

**RESOLUTION NO. 1545  
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT FOR THE 2022  
PRINEVILLE TRANSPORTATION SYSTEM PLAN UPDATE**

**Whereas**, the City of Prineville (“City”) and State of Oregon, acting by and through its Department of Transportation (“ODOT”), pursuant to ORS 190.110, may enter into agreements for the performance of any or all functions and activities that a party to the agreements, its officers, or agents have the authority to perform.

**Whereas**, the Transportation Planning Rule (OAR 660-012-0015) requires jurisdictions throughout Oregon to prepare and adopt regional or local transportation plans.

**Whereas**, the purpose of a Transportation Plan (“TSP”) is to identify a system of transportation facilities and services adequate to meet identified municipal transportation needs.

**Whereas**, City’s TSP must be consistent with adopted elements of the State’s TSP.

**Whereas**, City requires an updated TSP to address future transportation infrastructure and improvements, and desires to collaborate with ODOT on updating its TSP.

**Whereas**, the 2022 Prineville Transportation System Update will include an update to the Prineville Travel Demand Model; the City of Prineville 2013 Transportation System Plan; an investigation and report on potential improvements to the State highways and local streets located near the intersections of Highway 26, Highway 126, and Highway 370 at the western edge of the City of Prineville; and an investigation and report on the potential of a Highway 26 couplet.

**Whereas**, ODOT has prepared an Intergovernmental Agreement identified as Misc. Contracts and Agreements No. 73000-00005161 (“IGA”), attached hereto and incorporated herein, which documents the financial commitments of City and ODOT for the development of City’s updated TSP.

**Whereas**, City staff believes it is in the best interest of the City to approve and execute the IGA.

NOW, THEREFORE, the City of Prineville resolves that the Grant Agreement is hereby approved and that the Mayor is authorized to sign the IGA on behalf of the City.

Approved by the City Council this 10<sup>th</sup> day of January, 2023.

  
Stephen P. Uffelman, Council President

ATTEST:

  
Lisa Morgan, City Recorder

**INTERGOVERNMENTAL AGREEMENT**  
2022 Prineville Transportation System Plan Update  
City of Prineville

**THIS AGREEMENT** is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "ODOT" or "State;" and the City of Prineville, an Oregon municipal corporation, acting by and through its elected officials, hereinafter referred to as "City" or "Agency," both herein referred to individually or collectively as "Party" or "Parties."

**RECITALS**

1. By the authority granted in Oregon Revised Statute (ORS) 190.110, state agencies may enter into agreements with units of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform.
2. The Transportation Planning Rule, Oregon Administrative Rule (OAR) 660-012-0015, requires jurisdictions throughout Oregon to prepare and adopt regional or local transportation plans. The purpose of a Transportation System Plan ("TSP") is to identify a system of transportation facilities and services adequate to meet identified municipal transportation needs. A regional or local TSP must be consistent with adopted elements of the State TSP.
3. Agency requires an updated TSP to address future transportation infrastructure and improvements, and the Parties desire to collaborate on updating Agency's TSP. The purpose of this Agreement is to document the financial commitments of Agency and State to the development of Agency's updated TSP.
4. The 2022 Prineville Transportation System Plan Update will include an update to the Prineville Travel Demand Model; the City of Prineville 2013 Transportation System Plan; an investigation and report on potential improvements to the State highways and local streets located near the intersections of Highway 26, Highway 126, and Highway 370 at the western edge of the City of Prineville; and an investigation and report on the potential of a Highway 26 couplet.

**NOW THEREFORE**, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

**TERMS OF AGREEMENT**

1. Under such authority, Agency wishes to retain the services of State to serve as the lead contract administrator in the development of the 2022 Prineville Transportation System Plan Update, hereinafter referred to as the "Project". The Parties shall be jointly responsible for performing the work as shown on Exhibit A, attached hereto and by this reference made a part hereof.

2. The Project will be financed at an estimated cost of \$318,000 in federal and Agency funds. The estimate for the total Project cost is subject to change. Agency shall be responsible for any nonparticipating costs and Project costs beyond the estimate.
3. The Parties agree that Agency's review and approval of any additional costs shall be obtained prior to those additional costs being incurred.
4. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate upon completion of the Project and final payment or ten (10) calendar years following the date all required signatures are obtained, whichever is sooner.

### **AGENCY OBLIGATIONS**

1. Agency shall perform the Agency tasks described in Exhibit A.
2. Agency shall contribute \$80,000 in cash and \$20,000 in in-kind contributions to the Project.
3. Agency shall, upon receipt of a fully executed copy of this Agreement and upon a subsequent letter of request from State, forward to State an advance deposit or irrevocable letter of credit in the amount of \$80,000 for the Project, said amount being equal to Agency's estimated cash contribution toward work performed by State at Agency's request pursuant to this Agreement. Agency agrees to make additional deposits as needed upon request from State.
4. Upon completion of the Project and receipt from State of an itemized statement of the actual total cost of State's participation in the Project, Agency shall pay any amount which, when added to Agency's advance deposit, will equal 100 percent of actual total State costs for the Project that are not funded by federal funds and were approved by Agency. Any portion of said advance deposit which is in excess of the State's total costs will be refunded or released to Agency.
5. Agency certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within Agency's current appropriation or limitation of the current biennial budget.
6. Agency shall not enter into any subcontracts for any of the work scheduled under this Agreement without obtaining prior written approval from State.
7. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other

applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

8. Agency shall perform the service under this Agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement including, but not limited to, retirement contributions, workers compensation, unemployment taxes, and state and federal income tax withholdings.
9. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Agency shall ensure that each of its contractors complies with these requirements.
10. Agency shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Department of Transportation and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Agency's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the Parties that State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the State, be indemnified by the contractor and subcontractor from and against any and all Claims.
11. Any such indemnification shall also provide that neither Agency's contractor and subcontractor nor any attorney engaged by Agency's contractor and subcontractor 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 Agency's contractor is prohibited from defending the State of Oregon, or that Agency's contractor 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 claims it may have against Agency's contractor if the State of Oregon elects to assume its own defense.
12. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to this specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after final payment (or completion of Project --

if applicable.) Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.

13. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.
14. Agency's Project Manager for this Project is Casey Kaiser, Senior Planner, 387 NE 3<sup>rd</sup> Street, Prineville, Oregon 97754, (541) 447-8338, [ckaiser@cityofprineville.com](mailto:ckaiser@cityofprineville.com) or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

### **STATE OBLIGATIONS**

1. State shall perform the work described in Exhibit A.
2. State shall, upon execution of this Agreement, forward to Agency a letter of request for an advance deposit or irrevocable letter of credit in the amount of \$ 80,000 for Agency's estimated cash contribution toward work performed by State at Agency's request under this Agreement. Requests for additional deposits shall be accompanied by an itemized statement of expenditures and an estimated cost to complete Project.
3. Upon completion of the Project, State shall either send to Agency a bill for the amount which, when added to City's advance deposit, will equal 100 percent of the total Agency costs for the Project, or State will refund to Agency any portion of said advance deposit which is in excess of the total State costs for Project.
4. State's Project Manager for this Project is Rick Williams, Principal Transportation Planner, 63055 N. Highway 97, Building M, Bend, Oregon 97703, (541) 815-6877, [richard.l.williams@odot.oregon.gov](mailto:richard.l.williams@odot.oregon.gov), or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

### **GENERAL PROVISIONS**

1. This Agreement may be terminated by mutual written consent of both Parties.
2. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
  - a. If Agency fails to provide the work or services called for by this Agreement within the time specified herein or any extension thereof.
  - b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement

in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.

- c. If Agency fails to provide payment of its share of the cost of the Project.
  - d. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
  - e. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or State is prohibited from paying for such work from the planned funding source.
3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
  4. As federal funds are involved in this Agreement, EXHIBITS B and C are attached hereto and by this reference made a part hereof and are hereby certified to by Agency representative.
  5. Agency, as a recipient of federal funds, pursuant to this Agreement with the State, shall assume sole liability for Agency's breach of any federal statutes, rules, program requirements and grant provisions applicable to the federal funds, and shall, upon Agency's breach of any such conditions that requires the State to return funds to the Federal Highway Administration, hold harmless and indemnify the State for an amount equal to the funds received under this Agreement; or if legal limitations apply to the indemnification ability of Agency, the indemnification amount shall be the maximum amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount received under this Agreement.
  6. Americans with Disabilities Act Compliance:
    - a. The Parties shall utilize ODOT standards to assess and ensure that the Project and all component activities comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, "ADA"), including ensuring that all plans and proposed alternatives for future design or construction of pedestrian, bicycle, and transit routes and facilities will result in ADA-compliant facilities and improvements.
    - b. The Parties shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs, comply with ODOT standards, and include accessibility features equal to or better than the features present in the existing

pedestrian facility. Agency shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, and disability organizations at least 10 days prior to the establishment of any work zone.

7. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
8. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
9. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

10. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
11. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
12. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

**SIGNATURE PAGE FOLLOWS**



**CITY OF PRINEVILLE**, by and through its  
elected officials

By   
Council President

Date January 11, 2023

By  City Manager

Date January 11, 2023

**LEGAL REVIEW APPROVAL (If required  
in Agency's process)**

By N/A  
Agency's Counsel

Date \_\_\_\_\_

**Agency Contact:**

Casey Kaiser  
Senior Planner  
387 NE 3<sup>rd</sup> Street  
Prineville, Oregon 97754  
(541) 447-8338  
[ckaiser@citvofprineville.com](mailto:ckaiser@citvofprineville.com)

**State Contact:**

Rick Williams  
Principal Transportation Planner  
63055 N. Highway 97, Building M  
Bend, Oregon 97703  
(541) 815-6877  
[richard.l.williams@odot.oregon.gov](mailto:richard.l.williams@odot.oregon.gov)

**STATE OF OREGON**, by and through  
its Department of Transportation

By \_\_\_\_\_  
Region 4 Manager

Date \_\_\_\_\_

**APPROVED AS TO LEGAL  
SUFFICIENCY**

By Katrina Brown  
Assistant Attorney General

Date November 16, 2022

## EXHIBIT A

### TASKS, DELIVERABLES and SCHEDULE

The delivery schedule is listed under each task. The delivery schedule for each task is based upon the Notice to Proceed (“NTP”) issued pursuant to Work Order Contract No. 2 under Purchase Agreement # B38922 between the State of Oregon, by and through its Oregon Department of Transportation (the “State” or “ODOT”) and Parametrix, Inc., a foreign business corporation (the “State’s Consultant”), which is attached hereto as “Attachment A” and incorporated herein by this reference.

#### TASK 1 – PROJECT MANAGEMENT

**Objective:** To provide the foundational Project management tools necessary for successful development of the 2022 Prineville Transportation System Plan Update and the West Side Refinement.

##### 1.1 Committee Rosters

The City of Prineville (the “City”) shall establish and prepare Committee Rosters for a Technical Advisory Committee (“TAC”) and a Public Advisory Committee (“PAC”).

The TAC, at a minimum, must include:

- a) City of Prineville Public works/Engineering representatives
- b) Public safety representatives (City of Prineville Police; Crook County Fire and Rescue)
- c) City of Prineville Planner
- d) Representative from Crook County Health Department
- e) Representative from Central Oregon Intergovernmental Council (Cascades East Transit)
- f) Oregon Department of Land Conservation and Development - Regional Representative
- g) Crook County Planning Department Member
- h) ODOT Regional planner/APM
- i) ODOT Active Transportation
- j) ODOT Transit
- k) ODOT Traffic
- l) ODOT District
- m) ODOT Roadway
- n) ODOT Region Access Management Engineer
- o) Transportation Planning and Analysis Unit (“TPAU”)
- p) Americans with Disabilities Act (“ADA”) Accessibility community

Other members may be invited to participate in individual meetings of the TAC or throughout the Project. One individual may represent more than one group identified in the list of TAC members.

The PAC, at a minimum, must include a representative of:

- a) Local businesses
- b) Bicycle and pedestrian advocates
- c) Transportation disadvantaged
- d) Local freight industry
- e) Chamber of Commerce
- f) Economic Development of Central Oregon
- g) City of Prineville Railroad
- h) City of Prineville Airport
- i) Crook County School districts
- j) Crook County Parks and Recreation District
- k) Agricultural Community

### **1.2 Kickoff Meeting Conference Call**

The State or the State's Consultant shall facilitate a Kickoff Meeting Conference Call to review Project objectives, processes and timelines. The City shall schedule the Kickoff Meeting. The Kickoff Meeting Conference Call must be held within 2 weeks of the NTP. The State or the State's Consultant shall provide an agenda to attendees at least 2 business days prior to the Kickoff Meeting Conference Call and provide a meeting summary to attendees no later than 1 week following the Kickoff Meeting Conference Call. The State or the State's Consultant shall have up to 3 staff in attendance on the Kickoff Meeting Conference Call.

### **1.3 Teleconferences**

The State or State's Consultant shall arrange up to 12 teleconferences with the City and the State's Project Manager (hereinafter "APM") (and other appropriate ODOT representatives, as applicable), both scheduled and as required, to address a specific issue. Dates and times of scheduled teleconferences will be determined at the Kickoff Meeting Conference Call. The State or the State's Consultant shall arrange a standard call-in number. The State or the State's Consultant shall develop an agenda for each teleconference and shall disseminate the agenda to the City and APM no later than the evening prior to the teleconference. The State or the State's Consultant shall develop a teleconference summary and distribute to attendees no later than 2 business days following each teleconference. The State or the State's Consultant shall have 2 staff in attendance at 6 of the teleconference calls and up to 3 State or the State's Consultant staff at 6 of the teleconference calls. The APM will determine how many of the State's or the State's Consultant staff shall attend each teleconference.

### **1.4 Project Website**

ODOT will develop and maintain the Project website during the entire Project. The State or the State's Consultant shall provide technical memoranda, maps and design concepts in coordination

with the City and ODOT to populate the website. ODOT will be responsible for all aspects of the website including, but not limited to: development, registration, hosting, and content.

The State or the State's Consultant shall provide the following items for the website: Draft and Revised Technical Memoranda; all maps and graphics developed for this Project in PDF or JPG format; meeting information (times, locations, agendas, summaries and materials), and draft and Final TSP and West Side Refinement.

ODOT will update the Project website at least monthly or as new materials become available.

### **1.5 Refined Project Schedule**

The State or the State's Consultant shall prepare a refined Project schedule and deliver it to the City and APM within 2 weeks after the Kickoff Meeting Conference Call. The refined Project schedule must ensure reasonable timelines for City and Crook County (the "County") to provide data necessary to the State or the State's Consultant and for Transportation Planning and Analysis Unit ("TPAU") to complete their reviews. The State or the State's Consultant shall schedule and perform tasks concurrently, to minimize time. Refined Project Schedule must show the initial TAC and PAC meetings and identify dates for up to 4 TAC and PAC meetings. TAC and PAC meetings must be held on the same day. The State or the State's Consultant shall update the Refined Project schedule, at APM's written request, and distribute the updated schedule to City and APM. Refined schedule must be included in the Project Management Plan. The State or the State's Consultant shall update the schedule two times during the course of the Project.

### **1.6 Progress Report**

The State or the State's Consultant shall submit monthly progress reports following the State's approved format. The State or the State's Consultant shall submit up to 20 progress reports during the during of the Project.

#### **City Task 1 Deliverables:**

- 1a Committee Rosters
- 1b Kickoff Meeting Conference Call
- 1c Teleconferences (up to 12 one-hour calls)

#### **The State or the State's Consultant Task 1 Deliverables and Schedule:**

- 1A Meeting Agenda (2 business days prior to meeting)
- 1A Meeting Summary (1 week after meeting)
- 1A Kickoff Meeting Conference Call (within 2 weeks after NTP)
- 1B Teleconferences (up to 12) (monthly or as directed by APM)
- 1C Develop and provide materials for Project Website and electronic materials (4 weeks after NTP)
- 1D Refined Project Schedule (4 weeks after NTP) and up to two updates (as requested in writing by APM)
- 1E Progress reports up to 20 (due to APM by the 20<sup>th</sup> of each month)

## **TASK 2 - TRAVEL DEMAND MODEL DATA REVIEW/UPDATE:**

The Prineville Travel Demand Model was developed in 2012 to evaluate travel flows within the City and general surrounding area, reflecting 2010 Base Year and 2035 Future Year conditions.

The regional travel demand model is a central element of the updated TSP. Subsequently, the Prineville Travel Demand Model will need to be updated to represent planning assumptions defined in the current comprehensive plans for both the City and the surrounding County area. The City and the County will provide the new data to the State or the State's Consultant. The State or the State's Consultant shall submit the data to the Transportation Planning & Analysis Unit ("TPAU") for inclusion in the model. The update must have an interim year of 2019 and include 2045 Future Year conditions.

### **Task 2.1 Review/Update Transportation Analysis Zone ("TAZ") Structure**

The State or the State's Consultant shall review and update the TAZ structure for the Prineville Travel Demand Model area as necessary through consultation with TPAU. City and County staff will coordinate with TPAU on proposed changes.

Land use data (population, housing and employment) for 2019 must be generated and allocated to existing model zones before any structural changes are undertaken. This step will help decisions associated with any structural zonal edits.

Census ACS 2015-2019 must be used to get initial Block Group population, housing, and demographic data, while 2019 geocoded Oregon Employment Department data for Crook County must be used to get draft employment data and distributions. The State or the State's Consultant must check with TPAU for this data acquisition.

Edits to the TAZ structure must be limited to existing model zone. The main goal of this task is to address needs for zonal partitioning where necessary. The current model boundary is considered appropriate for the regional model. TAZ edits must focus on:

- 1- TAZ subdividing where changes in land use are considered sufficient to require this action.
- 2- TAZ's where special generators were introduced, or re-allocated since 2012 are also candidates for such action.
- 3- Ensuring/assessing homogeneity of zonal land use by reducing zonal land use mixing. Doing so will minimize intra-zonal trips, which is a goal of this effort.
- 4- Zones at the periphery of the model boundary also must be considered for this review, especially in the western regions of the model area.
- 5- All edits to the model zones should ensure consistency with census geography, and other natural and or physical barriers to travel.

