
Thursday, February 01, 2018
6:45 PM – 8:30 PM

Development Services Building
Main Floor Auditorium, Room 115
150 Beaver Creek Road, Oregon City, OR 97045

AGENDA

6:45 p.m. Pledge of Allegiance

Welcome & Introductions

Chair Jim Bernard & Mayor Brian Hodson, Co-Chairs

Housekeeping

- Approval of January 04, 2018 C4 Minutes **Page 03**
- March meeting

6:50 p.m. Bylaws Discussion Regarding C4 Metro Subcommittee and Transit Providers Subcommittee <Action Item> Page 05

7:10 p.m. Housing Needs Assessment Discussion <Action Item> Page 12

- Memo and RFP Scope

8:10 p.m. C4 Retreat Discussion

8:20 p.m. Updates/Other Business

- JPACT/MPAC Updates
- Other Business

8:30 p.m. Adjourn

General Information



Current Voting Membership

		C4 Exec	C4 Metro	C4 Rural	JPACT	MPAC	R1ACT
Clackamas County	Chair Jim Bernard	●	●	●			
Clackamas County	Commissioner Paul Savas		●	●	●		●
Canby	Mayor Brian Hodson	●		●			●
CPOs	Laurie Freeman Swanson (Molalla CPO)	●					
Estacada	Mayor Sean Drinkwine			●			
Fire Districts	Matthew Silva (Estacada Fire District)	●					
Gladstone	Mayor Tammy Stempel		●				
Hamlets	John Meyer (Mulino Hamlet)						
Happy Valley	Councilor Markley Drake		●				
Johnson City	Vacant						
Lake Oswego	Councilor Jeff Gudman	●	●		●	●	●
Milwaukie	Mayor Mark Gamba		●			●	
Molalla	Mayor Jimmy Thompson			●			
Oregon City	Mayor Dan Holladay		●				
Portland	Vacant						
Rivergrove	Mayor Heather Kibbey		●				
Sandy	Councilor Carl Exner			●			
Sanitary Districts	Nancy Gibson (Oak Lodge Water Services)	●					
Tualatin	Councilor Nancy Grimes		●				
Water Districts	Hugh Kalani (Clackamas River Water)						
West Linn	Council President Brenda Perry		●				
Wilsonville	Mayor Tim Knapp		●		●		

Current Ex-Officio Membership

MPAC Citizen Rep	Betty Dominguez
Metro Council	Councilor Shirley Craddick
Port of Portland	Emerald Bogue
Rural Transit	Julie Wehling
Urban Transit	Dwight Brashear

Frequently Referenced Committees:

- CTAC:** Clackamas Transportation Advisory Committee (C4 Transportation TAC)
- JPACT:** Joint Policy Advisory Committee on Transportation (Metro)
- MPAC:** Metro Policy Advisory Committee (Metro)
- MTAC:** Metro Technical Advisory Committee (MPAC TAC)
- R1ACT:** Region 1 Advisory Committee on Transportation (ODOT)
- TPAC:** Transportation Policy Advisory Committee (JPACT TAC)

Thursday, January 4, 2018
6:45 PM – 8:30 PM

Development Service Building
Main Floor Auditorium, Room 115
150 Beaver Creek Road, Oregon City, OR 97045

Attendance:

Members: **Canby:** Brian Hodson (Co-Chair); Traci Hensley (Alt.); **Clackamas County:** Paul Savas; **CPOs:** Laurie Swanson (Molalla); Marjorie Stewart (Firwood) (Alt.); **Estacada:** Sean Drinkwine; **Fire Districts:** Mathew Silva (Estacada); **Hamlets:** John Meyer (Mulino); **Happy Valley:** Markley Drake; **Lake Oswego:** Jeff Gudman; Theresa Kohlhoff (Alt.); **Metro:** Shirley Craddick (Alt.); **Milwaukie:** Mark Gamba; **MPAC Citizen Rep:** Betty Dominguez; **Sanitary Districts:** Nancy Gibson (Oak Lodge Water Services District); **Transit:** Andi Howell (Sandy); Dwight Brashear (SMART); **West Linn:** Brenda Perry; Teri Cummings (Alt.);

