

Note: Anyone wishing to speak at any Transportation Advisory Committee meeting is encouraged to do so. If you wish to speak, please raise your hand in the virtual room and, after you have been recognized by the Chair, give your name and City for the record. You will then be allowed to speak. Please note the public testimony may be limited by the Chair.

TRANSPORTATION ADVISORY COMMITTEE

July 16, 2026

AGENDA

CALL TO ORDER 4:00PM: Meeting Held Virtually Via Zoom:

Link: <https://zoom.us/j/94830438616>

- I. ANNOUNCEMENTS**
- II. CONSENT AGENDA**
 - A.** Approval of June 18, 2026 Minutes
- III. PUBLIC FORUM (4:05–4:20)**
- IV. REPORTS FROM OTHER CITY COMMITTEES (4:20–4:30)**
- V. NEW BUSINESS**
 - A.** Trail Connection to Pioneer Street (4:30–4:45, action required, discuss connection and comment issues forwarded to TAC).
- VI. UNFINISHED BUSINESS**
 - A.** Transportation System Plan Update (4:45–5:15, action required, review engagement plan, work schedule and kickoff meeting notes)
 - B.** E-Bike Safety and Education (5:15–5:30, action required, discuss E-bike Safety and Education Per Mayors Request)
 - C.** TAC email/See Click Fix Review and Responses (5:30–5:45, action required, discuss as necessary)
- VII. INFORMATIONAL ITEMS**
 - A.** Crash Report Review August (in-person)
 - B.** Municipal Code Updates
- VIII. AGENDA BUILDING – Future Meetings**
- IX. ADJOURNMENT: 6:00 PM**

Next Meeting Date: August 20, 2026 (In-Person)

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please email scott.fleury@ashland.or.us. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102–35.104 ADA Title I).

**CITY OF
ASHLAND**



ASHLAND TRANSPORTATION ADVISORY COMMITTEE

MINUTES

June 18, 2026

CALL TO ORDER: 4:00 PM

Members Present: Linda Peterson Adams, Thor Morris, Dylan Dahle, Mark Brouillard, Joe Graf, Dave Richards, Nick David, Dave Kahn

Members Absent: Corinne Vieville

Staff Present: Scott Fleury, Marlena Correnti, Derreck Moore

Council Liaison Present: Eric Hansen

Guests: Carey Mastain, Mardi Mastain, Nancy K Boyer, [kai], Laura Marshall, Paul Kay, Andy Bowen, Barry S. Haynes
– Ashland Food Co-op, Weston Overland, Andy Bowen, David McClean

ANNOUNCEMENTS

- Previous month TAC Agenda & Minutes – [May 21, 2026](#)
- Fire danger increased to HIGH, restrictions on City [website](#)
- [Save Our Wildlife](#) Campaign proceeds
- Juneteenth Celebrations are happening all over City; see [Storytown Ashland](#) for details
- Common acronyms used in this and other City committees:
 - AMC = Ashland Municipal Code
 - ALICE = Asset-Limited Income-Constrained, and Employed
 - FOD = Foreign Object Debris
 - PSI = Pavement Serviceability Index
 - MUTCD: Manual on Uniform on Traffic Control Devices

CONSENT AGENDA

- Approval of May 21, 2026 Minutes - CORRECTIONS:
 - Ferry versus *Fairy* Ponds
 - Dahle: [of] versus or
 - Clarity with “next” meeting; state date to avoid confusion
 - RVTD report: sp. Mike *Vergeer* – former Travel Trainer and Transportation Options Coordinator

Dahle moves to approve Minutes with aforementioned corrections. Brouillard seconds. Unanimous approval.

PUBLIC FORUM

- Thank you for your comments! Reminder: There are many ways to share your comment or concern with TAC:
 - Submit [TAC contact form](#) on the City website
 - Use [SeeClickFix](#)
 - Attend monthly meetings via Zoom – Public attendees can indicate their intent to speak with a virtual “hand raise” which will be visible to the Chair and/or meeting host.
 - TAC meetings are held on the third Thursday of each month from 4:00 – 6:00 PM PST
- C. Mastain: Granite Street resident, appreciates vote to make Granite Street a Bicycle Boulevard; this addresses one of four requests made in Traffic Calming Petition. Emphasizes urgent desire for crosswalks, requests engineering study occur expeditiously starting with Nutley and Granite, and bus stop crossing location.
- M. Mastain: Granite Street resident, notes engineering study is required for a mid-block crosswalk
 - *Is an engineering study needed for a corner crosswalk?*
 - Peterson Adams: Yes, required for all would-be crossings at Granite and any spot where

Transportation Advisory Committee

June 18, 2026

Page 1 of 4

ASHLAND TRANSPORTATION ADVISORY COMMITTEE

MINUTES

June 18, 2026

- parking spaces are removed.
- *Could TAC vote to begin the engineering study?*
 - Peterson Adams: This would need to be on agenda before a vote could occur; Receives M. Mastain's request to add this to agenda.
- *To whom do I submit a request to change AMC Resolution 1990-03?*
 - Fleury: To TAC, attention Public Works Director
- *What is the timeline for Bicycle Boulevard to occur?*
 - Peterson Adams: TBD
- Overland: intersection of Oak and Nevada – self and neighbors believe this has become more dangerous over the years; submitted Traffic Calming Petition with Marshall; desires four-way stop instead of two-way
- Marshall: intersection of Oak and Nevada – submitted Traffic Calming Petition via Correnti in office, Fleury affirms receipt
- Boyer: crosswalk request; Fleury affirms receipt
 - TAC discussed half-rounds on Faith Street

REPORTS FROM OTHER CITY COMMITTEES

- Council – Hansen:
 - Presentation on wildlife resiliency involving traffic and evacuation flow
 - Proposed Lithia Park East Hillside Mountain Bike Trail/Glenview Hillside Trails (potentially to be named Dormouse Trail) has gone to Parks Commission; Study Session on August 5th, input accepted through September 3rd, voted on September 9th. Review the [trail proposal](#).
 - Brouillard: public input must be submitted in written form (mail or email)
 - Mail to Parks & Recreation, 1195 East Main Street, Ashland, OR 97520
 - [Email Parks and Recreation](#)
 - [Email Nancy Mero](#) – Executive Assistant
 - Hansen: link for Public Comment on City [website](#)
 - Food & Beverage Tax (F&B) renewal; up 6.2% this year
 - East Main Park and road improvement contracts were approved; work to begin 2026 will impact traffic
 - Thank you, Granite Street residents, for showing up in May for TAC!
 - Mount Ashland Hill Climb Race was June 7th and had more participants than ever before (over 400); City's small grant program provided the traffic control for this event
- SERJAC – Tyler:
 - Concern with moving SERJAC meetings to quarterly
 - Forwarded proclamation to Mayor regarding ICE Facilities in the valley
 - SERJAC and HHS will collaborate on housing equity goals
- TSP Update – Fleury:
 - June 29, 2026 kickoff meeting with Alta Planning
 - TAC will be the primary advisory group and will solicit feedback from all other committees through the entire public process
 - Fleury to collaborate with Cottle to generate a website landing page

ASHLAND TRANSPORTATION ADVISORY COMMITTEE

MINUTES

June 18, 2026

- Planning Commission – Brouillard:
 - Manufactured Home Park Ordinance went before Council and was approved
 - Public Arts – reduced to quarterly meetings; met with opposition
 - CEPAC – Morris: Expressed interest in TSP Update and timeline
 - RVTD – Gomez:
 - Surveying wrapping up; Gomez to share Community Survey results with TAC
 - Brouillard: *Who can we direct inquiries to?*
 - Gomez: To [Paige West](#) – Planning and Strategic Programs Manager
- APD – Moore: Busy season is now; APD occupied with 4th of July festivities

NEW BUSINESS

- First Street Timed Parking Change Request
 - Haynes – Ashland Food Co-op: this request for a tiered change in parking limits would assist existing parking struggles; while Food Co-op is excited about the nearby restaurant, they are concerned that diners will park all day and displace shoppers, many shoppers with mobility issues
 - Witnessed two enforcement officers on First Street today, 06/18/2026
 - Kay: submitted a comprehensive letter; thank you for your consideration
 - Peterson Adams: *Did Co-op get the opinion of neighboring businesses on this proposal?*
 - Fleury: reminder that LAZ parking does do periodic parking enforcement along First and A Street, but not routinely; enforcement there by LAZ is by request
 - Brouillard: First Street is shared by many businesses and residents; voices opposition to Food Co-op's request
 - Morris: westside spots on First Street are more accessible than those within the Co-op parking lot
 - David: ECOTEAS's similar request for a loading zone on Helman St was denied, with TAC citing joint use of the roadway and parking lot
 - These spots are seldom enforced
 - Private property owner can alter private parking
 - Dahle: voices concerns of setting a precedent by granting this timed parking proposal
 - Graf: requests more information/evidence that there is really a problem here that needs solving
 - Peterson Adams: suggests that Co-op direct their employees to park elsewhere and free up spots for their shoppers; TAC must demonstrate equity with these requests

Brouillard motions to leave Ashland Food Co-op parking as is. Dahle seconds. Approved.

- Clear Creek Drive Marking Request
 - Hansen: submitted by Office Manager at True South Solar; request to paint corner yellow, and both sides of mailbox
 - Fleury: this road is narrow; open to spray painting 50' of curb on the curve
 - Brouillard: This street is considered a commercial collector street, so the yellow curb paint is critical for vision clearance

Brouillard moves to have the corner section of Clear Creek Drive painted yellow to assist with traffic flow, in accordance to Oregon Revised Statute ORS 811.550. David seconds. Approved.

ASHLAND TRANSPORTATION ADVISORY COMMITTEE

MINUTES

June 18, 2026

In anticipation of future development and increased use, David moves to recommend that the Public Works Director establish and enforce parking on only one side of Clear Creek Drive. Brouillard seconds. Amends motion to add that this be considered a workplan addition. Brouillard seconds. Unanimous approval of amendment.

David moves to create a workplan addition recommending that the Public Works Director establish parking on only one side of Clear Creek Drive. Brouillard seconds. Unanimous approval.

UNFINISHED BUSINESS

- TAC email/SeeClickFix:
 - Parking lot calming on Helman Elementary school grounds; TAC does not have jurisdiction for this
 - Morris: AHS student submitters are working on a Civic Project, and a letter from TAC would perhaps add emphasis
 - Fleury: encourages Morris to draft letter; Correnti to share letter and student communications with Helman School Principal, Ashland School District Superintendent, and Ashland School Board
 - 337 Sheridan Street: Yellow Curb Request
 - Morris: no sight distance issue
 - Fleury: clarifies that yellow section of curb is there purely to protect access to the fire hydrant

No action taken. Correnti to contact submitter.

- E-Bike Safety and Education
 - Moore: Washington State has recently classified e-bikes as mopeds or motorcycles (speed specific), cites previous discussion in March 2026 TAC meeting
 - Emphasizes APD's diligent enforcement and affirms that motorcycles were impounded
 - Morris: Officer engagement with community and training is critical (see Pedal Power on City website)
 - Brouillard: suggests parent-student bike safety night at start of school year
 - Peterson Adams: revisits idea for a group of key players on this topic (Safe Routes to School Coordinator, high school principals/Ashland School District Board of Directors, etc)
 - Fleury: *Would it be possible to get Officer Bates to a future TAC meeting to discuss what he would like/need to further this discussion?*
 - Hansen: remarks that Council has received several emotional stories regarding e-bike injuries; will share TAC's progress on this discussion with Mayor Graham

INFORMATIONAL ITEMS:

- AMC Code Updates

AGENDA BUILDING – Future Meetings:

ADJOURNMENT: 6:00 PM

Next Meeting Date: July 16, 2026 via Zoom from 4:00 PM – 6:00 PM

Respectfully submitted,

Marlena Correnti, Administrative Assistant

Transportation Advisory Committee

June 18, 2026

Page 4 of 4

Memo

DATE: July 7, 2026

TO: Transportation Advisory Committee

FROM: Scott Fleury PE, Public Works Director

DEPT: Public Works

RE: Bicycle Trail Connection to Pioneer Street

BACKGROUND:

The Chair received a request from a community member to review and discuss a proposed trail connection from Lithia Park to Pioneer Street that is under consideration by the Parks and Recreation Commission.

Proposed Lithia Park East Hillside Mountain Bike Trail

The Lithia Park East Hillside Mountain Bike Trail proposal is sponsored by the Rogue Valley Mountain Bike Association (RVMBAs) and will be presented to the Parks Commission as a proposal at the **July 8th Study Session, 6pm at Council Chambers.**

According to the proposal: the trail aims to create a low angle, adaptive and beginner-friendly downhill mountain bike trail connecting the trailhead and parking area on Glenview Street to Pioneer Street and a separate mountain bike climbing trail in the opposite direction. Each trail will be about 0.5 miles long for just over one mile of new trail. The project cost estimate is \$30,000.00 which, if approved by the Parks Commission would come from funds budgeted for trail work in the Parks and Recreation Department's current Capital Improvement Plan.

Public Input on this [trail proposal](#) will be taken through September 3, 2026. The Parks Commission will take potential action on the trail at their Regular Meeting on September 9, 2026, 6pm at Council Chambers.

The trail itself will be marked within the next few weeks so check back here for updates.

Check out the [trail proposal](#) and then [submit](#) your input by Sept 3, 2026.

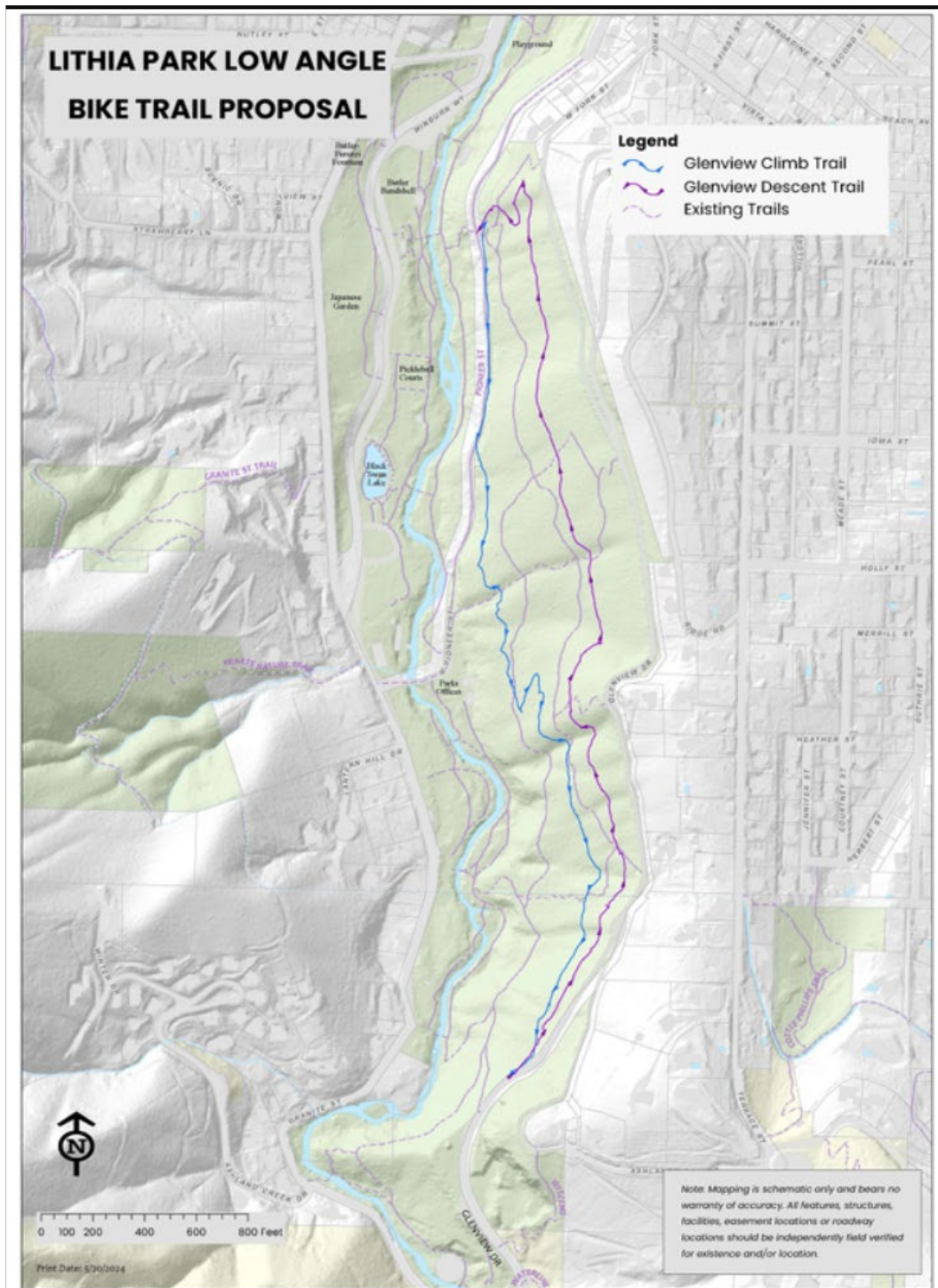
CITY OF ASHLAND

20 East Main Street
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.6002
Fax: 541.488.5311
TTY: 800.735.2900



Memo



CITY OF ASHLAND

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Memo

Questions to consider:

Concerns about the fast E bikes/bikes coming down the steep grade into the crowd of OSF Green show and all the theaters.

Patrons come to see OSF with many being out of town seniors, locals with drop offs and pickups in the area generating significant congestion. How will safety managed?

Should Pioneer and surrounding connection streets to the trail be reduced to 20 or 15 miles per hour?

How will cyclist speed be managed on the road-network after transition from the trail system as cyclists often speed up and down Winburn way currently?

CONCLUSION:

The TAC has previously discussed bicycle connections from the “trails” system to the roadway network from a planning and safety level and staff has also mentioned this as an important discussion point in the TSP update.

Does the TAC have any “group” comments that can be sent to the Parks Commission as part of the public comment phase for the trail connection?

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Memo

DATE: July 8, 2026

TO: Transportation Advisory Committee

FROM: Scott Fleury PE, Public Works Director

DEPT: Public Works

RE: Transportation System Plan Update

BACKGROUND:

The City of Ashland's Transportation System Plan has officially kicked off. Alta Planning held a "kickoff meeting" with City Staff and Oregon Department of Transportation staff on June 29th. Staff has attached the meeting notes along with the draft proposed schedule of activities.

Staff has also attached the draft public engagement plan (PEP) for review. The PEP was presented before the Planning Commission at the July 14th meeting for review and comment as well.

Key elements discussed during the kickoff meeting:

1. Public Engagement
 - a. Committees, Parks Commission, City Council, major stakeholders, etc.
 - i. Committee charges and workplans (RFI)
 - b. Survey development and outreach
2. Emergency egress
3. Ensuring the downtown couplet is part of the TSP update
4. Website development
5. 20 MPH ordinance

CONCLUSION:

This information is for TAC review and discussion overall. Any recommended changes or updates to the public engagement plan should be detailed and incorporated before sending to Alta Planning.

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June 29 Kick-off Meeting

Attendees:

- Katie Selin, Alta
- Phil Longenecker, Alta
- Katie Mangle, Alta
- Briana Calhoun, Fehr and Peers
- Scott Fleury, City of Ashland
- Brandon Goldman, City of Ashland
- Derek Severson, City of Ashland
- Ian Horlacher, ODOT
- Eileen Cunningham, ODOT

Topic	Notes
Action Items	Ashland • Brandon and Scott to revisit the Engagement Plan, integrate with latest from resilience planning efforts. Aim for July 14. • Brandon and Scott to make list of committees and meeting times, ideally include mission and goals • Ashland team to coordinate internally to check status of Multimodal inventory and with RVCOG for GIS additional needs ODOT • Eileen to follow up with Katie re: confirming rates. Need to check with procurement. Alta • Katie to send out scheduling poll to find time for monthly PMT meeting • Alta to send data request memorandum by 7/6 • Katie to put draft plan outline on Sharepoint • Start work on website content • Share updated schedule – moving phase 2 engagement
Task 1. Project Management	• Introductions • Agenda Review • Vibe check- What's going on in Ashland? ○ What's happened in the last year that we should know about? ○ What are people talking about? Priorities? ▪ Wildfire – evacuation, access to and from certain areas. Responding to infill questions/capacity to handle additional pop. ▪ City started a strategic plan- big response from public, lots of priorities identified that will help the TSP • Strategic Plan is intended to set up the next budget • Strategic Plan due to finish August/Sept 2026

	▪ Climate friendly areas are identified. Elements from resilience planning work, evac routes contribute to TSP planning ▪ How to bring in Emergency Management city staff ▪ Starting under one city council and will finish under another city council. Potentially four seat changes. Same with the Parks Commission (trail connections). • Transportation priorities: evacuation, wildfire response, system wide efficiency, bike infra support/advocacy/MTB • Decision paralysis around large cap expenditure projects • Project Administration ○ Project website (SharePoint) ○ Invoicing ▪ Confirming rates approach • ACTION: Eileen to follow up with Katie re: confirming rates. Need to check with procurement. ▪ Process for adding staff to BOC? • See above. Swapping staff at the same billing rate is fine. Avoid adding labor categories. ▪ Includes: • Progress Report • Invoice • “Paid Summary Report” ▪ Submitting to: TDDPSInvoices@odot.oregon.gov, Ian.Horlacher@odot.oregon.gov, and eileen.cunningham@odot.oregon.gov ○ Include City? ▪ No ▪ Waiting on EA- Eileen will notify. • PMT meeting management, format, and schedule ○ Monthly hour-long meetings. ▪ Usually virtual, unless in town for a visit. ▪ Agenda 2 days before, notes and action items 5 days after at the most. ▪ Ideal days of the week? ▪ Who to attend? • Same as present today. Occasional cameos from other city staff as needed. • Last week of month is ideal, Tuesday/Thursday late morning early afternoon. • ACTION: Katie to send out recurring meeting invite • Draft Project Schedule: Ashland TSP Schedule June 2026.xlsx ○ Wrike (PM software) ○ ACTION: PMT to provide comments on schedule by 7/10 ○ First steps: ▪ ACTION: Katie to Finalize schedule (excel and wrike) shifting phase 2 engagement timeline up ▪ Engagement Plan
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	• July 14 we'll update the Planning commission community engagement committee. Moving forward keep them informed and the Transportation advisory committee. • Coffee and conversations. Electeds open house format informal discussions ○ Sept 23 330-5 at Enders Shelter Lithia Park ○ Oct 13 1-230 at Oak Knoll Golf Course Clubhouse ▪ Website Copy ▪ TM #1- Community Profile and Major Equity Analysis ▪ 3.1 Data Request Memo ▪ 3.2 TM #2 Plans, Policy, and Code Review Memorandum ○ Phase 1 Engagement: October/ November 2026 ○ Questions ▪ Phase 2 engagement timing- before or after draft prioritization? ▪ Preference to occur before fiscally constrained project list. • Communication Protocols ○ Consultant team QAQC ▪ Technical editor – Katie Atkins ○ Consultant team: ▪ Generally include Katie Selin, Briana, and Phil, Katie Mangle on all emails. ○ ODOT/ City ▪ Scott, Brandon, Ian, Eileen ▪ Ian to distribute to business lines ▪ Others? ○ Timing for reviews, certain deliverables that need specific reviews? ▪ Some dictated by scope 2-3 weeks. ▪ 10 days typical, but more for technical deliverables like traffic modeling • Making sure we are using the correct counts/models ○ What have you learned about working with consultants over the years? Worked well/ not worked well ▪ Turnover challenges in the past ▪ Don't meet to meet. ▪ Can shift budget around a little.
Task 2. Community Engagement	• 2.1 Community Engagement Plan (City) ○ Timing for draft CEP ▪ ACTION: Brandon and Scott to revisit the Engagement Plan, integrate with latest from resilience planning efforts. Aim for July 14. ○ Timing for first phase of engagement ▪ Potential for October 19-21 site visit ○ Confirming plan for survey creation ▪ Happy to use standard TSP questions Alta has used in the past, with Ashland reviewing ▪ Hosted on Alta platform, but linked and advertised through TSP/City website

	▪ Bring to leadership committee team for review. • 2.2 Project Website ○ Alta producing basic website copy/ project summary for City website-confirm • 2.3 TM #1- Community Profile & Major Equity Analysis, and Title VI Report ○ Initial data in Data Review Memorandum ▪ <i>analysis and data relating to population and demographics and the history of relevant policies and community outcomes. To inform the development of the Title VI and Equitable Outcomes Report, City will provide Consultant with a summary of community engagement activities, engagement of underserved populations, and analysis of feedback received and its relationship to equitable outcomes.</i> • Plan for Project Advisory Committees (PAC Strategy) • ○ 5 consultant supported meetings are scoped. (4 contingency) ○ Which committees? ▪ Transportation advisory committee, planning commission ▪ Meeting quarterly: city council, Climate committee, SJ and Equity committee, Parks commission's Trails Advisory committee, senior services committee ▪ Virtual meeting capacity for each ▪ ACTION: City of Ashland to make list of committees and meeting times, ideally include mission and goals ○ Most in-person with virtual option. Municipal Code outlines mission and goals, Council Approved work plans. ▪ Transportation Advisory Committee ▪ Parks Commission ▪ Planning Commission ▪ City Council ▪ Meets Quarterly • Climate Advisory Committee • Ashland Trails Advisory Committee • Senior Services • Social Equity Committee ○ First steps ▪ Mostly city staff can present. Consultant support when more detail is needed. • After Goals- looking at project lists • Transportation Committee with projects • Pre-adoption meetings with existing committees are really helpful- this is built into scope. ○ Next steps: ▪ Mid- July Draft Engagement Plan from Brandon ▪ July 14 Planning Commission
Task 3. Policy and Planning Framework	• 3.1 Data Review Memorandum- submitted by 7/6 - used for TM #2 Plans, Policy, and Code Review Memorandum • ACTION: Alta to send data request memorandum by 7/6

	○ Multi-modal inventory ▪ Ashland is working to receive the final data set potentially still. ▪ GIS team working on qaqc. ○ ACTION: Ashland to coordinate internally to check status of Multimodal inventory and with RVCOG for GIS additional needs • 830 Review Status ○ What are the potential projects? ○ Nevada Street Bridge Connection
Task 4. Analytical Methods	
Task 5. Existing Conditions and Needs Analysis	
Task 6. Future Conditions and Solutions Development	
Task 7. Identification of Preferred and Cost-Constrained Solutions	
Task 8. Draft TSP Implementing Ordinances and Findings	• Draft Plan Outline Discussion ○ Simplified from 2012 plan- will rely more on technical appendices vs reproducing all the content from the memoranda. Yes. Executive summary is most important. ○ ACTION: Katie to put draft plan outline on Sharepoint • What does success look like for this project? Any goals or projects that are top of mind that we should make sure we address? ○ Council ready package for adoption ○ Last TSP: modifications to the standard street cross sections. Would like to see these updated. ○ Developing a framework for prioritizing capital projects that helps with buy in come time to implement ▪ Ties to how the ACT scores projects as a part of the STIP projects, are they identified in the RTP as regionally significant. ▪ Regional ATP- bringing some of the projects from this to that elementally ○ Downtown couplet area configuration – through the couplets ▪ Connection to railroad and CFEC areas ▪ Tolman Creek project- central boulevard ○ SRTS- congestion during pick up/drop off. Sidewalk infill a big component. 20mph ordinance?
Task 9. Final TSP Adoption	

[illegible]

WORKING DRAFT

City of Ashland – Transportation System Plan Update Draft Public Engagement Plan (PEP)

Prepared: [Insert Date] – working 5/1/2025

Purpose

This Public Engagement Plan outlines the community outreach, advisory committee engagement, and public review process to guide the development of Ashland's updated Transportation System Plan (TSP). A TSP is a foundational element of the City's Comprehensive Plan, serving as a long-range blueprint for how people and goods will move within and through the city—by foot, bike, transit, and vehicle. It informs future capital improvements, development decisions, and funding priorities. Because transportation directly affects daily life and intersects with goals related to climate action, housing accessibility, and wildfire preparedness, the TSP is best shaped through robust public engagement. This process is designed to ensure inclusive and transparent community input, incorporate technical expertise, and reflect the values and priorities of Ashland residents.

