

Exhibit A
Statement of Work
Scholls Ferry Road Conceptual Design Plan

Definitions

Agency/ODOT – Oregon Department of Transportation
County – Multnomah County
TAC – Technical Advisory Committee
TSP – Transportation System Plan
WOC – Work Order Contract
WOCPM – Work Order Contract Project Manager

This statement of work describes the responsibilities of all entities involved in this cooperative project.

The work order contract (for the purposes of the quoted language below the “WOC”) with the work order consultant (“Consultant”) shall contain the following provisions in substantially the form set forth below:

“PROJECT COOPERATION

This statement of work describes the responsibilities of the entities involved in this cooperative Project. In this Work Order Contract (WOC), the Consultant shall only be responsible for those deliverables assigned to the Consultant. All work assigned to other entities are not Consultant’s obligations under this WOC, but shall be obtained by Agency through separate intergovernmental agreements which contain a statement of work that is the same as or similar to this statement of work. The obligations of entities in this statement of work other than the Consultant are merely stated for informational purposes and are in no way binding, nor are the named entities parties to this WOC. Any tasks or deliverables assigned to a subcontractor shall be construed as being the responsibility of the Consultant.

Any Consultant tasks or deliverables which are contingent upon receiving information, resources, assistance, or cooperation in any way from another entity as described in this statement of work shall be subject to the following guidelines:

1. At the first sign of non-cooperation, the Consultant shall provide written notice (email acceptable) to Oregon Department of Transportation (Agency) Work Order Contract Project Manager (WOCPM) of any deliverables that may be delayed due to lack of cooperation by other entities referenced in this statement of work.
2. WOCPM shall contact the non-cooperative entity or entities to discuss the matter and attempt to correct the problem and expedite items determined to be delaying the Consultant.

If Consultant has followed the notification process described in item 1, and Agency finds that delinquency of any deliverable is a result of the failure of other referenced entities to provide information, resources, assistance, or cooperation, as described in this statement of work, the Consultant will not be found in breach of contract. WOCPM will negotiate with Consultant in the best interest of the State, and may amend the delivery schedule to allow for delinquencies beyond the control of the Consultant.”

Purpose

The Scholls Ferry Road Conceptual Design Plan Project is primarily to identify bicycle and pedestrian improvements along the Scholls Ferry corridor from the Sunset Highway south to the Washington County line. The project will explore the potential for widening the roadway to accommodate bike lanes and sidewalks or, alternatively consider opportunities and constraints to providing alternative bike and/or pedestrian facilities on a parallel street network in the Study Area. This could include a mix of bicycle and/or pedestrian facilities along Scholls Ferry Road and alternative corridors. The Project also will identify treatments to address stormwater runoff that results from increased impervious surface, and develop a concept-level design for improvements for Scholls Ferry Road, which will be the basis for preliminary engineering and construction of improvements. Vehicular capacity needs and improvements along Scholls Ferry Road were addressed in the Multnomah County Transportation System Plan (TSP), and those improvements will be incorporated in this Project. New traffic analysis to address vehicular capacity needs is not within the scope of this Project.

Study Area

Study Area centers on Scholls Ferry Road with termini of Sunset Highway (Highway 26) in the north and the Washington County line in the south. For the purpose of developing a conceptual street design for Scholls Ferry Road, the Study Area is within 100 feet of the road's right-of-way centerline. For the purpose of addressing stormwater, the Study Area includes drainage basins on either side of the corridor that drain onto or away from the roadway. For the purpose of bicycle and pedestrian mobility, the Study Area is ½-mile on either side of the right-of-way.

Background

Classified as a minor arterial in urban unincorporated Multnomah County (County), Scholls Ferry Road connects Skyline Boulevard and the Sunset Highway with the Raleigh Hills town center in Washington County. The roadway runs through the City of Portland for approximately 400 feet; the project must include some coordination with the city, which will be accomplished through their participation on the project technical committee. The Multnomah County Transportation System Plan calls for multi-modal facilities along minor arterials, however, physical constraints in the Scholls Ferry corridor may necessitate locating some or all of these facilities on an alternative parallel route. As for vehicular capacity improvements along Scholls Ferry Road, the Multnomah County Urban Unincorporated TSP calls only for a dedicated southbound left-turn lane at Patton Road.