Staff: Trent Wilson (PGA); Chris Lyons (PGA);

Guests: Jaimie Huff (Happy Valley); Jes Larson (Metro); Tracy Moreland (BCC); Karen Buehrig (DTD); John LaMotte (Lake Oswego); Mike Bezner (Clackamas County); Megan McKibben (Congressman Schrader); David Marks (CCBA); Dan Mahr (Senator Merkley); Brooke Berglund (PGE); Paul Scarlett (ODOT); Steve Williams (DTD); Tyler Frisbee (Metro); Tim Heider (PGA)

The C4 Meeting was recorded and the audio is available on the County's website at <http://www.clackamas.us/c4/meetings.html> . Minutes document action items approved at the meeting.

<u>Agenda Item</u>	<u>Action</u>
Approval of December 7, 2017 C4 Minutes	Approved
Legislative Priority Update	Chris Lyons from Clackamas County's Government Affairs office provided an update to members about expected legislation during the 2018 legislative session. Expected legislation will seek to address carbon reduction through a clean energy bill, technical amendments to HB 2017, and a potential constitutional amendments to ease restrictions on general obligation bonds to allow the private and non-profit sectors to help with affordable housing.

<p>Metro Housing and Transportation Bonds Discussion</p>	<p>Transportation Measure Update: Following an effort in 2017 by TriMet to advance a transportation bond for the region, Metro has agreed to lead a new effort and attempt a transportation measure targeted for 2020. Metro is interested in a variety of approaches and is only in the early phases of exploring the process to pursue this measure. The only certainty planned for the measure is to address the “matching” dollars for SW Corridor Project.</p> <p>Housing Measure Update: Metro will be pursuing a regional bond in 2018 to address affordable housing. Metro staff is currently in the process of meeting with local elected officials to understand local project needs and will be providing more information in the future.</p>
<p>Value Pricing Update</p>	<p>Commissioner Savas provided an update on the Value Pricing committee. No official action has come from the meetings. Letters from Metro and Clackamas County were shared in the agenda packet.</p>
<p>Updates/Other Business:</p> <ul style="list-style-type: none"> • Housing Needs Assessment • JPACT/MPAC Updates • Other 	<p>Housing needs Assessment: The February 1 C4 meeting will be devoted to the Housing Needs Assessment discussion. RFPs are currently being reviewed.</p> <p>JPACT/MPAC Updates: None</p> <p>Other: None</p>

Adjourned at 8:40 p.m.

MEMORANDUM

To: Clackamas County Coordinating Committee (C4)
From: Trent Wilson, Clackamas County Government Affairs Specialist
Date: January 25, 2018

Subject: Bylaws Approval for C4 Metro Subcommittee and Transit Providers Subcommittee

Overview:

As part of the larger C4 bylaws discussion in 2017, the C4 Metro Subcommittee was tasked with determining their own priorities for their subcommittee and recommend those priorities for discussion at a future C4 meeting for adoption into the C4 Bylaws. C4 last approved a set of agreed upon bylaws on October 5, 2017, with the exception of this one pending discussion.

C4 Metro Subcommittee Update:

C4 Metro Subcommittee agreed at their November 2017 meeting on language to advance to C4, which was considered at the December 2017 C4 meeting and advanced into its required 30 days of notice for approval.

Clackamas Transit Providers Subcommittee:

In response to the transit funding discussion the December 2017 C4 meeting, members agreed to include in the bylaws language establishing a transit subcommittee. The intention of the subcommittee was to formalize a body that could be responsive to transit specific issues in and around the county, especially in the wake of HB 2017 authorizing funds that will be dedicated to transit agencies.

Attached:

- **Draft C4 Bylaws including updates to C4 Metro Subcommittee and the Clackamas Transit Providers Subcommittee**

DRAFT CLACKAMAS COUNTY COORDINATING COMMITTEE BY-LAWS

1. **PURPOSE**

The Clackamas County Coordinating Committee (C-4) was founded by the County to promote a partnership between the County, its Cities, Special Districts, Hamlets, Villages, and Community Planning Organizations (CPOs).