Goals of the Public Engagement Process

- **Transparency:** Ensure the public understands the purpose, scope, and progress of the TSP update.
- **Inclusivity:** Actively engage community members, including underserved populations.
- **Integration:** Incorporate feedback from standing advisory committees, technical experts, and advocacy groups.
- **Education:** Provide stakeholders with accessible and relevant information about transportation planning.
- **Responsiveness:** Demonstrate how public and advisory committee input informs the TSP.

Key Stakeholders and Advisory Bodies

- **Public:** Residents, business owners, neighborhood groups, students, and regional users.
- **City Bodies:**
 - Planning Commission
 - Transportation Advisory Committee
 - Climate Policy Advisory Committee
 - Housing and Human Services Advisory Committee
 - Wildfire Safety Advisory Committee
- **City Council**
- **Regional and Agency Partners:**
 - Rogue Valley Transportation District (RVTD)
 - Oregon Department of Transportation (ODOT)
 - Jackson County
 - Ashland School District
 - Southern Oregon University (SOU)
- **Regional Advocacy Groups:**
 - Streets for Everyone (Ashland Climate Collaborative)
 - Southern Oregon Climate Action Now (SOCAN)
 - others

Overview of Decision-Making and Advisory Bodies

Unlike jurisdictions that form temporary advisory bodies for planning initiatives, Ashland will rely on its existing standing advisory committees to guide the Transportation System Plan (TSP) update. These committees—established by ordinance and composed of appointed community members—each focus on specific policy areas such as transportation, climate, housing, and wildfire safety. Members are selected for their expertise, lived experience, or stakeholder representation relevant to the committee's scope. Leveraging these established bodies ensures continuity, subject matter knowledge, and alignment with ongoing city priorities. Each advisory committee will be engaged at key milestones to provide focused input, helping shape the TSP in a way that reflects the community's values and technical realities.

- **Planning Commission**

As the City's designated land use review body, the Planning Commission serves as the primary reviewing authority for the TSP update. Because the Transportation System

Plan is a required element of Ashland's Comprehensive Plan, any amendments to the TSP must undergo a public hearing process before the Planning Commission in accordance with state law and local ordinance. The Commission will hold formal public hearings and issue recommendations to the City Council regarding the adoption of the updated TSP. In addition to its legislative responsibilities, the Commission will participate in a joint kickoff meeting with the Transportation Advisory Committee and will review key milestones, including the draft and final plan, to ensure alignment with broader land use and policy goals.

- **Transportation Advisory Committee**

This committee provides focused input on transportation policy, planning, and project prioritization. Composed of members with expertise in transportation, engineering, and mobility systems, the committee will guide the development of multimodal goals, review proposed projects, and help rank improvements to ensure the TSP advances a safe, efficient, and accessible transportation network.

- **Climate and Environment Policy Advisory Committee**

Reviews proposed strategies for alignment with the City's adopted Climate and Energy Action Plan, with a focus on greenhouse gas reduction.

- **Housing and Human Services Advisory Committee**

Provides input on transportation equity, accessibility, and how proposed investments may affect vulnerable populations.

- **Wildfire Safety Advisory Committee**

Reviews evacuation modeling assumptions and provides feedback on proposed transportation improvements to support community resilience.

- **Social Equity and Racial Justice Advisory Committee**

Provides input to ensure the TSP advances equity, access, and anti-displacement goals. Reviews how proposed transportation investments may impact underserved communities and supports strategies that promote transportation justice.

Regional Technical Input

Targeted stakeholder interviews will be conducted to gather issue-specific input and technical insight from key regional partners and institutional stakeholders. Participants may include:

- Oregon Department of Transportation (ODOT)
- Rogue Valley Transportation District (RVTD)
- Jackson County
- Ashland School District
- Southern Oregon University (SOU)
- Local transportation advocacy groups such as Streets for Everyone and Southern Oregon Climate Action Now (SOCAN)

Engagement Strategies and Activities

- Project Website Dedicated TSP Update page (ashlandoregon.gov/TSP)
- Online Surveys
- Social Media / Email Updates
- Pop-up Events
- Utility Bill Inserts (as needed)
- Public Hearings at the Planning Commission and City Council

Engagement Timeline and Activities

(18-Month Process: May 2025 – October 2026)

Phase 1: Project Initiation (Months 1–3)

- Launch project webpage and public communications.
- Joint Planning Commission & Transportation Advisory Committee Kickoff Meeting.

Phase 2: Data Gathering & Needs Assessment (Months 4–6)

- Conduct stakeholder interviews, including SOU and advocacy groups.
- Present to:
 - Transportation Advisory Committee (TAC)
 - Planning Commission
 - Climate and Environment Policy Advisory Committee (CEPAC)

- Housing and Human Services Advisory Committee (HHSAC)
 - Wildfire Safety Advisory Committee (WSAC)
 - Social Equity & Racial Justice Advisory Committee (SERJAC)
- Launch Community Survey #1.

Phase 3: Concepts & Alternatives (Months 7–9)

- Joint review by Planning Commission and Transportation Advisory Committee.
- Focus groups (e.g., students, seniors, underserved populations).
- Topic-specific workshops with advisory committees.

Phase 4: Public Open House #1 – General (Months 10–12)

- In-person or online open house on draft needs, alternatives, and equity considerations.

Phase 5: Draft Plan Development (Months 13–15)

- Review draft plan with:
 - Transportation Advisory Committee (TAC)
 - Planning Commission
 - Climate and Environment Policy Advisory Committee (CEPAC)
 - Housing and Human Services Advisory Committee (HHSAC)
 - Wildfire Safety Advisory Committee (WSAC)
 - Social Equity & Racial Justice Advisory Committee (SERJAC)

Phase 6: Public Open House #2 – Wildfire Evacuation Focus (Months 16–17)

- Present wildfire evacuation modeling and proposed street improvements.

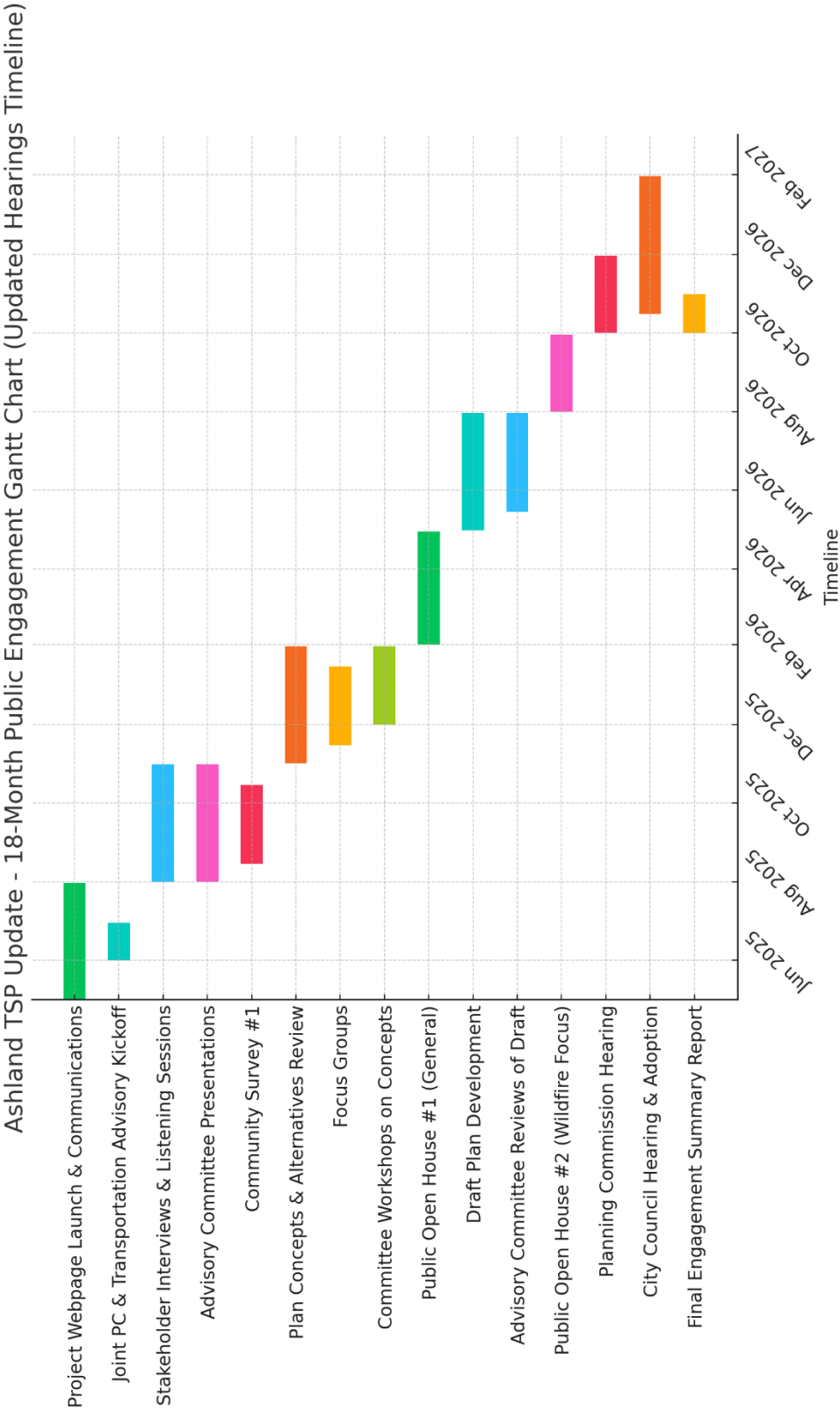
Phase 7: Final Review & Adoption (Month 18–24)

- Public hearings with Planning Commission and City Council.
- Final engagement summary and TSP adoption.

Documentation and Reporting

All advisory committee feedback (including public meeting minutes), survey responses, public comments, and stakeholder input will be compiled in a Final Engagement Summary Report. This standalone report will be presented alongside the draft Transportation System Plan during the Planning Commission and City Council adoption hearings, providing a clear record of how public input informed the plan’s development.

General Timeline



**WORK ORDER CONTRACT #2 (ORBuys PO# PO-73000-00005652:2)
PRICE AGREEMENT ("PA")#: B38909 (ORBuys# PO-73000-00005652)
Project Name: City of Ashland Transportation System Plan Update**

This Work Order Contract ("WOC") is entered into by and between the State of Oregon, by and through its Oregon Department of Transportation ("Agency" or "ODOT"), and **Alta Planning + Design, Inc.**, a California corporation ("Consultant" or "Contractor").

This WOC incorporates by this reference:

- a. all of the Terms and Conditions contained in Part II of the above referenced PA;
- b. the provisions from the PA Exhibits with the exception of: E, E.1, K;
- c. the attached Statement of Work and Delivery Schedule;
- d. Attachment B - Breakdown of Costs ("BOC") {except for Fixed-Price, file copy only}; and
- e. Attachment C - DBE Provisions.

WOC EXPIRATION DATE: 02/01/2029. The required schedule for performance under the WOC is specified in the Statement of Work and Delivery Schedule.

DBE - WOC includes federal funds? Yes	DBE Goal No Goal
Certified Small Business Aspirational Target (for State-only funded WOCs over \$100,000, including as amended; see PA Exhibit K): N/A	
Fed Aid #: N/A	ODOT Key #22664
The Total Not-to-Exceed ("NTE") amount for this WOC. This total includes: all allowable costs, profit, and fixed-fee amount (if any), shown in section H.4; and \$63,146.98 for contingency tasks, each of which must be separately authorized by Agency.	\$651,255.72

This WOC is effective on the date it has been signed by the Parties and all required State of Oregon approvals have been obtained. No Payment shall be made for Services that are performed before: i) the WOC effective date and ii) a Notice-To-Proceed has been issued by Agency.

CONSULTANT CERTIFICATION:

A. Any individual (the undersigned) signing on behalf of Consultant hereby certifies under penalty of perjury:

- (1) Consultant has provided its correct taxpayer identification number to Agency for the above-referenced PA.
- (2) Consultant is not subject to backup withholding because (a) Consultant is exempt from backup withholding, (b) Consultant has not been notified by the IRS that Consultant is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified Consultant that Consultant is no longer subject to backup withholding.
- (3) The undersigned is authorized to act on behalf of Consultant, the undersigned has authority and knowledge regarding Consultant's payment of taxes, and to the best of the undersigned's knowledge, Consultant is not in violation of any Oregon tax laws. For purposes of this certification, "Oregon tax laws" means: (i) any state taxes administered by the Oregon Department of Revenue (DOR) under the tax laws of this state and local taxes administered by DOR under ORS 305.620 and (ii) any tax provisions imposed by a political subdivision of this state that apply to Consultant, to Consultant's property, operations, receipts, or income, or to Consultant's performance of or compensation for any

work performed by Consultant; and (iii) any tax provisions imposed by a political subdivision of this state that apply to Consultant, or to goods, services, or property, whether tangible or intangible, provided by Consultant; and (iv) any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.

B. Any individual (the undersigned) signing on behalf of Consultant hereby certifies the undersigned is authorized to sign this WOC and that:

- (1) Consultant has read, understands and agrees to comply with the requirements set forth in the PA and in all Exhibits and other documents incorporated by reference in the PA.
- (2) Consultant understands and agrees that any exhibits or other documents not physically attached to the PA that are incorporated by reference have the same force and effect as if fully set forth herein.
- (3) Consultant has made all required Conflict of Interest (COI) disclosures, if any.
 - (a) Consultant understands and has provided to all Associates (as defined in the COI Guidelines) the ODOT COI Guidelines and COI Disclosure Form available at: <https://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx>. Consultant and, to the best of the undersigned's information, knowledge and belief, Consultant's Associates, are in compliance with and have no disclosures required per the COI Guidelines (as may revised from time to time by Agency); or
 - (b) If disclosures regarding this WOC or the related Project are required per the ODOT COI Guidelines, Consultant has made such disclosures to Agency on a properly prepared and submitted COI Disclosure Form and, if determined necessary by Agency, a mitigation plan has been approved by Agency.
- (4)
 - (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of Consultant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this WOC, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," (https://www.gsa.gov/system/files/SFLLL_1_2_P-V12b.pdf) in accordance with its instructions.
 - (c) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
 - (d) Consultant shall require that the language of this certification be included in all subcontracts in excess of \$100,000 at all tiers and that all such subcontractors shall certify and disclose accordingly.
- (5) Consultant has, and gives employees a written notice of, a policy and practice that meets the requirements described in ORS 279A.112. Such policy both prohibits, and prescribes disciplinary measures for, conduct that constitutes sexual harassment, sexual assault and discrimination against employees who are members of a protected class. Consultant agrees, as a material term of the WOC, to maintain the policy and practice in force during the entire WOC term (see additional information and sample policy template at <https://www.oregon.gov/DAS/Procurement/Pages/hb3060.aspx>).

- (6) Consultant has no undisclosed liquidated and delinquent debt owed to the State or any department or agency of the State.
- (7) Consultant is an independent contractor as defined in ORS 670.600 and as described in IRS Publication 1779 (<https://www.irs.gov/pub/irs-pdf/p1779.pdf>).
- (8) In the event that Consultant is a general partnership or joint venture, Consultant signature(s) on this WOC constitutes certifications to the above statements pertaining to the partnership or joint venture, as well as certifications of the above statements as to any general partner or joint venturer signing this WOC.

Electronic Signatures.

The Parties agree that signatures showing on PDF documents, including but not limited to PDF copies of the PA, WOC and amendments, submitted or exchanged via email are "Electronic Signatures" under ORS Chapter 84 and bind the signing Party and are intended to be and can be relied upon by the Parties. Agency reserves the right at any time to require the submission of the hard copy originals of any documents.

Accessibility: The Oregon Department of Transportation is committed to complying with all statutory requirements to ensure that it is providing information that is more accessible to people with disabilities, as required by Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and 36 C.F.R. 1194 Appendix A. To request reasonable accommodation for access, due to a disability, to information related to this document, please contact the Oregon Department of Transportation's Procurement Office at OPOAdministration@odot.oregon.gov or phone #503-986-2710.

CONSULTANT:


Katie Mangle (May 27, 2026 22:14:31 PDT)

Signature

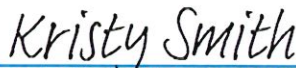
VP, as duly authorized 05/27/2026

Title

Date

DOJ LEGAL REVIEW for ODOT: Approved by AAG Meribeth Bonner via email dated May 22, 2026

ODOT (Procurement Authority)


Kristy Smith (May 28, 2026 15:58:18 PDT)

Signature

Print Name

Date

STATEMENT of WORK and DELIVERY SCHEDULE
for
WOC #2 under PA #B38909
Project Name: City of Ashland Transportation System Plan Update

Agency's Project Manager ("APM") for the WOC Name: Ian Horlacher Address: 100 Antelope Road Phone: White City, Oregon 97503 Email: (503) 727-2597 ian.k.horlacher@odot.oregon.gov	Consultant's Project Manager ("PM") for the WOC Name: Katie Mangle Address: 101 SW Main St., Ste. 2000 Phone: Portland, OR 97204 Email: d: 503.200.3249 o: 503.230.9862 katiemangle@altago.com
Agency's Contract Administrator for the WOC Name: Eileen Cunningham Phone: (503) 986-4181 Email: Eileen.cunningham@odot.oregon.gov	Alternate Contact for Consultant Name: Katie Selin Phone: d: 503.575.2764 o: 503.230.9862 Email: katieselin@altago.com

Agency may change the APM designation, Agency's address for invoicing (section H.5), or both by promptly sending written notice (e-mail notice acceptable) to Consultant, with a copy to ODOT Procurement Office. Changes to Agency's Contract Administrator for the WOC must be done by amendment. Any changes to Consultant's Project Manager must be approved in writing (e-mail acceptable) by Agency. Consultant shall provide written notice (email acceptable) to Agency of any changes to Consultant's other contacts for this WOC.

A. PROJECT DESCRIPTION and OVERVIEW of SERVICES

Agency is contracting with Consultant for all tasks and deliverables described as being the responsibility of Consultant in Section E (collectively, the "Services") in connection with the City of Ashland Transportation System Plan. Consultant understands that City of Ashland ("City") has significant tasks related to, and involvement with, the Project. As such Agency has entered into a separate Intergovernmental Agreement with City to provide services to the Project as described in this SOW that are not the responsibility of Consultant. **The information in this WOC regarding the City's responsibilities is for informational purposes only.** If Consultant's work is reliant upon City's work, Consultant shall notify Agency Project Manager (APM") immediately of any issues causing delay or change in scope of Consultant's work.

Consultant shall update the City of Ashland 2012 Transportation System Plan (the "Project") to meet the updated requirements of the Transportation Planning Rules ("TPR"). The Transportation System Plan ("TSP") update must include, but is not limited to:

- Executive summary, that serves as a stand-alone summary of the most important aspects of the TSP;
- Goals and objectives;
- Existing and future conditions;

- Plan elements describing the preferred multimodal solutions with maps, tables, and descriptions of the preferred projects; and
- Implementation plan including financially constrained project list.

All supporting documentation, including the technical memoranda (“TM”), must be included as an appendix (the “TSP Supporting Documents”) which must include, but is not limited to:

- Technical Memoranda;
- Alternatives analyses and evaluations;
- Zip folder of Synchro files;
- Manual calculations, if applicable;
- Title VI and Equitable Engagement Report and documentation;
- Comment Log; and
- Ordinance Revisions.

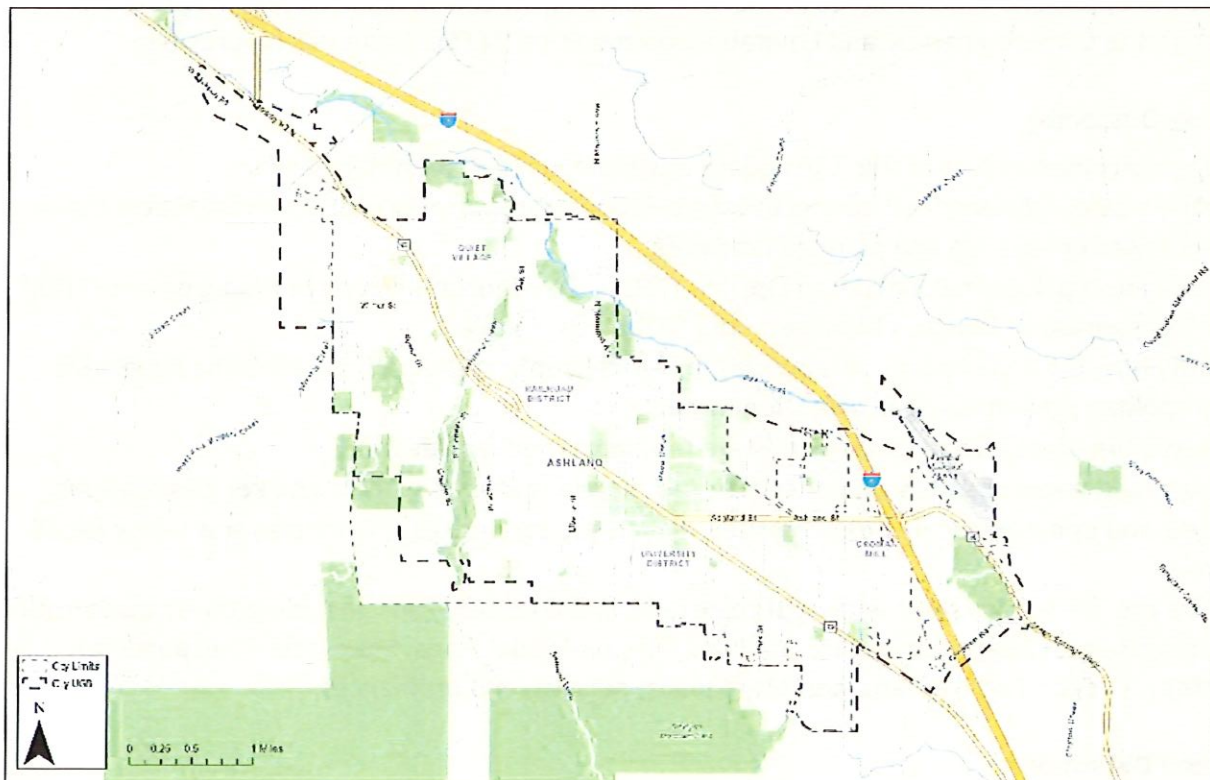
Project Purpose and Transportation Relationship and Benefit

The Project will update the City of Ashland 2012 TSP. The updated TSP must identify an integrated network of multi-modal transportation facilities and services to support development of the City’s existing and planned land uses over a 20-year planning horizon. The Project must address transportation facility needs within City limits and the City’s portion of the urban growth boundary (“UGB”).

