

To BE (Amended)  
9-21-15



CITY OF ASTORIA  
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COMMUNITY DEVELOPMENT

## MEMORANDUM

DATE: September 21, 2015  
TO: ASTORIA DEVELOPMENT COMMISSION  
FROM: BRETT ESTES, CITY MANAGER  
SUBJECT: HERITAGE SQUARE – CONSULTANT SELECTION

### BACKGROUND

The City Council adopted a FY 15-16 goal to investigate locating the Astoria Public Library as part of a mixed use project within Heritage Square. On September 8, the City Council was briefed on the Heritage Square environmental remediation phase and the timeline for cleanup activities. On August 17, the Astoria Development Commission authorized a Request for Qualifications (RFQ) to hire a consultant team that will assist the City's efforts in redeveloping the Heritage Square site and potentially the library site.

The City received five qualified responses from professional design teams. An evaluation panel was established to provide a recommendation to the Community Development Department and convened on September 11 to review responses. Based on the panel's recommendation, City staff recommends executing a professional services contract with Walker | Macy a planning and landscape architecture firm based in Portland. The proposed contract (attached) is a fixed price of \$16,000 plus expenses not to exceed 5% of the contract which allows the consultant team to manage expenses related to travel requirements and subcontractors. As this project includes areas outside of the Astor East Urban Renewal District, City of Astoria funds will need to be contributed to the project. The City amount is within the Manger's authority and can be reimbursed to the ADC. The breakdown is as follows:

Budget	Amount
ADC: Astor East URA	\$10,400
General Fund: Capital Improvement Fund	\$6,400
TOTAL	\$16,800

Staff feels a stakeholder advisory committee would benefit the project which the Mayor would appoint. After contract execution, the consultant team will work with staff and the committee and start immediately. This first phase will include a one day public workshop open to the public and an ADHDDA sponsored "NED Talk" on October 21 and conclude with a presentation to the City Council on November 17. If consensus is reached on programming for the City's sites, staff will request authorization for a second phase with the consultant team at the December meeting.

**RECOMMENDATION**

It is recommended that the Astoria Development Commission approve a contract with Walker | Macy and authorize the Chair to sign and to create an associated advisory committee for the project.

By:   
 Kevin A Cronin, AICP, CD Director