C-4's primary functions are to:

- Enhance coordination and cooperation between the jurisdictions
- Establish unified positions on land use and transportation plans
- Provide a forum for issues of mutual benefit and interest
- Promote unified positions in discussions at the state and regional levels

2. **MEMBERSHIP POLICY BODY**

Committee membership shall consist of representatives from the following jurisdictions, communities, and districts:

Voting Body		Members	Votes
<i>* = Urban Jurisdiction</i>			
<i>^ = Urban & Rural Representation</i>			
County	Board of County Commissioners [^]	2	2
Cities	Barlow	1	1
	Canby	1	1
	Estacada	1	1
	Gladstone*	1	1
	Happy Valley*	1	1
	Johnson City*	1	1
	Lake Oswego*	1	1
	Milwaukie*	1	1
	Molalla	1	1
	Oregon City*	1	1
	Portland*	1	1
	Rivergrove*	1	1
	Sandy	1	1
	Tualatin*	1	1
	West Linn*	1	1
	Wilsonville*	1	1
Communities	CPOs [^]	1	1
	Hamlets	1	1
	Villages	1	1
Districts	Fire*	1	1
	Sanitary*	1	1
	Water*	1	1
Total		24	24

Non-Voting Body		Members
Regional	Metro*	1
	Clackamas Citizen from MPAC	1
Transit	Rural	1
	Urban*	1
Other	Port of Portland*	1
Total		5

At a minimum, Clackamas County Board of Commissioners will select its two (2) elected representatives in February of odd-numbered years and notify the Secretary of C-4 by letter signed by the Chair or a designee appointed by the Chair.

At a minimum, the cities shall provide the names of their elected C-4 representatives and alternates by letter signed by the Mayor or their designee in February of each odd-numbered year to the Secretary of C-4.

The special districts/authorities representatives shall be designated by agreement among districts/authorities represented. The Hamlet and Village representatives shall be designated by agreement among the County's Hamlets and Villages represented. The process for designating the representatives shall be established by agreement among each of the groups of Districts/Authorities and Hamlets/Villages. Each of these entities shall submit the names of their elected C-4 representative and alternate to the Secretary of C-4 by letter signed by the Chairs of the Boards represented in February of every even-numbered year.

The CPO representative and alternate shall be determined in a process that is guided by the County and includes the opportunity for input of each of the County's recognized CPOs and the County's Committee for Citizen Involvement (CCI). That selection process shall be completed by February of each even-numbered year and the name of the representative and alternate shall be submitted to the C-4 Secretary.

Each jurisdiction with a voting membership shall have one (1) vote, with the exception of the County which has two (2) votes. The cities, special districts, and Clackamas County representatives to JPACT and MPAC are encouraged but not required to have their representative as a voting member or alternate on C-4.

The Metro Council shall provide the name of their C-4 representative and alternate by letter signed by the Metro President or his/her designee in February of each odd-numbered year.

The representatives from the Port of Portland, the transit agencies, and the Clackamas Citizen from MPAC are not elected officials, and their membership is determined by appointment from their respective organizations.

3. EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of a representative of: (a) the board of county commissioners, (b) an urban city, (c) a rural city, (d) water and sewer districts, (e) fire districts, and f) Hamlets, Villages, and CPOs. The Executive Committee will establish the agendas for meetings of C-4, including additional agenda request items that may be made as set forth in section 5(G) of these Bylaws, and may make recommendations to the C-4 body on action items as appropriate. C-4 Metro Jurisdiction cities and Rural Cities shall elect their respective Executive Committee representatives annually at the March C-4 Regular meeting. Special Districts shall annually determine their own Executive Committee representative selection process and shall submit the name of the appointment by a letter signed by the chairs of the special district boards to the Secretary of C-4 at or before the March C-4 meeting.

4. OFFICERS

The co-chairs of the Executive Committee will also serve as the co-chairs of C-4 and shall be elected annually at their March meeting by members of the Executive Committee from among its members. The County member will co-chair the Executive Committee and C-4. The secretary of the Executive Committee and C-4 shall be a county staff member designated by the Board of County Commissioners.