Project Area

The Project area consists of the area inside the UGB (“Project Area”), as shown in Figure 1 below:

Figure 1: City of Ashland



Background

The City, with a population of nearly 21,000 has a surface transportation system comprised of 102 miles, or 194 lane miles, of public streets and alleys. The street system is maintained by the City of Ashland Public Works Department and is administered by the City's Public Works Director. The focus of the TSP is on streets designated as collector and above, with consideration of improved connections to local streets and trails.

The City's focus is to ensure that people have opportunities to conveniently and safely use their transportation mode of choice and allow City to move towards a less auto-dependent community. It is of vital importance to City that it retains its small-town character through periods of growth. To achieve this, City must proactively plan for a transportation system that is integrated into the community and enhances livability, character and natural environment.

The concept of "modal equity," or the equal opportunity to use all modes of travel, is an integral part of realizing this vision. Whether City residents and visitors travel by foot, bicycle, public transit or automobile, City must have a well-designed, integrated network that is convenient to use and enables people to move easily through the City by all modes of travel.

Project Objectives

- Develop updated transportation goals and policies for the City of Ashland Comprehensive Plan;
- Develop a 20-year transportation system plan and the funding and financing strategies for transportation facilities;
- Develop implementation policies and implementing regulations that support a safe and reliable multimodal transportation system; and
- Meet the applicable requirements of the TPR, including amendments adopted in 2022-2023 through the Climate-Friendly and Equitable Communities ("CFEC") rulemaking process.

Supporting Outcomes

Supporting outcomes as part of this TSP update must include, but are not limited to:

- Identify a safe, efficient, well-connected multi-modal transportation network that meets travel needs based on existing and planned land uses;
- Identify appropriate Transportation Options ("TO"), Transportation System Management ("TSM") and Transportation Demand Management ("TDM") techniques;
- Identify how the investments and policies in the TSP support the path to reach the applicable metropolitan greenhouse gas reduction targets;
- Preserve the function and capacity of state transportation facilities;
- Fill gaps and improve safety on pedestrian and bicycle routes to schools and key destinations;
- Review and update typical street cross sections to support adjacent land uses and safety for all modes;
- Ensure the TSP is consistent with applicable laws and adopted plans, including the Transportation Planning Rules, Oregon Transportation Plan, Oregon Modal Plans, Statewide Transportation Strategy, Oregon Facility Plans, and City's plans, policies, and ordinances.

Acronyms and Definitions

Agency	Oregon Department of Transportation
ACA	Agency Contract Administrator

APM	Agency Project Manager
ATR	Automatic Traffic Recorder
CCPM	City Contract Project Manager
CFA	Climate-friendly area
CFEC	Climate-Friendly and Equitable Communities
County	Jackson County
CPM	Consultant Project Manager
DLCD	Department of Land Conservation and Development
EV	Electric Vehicle
City	City of Ashland
GIS	Geographic Information Systems
GTFS	General Transit Feed Specification
HCM	Highway Capacity Manual
ITS	Intelligent Transportation System
LTS	Level of Traffic Stress
MPO	Metropolitan Planning Organization
NCHRP	National Cooperative Highway Research Program
NTP	Notice to Proceed
ODOT	Oregon Department of Transportation
OHP	Oregon Highway Plan
OTC	Oregon Transportation Commission
PAC	Project Advisory Committee
PMT	Project Management Team
Project	Transportation System Plan Update
SPSP	Project Summary Prospectus Sheets
RVMPO	Rogue Valley Metropolitan Planning Organization
SOW	Statement of Work
SPIS	Safety Priority Index System
STIP	Statewide Transportation Improvement Program
STS	Statewide Transportation Strategy
TAC	Transportation Advisory Committee
TDM	Transportation Demand Management
TM	Technical Memorandum
TO	Transportation Options
TPAU	Transportation Planning Analysis Unit
TPR	Transportation Planning Rules (OAR chapter 660, division 12)
TSM	Transportation System Management
TSP	Transportation System Plan
UGB	Urban growth boundary
VMT	Vehicle Miles Traveled

B. STANDARDS and GENERAL REQUIREMENTS

1. Standards

The standards, manuals, directives and other guidance applicable to Professional Services and Related Services are referenced below or available on Agency's webpages linked below and are incorporated by this reference with the same force and effect as though fully set forth herein.

The standards, manuals, directives and other guidance listed below or available on Agency's webpages are not exhaustive and may not include all applicable standards for a given Project. **Consultant shall be responsible for determining all applicable practices and standards to be used in performing Professional Services and Related Services. Consultant shall inform and demonstrate to Agency if standards, directives or practices required by Agency in performance of the work are insufficient, in conflict with applicable standards, or otherwise create a problem for the design.** Should the requirements of any reference, standard, manual or policy referenced in the PA or WOC conflict with another, Consultant shall, in writing, request Agency to resolve the conflict.

Unless otherwise specified in a given task, the most current version of applicable standards, manuals, directives and other procedural guidance shall apply. Unless otherwise specified, the system of measurement and language used in all deliverables must be English.

a. Planning, Survey, Preliminary Engineering and Design Manuals, Standards and Guidance:

- Technical Manuals - alphabetical list
(<https://www.oregon.gov/ODOT/Engineering/Pages/Manuals.aspx>)
- Planning Guidance and Resources (<https://www.oregon.gov/ODOT/Planning/Pages/Guidance.aspx>)
- Planning Analysis (<https://www.oregon.gov/ODOT/Planning/Pages/Technical-Tools.aspx>)
- Geo-Environmental Guidance
(<https://www.oregon.gov/ODOT/GeoEnvironmental/Pages/Guidance.aspx>)
- Geometronics Resources & Guidance (<https://www.oregon.gov/ODOT/ETA/Pages/OCRS.aspx>)
- Surveying Manuals & Resources (<https://www.oregon.gov/ODOT/ETA/Pages/Surveying.aspx>)
- Bridge Standards & Manuals (<https://www.oregon.gov/odot/bridge/pages/index.aspx>)
- Engineering Guidance (<https://www.oregon.gov/ODOT/Engineering/Pages/Eng-Guidance.aspx>)
- Standard Drawings and Details (<https://www.oregon.gov/ODOT/Engineering/Pages/Standards.aspx>)
- Technical Guidance (<https://www.oregon.gov/ODOT/Engineering/Pages/Technical-Guidance.aspx>)
- Access Management Manual & Guidance
(<https://www.oregon.gov/odot/engineering/pages/access-management.aspx>)
- Project Delivery Guide & Forms (<https://www.oregon.gov/ODOT/ProjectDel/Pages/Project-Delivery-Guide.aspx>)
- Oregon Standard Specifications for Construction
(<https://www.oregon.gov/ODOT/Business/Pages/Standard Specifications.aspx>)
- ODOT Forms Library (<https://www.oregon.gov/ODOT/Forms/Pages/default.aspx>)
- **ADA Compliance – Assessment, Design, Inspection.** When the Services under this WOC include assessment or design (or both) for curb ramps, sidewalks or pedestrian-activated signals (new, modifications or upgrades), Consultant shall:
 - a. Use ODOT standards to assess and ensure Project compliance with the Americans with Disabilities Act of 1990 (“ADA”), including ensuring that all sidewalks, curb ramps, and pedestrian-activated signals meet current ODOT Highway Design Manual standards; and

b. Follow ODOT's processes for design, modification, upgrade, or construction of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form.

When the Services under this WOC include inspection of curb ramps, sidewalks or pedestrian-activated signals (new, modifications or upgrades), all such inspections shall include inspection for compliance with the standards and requirements in a. and b. above. Inspections must be performed by ODOT certified inspectors (which must include certified environmental inspectors when appropriate). In addition, at Project completion, Consultant shall complete the applicable ramp-specific ODOT Curb Ramp Inspection Form 734-5020(A-G) for each curb ramp constructed, modified, upgraded, or improved as part of the Project. Each completed form must be submitted electronically by clicking the "Submit by E-mail" button on the form (and cc APM). The forms are documentation required to show that each curb ramp meets ODOT standards and is ADA compliant. ODOT's fillable Curb Ramp Inspection Forms and instructions are available at the following address: <https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>

Above references to curb ramps, sidewalks or pedestrian-activated signals also include, when applicable, shared use paths, transit stops, park-and-rides and on-street parking.

b. Website or Web Content Development and Maintenance Standards

Consultant shall perform all required web-related Services in conformance with the **ODOT Web Standards** (available at: <https://www.oregon.gov/ODOT/Pages/Web-Toolkit.aspx>), which is incorporated into this PA with the same force and effect as though fully set forth herein. ODOT shall have ownership and control of Work Products developed by Consultant as set forth in the terms and conditions of the PA, Part II, Section 7 - Ownership of Work Product.

c. ODOT Communications Standards

For any Consultant tasks that require communications functions on behalf of Agency, Consultant shall comply with the ODOT Communications Standards (available at: <https://www.oregon.gov/ODOT/Pages/Web-Toolkit.aspx>) which is incorporated into this WOC with the same force and effect as though fully set forth herein.

2. Software Requirements

In addition to the software requirements set forth in the PA, the following shall apply to this WOC:

- Consultant shall deliver all Work Products in the format(s) required by Agency. Consultant's software must produce deliverables that are fully compatible, readable, and useable by Agency software, requiring no modification or translation of Consultant's deliverables. No loss of data integrity or accuracy may result from any transfer of data. Compressed data must be in a "self-expanding executable" format. To ensure and verify this level of compatibility, Agency may provide sample or required format(s) to Consultant, and Consultant and Agency may conduct tests of sample deliverables from Consultant. Agency reserves the right to reject deliverables that do not meet these requirements. If a deliverable is rejected, Consultant shall resubmit deliverables to Agency that meet these requirements, and shall not bill Agency for the rejected deliverables or for time associated with correcting the rejected deliverables.

3. Professional Licenses, Registrations and Qualifications

Consultant and its subconsultants must be duly licensed to perform the Services, as required by the applicable Oregon Revised Statutes and Oregon Administrative Rules, and other applicable laws. Consultant's personnel and subconsultant personnel must be duly licensed to perform all Services which they will be performing under the Contract and must perform such Services under the "responsible charge" of a person so licensed (as that term is defined under ORS Chapter 672) or must be otherwise exempt from any licensing requirements applicable to the Services being performed. Consultant, by and through an Oregon registered Professional Engineer ("PE"), shall perform or oversee all traffic analysis services. Final memoranda containing traffic analysis must be stamped by a PE with license being current and in good standing, with expertise in civil or traffic engineering.

Agency may require Consultant's Personnel to demonstrate competency in the particular area/discipline to which they are assigned. This may include, but is not limited to, submittal of license number, resume, and work samples from previously completed services or projects.

Consultant, by and through an Oregon registered Professional Engineer ("PE"), shall perform or oversee all traffic analysis services. Final memoranda containing traffic analysis must be stamped by a PE with license being current and in good standing, with expertise in civil or traffic engineering.

4. General Requirements

- a. **Endorsement of Data.** Consultant shall place their official Oregon Registered Engineer seal and signature on all engineering design drawings and specifications furnished to ODOT, as well as any other materials specified in ORS 671.025, 671.379, 672.020(2), 672.025(2), 672.028(2) and 672.605, as applicable, that require such seal and signature.
- b. **Electronic Documents, Digital Seal and Signature.** If required under the WOC, Consultant shall use ODOT's ProjectWise Network (see Exhibit L) for electronic submittal and receipt of files as necessary for the Project. All final documents identified in ORS 671.025, 671.379, 672.020(2), 672.025(2), 672.028(2) and 672.605, as applicable, must bear the digital seal and signature of the Oregon registered professional under whose supervision and control they were prepared. Documents must be submitted in the format specified in the WOC for each deliverable and must comply with OAR 804-030, OAR 806-010, OAR 809-050 and OAR 820-025 requirements, as applicable, for digital seal and signature capable of independent verification, final and draft documents, modifications to designs, and dual stamping of documents.
- c. **Safety Equipment.** Consultant shall provide and use all safety equipment including (but not limited to) hard hats, safety vests and clothing if required by State and federal regulations and ODOT policies and procedures for the Services under the WOC.
- d. **Personnel, Materials, and Equipment.** Consultant shall provide competent personnel and shall furnish all supplies, equipment, tools, and incidentals required to accomplish the work. All equipment and tools must be in good operating condition and shall be kept in proper adjustment throughout the duration of the WOC. All materials and supplies must be of good quality and suitable for the assigned work.
- e. **Access to ODOT Right-Of-Way.** Consultant shall notify and coordinate with Agency District Manager, or Assistant District Manager, having jurisdiction over the Project area at least 48 hours in advance of needing to be on-site. Consultant shall not begin on-site work until approval is received from the district. Consultant shall reschedule the on-site work if requested by the district.

Oregon Department of Transportation
District 3

885 Airport Road SE, Building P
Salem OR 97301
District Manager – Cole Mullis
Assistant District Manager – Tim Swift
503-986-2900

- f. **State Owned Assets.** All State-owned assets, if any, in Consultant's possession must be promptly returned to Agency when the Services are complete, when the WOC is terminated, or when requested by Agency, whichever occurs first.
- g. **Legal Services and Fees.** If Consultant uses legal services to support the Consultant's performance of any Services under this WOC, that is a decision within the Consultant's discretion; however, no charges for Consultant legal counsel or for legal services shall be charged to Agency as a subconsultant cost or other cost and any such costs or charges shall be paid for by the Consultant at the Consultant's sole expense and at no cost to the Agency.
- h. **General Requirements for Project Management.** A Project Management Team ("PMT"), composed of a City Project Manager, City Planning Manager, Agency Project Manager ("APM"), and Consultant, will provide overall guidance for the Project and may invite others to participate. The PMT will meet during performance of individual tasks to coordinate logistics of the Project and provide guidance and direction to Consultant for development of Project deliverables.
- i. **General Requirements for Written and Graphic Deliverables.** Written (text) and graphic deliverables must be provided in electronic format. All documents must be written concisely, in plain language and use an easily understood format. Where possible, Consultant shall present information in tabular or graphic format, with a simple and concise accompanying narrative.

All written deliverables, including outreach materials and technical memoranda, must be digitally accessible as described in State and Federal standards. Written deliverables must be accessible in source software (e.g., Microsoft PowerPoint) as well as in pdf formats, and must pass built-in accessibility reviews, including any manual check items like color contrast and reading order as outlined in [Section 508](#).

Consultant shall write materials intended for the public, such as meeting presentations, at no higher than a high school grade level using the Flesch–Kincaid Grade Level Formula.

Electronic versions of written (text) deliverables must be in Microsoft Word. Written deliverables must include the Project name, a title that refers to the contract deliverable, draft number, subtask number, and date of preparation.

Graphic deliverables must be in software compatible with AutoCAD, SketchUp, Adobe Illustrator, or ESRI compatible Geographic Information System ("GIS") software, as appropriate to the deliverable. All graphic deliverables must include a legend and the date of preparation. Electronic versions of base and plan maps must be in color and display-sized maps must be printed in color when important to public comprehension. Color deliverables must be readable when reproduced in black and white. Consultant shall provide GIS deliverables with data sets or updated data sets to City and APM.

Consultant shall provide a draft of written and graphic deliverables to City and APM in electronic format at least 10 business days prior to broader distribution. Consultant's draft deliverables must be substantially complete and any changes or revisions needed to address comments are

expected to be minor. City Project Manager shall and APM will review the deliverables and submit comments to Consultant within 10 business days from the date a deliverable is received.

- j. **General Requirements for Final Deliverables.** Consultant shall prepare final, adoption ready plans and amendments to plans as final policy statements of the local government and must not include language such as “it is recommended...” or “City should...” Consultant shall prepare new and amended code language as final, adoption ready regulatory statements of City. Final plan, plan amendments, code, and code amendments must include all necessary amendments or deletions to existing City plans or code to avoid conflicts and enable full integration of proposed plan with existing City documents.

Final plans and amendments must not include names and logos of Consultant, ODOT, or Oregon Department of Land Conservation and Development or Project codes. These items are only allowed on the acknowledgement page.

C. REVIEW, COMMENT and SCHEDULE OVERVIEW

- Consultant shall coordinate with Agency staff as necessary and shall revise draft deliverables to incorporate Agency draft review comments.
- Consultant shall return the revised deliverables to Agency staff, with Agency comments incorporated, within 10 business days of Consultant’s receipt of Agency’s comments, unless a different timeframe is specified for specific tasks or otherwise agreed to in writing by Agency.

D. FORMAT REQUIREMENTS

- Consultant shall submit draft deliverables in electronic format via email (and hard copy if requested).
- Consultant shall also submit all graphic files accompanying reports separately in .jpg or .tif formats unless specified differently by Agency.
- Each draft and final text-based or spreadsheet-based deliverable shall be provided in MS Office file formats (i.e., MS Word, Excel, etc.) and must be fully compatible with version used by Agency.
- Additional format requirements may be listed with specific tasks/deliverables in the SOW or in the PA.

E. TASKS, DELIVERABLES and SCHEDULE

Unless the WOC is terminated or suspended, Consultant shall complete all tasks and provide all deliverables (collectively, the “Services”) included in this WOC and in accordance with the performance requirements and delivery schedules included in this WOC, with schedule adjustments as may be scoped in Task 1.3. For purposes of standardization, the task numbering in this SOW may be non-sequential. Unless otherwise stated in a task, Consultant shall submit all draft, revised, and final deliverables via the Project Management Website. The delivery schedule is listed under each task.

Task 1: Project Management

1.1 Project Oversight and Progress Reports

Consultant shall provide Project oversight activities for the duration of the Project that include, but are not limited to, the following:

- Program services, coordinate, and supervise Consultant's staff;
- Prepare and monitor Consultant's work plans, budgets, and schedule;
- Establish and monitor sub-consultant contracts;
- Prepare, host, and maintain an internal, non-public Project Management Website ("PM Website") for the Project using Microsoft SharePoint that include communication, Project roster, schedule, online discussion topics, and deliverables.
- All final deliverables must be posted to the PM Website for distribution to the PMT;
- Maintain the Project file to include computations, assumptions, meeting minutes, working drawings, correspondence, and memoranda;
- Establish the PMT based on direction from APM and City;
- Coordinate Project document production and quality control measures.

Consultant shall prepare and submit to APM and ACA monthly invoices and progress reports that meet the requirements referenced in the Price Agreement, Exhibit B, Part 1, Section C. In addition to the requirements in Exhibit B, progress reports must detail the Services performed during the billing period, including the individual performing the Services, as well as the hours and rates being reported for each task.

Consultant Deliverables and Schedule:

- Consultant shall ensure PM Website is available within 10 business days of APM issuance of Notice to Proceed ("NTP").
- Consultant shall submit progress reports and invoices to APM and ACA each month.

1.2 PMT Meetings

Consultant shall establish a schedule for the PMT to meet to discuss the Project.

Consultant shall arrange and conduct up to 24 PMT meetings throughout the Project to discuss expectations for upcoming deliverables and meetings.

PMT meetings will be held virtually (using a platform such as Teams or Zoom) and must not exceed 1 hour per meeting. The dates and times of scheduled virtual meetings will be determined by the PMT at the first PMT meeting (the "Kick-Off Meeting") and will be included in the refined Project schedule.

Consultant shall provide a link to access the virtual meeting, and provide dates, times, and other meeting access information to the PMT members with each meeting agenda. Consultant shall provide a written agenda to the PMT prior to each meeting.

At APM discretion, PMT meetings may be held in-person when they coincide with travel to City for community engagement or other meetings or if PMT agrees it is necessary to discuss or resolve issues of concern. City will arrange physical meeting space and check that technology is operational at the meeting space.

Consultant shall submit meeting summary notes to APM and City Contract Project Manager ("CCPM") after each meeting.

Consultant shall arrange and conduct 1 virtual Project Kick-Off Meeting, which must not exceed 2 hours in length. Specific items to discuss at the Project Kick-Off Meeting include, but are not limited to:

- Project Website;
- PMT meeting management, format, and schedule;
- Project Advisory Committees (“PAC”) Roster. Consultant may use the City’s Transportation Advisory Committee roster to assist in the development of the PAC;
- Draft Project Schedule;
- TSP outline; and
- Community engagement plan.

Consultant Deliverables and Schedule:

- Consultant shall distribute agenda to APM and CCPM at least 2 business days prior to each PMT meeting
- Consultant shall submit meeting summary notes and action items to APM and CCPM within 10 business days after each meeting.

1.3 Project Schedule

Consultant, with input from PMT, shall develop a schedule that includes critical path dates, deliverables, and due dates within the timeframes set forth in this Contract (the “Project Schedule”).

Consultant shall distribute the draft Project Schedule to APM and CCPM for review and comment. APM, in consultation with CCPM, will provide consolidated comments to Consultant. Consultant shall address City and Agency comments in a revised draft of the Project Schedule and deliver the final Project Schedule to CCPM and APM.

Consultant shall update the Project Schedule up to 2 times, as directed by APM, in consultation with CCPM, for any schedule changes to the timeframes identified within this Contract or resulting from an amendment to this Contract.

Consultant Deliverables and Schedule:

- Consultant shall submit draft Project Schedule to APM and CCPM within 10 business days of NTP.
- Consultant shall submit final Project Schedule to APM and CCPM within 10 business days of receiving PMT comments.
- At the discretion of APM, Consultant shall revise the Project Schedule up to 2 times and send to CCPM and APM within 10 business days of APM decision.

Task 2: Community Engagement

2.1 Community Engagement Plan

City will prepare a draft and final Community Engagement Plan detailing goals and strategies to involve the community throughout the Project, centering the voices of underserved populations consistent with OAR 660-012-0130.

To coordinate engagement activities throughout the Project, Consultant shall coordinate efforts before and during engagement periods to discuss event planning, promotion details, and materials needs. Community engagement strategies may include interviews, working groups, intercept surveys, focus groups, public open houses/workshops, online engagement, Project articles, factsheets, postcards, social

media graphics and copy, lawn signs, and press releases and other means to engage the public throughout the process. Such efforts must include interpretation and translation as needed to ensure participation.

The review process to develop the Community Engagement Plan is as follows:

- CCPM will submit draft Community Engagement Plan to APM and Consultant for review and comment.
- Consultant shall review draft Community Engagement Plan and provide comments based on best practices and experience with similar communities.
- PMT will submit 1 set of consolidated comments to APM and CCPM.
- During Consultant review, Consultant shall create a draft Engagement Schedule Gantt chart to highlight critical path and Project management milestones.
- CCPM will prepare a final Community Engagement Plan and review Gantt chart based on feedback received and submit to PMT
- Consultant shall complete final Gantt chart based on feedback received.
- CCPM will incorporate final Gantt chart into final Community Engagement Plan.

Consultant Deliverables and Schedule:

- Consultant shall submit comments on draft Community Engagement Plan to APM and CCPM within 10 business days of receipt.
- Consultant shall create a draft Engagement Schedule Gantt chart and send to APM and CCPM within 10 business days of receipt of draft Community Engagement Plan.
- Consultant shall submit final Gantt Chart to APM and CCPM within 5 business days of PMT acceptance.

2.2 Project Website

Consultant shall provide content for a public-facing Project Website throughout the Project. City will create and maintain the Project Website including, but not limited to: development, registration, hosting, gathering, and monitoring of content, and controls.

Consultant shall update the Project Website before and after public meetings and at the end of each task (when APM accepts final deliverable). Any interactive features used for community engagement must not require user registration.

Consultant Deliverables and Schedule:

- Consultant shall provide updated content for Project Website to APM and CCPM 5 business days before each public meeting (in Word with PDF attachments of Project documents and Project promotion flyers etc.).
- Consultant shall provide updated content to APM and CCPM 5 business days after public meetings and 5 business days after PMT acceptance of each Technical Memorandum.

2.3 Technical Memorandum #1: Community Profile & Major Equity Analysis, and Title VI Report

Consultant shall prepare draft Technical Memorandum #1: Demographic Profile & Major Equity Analysis ("TM #1"), using data and tools from the Rouge Valley Metropolitan Planning Organization ("RVMPO") and the Department of Land Conservation and Development ("DLCD").

To inform development of draft TM #1, Consultant shall request from City any analysis and data relating to population and demographics and the history of relevant policies and community outcomes. To inform the development of the Title VI and Equitable Outcomes Report, City will provide Consultant with a summary of community engagement activities, engagement of underserved populations, and analysis of feedback received and its relationship to equitable outcomes.

Consultant shall submit draft TM #1 to PMT, Agency's Transportation and Planning Analysis Unit ("TPAU"), and Agency Region Traffic for review and comment. CCPM will submit 1 set of consolidated comments to Consultant following review of draft TM #1.

Consultant shall revise draft TM #1 based on feedback from PMT and submit revised TM #1 to PMT. Consultant shall submit final TM #1 as described under Task 8.2, and must include a Report on Equitable Outcomes and a Title VI Report.

TM #1 must meet the requirements outlined in OAR 660-012-0135 and must tell the story of who is living, working, and doing business in the community in and around City, and what growth or changes are projected into the future.

