

Attachment A

City of Rogue River Transportation System Plan Update

Acronyms/Definitions

ADA	Americans with Disabilities Act
Agency/ODOT	Oregon Department of Transportation
City of Rogue River	City of Rogue River
CIP	Capital Improvement Program
Council	Rogue River City Council
County	Jackson County
MMLOS	Multi Modal Level of Service
OAR	Oregon Administrative Rule
PAC	Project Advisory Committee
Plan	City of Rogue River Transportation System Plan
PMT	Project Management Team
RVCOG	Rogue Valley Council of Governments
STIP	Statewide Transportation Improvement Program
TSP	Transportation System Plan
TM	Technical Memorandum
TPAU	Transportation Planning Analysis Unit
UGB	Urban Growth Boundary
WOCPM	Work Order Contract Project Manager

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Project Purpose/Transportation Relationship and Benefits

In 2003, the City of Rogue River (City) adopted a Transportation System Plan (TSP) as the Transportation Element of the City Comprehensive Plan. Since adoption of the TSP numerous changes have taken place in City, as well as in state law. This project will build on the success of the current TSP, provided necessary updates, and ensure compliance with existing laws, rules and regulations.

The final TSP must comply with the Oregon Highway Plan and applicable modal plans, Highway Design Manual, Oregon Administrative Rule (OAR) chapter 734 division 051, the Transportation Planning Rule and all other applicable laws, rules, and regulations.

Project Area

City’s Urban Growth Boundary. See Appendix A.

Project Objectives

The objectives of the Project are to:

- Provide for a safe and efficient transportation system based on existing and future land uses;
- Prioritize improvement projects for existing transportation facilities;
- Establish a document that is simple and easy to understand for developers and the community;
- Include a safe routes to school component that provides a plan to construct missing portions of bicycle and pedestrian infrastructure; and
- Comply with applicable state and local laws, rules, and regulations.

Expectations about Written and Graphic Deliverables

Plan must be written concisely and use a simple and direct style, both to minimize the length of the final document and to make the document understandable to as large an audience as is reasonable. Where possible, information must be presented in tabular or graphic format, with a simple and concise accompanying narrative (e.g. system inventories, traffic conditions). Electronic documents must be in a format easily translated by a screen reader or text-to-voice software.

RVCOG shall provide copies of written deliverables to the PMT, including the City and ODOT’s WOCPM, in electronic formats.

TPAU will complete all traffic analysis work by or under the review of an Oregon registered Civil or Traffic Professional Engineer. Final Technical Memoranda (“TM”) containing traffic analysis will be stamped. Traffic analysis software will follow Highway Capacity Manual 2010 procedures except for signalized intersections which must use Highway Capacity Manual 2000 methods. Traffic analysis will comply with ODOT Analysis Procedures Manual available at <http://www.oregon.gov/ODOT/TD/TP/pages/apm.aspx>.

TPAU will coordinate all analysis with ODOT's Region 3 Traffic Unit and other affected business lines as needed. Region 3 Traffic will provide all traffic analysis work in electronic format (as Synchro, HCS+, or Micro Station, etc. files).

The planning horizon year for future scenarios must be **2040** to provide consistency with other local and regional planning efforts.

All analysis must be consistent with appropriate industry standards, including 2011 AASHTO "A Policy on Geometric Design of Highways and Streets", 2014 AASHTO "Guide for Geometric Design of Transit Facilities on Highways and Streets", 2001 AASHTO "Geometric Design of Very Low-Volume Local Roads (ADT \leq 400)", 2012 AASHTO "Guide for the Development of Bicycle Facilities", 2004 AASHTO "Guide for the Planning, Design, and Operation of Pedestrian Facilities", 2012 ODOT Highway Design Manual (HDM), and others as needed.

The following apply to all deliverables unless otherwise specified in this SOW or by Agency:

1. Draft Materials

Draft deliverables shall be substantially complete and that any changes or revisions needed to address comments will be minor. RVCOG is not required to make major or extensive revisions without an approved contract amendment. This provision does not limit the right of Agency to require correction of deliverables that do not meet the requirements of this SOW.

RVCOG shall provide draft deliverables to the PMT at least ten working days prior to the scheduled meeting/public release.

City shall submit one set of consolidated, non-conflicting comments on draft deliverables to RVCOG within ten working days after receipt, unless otherwise directed by PMT. WOCPM shall submit one set of comments on draft deliverables to RVCOG within ten working days after receipt of draft materials, unless otherwise directed by PMT.

RVCOG shall make minor revisions and corrections to draft deliverables based on comments received and provide new draft to City and WOCPM **at least five (5) working days prior to meeting/public release.**

2. Text memorandums and reports

All memorandums and reports are to be delivered to City and WOCPM digitally in Microsoft Word format, or an editable format agreed upon by PMT. Final versions of deliverables must also be provided in an open universally readable format. Memorandums and reports are to be formatted for 8½-inch by 11-inch or 11-inch by 17-inch paper.

RVCOG name or logos may not appear on *Final* Plan documents, with the exception of the acknowledgement page.

3. Maps and graphic deliverables

Maps and site plans shall be provided as electronic deliverables, which can be read and used directly with ArcGIS 10.1, geo-referenced to the City's Geographic Information System base data, or in a format as agreed by PMT.

Maps and graphics must include details necessary to ensure usability. Maps must include, at a minimum: a scale; a direction indicator indicating north; a color scheme that ensures readability in black and white; a legend; source; and date for the underlying information.