The State or the State's Consultant shall coordinate with TPAU to address any issues associated with proposed Zonal revisions.

### **Task 2.2 Review/Update Link & Node Network**

The State or the State's Consultant shall provide information to the City and County to review and update the link & node network for the roadways to be modeled in the region as necessary. The network must include all facilities that carry a significant level of traffic between zones, including highways, arterials, collectors, and some local streets. Selection of local roads considers those that assist in improving assignment and mobility

ODOT functional class digital maps will form the basis for this step. The final proposed model transportation network must support the final proposed TAZ structure from Task 2.1

The State or the State's Consultant shall lead the City and County in review of the link & node network. The State or the State's Consultant shall make requested changes, and provide TPAU with updated network attributes including:

- Link function class (per ODOT functional classification system) (Links must be tagged by Area Type designation (Central Business District ("CBD"), CBD Fringe, Urban, Rural))
- Posted Link speed
- Link Length
- Link number of lanes
- Directionality (one-way versus two-ways)
- Links vehicle restriction: (modes on links: walk, bike, truck, etc.)
- Links capacity (check existing link attribution, and ensure consistency for any new links )
- Intersection turn prohibitions where applied
- Identification of location of control devices by type (signal, stop signs, etc.)

### **Task 2.3 Review/Update Centroid & Centroid Connections**

The State or the State's Consultant, the City, and County shall review model TAZ's centroid locations and centroid connectors (how many per zone) to address zonal access points for existing zones and any modifications introduced in Task 2.1. TPAU will review the proposed changes and provide comments to the State or the State's Consultant.

### **Task 2.4 Review/Update Household & Employment Data**

The State or the State's Consultant shall lead the City and County housing and employment data update at the TAZ level for the Prineville Travel Demand Model area in conjunction with TPAU. TPAU will prepare a draft 2019 housing and employment data allocated as described above.

The State or the State's Consultant shall review and comment on TPAUs 2019 housing and employment data in consultation with the City and County. The following must be included in the data:

- Census (Household, population, and demographic) ACS 5 years 2015-2019
- PSU (Portland State University) Population Research Center – PRC (Population Forecasts by County and City UGB)

- Employment (QCEW – Quarterly Census Employment Wages, OED – Oregon Employment Department)
- County Parcel Database or Tax Lot Assessment Data
- School and college enrollment
- Shopping centers for special generators

State of Oregon Employment Department ES202, 2019 numbers for County will form the basis for the base year allocation to TAZ process. The 2019 employment data must be collapsed to the following SIC classes required for model input:

- Retail
- Services
- Industrial
- Education
- Government
- Agriculture
- Other

Please note that care must be exercised to avoid allocating employees of large employers, including government employees, educators, and temporary service employees to the wrong TAZ. The problem occurs when these employees are referenced by one main office address rather than the actual place of work.

Part of land use data is school enrollment. This data must be collected for all schools K-12, community colleges and universities. The data is the average full-time enrollment for year 2019.

The State or the State's Consultant, the City, and County shall review and comment on the 2019 housing data and employment data. The State or the State's Consultant shall provide comments to TPAU.

The State or the State's Consultant shall forward the final dataset to TPAU.

The State or the State's Consultant and City shall identify locations and names of special trip generators, such as shopping centers, universities/colleges, hospitals, major distribution centers, and major retail outlets, which will receive special treatment in the generation and distribution model. Due to the unique trip generation characteristics of these locations, the following data is required for each site:

- Shopping center number of employees and square footage.
- Full time college enrollment and number of employees
- Hospital employment, beds, square footage
- Distribution centers employment and square footage
- Regional retail stores (e.g. Fred Meyer, Safeway, Walmart, Home Depot, Lowes, etc.)

The State or the State's Consultant, the City, and County shall update the housing and employment estimates for each TAZ for the forecast year of 2045.

The State or the State's Consultant shall include the following for the forecast year of 2045:

- 1- Prepare future year land use dataset, forecasting zonal population (use Portland State Population Research Center forecasts for the City of Prineville UGB), household and employment data
- 2- Forecast new school locations and school employment and enrollment
- 3- Validate base year special generators and any proposed new ones
- 4- Check centroid connectors to reflect any changes to TAZ access
- 5- Identify planned/committed network changes between base and future year
- 6- Code network changes (new alignments/re-alignment and/or changes to network attributes)
- 7- Validate network
- 8- Forward future land use and network scenario to TPAU

#### **Task 2.5 Validate Model**

TPAU will complete reference year (2019/2045) model validation, using count data defined in Task 2.2.

#### **City Task 2 Deliverables:**

- 2a. Review/Update TAZ Structure
- 2b. Review/Update Link & Node Network
- 2c. Review/Update Centroid and Centroid Connections
- 2d. Review/Update Household and Employment Data

#### **The State or the State's Consultant Task 2 Deliverables and Schedule:**

- 2A. ArcGIS shape file with final TAZ structure (14 weeks after NTP)
- 2B. ArcGIS shape file with final transportation network and link attributes (14 weeks after NTP)
- 2C. ArcGIS shape file with TAZ centroids (14 weeks after NTP)
- 2D. ArcGIS shape file with existing proposed changes to Centroid connectors (14 weeks after NTP)
- 2E. ArcGIS TAZ land Use shape layers for the different Employment Sectors (14 weeks after NTP)
- 2F. ArcGIS TAZ layer with Population and Households TAZ allocations (14 weeks after NTP)
- 2G. ArcGIS layer with Schools/College locations and enrollment numbers (14 weeks after NTP)
- 2H. ArcGIS TAZ layer with location of Special Generators with Total Employment (14 weeks after NTP)



- 2I. ArcGis TAZ layer with location of large Recreational Areas (14 weeks after NTP)
- 2J. Provide documentation for base year and future year data and network development (14 weeks after NTP)
- 2K. Updated TAZ map (as needed) (14 weeks after NTP)
- 2L. Updated link & node network map (as needed) (14 weeks after NTP)
- 2M. Updated TAZ and Network maps with TAZ-related centroids & centroid-connectors (as needed) (14 weeks after NTP)
- 2N. Updated reference year (2019) and future year (2045) housing and employment data per TAZ, as well as for interim forecasting periods (14 weeks after NTP)
- 2O. Memo & Model documentation from the State or the State's Consultant/TPAU with City and County review (as needed) (14 weeks after NTP)

### **TASK 3: PUBLIC INVOLVEMENT/OUTREACH**

**Objective:** Develop a Public Involvement Plan, distribute Project information to citizens, solicit input, seek out and facilitate the involvement of those potentially affected, including federal Title VI communities.

#### **3.1 TAC and PAC Meetings**

The State or the State's consultant shall conduct TAC and PAC Meetings as scheduled by the City. The State or the State's Consultant shall develop presentation materials and submit to APM 2 weeks prior to each meeting and final materials submitted 3 business days before each meeting. The TAC and PAC meetings must be held up to 4 times each throughout the Project, as determined by APM. Meetings are anticipated to last up to 2 hours and must be held virtually, except one meeting must be held in-person. The State or the State's Consultant shall have up to 2 staff attend each meeting. The State will take notes at each meeting.

#### **3.2 Meeting Mailers**

The State or the State's Consultant shall prepare 1 information sheets to identify work performed to date, work to be done, upcoming meetings, public website links, and points of contact in advance of the Virtual Open House ("VOH") and Public Workshops. The information sheets must be a single page (or two pages double-sided), color information sheet provided to the City for distribution to key stakeholders and partnership agencies. The State or the State's Consultant shall provide information sheets that must be posted on the Project website and on partner websites (e.g. City of Prineville, ODOT) by the relevant partner, and distributed to local news publications (e.g. the Central Oregonian). City shall send a notice and link to the Project website to City residents. City may choose to accomplish this by including it with utility bills.

#### **3.3 Public Project Presentation**

The City shall schedule, and the State or the State's Consultant shall conduct, 1 Public Project Presentation summarizing key Project elements and alternatives. The State or the State's Consultant shall prepare the presentation, present materials, and answer questions. The State or the State's Consultant shall prepare display boards and a MS PowerPoint presentation (approximately 15 to 20 slides) for the Public Project Presentation. The State or the State's

Consultant shall summarize input received at the Public Project Presentation. The presentation must be held on a weekday evening and must offer the opportunity for community members to bring their children, if in-person comments and presentations are an option. City shall identify locations that are sufficient to meet the needs of the community, with adequate ADA access. The State or the State's Consultant shall have up to 2 staff in attendance.

During the public presentation, the State or the State's Consultant shall conduct a Spanish-language focus group. The State or the State's Consultant shall coordinate with the City in determining the focus group attendees, including reaching out to local organizations such as the Latino Community Association. The focus group presentation may last up to two hours. The purpose of this focus group is to gather input from the Spanish-speaking community on TSP needs and solutions.