Project Objectives

The primary objective of this project is to develop a conceptual plan for street design treatment along SW Scholls Ferry Road between the Sunset Highway and the Multnomah / Washington County Line to better accommodate multi-modal circulation, to support adjacent land use and development, and to conceptually address options for treatment of stormwater runoff related to recommended improvements.

More specific objectives would:

- Create a corridor that will encourage and support the use of alternative transportation modes and reduce reliance on the automobile.
- Create a corridor that better links Sunset Highway with the Raleigh Hills Town Center.
- Identify at a planning level means to address stormwater runoff from additional impervious surface in the right-of-way, considering green street treatments and more conventional measures.
- Address right-of-way needs.
- Based on existing GIS data ensure the conceptual design considers geological and hydrological conditions in the corridor, and the cost and engineering constraints these impose on potential corridor improvements.
- For the purpose of bicycle and pedestrian mobility, examine the local street network to address safety and connectivity, including connections necessary to link adjacent development to any alternative parallel bike or pedestrian facilities.
- Explore opportunities to provide transit stops along Scholls Ferry Road, while ensuring adequate access to stops for transit riders.
- Provide safe routes and crossings for bicyclists and pedestrians to significant area destinations such as Bridlemile Elementary and West Sylvan Middle Schools.
- Involve the public and stakeholders in designing the streetscape for Scholls Ferry Road.

Deliverables Overview

- County shall be responsible for meeting logistics including providing meeting locations and meeting notification. County shall prepare meeting agenda and facilitate meetings. Consultant shall present and lead discussion on technical materials to be discussed at each meeting.
- All draft materials must be submitted to the County project manager and Oregon Department of Transportation (ODOT) Work Order Contract Project Manager (WOCPM) at least one week prior to the meeting at which they are to be presented.
- Consultant shall prepare originals or materials to be distributed or presented at meetings, and County shall be responsible for reproductions. Consultant shall provide originals to county in hard copy and electronic form at least two days prior to the meeting at which they will be used, except for color reproductions, which will require one week lead time for preparation.
- Except as specified, Consultant shall provide three hard copies of all products, as well as an electronic file (in Word format for all written products and in PDF format for graphic products).

- Adoption ready: Final plans and amendments to plans must be prepared as final policy statements of the local government and must not include language such as “it is recommended ...” or “County should” New and amended code language must be prepared as final regulatory statements of County. Final plan, plan amendments, code, and code amendments must include all necessary amendments or deletions to existing County plans or code to avoid conflicts and enable full integration of proposed plan with existing County documents.
- The following text must appear in the final version of all final deliverables:
 - This project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by federal Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), local government, and the State of Oregon funds.*
 - The contents of this document do not necessarily reflect views or policies of the State of Oregon.*
- At the conclusion of Project, Consultant shall provide copies of the final deliverables – Final Report and Final Conceptual Plan – to County and WOCPM in .pdf and Word; County shall receive 25 hard copies and one CD and WOCPM shall receive 3 hard copies and 2 CDs.

Work Approach

Task 1: Public Involvement and Interagency Coordination

Objectives

- Ensure an open planning process that solicits and considers input from direct stakeholders and community members.
- Ensure the Project is coordinated with affected local jurisdictions and organizations.

Methodology

- 1.1 TAC Roster - County shall identify representatives to comprise a Technical Advisory Committee (TAC) and prepare TAC Roster. The purpose of the TAC is to review draft materials prior to public presentation, to help ensure products are consistent with applicable policies and standards, and to provide suggestions and recommendations to enhance products and meet project objectives. The TAC will include representatives from Multnomah County, Tri-Met, City of Portland and Washington County.
- 1.2 Adjacent Parties List - County shall prepare Adjacent Parties List identifying all property owners and tenants, both business and residential, within a quarter mile east and west of Scholls Ferry Road. List must include contact information.
- 1.3 Project Publicity - County shall prepare Project Publicity, materials to publicize the project to the community. Project Publicity must include:

- ◆ Letter to Adjacent Parties List, which describes the Project Objectives, public involvement opportunities, and encourages public input. County shall mail the Letter to Adjacent Parties List, and furnish information and public involvement opportunities to Bicycle & Pedestrian groups interested.