All graphics, including but not limited to vector based graphics including perspectives, axonometric drawings and elevations created digitally, are to be delivered to the PMT digitally in both the native format in which they are created (such as Adobe Indesign, Photoshop, Sketch up, AutoCad etc.) and in an open universally readable format (such as PDFs and or JPGs), as agreed by PMT.

4. Web Access to All Materials

RVCOG shall provide the PMT continued web access to all completed project files throughout the duration of the Project. RVCOG may satisfy this requirement for an online repository of electronic project files by providing a dedicated webpage for PMT use which includes links to each file, providing access to a File Transfer Protocol site enabling direct downloading of Project files, or an alternative distribution method as agreed between RVCOG, City and WOCPM.

Plan must be written concisely and use a simple and direct style, both to minimize the length of the final document and to make the document understandable to as large an audience as is reasonable.

Where possible, information must be presented in tabular or graphic format, with a simple and concise accompanying narrative (e.g. system inventories, traffic conditions). Electronic documents must be in a format easily translated by a screen reader or text-to-voice software.

RVCOG and TPAU shall provide copies of written deliverables to the PMT, including the City and ODOT's WOCPM, in electronic formats. Electronic versions must be in Microsoft Word format, or an editable format agreed upon by the PMT.

The following text must appear in the final document:

“This project is funded by the Oregon Department of Transportation (ODOT) Statewide Planning and Research Program.

“The contents of this document do not necessarily reflect views or policies of the State of Oregon.”

Expectations about Meetings and Public Involvement

The Public Involvement program must comply with Statewide Planning Goal 1 (Citizen Involvement), which calls for “the opportunity for citizens to be involved in all phases of the planning process.”

City shall consider environmental justice issues, which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. **Fair treatment** means that no group of people, including a racial, ethnic, or a socioeconomic group, should bear a disproportionate share of the negative environmental consequence resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies.

Meaningful involvement means that:

- (1) Potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and health;
- (2) The public's contribution can influence the regulatory agency's decision;

- (3) The concerns of all participants involved will be considered in the decision making process; and
- (4) The decision makers seek out and facilitate the involvement of those potentially affected.

City shall consider Title VI regarding outreach to minorities, women, and low-income populations. Special efforts shall be directed to ensuring outreach to and representation of minorities, women, and low income populations.

The primary aspect of public involvement is through the City Council, Open Houses, and the Public Advisory Committee (PAC). City shall ensure that meetings include outreach to and opportunity for representatives of the following interests to be heard: property owners, property development, business, residents-at-large, freight, and environmental justice.

Specific information regarding the deliverables and responsibility of public involvement tasks are listed under the appropriate task. In general the following applies to all public involvement:

Meetings

- a. City shall schedule and arrange all Council, Open House, and PAC meetings
- b. City shall provide support for all meetings including published and mailed notices as appropriate, meeting space and collecting feedback after the meeting.
- c. City shall facilitate Council Study Sessions, PAC meetings, and Open House meetings.
- d. RVCOG shall present materials and answer questions at Council Study Sessions, PAC meetings, and Open House meetings, as agreed between RVCOG and Agency.
- e. RVCOG shall provide hard copies of large scale maps and concept plans for use at Open Houses that are a minimum 2-foot by 3-foot in size.
- f. Meeting notes must confirm that RVCOG conducted or attended the meeting as required. Meeting notes are a brief summary of the attendees, topics discussed, and decisions reached. Clear, handwritten notes taken during the meeting are acceptable. Minutes from Open House before City Council shall be completed by the City and shall satisfy this provision.

PROJECT WORKSCOPE

TASK 1 PROJECT MANAGEMENT AND PUBLIC INVOLVEMENT

1.1 Project Management

RVCOG shall be responsible for project management throughout the duration of Project. RVCOG shall manage the analysis and production efforts, and monitor progress and quality control activities. RVCOG's specific project management duties include, but are not limited to:

- Program, supervise, and coordinate Project work.
- Project Management Team (PMT) will include ODOT's project manager, the City's project manager, and RVCOG's project manager.
- Communicate regularly with PMT via up to 12 teleconferences.
- Prepare, maintain and update Working Schedule, a refined version of Project Schedule. Initial Working Schedule must be submitted within two weeks of Notice to Proceed.
- Prepare and submit monthly invoices and progress reports to WOCPM by the 15th of each month.
- Set up and maintain Project files.

- Conduct management level review of work-in-progress and final products.
- Set up and maintain a comment log, which includes all comments received throughout the project and how each comment was addressed.

1.2 PAC Rosters

With assistance of City, RVCOG shall prepare PAC Roster and provide to PMT. The PAC will provide perspective and technical and policy guidance to RVCOG through the duration of the Project. PAC members may include representatives from the following:

- City (Staff and/or Commission/Council members)
- County (County Commissioners/Planning Board Members/Staff)
- ODOT
- Department of Land Conservation and Development
- Josephine Community Transit
- County Public Health District
- County Sheriff's Department
- City Fire Department
- Interested citizens
- Transportation interest groups
- Community economic interests
- Tribal Representative
- Natural resource agencies
- Local business owners

1.3 Project Website

RVCOG shall develop and maintain a project-specific link to be placed in the City's website throughout the duration of the project. All project information must be accessible through this link. The link on the City's website is intended to provide information to the general public. The webpages developed for this project and accessible through the link must be regularly updated and the public must be able to view all final deliverables on the webpage as they are released by City and WOCPM. Announcement of public meetings must be advertised on the City's website calendar. In addition to other outreach methods, the project link will be used to solicit feedback from the public, via online survey, mapping, or other activities

City Deliverables

- 1.1 Provide Input, Review and Comment on PAC Rosters

RVCOG Deliverables

- 1.1 Project Management
- 1.2 Teleconferences (12)
- 1.3 PAC Rosters
- 1.4 Project Website