5. PROCEDURES

A. Meetings

All meetings of C-4 and any of its subcommittees are considered public meetings under Oregon's Public Meetings Law. Meetings will be held monthly on a day to be determined by C-4 or called as needed by the co-chairs or by a vote of C-4. The secretary is responsible for notifying members of the meeting time and place and for preparing the agenda. Meeting notices will be provided to the C-4 members, interested parties, and to the public as soon as practicable and shall include a list of the principal subjects anticipated to be considered.

B. Quorum

A quorum of C-4 shall consist of a majority of the participating jurisdictions' voting members.

C. Voting

Votes in C-4 shall carry by a simple majority of those present, provided that no action shall be taken unless a quorum is present. Only members or their designated alternate shall have voting rights.

D. Alternates

A designated alternate will sit in the absence of a member and shall have full voting rights. Alternates will be appointed by the member jurisdiction. There shall be no alternates for either of the co-chair positions.

E. Records

All C-4 actions shall be documented in the form of minutes, memoranda and special reports. The secretary will be responsible for such documentation and distribution of such minutes, memoranda and reports.

F. Rules

Meetings shall be conducted in accordance with Sturgis' Standard Code of Parliamentary Procedure.

G. Additional Agenda Requests

Before presentation to C-4 for action, agenda items shall be presented to the Executive Committee for consideration and placement on the agenda of an upcoming meeting of C-4. Only voting members of C-4 shall be eligible to recommend agenda placement items. If the Executive Committee declines to place an item on the C-4 agenda, then any voting member may present the agenda item for consideration of placement as an agenda item to the entire C-4 body. The matter shall be presented by the voting member under "other business." If C-4 votes in the affirmative to place the matter on the agenda, then it will be placed as an agenda item on the next meeting agenda. If that agenda is full, then not later than the following meeting, unless a later agenda date is otherwise agreed to by the voting C-4 members present. Compliance with this section may be waived where circumstances warrant faster action by an affirmative vote of two-thirds of those C-4 voting members present.

6. ADVISORY SUBCOMMITTEES:

A. Metro Subcommittee

C-4 members who are within the Metro jurisdiction or serve on the Joint Policy Advisory Committee on Transportation (JPACT) or the Metro Policy Advisory Committee (MPAC) shall be a subcommittee of C-4 named "C-4 Metro Subcommittee." This subcommittee shall be a consensus forming body for issues being addressed at JPACT and MPAC and other Metro related issues, and will forward as needed recommendations to the larger C-4 body. This subcommittee will be led by two co-chairs consisting of (1) one Clackamas County commissioner and (1) one Clackamas city member. Both co-chairs will serve as voting members on either JPACT or MPAC. This subcommittee will also be able to facilitate limited decisions through special caucus, specifically a caucus of city members to discuss the selection of the city co-chair and the selection of the MPAC Other Cities of Clackamas County seat per Metro MPAC Bylaws and, if approved by Clackamas County's largest city per Metro JPACT bylaws, the selection of the JPACT Cities of Clackamas County seat, with each seat having a primary representative and an alternate.

~~C-4 members who are within the Metro jurisdiction shall be a subcommittee of C-4 named Metro subcommittee. This subcommittee shall at a minimum be the body which nominates and elects cities' representatives to: Joint Policy Advisory Committee on Transportation (JPACT); Metro Policy Advisory Committee (MPAC) and associated technical committees: Transportation Policy Advisory Committee (TPAC); and Metro Technical Advisory Committee (MTAC) respectively. These nominations and elections~~

~~shall occur in November of each even numbered year in accordance with Metro Charter requirements.~~

B. Rural Cities Subcommittee

C-4 members who are outside of the Metro jurisdiction shall be a subcommittee of C-4 named Rural Cities subcommittee. This subcommittee shall at a minimum develop positions relative to transportation issues and related funding for presentations to the ODOT Region 1 Area Commission on Transportation (RIACT). The Rural Cities subcommittee shall also consider coordination with the County, State, and other jurisdictions as appropriate, on land use, planning, or other issues that may uniquely affect these cities located outside of the Metro boundaries.