TM #1 must include, but is not limited to, the following elements:

Community Profile

- a. Summary of current population locations and characteristics;
- b. Summary of historic and projected population growth patterns;
- c. Identification of geographic areas significantly disproportionate concentrations of underserved and transportation-disadvantaged populations;
- d. Identification of existing activity centers and key destinations as defined in OAR 660-012-0360 and the types of trips associated with those locations.

Equity Analysis

- a. Documentation and assessment of current and past land use, transportation, and housing policies and racism in these development areas that have harmed or are likely to harm underserved populations;
- b. Documentation and assessment of climate change effects that have harmed or are likely to harm underserved populations, using [Agency's FACS-STIP web mapping tool](#);
- c. Documentation and assessment of how intersectional discrimination may have compounded disadvantages related to the transportation system.

Title VI and Equitable Outcomes Report

- a. Summary of all community engagement activities conducted as part of the Project such as PAC meetings and other City standing meetings, public meetings and open houses, small group meetings or briefings, partner databases or email lists, comment log summaries covering key issues, and Project webpage analytics;
- b. Summary of how members of underserved populations were engaged as part of the Project in the development of community outcomes or performance measures;
- c. Analysis of qualitative and quantitative information collected as part of the Project, including lived experience, from the community on how the proposed change benefits or burdens underserved populations;
- d. Summary of key transportation improvements needed to achieve an equitable transportation system and summary of unresolved issues;

- e. Review of transportation performance measures, including those required in OAR 660-012-0905, for progress toward key community outcomes;
- f. Summary of how preferred transportation solutions identified as part of the Project work toward key community outcomes;
- g. Summary of strategies implemented over the course of the Project and in its identified solutions to create greater equity or minimize negative consequences;
- h. Summary of how the Project considered current or historic transportation investments within the planning area that have impacted historically underserved populations; and
- i. Analysis of the changes and transportation solutions identified in the Project may impact underserved populations and may align with desired key community outcomes and performance measures under OAR 660-012-0905.

Consultant Deliverables and Schedule:

- Consultant shall submit draft TM #1 the APM and CCPM within 12 weeks of receiving NTP.
- Consultant shall submit draft TM #1 to PAC for review within 10 business days of receiving APM and CCPM comments.
- Consultant shall submit revised TM #1 to APM and CCPM within 10 business days of receiving comments from PAC on draft version.
- Consultant shall submit final TM #1 to APM and CCPM as described in Task 8.2.

2.4 Project Advisory Committee Meetings

Consultant, in consultation with PMT, shall prepare a draft and final PAC Strategy to document the roles City's existing advisory committees will play in the TSP Update preparation process.

Building on the Community Engagement Plan (Task 2.1), the PAC Strategy must define how the PAC groups will include representation from:

- City Council
- City Emergency Manager
- Economic development and local businesses
- City and County technical staff
- County public health department
- Regional governments
- State agencies, including Agency and DLCD
- School district
- Public safety and emergency service providers
- Public transportation (Rogue Valley Transportation District)
- Airport, freight, rail, and other multimodal transportation
- Underserved populations
- Federally recognized tribes
- Community leaders and community-based organizations

Consultant shall facilitate 5 meetings (not to exceed 2 hours per meeting) with the PAC and other advisory groups over the course of the Project. Up to 2 Consultant staff shall attend each PAC meeting. CCPM, in coordination with APM, will arrange and CPM shall facilitate PAC meetings or agenda items as needed, either in-person or virtually. City will arrange physical meeting space and check that technology is operational at the meeting space.

Consultant shall provide PMT with agenda items for each PAC meeting. Consultant shall provide PMT with meeting minutes for each PAC meeting agenda items that summarize key issues discussed and any implications for Project schedule or deliverables. Consultant shall post PAC agendas and meeting minutes to PM Website following each meeting.

Consultant Deliverables and Schedule:

- Consultant shall submit draft PAC Strategy to APM and CCPM within 12 weeks of receiving NTP.
- Consultant shall submit final PAC Strategy to APM and CCPM within 5 business days of receiving comments on the draft PAC Strategy.
- Consultant shall submit agenda, materials, and notes to APM and CCPM 5 business days before each PAC meeting.
- Consultant shall submit meeting minutes to PMT within 5 business days following each PAC meeting.
- Consultant shall post PAC agendas and meeting minutes to PM Website within 10 business days after each PAC meeting.

2.5 Interested Parties Database and Comment Log

City will develop and maintain an Interested Parties Database. City will expand and update this database throughout Project to include new interested parties as they become engaged in the Project. City will develop and maintain a log of public comments, questions, and concerns received throughout the Project ("Comment Log").

Consultant Deliverables

- Consultant shall incorporate the Comment Log into the final TM #1 (delivered as described under Task 8.2).

2.6 Public Engagement Meetings

City will arrange and conduct, with Consultant support, up to 3 Public Engagement Meetings to present Project elements and alternatives and receive community input. These meetings may take place as stand-alone events, be held in conjunction with meetings of community organizations or partner agencies or take the form of focus groups. Meetings may include both in-person and virtual events as directed by the Community Engagement Plan (Task 2.1).

Consultant shall attend up to 2 in-person Public Engagement Meetings with 2 Consultant staff. Consultant shall prepare presentation materials at the direction of APM and as specified in the Community Engagement Plan.

City will promote Public Engagement Meetings using existing City resources and networks.

Consultant shall develop and prepare event materials in English and Spanish for up to 3 Public Engagement Meetings. At a minimum, event materials must include a physical sign-in sheet, and up to 3 24x36" posters.

City will secure physical locations for in-person meetings, and coordinate virtual meeting logistics. For online or virtual events, City will provide access to graphical materials, presentations, and tools for providing input and feedback and for asking questions in real time.

Consultant shall prepare up to 3 event summaries (2 pages each) for use in the development of final TM #1 (developed under Task 2.3, and the final submitted as described under Task 8.2).

Consultant Deliverables and Schedule:

- Consultant shall submit Public Engagement presentation materials to APM and CCPM within 28 business days before each Public Engagement Meeting.
- Consultant shall submit Public Engagement event materials to APM and CCPM for review at least 28 business days before each Public Engagement Meeting.
- Consultant shall submit final Public Engagement event materials to APM and CCPM at least 5 business days before each Public Engagement Meeting.

2.7 Targeted Engagement Activities

City will develop and lead engagement activities that provide focused opportunities to elicit meaningful input and participation from underserved or transportation-disadvantaged communities. These activities may include, but are not limited to, interviews, focus groups, intercept surveys, budgeting and Project prioritization activities, presentations at community group meetings, and workshops. Consultant shall summarize survey results as a part of the key takeaways. Engagement activities may take place in person or online as directed by the Community Engagement Plan. Consultant shall provide up to 2 sets of materials (in English and Spanish) for City's use in these engagement activities as specified in the Community Engagement Plan (Task 2.1).

City will conduct in-person events in locations that are accessible to people with disabilities. For online or virtual events, City will provide access to graphical materials, presentations, and tools for providing input and feedback and for asking questions in real time. City will provide translation and interpretation services as needed. Consultant shall submit photos, key takeaways, and survey results from up to 3 events. City will summarize input received during targeted engagement activities and provide summary to PMT. Up to 2 Consultant staff shall attend up to 4 events (attendance not to exceed 2 hours per event).

Consultant Deliverables and Schedule:

- Consultant shall submit up to 2 sets of draft supporting materials for targeted engagement to PMT 28 business days before each targeted engagement event.
- Consultant shall submit photos, key takeaways, and survey results from up to 3 events to PMT within 10 business days of each targeted engagement activity.
- Consultant shall post final supporting materials for targeted engagement to PM Website within 5 business days before each targeted engagement activity.

Task C.2.8 Additional Advisory Meetings [CONTINGENCY – See Section F]

If needed to implement the Community Engagement Plan, Consultant shall undertake the following task upon APM issuance of Contingency NTP. Consultant shall facilitate up to 4 additional advisory meetings with Planning Commission, City Council, and other bodies at APM discretion. Up to 2 Consultant staff shall attend each meeting. Consultant shall develop up to 4 meeting agendas (that include action items) and take meeting notes. Schedule of additional meetings will be determined by APM in consultation with CCPM.

Consultant Deliverables and Schedule:

- Consultant shall submit an agenda to APM and CCPM within 10 business days before each additional advisory meeting.
- Consultant shall submit meeting notes to APM and CCPM within 10 business days after each additional advisory meeting.

Task C.2.9 Additional Public Engagement Meetings [CONTINGENCY – See Section F]

If needed to implement the Community Engagement Plan, Consultant shall undertake the following task upon APM issuance of Contingency NTP. Consultant shall conduct, with scheduling support from City, up to 4 additional Public Engagement Meetings (not to exceed 2 hours each) to present Project elements and alternatives and receive community input. For each meeting, Consultant shall prepare event materials (in English and Spanish), including a sign-up sheet and up to 3 display boards), and a meeting summary. Consultant may re-use previous event materials developed for the Community Engagement Plan (Task 2.1), at the discretion of APM, with consultation from CCPM. Up to 2 Consultant staff shall attend each additional meeting. At APM discretion, in consultation with CCPM, these meetings may take place as stand-alone events, be held in conjunction with meetings of community organizations or partner agencies or take the form of focus groups. Meetings may be held as both in-person and virtual events (at APM discretion). City will promote Public Engagement Meetings using existing City resources and networks. City will arrange physical meeting space and check that technology is operational at the meeting space.

Consultant shall prepare up to 4 event summaries (2 pages per summary) for use in the development of TM #1 (delivered under Task 9). Event summaries will not be submitted under this task.

Consultant Deliverables and Schedule:

- Consultant shall submit event materials for up to 4 events to PMT within 21 business days before each additional engagement meeting.
- Consultant shall finalize event materials and submit to PMT within 5 business days of each additional public engagement meeting.
- Consultant shall submit meeting summaries delivered as described under Task 8.2.

Task C.2.10 Additional Targeted Engagement Activities [CONTINGENCY – See Section F]

If needed to implement the Community Engagement Plan, Consultant shall undertake the following task upon APM issuance of Contingency NTP. Consultant shall develop and lead up to 2 additional targeted engagement activities (not to exceed 2 hours each) that provide focused opportunities to elicit meaningful input and participation from underserved or transportation-disadvantaged communities. Up to 2 Consultant staff shall attend each meeting. Consultant shall develop materials to support targeted engagement activities. Targeted engagement activities may include but are not limited to, interviews, focus groups, intercept surveys, budgeting and project prioritization activities, presentations at community group meetings, and workshops. Engagement activities may take place in person or online, at APM discretion.

City will arrange in-person meetings in locations that are accessible to people with disabilities and check that technology is operational at the meeting space. Online or virtual events must provide access to graphical materials, presentations, and tools for providing input and feedback and for asking questions in real time. City will arrange for translation and interpretation services as needed.

Consultant shall prepare up to 3 summaries of targeted engagement activities (2 pages each) for use in the development of final TM #1 (developed under Task 2.3, and the final submitted under Task 8.2).

Consultant Deliverables and Schedule:

- Consultant shall prepare up to 2 sets of supporting materials for targeted engagement activities and submit to PMT 21 business days before each targeted engagement activity.
- Consultant shall summarize input from targeted engagement activities and submit to PMT within 10 business days after each targeted engagement activity.

Task 3: Policy and Planning Framework

Consultant shall assess existing plans, policies, standards, rules, regulations, and other applicable documents as they pertain to development of an updated TSP and develop for the Updated TSP a vision, goals, objectives, and evaluation criteria for use later in setting policy, selecting preferred alternatives, project prioritization and decision-making. Consultant shall rely on City-provided GIS data sets, which have incorporated the Agency multimodal inventory data.

3.1 Background Information

Consultant shall submit a Data Review Memorandum to City to initiate background information collection. City and Agency will provide the most current version of the existing plans, policies, standards, rules, regulations, and other documents pertinent to the Updated TSP in electronic format, as available. Consultant shall review and address relevant background information identified in the State and Local Plan Review Checklists in Agency's TSP Guidelines. Consultant's review of documents and data sources include, but are not limited to the following, as applicable:

Statewide Regulatory and Plan Documents

Oregon Administrative Rules ("OAR") chapter 660, divisions 12 and 44, and chapter 734, division 51

- Oregon Transportation Plan Facility Plans and Highway Context Table (2023)
- Oregon Highway Plan (1999, last amended 2022)
- Oregon Freight Plan (2011, last amended 2023)
- Oregon Public Transportation Plan (2018)
- Oregon Bicycle and Pedestrian Plan (2016)
- Oregon Transportation Safety Action Plan (2021)
- Oregon Transportation Safety Action Plan Implementation Work Program (2023)
- Statewide Planning Goals
- State law on Reduction in Vehicle-Carrying Capacity (Oregon Revised Statutes ("ORS") 366.215)
- Agency funding projections
- Statewide Transportation Improvement Program ("STIP")
- Agency Highway Design Manual (2023)
- Agency TSP Guidelines (2018 and as amended)
- Agency Analysis Procedures Manual (2022 and as amended)
- State law on Reduction in Vehicle-Carrying Capacity (ORS 366.215)
- Oregon's Climate Resilience Plan & associated risk maps (FACS-STIP)
- Oregon National Electric Vehicle Infrastructure plan
- TGM Neighborhood Studies

City Regulatory and Plan Documents

- Transportation System Plan

- Comprehensive Plan
- Land Use Development Code and Revised Code, including parking and Electric Vehicle (“EV”) charging standards
- Housing Production Strategy
- Buildable Lands Inventory or Housing Needs/ Capacity Analysis, as applicable
- Economic Opportunities Analysis and Development Strategy Report
- UGB Expansion Area Analysis, as applicable
- City-level performance measures and targets associated with Statewide Transportation Strategy (“STS”) path developed to meet the Metropolitan Greenhouse Gas Reduction Targets (OAR 660-044), as applicable.
- Current and past budget for transportation
- Current and historic funding sources
- Parking studies, as applicable
- Parks, trails, or recreational plans, as applicable
- Community engagement summaries and documentation from prior planning efforts
- Climate-friendly area studies, Multimodal Transportation Gap Summaries and any Highway Impact Summaries
- Public works engineering standards and other technical guidance resources
- Capital improvement plans and public facilities plans.
- Downtown, Area and Corridor Plans, as applicable
- Area public transportation plans and Transit Development Plans, as applicable
- Other applicable local plans

Regional Regulatory and Plan Documents

- Jackson County Comprehensive Land Use Plan
- Jackson County Transportation System Plan
- Jackson County Seismic Lifeline Evaluation Report
- RVMPO Regional Transportation Plan
- Other MPO plans, as applicable
- Most recent major report as defined in OAR 660-012-0900(7), documenting Regional Preferred Scenario or STS path that meets applicable Metropolitan Greenhouse Gas Reduction targets (OAR chapter 660, division 44) and associated city performance targets.
- Public engagement summaries and documentation from prior planning efforts
- City of Talent Transportation System Plan
- Transit development plans and capital investment plans
- Any City or region-set climate action plans, climate ordinances, or climate targets.

Data

- City and Agency GIS layers
- Agency Multimodal Inventory data
- Any vehicle, pedestrian, and bicycle counts for streets, highways, and intersections in the Project Area
- Previously created Synchro files or other traffic operations and signal timing data
- Any data on the availability of buildable land within the Project Area

- Expenditures for roadway, pedestrian, bicycle, and transit improvements in the Project Area over the past 5 to 10 years, by City, County, transit providers, and Agency
- Inventory data not in GIS layers as needed for draft Technical Memorandum #5 (developed under Task 5.1)
- Demographic data related to underserved populations
- Urban growth boundary expansion area staff report and associated materials, as applicable
- Electronic aerial photos, as needed.
- Transit ridership and service data for service providers in the Project Area, as available.
- Population and employment projections (from State University Population Resource Center and Oregon Economic Department)

City will coordinate Project with other related planning efforts by identifying those related efforts and providing Consultant with contact information for staff managing those related efforts.

Consultant Deliverables and Schedule:

- Consultant shall submit Data Review Memorandum to City no later than 5 business days after Project Kick-Off Meeting.

3.2 Technical Memorandum #2: Plans, Policy, and Code Review Memorandum

Consultant shall prepare Technical Memorandum #2: Plans, Policy, and Code Review ("TM #2") reviewing the City's plan, policy, and code documents. Consultant shall identify conflicts, changed conditions and data gaps, and Comprehensive Plan and implementing regulations needed to comply with State plans, policies, and regulations.

Consultant shall identify other local and regional plans and policies that are relevant to the TSP Update, including reports developed through the state-led greenhouse gas reduction target-setting process and the area Housing Needs or Capacity Analysis and any Housing Production Strategy, as they relate to and inform the Project.

TM #2 must include a summary of information and community feedback gathered during public engagement efforts for recent related planning efforts. Consultant shall use template materials as provided on the TSP Guidelines website as applicable.

TM #2 is intended to guide later decisions regarding selection of preferred alternatives and necessary amendments to pertinent document and regulations. TM #2 must review and summarize the applicability to the Project of the background documents identified in Task 3.1.

Consultant shall submit draft TM #2 to PMT and TPAU for review and comment; CCPM will submit 1 set of consolidated comments to Consultant upon review of draft memorandum. Consultant shall revise draft TM #2 based on feedback and submit to PMT. Consultant shall distribute the revised TM #2 to PAC for review and feedback to take place during the relevant PAC Meeting (the meeting will be mutually agreed upon by APM, CCPM and Consultant). City will review PAC comments and provide consolidated, non-conflicting PAC comments to Consultant for inclusion in final TM #2. Consultant shall prepare final TM #2 incorporating City-approved PAC comments and submit to PMT following the relevant PAC Meeting.

Consultant Deliverables and Schedule:

- Consultant shall submit draft TM #2 to PMT and TPAU within 12 weeks of Agency issuance of NTP.
- Consultant shall submit revised TM #2 to PMT within 10 business days of receipt of APM, CCPM and TPAU comments on draft.
- Consultant shall provide revised TM #2 to PAC at least 5 business days prior to the relevant PAC Meeting.
- Consultant shall submit final TM #2 to PMT within 10 business days of receipt of PAC comments.

3.3 Technical Memorandum #3: Goals, Objectives, and Criteria Memorandum

Consultant shall prepare Technical Memorandum #3: Goals, Objectives, and Criteria ("TM #3") to establish the updated TSP vision, goals, objectives, and evaluation criteria for use later in setting policy, selecting preferred alternatives, project prioritization and decision-making. The goals, objectives, and evaluation criteria must be structured in a way that informs relevant, strategic, actionable policies in support of Statewide Planning Goal 12, "to provide and encourage a safe, convenient, and economical transportation system." Consultant shall consider how the land use and transportation performance measures and targets as provided in OAR 660-012-0905 and -0910, performance standards as provided in OAR 660-012-0215, and project prioritization factors as provided in OAR 660-012-0155 can work together to support the community's vision and strengthen TSP outcomes.

A. Vision, Goals and Objectives

Consultant shall develop TM #3 in close coordination with PMT. City will organize and prepare materials for 1 Stakeholder Workshop (not to exceed 2 hours and held in-person and timed with another site visit) with City staff, APM, and other key technical stakeholders to discuss vision, goals, prioritization criteria, and standards options. Up to 2 Consultant staff shall advise City on the agenda during PMT meetings, attend the workshop, and participate in discussion.

Consultant shall develop goals based on transportation policies in the City's existing TSP and other elements of the Comprehensive Plan, the Community Profile (developed in Task 2.4), community engagement activities, and other relevant adopted plans.

B. Project Prioritization Criteria

Consultant shall develop a framework to prioritize modal element projects consistent with OAR 660-012-0130, 0155, and 0170 and addressing the "Shall" methods from the TSP Guidelines. The project prioritization framework must be based on the goals and objectives developed in Task 3.3.A and must consider the following for modal list prioritization, along with specific factors outlined in 660-012-0505, 660-012-0605, 660-012-0705 and 660-012-0805:

- i. Meeting greenhouse gas reduction targets including: (A) Reducing per-capita vehicle miles traveled to meet applicable Metropolitan Greenhouse Gas Reduction Targets provided in OAR 660-044-0020 or OAR 660-044-0025; (B) Supporting compact, pedestrian-friendly patterns of development in urban areas, particularly in climate-friendly areas; (C) Reducing single-occupant vehicle travel as a share of overall travel; and (D) Meeting locally adopted performance targets set as provided in OAR 660-012-0910;
- ii. Improving equitable outcomes for underserved populations identified in OAR 660-012-0125;
- iii. Improving safety, particularly reducing or eliminating fatalities and serious injuries;
- iv. Improving access for people with disabilities;

- v. Improving access to key destinations as provided in OAR 660-012-0360;
- vi. Completing the multimodal transportation network;
- vii. Supporting the local, regional, and state economies; and
- viii. Other factors determined by the community.

C. Performance Standards

Consultant shall develop a framework of up to 4 performance standards to evaluate the performance of programs and projects identified in the planned modal systems in later tasks, as provided in OAR 660-012-0215, which requires how performance standards will be measured and calculated, what thresholds will be used, and findings for how these performance standards relate to the OAR 660-012-0905 performance measures. These performance standards are critical in helping City understand how to evaluate transportation investments in the years following the adoption of the Updated TSP and in identifying transportation solutions for subsequent TSP updates. Performance standards must support City's achievement of applicable metropolitan greenhouse gas reduction targets established in a land use and transportation scenario plan or land use and transportation performance measures as provided in OAR 660-012-0900.

At least 1 performance standard must be adopted that supports increasing transportation options and avoiding principal reliance on the automobile. The transportation performance standards must evaluate at least 2 of the following objectives for the transportation system, for any or all modes of transportation:

- Reducing climate pollution
- Equity
- Safety
- Network connectivity
- Accessibility
- Efficiency
- Reliability
- Mobility

D. Land Use and Transportation Performance Measures and Targets

Consultant shall document performance targets established as provided in OAR 660-012-0910 for each performance measure in OAR 660-044-0110 and OAR 660-012-0905, as well as any for locally determined performance measures identified during the processes outlined in Division 44. Performance targets for the performance measures provided in OAR 660-044-0110 and in OAR 660-012-0905 will be developed via a separate planning process.¹ Local performance targets will be established at levels that are reasonably likely to achieve the regional performance targets from an approved land use and transportation scenario plan as provided in OAR 660-044-0110 or the regional performance targets from the Statewide Transportation Strategy as adopted by the Oregon Transportation Commission ("OTC"). Performance targets must be adopted in the TSP update as provided in OAR 660-012-0910(3). The TSP, including its policies and project lists, must be designed to make progress towards the performance targets over the planning horizon.

¹ NOTE: As of 2026, the ODOT Climate office is working with jurisdictions in metropolitan areas to set performance targets and develop findings for major reports as provided in OAR 660-012-0900(7).

Calculating City's current performance in relation to these targets is not included in this scope of work as it will happen through the Agency Climate Office.

Consultant shall submit draft TM #3 to PMT, and TPAU, and for review and comment. CCPM will submit 1 set of consolidated comments to Consultant upon review of draft memorandum. Consultant shall revise draft TM #3 based on feedback and submit to PMT. Consultant shall distribute revised TM #3 to PAC for review and feedback to take place during the relevant PAC Meeting (to be mutually agreed upon by APM, CCPM, and Consultant). City will review PAC comments and provide consolidated, non-conflicting PAC comments to Consultant for inclusion in final TM#3. Consultant shall prepare final TM#3 incorporating City-approved PAC comments and submit to PMT following the relevant PAC Meeting.

Consultant Deliverables and Schedule:

- Consultant shall submit draft TM #3 to PMT and TPAU within 16 weeks of Agency issuance of NTP
- Consultant shall submit revised TM #3 to PMT within 10 business days of receipt of PMT, TPAU and Region Traffic comments on draft
- Consultant shall provide revised TM #3 to PAC at least 5 business days prior to the relevant PAC Meeting
- Consultant shall submit final TM #3 to PMT within 10 business days of receipt of PAC comments

Task 4: Analytical Methods

4.1 Technical Memorandum #4: Analysis Methods and Assumptions Memorandum

Consultant shall develop Technical Memorandum #4: Analysis Methods and Assumptions ("TM #4") in coordination with Agency's TPAU, Region Planning, and Region Traffic sections. TM #4 must describe analytical procedures to evaluate existing conditions, future conditions, alternatives analysis, and Level of Traffic Stress ("LTS"). These procedures must be consistent with [Agency's Analysis Procedures Manual](#) or have clear documentation for the reasons for deviating from the methodology. Consultant shall obtain approval of proposed methodology from Agency's TPAU, Region Planning, and Region Traffic sections prior to beginning analysis.

Consultant shall provide an overview summary of the methodologies and assumptions for the current and future conditions and solutions for the following:

- i. Crash analysis
- ii. Vehicular operations analysis
- iii. List of performance standards and respective calculation methodologies to be used in the TSP
- iv. Regional travel model versions and assumptions
- v. Applicable traffic mobility targets for State and local facilities
- vi. Multimodal analysis, including LTS

Consultant shall coordinate with staff of City, Agency (including TPAU and Region Traffic), County, and RVMPO to determine reasonable growth assumptions for future traffic conditions, document the operational City and County standards for transportation facilities within the Project Area, and determine whether a Horizon Year Build scenario must be evaluated in the TSP update.

