



RESOLUTION 2020-041

AUTHORIZING AN AMENDMENT TO THE EXISTING 3J CONSULTING, INC. CONTRACT FOR THE 2040 COMPREHENSIVE PLAN UPDATE

WHEREAS, the City of Sherwood and 3J Consulting, Inc. are parties to a contract for the 2040 Comprehensive Plan Update dated February 19, 2019; and

WHEREAS, the Comprehensive Plan update is starting work in the fourth theme area, *Attractive and Attainable Housing*; and

WHEREAS, in response to the Covid-19 global pandemic the project team evaluated and modified public engagement strategies to ensure robust community outreach that can be shared online through different media formats (visual, audio) and online platforms; and

WHEREAS, the public engagement strategies have been vetted through the Community Advisory Committee, Technical Advisory Committee, Project Advisory Team; and

WHEREAS, an increase to the budget by \$6,300 for the development of a Housing Snapshot as part of the *Attractive and Attainable Housing*, theme area of the Sherwood 2040 Comprehensive Plan is needed; and

WHEREAS, City Council has determined that it is necessary and appropriate to amend the City's contract with 3J Consulting, Inc. for this additional community outreach work.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The City Manager is authorized to enter into a contract amendment in a form substantially similar to the attached Exhibit A.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 7th of July, 2020.



Keith Mays, Mayor

Attest:



Sylvia Murphy, MMC, City Recorder

**CITY OF SHERWOOD, OREGON
PERSONAL SERVICES CONTRACT
CONTRACT ADDENDUM NO. 1.0
MAY 22, 2020**

This addendum is made and entered into by and between the **City of Sherwood (CITY)** and **3J Consulting, Inc. ("PROVIDER")** for the Sherwood Comprehensive Plan project.

This amendment modifies the Personal Services Contract between parties, initiated April 12, 2019. The original contract amount being \$199,966. Contract Amendment #1 increased the contract by \$6,300 to a total amount of \$206,266.

This contract amendment increases the amended budget by \$6,300 for the development of a Housing Snapshot as part of *Block 4: Attractive and Attainable Housing* of the Sherwood 2040 Comprehensive Plan Update, described in Attachment A.

The Total Fee shall be modified to reflect this Contract Addendum:

Original Contract Amount	\$ 199,966
Contract Amendment #1 increase	\$ 6,300
Revised Contract Amount	\$ 206,266

All other terms and conditions of the original contract shall remain in full force and effect.

Effective Date of Amendment: May 22, 2020, or upon final signature, whichever is later.

PROVIDER:

By: _____

Printed Name: John Howorth

Title: President

Date: May 22, 2020

CITY:

By: _____

Printed Name: _____

Title: _____

Date: _____





Sherwood 2040 Comprehensive Plan

HOUSING SNAPSHOT

Scope of Work and Budget Addendum – updated May 15, 2020

Purpose and Understanding

The purpose of the Sherwood Housing Snapshot is to further the outreach and engagement for *Block 4: Attractive and Attainable Housing* of the Sherwood 2040 Comprehensive Plan Update.

This project will use stories of Sherwood residents to illustrate issues associated with housing choice and affordability that affect many community members. This effort acknowledges that, while data informed decision-making is crucial, housing begins and ends with people. The Sherwood Housing Snapshot will use storytelling to explore the housing experiences of local residents from varying socioeconomic backgrounds that make up the Sherwood community.

Sherwood's most recent Housing Needs Analysis (HNA) indicates that the City's shifting demographics and income levels will result in changes in the types of housing in demand or "needed" in Sherwood in the future. In addition, the passage of HB 2001 will require the City to increase flexibility in the types of housing allowed to be built in residential areas. Although these regulatory changes will potentially alter patterns of housing development, it is expected that this transformation will be gradual and market-driven, while also being prone to uncertainty in the COVID-19 era.

Responding to change is never easy. Through the Comprehensive Plan update, the Sherwood community will be equipped with a blueprint for the future. The Housing Snapshot will be an additional tool that showcases diverse experiences and perspectives to create a shared understanding of the housing challenges faced by people from all corners of the Sherwood community.

Scope of Work

Task 1. Community Member Interviews

Task 1.1 Project Coordination

3J will begin by gathering information on best practices for completing this work, including advice from the authors of the Beaverton Voices Project. We will develop a list of interview questions, as well as a demographic information sheet and consent form for interviewees. To help track participants, scheduling and process, we will also develop and manage an internal tracking spreadsheet.

Deliverables: (1) phone interview with authors of the Beaverton Voices Project; interview questions; interview materials; internal tracking spreadsheet

Timeline: May-June 2020

Task 1.2 Community Member Interviews: 3J will conduct and audio-record interviews (in-person, by video conferencing or by phone) with community members about their housing experiences in Sherwood with regards to access, choice and affordability. Each interview will last up to 1 hour. 3J will manage interview scheduling, interviews, notetaking, etc. City staff will develop the list of interviewees, focusing on recruiting participants that represent a range of income levels, professions, ages and race. City staff will provide contact information, and introductions. *A maximum of 5 community members will be interviewed.*

Deliverables: Conduct up to (5) community member interviews; compile and package audio recordings

Timeline: May-June 2020

Task 2. Housing Snapshot

Task 2.1 Housing Snapshot

3J will prepare a graphically rich, up to 4-page document that showcases a collection of (5) community stories, and infographics describing housing trends in Sherwood.

Deliverables: Draft, Final Housing Snapshot

Timeline: June-July 2020

Task 2.2 Presentation Materials

3J will prepare a presentation deck that describes the interviews, reflects on the process and provides key takeaways, to be used for presentations to the public and elected officials.

Deliverables: Presentation materials

Timeline: June-July 2020

Budget

Sherwood Housing Snapshot Budget	3J Consulting		TOTAL
	AM	3J	
Tasks	\$140	Subtotal	
1. Community Member Interviews	25	\$3,500	\$3,500
1.1 Project Coordination	10	\$1,400	\$1,400
1.2 Community Member Interviews (5)	15	\$2,100	\$2,100
2. Housing Snapshot	20	\$2,800	\$2,800
2.1 Housing Snapshot Document	16	\$2,240	\$2,240
2.2 Presentation Materials	4	\$560	\$560
Total Hours	45	45	-----
Total Fees	\$6,300	\$6,300	\$6,300