C. Clackamas Transit Providers Subcommittee

~~C-4 members who represent areas utilizing transit services shall form a subcommittee named Clackamas Transit Providers Subcommittee. Each transit district within the boundaries of Clackamas County will be represented by at least one (1) C-4 city member and a representative from the respective transit district. The Clackamas Transit Providers Subcommittee will meet as needed to coordinate on county-wide transit related issues and will provide recommendations to C-4 for official positions.~~

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D. Management Advisory Subcommittee

The administrator of each city, district, authority and county shall serve as a Management Advisory Subcommittee. This subcommittee will provide overview and advice to C-4 and support the work of the Technical Subcommittees. The subcommittee shall also have the responsibility, as directed by C-4, of constituting any ad hoc subcommittees or other groups established for information and advice on specific issues. The Management Advisory Subcommittee shall meet as needed.

~~D~~E. Technical Advisory Subcommittees

C-4 shall be informed and advised by the following standing Technical Advisory Committees, as well as other ad hoc subcommittees established and chartered at the direction of the co-chairs for information and advice on specific issues, plans or projects of interest to C-4.

1. Clackamas Transportation Advisory Committee (CTAC)

The membership of CTAC shall consist of staff representatives of all agencies on the policy body and is to review transportation plans, projects, and funding issues, and make recommendations to C-4. CTAC shall operate under the same procedures as the policy body, and will meet as needed to be determined by committee members. Member cities will have only one vote when votes are required.

2. Land Use Advisory Subcommittee

The membership of this subcommittee shall consist of the planning directors or the staff persons with lead planning responsibility for all agencies on the policy body. The subcommittee is to focus on land use issues and transportation issues

that may have an impact on land use. The subcommittee shall operate under the same procedures as the policy body, and will meet as needed to be determined by subcommittee members or when scheduled by the chairman or by a vote of the subcommittee.

7. DEFINITIONS

Urban cities are those incorporated cities located, either fully or partially, within Clackamas County and also located within Metro's Urban Growth Boundary.

Rural Cities are those incorporated cities located within Clackamas County and also located outside Metro's Urban Growth Boundary.

The Hamlets and Villages are designated communities recognized by Clackamas County as participating in the Hamlets and Villages Program.

Housing as a topic of discussion is not specifically found in the primary functions of the bylaws, but is understood by C-4 to fall within land use and transportation issues.

Community Planning Organizations (CPOs) are officially recognized by the County and statutorily defined public bodies that consist of citizen volunteers who represent their neighborhoods on issues of importance to local communities and make decisions and recommendations to the County.

8. AMENDMENTS

These by-laws may be amended from time to time by a majority of the members of C-4, provided that all voting members of C-4 and all fire districts, water districts/authorities and sanitary sewer districts/authorities have been sent copies of the proposed amendments thirty (30) days prior to the meeting where action on the rules is scheduled.

Adopted on September 26, 2001
Amended on March 3, 2005
Amended on February 5, 2009
Amended on January 7, 2010
Amended on November 3, 2011
Amended on April 4, 2013
Amended on December 5, 2013
Amended on January 5, 2017
Amended on October 5, 2017

MEMO

To: Clackamas County Coordinating Committee (C4)
From: Trent Wilson, Clackamas County Government Affairs Specialist; Chuck Robbins,
Clackamas County Housing & Community Development Director
Date: January 25, 2018
Subject: C4 Discussion regarding County-wide Housing Needs Assessment (HNA)

Discussion Questions

- Does C4 agree that pursuing a county-wide housing needs assessment (HNA) is still a productive approach to address housing throughout the county?
- Do C4 members agree to advance the conversation to their council/commission to discuss participation in a county-wide HNA?
- What do C4 members require to be successful in sharing this information with their council/commission?