Consultant shall submit draft TM #4 to PMT, TPAU, Climate Office, Region Planning, Region Traffic, County, and RVMPO for review and comment. Consultant shall obtain approval of draft TM #4 from TPAU, County and City prior to beginning analysis of transportation conditions in the Project Area (under

Task 5.2). After approvals are obtained and review comments are resolved, Consultant shall provide revised TM #4 to PMT; CCPM will provide comments to Consultant following review of draft TM #4. Consultant shall update revised TM #4 based on PMT feedback and return to PMT for review. Consultant shall distribute the updated revised TM #4 to PAC for review and feedback to take place during the relevant PAC Meeting (to be mutually agreed upon by APM, CCPM and Consultant). City will review PAC comments and provide consolidated, non-conflicting PAC comments to Consultant for inclusion in final TM#4. Consultant shall prepare final TM #4 incorporating PAC comments and submit to PMT following the relevant PAC Meeting.

Consultant Deliverables and Schedule:

- Consultant shall submit draft TM #4 to PMT, TPAU, Climate Office, Region Planning, Region Traffic, County, RVMPO and APM within 16 weeks of Agency issuance of NTP
- Consultant shall submit revised TM #4 to PMT within 10 business days of resolving Agency, County and RVMPO comments on draft version
- Consultant shall submit updated revised TM #4 to PMT within 10 business days of receiving PMT comments on revised version
- Consultant shall submit updated revised TM #4 to PAC at least 5 business days prior to relevant PAC Meeting
- Consultant shall submit final TM #4 to PMT within 10 business days of receipt of PAC comments

Task 5: Existing Conditions and Needs Analysis

Consultant shall conduct an existing transportation system conditions analysis for the transportation system in the Project Area to determine existing conditions, deficiencies, and gaps. System inventories must be used to establish a baseline for comparison with future needs. The inventories must be based on geospatial data and augmented with visual and descriptive data, as available, and provided to Consultant by Agency, City, Agency's Multimodal Inventory, and through public and partner engagement. City will assist with inventorying facilities if required datasets are not available. Consultant shall provide inventory as layers in City's GIS database and as maps for Project.

5.1 Technical Memorandum #5: Transportation System Inventory Memorandum

Consultant shall prepare Technical Memorandum #5: System Inventory ("TM #5") using available datasets from City, Agency, and other public agencies, in addition to content reviewed during Policy and Planning Framework (under Task 3), to inventory and assess the existing conditions in the Project Area.

Inventory and analysis for the development of TM #5 must be consistent with final TM #4 (delivered under Task 4.1) and must contain the "Shall" elements from the TSP Guidelines Existing Needs Determination and be consistent with OAR 660-012-0150, -0325 Transportation Review in Climate Friendly Areas, and modal inventory requirements as provided in OAR 660-012-0505, -0605, -0705, and -0805. Analysis may also contain the "Should" elements from [the TSP Guidelines Existing Needs Determination](#) depending on local needs.

TM #5 must include the following:

A. Land Development and Natural Constraints

Consultant shall summarize the available lands inventory to identify existing, planned, and potential land uses, and environmental constraints. The inventory must be consistent with acknowledged comprehensive plans and based on data assembled by City and must include:

- i. Vacant and developable land;
- ii. Comprehensive plan designations and zoning, both existing and planned;
- iii. Climate-friendly areas and transportation system deficiencies or analysis needs identified in related Multimodal Transportation Gap Summaries and Highway Impact Summaries;
- iv. Housing growth allocations in climate-friendly areas, as provided in OAR 660-012-0340;
- v. Key destinations identified in Task 2.3 and other activity centers that are likely destinations for bicyclists and pedestrians, such as schools, parks, commercial centers, and neighborhood centers, as defined in OAR 660-012-0360;
- vi. Natural resources, natural hazards, and environmental barriers, and
- vii. Natural hazard assembly point/infrastructure locations.

B. Roadway System

Consultant shall update the roadway (streets and highways) inventory consistent with OAR 660-012-0800 and OAR 660-012-0805.

The inventory must also include, but is not limited to:

- i. Location and jurisdiction of publicly owned, operated, or supported streets;
- ii. Functional classification of each facility by jurisdiction, including State classification of highways as shown in the most recent adopted Oregon Highway Plan and National Highway System facilities;
- iii. Identification of primary uses (regional, local, pass-through, and freight traffic);
- iv. Identification of primary users of a facility, including whether users are primarily on foot, bicycle, transit, freight, or in personal vehicles;
- v. Land use context for each segment of a facility, including types of planned land uses surrounding the facility;
- vi. Locations of key destinations, as identified in Task 2.3;
- vii. Roadway characteristics according to functional classification, as follows:
 - a. Local streets: location;
 - b. Collectors: location, condition, and number of lanes (general-purpose and turn lanes);
 - c. Arterials: location, condition, number of lanes (general-purpose and turn lanes), and lane widths; and
 - d. Expressways and other limited-access highways: location, condition, number of lanes (general-purpose and turn lanes), lane widths, and locations and types of interchanges;
- viii. An overview of pricing strategies in use, including specific facility pricing, area or cordon pricing, and parking pricing;
- ix. Identification of pavement type and conditions;
- x. Location of all reported serious injuries and deaths of people related to vehicular crashes from the most recent 5 years of available data;
- xi. Intermodal connections and facilities for passenger travel;
- xii. Lane configurations and traffic control devices at study intersections (Consultant shall assemble);
- xiii. Signal locations and signal owners within study area (Consultant shall assemble based on City and Agency input);
- xiv. Posted speed limits;
- xv. Location and type of Intelligent Transportation System ("ITS") facilities;

- xvi. Locations, conditions, and ownership of bridges
- xvii. Additional safety-related information, including Safety Priority Index System locations and locations known to have off-ramp queuing.

C. Pedestrian System

Consultant shall update pedestrian system summary and inventory consistent with OAR 660-012-0500 and OAR 660-012-0505 and describe how the pedestrian system serves people walking, using mobility devices (such as wheelchairs, walkers, and canes) or other conveyances.

The pedestrian summary and inventory must include, but is not limited to:

- i. Location, width, type, and condition of all sidewalks, crosswalks, shared-use paths, trails, and other types of pedestrian facilities along all arterials and collectors within the plan area;
- ii. Location, width, type, and condition of all pedestrian facilities within climate-friendly areas or Metro Region 2040 centers, as applicable, and within ¼ mile of primary and secondary schools;
- iii. Crossing distances, type of crossing, closed crossings, curb ramps, and distance between crossings;
- iv. Assessment of pedestrian facility consistency with state, regional, and local design standards;
- v. Identification of crash risk factors on inventoried pedestrian facilities using data from the Agency Inventory and City, including speed, volume, separation, and roadway width;
- vi. Location of all reported injuries and deaths of people walking or using a mobility device from the most recent 5 years of available data;
- vii. Identification of key pedestrian destinations, including destinations identified in Task 2.3.
- viii. Pedestrian LTS consistent with Agency's Analysis Procedures Manual

D. Bicycle System

Consultant shall update bicycle system summary and inventory consistent with OAR 660-012-0600 and OAR 660-012-0605 and describe how the bicycle system serves people of all ages and abilities and a range of conveyances operating at a scale and speed like bicycles.

The bicycle summary and inventory must include, but is not limited to:

- i. Location, width, type, and condition of all bicycle lanes, routes, paths, and accessways, including pedestrian facilities that may be used by bicycles;
- ii. Location, width, type, and condition of all bicycle facilities within climate-friendly areas or Metro Region 2040 centers, as applicable, within ¼ mile of primary and secondary schools, and on bicycle boulevards;
- iii. Assessment of bicycle facility consistency with state, regional, and local standards;
- iv. Identification of crash risk factors on inventoried bicycle facilities, including speed, volume, separation, and roadway width;
- v. Location of all reported injuries and deaths of people on bicycles from the most recent 5 years of available data; and
- vi. Identification of key bicycle destinations, including destinations identified in Task 2.3.
- vii. Bicycle LTS for segments and intersections consistent with Agency's Analysis Procedures Manual

E. Rail Transportation

Consultant shall summarize rail system characteristics based on information available, including:

- i. Location of rail lines, terminals, yards, and other key support facilities;
- ii. Location and type of rail crossings;
- iii. Owners and operators of rail lines;
- iv. Type of service (passenger or freight) and type of freight carried, as applicable;
- v. Approximate number of daily trains and schedule of operations, as applicable;
- vi. Identification of track conditions and numerical Federal Railroad Administration standards to which they are maintained;
- vii. Train speeds;
- viii. Industries served and commodities handled; and
- ix. Potential for rail banking, trail use, or public use if rail line were abandoned.

F. Public Transportation System

Consultant shall update the public transportation system summary and inventory in coordination with public transportation providers and consistent with OAR 660-012-0700 and OAR 660-012-0705. The public transportation inventory must discuss local and regional connectivity between services and must identify on-demand and door-to-door transit services in the region, dial-a-ride, and paratransit service, including demand and accessibility.

The public transportation system summary and inventory must include, but is not limited to:

- i. Local and inter-community transit service providers, including intercity passenger rail;
- ii. Fixed-route and dial-a-ride service areas;
- iii. Locations of existing and planned fixed routes, major stations, transit hubs and major transfer points, and transit stops;
- iv. Service characteristics, such as service frequency and span, and special service characteristics, such as bus rapid transit, frequent transit, and priority transit corridors as provided in OAR 660-012-0710;
- v. Existing and planned intermodal and intercity bus and passenger rail terminals and park-and-ride stations;
- vi. Locations of transportation-disadvantaged and disabled populations;
- vii. Existing and planned transit-supportive facilities, including but not limited to dedicated rights-of-way, transit lanes, transit priority signals;
- viii. Designated priority and non-priority transit corridors as provided in OAR 660-012-0710, if applicable;
- ix. Identification of ADA accessibility to individual transit stops and services; and
- x. Identification of key public transportation destinations, including destinations identified in Task 2.3.

G. Transportation Options

Consultant shall identify existing TO programs, services, providers, and projects in the planning area in coordination with City, County, and public transportation service providers and consistent with OAR 660-012-0145. Inventory must include, but is not limited to, existing programs and services, policies, and transportation demand management programs, and TO needs of underserved populations.

H. Traffic Volumes

Consultant shall compile all volume data pertaining to the Project Area from existing City and Agency traffic counting sources, including relevant volume data available from Agency's [Traffic Counts website](#), under the following conditions:

Consultant shall ensure the following regarding the scheduling and conduct of traffic counts. These scheduling requirements may change if specifically requested by APM.

- a) Traffic counts must be taken Monday through Thursday.
- b) Traffic counts must not be conducted between November 15 and March 1 each year unless approved by APM.
- c) Traffic counts must not be conducted during the weeks of Spring Break, Memorial Day holiday, 4th of July holiday, Labor Day holiday, or Veteran's Day holiday.
- d) Rural traffic counts must be avoided during hunting season, which generally occurs during the month of October.
- e) Urban counts may be taken during the month of October.
- f) All traffic counts will be assigned through APM.
- g) All Automatic Traffic Recorder ("ATR") traffic counts must be conducted in the months of May, September or October (excluding rural traffic counts. See d. above) as set forth in the approved schedule. ATR requires contact with Transportation Systems Monitoring Unit to make sure ATR is functional and clock is accurate.

Traffic volumes must be collected at 18 intersections noted in Table 1 below. The volume counts must be collected for 4 hours in the morning peak (6-10 a.m.) and 4 hours in the afternoon peak (3-7 p.m.).

Any required turning movement counts must meet the following conditions:

- Consistent, standardized format for all traffic counts and electronic count delivery that can be directly loaded into the MS2 database system (Traffic Count Database System and Turning Movement Count modules) along with formatted PDF counts for technical appendices.
- All new traffic counts must be conducted within a single week for simplification of adjustment factors; counts along corridors must all be conducted in a single day for count verification purposes.
- Consistent 15-minute data increments throughout count period and for all user types with clearly labeled count periods.
- Electronic count files must include City, State, and street name fields.
- Counts must include a separate account of pedestrians, bicyclists, passenger vehicles, and heavy vehicles by 15-minute data increments.
- Single-file inclusion of all intersection approaches (including private driveways).
- Counts must all be recorded with video to verify the location and any data anomalies.
- Video content must include a location map showing camera angle, depicting which way camera is facing intersection.
- Counts must include notes on any observed anomalies encountered as part of the data collection efforts.
- Count delivery formats must accommodate counts between 1 hour and 16-hours in single tables.

Table 1: Intersection Locations

Location to Analyze	Location Requiring a New Count	Locations
1	1	OR 99 @ Valley View Rd
2	2	N. Main St (OR 99) Maple Street
3		N. Main St (OR 99) @ Wimer Street – Hersey Street
4	3	N. Main St (OR 99) @ Helman St
5	4	E. Main St (OR 99) @ Oak St
6	5	Siskiyou Blvd (OR 99) @ E Main St
7	6	Siskiyou Blvd (OR 99) @ S Mountain Ave
8		Siskiyou Blvd (OR 99) @ Ashland St (OR 66)
9	7	Siskiyou Blvd (OR 99) @ Walker St
10		Siskiyou Blvd (OR 99) @ Tolman Creek Rd
11	8	Nevada St @ Oak St
12	9	Hersey St @ Oak St
13	10	Lithia Way (OR 99 NB) @ Oak St.
14	11	Lithia Way (OR 99 NB) @ E Main St
15	12	E Main St @ Mountain Ave
16		Ashland St (OR 66) @ Tolman Creek Rd
17	13	Ashland St (OR 66) @ Washington St
18	14	Ashland St (OR 66) @ 1-5 SB ramp
19	15	Ashland St (OR 66) @ 1-5 NB ramp
20	16	Ashland St (OR 66) @ Oak Knoll – E Main Street
21	17	Valley View Rd @ I-5 SB ramp
22	18	Valley View Rd @ I-5 NB ramp

I. Truck Freight

Consultant shall inventory the freight system and major freight generators in the Project Area. Freight generators are businesses that ship or receive a significant amount of freight. The Freight Inventory is expected to be based on Chamber of Commerce and Oregon Employment Department data assembled by City and Agency and must include the following:

- i. Identification of Oregon Highway Plan Freight Routes and Reduction Review Routes;
- ii. Identification of National Highway System Freight Network Critical Urban and Rural Freight Corridors;
- iii. Identification of local and regional truck freight routes;
- iv. Truck freight connectors and intermodal facilities, and
- v. Freight bottlenecks identified in local, regional, and state plans.

The analysis may also include (where data is available):

- vi. Identification of truck freight average daily traffic volumes on roadways and intersections that experience significant truck traffic, including Agency and City facilities;
- vii. Identification of truck freight routes with weight, height, or other freight-related restrictions;
- viii. Location of at-grade crossings with other transportation modes, including major bicycle and pedestrian routes and key destinations;

- ix. General information and mapped locations of major freight generators and receivers;
- x. Comparison of freight facility locations to major destinations and areas with high concentrations of historically disadvantaged communities;
- xi. Major commodities shipped or received;
- xii. Connector roads connecting to intermodal facilities or to major freight generators; and,
- xiii. Truck-involved crash data on roadways and intersections that experience significant truck traffic.

J. Air Transportation

Consultant shall summarize and update data on the air transportation system, as available, including:

- i. Identification of public airports and services provided, including flight and passenger activity and any future expansion plans;
- ii. Airport protected surface area;
- iii. Multimodal ground transportation access;
- iv. Runway length/condition;
- v. Owners and operators of private use airports; and
- vi. Surrounding land uses and zoning.

K. Evacuation Routes

Consultant will document all designated emergency evacuation routes for all modes, emergency operations centers, and emergency shelters where data is available. Any notable barriers to evacuation response and access points to the major routes out of the City will also be identified. Previous evacuation analysis done for the City or County must be summarized here as well.

Consultant shall submit draft TM #5 to PMT, Agency Region Traffic, and TPAU for review and comment; CCPM will submit 1 set of consolidated comments to Consultant upon review of draft memorandum. Consultant shall revise TM#5 based on consolidated comments and submit to PMT for review and comments. Consultant shall provide the revised TM#5 to PAC for review and comment. City will review PAC comments and provide consolidated, non-conflicting list of PAC comments to Consultant for inclusion in final TM #5. Consultant shall prepare final TM #5 based on feedback received from PAC and submit to PMT.

Consultant Deliverables and Schedule:

- Consultant shall submit draft TM #5 to PMT, Agency Region Traffic, and TPAU within 24 weeks of Agency issuance of NTP
- Consultant shall submit revised TM #5 to PMT within 2 weeks of receiving comments on the draft
- Consultant shall provide revised TM #5 to PAC at least 5 business days prior to the relevant meeting.
- Consultant shall submit final TM #5 to PMT within 10 business days of receipt PAC comments
- Consultant shall complete compilation of all volume data identified under Section H, and submit to APM within 6 weeks of Agency issuance of NTP.

5.2 Technical Memorandum #6: Transportation System Existing Conditions Analysis Memorandum

Consultant shall analyze existing conditions based on final TM #4 and final TM #5. The results of this analysis must be presented in Technical Memorandum #6: Existing Conditions ("TM #6"). TM #6 must comprehensively assess multimodal conditions, interactions, and conflicts at inventoried facilities and identify deficiencies in the existing transportation system. Consultant shall, at a minimum, identify

deficiencies of the transportation system based on the performance standards and targets identified in final TM#3. Consultant shall provide Pedestrian and Bicycle Data in a GIS format. Consultant shall provide Transit Data in GIS and General Transit Feed Specification (“GTFS”) format.

Consultant analysis must include the following:

A. Safety Analysis

Consultant shall review safety issues, including crash locations and areas of concern identified via community engagement and conversations with agency partners, to identify existing safety issues and inform subsequent analysis under this task. Consultant shall obtain the most recent 5 years of crash data available from Agency’s Crash Analysis & Reporting Unit for study segments and intersections in the Project Area (those where count data is collected in Task 5.1.H). Data for state highways must include locations of Safety Priority Index System (“SPIS”) sites.

Consultant shall assemble, inventory, and identify City-wide crash patterns (e.g., school zone, alcohol-involved, weather, surface, light conditions) in the history of crashes on the transportation system among all users (e.g., vehicles, pedestrians, bicyclists).

For each crash inventoried, Consultant shall summarize:

1. Location,
2. Crash type and characteristics,
3. Severity (property damage, injury, or fatality),
4. Summary review of pedestrian, bicycle and fatal crashes, and
5. Intersection bicycle and pedestrian LTS, if available.

Consultant shall calculate the crash rate for 10 study intersections and segments and for any SPIS sites within the study area that fall within the top 15 percent of SPIS sites statewide. Consultant shall compare study location crash rates to Table II in the Statewide Crash Rate Book to identify study segments with more crashes than other similar facilities in Oregon. The safety analysis must identify crash patterns and document countermeasures at the following locations, up to a maximum of 10 locations:

- Intersections with crash rates that exceed the critical crash rate and the 90th percentile crash rate,
- Locations with an excess proportion of specific crash types,
- Locations of crashes that involved people walking or bicycling, and
- Locations where crashes resulted in fatalities or severe injuries.

In addition to analyzing crash history, Consultant shall apply federal Highway Safety Manual screening measures (Appendix: Alternative Calculations for Select Example Problems) to conduct a predictive safety analysis at 10 locations where safety is a concern to identify countermeasures that could reduce the potential for future crashes. These countermeasures should be reevaluated if they are projected to increase bicycle or pedestrian LTS.

B. Pedestrian System Analysis

Consultant shall perform analysis of the pedestrian system as inventoried in Task 5.1 section C, including pedestrian facilities and street crossings, and identify deficiencies based on available GIS data, field observations, and online mapping. Analysis must include:

- i. Gaps and deficiencies in the pedestrian system identified by comparing the existing inventory with a complete buildout of the pedestrian system consistent with OAR 660-012-0510.
- ii. Pedestrian LTS calculations consistent with Agency's Analysis Procedures Manual

C. Bicycle System Analysis

Consultant shall perform analysis of the bicycle system as inventoried in Task 5.1.D, and identify deficiencies based on available GIS data, field observations, and online mapping. Analysis must include:

- i. Gaps and deficiencies in the bicycle system identified by comparing existing inventory with a complete, connected, low-stress, direct and comfortable network that serves people of all ages and abilities as provided in OAR 660-012-0610 and the city's climate-friendly area plans.
- ii. Bicycle LTS calculations for segments and intersections consistent with Agency's Analysis Procedures Manual

D. Public Transportation System Analysis

Consultant shall perform analysis of the public transportation system as inventoried in Task 5.1.F, and identify deficiencies based on available data as provided in OAR 660-012-0710. Analysis must include gaps and deficiencies in the public transportation system by comparing the complete public transportation system with the public transportation system inventory developed as provided in OAR 660-012-0705.

Consultant shall complete this task in coordination with transit providers and consistent with local transit plans.

E. Vehicle Operations Analysis

Consultant shall evaluate vehicle operations in the City's transportation system and identify gaps and deficiencies in the roadway system by comparing complete buildout of the system as provided in OAR 660-012-0810 with the existing inventory and consistent with the guidance in Agency's Analysis Procedures Manual. Operational analysis may include the following, depending on local performance standards and planning needs:

1. Volume-to-capacity ratio
2. Level-of-service
3. Delay
4. Non-simulation based Highway Capacity Manual ("HCM") 95th percentile queuing (at locations where excessive queuing is observed)

Consultant shall analyze vehicle operations for up to 22 intersections or roadway segments (Table 1) using methods consistent with final TM #4. All analyses must focus on the weekday evening peak period conditions unless otherwise discussed and agreed upon by Consultant, City, and APM.

F. Access Management Analysis

Consultant shall identify existing access management standards as provided in OAR chapter 734, division 51. Consultant shall review City standards and review existing City arterials and collectors adjacent to Table 1 Study Intersections identifying general corridor areas with driveways that are non-compliant.

G. Intermodal Connections Analysis

Consultant shall identify deficiencies in the existing intermodal connections, based on research and existing inventory data collected in TM #5.

H. Bridge Conditions Analysis

City and Agency will develop a general summary analysis of publicly owned bridge conditions using the Agency Bridge Management System. APM, in consultation with CCPM, will integrate prior bridge analyses, conditions assessments, and current inventory, in order to provide a prioritized list of bridge maintenance or improvement needs. The summary must be developed as a separate memorandum, which must include tables with prioritized projects and planning-level project cost estimates. Consultant shall review the Bridge Conditions Analysis Memorandum and integrate its contents into TM #6.

I. Evacuation Access Analysis

Utilizing provided roadway, pedestrian, bicycle, and public transit system data (all modes), Consultant shall use GIS to identify areas of the City with only 1 egress road in the case of an evacuation. Consultant shall create a map to visualize these areas and summarize the general characteristics of the isolated land uses and single roadway access points to include in TM #6.

Consultant shall present the results of the existing conditions analysis in TM#6, and must contain narrative, tables, synchro files, and maps that describe the existing conditions and be suitable for eventual inclusion in the Updated TSP and its appendices.

Consultant shall submit draft TM #6 to PMT, Agency Region Traffic, and TPAU for review and comment. CCPM will submit 1 set of consolidated comments to Consultant following review of draft memorandum. Consultant shall revise draft TM #6 based on feedback received and submit to PMT. Consultant shall distribute the revised TM #6 to PAC to review and provide comment during the relevant PAC Meeting. Consultant shall prepare final TM #6 incorporating PAC comments and submit to PMT following the relevant PAC Meeting.

Consultant Deliverables and Schedule:

- Consultant shall submit draft TM #6 to PMT, Agency Region Traffic, and TPAU within 32 weeks of Agency issuance of NPT
- Consultant shall submit revised TM #6 to PMT within 10 business days of receiving comments on the draft
- Consultant shall submit revised TM #6 to PAC at least 5 business days prior to relevant PAC Meeting
- Consultant shall submit final TM #6 to PMT within 10 business days of receipt of PAC comments

Task 6: Future Conditions and Solutions Development

Consultant shall conduct a future transportation system conditions analysis for the transportation system in the Project Area to assess future conditions, deficiencies, and gaps. Consultant shall work with PMT and relevant technical staff from City, State, and regional agencies to develop solutions that address gaps deficiencies identified in the existing and future conditions assessments.

6.1 Technical Memorandum #7: Future Systems Conditions Analysis Memorandum

Consultant shall prepare the Future Systems Conditions Analysis Memorandum ("TM #7"), an assessment of land use and transportation future conditions in the Project Area under a "No-Build" scenario in the plan horizon year. The plan horizon year is defined as either 20 years from the anticipated year of TSP adoption or the horizon year of the Regional Transportation Plan, whichever is more distant.

In preparing the “No-Build” scenario, Consultant shall incorporate planned transportation improvements that have an identified and committed funding source (e.g., are in the STIP). The No-Build scenario must reflect considerations identified during regional scenario planning, as applicable.

TM #7 must include the following elements:

A. Population and Employment Forecasts

Consultant shall compile current population figures and work with City and appropriate State agencies to identify future population, households, and employment estimates for 20 years at a city-wide level. Consultant shall review population, household, and employment data from the RVMPO travel demand model with the PMT, and any adjustments to these assumptions will be made by the RVMPO modeling staff. Growth assumptions must be informed through regional coordination and Portland State University population projections. Forecasts must be consistent with a final population forecast issued as provided in OAR Chapter 660, Division 32. Analysis must contain the “Shall” elements from the TSP Guidelines Future Travel Demand Determination.