### **3.4 Virtual Open House ("VOH")**

The State or the State's Consultant shall develop an online VOH, as determined by APM, which can be viewed at any time on a computer with internet service. The VOH must precede the Public Project Presentation and include the same content. The VOH must provide online access to graphical materials, presentations and tools for providing input and feedback. When using online polling, the State or the State's Consultant must provide alternatives for those who are unable to view/respond to the polls so that they can be emailed after or sent the survey in a different manner in order to include their vote. Input provided online must be summarized in the applicable technical memoranda.

### **3.5 Public Involvement Plan**

The State or the State's Consultant shall develop a Public Involvement Plan ("**PIP**") that outlines the timing and methods to be used for public involvement over the life of the Project. The Public Involvement Plan must log all comments received from the public to include the submitter's name and contact information. The Public Involvement Plan must identify Title VI and Environmental Justice populations located in the study areas and address how the plan process will engage these groups.

#### **City Task 3 Deliverables:**

- 3a Arrange TAC/PAC meetings (up to 4 TAC/PAC held on same day)
- 3b Distribute meeting mailers
- 3c Schedule Public Project Presentations

#### **The State or the State's Consultant Task 3 Deliverables and Schedule:**

- 3A Facilitate up to 4 Joint TAC/PAC meetings held on the same day. (As scheduled by City).
- 3B 1 Meeting Mailers information sheets (due two weeks prior to each VOH)
- 3C 1 Public Project Presentation (As listed in PIP)
- 3D 1 VOH (As listed in PIP)
- 3E 1 Public Presentation Summaries (As listed in PIP)
- 3F Public Involvement Plan (4 weeks from NTP).

## **TASK 4: UPDATED PLANS AND POLICY REVIEW**

**Objective:** Assess existing plans, policies, standards, rules, regulations, and other applicable documents as they pertain to development of an updated TSP and West Side Refinement.

### **4.1 Background Documents**

Upon request of the State's Consultant, City and ODOT will provide the following documents. The State or the State's Consultant shall update findings from these documents as needed based on a review of the Plan and Policy Review conducted as part of the 2013 TSP:

- a) City of Prineville Comprehensive Plan
- b) City of Prineville TSP (2013)
- c) Prineville Airport Master Plan
- d) City of Prineville Zoning Ordinance
- e) City's Road Standards
- f) City's current and past budget for transportation
- g) City's current and historic funding and sources
- h) Central Oregon Rail Plan
- i) Cascades East Transit Regional Transportation Plan
- j) Central Oregon Large Lot Industrial Land Needs Analysis
- k) OAR chapter 734 division 051 (ODOT – Highway Division – Highway Approaches, Access Control, Spacing Standards and Medians
- l) Oregon Highway Plan (with 2006 amendments)
- m) Oregon Public Transportation Plan
- n) Oregon Rail Plan
- o) Oregon Bicycle/Pedestrian Plan
- p) Statewide Planning Goals (including TPR amendments adopted in December 2011)
- q) Statewide Transportation Improvement Program
- r) ODOT Highway Design Manual (including Blueprint for Urban Design)
- s) Crook County Transportation System Plan (2017)
- t) Local Safe Routes to School Plans

### **4.2 Draft Technical Memorandum ("TM") #1: Updated Plans, Policy, and Funding Review**

The State or the State's Consultant shall prepare a draft TM #1 to provide the baseline of existing plans, policies, standards, rules, regulations, and other applicable documents as they pertain to development of the Updated TSP and West Side Refinement. The State or the State's Consultant shall conduct a targeted update of the Plan and Policy Review developed for the 2013 TSP to summarize information related to new or revised plans and must summarize key findings relevant to the TSP update. This document will serve as a supplement to the 2013 Plan and Policy Review. Draft TM #1 is intended to guide later decisions regarding selection of preferred alternatives and necessary amendments to pertinent document and regulations. Draft TM #1 must review and summarize the applicability of the background documents identified in Task 3.1 to the Updated TSP and West Side Refinement. TM #1 must include a review of the City's code,

the Code of Prineville (“Code”), and its compliance with the Transportation Planning Rule (“TPR”) and will identify areas that must be addressed in later Code updates.

The State or the State’s Consultant shall submit draft TM #1 to the City and APM. The City shall submit 1 set of consolidated, non-conflicting comments to The State or the State’s Consultant. APM will submit 1 set of comments to The State or the State’s Consultant.

#### **4.3 Draft Technical Memorandum #2: Updated Goals, Objectives, Evaluation Criteria**

The State or the State’s Consultant shall prepare draft TM #2 to establish the updated goals, objectives, and evaluation criteria for later use in setting policy and selecting preferred alternatives. The State or the State’s Consultant shall use the existing goals, objectives, and evaluation criteria and propose targeted updates or additions to the existing goals, objectives, and evaluation criteria based on changed conditions and findings from TM #1. Goals, objectives, and evaluation criteria serve as the basis for the needs analysis, policy and ordinance development, and Project selection. Additionally, these 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.”

The State or the State’s Consultant shall submit draft TM #2 to City, APM and TPAU. City and TPAU will each submit 1 set of consolidated, non-conflicting comments to The State or the State’s Consultant. APM will submit 1 set of comments to The State or the State’s Consultant.

#### **4.4 Final Technical Memorandums #1 and #2**

The State or the State’s Consultant shall revise draft TMs #1 and #2, incorporating consolidated comments from City, APM and TPAU, and submit Final TMs #1 and #2 to the City and APM.

##### **City Task 4 Deliverables:**

- 4a Background Documents (20 weeks from NTP)
- 4b Provide comments on TM#1 and TM#2 (25 weeks from NTP)

##### **The State or the State’s Consultant Task 4 Deliverables:**

- 4A Draft TM #1 (24 weeks from NTP)
- 4B Draft TM #2 (24 weeks from NTP)
- 4C Final TM #1 (26 weeks from NTP)
- 4D Final TM #2 (26 weeks from NTP)

### **TASK 5: TRANSPORTATION SYSTEM INVENTORY AND NEEDS ANALYSIS**

**Objective:** Update baseline information in the 2013 TSP to reflect the current City transportation system; identify opportunities, deficiencies, and solutions.

#### **5.1 Methodology Memorandum**

The State or the State's Consultant shall prepare and submit a Methodology Memorandum for existing conditions, future conditions, alternative analysis, and recommended GIS file structure to TPAU, Region 4 Traffic Section, and the City. The State or the State's Consultant shall obtain approval of the methodology from TPAU, Region 4 Traffic Section, and the City prior to beginning the analysis. The Methodology Memorandum must be attached to draft TM #3 as an Appendix.

### **5.2 Draft Technical Memorandum #3: Transportation System Inventory and Needs Analysis**

The State or the State's Consultant shall prepare draft TM #3, a written and graphic updated TSP chapter. The State or the State's Consultant shall update the text of the 2013 inventory memorandum as relevant for each element described below.

#### **5.2.1. Update 2013 System Inventories**

The State or the State's Consultant shall update the 2013 TSP inventory of the existing transportation system within the Project Area. Updated inventories must be presented in tabular format and an online map with limited static (report) maps, with an accompanying narrative unless noted otherwise.

This information may be obtained from the 2013 TSP, Comprehensive Plan, and other sources.

Coordination between the State or the State's Consultant, City, and APM is vital to ensure a comprehensive inventory. The data to be displayed must consist only of the most recently-available data provided by the City or ODOT. GIS data must be provided to the State or the State's Consultant in a ready-to-use format for all of the items outlined below. No new GIS data will be developed by the State or the State's Consultant in this task. The State or the State's Consultant shall gather data only where specifically stated.

Inventory must include the following elements, as available:

#### **A. Lands and Population Inventory**

The State or the State's Consultant shall summarize the available lands and population inventory to identify existing, planned, and potential land uses, and environmental constraints to development. The inventory will be based on data assembled by City that may include:

1. in-process, developed, undeveloped, under-developed, and un-developable lands
2. zoning, both current and planned
3. natural resources and environmental barriers
4. activity centers that are likely destinations for bicyclists and pedestrians, such as schools, parks, commercial centers, and neighborhood centers
5. location of minority and transportation-disadvantaged populations (based on available Census data)
6. historic and projected population growth patterns
7. identification of potentially under-served populations

## **B. Traffic Volumes**

The State or the State's Consultant shall compile all volume data from existing City and ODOT traffic counting sources (City and ODOT to provide) pertaining to the Project area, within 6 weeks of the Notice to Proceed ("NTP") for this WOC.

Any turning movement counts required for traffic volumes and provided by the State or the State's Consultant must meet the following conditions:

1. Consistent, standardized format for all traffic counts and electronic (\*.xls or \*.csv) count delivery along with formatted PDF counts for technical appendices.
2. All new traffic counts to 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.
3. Consistent fifteen-minute data increments throughout count period and for all user types with clearly labeled count periods.
4. Electronic count files must include City, State, and street name fields.
5. Counts must include a separate account of pedestrians, bicyclists, passenger vehicles, and heavy vehicles by fifteen-minute data increments.
6. Single-file inclusion of all intersection approaches (including private driveways)
7. Counts must be recorded with video to verify the location and any data anomalies. DVD or Blu-Ray delivery of video content is required, along with labels on the individual DVD or Blu-Ray discs stating the count location and date to The State or the State's Consultant for model calibration and review.
8. Video content must include a location map showing camera angle, depicting which way camera is facing intersection.
9. Counts must include notes on any observed anomalies encountered as part of the data collection efforts.
10. Count delivery formats must accommodate counts between 1 hour and 16 hours in single tables.