TPAU Deliverables

None

TASK 2 POLICY BACKGROUND AND EXISTING CONDITIONS

2.1 Draft TM #1

RVCOG shall prepare TM #1 to define goals and context for preparing the TSP and to establish baseline assumptions. At a minimum, TM #1 must contain the following:

- Purpose and Introduction – states the reasons and context for the Project.
- Goals and Objectives – reflect the goals of ODOT, City, and other key stakeholders for the transportation system in the area. Goals must be overarching principles that guide decision-making. Objectives must be specific and measurable steps that can be taken to meet the goal.
- Evaluation Criteria associated with goals and objectives to compare and select preferred projects. Decision criteria for selecting the preferred alternative will be developed in consultation with the PMT, but will likely include: mobility, cost, likelihood of being funded, safety, land use, and environmental effects.
- Project Area Map depicting City limits, Urban Growth Boundary, and urbanized areas likely to impact City transportation system.
- Financial Funding Forecast – summarizing current and historic funding sources. Other potential sources for future consideration must be included. Funding sources for non-vehicular traffic must be listed separately in the forecast.

As part of preparing TM #1, RVCOG shall review existing plans, policies, laws, rules and regulations applicable to the Project to understand and document their relationship and identify any potential conflicts with transportation system planning in the area. RVCOG’s review must include the following:

- City Comprehensive Plan
- City zoning and subdivision ordinances and associated street standards
- City Capital Improvement Project (CIP) list
- City Land Use Development Ordinance
- 2001 TSP
- County TSP
- I-5 State of the Interstate Report
- Oregon Transportation Plan and Modal Plans
- Transportation Planning Rule (OAR 660-012)
- Access Management Rule (OAR 734-051)
- Statewide Transportation System Improvement Program (STIP)
- Draft or existing MRMPO Documents

RVCOG shall prepare Appendix A to TM #1 that summarizes the pertinent information from these documents and their influence on the Project. ODOT or City will provide any hard copies to RVCOG of any Plans not readily available on ODOT or City websites.

RVCOG shall prepare and submit TM #1 to PMT.

2.2 Draft TM #2

RVCOG shall prepare TM #2, a summary of the existing conditions of the transportation system. RVCOG shall use available data (from City, TSP, ODOT, etc.) to develop inventories. Draft TM #2 must include:

a. Existing Land Uses

- Summarize existing land uses and vacant and developable land
- Comprehensive plan designation, zoning designation, and any special overlay areas.

b. Street Network

- Location and jurisdictional responsibility
- Federal, state and local functional classifications
- ODOT Motor Carrier Traffic Division Freight routes
- For collectors and above
 - o pavement and shoulder width, number of lanes, lane width
 - o Right-of-way width
 - o Pavement type and condition
 - o Medians
 - o On street parking locations
 - o Posted speed limits
 - o Stop control devices
 - o Bridges and condition (per ODOT Bridge Management System)
 - o Culverts (per ODOT's inventory)

c. Bicycle/Pedestrian Network

- Existing and planned Bicycle facility types, locations, width, surface type, ownership, geometry, and conditions.
- Pedestrian facility types, locations, width, geometry, conditions.
- Crosswalk locations and conditions.
- Americans with Disability Act accessible public sidewalk impediments.
- Arterials and collector streets currently lacking bicycle and/or pedestrian facilities.
- Activity centers likely to attract bicyclists and pedestrians, such as schools and commercial centers.

d. Public Transit Services Inventory

- Existing and planned public transportation facilities and services.
- Major transit stops and fixed-routes for geographic areas and populations served.
- Limitations to service, including service to other communities or problems with accessing the services.
- Para-transit and dial-a-ride coverage, demand and cost.

e. Natural Resources and Environmental Constraints

- Goal 5 Resource mapping.
- Federal Emergency Management Agency floodplain mapping.
- Potential wetlands.
- Listed Threatened and Endangered species.
- Known hazardous materials spill locations.
- Historic resources.
- Potential archaeology sites.
- Section 4(f) and 6(f) resources of the United States Code

f. Rail Services Inventory

- Existing and planned rail facilities and services.

RVCOG shall prepare and submit Draft TM #2 to PMT.

2.3 Draft TM #3

RVCOG shall prepare Draft TM #3, analyzing future land uses. Draft TM #3 must include a land use forecast analysis for the planning horizon (2040), accounting for projected population and employment changes, City plans, and direction from City. TM #3 must include land use assumptions, including type, density, and projected traffic generation to TPAU and Region 3 Traffic for approval.

RVCOG shall submit Draft TM #3 to PMT.

2.4 Draft TM #4

TPAU shall prepare Draft TM #4 to describe current transportation system operations. TPAU shall analyze current traffic operations and turning movements in the Project Area. All volumes must be the 30th highest hour. Draft TM #4 will also include an appendix on the methodology/assumptions for existing conditions, future conditions, and alternatives analysis. Draft TM #4 must include:

a. Traffic Counts

Agency shall provide counts for the following intersections:

16-hour classification counts – all vehicle classifications and bicycle and pedestrian:

- Depot Street @ Highway 99
- Depot Street @ I-5 Southbound Ramp Terminal
- Depot Street @ I-5 Northbound Ramp Terminal

4-hour (2-6PM) classification counts – all vehicle classifications and bicycle and pedestrian:

- E. Main Street / W. Main Street @ Pine Street
- Foothill Boulevard @ W. Evans Creek Road
- E. Main Street @ Wards Creek Road

4-hour (2-6PM) vehicle volume only and bicycle and pedestrian classification:

- E. Main Street @ Broadway Street
- E. Main Street @ Cedar Street
- N. River Road @ Classick Drive
- Depot Street @ Classick Drive/Pine Street
- Depot Street/Oak Street @ E. Main Street

All counts must be done when school is in session. All counts must have 15-minute breakdowns. All counts must include bicycles and pedestrians and vehicle turning movements.

