

City of Rockaway Beach Housing Needs Analysis Draft Scope of Work

December 8, 2022

Task 1: Project Kick-Off

The Consultant will hold a kickoff meeting with City staff for the Consultant to become familiar with local conditions and with Rockaway Beach's planning documents, for the parties to confirm the objectives of the project and refine the project schedule, and for the City to prepare for the Project. The parties will establish project expectations and become familiar with city-specific concerns. The Consultant will verify the action items identified through this initial conference call and develop and share a proposed schedule for the actions required for the completion of all tasks.

Throughout the course of the project, the Consultant and City staff will hold conference calls and meetings to track progress on key tasks and deadlines, identify unanticipated issues and develop alternative approaches as needed.

Task 1 Consultant Deliverables:

- 1.1 *Summary of major tasks and action items for the Project*
- 1.2 *Proposed Project schedule*
- 1.3 *Project management calls*

Task 1 City Deliverables:

- 1.1 *Copy of relevant comprehensive plan and code sections*
- 1.2 *Building permit and housing data to support the Housing Needs Analysis*
- 1.3 *Project management calls and meetings*

Task 2: Housing Needs Projection

Prepare a draft Housing Needs Projection consistent with OAR chapter 660, divisions 7 or 8, as applicable. The Housing Needs Projection will be used to determine the City's residential land need in Task 4. The Housing Needs Projection will be developed based on discussion with the Rockaway Beach Planning Commission hereafter called project advisory committee at one committee meeting.

City Staff will schedule, and provide notice and an agenda, for one virtual advisory committee (AC #1) meeting to review the draft housing needs projection product. The Consultant will coordinate with City Staff on meeting arrangements and facilitate the advisory committee meeting.

Task 2 Consultant Deliverables:

- 2.1 *Draft and Final Housing Needs Projection*
- 2.2 *Presentation materials to explain preliminary analyses and findings to the advisory committee (AC #1)*
- 2.3 *Advisory committee meeting agenda and notes*

Task 2 City Deliverables:

- 2.1 *Review of Draft Housing Needs Projection*
- 2.2 *Advisory committee meeting notice*

Task 3: Buildable Lands Inventory (BLI)

The Consultant will prepare a draft inventory of buildable land consistent with OAR chapter 660, division 7 or 8, as applicable. The BLI will be used to determine the City's residential land need in Task 4. The BLI will be developed based on discussion with a project advisory committee at one or more committee meetings.

City Staff will schedule and provide notice and an agenda for the advisory committee meeting (AC #2) to review the draft BLI product. The Consultant will coordinate with City Staff on meeting arrangements and facilitate the advisory committee meeting.

Task 3 Consultant Deliverables:

- 3.1 *Draft and Final BLI*
- 3.2 *Presentation materials to explain preliminary analyses and findings to the advisory committee (AC #2)*
- 3.3 *Advisory committee meeting agenda and notes*

Task 3 City Deliverable:

- 3.1 *Review and written comments on Draft BLI*
- 3.2 *Advisory committee meeting notice*

Task 4: Residential Land Needs Analysis (RLNA)

Based on the outcomes of Tasks 2 and 3, the Consultant will prepare a draft RLNA that addresses how much land and what zoning the city needs to accommodate its Housing Need, comparing the demand and supply provided in the deliverables produced in Tasks 2 and 3. The RLNA will be developed based on discussions with a project advisory committee at one committee meeting.

If the analysis shows that the Housing Need cannot be accommodated by the City's existing comprehensive plan, the RLNA will be developed concurrently with Task 5 in order to consider accommodating Housing Needs through changes to the comprehensive plan and land use regulations as required by OAR chapter 660, divisions 7 or 8 and 24.

City Staff will schedule and provide notice and an agenda for an advisory committee meeting to review the draft RLNA product. The Consultant will coordinate with City Staff on meeting arrangements and facilitate the advisory committee meetings.

Task 4 Consultant Deliverables:

- 4.1 *Draft RLNA*
- 4.2 *Presentation materials to introduce preliminary residential land need analyses and findings to the advisory committee (AC #3)*
- 4.3 *Advisory committee meeting agenda and notes*

Task 4 City Deliverable:

- 4.1 *Advisory committee meeting notice*

Task 5: Measures to Accommodate Needed Housing

City Staff will schedule and provide notice and an agenda for an advisory committee meeting to review the Draft HNA. The Consultant will coordinate with City Staff on meeting arrangements and facilitate the advisory committee meeting. The advisory committee may consider more than one deliverable at a meeting.