### Four-hour (2-6 p.m.) Classification Counts:

- 1 Combs Flat @ Laughlin
- 2 Combs Flat @ Iron Horse
- 3 Peters @ Main
- 4 Peters @ Lamonta
- 5 10<sup>th</sup> @ Main
- 6 US26 @ OR 126
- 7 OR380 @ Lynn Blvd

8 Main @ Lynn Blvd

16-hour intersection Classification Counts (15-minute intervals):

OR126 & Millican Rd

OR126 & Tom McCall Rd (also external station)

OR126 & OR370

US26 & OR380

US26 & OR27/Main St

OR126 & US26

US26 & Laughlin Rd

Lamonta Rd & Gardiner St (also external station)

Barnes Butte Rd & Main St/McKay Rd (also external station)

US26 & 9th St

Main St & 9th St

OR27 (Main St) & Lynn Blvd

OR380 & Lynn Blvd

16-hour intersection volume-only counts (15 minute intervals):

Harwood St & 9th St

Elm St & 7th St

Combs Flat Rd & Laughlin Rd

Main St & 7th St

Fairview St & 5th St

4-hour intersection classification counts (15 minute intervals, 2-6 PM)

US26 & Deer St

4-hour intersection volume-only counts (15 minute intervals, 2-6 PM)

US26 & Gardiner St

US26 & Elm St

US26 & Knowledge St

Lamonta Rd & Harwood St

Main St & Peters Rd

Main St & 10th St/Lamonta Rd

Main St & 4th St N

Main St (OR27) & 2nd ST N

Main St (OR27) & 5th St S

Fairview St & Lynn Blvd

48-hour directional volume tube counts (needed for model external stations)

US26 & 0.50 mile east of Gumpert Rd

US26 & 0.02 mile east of Barnes Rd

OR370 & 0.02 mile W of Westview Rd

OR380 & 0.05 mile SE of Juniper Canyon Rd

OR27 & 1.92 miles S of US26 (MP 1.92), UGB boundary

**C. Road System Inventory**

The State or the State's Consultant shall update the 2013 inventory of existing road system characteristics in the City to establish a baseline for comparison with future needs. The State or the State's Consultant shall use the 2013 inventory memo text and update as necessary. The inventory must be based on GIS data, as available, provided by ODOT and City. Road system inventory must include updates as needed to:

1. facility functional classifications for State Highways and City streets
2. jurisdictional responsibility for State and City streets
3. State highway log data
4. geometry for Project Area intersections (The State or the State's Consultant shall assemble)
5. number and width of study intersection lanes (The State or the State's Consultant shall assemble)



6. signal locations (The State or the State's Consultant shall assemble based on City and ODOT input)
7. posted speed limits
8. pavement types and conditions
9. street locations on the City system
10. park and ride locations
11. right-of-way widths
12. Intelligent Transportation System facilities
13. intermodal connections and facilities
14. national, state, regional, and local freight and motor carrier routes
15. national highway system facilities

The City shall inventory public bridges and provide the State or the State's Consultant with a brief summary of bridge conditions using the ODOT Bridge Management System per Task 5.2.2.(E).

#### **D. Public Transportation Inventory**

The State or the State's Consultant shall update the 2013 inventory of public transportation options based on GIS data provided by the City and ODOT, including:

1. The routes and circulation
2. Location of bus stops, shelters and stations
3. Frequency and span of service
4. Ridership levels by route and stops
5. Connectivity with other transit facilities
6. Paratransit demand, accessibility, and community need

#### **E. Rail Inventory**

The State or the State's Consultant shall update the 2013 inventory memo to include new or changed conditions with respect to the rail system, including:

1. type of service (passenger or freight)
2. owner/operator of rail line
3. location of rail lines and terminals
4. proximity to the highway
5. classification of the lines
6. number of trains/schedule
7. industries served and commodities handled
8. track conditions
9. train speeds
10. map of railroad crossings and describe associated problems (condition, sight distance, bicycle and pedestrian facilities)
11. road impact if service is discontinued
12. potential for rail banking, trail use, or public use

#### **F. Bicycle/Pedestrian Inventory**

The State or the State's Consultant shall update the inventory of bicycle and pedestrian system characteristics as needed to provide a comprehensive portrait of multi-modal infrastructure and overall interconnectedness between these modes. The State or the State's Consultant shall update the 2013 inventory to reflect new or changed conditions, based on data provided by the City and ODOT in GIS format, including: (Identification of facilities within the City and connectivity)

1. bicycle facility types, including trails, locations, geometry, conditions, and use and potential for connecting with bicycle facilities identified in the City's existing 2013 TSP
2. pedestrian facility types, locations, geometry, and use and potential for connecting with pedestrian facilities identified in the City's 2013 TSP
3. crosswalk locations, conditions, type, and use
4. consistency of facilities with state/regional standards
5. commute/recreational use of bicycle facilities
6. commute/recreational use of pedestrian facilities
7. location/trip characteristics of major bicycle/pedestrian generators

#### **G. Air Transportation Inventory**

The State or the State's Consultant shall update the 2013 TSP data to reflect changes in the air transportation system, as available, to include:

1. airport location and use
2. airport imagery surfaces
3. airport protected surface area
4. runway length/condition
5. surrounding land uses/zoning
6. types of service

The City of Prineville Airport will be available to assist with data review and background information.

#### **H. Funding Inventory**

The City shall provide The State or the State's Consultant with data regarding currently available funding, including:

1. Transportation revenues received from the State
2. Local transportation revenues
3. System Development Charges and other revenue from development

The City shall provide The State or the State's Consultant with a spreadsheet with a ten-year history of all existing revenue streams in a spreadsheet with a ten-year history of trends. The City shall compile the funding inventory in electronic Microsoft Word, Excel, or GIS format.

#### **I. Freight Inventory**

The City shall provide The State or the State's Consultant current freight demand data, including:

1. Freight demand volumes along ODOT and City facilities
2. Freight delivery data
3. Identified freight routes

### **5.2.2. Existing System Conditions Analysis**

The State or the State's Consultant shall analyze current conditions and identify deficiencies of the transportation system based on policies, standards, goals and objectives developed in TMs #1 and #2. Analysis must be of facilities identified in Task 5.2.1.B and must include:

#### **A. Intersection Operations Analysis**

The State or the State's Consultant shall perform traffic analysis of the City's transportation system and identify existing deficiencies. Operational analysis, regardless of jurisdiction, must include:

1. Volume-to-Capacity ratio
2. Level-of-service
3. Delay
4. 95<sup>th</sup> percentile queuing (not simulation-based)
5. Turning movements

An analysis of existing systems must be performed consistent with the approved Methodology Memorandum. All analyses must focus on evening commute period conditions unless otherwise discussed and agreed to in writing with the City and APM. The State or the State's Consultant shall perform analyses at up to 16 key intersections in the City.

#### **B. Two-lane Highway Capacity Analysis**

The State or the State's Consultant shall perform two-lane highway capacity analysis where tube count data is collected using Highway Capacity Manual 6<sup>th</sup> Edition methodologies.

#### **C. Active Transportation Analysis and Multimodal Opportunity GIS Maps and Memorandum**

The State or the State's Consultant shall perform Bicycle Level Traffic Stress and Pedestrian Level of Traffic Stress analysis that must use the urban methodology and be applied to streets of functional class collector or higher. Analysis must include all of the following:

1. Availability of sidewalks and bicycle lanes
2. General condition of existing sidewalks and bicycle lanes (as provided by City and ODOT maintenance units)
3. Gaps in primary routes
4. Bicycle Level of Traffic Stress
5. Pedestrian Level of Traffic Stress
6. Crossing Locations

Based on this information and the updated information collected for the inventory memorandum, The State or the State's Consultant shall develop a Bicycle/Pedestrian Facility and Multimodal Opportunity map. Special emphasis must be placed on the identification of bicycle and pedestrian facility co-location; gaps in connectivity; Bicycle Level of Traffic Stress and Pedestrian Level of Traffic Stress; crossing needs; needs specifically related to schools; connectivity to Crook County bike/pedestrian/trail systems; Oregon Scenic Bikeways; area mountain bike and trail running facilities; bicycle and pedestrian facilities; potential changes to cross sections on streets with excess capacity and underutilized parking; and potential opportunity sites that support a better integrated multi-modal network. The Bicycle/Pedestrian Facility GIS Map must be easily portable to a website.

The City of Prineville's Public Health Department, Community Development Department, and GIS will apply appropriate research-based measures to assess current conditions and future opportunities related to active transportation access to public lands. City shall develop a short memorandum documenting findings that should be included in TM #3.