Agency shall provide 48-hour directional tube counts *for* the following locations:

- River Road, 0.65 mile east of Classick Drive
- Wards Creek Road 0.02 mile east of Cluster Drives
- Foothill Boulevard at I-5 overcrossing
- Pine Street, 0.25 mile north of Creek View Lane
- W. Evans Creek Road, 0.02 mile north of Park Circle.

b. Current Transportation System Operation Analysis

Traffic analysis for all count locations must be submitted to Region 3 Traffic and PMT. Operational analysis must include:

- Volume-to-capacity ratio,
- Level of Service,
- Turning movements shown on figures.

TPAU shall summarize non-motorized transportation movements for all count locations. Summary must include:

- Volume
- Type
- Direction

c. Multi Modal Analysis

Multimodal analysis must include bicycle, pedestrian, and public transportation (if applicable) operations and will focus on the E. Main Street / Pine Street corridor within the UGB. TPAU shall use the Bicycle Level of Traffic Stress (LTS) and the qualitative Multimodal Level of Service (MMLOS) methodologies. Agency guidance about the LTS and qualitative MMLOS methodologies are available in Chapter 14 of Agency’s Analysis Procedure Manual.

d. Crash Analysis

TPAU shall obtain the past five years of crash data from Agency’s Crash Data & Reporting Unit for arterials and collectors (both state and non-state) roadways and perform crash analysis. TPAU’s data for state highways must include locations of Safety Priority Index System. TPAU shall calculate intersection crash rates and compare them with the published 90th percentile crash rates in Table 4.1 in the Agency’s Analysis Procedure Manual. TPAU shall use the Highway Safety Manual Part B Critical Crash Rate and Network Screening Probability of Specific Crash Types Exceeding Threshold Proportions methods for intersections to determine safety issue areas. Each reference population used in the method must have at least five sites. TPAU shall map locations of these safety issue areas, locations exceeding the 90th percentile rate, and any Top 10% Safety Priority Index System sites. TPAU shall identify crash patterns.

TPAU shall obtain approval of analysis and conclusions from Region 3 Traffic Section prior to submitting Draft TM #4 to PMT. TPAU shall submit Draft TM #4 to PMT, following approval by Region 3 Traffic.

2.5 PAC Meeting #1

City shall arrange and RVCOG shall facilitate PAC Meeting #1 to discuss and solicit input on Draft TMs #1, #2, #3 and #4. Within ten (10) days of PAC Meeting #1, RVCOG shall submit PAC Meeting #1 Summaries to PMT

2.6 Revised TMs #1 -#3

Within ten (10) days of receiving comments from PMT and PAC members, RVCOG shall revise Draft TM #1, #2 and #3 and submit Revised TMs #1, #2 and #3 to PMT.

2.7 Revised TM #4

Within ten (10) days of receiving one set of consolidated non-conflicting comments from PMT, TPAU shall revise TM #4 and submit Revised TM #4 to PMT. Revised TM #4 must be stamped by a Professional Engineer.

City Deliverables

- 2.1 PAC Meeting #1
- 2.2 Review and comment Draft TMs #1, #2, #3 and #4

RVCOG Deliverables

- 2.1 Draft TM #1
- 2.2 Draft TM #2

- 2.3 Draft TM #3
- 2.4 PAC Meeting #1 and Summaries
- 2.5 Revised TM #1, #2 and #3

TPAU Deliverables

- 2.1 Draft TM #4
- 2.2 Revised TM #4

TASK 3 FUTURE BASELINE (NO BUILD) CONDITIONS

3.1 Draft TM #5

TPAU shall develop TM #5 describing future baseline (no-build) land-use and traffic volume forecasts and analyzing operations. TM #5 must include all fiscally constrained projects listed in the STIP and CIP.

a. Future Transportation System Operations Analysis

TPAU shall use the land use forecast prepared by RVCOG to conduct the traffic analysis of the no-build scenario for both automobile and non-automobile transportation. The no-build scenario must follow the same format and contain the same information as in TM #4.

TPAU shall create future no-build traffic volumes from the results of the future land use analysis on a cumulative basis. In developing the no-build scenarios, TPAU must rely only on planned transportation improvements that have an identified and committed funding source (e.g. are in the STIP or CIP).

b. Future MMLOS Analysis

TPAU shall prepare a qualitative MMLOS analysis which focuses on the E. Main Street / Pine Street corridor similar to that conducted for TM #4. MMLOS analysis must include bicycle, pedestrian, and public transportation (if applicable) operations.

TPAU shall obtain approval of analysis and conclusions from Region 3 Traffic Section prior to submitting Draft TM #5 to City and RVCOG. TPAU shall submit TM #5 to PMT.

3.2 Draft TM #6

TPAU shall prepare Draft TM #6, describing existing and future transportation system deficiencies and needs.

Based on standards and goals identified in TM #1, TPAU shall identify deficiencies in the system and describe overall system needs for both vehicular and non-vehicular traffic. TPAU shall clearly describe each deficiency and the year it is expected to occur.

TPAU shall identify areas with specific safety concerns and other deficiencies related to pavement preservation and bicycle and pedestrian connections.

TPAU shall prepare Draft TM #6 and submit to PMT.