- 1.4 Organizational Meeting - County shall arrange and Consultant shall conduct an Organizational Meeting to coordinate schedules for meetings, charrette/workshops, and project publicity. Subsequent to, and as part of meeting, Consultant shall prepare Project Schedule.
- 1.5 Web Page - County shall maintain an updated Web Page on the County Website to provide an online resource for interested parties.

County Deliverables:

- 1A TAC Roster
- 1B Adjacent Parties List
- 1C Project Publicity
- 1D Organizational Meeting
- 1E Web Page

Consultant Deliverables:

- 1A Organizational Meeting

Schedule: One month after notice to proceed

Task 2: Document Existing Conditions

Objectives

- Identify and describe existing physical features, plans and policies that affect the Scholls Ferry Road corridor both in terms of transportation and adjacent land uses.
- Identify and describe examples of multi-modal streets and boulevards in similarly constrained environments as Scholls Ferry Road, including how their design features support multiple modes of transportation and adjacent land uses.
- Identify environmental conditions (i.e. hydrology, steep slopes, access, sight distance, etc.) that may impose constraints to street design, or provide opportunities for “green street” design mitigations.

Methodology

- 2.1 Consultant shall prepare scaleable Base Maps describing:
 - i. Land use. Using data available from GIS resources, develop land use base map(s) that must identify parcels, applicable comprehensive plan, zoning and design overlay designations, property ownership, types of use on the property, building footprints, topography, and environmental or historic features that could impact design or feasibility of a new roadway design.

- ii. **Transportation.** Based on available GIS and aerial photographic resources, prepare transportation base map(s) that must be in same scale as land use base map. Transportation base map must depict existing right-of-way, travel lane width, intersection configurations including crosswalks, bike lane width, sidewalk width, missing sidewalk and bike lane segments, existing transit facilities, driveways and other property access, and potential alternative, parallel routes for bicycles and pedestrians. (Size of base maps must be sufficient for use at community workshops and similar public presentations, as determined by the County project manager)
- iii. **Geo/Hydrology.** Based on available GIS resources prepare geological/Hydrology base map which must be in same scale as land use base map, and must include contours (maximum 5-foot), soil types per United States Department of Agriculture data, and all structural features (i.e. catch basins, stormwater conveyance systems and treatment facilities) in the project area as well as surface water features (creeks and drainage).

Individual base maps may be overlaid into a single map, as determined by the County Project Manager, to consolidate geographic information. Base Maps include a draft and a revision to incorporate TAC Meeting #1, County, and WOCPM comment.

- 2.2 **Technical Memorandum** - Consultant shall prepare Technical Memorandum summarizing policies, existing and planned land uses, environmental and historic features, and transportation system features identified in Subtask 2.1. Technical Memorandum is not intended to reiterate information contained in Base Maps, but to highlight factors that, in the Consultant's professional opinion, should be considered in the development of the Conceptual Plan in Task 3. Technical Memorandum also must discuss opportunities and constraints that these factors present toward achieving Project Objectives. Consultant shall also identify relevant regulatory standards or improvement guidelines that may affect development of cross-sectional alternatives including, but not limited to, County road standards and/or Transportation System Plan roadway guidelines, American Association of State Highway and Transportation Officials guidelines, Americans with Disabilities Act, Oregon best practices for bicycle and pedestrian facility development, and County and State stormwater management requirements. The discussion of these standards or guidelines should be focused on the issues and constraints relevant to the Scholls Ferry Road corridor. Consultant shall incorporate discussion and map of alternative bicycle and pedestrian corridors previously identified by Washington County including summary of nature/location and plans to implement them. Technical Memorandum includes a draft and a revision to incorporate TAC Meeting #1, County, and WOCPM comments.
- 2.3 **Multi-Modal Street Examples** – Recognizing the existing policy, regulatory and physical constraints and opportunities within the corridor, Consultant shall identify a range of reasonably feasible options for modifying the existing cross-section of Scholls Ferry Road to accommodate all travel modes. Graphics or photos must be collected or prepared that illustrate street design and features that affect multi-modal transportation and land use. Graphics must be accompanied by text descriptions explaining how features affect

the transportation function and adjacent development. Descriptions must include a range of potential dimensions for roadway features, such as travel lane and sidewalk widths, which must be compared to available right-of-way in the Scholls Ferry Road corridor that may be considered to accommodate bicycle or pedestrian facilities. Street examples should be similar to Scholls Ferry Road in terms of number of lanes and traffic capacity as well as geological and hydrological constraints and slopes. Multi-Modal Street Examples includes a draft and a revision to incorporate TAC Meeting #1, County, and WOCPM comment.