#### **D. Crash Analysis**

The State or the State's Consultant shall obtain the most recent crash data available including data from at least the past five years from ODOT's Crash Analysis & Reporting Unit for study segments and intersections in the Project Area (those where count data is collected in Task 5.2.1.B). The State or the State's Consultant shall assemble an inventory and identify City-wide crash patterns (school zone, alcohol-involved, weather, surface, light conditions) in the history of collisions on the transportation system among all users (e.g. vehicles, pedestrians, bicyclists). Such inventory must include the following:

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

The State or the State's Consultant's data for State highways must include locations of Safety Priority Index System sites.

The State or the State's Consultant shall calculate study intersection crash rates for intersections identified in Task 5.2.1.B. The State or the State's Consultant shall use the Highway Safety Manual Part B Critical Crash Rate and Excess Proportion of a Specific Crash Type screening methods to identify any safety focus locations. Intersections with crash rates that exceed the critical crash rate, the 90<sup>th</sup> percentile crash rate, or has a positive excess proportion, must have crash patterns identified and, when applicable, counter measures documented. Summary crash data, including crash rates must be documented in the TSP inventory update.

The State or the State's Consultant shall calculate the crash rate of up to eight study segments where traffic volume data is available from ODOT or the City and compare to

Table II in the Statewide Crash Rate Book to identify study segments with more crashes than other similar facilities in Oregon.

**E. Bridge Conditions Analysis**

The City and ODOT will provide a generalized summary analysis of publicly owned bridge conditions using the ODOT Bridge Management System. This summary is intended to integrate prior bridge analyses, conditions assessments, and current inventory to provide a prioritized list of bridge maintenance or improvement needs. The summary must be provided in a 3 to 5 page section of TM#3, including tables with prioritized projects and planning-level project cost estimates.

**F. Access Management Analysis**

The State or the State's Consultant shall review and update the access management section from the 2013 TSP memo as needed.

**G. Intermodal Connections Analysis**

The State or the State's Consultant shall identify existing intermodal connections for freight. The State or the State's Consultant shall identify deficiencies in the existing intermodal connections based on research and existing inventory data collected in TMs #1, #2 and #3.

**5.2.3 Future Systems Conditions**

The State or the State's Consultant shall prepare the future systems conditions analysis which is an assessment of land use and transportation future conditions in the Project Area under a "no-build" scenario. In preparing the "no-build" scenario, the State or the State's Consultant shall only rely on planned transportation improvements that have an identified and committed funding source (e.g. are in the Statewide Transportation Improvement Program).

The future systems conditions analysis must include the following elements:

**A. Population and Employment Forecasts**

Consistent with OAR 660-012-0030, the State or the State's Consultant shall compile current population figures and work with the City and appropriate State agencies on developing future population and employment estimates for 20 years. Forecasts must be consistent with a final population forecast issued under OAR Chapter 660, Division 32.

**B. Future Transportation Volume Development**

The State or the State's Consultant shall develop 20-year growth based on the growth rates assumed in the updated travel demand model. For State highways, the Future Volume Tables available on TPAU's website must be used. The State or the State's Consultant shall calculate the annual traffic growth factors that must be used for collector and arterial roadways segments. The State or the State's Consultant shall confirm the growth factors with the City and ODOT prior to conducting the future conditions analysis.

**C. No-Build Scenario**

The State or the State’s Consultant shall analyze future conditions under a no-build scenario for automobile transportation. Analysis must include intersection and highway segment capacity analysis for facilities identified in Task 5.2.1.B. The State or the State’s Consultant shall use traffic analysis software programs that follow Highway Capacity Manual 6<sup>th</sup> Edition procedures and must be consistent with ODOT’s Analysis Procedure Manual.

**D. Future Deficiencies**

The State or the State’s Consultant shall identify projected future transportation system deficiencies. Deficiencies must include both the failure to meet measurable standards identified in TM #1, and the failure to satisfy the goals, objectives, and evaluation criteria identified in TM #2.

The State or the State’s Consultant shall clearly describe the deficiency and whether the deficiency occurs under existing or future conditions.

The State or the State’s Consultant shall submit draft TM #3 to the City, TPAU and APM. The City shall submit 1 set of consolidated, non-conflicting comments to the State or the State’s Consultant. The City’s consolidated comments must include comments from TAC members.

APM and TPAU will submit 1 set of comments to the State or the State’s Consultant.

**5.3 Final Technical Memorandum #3: Transportation System Inventory and Needs Analysis**

The State or the State’s Consultant shall revise the draft TM #3 incorporating the comments from City and APM. The State or the State’s Consultant shall also revise maps and graphics as requested by APM. The State or the State’s Consultant shall provide a Final TM#3 to APM.

**City Task 5 Deliverables:**

- 5a Inventory of Available Lands and Population (5.2.1 A) (32 weeks from NTP)
- 5b Traffic Volume Data (5.2.1 B) (32 weeks from NTP)
- 5c Road System Inventory (5.2.1 C) (32 weeks from NTP)
- 5d Public Transportation Inventory GIS Data (5.2.1 D) (32 weeks from NTP)
- 5e Bike/Pedestrian Inventory GIS Data (5.2.1 F) (32 weeks from NTP)
- 5f Air Transportation Inventory (5.2.1 G) (32 weeks from NTP)
- 5g Summary of City Funding Sources (5.2.1 H) (32 weeks from NTP)
- 5h Freight Demand Data (5.2.1 I) (32 weeks from NTP)
- 5i Active Transportation Analysis and Multimodal Opportunity GIS Maps and Memorandum (5.2.2 C) (32 weeks from NTP)
- 5j Public Bridge Inventory and Conditions Analysis (5.2.2 E) (32 weeks from NTP)

**The State or the State’s Consultant Task 5 Deliverables:**

- 5A Methodology Memorandum (38 weeks from NTP)
- 5B Draft TM #3 (38 weeks from NTP)
- 5C Final TM #3 (40 weeks from NTP)

## **TASK 6: DEVELOPMENT AND ANALYSIS OF SOLUTIONS**

**Objectives:** To develop potential solutions to the deficiencies and needs identified previously and to develop dependable information upon which the City may make future transportation decisions.

### **6.1 Draft Technical Memorandum #4: Solutions Analysis and Funding Program**

The State or the State's Consultant shall prepare a draft TM #4 identifying a package of solutions that address the identified deficiencies and needs. Solutions must address the standards, goals and objectives identified in previous TMs. The State or the State's Consultant shall review solutions identified in the 2013 TSP to determine which have been implemented and confirm whether individual solutions still address issues and needs as determined through updated existing and future conditions analysis. The State or the State's Consultant shall determine what additional solutions are needed to address newly identified issues.

The State or the State's Consultant shall provide an evaluation matrix for the solutions, utilizing the evaluation criteria identified in TM #2. The State or the State's Consultant shall use traffic analysis software programs which follow Highway Capacity Manual 6<sup>th</sup> Edition procedures and must be consistent with ODOT's Analysis Procedure Manual. The State or the State's Consultant shall evaluate up to 12 traffic mobility or intersection improvement concepts using traffic analysis software. The State or the State's Consultant shall coordinate with TPAU to run the travel model as needed to assess solutions, especially for understanding the traffic mobility effects of new potential roadway connections and alternatives related to US 26/3<sup>rd</sup> Street.

The State or the State's Consultant shall estimate conceptual construction costs for projects and programs considered as part of the Solutions Analysis. For those projects retained from the 2013 TSP, The State or the State's Consultant shall adjust the costs based on construction cost inflation to current year dollars. Cost estimates must be planning-level cost estimates, based on current year dollars, and referenced to appropriate escalation factors. The State or the State's Consultant shall develop up to 10 new cost estimates for TSP projects.

Draft TM #4 must include the following elements:

#### **A. Identification of Auto-Related Solutions**

The State or the State's Consultant shall review the 2013 TSP solutions and prepare changes or new proposed solutions, as needed, for automotive system issues identified in TM #3. The State or the State's Consultant shall make a list of recommended changes to street classifications, with supporting rationale.

#### **B. Access Management Standards**

The State or the State's Consultant shall review access management standards (referencing OAR Chapter 734, Division 51) developed as part of the 2013 TSP and recommend any revisions needed.

### **C. Freight Infrastructure to Support Industrial Development**

The State or the State's Consultant shall review the 2013 TSP freight recommendations and make changes or recommend new freight route improvement projects as needed (including rail) to serve expected freight demand. These recommendations may include the identification of local freight routes and City freight route co-standards. Recommendations to enhance the rail service within the City require direction and coordination with rail service providers.

### **D. Transportation System Management and Operations ("TSMO")**

The State or the State's Consultant shall review the 2013 TSP recommended policies and projects to improve transportation system management and operations ("TSMO") within the City and identify changes or new policies and projects as needed. Recommended policies must address events significant to urban, urban fringe, and rural roadway networks, such as work zones, traffic incidents, and traveler information. Evaluation of TSMO projects and policies must include strategies outlined in ODOT Analysis Procedures Manual Chapter 18: Transportation System Management & Operations including, but not limited to, signalization, incident management, access management, road weather operations, Intelligent Transportation System ("ITS") [Variable Message Signs ("VMS"), Variable Speed Limits ("VSL"), transit/freight signal priority, Emergency Medical Services ("EMS") preemption, connected vehicle applications, and traveler information]. Evaluation and recommendation of TSMO projects must include description and recommendations of necessary supporting infrastructure and data (vehicle volume, speeds, travel time reduction measures, communication systems, etc..