3.3 PAC Meeting #2

City shall arrange and RVCOG shall facilitate PAC Meeting #2 to discuss and solicit input on Draft TMs #5 and #6. Within ten (10) days of PAC Meeting #2, RVCOG shall submit PAC Meeting #2 Summaries to PMT

3.4 Public Meeting #1

City shall arrange and RVCOG shall facilitate Public Meeting #1 to provide an opportunity to introduce the Project and for the public to provide input on existing and future conditions. RVCOG shall present Project progress and Project materials. Public Meeting #1 is expected to last no longer than two (2) hours. RVCOG shall provide presentation materials, a sign in sheet and comment cards for Public Meeting #1.

RVCOG shall provide summary of input, including a brief written response to each comment from Public Meeting #1 to PMT within two (2) weeks of Public Meeting #1.

3.5 Revised TMs #5 and #6

Within ten (10) days of receiving one set of consolidated non-conflicting comments from PMT, TPAU shall revise TMs #5 and #6 and resubmit to PMT. Revised TMs #5 and #6 must be stamped by a Professional Engineer.

City Deliverables

- 3.1 PAC Meeting #2
- 3.2 Public Meeting #1
- 3.3 Review and comment on Draft TMs #5 and #6

RVCOG Deliverables

- 3.1 PAC Meeting #2 and Summaries
- 3.2 Public Meeting #1 and Summary
- 3.3 Review and comment on Draft TMs #5 and #6

TPAU Deliverables

- 3.1 Draft TM #5
- 3.2 Draft TM #6
- 3.3 Revised TMs #5 and #6

TASK 4 ALTERNATIVES EVALUATION

4.1 Draft TM #7

TPAU shall prepare TM #7 to develop potential system alternatives and analyze their impacts.

a. Develop System Alternatives

Based on work in previous tasks, TPAU shall develop and evaluate strategies that require engineering to address identified deficiencies. TPAU shall consult Region 3 Traffic and Region 3 Roadway to develop strategies affecting state roads that are compatible with ODOT standards. Strategies must comply with the Transportation Planning Rule and strategies affecting state roads must also comply with the Oregon Highway Plan. Strategies must not be limited to construction projects, but must include where reasonable, access management (on all ODOT facilities and City collectors and above), potential land use changes and Transportation Demand Management and Transportation System Management recommendations.

For each alternative, TPAU shall:

- Design concept level diagrams with a narrative description.

- Review the natural and historic resources inventory from prior tasks and identify any potential conflicts.
- Develop a Rough Order of Magnitude cost opinion.
- Identify impacts/benefits to bicycle and pedestrian facilities and network.
- Identify impacts/benefits to the public transportation system.
- Identify any impacts/benefits to the freight network.

b. Future Traffic Operations

In consultation Region 3 traffic, TPAU shall identify which alternatives require further traffic operations analysis. This will include volume-to-capacity, level-of-service, and LTS and MMLOS procedures as in previous tasks.

c. Future Safety

For each alternative developed to specifically address a safety concern on an arterial or collector roadway, TPAU shall summarize safety impacts of each design. TPAU shall use Highway Safety Manual Crash Modification Factors for summarizing the potential crash reduction of alternatives that address a safety concern. All Crash Modification Factors must have a star rating of three (3) or better from the Highway Safety Manual Crash Modification Factors Clearinghouse and must have consistent volumes/parameters with the TSP analysis.

d. Roadway System Classification Changes

TPAU shall evaluate the need for other roadway changes, and identify changes in federal, state and/or local functional road classifications that may occur from changes in travel patterns.

TPAU shall prepare Draft TM #7 and submit to PMT.

4.2 Draft TM #8

RVCOG shall prepare a future transportation funding forecast based on current and historic funding sources. Other potential sources for future consideration must be included. Funding sources for non-vehicular traffic must be listed separately in the forecast.

RVCOG shall submit to PMT.

4.3 Draft TM #9

TPAU shall use evaluation criteria developed in Task 2 to compare the alternatives. Comparison must be presented as a spreadsheet, with an accompanying narrative. Matrix must include MMLOS criteria to assess each alternative's impact on bicycle and pedestrian facilities.

TPAU shall submit Draft TM #9 to PMT.

4.4 PAC Meeting #3

City shall arrange and RVCOG shall facilitate PAC Meeting #3 to discuss and solicit input on Draft TMs #7, #8 and #9. Within ten (10) days of PAC Meeting #3, RVCOG shall submit PAC Meeting #3 Summaries to PMT

TPAU shall attend PAC Meeting #3 to present materials and answer questions.

4.5 Public Meeting #2

City shall arrange and RVCOG shall facilitate Public Meeting #2 for the public to provide input on TMs #7, #8 and #9. RVCOG shall present Project progress and Project materials. Public Meeting #2 is expected to last two (2) hours or fewer. RVCOG shall provide presentation materials, a sign in sheet and comment cards for Public Meeting #2.

RVCOG shall provide summary of input, including a brief written response to each comment from Public Meeting #1 to PMT within two (2) weeks of Public Meeting 2.

TPAU shall attend Public Meeting #2 to present materials and answer questions.

4.6 Revised TMs #7 and #9

Within ten (10) days of receiving one set of consolidated non-conflicting comments from PMT, TPAU shall revise Draft TMs #7, #8 and #9, and submit Revised TMs #7 and #9 to PMT. Revised TMs #7 and #9 must be stamped by a Professional Engineer.

4.7 Revised TM #8

Within ten (10) days of receiving one set of consolidated non-conflicting comments from PMT, RVCOG shall revise Draft TM #8 and submit Revised TM #8 to PMT.

