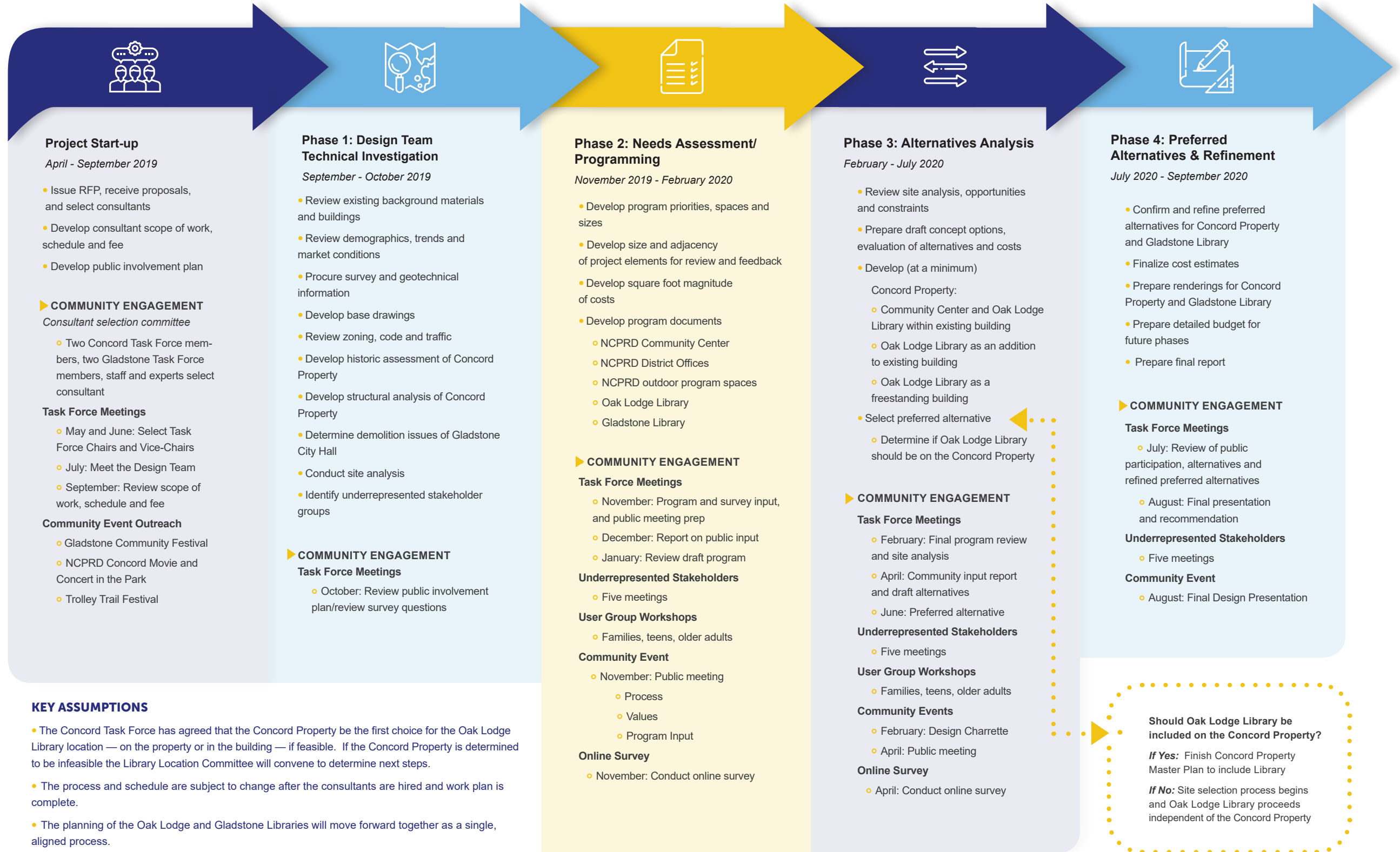
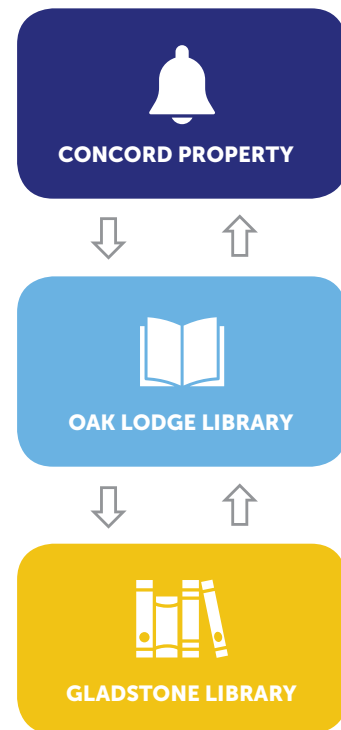
Clackamas County

## N CPRD Concord Property, Oak Lodge Library and Gladstone Library Planning Process

A/E FEE SUMMARY	Pre-Contract/ Facilitation	01-Technical Investigation	02-Needs Assess/ Program	03-Alternatives Analysis	04-Preferred Alt. Refinement	Total	Contingency	Grand Total
Subtotal	\$9,559	\$149,420	\$220,405	\$253,323	\$262,869	\$895,574	\$40,000	\$935,574
<b>TOTAL FEE</b>						<b>\$895,574</b>	<b>\$40,000</b>	<b>\$935,574</b>
Estimated Reimbursable Budget						\$61,341		\$61,341
<b>TOTAL PROJECT FEE</b>						<b>\$956,916</b>	<b>\$40,000</b>	<b>\$996,916</b>

# MASTER PLAN PROCESS FOR OAK LODGE AND GLADSTONE COMMUNITY PROJECT

Sept. 4, 2019



**KEY ASSUMPTIONS**

- The Concord Task Force has agreed that the Concord Property be the first choice for the Oak Lodge Library location — on the property or in the building — if feasible. If the Concord Property is determined to be infeasible the Library Location Committee will convene to determine next steps.
- The process and schedule are subject to change after the consultants are hired and work plan is complete.
- The planning of the Oak Lodge and Gladstone Libraries will move forward together as a single, aligned process.
- Construction contractor selection method (bid, negotiated contract, or design-build) has not been determined.