Overview

Clackamas County Coordinating Committee agreed in 2017 to move forward with an RFP to perform a county-wide housing needs assessment (HNA). C4 reviewed the draft scope of work at their September 7, 2017 meeting. *The intention of the county-wide HNA was to pool resources to gather data that would enable cities to achieve Department of Land Conservation and Development (DLCD)'s Goal 10 requirements and provide the county with strategic policy insight on where best to target housing initiatives.*

Available Information Concerning RFP Responses

Special Note: Even though a proposal has been recommended, **the contract is not finalized** and so there are limits to what can be shared regarding the chosen proposal. The number of submissions will not be shared, as well as the names of the proposal organizations.

Details of the Preferred Proposal:

- The review panel felt the preferred proposal was the most responsive to the RFP and best represented the desired product outlined in the scope of work approved by C4. The preferred proposal was also the highest proposed cost.
- The County would receive a full Housing Needs Assessment and Buildable Lands Inventory, as well as additional policy research that would support the County's Housing and Community Development Department, thus increasing its ability to better work with jurisdictions through the county to support housing needs.

- The cities would receive data that achieves the research requirements of their Goal 10 needs and additionally provides a comprehensive buildable lands inventory and additional housing data (e.g. forecasting, housing needs by income category). However, this proposal complies with the cities’ request to limit the scope of research to data-only, meaning the proposal, if chosen, would not conduct additional work to help each city finalize Goal 10. Additionally, the preferred proposal would accomplish its work with less reliance on city staff than other proposals.
- To accomplish an HNA in compliance with Goal 10, cities would still be required to:
 - Facilitate community involvement opportunities
 - Adopt the information into the city’s Comprehensive Plan

Cost of the Selected Proposal:

- Proposals ranged from: \$81,000 to \$174,865
- Division of costs if prorated by population (as previously discussed at C4):

	Estimated Tot	**Adjusted Tot		Proposal Estimates	
				\$ 81,000	\$ 174,865
Unincorporated	197,091	197,091	57.43%	\$ 46,522	\$ 100,433
Barlow	135	135	0.04%	\$ 32	\$ 69
Canby	16,420	16,420	4.78%	\$ 3,876	\$ 8,367
Damascus	-	-	0.00%	\$ -	\$ -
Estacada	3,155	3,155	0.92%	\$ 745	\$ 1,608
Gladstone	11,660	11,660	3.40%	\$ 2,752	\$ 5,942
Happy Valley	18,680	18,680	5.44%	\$ 4,409	\$ 9,519
Johnson City	565	565	0.16%	\$ 133	\$ 288
Lake Oswego	34,855	-	0.00%	\$ -	\$ -
Milwaukie	20,510	-	0.00%	\$ -	\$ -
Molalla	9,085	9,085	2.65%	\$ 2,144	\$ 4,629
Oregon City	34,240	34,240	9.98%	\$ 8,082	\$ 17,448
Portland *	766	-	0.00%	\$ -	\$ -
Rivergrove *	459	459	0.13%	\$ 108	\$ 234
Sandy	10,655	-	0.00%	\$ -	\$ -
Tualatin *	2,911	26,054	7.59%	\$ 6,150	\$ 13,276
West Linn	25,615	25,615	7.46%	\$ 6,046	\$ 13,053
Wilsonville *	21,260	-	0.00%	\$ -	\$ -
TOTAL	408,062	343,159	100%	\$ 81,000	\$ 174,865
** Excludes Pop for Portland, Milwaukie, L.O., Sandy, and Wilsonville					

Review Panel:

- Brian Hodson, Canby Mayor, C4 Co-Chair
- John LaMotte, Lake Oswego Councilor

- Laura Terway, Oregon City Community Development Director
- Mike McCallister, Clackamas County Planning Director
- Chuck Robbins, Clackamas County Housing and Community Development Director
- Trent Wilson, Clackamas County Government Affairs Specialist

Recommended Next Steps

A decision by C4 to advance with the current county-wide HNA proposal would include the following steps:

- In February: the county and cities would agree to present the available information to their appropriate councils/commissions to determine:
 - Does our jurisdiction wish to participate?
 - If not, what would have to be true for our jurisdiction to participate?
 - Does our jurisdiction agree the acquired information from this study either accomplishes a need or advance our goals towards addressing housing in our communities?
 - If not, what needs to change?
 - If our jurisdiction participates, does the scope of work meet our needs or do we need to propose amendments to enable us to receive the best value from this study?
- At the March 1, 2018 C4 meeting, jurisdictions return to share discussion points, with a possible action item to advance the study.
- Officially advancing the study would likely include:
 - Negotiating the scope and cost of the contract with the selected consultant.
 - Agreements between jurisdictions on financing the study.
 - A dedicated point of contact with each jurisdiction participating.
 - A formalized timeline of the project.