City Deliverables

- 4.1 PAC Meeting #3
- 4.2 Public Meeting #2
- 4.3 Review and comment on Draft TMs #7, #8 and #9

RVCOG Deliverables

- 4.1 PAC Meeting #3 and Summary
- 4.2 Public Meeting #2 and Summary
- 4.3 Draft TM #8
- 4.4 Revised Draft TM #8

TPAU Deliverables

- 4.1 Draft TM #7
- 4.2 Draft TM #8
- 4.3 Draft TM #9
- 4.4 PAC Meeting #3
- 4.5 Public Meeting #2
- 4.6 Revised TMs #7, #8 and #9

TASK 5 PREFERRED PROJECTS

5.1 Draft Prioritized Project List

RVCOG shall prepare a two-tier Draft Prioritized Project List based on input from the PAC, City staff, and Public Meeting #2.

The first tier must include a fiscally constrained list of planned transportation improvements based on revenues expected to be available per the Transportation Funding Forecast. The second tier must include a non-fiscally constrained list of projects along with a general estimate of the timing for each improvement (short, medium, or long term), with triggers for each project.

RVCOG shall summarize why each was selected and include a general estimate of the timing and triggers for each project. For each project (or related set of projects),

RVCOG shall prepare Prioritized Project List and submit to WOCPM and City for review.

5.2 Draft Project Sheets

TPAU shall develop a one-page, two-sided Draft Project Sheet for each project in the constrained list. Draft Project Sheets must include, at a minimum: anticipated timeframe the project is expected to be needed, need, project costs, location map, cross-section and illustration of recommended improvement.

5.3 PAC Meeting #4

City shall arrange and RVCOG shall facilitate PAC Meeting #4 to discuss and solicit input on Prioritized Project List and Draft Project Sheets. Within ten (10) days of PAC Meeting #4, RVCOG shall submit PAC Meeting #4 Summaries to PMT

5.4 Revised Prioritized Project List

Within ten (10) days of receiving one set of consolidated non-conflicting comments from PMT, RVCOG shall revise the Draft Prioritized Project List and submit to PMT a Revised Prioritized Project List.

5.5 Revised Project Sheets

Within ten (10) days of receiving one sent of consolidated non-conflicting comments from PMT, TPAU shall revise Draft Prioritized Project List and submit to PMT Revised Prioritized Project Sheets.

City Deliverables

- 5.1 PAC Meeting #4
- 5.2 Review and Comment on Draft Prioritized Project List and Draft Project Sheets

RVCOG Deliverables

- 5.1 Draft Prioritized Project List
- 5.2 PAC Meeting #4 and Summaries
- 5.3 Revised Prioritized Project List

TPAU Deliverables

- 5.1 Draft Project Sheets
- 5.2 Revised Project Sheets

TASK 6 TSP and Ordinances

6.1 Draft Ordinance Memorandum

RVCOG shall prepare an adoption-ready Draft Ordinance Memorandum with code changes and supporting ordinances for implementation of the TSP. Draft Ordinance Memorandum must be prepared using strikeout to show deletions to code and underline to show additions. RVCOG shall design ordinances and code changes to enable plan implementation and protect facility and corridor function. TSP policies and ordinances must ensure that the city codes provide for the coordination of land use and the transportation system and allow for proper application of the TSP. Draft Ordinance Memorandum must include the following:

- Access management ordinances and policies such as driveway and public road spacing, median control and signal spacing standards.
- Standards to protect future operations of roads and transit corridors.
- Regulations ensuring safe and convenient bicycle facilities and sidewalks.
- A process for agency notification and coordinated review of future land use decisions affecting transportation facilities.
- Regulations ensuring that amendments to land use designations, densities, and design standards are consistent with function, capacity and level of service of facilities identified in the TSP.

RVCOG shall prepare Draft Ordinance Memorandum and submit to PMT.

6.2 Draft TSP

RVCOG shall prepare a Draft TSP, which includes, at a minimum, the following elements:

- Executive summary, that serves as a stand alone summary of the most important aspects of the TSP
- Goals, Policies and Objectives
- Existing conditions, including demographics
- A detailed description of planned transportation facilities, services, and improvements, including the type, classification, capacity, mobility, right-of-way width, number of lanes, and planned locations, including a map showing the general location of planned improvements
- Prioritized Project Lists
- Project sheets
- Road plan
- Public transportation plan
- Bicycle and pedestrian plan
- Parking Plan
- Air, water, rail, and pipeline plan
- Implementation and finance plan
- Revisions of Goal 12: Transportation of the City's Comprehensive Plan and Land Development Code.

All supporting documentation, including the technical memos, must be included as appendices.

RVCOG shall prepare Draft TSP and submit to PMT.

6.3 PAC Meeting #5

City shall arrange and RVCOG shall facilitate PAC Meeting #5 to discuss and solicit input on Draft Ordinance Memorandum and Draft TSP. Within ten (10) days of PAC Meeting 5, RVCOG shall submit PAC Meeting #5 Summaries to PMT

6.4 City Council / Planning Commission Workshop

City shall arrange and facilitate City Council / Planning Commission Workshop. RVCOG shall attend, present information, and receive feedback on the Draft Ordinance Memorandum and Draft TSP. It is anticipated that the City Council / Planning Commission Workshop will last no more than three (3) hours.

6.5 Final Ordinance Memorandum and Final TSP

Within ten (10) days of receiving one set of consolidated, non-conflicting comments from PMT, PAC members, and City Council / Planning Commission, RVCOG shall revise Draft Ordinance Memorandum and Draft TSP and submit Final Ordinance Memorandum and Final TSP to PMT.