**Should Oak Lodge Library be included on the Concord Property?**

**If Yes:** Finish Concord Property Master Plan to include Library

**If No:** Site selection process begins and Oak Lodge Library proceeds independent of the Concord Property

**OAK LODGE AND GLADSTONE COMMUNITY LIBRARY PROJECT**  
 Clackamas County is bringing a new community center, park and libraries to the  
 Oak Lodge and Gladstone communities

Task Forces Anticipated Near Term Schedule

	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>
<b>Concord Task Force</b>	<p><i>Sept. Joint Task Force Meeting – 9/4/2019, 6:30-8:30 at Concord</i></p> <p>Review Scope of Work</p>	<p><i>Oct. Joint Task Force Meeting – 10/2/2019, 6:30-8:30, location TBD</i></p> <ul style="list-style-type: none"> <li>• Review Draft Public Involvement Plan</li> <li>• Task Force input on public survey questions</li> </ul> <p><i>Tour other libraries and community centers: 10/12/2019 tentative</i></p>	<p><i>Nov. Joint Task Force Meeting – 11/6/2019, 6:30-8:30 at Concord</i></p> <ul style="list-style-type: none"> <li>• Task Force input on programming survey</li> <li>• Public meeting</li> </ul> <p><i>Public Meeting #1- 11/9/2019 Location: Concord Property Time: TBD</i></p>	<p><i>Dec. Joint Task Force Meeting – 12/11/2019, 6:30-8:30, location TBD</i></p> <p>Report on community input re: programming</p>	<p><i>Jan. Joint Task Force Meeting – 1/8/2020, 6:30-8:30 at Concord</i></p> <p>Review draft Needs Assessment/Program</p>
<b>Gladstone Task Force</b>					
<b>Project Management Team/Design Team</b>	<p>PMT prepares draft Public Involvement Plan</p> <p>Board Consideration to approve Opsis Contract - September 19<sup>th</sup> or 26<sup>th</sup></p>	<p>PMT/Design Team prepares draft online survey, finalize Public Involvement Plan</p> <p>Design Team conducts technical investigation</p>	<p>Design Team public survey goes live 11/9/2019</p> <p>Design Team and staff meet with underrepresented communities and user groups re: programming</p> <p>PMT/Design Team prepares community input report</p>	<p>Design Team and Staff meet with underrepresented communities and user groups re: programming</p> <p>Design Team Uses input to prepare draft program for libraries, park and community center</p>	<p>Prepare for Public Meeting #2</p>



**DRAFT MEETING AGENDA**  
**Joint Task Force Meeting**

**Agenda**

*Note that times could be shifted to best meet the needs of the group. Some options include holding meetings from 5:30-8:30, 6-9, or 6:30-9:30 (and some meetings may adjourn earlier, depending on the agenda).*

5:25	Sign in, refreshments for committee members and staff <ul style="list-style-type: none"> <li>Gladstone TF members present for first half of meeting and can stay until the end if they want (but welcome to leave after the Library discussion)</li> <li>Concord TF members present for all of meeting but may want to come later if they are less concerned about library programming.</li> </ul>	
5:30	Library Programming: Gladstone and Oak Lodge <ul style="list-style-type: none"> <li>Welcome and agenda review</li> <li>Consultant team walks group through needs analysis for Oak Lodge and Gladstone libraries (with the understanding that these constitute one library, two buildings, but with different needs and opportunities!).</li> <li>Might include some overlap with community center planning, as needed.</li> </ul>	Chairs to open meeting, Consultant team to work through key questions and discussion
6:30	Next Steps (Library Programming) <ul style="list-style-type: none"> <li>Identify any outstanding items for follow up</li> <li>Time/place of next meeting</li> </ul>	Chairs/Project Manager
6:40	Public Comment <ul style="list-style-type: none"> <li>Public is invited to make any comments on library, community center or park, at a time when all members are present!</li> </ul>	
6:50	Break <ul style="list-style-type: none"> <li>Any members who do not want to attend the second half of the meeting can leave at this point. Gladstone TF members are welcome to stay, but in an observatory role.</li> </ul>	
7:00	Concord Property: Community Center and Park <ul style="list-style-type: none"> <li>Welcome and agenda review</li> </ul>	Chairs to open meeting, Consultant team to work

	<ul style="list-style-type: none"> <li>• Consultant team walks group through needs analysis and initial discussions on community center and park programming for the Concord property site.</li> </ul>	through key questions and discussion
7:50	<p>Next Steps (Concord Community Center and Park)</p> <ul style="list-style-type: none"> <li>• Identify any outstanding items for follow up</li> <li>• Time/place of next meeting</li> </ul>	Chairs/Project Manager
8:00	Adjourn.	