- 2.4 Stormwater Management Alternatives- Consultant shall collect and describe the potential issues and a range of possible approaches to address stormwater management along Scholls Ferry Road if existing impervious surface is increased as a result of added bicycle and pedestrian facilities. "Green Street" treatments to minimize and mitigate water runoff must be included in the range of approaches that are evaluated and must be assessed at a planning level to determine general feasibility and applicability. Metro's *Green Streets* handbook and the City of Portland *Stormwater Management Manual* should serve as a major information source, along with an assessment of general topography and soil conditions as available from existing GIS resources. The description of stormwater management features must include graphics and text describing the features that may be appropriate for Scholls Ferry Road, and summarizing issues to be considered in determining appropriate features for the conceptual plan. Stormwater Management Alternatives includes a draft and a revision to incorporate TAC Meeting #1, County, and WOCPM comment.
- 2.5 TAC Meeting #1 – County shall arrange and conduct TAC Meeting #1 for review and comment of Base Maps, Technical Memorandum, Multi-Modal Street Examples, and Stormwater Management Alternatives. Consultant shall attend and present Base Maps, Technical Memorandum and street examples (graphics and text descriptions) to TAC for review and comment. Consultant shall record TAC comments and revise draft deliverables in response to comments.

County Deliverables:

- 2A Review and comment on Base Maps, Technical Memorandum, Multi-Modal Street Examples, and Green Street Design Features
- 2B TAC Meeting #1.

Consultant Deliverables:

- 2A Base Maps
- 2B Technical Memorandum include alternative bicycle/pedestrian corridors
- 2C Multi-Modal Street Examples
- 2D Stormwater Management Alternatives
- 2E TAC Meeting #1

Schedule: Two months after notice to proceed.

Task 3: Conduct Public Charrettes/Workshops

Objectives

- Present communities and stakeholders with information gathered in Task 2, including opportunities and constraints to achieving Project Objectives.
- Enable charrette/workshop participants to understand multi-modal and green street design features, their advantages and disadvantages, and how they affect multi-modal circulation and adjacent development.
- Facilitate the development and refinement of a consensus-based conceptual design, consistent with Project Objectives, and supported by technical and community stakeholders.
- Conduct an engaging public process that encourages community participation.
- Ensure TAC members are kept informed of community concerns and desires that arise from the public process, and ensure that the process outcome is technically sound.

Methodology

- 3.1 Public Workshop #1 – County shall arrange and Consultant shall conduct Public Workshop #1 to address project background, existing conditions, opportunities and constraints, design criteria, multi-modal, alternative bicycle and pedestrian corridors, and stormwater management alternatives. Workshop discussion must be based on information gathered and documented in Task 2. Workshop must include presentation of information and discussions (facilitated by Consultant and County staff) to gather participants' input on the topics presented. Consultant shall document participants' input, including opinions on design criteria and objectives, and ideas and opinions on potential street design features, and shall identify participants' prevailing preferences for street design, if any, for use in developing a proposed design concept for Scholls Ferry Road, including for accommodating bicyclists and pedestrians either on Scholls Ferry or an alternative parallel route with a response to the ideas and comments (for instance, addressing the validity of the concern, or pointing out how the concern is addressed in the conceptual street design).
- 3.2 Proposed Conceptual Design - Consultant shall prepare Proposed Conceptual Design for Scholls Ferry Road based on results of Public Workshop #1. Proposed Conceptual Design must include:
 - i. Plan and cross-section drawings of a consensus-based conceptual street design for Scholls Ferry Road. The plan view must show the entire Study Area, and must illustrate all preferred design elements in the right-of-way, including sidewalks, structural elements such as retaining walls, landscaped areas, bike lanes, travel lanes and medians, as well as the locations of potential stormwater management treatments. Three to five typical cross-sections must be provided, as determined by the County Project Manager. All drawings must include preferred dimensions for each design element; however if an exact dimension cannot be specified, a range of dimensions may be indicated along with accompanying text describing factors to consider at a later date when developing a preferred dimension. Design

elements not consistent with jurisdictions' current standards must be noted and explained.

