

CITY OF COOS BAY PARKS COMMISSION

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
November 20, 2025	3.c

TO: Chair Lyons & Commissioners

FROM: Greg Hamblet, Operations Administrator

THROUGH: Jennifer Wirsing, Public Works Director

ISSUE: Oregon Department of Transportation (ODOT) TGM Grant Timeline and Next Steps

SUMMARY:

Staff will present the timeline and next steps for the Transportation and Growth Management (TGM) grant to update to the 2020 Transportation System Plan.

ACTION REQUESTED:

No action requested.

BACKGROUND:

The city received an Oregon Department of Transportation (ODOT) Transportation and Growth Management (TGM) grant for \$175,000. At the October 16, 2025 meeting, the Parks Commission determined that these TGM funds should focus on updating the 2020 Coos Bay Transportation System Plan (TSP) Bicycle and Pedestrian Modal Plans. The update will include: Development of an implementation section; Preparation of a list of capital improvement projects for each modal plan; and amend the 2020 Coos Bay Transportation System Plan (TSP) by reference. ODOT has provided a scope of work (SOW) to the city for review and comment. Once the SOW is finalized, ODOT will solicit proposals from its list of pre-qualified consultants to perform the work.

The overall planning process is anticipated to take approximately 30 months to complete, divided into two major phases:

- **Phase 1 – Contracting (6-8 months):**
ODOT will manage the consultant selection, bidding, and contracting process.
- **Phase 2 – Plan Development (24 months):**
The selected consultant will complete the Coos Bay Comprehensive Bicycle and Pedestrian Plan as outlined in the “Consultant Deliverables” sections of each task listed.

Next Steps:

- There will be a kick-off meeting with the consultant once a Notice to Proceed is issued (approximately 6-8 months once the scope of work is finalized).
- There will be the development of a Planning Advisory Committee (PAC). The PAC will consist of ten (10) members of various affiliations (see page 3 of the draft SOW for guidance on who should be part of the PAC). The PAC will meet three (3) times over the course of the project.
 - Prior to commencement of Phase 2, the city will advertise for member positions for the PAC. Staff will bring this item back to the Parks Commission so they can appoint commissioners to the committee, if desired.

- There will be two (2) Public Workshops associated with the project.
- Staff will continue to update the Commission as the project progresses through each phase.

BUDGET IMPLICATIONS:

None.

ATTACHMENT(S):

- CoosBay_Bike_Ped_Plan_SOW_Clean.docx
- CoosBay_TSP_Volume1_FINAL_August2020.pdf