Timeline: May – June 2022

Task 5 Consultant Deliverables:

- 5.1 *Presentation materials to introduce housing accommodation recommendations to the advisory committee (AC #4)*
- 5.2 *Advisory committee meeting notes*
- 5.3 *Final draft hearings-ready HNA report*

Task 5 City Deliverables:

- 5.1 *Advisory committee meeting notices and agendas*

Task 6: Adoption

The Consultant will coordinate with City Staff on hearing arrangements and present at one (1) in-person Planning Commission hearing and one (1) in-person City Council hearing.

Task 6 Consultant Deliverable:

- 6.1 *Presentation materials to explain final draft updates to the hearings body or bodies*
- 6.2 *Presentations at one (1) Planning Commission Hearing and one (1) City Council hearing*

Task 6 Local Government Deliverables:

- 6.1 *Hearings notices, agendas, and minutes*

Rockaway Beach Housing Needs Analysis

Proposed Budget - 12/8/2022

3j Consulting

FCS Group

Task Description	Scott F.	Julia R.	Natalie K.	3J Total Hours	3J Labor Cost	Todd C.	Tim W.	FCS Total Hours	FCS Labor Costs	TOTAL HOURS	TOTAL LABOR COST
	PM	GIS	Planner			Principal	PM				
	\$194.00	\$154.00	\$110.00			\$290.00	\$90.00				
Task 1: Project Kick-Off	10	0	10	20	\$ 3,040	8	10	18	\$ 3,220	38	\$ 6,260
<i>1.1 Summary of major tasks</i>	1	0	1	2	\$ 304	0	0	0	\$ -	2	\$ 304
<i>1.2 Proposed Project schedule</i>	1	0	1	2	\$ 304	0	0	0	\$ -	2	\$ 304
<i>1.3 Project management calls</i>	8	0	8	16	\$ 2,432	8	10	18	\$ 3,220	34	\$ 5,652
Task 2: Housing Needs Projection	7	0	8	15	\$ 2,238	11	22	33	\$ 5,170	48	\$ 7,408
<i>2.1 Draft and Final Housing Needs Projection</i>	2	0	0	2	\$ 388	7	12	19	\$ 3,110	21	\$ 3,498
<i>2.2 Presentation materials</i>	3	0	4	7	\$ 1,022	2	6	8	\$ 1,120	15	\$ 2,142
<i>2.3 Advisory committee meeting agenda and notes</i>	2	0	4	6	\$ 828	2	4	6	\$ 940	12	\$ 1,768
Task 3: Buildable Lands Inventory (BLI)	7	38	4	49	\$ 7,650	0	0	0	\$ -	49	\$ 7,650
<i>3.1 Draft and Final BLI</i>	2	30	2	34	\$ 5,228	0	0	0	\$ -	34	\$ 5,228
<i>3.2 Presentation materials</i>	3	8	0	11	\$ 1,814	0	0	0	\$ -	11	\$ 1,814
<i>3.3 Advisory committee meeting agenda and notes</i>	2	0	2	4	\$ 608	0	0	0	\$ -	4	\$ 608
Task 4: Residential Land Needs Analysis (RLNA)	6	0	4	10	\$ 1,604	11	18	29	\$ 4,810	39	\$ 6,414
<i>4.1 Draft RLNA</i>	1	0	1	2	\$ 304	7	12	19	\$ 3,110	21	\$ 3,414
<i>4.2 Presentation materials</i>	3	0	2	5	\$ 802	2	4	6	\$ 940	11	\$ 1,742
<i>4.3 Advisory committee meeting agenda and notes</i>	2	0	1	3	\$ 498	2	2	4	\$ 760	7	\$ 1,258
Task 5: Measures to Accommodate Needed Housing	8	6	17	31	\$ 4,346	13	18	31	\$ 5,390	62	\$ 9,736
<i>5.1 Presentation materials</i>	3	0	3	6	\$ 912	7	4	11	\$ 2,390	17	\$ 3,302
<i>5.2 Advisory committee meeting notes</i>	1	0	2	3	\$ 414	0	2	2	\$ 180	5	\$ 594
<i>5.3 Final draft hearings-ready HNA report</i>	4	6	12	22	\$ 3,020	6	12	18	\$ 2,820	40	\$ 5,840
Task 6: Adoption	6	0	6	12	\$ 1,824	4	4	8	\$ 1,520	20	\$ 3,344
<i>6.1 Presentation materials</i>	4	0	4	8	\$ 1,216	2	2	4	\$ 760	12	\$ 1,976
<i>6.2 Planning Commission Hearing and City Council hearing</i>	2	0	2	4	\$ 608	2	2	4	\$ 760	8	\$ 1,368
Budget	44	44	49	137	\$ 20,702	47	72	119	\$ 20,110	256	\$ 40,812