City Deliverables

- 6.1 PAC Meeting #5 and Summaries
- 6.2 City Council / Planning Commission Workshop
- 6.3 Review and comment on Draft Ordinance Memorandum and Draft TSP

RVCOG Deliverables

- 6.1 Draft Ordinance Memorandum
- 6.2 Draft TSP
- 6.3 PAC Meeting #5
- 6.4 City Council / Planning Commission Workshop
- 6.5 Final Ordinance Memorandum and Final TSP

TPAU Deliverables

None

TASK 7 ADOPTION

7.1 Adoption Hearings

City shall arrange and facilitate one Planning Commission Adoption Hearing and one City Council Adoption Hearing. RVCOG shall attend one Planning Commission Adoption Hearing and one City Council Adoption Hearing. RVCOG shall answer questions regarding development of the TSP, Final Ordinance Memorandum and Final TSP.

7.2 TSP Documentation

RVCOG shall provide both City and WOCPM with two hard copies of TSP, and, on CD or DVD, digital copies of all planning documents in PDF and Word formats.

City Deliverables

- 7.1 Adoption Hearings

RVCOG Deliverables

- 7.1 Adoption Hearings
- 7.2 TSP Documentation

TPAU Deliverables

None

RVCOG Deliverables

<i>Task</i>	<i>Description</i>	<i>Budget</i>	<i>Project Schedule</i>
1	PROJECT MANAGEMENT AND PUBLIC INVOLVEMENT		
1.1	Project Management	\$4,500	Week 2
1.2	Teleconferences (12)	\$1,200	Ongoing
1.3	PAC Rosters	\$800	Week 4
	Task Total	\$6,500	
2	POLICY BACKGROUND AND EXISTING CONDITIONS		
2.1	Draft TM #1	\$5,000	Week 10
2.2	Draft TM #2	\$5,000	Week 12
2.3	Draft TM #3	\$5,000	Week 14
2.4	PAC Meeting #1	\$1,500	Week 16
2.5	Revised TMs #1, #2 and #3	500	Week 18
	Task Total	\$17,000	
3	FUTURE BASELINE (NO BUILD) CONDITIONS		
3.1	PAC Meeting #2	\$1,500	Week 20
3.2	Public Meeting #1	\$2,000	Week 22
3.3	Review and Comment on Draft TMs #5 and #6	\$500	Week 24
3.4	Revised TM #5 and #6		Week 25
	Task Total	\$4,000	
4	ALTERNATIVES EVALUATION		
4.1	PAC Meeting #3	\$1,000	Week 27
4.2	Public Meeting #2	\$2,000	Week 29
4.3	Draft TM #8	\$4,000	Week 31
4.4	Review and Comment on Draft TMs #7 and 8	\$500	Week 32
4.5	Revised TM #7 and #8	\$500	Week 36
	Task Total	\$8,000	
5	PREFERRED SYSTEM PLAN		
5.1	Draft Prioritized Project List	\$6,000	Week 37
5.2	PAC Meeting #4	\$1,500	Week 38
5.3	Revised Prioritized Project List	\$500	Week 39
	Task Total	\$8,000	
6	TSP PREPARATION		
6.1	Draft Ordinance Memorandum	\$3,000	Week 40
6.2	Draft TSP	\$6,000	Week 44
6.3	PAC Meeting #5	\$2,000	Week 45
6.4	Cy Council / Planning Commission Workshop	\$2,500	Week 47
6.5	Final Ordinance Memorandum and Final TSP	\$2,000	Week 48
	Task Total	\$15,500	
7	ADOPTION		
7.1	Adoption Hearings	\$5,000	Week 56
7.2	TSP Documentation	\$1,000	Week 58
	Task Total	\$6,000	
	RVCOG Not-To Exceed Amount	\$65,000	