B. No-Build Scenario

Consultant shall use the RVMPO travel demand model outputs to develop horizon year “No-Build” traffic volumes. Model output must be post-processed using National Cooperative Highway Research Program (“NCHRP”) Report 765 techniques. Consultant shall complete and submit a [model request](#), following the appropriate guidance for the relevant [travel demand model](#).

Consultant shall analyze horizon year conditions under a “No-Build” scenario. Analysis must contain the “Shall” elements from the TSP Guidelines Future Capacity Determination. Analysis must include intersection and highway segment capacity analysis for facilities identified in Task 5.1.

Consultant shall use traffic analysis software programs that follow procedures from the most current edition of the Highway Capacity Manual, consistent with Agency’s [Analysis Procedure Manual](#). Future systems analysis must include performance evaluation based on performance standards selected in earlier tasks.

C. Future Deficiencies and Needs

Consultant shall identify projected future transportation system deficiencies and needs for all transportation modes. Analysis must contain the “Shall” elements from the TSP Guidelines Future Deficiencies Determination and TSP Guidelines Future Needs Determination. The analysis must also include a short list of roadway segments where the posted speed seems incongruent with the functional classification and recommend these for future review. Deficiencies may result from the failure to meet measurable standards or from the failure to satisfy the goals, objectives, and evaluation criteria identified in TM #3, including, as applicable, regional performance targets from an approved land use and transportation scenario plan as provided in OAR 660-044-0110 or the regional performance targets from the Statewide Transportation Strategy as adopted by the OTC. Consultant shall clearly describe the deficiency and whether the deficiency occurs under existing and future conditions.

TM #7 must contain narrative, tables, maps, and a pdf of synchro files that describe future conditions and be suitable for eventual inclusion in the Updated TSP and its appendices.

Consultant shall submit draft TM #7 to PMT, Agency Region Traffic, and TPAU for review and comment. CCPM will submit 1 set of consolidated comments to Consultant following review of draft memorandum. Consultant shall revise draft TM #7 based on feedback received and submit revised version to PMT. Consultant shall distribute revised TM #7 to PAC for review and comments prior to the relevant PAC Meeting. City will review PAC comments and provide consolidated, non-conflicting PAC comments to Consultant for inclusion in final TM#7. Consultant shall prepare final TM #7, incorporating PAC comments, and submit to PMT following the relevant PAC Meeting.

Consultant Deliverables and Schedule:

- Consultant shall submit draft TM #7 to PMT, Agency Region Traffic and TPAU within 36 weeks of Agency issuance of NTP
- Consultant shall submit revised TM #7 to PMT within 10 business days of receiving comments on draft version
- Consultant shall submit revised TM #7 to PAC at least 5 business days prior to relevant PAC Meeting
- Consultant shall submit final TM #7 to PMT within 2 weeks of receipt of PAC comments
- Under Section B: Consultant shall submit a model request at least 8 weeks prior to need

6.2 Technical Memorandum #8: Solutions Analysis and Funding Program Memorandum

Consultant shall prepare Technical Memorandum #8: Solutions Analysis and Funding Program ("TM #8") identifying and prioritizing transportation solutions that address the identified deficiencies and needs. Solutions must address the standards, goals, and objectives identified in final TM #3. Analysis must address the "Shall" elements from the current Agency Transportation System Plan Guidelines. Consultant shall coordinate with APM to solicit comments from Agency TPAU and Region Traffic regarding the potential of the alternative solutions and recommended improvements on State facilities.

TM #8 must include an evaluation framework for solutions as provided in OAR -660-012-0155 and using evaluation criteria identified in final TM #3. TM #8 must outline mode-specific prioritization criteria developed as provided in OAR 660-012-0520, 0620, 0720, and 0820. TM #8 must estimate conceptual construction and operational unit costs for facility types that will be used to create the planning level cost estimates in Task 7.1. Cost estimates must be planning-level cost estimates, based on year 2026 dollars, and referenced to appropriate escalation factors.

TM #8 must include, but is not limited to, the following elements:

A. Identification of Automobile-Related Solutions

Consultant shall prepare proposed solutions to identified deficiencies for vehicular traffic, including TSM, as provided in OAR 660-0810. This must include recommended new connections or improvements to facilitate evacuation response based on the evacuation access analysis (developed under Task 5.2.I). Consultant shall make a list of recommended changes to street classifications with supporting rationales. Proposed solutions must be prioritized using prioritization factors developed as provided in OAR 660-012-0155 and OAR 660-012-0820.

B. Access Management and Spacing

Consultant shall recommend standards for future access management and identify opportunities to improve access management on City streets based on City access goals and ordinances. Consultant shall

also recommend measures to improve current access spacing on State highways based on the OAR-734-051. Specific driveway closures will not be included in the TSP.

C. Pedestrian System

Consultant shall develop connectivity, safety, access, and comfort improvements to City's existing pedestrian network, particularly routes that connect to key destinations as identified in Tasks 2.3 and 5.1.C, as provided in OAR 660-012-0510. Consultant shall recommend future pedestrian network extensions within the Project Area or connecting to existing facilities in adjacent areas. Consultant shall incorporate the existing multi-use trails system and park trail system plans into the planned pedestrian system. Consultant shall recommend future pedestrian system network improvements into and beyond the Project Area that support access to transit. Proposed solutions must be prioritized using prioritization factors developed as provided in OAR 660-012-0155 and OAR 660-012-0520.

D. Bicycle System

Consultant shall develop connectivity, safety, access, and comfort improvements to City's existing bicycle network, particularly routes that connect to key destinations as identified in Tasks 2.3 and 5.1.D, as provided in OAR 660-012-0610. Consultant shall recommend future bicycle extensions within the Project Area or connecting to existing facilities in adjacent areas. Consultant shall incorporate the existing multi-use trails system and park trail system plans into the planned bicycle system. Consultant shall recommend multimodal connectivity improvements between City's existing bicycle and pedestrian networks and any existing or planned transit facilities. Consultant shall recommend future bicycle network improvements into and beyond the Project Area that support access to transit. Proposed solutions must be prioritized using prioritization factors developed as provided in OAR 660-012-0155 and OAR 660-012-0620.

E. Transit

Consultant shall, in coordination with City's public transportation providers, develop connectivity, frequency, and accessibility improvements to existing transit routes and facilities and recommend future transit routing extensions into and beyond the Project Area, as provided in OAR 660-012-0710. Consultant shall coordinate with public transportation providers to identify priority transit corridors and other transit corridors for designation as provided in OAR 660-012-0710, or changes to an existing priority transit corridor network, as appropriate. Proposed solutions must be developed using prioritization factors as provided in OAR 660-012-0155 and 0720.

F. Freight

Consultant shall identify the major freight issues in the Project Area including accessibility, mobility, safety, and freight passage through, into, and from Project Area with an emphasis on intermodal connections. Consultant shall recommend freight route improvements to the existing transportation system and future freight route improvements to accommodate future land use and transportation system changes. Consultant shall identify problem areas such as access issues, roadway constraints, or conflicts with pedestrian and bicycle traffic.

G. Safety

Consultant shall recommend safety countermeasures for study intersections or segments of significant safety concern and other locations where countermeasures could reduce crash severity or crash frequency including mitigate crashes associated with increased traffic speed and volume or future

roadway projects. These countermeasures should be reevaluated if they are projected to increase bicycle or pedestrian LTS.

H. Local Street Connectivity and Extension Plan

Consultant shall prepare a list of local street alignment and connectivity improvements in several areas of the Project Area where the local street alignment influences future development of these areas, consistent with City's local street grid pattern, as provided in OAR 660-012-0810. Consultant shall depict future local street connections in these areas on a map and in text. Proposed solutions must be consistent with a prioritization framework developed as provided in OAR 660-012-0155 and -0820.

I. Local Street Standards

Consultant shall prepare cross-sections for the layout of locally owned streets, providing for safe and convenient bicycle and pedestrian circulation. Proposed solution must be consistent with a prioritization framework developed as provided in OAR 660-012-0155 and standards in OAR 660-012-0820.

J. Parking Management Strategies

Consultant shall review the City of Ashland 2016 Parking Study and provide recommendations related to parking districts, parking infrastructure, shuttle systems, evacuation and other best practices.

K. Funding Program

Consultant shall prepare a summary of current and historical transportation funding, as well as a forecast of future status-quo revenues through the planning period. This summary must include current and historical (most recent 5–10-year period) revenue sources that have funded the maintenance and improvement of the transportation system and historical expenditures that have supported the transportation system. The forecast must conform to the requirements of OAR 660-012-0115.

Consultant shall obtain projected transportation funding and revenue information from City. City will provide Consultant with a history in electronic format of all existing revenue streams with a 10-year history of trends. City will provide Consultant with currently available funding information, including the following:

- Transportation revenues received from the State;
- Local transportation revenues; and
- System development charges and other revenue from development.

City will work with other agencies, including public transportation providers, to provide Consultant with a full picture of multimodal funding expended in the planning area over the most recent 5–10-year period as well as projected status-quo transportation funding over the planning period.

Consultant shall prepare a comprehensive list of funding options for City's consideration, including, but not limited to, the following:

- i. A summary of historic, existing, and future City transportation funding sources;
- ii. All funding sources available to City in a matrix form, and a brief narrative explaining each option; and
- iii. Additional funding sources relevant to the City's future transportation needs, including funding available to local and regional transit operators.

L. Implementing Regulations

Consultant shall prepare a conceptual list of amendments to City's Municipal Code to implement the implementing regulations identified in TM #2 (Task 3.2) consistent with requirements of OAR 660-012.

M. Transportation Options and Transportation Demand Management

Consultant shall describe TO and TDM strategies in addition to those described in TM #5 (Task 5.1) and TM #6 (Task 5.2) that may address identified transportation needs. TO and TDM strategies must be applicable to different groups (e.g., year-round residents, employees, and visitors) and be viable long-term solutions which help foster a multi-modal transportation environment.

N. Evacuation Solutions

Consultant shall identify solutions for all modes that support evacuation and emergency response. These solutions may overlap the solutions identified in the other sections but must be noted as also contributing to evacuation needs. Solutions may include but are not limited to: capital improvements such as roadway and trail connections, signage, cameras and ITS, demand management, outreach, and education.

TM #8 must contain narrative, tables, and maps that describe the future conditions and be suitable for eventual inclusion in the Updated TSP and its appendices.

Consultant shall submit draft TM #8 to PMT, Agency Region Traffic, and TPAU for review and comment; CCPM will provide comments to Consultant following review of draft TM #8. Consultant shall revise draft TM #8 based on feedback received and submit to PMT for review. Consultant shall distribute the revised TM #8 to PAC for review and feedback to take place during the relevant PAC Meeting. City will review PAC comments and provide consolidated, non-conflicting PAC comments to Consultant for inclusion in final TM #8. Consultant shall prepare final TM #8 incorporating PAC comments and submit to PMT following the relevant PAC meeting.

Consultant Deliverables and Schedule:

- Consultant shall submit draft TM #8 to PMT, Agency Region Traffic and TPAU within 44 weeks of Agency issuance of NTP
- Consultant shall submit revised TM #8 to PMT within 10 business days of receipt of comments on draft version
- Consultant shall provide revised TM #8 to PAC at least 5 business days prior to relevant PAC Meeting
- Consultant shall submit final TM #8 to PMT within 10 business days of receipt of PAC comments

Task 6.3 Alternative Solutions Development Meeting

CCPM will arrange and schedule 1 in-person Alternative Solutions Development Meeting (not to exceed 3 hours) to function as a "brainstorming session" to develop solutions for identified deficiencies. The goal of this meeting is, to the greatest extent possible, eliminate potential alternatives based on fatal flaws. Consultant shall thoroughly document dismissal of any alternatives during this meeting. As potential alternatives are discussed, each business line may indicate the level of support for a project and conditions, if any.

2 Consultant staff shall attend and facilitate the meeting. Consultant shall develop meeting agenda, take meeting notes, which must include action items and must specifically make note of any alternatives dismissed. Consultant shall send draft agenda to PMT for review and comments.

Participants invited must include, at a minimum, Agency Region Traffic, Agency Region Planning, Agency Region Active Transportation Liaison, Region Transit Coordinator, RVMPO, City Public Works, and Consultant. Other units and departments or agencies may also be invited as mutually agreed upon by APM, CPM and CCPM.

Consultant Deliverables and Schedule:

- Consultant shall submit draft agenda to PMT within 15 business days prior to meeting
- Consultant shall submit final agenda to APM and CCPM within 5 business days prior to the meeting
- Consultant shall provide meeting notes to APM and CCPM within 5 business days following the meeting.

Task 7: Identification of Preferred and Cost-Constrained Solutions

Consultant shall identify and prioritize solutions to address transportation system gaps and deficiencies identified in TM #5 (Task 5.1) and TM #6 (Task 5.2). If specifically directed by APM as described under Contingency Task 10, Consultant shall provide additional analysis and coordination for enhanced review of vehicle capacity increasing projects as provided in OAR 660-012-0830.

7.1 Technical Memorandum #9: Preferred Solutions Memorandum

Consultant shall prepare Technical Memorandum #9: Preferred Solutions ("TM #9") identifying preferred and cost-constrained alternatives based on the analysis presented in TMs #1-8, the criteria and standards defined in final TM #3, and input received from the PMT, PAC, and public (under Tasks 2-6.)

TM #9 must include, but is not limited to, the following elements:

A. Prioritized Modal Lists

Consultant shall compile and prioritize solutions for each major transportation mode using prioritization factors developed through engagement with underserved populations, as provided in OAR 660-012-0130, the prioritization framework outlined in OAR 660-012-0155 and mode-specific prioritization factors detailed below.

- Pedestrian System: As provided in OAR 660-012-0520, pedestrian system solutions must be prioritized using the following factors:
 - Located in climate-friendly areas and Metro Region 2040 centers;
 - Located in areas with concentrations of underserved populations;
 - Located in areas with pedestrian safety risk factors;
 - Located in areas with reported crashes involving pedestrian serious injuries and deaths;
 - Provide access to key pedestrian destinations identified as provided in OAR 660-012-0360;
 - Connect to, fill gaps in, and expand the existing pedestrian network;
 - Prioritize pedestrian travel consistent with the prioritization factors in OAR 660-012-0155; and
 - Implement a scenario plan approved by order as provided in OAR 660-044-0120, where applicable.
- Bicycle System: As provided in OAR 660-012-0620, bicycle system solutions must be prioritized using the following factors:
 - Located in climate-friendly areas and Metro Region 2040 centers;

- Located in areas with concentrations of underserved populations;
- Located in areas with safety risk factors such as roadways with high speeds and high traffic volumes;
- Located in areas with reported crashes involving serious injuries and deaths to people riding bicycles;
- Provide access to key bicycle destinations identified as provided in OAR 660-012-0360;
- Connect to, fill gaps in, and expand the existing bicycle system network;
- Prioritize bicycle travel consistent with the prioritization factors in OAR 660-012-0155; and
- Implement a scenario plan approved by order as provided in OAR 660-044-0120, where applicable.
- **Transit System:** As provided in OAR 660-012-0720, transit system solutions must be prioritized using the following factors:
 - Located in climate-friendly areas and Metro Region 2040 centers;
 - Located in areas with concentrations of underserved populations, particularly in areas with concentrations of people dependent on public transportation;
 - Provide access to key public transit destinations identified as provided in OAR 660-012-0360;
 - Connect to, fill gaps in, and expand the existing public transit system network;
 - Prioritize transit travel consistent with the prioritization factors in OAR 660-012-0155; and
 - Implement a scenario plan approved by order as provided in OAR 660-044-0120, where applicable.
- **Street and Highway System:** As provided in OAR 660-012-0820, street and highway system solutions must be prioritized using the following factors:
 - Reallocate right-of-way from facilities dedicated to moving motor vehicles to those for use by the pedestrian, bicycle, and public transportation systems, particularly in climate-friendly areas and Metro Region 2040 centers, in areas with concentrations of underserved population, and in areas with reported serious injuries and deaths;
 - Fill gaps in the existing street network;
 - Are consistent with the prioritization factors in OAR 660-012-0155;
 - Will help meet the performance targets set as provided in OAR 660-012-0910; and
 - Are consistent with a scenario plan approved by order as provided in OAR 660-044-0120.

B. Unconstrained Project List

Consultant shall develop an unconstrained, prioritized project list by undertaking the following steps:

- Combining the prioritized modal project lists developed under Task 7.1.A;
- Coordinating with CCPM to prioritize the resulting list of projects using prioritization criteria as provided in OAR 660-012-0170; and
- Developing planning-level cost estimates of the top-ranked referenced to an appropriate escalation factor for updates.

Not every project identified will be included in the unconstrained project list. Preferred improvements to State facilities must be coordinated with Agency Region Planning and Traffic staff.

C. Future Transportation Funding Plan

Consultant shall prepare a future transportation funding plan based on the current and historic transportation funding information in final TM #8, consistent with Agency Transportation System Plan

Guidelines and Agency Directive PB-03 Financial Feasibility in System Planning. The plan must discuss existing and anticipated funding mechanisms, evaluate the ability of these mechanisms to finance solutions identified in Tasks 7.1.A, and identify the general timing of each top-ranked solution against the projected funding.

D. Constrained Project List

Consultant shall develop a financially constrained project list by comparing the prioritized project list and planning-level cost estimates developed in Task 7.1.A to the estimated available funding developed in Task 7.1.B, and selecting a set of projects that will meet requirements as provided in OAR 660-012-0180. The sum of planning-level cost estimates for solutions on the constrained project list may not exceed 125% of available funding. If authorized by APM, Consultant shall incorporate results of Contingency Task 10 into the constrained project list.

As provided in OAR 660-012-0180(3), the financially constrained project list must, as a whole:

- Reduce per-capita Vehicle Miles Traveled (“VMT”),
- Reduce overall burdens or increase overall benefits for underserved populations, and
- Make significant progress towards meeting greenhouse gas reduction performance targets as provided in OAR 660-012-0910.

If the resulting list does not meet these criteria, Consultant shall work with PMT to identify the highest-ranking set of projects that can meet these criteria.

TM #9 must contain narrative, tables, and maps that describe preferred solutions, the financially constrained project list, and the future transportation funding plan and that are suitable for eventual inclusion in the Updated TSP and its appendices. TM #9 must describe how the constrained project list would make progress toward adopted targets and meet standards at the end of the planning horizon.

Consultant shall submit draft TM #9 to PMT, Region Traffic, and TPAU for review and comment; CCPM will submit 1 set of consolidated comments to Consultant following review of draft TM #9. Consultant shall revise draft TM #9 based on feedback received and submit to PMT for review. Consultant shall distribute the revised TM #9 to PAC for review and feedback to take place during the relevant PAC Meeting. City will review PAC comments and provide consolidated, non-conflicting PAC comments to Consultant for inclusion in final TM #9. Consultant shall prepare final TM #9 incorporating PAC comments and submit to PMT following the relevant PAC Meeting.

Consultant Deliverables and Schedule:

- Consultant shall submit draft TM #9 to PMT, Region Traffic and TPAU within 56 weeks of Agency issuance of NTP
- Consultant shall submit revised TM #9 to PMT within 10 business days of receiving comments on draft version
- Consultant shall submit revised TM #9 to PAC at least 5 business days prior to the relevant PAC Meeting
- Consultant shall submit final TM #9 to PMT within 10 business days of receipt of PAC comments

7.2 Project Summary Prospectus Sheets

Consultant shall prepare up to 10 Project Summary Prospectus Sheets (“PSPS”), including planning-level project costs, location map, cross-section, and a summary of outcomes and tradeoffs for different travel

modes, to provide an overview of projects that are identified as high priority items on the financially-constrained project list based on PMT, PAC, and community input.

Consultant shall submit draft PSPS to PMT for review and comment. Consultant shall address PMT comments in a revised PSPS. CCPM will submit revised PSPS to City Council for review and comment. CCPM will resolve discrepancies among comments and direction provided by City Council and provide a consolidated and non-conflicting set of comments and direction to Consultant. Consultant shall prepare final PSPS based on direction received and provide to PMT following receipt of City Council comments.

Consultant Deliverables and Schedule:

- Consultant shall submit draft PSPS to PMT within 64 weeks of Agency issuance of NTP
- Consultant shall submit revised PSPS to PMT within 10 business days of receiving PMT comments on draft copy.
- Consultant shall submit final PSPS to PMT within 10 business days of receipt of City Council comments from CCPM

Task 8: Technical Memorandum #10: Draft Transportation System Plan, Implementing Ordinances and Findings

Consultant shall develop a draft TSP and draft implementing ordinances to implement the TSP. Technical Memorandum #10: Draft Implementing Ordinances ("TM #10") must compile information presented in the Technical Memoranda developed throughout the Project and must be consistent with the current requirements of the Oregon Transportation Plan, OAR 660-012-0100, and other relevant sections of the TPRs.

8.1 Draft Implementing Ordinances

Consultant shall prepare TM #10 identifying amendments to City's Municipal Code and Zoning Ordinance necessary for implementing the draft TSP and its policies and recommendations and consistent with Oregon's TPRs. The amendments identified in Implementing Ordinances must include, but are not limited to:

- a. Performance standards consistent with requirements as provided in OAR 660-012-0215
- b. Right of way or cross sections with the goal of 'right-sizing' for safety and economy, consistent with requirements as provided in OAR 660-012-0810;
- c. Updated parking requirements and management strategies, as applicable;
- d. Traffic Impact Analysis requirements, which may reference Agency standards or requirements of other similar cities in Oregon; and
- e. State transportation planning requirements, including findings for the TPRs, to support adoption of TSP by City.

Consultant shall submit draft TM #10 to PMT, Region Traffic and TPAU for review and comment. CCPM will submit 1 set of consolidated comments to Consultant following review of draft TM #10. Consultant shall revise draft TM #10 based on feedback received and submit to PMT and CCPM for review. Consultant shall distribute revised TM #10 to PAC for review and feedback to take place during the relevant PAC Meeting. City will review PAC comments and provide consolidated, non-conflicting PAC comments to Consultant for inclusion in final TM#10. Following the PAC meeting, Consultant shall incorporate PAC comments into final TM #10 and submit to PMT.

Consultant Deliverables and Schedule:

- Consultant shall submit draft TM #10 to PMT, Region Traffic and TPAU within 64 weeks of Agency issuance of NTP.
- Consultant shall submit revised TM #10 to PMT and CCPM (for City Council comments) within 10 business days of receiving PMT comments on draft version
- Consultant shall submit revised TM #10 to PAC at least 5 business days prior to the relevant PAC Meeting
- Consultant shall submit final TM #10 to PMT within 10 business days of receipt of PAC comments

8.2 Draft Transportation System Plan and Supporting Documents

Material developed for this Project, but ultimately not included in the Draft or Final TSP (Task 9.1) document (“the Supporting Documents,” e.g. technical memoranda, presentation materials, background information used to analyze existing and future conditions, and meeting summaries), must be provided as supporting documents to the Draft and Final TSP. The Supporting Documents must be preserved and accessible for future readers, without requiring formal adoption of that material.

TSP Supporting Documents must include:

- All final Technical Memoranda
- All final memoranda containing traffic analysis must be stamped by a PE
- Synchro files
- Presentation materials
- Meeting summaries

Consultant shall prepare Draft Transportation System Plan (“Draft TSP”) incorporating all final Technical Memoranda #1 – #10 and any additional comments received from the public, PAC, City, and Agency. The Draft TSP must be consistent with the current requirements of the Oregon Transportation Plan, OAR 660-012-0100, and must include the “Shalls” shown in the TSP Guidelines.

Draft TSP must include, but is not limited to, the following:

- Relevant policies, including local transportation system plan goals and policies and coordinated land use and transportation planning policies included in the City’s comprehensive plan;
- Performance measures and targets as provided in OAR 660-012-0910 for each performance measure in OAR 660-044-0110 and OAR 600-012-0905;
- Maps and plan elements describing the updated future network for the pedestrian, bicycle, public transportation, and the street and highway systems;
- Modal plan elements for the pedestrian, bicycling, public transportation, and street and highway systems;
- Standards for the layout of local streets that provide for safe and convenient pedestrian and bicycle circulation
- Multimodal network and connections to neighborhood destinations;
- A transportation options element as provided in OAR 660-012-0145;
- A prioritized, unconstrained project list;
- Funding projections and a financially constrained list of projects with planning-level cost estimates not to exceed 125% of projected funding;
- Refinement plans adopted as provided in OAR 660-012-0190 if applicable;
- Project Summary Prospectus Sheets, including planning-level project costs, location map, and cross-section, for up to 10 high-priority projects;
- Access spacing and management standards;

- m. Recommended development code amendments;
- n. Areas with concentrations of underserved populations, as provided in OAR 660-012-0125;
- o. A record of engagement, public involvement, and decision-making processes used to develop the plan, as provided in OAR 660-012-0135;
- p. A major equity analysis as provided in OAR 660-012-0135 and Title VI report which may be accomplished through the Community Profile (developed under Task 2.3);
- q. The Supporting Documents, included as an appendix.

Consultant shall submit the draft version of the Draft TSP and Supporting Documents to PMT for review and comment. CCPM will submit 1 set of consolidated comments to Consultant following review of draft version Draft TSP and Supporting Documents. Consultant shall revise Draft TSP based on feedback received and submit revised version to PMT for review. Consultant shall distribute the revised Draft TSP and Supporting Documents to PAC for review and feedback to take place during the relevant PAC Meeting. City will review PAC comments and provide consolidated, non-conflicting PAC comments to Consultant for inclusion in final version of the Draft TSP. Following the PAC meeting, Consultant shall incorporate PAC comments into final version of the Draft TSP and submit to APM and CCPM.