### **E. Bicycle and Pedestrian Connectivity**

The State or the State's Consultant shall review the 2013 TSP solutions and recommend changes or new improvements, as needed, to address safety, comfort, and connectivity improvements to the City's existing bicycle and pedestrian routes, particularly as these connect to Crook County, City, or State-wide (e.g., Oregon Scenic Bikeways) bicycle and pedestrian infrastructure and recreational (e.g., mountain bike, trail running) trails. The State or the State's Consultant shall recommend future bicycle and pedestrian route extensions into and beyond the Project Area to secure a navigable transportation system and provide the ability to reach desired goods, services, activities and destinations.

The State or the State's Consultant shall incorporate the existing Multi-Use Trails system and park trail system plans into the planned system and provide recommendations to improve connectivity to the existing Multi-Use Trails system and identify potential future connectivity to multi-use trail system locations within the Project Area.

### **F. Transit**



The State or the State's Consultant shall incorporate transit routes and projects identified within the Cascades East Transit Regional Master Plan and additional projects identified through the solutions analysis.

#### **G. Improvements near Schools**

The State or the State's Consultant shall note where identified improvements are near schools and where more detailed Safe Routes to Schools plans must be developed.

#### **H. Underserved Populations**

The State or the State's Consultant shall identify potential underserved populations and identify provisions relating to public transit, multi-modal transportation and other potential opportunities to enhance service. It is anticipated that this analysis will rely on the City of Prineville Coordinated Human Services Transportation Plan and other projects, programs, or policies identified through this TSP update.

#### **I. Funding Programs**

The State or the State's Consultant shall review and update the funding program in the 2013 TSP to prepare a comprehensive list of funding options for consideration by City. Funding options section must include an updated summary of historic and existing City transportation funding sources (as summarized in TM #3) and obtain projected transportation funding/revenue from the City. Funding options must include all funding sources available to City in a matrix form, and a brief narrative explaining each option.

#### **J. Development Code Amendments**

The City shall prepare a list of amendments to City's Code that implement the goals and policies identified in Task 3 and comply with OAR 660-012-0045. The City shall provide this list of amendments to The State or the State's Consultant for review and suggestions.

#### **K. Safety Improvements**

The State or the State's Consultant shall identify and prioritize improvements and policies focused on addressing identified safety needs, specifically, systemic measures that could be implemented City-wide. As available, systemic approaches must include planning level cost estimates.

The State or the State's Consultant shall submit the draft TM #4 to the City and APM. The City shall submit 1 set of consolidated, non-conflicting comments to The State or the State's Consultant. The APM will submit 1 set of consolidated, non-conflicting comments to The State or the State's Consultant.

### **6.2 Final Technical Memorandum #4**

The State or the State's Consultant shall revise draft TM #4, incorporating comments from the City and APM, and submit a Final TM #4 to City and APM. The State or the State's Consultant shall revise maps and graphics as necessary.

**City Task 6 Deliverables:**

6a List of City's Development Code Amendments (50 weeks from NTP)

**The State or the State's Consultant Task 6 Deliverables:**

6A Draft TM #4 (48 Weeks from NTP)

6B Final TM #4 (50 Weeks from NTP)

**TASK 7: WEST SIDE REFINEMENT**

West Side Evaluation and Concept Design

The State or the State's Consultant shall develop a circulation plan and resulting intersection improvements for the west side of the City of Prineville. This refers to the following:

- US 26, NW Madras Hwy, and NW 3<sup>rd</sup> Street Intersection
- 3<sup>rd</sup> Street (US 26/OR 126): Crooked River crossing and connections
- OR 126 and OR 370 Intersection
- Potential Couplet using a street parallel and adjacent to 3<sup>rd</sup> Street (Hwy 26).

**7.1 West Side Operational and Access Evaluation**

- Evaluation of highway capacity, operational, and safety needs along US 26- NW Madras Hwy, NW 3<sup>rd</sup> Street, and O'Neil Highway intersection.
  - This analysis must focus on the study intersections and document where capacity, operational, and safety deficiencies exist under existing and future conditions
- Evaluate access spacing conditions along US 26,-NW Madras Hwy, and NW 3<sup>rd</sup> Street
  - Document access locations and conformance with applicable ODOT access spacing standards

The State or the State's Consultant shall work with the City and ODOT staff to document access constraints. These constraints must include local needs such as access to local destinations.

**7.2 West Side Concept Development**

Based on the findings of Task 5.3.1, The State or the State's Consultant shall draft up to 3 concept level alternatives to address capacity, operations, safety, access spacing, and circulation constraints within the intersection area of US26/NW Madras Hwy, Oneil Highway, and NW 3<sup>rd</sup> Street, and along the west end of NW 3<sup>rd</sup> Street. These alternatives must include future year operational analysis and single line sketches. The State or the State's Consultant shall coordinate with TPAU as needed to obtain travel model outputs needed to evaluate concepts.

- The intent of these alternatives is to identify transportation system improvements needed to support future growth and circulation needs within the intersection

area of US 26/NW Madras Hwy, Oneil Highway, and NW 3<sup>rd</sup> Street, as well as along the west end of NW 3<sup>rd</sup> Street.

The State or the State's Consultant shall:

- Prepare a double-line, sketch-level design concept and planning-level conceptual cost estimates for 3 alternatives at the intersection area of US 26/NW Madras Hwy, Oneil Highway, and NW 3<sup>rd</sup> Street intersection, considering appropriate design vehicle (as determined by The State or the State's Consultant, the City, and ODOT), alignment needs, striping, pedestrian/bicycle needs, and right-of-way needs.
- Document the findings of Task 5.3 and the concept level alternatives in a draft West Side Circulation Evaluation Memorandum for the City and APM review.
- Conduct an in-person or virtual meeting to review the draft West Side Circulation Evaluation Memorandum. The City and ODOT staff will work together to select a preferred West Side alternative.
- Finalize memorandum based on feedback received and include a refined double line version of the preferred alternative.
- Prepare up to two, 3-dimensional renderings of the preferred alternative for the intersection area of US 26/NW Madras Hwy, Oneil Highway, and NW 3<sup>rd</sup> Street intersection, and the west end of NW 3<sup>rd</sup> Street.

**City Task 7 Deliverables:**

- 7a Review and comment on draft West Side Circulation Evaluation Memorandum (59 weeks from NTP)
- 7b Review 3 West Side concept alternatives and work with ODOT to select preferred alternative (64 weeks from NTP)

**The State or the State's Consultant Task 7 Deliverables**

- 7A Draft West Side Circulation Evaluation Memorandum (58 weeks from NTP)
- 7B Final West Side Circulation Evaluation Memorandum (60 weeks from NTP)
- 7C 3 West Side concept level alternatives (with estimated costs) (62 weeks from NTP)
- 7D 1 preferred West Side alternative (with estimated cost) (66 weeks from NTP)

**TASK 8: IDENTIFICATION OF PREFERRED AND COST-CONSTRAINED SOLUTIONS**

**Objective:** To identify preferred and cost-constrained solutions.

**8.1 Draft Technical Memorandum #5: Preferred Plan**

The State or the State's Consultant shall prepare draft TM #5, identifying preferred and cost-constrained solutions. Draft TM #5 must include the following elements:

### **A. Selection of Preferred Solutions**

Consistent with Step 5 of *Transportation System Planning Guidelines 2018*, The State or the State's Consultant shall identify a preferred solution for each deficiency or need and, if different, a cost-constrained solution taking into account the Future Transportation Funding Plan (Task 6.1(B)) for each deficiency or need.

Identification of Solutions must include, in addition to those elements required by the TPR, the following elements:

- A prioritized list of projects for walking, bicycling, transit, freight, and motorized vehicles. Projects that serve underserved communities should be specifically identified.
- The revenue source(s) likely to be available for each project.
- Projects necessary to reduce transportation barriers to key development and redevelopment.
- Access Management Standards for OR 26, OR126, OR 370, and OR 380 and City arterials and collectors.
- Identification of improvements near schools and where "Safe Routes to Schools" plans should be developed.
- Planning-level cost estimates referenced to an appropriate escalation factor for updates.
- Determination of whether the project is included in the financially constrained list of projects or should be classified as aspirational.

### **B. Future Transportation Funding Plan**

The State or the State's Consultant shall update the 2013 TSP funding plan based on the current and historic transportation funding information in TM #3 and consistent with Step 6 of *Transportation System Planning Guidelines 2018*.