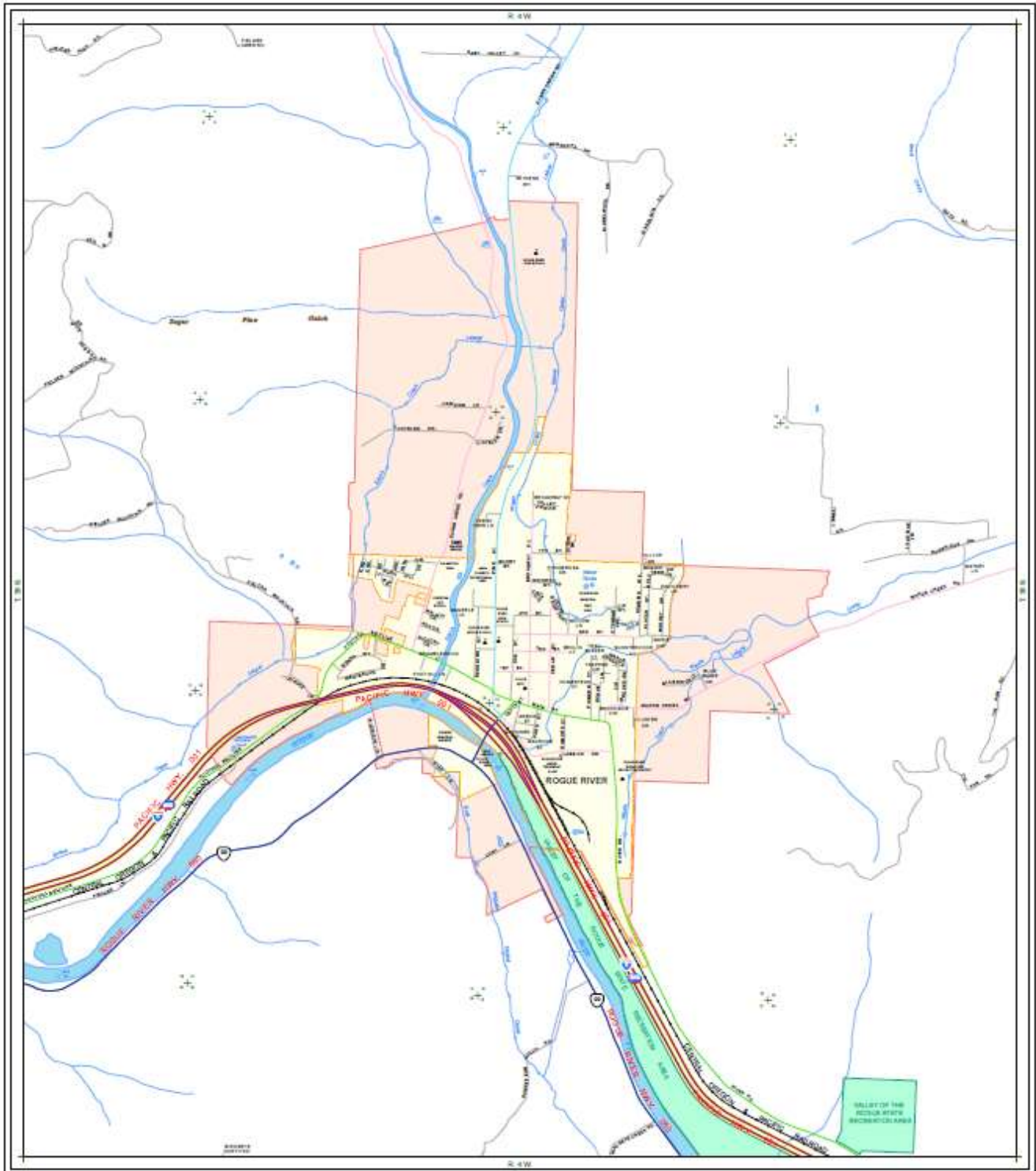
TPAU Deliverables

<i>Task</i>	<i>Description</i>	<i>Total Fixed Amount Payable to RVCOG Per Deliverable</i>	<i>Project Schedule</i>
1	PROJECT MANAGEMENT AND PUBLIC INVOLVEMENT		
2	POLICY BACKGROUND AND EXISTING CONDITIONS		
2.1	Review and Comment on Draft TMs #1, #2, and #3		
2.2	Draft TM #4		
2.3	Revised TM #4		
2.4	PAC Meeting #1		
	Task Total		
3	FUTURE BASELINE (NO BUILD) CONDITIONS		
3.1	Draft TM #5		
3.2	Draft TM #6		
3.3	Revised TMs #5 and #6		
3.4	PAC Meeting #2		
3.5	Public Meeting #1		
	Task Total		
4	ALTERNATIVES EVALUATION		
4.1	Draft TM #7		
4.2	Review and Comment on Draft TM #8		
4.3	Draft TM #9		
4.4	PAC Meeting #3		
4.5	Public Meeting #2		
4.6	Revised TMs #7 and #9		
	Task Total		
5	PREFERRED SYSTEM PLAN		
5.1	Draft Project Sheets		
5.2	Revised Project Sheets		
	Task Total		
6	TSP PREPARATION		
6.1	Review and Comment on Draft Ordinance Memo		
6.2	Review and Comment on Draft TSP		
7	ADOPTION		
	PROJECT TOTAL		

City Deliverables

<i>Task</i>	<i>Description (project schedule controlled by RVCOG and TPAU Deliverables)</i>
1	PROJECT MANAGEMENT AND PUBLIC INVOLVEMENT
1.1	Review and Comment on PAC Rosters
2	POLICY BACKGROUND AND EXISTING CONDITIONS
2.1	PAC Meeting #1
2.2	Review and Comment on Draft TMs #1, #2, #3 and #4
3	FUTURE BASELINE (NO BUILD) CONDITIONS
3.1	PAC Meeting #2
3.2	Public Meeting #1
3.3	Review and Comment on Draft TMs #5 and #6
4	ALTERNATIVES EVALUATION
4.1	PAC Meeting #3
4.2	Public Meeting #2
4.3	Review and Comment on Draft TMs #7, #8 and #9
5	PREFERRED SYSTEM PLAN
5.1	PAC #4
5.2	Review and Comment on Draft Prioritized Project List and Draft Project Sheets
6	TSP PREPARATION
6.1	PAC Meeting #5
6.2	City Council / Planning Commission Workshop
6.3	Review and Comment on Draft Ordinance Memorandum and Draft TSP
7	ADOPTION
7.1	Adoption Hearings

Appendix A City of Rogue River



<p>LEGEND</p> <p>ROADS</p> <ul style="list-style-type: none"> Interstate (Red) State Route (Orange) County Route (Yellow) City Route (Green) Other (Blue) <p>Other Features</p> <ul style="list-style-type: none"> Water (Blue) Unimproved Road (Grey) Right-of-Way (Red) City Limits (Yellow) County Limits (Orange) State Limits (Red) Interstate (Blue) State Route (Orange) County Route (Yellow) City Route (Green) Other (Blue) 		<p>Scale</p> <p>0 700 1,400 2,800 Feet</p> <p>0 210 420 840 Meters</p>	<p>ROGUE RIVER</p> <p>POPULATION 2,145</p> <p>T. 36 S. R. 4 W. WM</p>	<p>OREGON TRANSPORTATION MAP</p> <p>Showing Federal Functional Classification of Roads</p> <p>City of</p> <p>ROGUE RIVER</p> <p>JACKSON COUNTY</p> <p>2013 Edition</p>
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