Consultant Deliverables and Schedule:

- Consultant shall submit draft version of Draft TSP and Supporting Documents to PMT within 76 weeks of Agency issuance of NTP, unless otherwise authorized by APM.
- Consultant shall submit revised Draft TSP and Supporting Documents to PMT within 10 business days of receipt of comments on draft version
- Consultant shall provide revised Draft TSP and Supporting Documents to PAC at least 5 business days prior to relevant PAC Meeting
- Consultant shall submit the final version of the Draft TSP and Supporting Documents to APM and CCPM within 20 business days of receipt of PAC comments on the revised version of the Draft TSP.
- Consultant shall deliver the Final TSP and Supporting Documents under Task 9.1 .

8.3 Joint Planning Commission and City Council Work Session

City will arrange and conduct 1 work session to review and discuss the Draft TSP and Draft Implementing Ordinances (the "Work Session"). Consultant may attend virtually or in person, as mutually agreed upon in advance with APM and CPM. Consultant shall present the final version of the Draft TSP and Draft Implementing Ordinances, a PowerPoint presentation, and answer questions. Consultant shall prepare a summary of the Work Session. City will prepare minutes as required under City's Municipal Code.

Consultant Deliverables and Schedule:

- Consultant shall submit draft presentation materials to PMT for review within 4 weeks prior to Work Session
- Consultant shall submit Work Session presentation materials to PMT within 10 business days of receipt of City comments.

8.4 Draft Findings

City will prepare draft Findings addressing local ordinance requirements to support adoption of the Draft TSP by City, and provide to APM and Consultant for review and comment. City will provide to Consultant 1 set of consolidated and non-conflicting comments from City Council. APM will provide Agency

comments to Consultant, and Consultant shall return 1 set of consolidated non-conflicting comments to City.

Consultant Deliverables and Schedule:

- Consultant shall provide comments to APM and CCPM within 10 business days of receipt of draft Findings.

8.5 Adoption Draft TSP, Adoption Draft Implementing Ordinances, and Final Findings

Consultant shall prepare the Adoption Draft Transportation System Plan ("Adoption Draft TSP") and a set of Adoption Draft Implementing Ordinances incorporating Planning Commission and City Council comments on revised draft TM #10, and provide to CCPM and APM; APM and CCPM will provide direction if comments must be reconciled. Consultant shall submit electronic copies of these documents to PMT. City will post Adoption Draft TSP and Adoption Draft Implementing Ordinances to Project Webpage.

Consultant shall prepare and submit TSP Supporting Documents to accompany Adoption Draft TSP to TPAU and Region Traffic Section to review prior to public release.

City will submit a copy of the Adoption Draft TSP and Adoption Draft Implementing Ordinances to DLCD as directed by ORS 197.610 and OAR 660-018-0020.

Consultant Deliverables and Schedule:

- Consultant shall submit Adoption Draft TSP, Implementing Ordinances and Supporting Documents to PMT within 15 business days of APM acceptance of final Findings.

Task 9: Final TSP Adoption

CCPM will resolve any internally inconsistent comments and direction from City's Planning Commission and City Council, and provide clear direction to Consultant. Consultant shall finalize the Final TSP and Final Implementing Ordinances.

9.1 Final TSP and Final Implementing Ordinances

Consultant shall provide material developed for this Project, but ultimately not included in the Draft TSP (Task 8.2) or Final TSP document (e.g. portions of a technical memoranda, presentation materials, background information used to analyze existing and future conditions, and meeting summaries) as Supporting Documents to the Draft and Final TSP. These materials must be preserved for future readers without requiring formal adoption of that material.

City will arrange and conduct 1 planning commission hearing and 1 City Council hearing for consideration of Adoption Draft TSP, Adoption Draft Implementing Ordinances, and Final Findings for approval and adoption. City will provide APM and Consultant with a summary of City Council actions recorded during the hearings, with a single set of consolidated, non-conflicting comments.

Consultant shall prepare a single revised Adoption Draft TSP (the "Final TSP") and a single set of revised Adoption Draft Implementing Ordinances (the "Final Implementing Ordinances") to reflect City Council actions and comments received.

If adopted, City will submit electronic copies of the adopted Final TSP and Final Implementing Ordinances to DLCD.

Consultant Deliverables and Schedule:

- Consultant shall submit Final TSP to PMT within 95 weeks of NTP.
- Consultant shall submit Final Implementing Ordinances to APM and CCPM within 95 weeks of NTP

Task C.10: Enhanced Review Process (0830) [CONTINGENCY – See Section F]

Upon APM issuance of Contingency Task 10 NTP, Consultant shall conduct enhanced review for up to 2 Agency facilities that would add general vehicle capacity as provided in OAR 660-012-0830(1). APM will guide Consultant work, in coordination with City, for enhanced review for projects on Agency facilities.

C.10.1 Enhanced Review Analysis Coordination [CONTINGENCY – See Section F]

Additional meetings and coordination may be needed to support the enhanced review process, including coordination meetings with Agency staff and partners, additional PMT meetings, and City Council meetings.

A. Additional Coordination Meetings

Consultant shall prepare materials for and facilitate up to 4 coordination meetings for staff from Agency, City, affected jurisdictions, and external partners, as appropriate, to introduce the enhanced review process, define the facility impact area, guide community engagement, conduct and review the alternatives analysis, advise on selecting a preferred alternative, and advise on authorization.

Coordination meetings must not exceed 2 hours each and may be held virtually unless PMT determines that an in-person meeting is needed. Consultant shall schedule meetings in coordination with PMT, prepare and distribute a draft and final meeting agenda, and provide meeting summary notes following each meeting.

B. Additional PMT Meetings

Consultant shall arrange and conduct up to 4 additional PMT meetings throughout the enhanced review process to communicate and coordinate decisions about the enhanced review analysis and findings. PMT meetings must not exceed 1 hour and must be held virtually. Consultant shall submit meeting summary notes to APM after each meeting.

C. Additional City Council Meeting

Consultant shall present at 1 additional City Council Meeting throughout the enhanced review process to communicate and coordinate decisions about the enhanced review analysis and findings. Consultant shall develop an agenda and meeting presentation materials. The Council Meeting must not exceed 1 hour and must be held virtually. Consultant shall submit meeting summary notes to APM after the meeting.

Consultant Deliverables and Schedule:

- Consultant shall submit agenda for up to 4 Coordination Meetings and up to 4 PMT meetings to APM and CCPM at least 2 business days before each meeting.
- Consultant shall submit notes and action items for up to 4 Coordination Meetings, up to 4 PMT meetings, and 1 City Council Meeting, to APM and CCPM at least 5 business days after each meeting.

- Consultant shall submit agenda and meeting presentation for 1 City Council meeting to PMT at least 10 business days in advance

C.10.2 Enhanced Review Impact Assessment and Jurisdiction Engagement [CONTINGENCY – See Section F]

Consultant shall conduct enhanced review for projects that would add general purpose vehicle capacity as provided in OAR 660-012-0830(1). Agency in consultation with City will facilitate enhanced review for projects on Agency facilities.

C.10.2.A. Technical Memorandum #11.A and Enhanced Review Facility Impact Area Summary

Consultant shall review demographic data and applicable plans and policies, including plans and policies from jurisdictions within the facility impact area and relevant regional and state plans and policies, to identify within the facility impact area:

- Gaps and deficiencies in pedestrian and bicycle facilities within the designated facility impact area;
- Gaps and deficiencies in public transportation facilities and services within the designated facility impact area;
- Existing and needed transportation demand management services within the facility impact area;
- Underserved populations within the facility impact area, as provided in OAR 660-012-0125.

Consultant shall prepare Technical Memorandum #11.A: Facility Impact Area Summary (“TM #11.A”) describing the purpose and need for the proposed facility, documenting the facility impact area as defined in Contingency Task 10.2.A and identifying affected jurisdictions, populations and transportation system gaps and deficiencies.

Consultant shall submit draft TM #11.A to the PMT, Region Traffic, TPAU, and jurisdictions within the facility impact area for review and comment. APM will consolidate all comments and submit to Consultant. Consultant shall address and incorporate comments and submit the final TM #11.A to the PMT.

Consultant Deliverables and Schedule:

- Consultant shall submit draft TM #11.A to PMT, Region Traffic, TPAU and appropriate jurisdictions within 4 weeks of receiving the finalized facility impact area and summary of underserved populations from City.
- Consultant shall submit final TM #11.A to PMT within 10 business days of receipt of comments on draft

C.10.3. Technical Memorandum #11.B Public Involvement Strategy [CONTINGENCY – See Section F]

Consultant shall develop a community engagement strategy consistent with the requirements of OAR 660-012-0830(4) and in coordination with the affected jurisdictions. Consultant shall present this strategy in Technical Memorandum #11.B: Public Involvement Strategy (“TM #11.B”), which must identify:

- Opportunities for meaningful community engagement in decision making throughout the authorization process;
- Content and schedule of reports to affected jurisdictions;

- Schedule of community engagement activities, including description of each activity, responsible parties, and any overlap with related projects; and
- Schedule of specific activities to conduct an engagement-focused equity analysis as provided in OAR 660-012-0135(4), including:
 - Engaging members of underserved populations, as defined in OAR 660-012-0125, to develop key community outcomes;
 - Collecting qualitative and quantitative data to better understand potential benefits and burdens of the proposed facility; and
 - Reporting back on outcomes of the analysis and unresolved issues to people who were engaged in the above activities.

TM #11.B must include a Project information sheet and a draft letter inviting participation from transit service providers, transportation options providers, and cities and counties with planning jurisdictions within 2 miles of the limits of the proposed facilities.

Consultant shall submit draft TM #11.B to PMT, Region Traffic, TPAU, and affected jurisdictions for review and comment. APM will consolidate all Agency comments and submit to Consultant. Consultant shall address and incorporate comments and submit final TM #11.B to PMT.

Consultant Deliverables and Schedule:

- Consultant shall submit draft TM #11.B to PMT, Region Traffic, TPAU and appropriate jurisdictions within 4 weeks of Contingency Task 10 NTP.
- Consultant shall submit final TM #11.B to PMT within 10 business days of receipt of Agency comments on draft

C.10.4 Supplemental Engagement for Enhanced Review [CONTINGENCY – See Section F]

If needed to implement the focused community engagement strategy defined in final TM# 11.B, Consultant shall undertake the following tasks upon issuance of a separate Contingency NTP from APM:

A. Supplemental Materials

Consultant shall prepare written and graphical content for community engagement specific to the enhanced review process, including but not limited to: Project fact sheets, presentation materials, email newsletters, social media posts, and Project Webpage updates.

B. Public Engagement Meetings

Consultant shall conduct, with scheduling support from City, up to 4 Public Engagement Meetings to present Project elements and alternatives and receive community input. These meetings may take place as stand-alone events, be held in conjunction with meetings of community organizations or partner agencies or take the form of focus groups, as agreed upon in advance with APM. Meetings should include both in-person and virtual or online events as directed by the Community Engagement Plan. City will promote Public Engagement Meetings using existing City resources and networks.

C. Targeted Engagement Activities

Consultant shall develop and lead up to 2 targeted engagement activities that provide specific opportunities to elicit meaningful input and participation from underserved or transportation-disadvantaged communities in OAR 660-012-0830 designated “facility impact area.” These activities may include, but are not limited to, interviews, focus groups, intercept surveys, budgeting and project

prioritization activities, presentations at community group meetings, and workshops. Engagement activities may take place in person or online, as appropriate.

Consultant Deliverables and Schedule:

- Consultant shall submit supplemental materials to the PMT within 2 weeks of Agency issuance of Contingency Task 10.4 NTP
- Consultant shall submit an agenda to the PMT within 10 business days before each public engagement meeting (up to 4).
- Consultant shall submit meeting notes to the PMT within 10 business days after each public engagement meeting.
- Consultant shall submit an agenda to the PMT within 10 business days before each targeted engagement meeting (up to 2).
- Consultant shall submit targeted engagement meeting notes to the PMT within 10 business days after each targeted engagement meeting.

C.10.5 Enhanced Review Analysis Methods [CONTINGENCY – See Section F]

Upon separate issuance of Contingency NTP by APM and required for compliance with OAR 660-012-0830, Consultant shall coordinate with Agency's TPAU, Region Planning, and Region Traffic sections to select methodologies, assumptions, and parameters to be used for the alternatives analysis. Consultant shall document these methods in Technical Memorandum #11.C: Enhanced Review Methodology ("TM #11.C"). Documentation must include a methodology to determine induced and latent demand in accordance with Agency's [Analysis Procedure Manual](#), section 6.12.2, and Agency's [Analysis Procedure Manual](#), Appendix 10A.

Consultant Deliverables and Schedule:

- Consultant shall submit draft TM #11.C to Agency's TPAU, Region Planning, and Region Traffic within 12 weeks of Contingency Task 10 NTP
- Consultant shall submit final TM #11.C to APM and CCPM within 10 business days of receipt of Agency comments on draft

C.10.6 Base Year Vehicle Miles Traveled [CONTINGENCY – See Section F]

For jurisdictions subject to OAR 660-012-0160, Consultant shall calculate household-based light vehicle miles traveled per capita under existing conditions ("Base Year"). Consultant shall request VMT data from RVMPO travel demand model, consistent with the definition provided in OAR 660-012-0005(64) and 0160. Consultant shall document all underlying modeling assumptions used, so that Base Year VMT per capita can be compared to Horizon Year VMT per capita. Consultant shall submit a [model request](#) to be used following appropriate guidance for the relevant [travel demand model](#).

Consultant Deliverables and Schedule:

- Consultant shall submit a model request at least 8 weeks prior to need
- Consultant shall incorporate this analysis into TM #11.D, to be delivered under Contingency Task C.10.7.

C.10.7 Horizon Year (No-Build) Vehicle Miles Traveled [CONTINGENCY – See Section F]

Consultant shall calculate the No-Build Horizon Year household-based light vehicle VMT per capita consistent with the definition in OAR 660-012-0005(64) and in OAR 660-012-0160. Consultant shall document all underlying modeling assumptions used, so that VMT per capita can be calculated and

compared for the Horizon Year No-Build and financially constrained investment scenarios, if required per OAR 660-012-0160.

TM #11.D must contain narrative, tables, and maps that describe existing and future conditions and be suitable for eventual inclusion in the Updated TSP and its appendices.

Consultant shall develop Technical Memorandum #11.D: Vehicle Miles Traveled ("TM #11.D") which must contain the findings from the Base Year and Horizon Year analyses and provide to APM, CCPM, Agency Region Traffic, and TPAU for review and comment. CCPM will submit 1 set of consolidated comments to Consultant following review of draft TM #11.D. Consultant shall revise draft TM #11.D based on feedback received and submit to PMT for review. Consultant shall distribute the revised TM #11.D to PAC for review and feedback to take place during the relevant PAC Meeting. Consultant shall prepare final TM #11.D incorporating PAC comments and submit to PMT following the relevant PAC Meeting.

Consultant Deliverables and Schedule:

- Consultant shall submit TM #11.D to PMT, Agency Region Traffic and TPAU within 16 weeks of Agency issuance of Contingency NTP.
- Consultant shall submit revised TM #11.D to PMT within 10 business days of receipt of comments on draft version
- Consultant shall submit revised TM #11.D to PAC at least 5 business days prior to relevant PAC Meeting
- Consultant shall submit final TM #11.D to PMT within 10 business days of receipt of PAC comments

C.10.8 Enhanced Review Alternatives Development [CONTINGENCY – See Section F]

In coordination with the PMT and affected jurisdictions, Consultant shall develop up to 3 alternative investment scenarios that could substantially meet the need for the Project without implementation of the proposed facility, as provided in OAR 660-012-0830(5), subsections (e) through (h). Scenarios must reflect existing plans and consider adopted state, regional, and local targets for reduction of vehicle miles traveled to reduce greenhouse gas emissions. To the greatest extent possible, scenarios must be developed using analysis, plans and data that are existing or developed over the course of this Project, including solutions identified in TM #8 (developed under Task 6.2).

Scenarios must consider the following components, separately or in combination:

- Enhanced investments in pedestrian and bicycle facilities, including investments that could be implemented with and without implementation of the proposed facility;
- Enhanced investments in public transportation, including investments that could be implemented with and without implementation of the proposed facility;
- Enhanced investments in transportation options programs, including investments that could be implemented with and without implementation of the proposed facility; and
- System pricing approaches appropriate for the facility type and need.

Consultant shall propose alternative investment scenarios in Technical Memorandum #11.E: Alternatives Development ("TM #11.E"). Consultant shall submit draft TM #11.E to the PMT, Region Traffic, TPAU, and affected jurisdictions for review and comment. APM will consolidate all comments and submit to Consultant. Consultant shall address and incorporate comments and submit final TM #11.E to PMT.

Consultant Deliverables and Schedule:

- Consultant shall submit TM #11.E to PMT, Agency Region Traffic and TPAU within 24 weeks of Agency issuance of Contingency NTP.
- Consultant shall submit revised TM #11.E to APM and CCPM within 10 business days of receipt of comments on draft version
- Consultant shall submit final TM #11.E to PMT within 10 business days of receiving comments on the revised version

C.10.9 Enhanced Review Alternatives Review Report [CONTINGENCY – See Section F]

If mutually agreed upon in advance by APM and CCPM, and then authorized by a written Contingency NTP by APM, Consultant shall conduct enhanced review for projects that would add general purpose vehicle capacity as provided in OAR 660-012-0830(1). Agency in consultation with City will facilitate enhanced review for projects on Agency facilities.

Consultant, in coordination with City, shall prepare an Alternatives Review Report as provided in OAR 660-012-0830(6) and incorporating work completed in Contingency Tasks 10.2, 10.6, 10.7, and 10.8, as applicable. The alternatives review process must include, and the Alternatives Review Report must describe:

1. Review of Needs:
 - a. Summary of expected impacts of the projects on underserved populations;
 - b. Summary of the estimated VMT per capita with and without implementation of the proposed project in 20 years, using the RVMPO travel demand model for VMT estimates;
 - c. Identified gaps and deficiencies in pedestrian and bicycle facilities within the facility impact area;
 - d. Identified gaps and deficiencies in public transportation facilities and services within the facility impact area; and
 - e. Existing and needed transportation demand management services within the facility impact area.
2. Induced Demand Analysis. To meet the requirements of the induced demand analysis in OAR 660-012-0830(5)(c), Consultant shall analyze potential induced demand of the proposed facility over the first 20 years of service, using best available science;
3. Reasonable Alternatives. In coordination with partner agencies, Consultant shall develop reasonable and feasible alternative(s) to the proposed project facility per OAR 660-012-0830(5) in the 4 modal categories: bicycle and pedestrian, transit, transportation options, and system pricing. Consultant may also consider alternatives not required in rule that may contribute to VMT per capita reduction, such as ramp metering.
4. Qualitative Review of Reasonable Alternatives. Consultant shall complete a qualitative review of modal projects to select the best performing and most feasible alternative(s) in each of the modal categories and then shall combine them into 1 or more alternative project scenario(s) for additional quantitative analysis.
5. Quantitative Review of alternative project scenario(s): Consultant shall conduct a more detailed quantitative analysis of alternative project scenario(s), such as with a travel demand model run. Method of analysis for the proposed project must be the same as the analysis method for the alternative project scenario(s) and consistent with the methods defined in TM #4 (developed under Task 4.1).
6. Summary Enhanced Investment Scenario Review Report describing:

- a. The facility impact area, affected jurisdictions, transit service providers and transportation options providers
- b. Evaluation and summary of expected impact of the proposed facility on the underserved populations. These impacts must include, but are not limited to, additional household costs and changes in the ability to access jobs and services without the use of a motor vehicle
- c. Summary of the estimated additional motor vehicle travel per capita that is expected to be induced by implementation of the proposed facility over the first 20 years of service
- d. Summary of gaps and deficiencies
- e. Summary of qualitative analysis completed for Alternatives Review including a description of the effectiveness of the alternative project scenario(s) in meeting the need for the proposed project
- f. A summary of the quantitative analysis completed for the alternative project scenario(s)

Consultant shall present this analysis in Technical Memorandum #11.F: Alternatives Review Report ("TM #11.F"). Consultant shall submit draft TM #11.F to the PMT, Region Traffic, TPAU, and affected jurisdictions for review and comment. APM will consolidate all comments and submit to the Consultant. Consultant shall address and incorporate comments and submit final TM #11.F to PMT.

Consultant Deliverables and Schedule:

- Consultant shall submit draft TM #11.F to PMT, Agency Region Traffic, affected jurisdictions, and TPAU within 32 weeks of Agency issuance of Contingency NTP.
- Consultant shall submit final TM #11.E to PMT within 10 business days of receiving comments on the revised version

C.10.10 Enhanced Review Authorization – City Council Meeting [CONTINGENCY – See Section F]

Upon APM issuance of a separate Contingency NTP, City will arrange, and Consultant shall prepare for and present at 1 meeting of the City Council to authorize inclusion of a facility that would expand general vehicle capacity on the unconstrained or constrained project list as required by OAR 660-012-0830. The purpose of this meeting is to review TM #11.F and determine status of proposed facility as provided in OAR 660-012-0830. Consultant shall present the draft unconstrained project list (created in Task 7.1.B), identify facilities that require authorization, describe alternative investment scenarios, and describe work conducted and information learned through implementation of the focused public involvement strategy. Consultant shall instruct the City Council on the process required to include facilities requiring authorization on the unconstrained or constrained project list and respond to questions.

C.10.11. Enhanced Review Authorization- Draft Authorization Report [CONTINGENCY – See Section F]

If the City Council decides to include the Project in the unconstrained or constrained project list, and upon APM issuance of a separate Contingency NTP, Consultant shall prepare the draft Technical Memorandum #11.G: Draft Authorization Report ("TM #11.G"), as provided in OAR 660-012-0830(8), which must include, but is not limited to:

- A record of the initiation of the authorization process by the City Council;
- A summary of the public involvement strategy and activities and a description of how each part of the public involvement strategy was implemented;
- The Alternatives Review Report (TM #11.F);

- A summary of estimated long-term maintenance costs for the Project, including anticipated maintenance funding sources and entities responsible for maintaining and operating the proposed facility.

CCPM will compile and resolve discrepancies among comments and direction provided by the City Council and provide a compiled set of comments and direction to Consultant.

Consultant shall prepare final TM #11.G based on direction received and provide to PMT within 2 weeks of receipt of comments.

Consultant Deliverables and Schedule:

- Consultant shall submit draft TM #11.G to PMT within 38 weeks of Agency issuance of Contingency NTP.
- Consultant shall submit final TM #11.G to PMT within 10 business days of receipt of comments

C.10.12. Enhanced Review Authorization - VMT per Capita Analysis [CONTINGENCY – See Section F]

If City Council decides to include the proposed project in the constrained project list, and upon APM issuance of a separate Contingency NTP, Consultant shall complete a VMT per capita analysis demonstrating that the financially constrained project list – as a whole and including the project - is not projected to increase VMT per capita over the base year.

Consultant shall calculate the Build Horizon Year (financially constrained investment scenario) household-based light vehicle VMT per capita consistent with the definition in OAR 660-012-0005(64) and in OAR 660-012-0160 and using the same modeling assumptions for the No-Build Horizon Year. City will iterate the project list until analysis demonstrates that the financially constrained project list does not increase VMT per capita over the base year.

Consultant Deliverables and Schedule:

- Consultant shall incorporate this analysis into TM #9 (developed and delivered under Task 7.1).

F. CONTINGENCY TASKS

The table below is a summary of contingency tasks that Agency, at its discretion, may authorize Consultant to perform. Details of the contingency tasks and associated deliverables are stated in the Task section of the SOW. Consultant shall complete only the specific contingency task(s) identified and authorized via written (email acceptable) Notice-to-Proceed (“NTP”) issued by Agency's APM. If requested by Agency, Consultant shall submit a detailed cost estimate for the agreed-to contingency Services (within the NTE amount(s) in the Contingency Task Summary Table) within the scope of the contingency task.

If Agency chooses to authorize some or all of these tasks, Consultant shall complete the authorized tasks and deliverables per the schedule identified for each task. The NTP will include the contingency task name and number, agreed-to due date for completion and NTE for the authorized contingency task.

Each contingency task is billable (up to the NTE amount identified for the task) only if specifically authorized per NTP. In the table below, the “NTE for Each” amount for a contingency task includes all labor, indirect costs, profit, and expenses for the task. The funds budgeted for contingency tasks may

not be applied to non-contingency tasks without an amendment to the WOC. The total amount for all contingency tasks authorized shall not exceed the maximum identified in the table below. Each authorized contingency task must be billed as a separate line item on Consultant's invoice.