Attachments

- Approved Scope of Work from RFP

SECTION 3 SCOPE OF WORK

3.1. INTRODUCTION

Clackamas County is seeking Proposals for a vendor to provide an in-depth analysis of the current and future needs of affordable, workforce and other housing options in Clackamas County.

Please direct all Technical/Specifications or Procurement Process Questions to the indicated representative referenced in the Notice of Request for Proposals and note the communication restriction outlined in Section 2.19.

3.2 BACKGROUND

PURPOSE: The Clackamas County Housing Needs Assessment (HNA) should provide the following information and analysis:

- The data must be broken out in the following subsets:
 - Countywide Summary
 - Each of the 11 jurisdictions noted in 3.2; and
 - Unincorporated Area, defined as:
 - NW Urban Area
 - East County/Mountain Area
 - South Rural County
- Provide an in-depth analysis of the current as well as the future needs for affordable, workforce and other housing options primarily of current and future community households, reported incrementally in relation to the Area Median Income (“AMI”).
- Develop a set of quantifiable recommendations to bridge those identified gaps.
- Form a foundation of understanding based on segregated data sets for each Jurisdiction for strategic planning to address local housing needs. The researcher should also be able to present the data for countywide issues as well.
- Provide information necessary to meet Oregon’s Statewide Planning Housing Goal (Department of Land Conservation and Development Goal 10 – Housing – See Attachment).

STUDY AREA: The study area includes 11 of the 15 cities and the unincorporated area of Clackamas County (Jurisdictions). Taken from the 2010 Census and 2015 American Community Survey (ACS) 5-Year Estimates is information on the Total Population and Total # of Housing Units in each Jurisdiction. The City of Lake Oswego, City of Milwaukie, City of Sandy and the City of Wilsonville have completed their own Housing Needs Assessments and are not part of the Jurisdictions included in the HNA. However their information needs to be incorporated in all discussions and produced materials concerning countywide goals, objectives and issues.

	2010 Census		2015 ACS	
	Pop	# Units	Pop	# Units
City of Canby	15,829	5,890	16,951	3,164
City of Gladstone	11,497	4,779	11,741	4,946
City of Rivergrove	289	133	355	156
City of Johnson City	566	278	573	287
City of Estacada	2,695	1,155	2,968	1,343
City of West Linn	25,109	10,035	25,963	10,271
City of Happy Valley	13,903	4,708	16,462	5,489
City of Molalla	8,108	3,017	8,726	3,184
City of Sandy*	9,570	3,768	10,134	4,156
City of Oregon City	31,859	12,900	34,480	13,313
City of Tualatin	26,054	10,528	26,806	11,166
City of Barlow	135	45	147	48
City of Milwaukie*	20,291	9,138	20,566	9,308
City of Lake Oswego*	36,619	16,995	37,628	17,073
City of Wilsonville*	19,509	8,487	20,803	8,488
Unincorporated Clackamas County	180,013	75,617	181,941	75,558

3.3 SCOPE OF WORK

PROJECT GOALS & OBJECTIVES: The Jurisdictions desire to have a wide range of quality housing options, both rental and for sale products, available for existing and future Clackamas County residents. In order to accomplish this, the HNA must:

- Analyze current housing conditions and project future housing needs.
- Define the gap between the current housing options and the number and type of housing units needed by households. Including: low-income, special needs population (i.e. elderly and disabled), workforce housing (between 60% and 120% of AMI), and labor housing (e.g. farming, Mt. Hood Seasonal employment, tourism).
- Assess and illustrate the current balance of housing stock in each Jurisdiction.
- Assess the condition of the housing stock within each Jurisdiction and explore available methods to improve and maintain quality housing.
- Take into account housing needs of the Portland Metro region as a whole, including the need for affordable housing, especially as it relates to the location of such housing proximate to job sites.
- Identify barriers or constraints to developing or rehabilitating housing both economically and efficiently. (i.e. What are the costs of rehabilitation and how accessible are those costs to home/landowners?)
- Establish criteria for housing development based on the employment growth rate, income levels, family composition in both new construction and rehabilitation or infill for existing neighborhoods.
- Using existing transportation data, predict the impact of future transportation patterns, constraints, and challenges on projected employment and housing patterns.
- Provide a framework for meeting the demands of the changing (and growing) housing market.