- ii. Conceptual level drawings and/or written descriptions of any potential stormwater drainage or green street treatments that in the Consultant's professional opinion may be incorporated in the roadway design. Descriptions, if provided, must indicate the type of treatment, general dimensions, and any special considerations to be taken into account at later stages of project development.
- iii. If the preferred design elements for Scholls Ferry Road do not include bicycle or pedestrian facilities along Scholls Ferry, then the Proposed Conceptual Design must indicate an alternative parallel route for these facilities.

Proposed Conceptual Design includes an initial draft, a possible post-TAC Meeting #2 revision, and a post-TAC Meeting #3 revision.

- 3.3 TAC Meeting #2 – County shall arrange and Consultant shall conduct TAC Meeting #2 to present the Proposed Conceptual Design and the results of Public Workshop #1. Consultant shall record TAC members' comments. If TAC members express concerns over public input (i.e. if a preferred design element is inconsistent with public policy), Consultant shall note the concerns, and shall respond to the concerns in Public Workshop #2. If TAC members express concerns over the Proposed Conceptual Design, Consultant shall modify the Proposed Conceptual Design in response to the concerns prior to Public Workshop #2.
- 3.4 Public Workshop #2 – County shall arrange and Consultant shall conduct Public Workshop #2 to present the Proposed Conceptual Design for Scholls Ferry Road. Workshop #2 discussion must address the results of Public Workshop #1, and how those results were used in developing the Proposed Conceptual Design. Workshop #2 must include discussions (facilitated by Consultant and County staff) to solicit input from participants, including opinions of and recommended changes to the Proposed Conceptual Design. Consultant shall document participants' input.
- 3.5 TAC Meeting #3 – County shall arrange and Consultant shall conduct TAC Meeting #3, which may be a meeting, a telephone conference call, or e-mail exchange, as determined by County Project Manager, to review results of Public Workshop #2, including recommended changes to the Proposed Conceptual Design. Consultant shall note TAC member comments and concerns, and shall modify the Proposed Conceptual Design in response to TAC input.

County Deliverables:

- 3A Review and comment on Proposed Conceptual Design
- 3B Preparation for and participation in Public Workshops #1 and #2 and TAC Meetings #2 and #3.

Consultant Deliverables

- 3A Public Workshop #1
- 3B Proposed Conceptual Design

- 3C TAC Meeting #2
- 3D Public Workshop #2
- 3E TAC Meeting #3

Schedule: Three months after notice to proceed

Task 4: Prepare Implementation Materials

Objective

- Provide a TAC review of the Proposed Conceptual Design developed in Task 3.
- Prepare adoption-ready materials for incorporation into Multnomah County's and City of Portland's comprehensive plans.

Methodology

- 4.1 Draft Final Report/Draft Conceptual Plan - Consultant shall prepare a Draft Final Report, including a plan view illustration and descriptions of the planning process, and conceptual plan's major features, including how they respond to technical and public issues. Draft Final Report must include break-out descriptions of the conceptual plan for Multnomah County and Portland, as well as applicable cross-sections, for inclusion in city and county TSPs.
- 4.2 TAC Meeting #4 - County shall arrange and Consultant shall conduct TAC Meeting #4 to present the Draft Conceptual Plan and Draft Final Report. Consultant shall record TAC member comments.
- 4.3 Final Report/Final Conceptual Plan - Consultant shall modify Draft Conceptual Plan and Draft Final Report in response to TAC comments.
- 4.4 Public Hearings - County shall prepare for and make presentations of Final Conceptual Plan to the Multnomah County Board of Commissioners and the City of Portland for adoption.

County Deliverables:

- 4A Review and comment on Draft Final Report and Draft Conceptual Plan
- 4B Preparation for and participation at TAC Meeting #4.
- 4C Prepare for and make presentations of Final Conceptual Plan to the Portland City Council and the Multnomah County Board of Commissioners for adoption.

Consultant Deliverables:

- 4A Draft Final Report/Draft Conceptual Plan
- 4B TAC Meeting #4
- 4C Final Report/Final Conceptual Plan

Schedule: Four months after notice to proceed.