Contingency Task Summary Table

Contingency Task Description	NTE for Each	Method of Comp.	Total NTE Amount
C.2.8: Additional Advisory Meetings	\$9,219.86	T&M	\$9,219.39
C.2.9 Additional Public Engagement	\$9,873.93	T&M	\$9,873.93
C.2.10 Additional Targeted Engagement	\$2,835.60	T&M	\$2,835.60
C.10 Enhanced Review			
C.10.1 Enhanced Review Analysis Coordination	\$8,881.07	T&M	\$8,881.07
C.10.2 Enhanced Review Facility Impact Area Definition	\$3,937.47	T&M	\$3,937.47
C.10.3 Technical Memorandum #11.B Public Involvement Strategy	\$2,072.08	T&M	\$2,072.08
C.10.4 Supplemental Engagement for Enhanced Review	\$5,635.01	T&M	\$5,635.01
C.10.5 Enhanced Review Analysis Methods	\$3,106.73	T&M	\$3,106.73
C.10.6 Base Year Vehicle Miles Traveled	\$2,023.87	T&M	\$2,023.87
C.10.7 Horizon Year (No-Build) Vehicle Miles Traveled	\$2,023.87	T&M	\$2,023.87
C.10.8 Enhanced Review Alternatives Development	\$4,377.35	T&M	\$4,377.35
C.10.9 Enhanced Review Alternatives Review Report	\$5,684.29	T&M	\$5,684.29
C.10.10 Enhanced Review Authorization – City Council Meeting	\$895.46	T&M	\$895.46
C.10.11 Enhanced Review Authorization – Draft Authorization Report	\$1,344.65	T&M	\$1,344.65
C.10.12 Enhanced Review Authorization – VMT per Capita Analysis	\$1,235.74	T&M	\$1,245.74
Total			\$63,146.98

G. ADDITIONAL PROVISIONS FOR WOCs

1. Project Cooperation.

All Project Cooperation provisions, as detailed in Attachment 1 to PA Exhibit F, shall apply to this WOC.

2. Key Persons.

All Key Persons provisions, as detailed in Attachment 1 to PA Exhibit F, shall apply to this WOC. Consultant acknowledges and agrees that Agency selected Consultant and is entering into the WOC because of the special qualifications of Consultant's key personnel. In particular, Agency, through the WOC is engaging the expertise, experience, judgment and personal attention of the following Key Persons:

Name	Role
Katie Mangle	Alta Planning + Design, Principal in Charge
Katie Selin	Alta Planning + Design, Project Manager

In the event Consultant requests that Agency approve a re-assignment or transfer of a Key Person:

- Consultant shall provide a resume for the proposed substitute demonstrating that the proposed replacement has qualifications that are equal to or better than the qualifications of the person being replaced.
- Agency shall have the right to interview, review the qualifications of, and approve or disapprove the proposed replacement(s) for the Key Person.
- Any substitute or replacement for a Key Person must be approved in writing (email acceptable) and shall be deemed to be a Key Person under the WOC.

Consultant agrees that the time/costs associated with the transfer of knowledge and information for a Key Person replacement is not a cost borne by Agency and shall not be billed to Agency. This includes labor hours spent reviewing Project and Services documentation, participation in meetings with personnel associated with the WOC/Project/Services, and participating in site visits to become familiar with the Project.

3. Staffing Adjustments.

During the term of the WOC, Consultant may make necessary staffing/classification adjustments (other than Key Personnel) to the proposed staff/classifications as shown in Consultant's BOC provided:

- the alternate staff/classifications are appropriately qualified to complete the assigned tasks,
- the billing rate for an alternate staff/classification does not exceed the classification billing rate maximum listed in the firm's approved ESR or NBR on file with Agency (see limitations in Exhibit B, Part 2, section J – Specific Limitations and Unallowable Charges), and
- the Services can be completed without exceeding WOC (or task, if applicable) NTE amount(s).

Agency reserves the right to require Consultant to provide notice to APM prior to implementing needed changes to staffing assignments.

4. Task Budget Monitoring.

The budget shown for each task is the best estimate at time of WOC (and Amendment, if applicable) execution. However, as work under the WOC progresses it may dictate that more funding be applied to some tasks and less to others. Consultant shall identify task budget refinements (within the limits of the not-to-exceed amount established for this WOC) on a monthly basis as part of the invoicing and status report.

5. Liquidated and Delinquent Debt Owed to State.

In the event Consultant has liquidated and delinquent debt owed to the State of Oregon or any department or agency of the State, Agency may:

- i) Undertake collection by administrative offset, or garnishment if applicable, of all monies due for Services and Deliverables to recover liquidated and delinquent debt owed to the State of Oregon or any department or agency of the State. Offsets or garnishment may be initiated after Consultant has been given notice if required by law;

- ii) Terminate the WOC, in whole or in part, immediately upon written notice to Consultant or at such later date as Agency may establish in such notice; or
- iii) Pursue any or all of the remedies available under the PA, at law, or in equity.

These remedies are cumulative to the extent the remedies are not inconsistent, and Agency may pursue any remedy or remedies singly, collectively, successively, or in any order whatsoever, to the extent the remedies are not inconsistent.

6. Pay Equity Compliance

- **Discriminatory Wage Rates.** As required by ORS 279C.520, Consultant must comply with ORS 652.220 and shall not unlawfully discriminate against any of Consultant's employees in the payment of wages or other compensation for work of comparable character on the basis of an employee's membership in a protected class. "Protected class" means a group of persons distinguished by race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, veteran status, disability, or age. Consultant's compliance with this section constitutes a material element of the WOC and a failure to comply constitutes a breach that entitles Agency to terminate the WOC and the PA for cause.
- **Employee Discussions Regarding Compensation.** As required by ORS 279C.520, Consultant may not prohibit any of its employees from discussing the employee's rate of wage, salary, benefits or other compensation with another employee or another person and may not retaliate against an employee who discusses the employee's rate of wage, salary, benefits or other compensation with another employee or another person.

7. Indemnity

- a. **CLAIMS FOR OTHER THAN PROFESSIONAL LIABILITY.** Consultant shall indemnify, defend, save, and hold harmless the State of Oregon, the Oregon Transportation Commission and its members, the Department of Transportation, their officers, agents and employees from any and all claims, suits, actions, losses, liabilities, damages, costs and expenses, including attorney fees, of whatsoever nature, resulting from or arising out of the acts or omissions of Consultant or its subcontractors, or their respective agents or employees, under the WOC.
- b. **CLAIMS FOR PROFESSIONAL LIABILITY.** To the fullest extent permitted by law, and except to the extent prohibited under ORS 30.140(4), Consultant shall indemnify, defend, save, and hold harmless the State of Oregon, the Oregon Transportation Commission and its members, the Department of Transportation, their officers, agents and employees from any and all claims, suits, actions, losses, liabilities, damages, costs and expenses, including attorney fees, arising out of the professionally negligent acts, errors or omissions of Consultant or its subcontractors, or their respective agents or employees, in the performance of Consultant's professional services under the WOC.
- c. **INDEMNITY FOR INFRINGEMENT CLAIMS.** Without limiting the generality of Section 6.a or 6.b, Consultant expressly agrees to indemnify, defend, save and hold harmless the State of Oregon, the Oregon Transportation Commission and its members, the Department of Transportation and their agencies, subdivisions, officers, directors, agents, and employees from any and all claims, suits, actions, losses, liabilities, damages, costs and expenses, including attorney fees, arising out of or relating to any claims that Consultant's services, the Work Product or any other tangible or intangible items delivered to agency by Consultant

that may be the subject of protection under any State or federal intellectual property law or doctrine, or agency's use thereof, infringes any patent, copyright, trade secret, trademark, trade dress, mask work, utility design, or other proprietary right of any third party; provided, that State shall provide Consultant with prompt written notice of any infringement claim.

Provided, however, Consultant shall not be obligated to indemnify, defend, save and hold harmless the State and Agency under this Section 6.c, based solely on the following:

Consultant's compliance with Agency specifications or requirements, including, but not limited to the required use of tangible or intangible items provided by Agency.

- d. **DEFENSE QUALIFICATION.** Notwithstanding Consultant's foregoing defense obligations, neither Consultant nor any attorney engaged by Consultant shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at any time at its election assume its own defense and settlement in the event that it determines that Consultant is prohibited from defending the State of Oregon, or that Consultant is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue any claims it may have against Consultant if the State of Oregon elects to assume its own defense.
- e. **AGENCY'S ACTS OR OMISSIONS.** This Section 6 does not include indemnification by Consultant of the State of Oregon, the Oregon Transportation Commission and its members, the Department of Transportation and its officers agents and employees, for the acts or omissions of the State of Oregon, the Oregon Transportation Commission and its members, the Department of Transportation and its officers agents and employees, whether within the scope of the WOC or otherwise.

H. COMPENSATION

The method(s) of compensation and payment option(s) selected below (and as specified for any Contingency Tasks in the table in Section F) are incorporated from Exhibit B to the PA. For additional detail and requirements regarding compensation methods, payment options, or Agency's right to withhold retainage, see PA - Exhibit B, Compensation. No compensation is provided to Consultant for negotiations, preparing or revising cost estimate for Services, or negotiating contracts with subcontractors.

H.1 Non-Contingency Tasks

The method(s) of compensation for non-contingency tasks in this WOC is:

☒ Time and Materials with Not-To-Exceed ("T&M")

The dollar amount(s) for non-contingency tasks is entered in Section H.4, Compensation Summary Table.

H.2 Payment Options

The payment option for the Services in the attached SOW is:

☒ Monthly Progress Payments for acceptable and verifiable progress (For costs on CPFF or T&M);

H.3 Fixed Fee (for CPFF) [RESERVED]

H.4 Total WOC NTE Amount

	Compensation Summary Table	Amount
1. CPFF NTE Amount (not including Fixed-Fee or contingencies)	NTE Amount for allowable costs of non-contingency Services in this WOC.	N/A
2. Fixed-Fee Amount	Total of non-contingency Fixed-Fee amount(s) (for CPFF only).	N/A
3. Fixed Price Amount	Total of non-contingency Fixed Price amount(s)	N/A
4. T&M NTE Amount	Total for any non-contingency Services	\$588,108.74
5. Price Per Unit NTE Amount	Total NTE for non-contingency Price Per Unit Costs	N/A
6. Total Non-Contingency Amount		\$588,108.74
7. Total for Contingency Tasks (if any) per Section F above:		\$63,146.98
TOTAL NTE (line 6 plus line 7) This amount includes all direct and indirect costs, profit, Fixed Fee amount (if any) and contingency task costs (if any).		\$651,255.72

H.5 Invoices

Invoices must be in conformance with the ODOT Invoice Requirements and any other PA requirements. The Invoice Requirements is available on the Internet at:

<https://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx>

Consultant shall submit invoices electronically via email to TDDPSInvoices@odot.oregon.gov, Ian.Horlacher@odot.oregon.gov, and Kelly.Rodgers@odot.oregon.gov.

H.6 Subcontractors "Paid Summary Report"

Consultant shall complete and submit to APM initial, interim and final **Paid Summary Reports on a form to be provided by ODOT**. Consultant must report payment information for all subcontractors and suppliers used under the WOC throughout the period of performance. **This reporting is required for all projects that include subs, regardless of funding source or whether or not a DBE goal or Certified Small Business Aspirational Target is assigned.**

WOC ATTACHMENTS

ATTACHMENT A – ACRONYMS & DEFINITIONS [RESERVED]

ATTACHMENT B - BREAKDOWN OF COSTS FOR SERVICES (BOC)

The Breakdown of Costs (BOC) dated 04/15/2026 is not physically attached but incorporated into this WOC by this reference with the same force and effect as though fully set forth herein. A copy of the final BOC has been provided to Consultant prior to WOC execution.

ATTACHMENT C - DISADVANTAGED BUSINESS ENTERPRISE ("DBE") PROVISIONS

A&E and Related Services

For purposes of these DBE Provisions, "Contract" means any project-specific contract, Price Agreement ("PA"), Work Order Contract ("WOC"), Task Order, or any other contract entered into with ODOT (or local agency when applicable). "Consultant" and "Contractor" are hereinafter referred to as "Contractor".

On October 3, 2025 the U.S. Department of Transportation (USDOT) issued an interim final rule modifying the certification, compliance and reporting requirements of the Disadvantaged Business Enterprise program (DBE IFR). The DBE IFR was published in the Federal Register and took effect on October 3, 2025 (90 Fed Reg 47,969 (2025)). The DBE IFR requires the eligibility of all DBE certified firms to be reevaluated on an individualized basis, without reliance on race- or sex-based presumptions of disadvantage. The Oregon Certification Office for Business Inclusion and Diversity ("COBID") administers the Unified Certification Program ("UCP") for the State of Oregon and is responsible for performing the reevaluations and certifications of businesses that are certified under the DBE program. Pursuant to the DBE IFR, until the reevaluation process is completed, ODOT may not update its overall goal, set any contract DBE goals on federally funded projects or count any DBE participation toward DBE goals. In accordance with the DBE IFR, ODOT's DBE requirements that were applicable to federally funded projects prior to the 10/03/2025 effective date of the rule are no longer in effect, and the DBE goal, reporting and compliance requirements set forth in this Contract are hereby suspended. Consultant acknowledges that the DBE goal and contractual requirements may be reinstated or modified for purposes of compliance with federal law as the DBE IFR is implemented. Consultant agrees to efficiently process any contractual modifications ODOT deems necessary or appropriate to effectuate the DBE Program resulting from the DBE IFR implementation or future modifications to the DBE Program and corresponding regulations.

- a. Policy and Program Authorities. RESERVED**
- b. DBE Goals. RESERVED**
- c. Nondiscrimination Requirement:** Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this USDOT-assisted Contract. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as ODOT deems appropriate. Each subcontract the Contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).
- d. Documentation of Proposed Participation. RESERVED**
- e. Good Faith Efforts. RESERVED**
- f. Commercially Useful Function ("CUF"). RESERVED**
- g. Changes in Work Committed to DBE. RESERVED**
- h. Prompt Payment and Retainage:** Contractor shall pay each subcontractor for satisfactory performance of its contract no later than 10 calendar days from receipt of each payment Contractor receives from ODOT (or local agency when applicable). In addition, Contractor shall return any retainage payments to each subcontractor within 10 calendar days after the subcontractor's work is satisfactorily completed.
- i. Reporting Requirements. RESERVED**
- j. Termination of DBE Notification Requirement. RESERVED**

k. Remedies. RESERVED

l. Information/Questions: The DBE program is administered by the ODOT Office of Engagement and Civil Rights ("OECR"). Questions related to the DBE Program may be sent via email to ocrinforequest@odot.oregon.gov or otherwise directed to: Oregon Department of Transportation Office of Civil Rights, ODOT Materials Laboratory Building, 800 Airport Road SE, Rm 61, Salem, OR 97301; Phone: 503-986-4350.

m. Directory of Certified Firms. RESERVED

Related Web Sites:

All forms, documents and CFRs referenced or linked in these DBE Provisions are available on line at:

- **Forms:** <https://www.oregon.gov/ODOT/Business/OCR/Pages/Forms.aspx>
- **Documents:** <https://www.oregon.gov/ODOT/Business/OCR/Pages/Disadvantaged-Business-Enterprise.aspx>
- **49 CFR Part 26:** <https://www.ecfr.gov/current/title-49/subtitle-A/part-26?toc=1>
- **Interim Final Rule, 90 Fed Reg 47,969 (2025):** <https://www.transportation.gov/mission/civil-rights/disadvantaged-business-enterprise/DBE-IFR-10-03-2025>

Acronyms & Definitions for DBE Provisions

APM	ODOT's or local agency's Project Manager for the WOC
CFR	Code of Federal Regulations
CUF	Commercially useful function
DBE	Disadvantaged Business Enterprise
OCR	ODOT Office of Engagement and Civil Rights
ODOT	Oregon Dept. of Transportation
PA	Price Agreement
RFP	Request for Proposals
SSUR	Subcontractor Solicitation and Utilization Report
USDOT	United States Department of Transportation
WOC	Work Order Contract

Memo

DATE: July 8, 2026

TO: Transportation Advisory Committee

FROM: Scott Fleury PE, Public Works Director

DEPT: Public Works

RE: E-Bike Discussion (con't)

BACKGROUND:

This is a continued discussion from June with an expectation to determine a path forward with the help of Officer Bates (SRO) and Officer Moore on education and outreach to kids and parents through the school system.

The TAC (chair) and staff can also reach out the the ASD Superintendent Dr. Joseph Hatrick regarding education/messaging.

June 2026

Recently there has been some discussion by elected officials regarding E-bike use and associated regulations based on HB 4007 that passed recently lowering the age limit from 16 to 14 for Class 1 E-bikes, see below.

Oregon Lawmakers Lower Age for Riding an E-Bike From 16 to 14

The transportation bill HB 4007 passed the Oregon Senate on March 5.

Young teens can finally ride e-bikes legally, thanks to legislation that just passed the Oregon Senate last night. The transportation bill, House Bill 4007, passed with 28 ayes, two excused absences, and zero dissenters after its third reading March 5.

The bill lowers the age for riding a Class 1 e-bike from 16 to 14. Class 1 e-bikes have a motor that kicks in when the rider is pedaling and tops out at speeds of 20 mph. The age for riding Class 2 and 3 bikes, which both have throttles, remains age 16.

Megan Ramey is the Safe Routes to School manager for the Hood River County School District. She helped work on the legislation with the Oregon Micromobility Network, an organization that advocates policy changes for, essentially, small things with wheels, like bicycles, scooters and skateboards. To her, the legislation is a win.

CITY OF ASHLAND

20 East Main Street
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.6002
Fax: 541.488.5311
TTY: 800.735.2900



Memo

Mayor Graham request:

I would like the TAC to take it up as an issue to see if there might be some recommendations that should come forward to that study session or directly to Council regarding steps we might take to improve safety. Is that something that can happen in the near term

TAC Previous discussion:

At the March 4, 2025 City Council Business Meeting, staff presented the Transportation Advisory Committees (TAC) recommendation to utilize staff time to develop updated code language specific to E-bikes.

Motion by Brouillard, 2nd by Dahle, **"The Transportation Advisory Committee recommends the Council request staff investigate municipal code development regarding E-Bike regulations"**.

All approved.

The Council accepted the TAC's recommendation regarding moving forward with E-Bike regulations within a Municipal Code update. They would like to see specific bulletized items brought forward to them for consideration prior to formally developing a full update to section 11 of the Municipal Code. Staff informed them with the other work the TAC has embarked upon this year, that code language recommendations would most likely come to them later in the year.

A major component of the Council discussion was "what is it we are trying to solve" and "how do we enforce" with no current traffic enforcement officer on staff and PD generally understaffed in total.

As a reminder the TAC discussed licensure, identifying features, educational requirements, insurance requirements as potential code components. The TAC was also interested to see what if any code changes came from the legislature in the current session.

Staff also and Councilor Hansen also mentioned education and outreach was a component of the E-Bike process being worked on by the TAC. The Council was supportive of education and outreach by the TAC moving forward.

1. Coordinate with RVTD on education
2. Develop brochures and educational materials

CITY OF ASHLAND

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Memo

- a. City website
- b. Bike shops
- c. Utility Billing flyer
- d. Southern Oregon University
- e. Safe Routes to School Coordinator
- f. Ashland School District
- g. Ashland Police Department

Since that time the TAC was waiting to see what if any regulations the legislature would adopt or change regarding E-bike regulations.

Staff has attached the following information to this staff report for background reference on discussions had by the TAC already.

- 1. 2024 Staff Report
- 2. Ashland Municipal Code 11.52
- 3. Brouillard edits to AMC 11.52
- 4. HB 4103
- 5. Kahn E-bike background
- 6. Educational Materials

CONCLUSION:

The TAC should review the request and make a recommendation if any for changes to the Public Works Director for implementation.

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Transportation Advisory Committee – Email Reviews
June 2026

New Business Review SeeClickFix and email submissions

- No-Camping Signage
- Alley Paving
- Signage Request
- Stop Sign
- Crosswalk Markings



Online Form Submittal: Transportation Advisory Committee Contact Form

From noreply@civicplus.com <noreply@civicplus.com>

Date Sat 6/20/2026 11:30 AM

To publicworksinfo@ashlandoregon.gov <publicworksinfo@ashlandoregon.gov>; scott.fleury@ashland.or.us <scott.fleury@ashland.or.us>

[EXTERNAL SENDER]

Transportation Advisory Committee Contact Form

Name

[REDACTED]

Address

1630 Siskiyou Blvd///1621 Clark Ave

City

Ashland

State

Ore

Zip Code

97520

Phone Number

[REDACTED]

Email Address

[REDACTED]

Message to Transportation
Advisory Committee

Good Day,
After speaking with Travis Reeder of Ashland Public Works
Dept regarding putting up some "No Overnight Camping" signs
he recommended I get in touch with your department. [REDACTED]
[REDACTED] and myself own the tri-plexes on Clark Ave in Ashland.
We have had a continual problem with overnight campers,
trucks, auto and even a bus, and often the same persons.
Word must be out on "the street" that this is a great place off
the main street with bathrooms, water and a lovely city park.
We are constantly calling the police to where they know us by
name.
The police do a great job making them move on, but The police
do a great job making them move on, but sometimes they are
just too busy.
Thank You for your time,
[REDACTED]
1630 Siskiyou Blvd. (we also have a wonderful view of the
scofflaws on Clark Ave from our home)

Attachments

Field not completed.

Online Form Submittal: Transportation Advisory Committee Contact Form

From noreply@civicplus.com <noreply@civicplus.com>

Date Mon 6/22/2026 12:31 PM

To Public Works Information <publicworksinfo@ashland.or.us>; Scott Fleury <scott.fleury@ashland.or.us>

[EXTERNAL SENDER]

Transportation Advisory Committee Contact Form

Name	[REDACTED]
Address	199 Sherman St
City	Ashland
State	OR
Zip Code	97520
Phone Number	[REDACTED]
Email Address	<i>Field not completed.</i>
Message to Transportation Advisory Committee	Wondering what it would take to pave the ally that accesses my new home, 199 Sherman St. The ally runs between Sherman and Fairview St and is a city owned lot. If this is possible I would be willing to undertake some or potentially all of the costs.
Attachments	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

Online Form Submittal: Transportation Advisory Committee Contact Form

From noreply@civicplus.com <noreply@civicplus.com>

Date Mon 6/15/2026 7:21 PM

To Public Works Information <publicworksinfo@ashland.or.us>; Scott Fleury <scott.fleury@ashland.or.us>

[EXTERNAL SENDER]

Transportation Advisory Committee Contact Form

Name	[REDACTED]
Address	1211 Colestin Rd
City	AShland
State	or
Zip Code	97520
Phone Number	[REDACTED]
Email Address	[REDACTED]
Message to Transportation Advisory Committee	Hi, I drive on Exit 11 north bound and so often I find walkers and joggers flowing alongside me with traffic. I was taught that walkers and joggers go against traffic and only bicyclists flow with traffic. I am concerned that with the prevalence of distracted driving that more and more people are at risk. I wonder if we can have signage along Siskysiou Blvd. that reminds walkers/joggers/bicyclists which side of the road they should be on...? Thank You, [REDACTED]
Attachments	Field not completed.

[View on Map](#)[Sign in to follow this issue](#)

...

Transportation System Request

Hargadine St & S Pioneer St Ashland, OR, 97520, USA



Acknowledged



6/17/26 10:40:53 AM

There needs to be a STOP sign where Fork St. meets Pioneer and Hagardine. This intersection is hazardous for everyone - cyclists, pedestrians, and drivers.

Thank you.

Is there any other information that you think we need to know?

No Answer Given

What is your first name?

[REDACTED]

What is your last name?

[REDACTED]

What is your phone number? (PLEASE NOTE: If there are additional questions or information required to process the request and there is not a contact number available it may result in the request not being resolved.)

[REDACTED]

What is your email address?

[REDACTED]

Would you prefer us to email or call you if we need to contact you?

Email



Public



22010559



Amy



Ashland, OR - City Service Area

Comments (3)

Now Unfollowing

Online Form Submittal: Transportation Advisory Committee Contact Form

From noreply@civicplus.com <noreply@civicplus.com>

Date Sun 6/14/2026 12:56 PM

To publicworksinfo@ashlandoregon.gov <publicworksinfo@ashlandoregon.gov>; scott.fleury@ashland.or.us <scott.fleury@ashland.or.us>

[EXTERNAL SENDER]

Transportation Advisory Committee Contact Form

Name	[REDACTED]
Address	425 Normal St
City	Ashland
State	OR
Zip Code	97520
Phone Number	<i>Field not completed.</i>
Email Address	[REDACTED]

Message to Transportation
Advisory Committee

This is my third request, dating back to M Faught, and S Fleury, and now to this group.

There needs to be white striping for a crosswalk from the East side or the Cemetery side that has sidewalks to the corner of Hunter Pk.

This would also include a safe walk to school! As this is used heavily, not only for schools, but going to Hunter Park by many parents with their kiddos and baby strollers.

The cutouts have been there for many years and would require White Stripping only!

Since my private cell came up automatically, I would like to discuss with whoever looks at the site for a couple other questions of concern.

Not sure who placed the flashing crosswalks on Ashland Street however, people will never stop using Normal Avenue.

I have the same questions regarding placement of flashing lights in front of Rogue credit union, as I personally have had to stop to assist elderly crossing with walkers and wheel chairs, from the housing All Care behind RCU, who were unable to cross four lanes and a turn lane and up the grade into the shop center. This area remain imo what is the most dangerous

places I see.on this end of town.

Also, what is the grade going down Pioneer to the stop light on Main St?

Regards 

Attachments

Field not completed.

Email not displaying correctly? [View it in your browser.](#)