MINIMUM REQUIRED DATA ELEMENTS: The Consultant selected to complete the HNA is free to develop specific methodology as they deem appropriate. However, the final document should, at a minimum, quantify the following data elements:

- Existing Housing stock
- By tenure – rent, own (Rental to be broken down into short-term and long term lease)
- By type – single, multi family, manufactured, rental, senior
 1. Subsidized, income-restricted units (project based, tax credit, etc.)
 2. Age-restricted units (both subsidized and market rate)
 3. Handicap-accessible units (both subsidized and market rate)
 4. Special needs units (e.g., D.O.C. transitional housing)
 5. Units in mobile home parks, RV parks, and manufactured housing developments
 6. Unrestricted market-rate units
 7. Single-family and multi-family
- By value – property values, rents
- By age and condition
- Vacancy rates

HOUSING & LAND ISSUES

- Buildable Land Inventory
- Housing market turnover/sales data
- Building permit history
- Land Use Projects – where is the development occurring and where is it likely to occur in the future?
- Rental Housing Demand
- Infrastructure capacity/challenges (if applicable)
- Rehab of existing housing stock
- Development of new housing stock

DEMOGRAPHICS: now and future (5 yr., 10 yr., 15 yr.)

- Population and demographic trends
- Households by income, age, size
- Wages and household income
- Migration patterns and areas of high gentrification (if available)

ECONOMICS

- Economic base – by industry and key employer
- Anticipated employment trends
- Commuting patterns – employment and services (ex. education, retail, health care, manufacturing, etc.)
- Workforce Housing Needs and Availability
- Future growth and projects (as identified in this process)

RESEARCH QUESTIONS

- What can our cities and county expect with respect to economic, employment, and population change in the next 5- 10- and 15-years?
- Based on market and gathered research information, what is the nature and extent of short-to-mid-term housing demand in our Jurisdictions?
- What will the demands be for the different housing types over the next 15-years?

- What are the development action steps recommended for each jurisdiction?
- How should each jurisdiction prioritize the needed actions steps?
- What funding opportunities are available to assist in meeting the action items?
- What development opportunities are available to assist in meeting the action items?
- How many “oversized houses” exist in each jurisdiction, and are there land use codes preventing conversion of those houses into multifamily housing?

3.3.3. Term of Contract:

The term of the contract shall be from the effective date through June 30, 2017.

3.3.4 Sample Contract: Submission of a Proposal in response to this RFP indicates Proposer’s willingness to enter into a contract containing substantially the same terms (including insurance requirements) of the sample contract identified below. No action or response to the sample contract is required under this RFP. Any objections to the sample contract terms should be raised in accordance with Paragraphs 2.2 or 2.3 of this RFP, pertaining to requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP. This RFP and all supplemental information in response to this RFP will be a binding part of the final contract.

The applicable Professional Services Contract for this RFP can be found at <http://www.clackamas.us/bids/terms.html>.

Professional Services Contract - (unless checked, item does not apply)

The following paragraphs of the Professional Services Contract will be applicable:

- Article I, Paragraph 4 – Travel and Other Expense is Authorized
- Article II, Paragraph 29 – Confidentiality
- Article II, Paragraph 29 – Criminal Background Check Requirements
- Article II, Paragraph 30 – Key Persons
- Exhibit A – On-Call Provision

The following insurance requirements will be applicable:

- Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
- Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
- Automobile Liability: combined single limit, or the equivalent, of not less than \$500,000 per occurrence for Bodily Injury and Property Damage.