### **C. Transportation System Management and Operations**

The State or the State's Consultant shall provide updated recommended policies and projects to improve TSMO within the City. Policies and projects are expected to address events significant to urban, urban fringe, and rural roadway networks, such as work zones, traffic incidents, and traveler information. Evaluation of TSMO projects and policies must include strategies outlined in ODOT Administrative Procedures Manual Chapter 18: Transportation Systems Management & Operations, including, but not limited to signalization, incident management, access management, road weather operations, ITS (VMS, VSL, transit/freight signal priority, EMS preemption, connected vehicle applications, traveler information). Evaluation and recommendation of TSMO projects must include description and recommendations of necessary supporting infrastructure and data (vehicle volume, speeds, TTR measures, communication systems, etc.).

The State or the State's Consultant shall submit draft TM #5 to the City and APM. The City shall submit 1 set of consolidated, non-conflicting comments to The State or the State's Consultant. The APM will submit 1 set of consolidated non-conflicting comments to The State or the State's Consultant.

#### **D. Safety Improvements Plan**

The State or the State's Consultant shall identify and prioritize improvements and policies focused on addressing identified safety needs, specifically systemic measures that could be implemented City-wide. As available, systemic approaches must include planning level cost estimates.

#### **8.2 Final TM #5**

The State or the State's Consultant shall revise draft TM #5, incorporating comments from the City and APM, and shall submit the Final TM #5 to the City and APM.

##### **City Task 8 Deliverables:**

8a Review and comment on TM#5 (71 weeks from NTP)

##### **The State or the State's Consultant Task 8 Deliverables:**

8A Draft TM #5 (70 weeks from NTP)

8B Final TM #5 (72 weeks from NTP)

### **TASK 9: DRAFT UPDATED TSP, IMPLEMENTING ORDINANCES AND FINDINGS**

**Objective:** To prepare a draft Updated TSP, Implementing Ordinances and Findings for consideration by City staff and City officials.

#### **9.1 Draft Updated TSP**

The State or the State's Consultant shall prepare a draft Updated TSP incorporating TMs #1 – #5.

Draft Updated TSP must include:

1. Maps showing each updated future network: motor vehicle, bicycle, pedestrian, street, transit, freight, and non-automobile transportation; along with a comprehensive map showing all networks.
2. Prioritized list of multi-modal projects.
3. Project summary prospectus sheets, including project costs, location map, and cross-section (as applicable).
4. Access management spacing standards.
5. Draft update to the City's Comprehensive Plan Chapter 6 (chapter on transportation).

Draft Updated TSP must summarize key findings of TMs #1-5 within the body of the TSP and supporting technical work in the appendix. The document must be organized as follows:

1. Transportation System Summary (update to City's Comprehensive plan chapter 6).
  - Overview of key projects and programs.

2. Transportation Goals, Plans, and Policies (update to City's Comprehensive plan chapter 6).
  - Summary of Plans and Policy Review, Goals and Objectives, and recommended policy outcomes.
3. Existing Conditions
  - High level overview of existing conditions summary. More detailed analysis must be included in the appendix.
4. Future Conditions
  - High level overview of future conditions analysis, including future year growth scenario for the City and identified transportation needs. More detailed analysis must be included in the appendix.
5. Pedestrian Plan
  - Summary of identified and prioritized pedestrian focused infrastructure improvements and policies. Projects must include planning level cost estimates.
6. Bicycle Plan
  - Summary of identified and prioritized bicycle focused infrastructure improvements and policies. Projects must include planning level cost estimates.
7. Transit Plan
  - Summary of identified and prioritized transit focused infrastructure improvements and policies. Projects must include planning level cost estimates.
8. Motor Vehicle Plan (including Transportation System Management, and Truck/Freight Plan)
  - Summary of identified and prioritized motor vehicle focused infrastructure improvements and policies, including an identified local freight route system. Projects must include planning level cost estimates.
9. Safety Plan
10. Summary of identified and prioritized improvements and policies focused on addressing identified safety needs. This section must focus on systemic measures that could be implemented City-wide. As available, systemic approaches must include planning level cost estimates for TSMO Plan
  - Summary of recommended TSMO policies and projects
11. Funding/Implementation
  - Documentation of historical and projected transportation funding for the City.
12. Plan Implementation Recommendations for ordinance amendments.
13. Project cut-sheets for up to 4 high-priority projects that summarize key project information.

The State or the State's Consultant shall submit draft Updated TSP to the City and APM in PDF and Word format. The City shall submit 1 set of consolidated, non-conflicting comments to The State or the State's Consultant. The APM will submit 1 set of consolidated, non-conflicting comments to The State or the State's Consultant.

## **9.2 Draft Implementing Ordinances and Draft Findings**

The State or the State's Consultant shall prepare draft Implementing Ordinances for implementing the draft Updated TSP and its policies. Implementing Ordinances must identify Traffic Impact Analysis ("TIA") requirements and develop language to incorporate into the City's Code. TIA requirements may reference ODOT standards or provide text based on requirements of other similar counties or ODOT.

The State or the State's Consultant shall prepare draft Findings necessary for adoption of the draft Updated TSP by the City.

The State or the State's Consultant shall submit draft Implementing Ordinances and draft Findings to the City and APM. The City shall submit 1 set of consolidated, non-conflicting comments to The State or the State's Consultant. The APM will submit 1 set of consolidated, non-conflicting comments to The State or the State's Consultant.

### **9.3 Joint Work Session with Planning Commission and City Council**

City shall arrange and conduct an in-person work session with the Planning Commission and City Council to review key outcomes of the City TSP update and solicit feedback. The State or the State's Consultant shall have up to 3 staff in attendance at the in-person work session. The State or the State's Consultant shall assist the City with work session presentation material.

### **9.4 Adoption Draft Updated TSP, Adoption Draft Implementing Ordinances and Final Findings**

The State or the State's Consultant shall revise the draft Updated TSP, the draft Implementing Ordinances, and the draft Findings, incorporating comments from City and APM. The State or the State's Consultant shall submit an Adoption Draft Updated TSP, Adoption Draft Implementing Ordinances and Final Findings to City and APM.

The State or the State's Consultant shall submit 1 bound "hard" copy of the document to the City and 1 bound "hard" copy to APM. The State or the State's Consultant shall submit 1 digital copy to the City and APM.

#### **City Task 9 Deliverables:**

- 9a Arrange and Conduct City Council Work Session (80 weeks from NTP)
- 9b Provide comments on draft updated TSP (79 Weeks from NTP)

#### **The State or the State's Consultant Task 9 Deliverables:**

- 9A Draft Updated TSP (78 weeks from NTP)
- 9B Draft Implementing Ordinances (78 weeks from NTP)
- 9C Draft Findings (78 weeks from NTP)
- 9D Attend Work Session (80 weeks from NTP)
- 9E Adoption Draft Updated TSP (84 weeks from NTP)
- 9F Adoption Draft Implementing Ordinances (84 weeks from NTP)
- 9G Final Findings (86 weeks from NTP)

## **TASK 10: ADOPTION**

**Objective:** To adopt Updated TSP and associated Implementing Ordinances

### **10.1 Planning Commission Hearing**

City shall arrange and conduct up to 2 City Planning Commission Hearings for presentation of Adoption Draft Updated TSP, Adoption Draft Implementing Ordinances, and Final Findings. The State or the State’s Consultant shall attend up to 2 such hearings – at the request of the APM - to present documents and answer questions. The hearings must provide an opportunity for the public to comment. The City shall provide public notice of the hearing as required by its Code. The State or the State’s Consultant shall have up to 2 staff in attendance virtually.

### **10.2 City Council Hearing**

The City shall facilitate a City Council Hearing for presentation of Adoption Draft Updated TSP, Adoption Draft Implementing Ordinances, and Final Findings for approval and adoption. The State or the State’s Consultant shall attend to present documents and answer questions. The City shall provide public notice of the hearing. The State or the State’s Consultant shall have up to 2 staff in attendance virtually.

### **10.3 Final Updated TSP and Final Implementing Ordinances**

The State or the State’s Consultant shall revise the Final Updated TSP and Final Implementing Ordinances to reflect Council actions. The State or the State’s Consultant shall submit 1 bound “hard” copy and 1 electronic copy of the Final Updated TSP and Final Implementing Ordinances to the City, to the Department of Land Conservation and Development, and to APM. Digital copies must be provided in .pdf and the native, modifiable file format.

The State or the State’s Consultant shall prepare a web-ready version of the Final Updated TSP, which must include the following:

- Links to individual TSP chapters and sub-sections
- Interactive maps showing proposed Projects, with links from the map “hot spots” to individual Project prospectus sheets.

### **10.4 Title VI Report**

The State or the State’s Consultant shall prepare and submit to the APM a report delineating Title VI activities, documenting Project process and outreach for all low income, race, gender, and age groups.

#### **City Task 10 Deliverables:**

- 10a Up to 2 Planning Commission Hearings (90 weeks from NTP)
- 10b City Council Hearing (96 weeks from NTP)

#### **The State or the State’s Consultant Task 10 Deliverables:**

- 10A Up to 2 Planning Commission Hearings (90 weeks from NTP)
- 10B City Council Hearing (96 weeks from NTP)
- 10C Final Updated TSP and Final Implementing Ordinances (98 weeks from NTP)



10D Title VI Report (98 weeks from NTP)