



#### DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

DEVELOPMENT SERVICES BUILDING

150 BEAVERCREEK ROAD OREGON CITY, OR 97045

**Board of County Commissioners** Clackamas County

Members of the Board:

# Approval of a Contract with Kittelson and Associates, Inc. for the SE Johnson Creek Blvd 79th Place – 82nd Ave Project

Purpose/Outcome	Contract will provide project management, design and contract plan
	development, specifications, and estimating services for SE Johnson
	Creek Blvd 79th Place – 82nd Ave.
Dollar Amount	Contract total \$534,533.31
and Fiscal Impact	
Funding Source	ARTS Funds, Community Road fund, Condition of Approval Permit,
	Clackamas County Development Agency, and County Road Funds.
Duration	December 31, 2024
Previous Board	06/21/18: BCC Authorization to Apply for All Roads Transportation
Action/Review	Safety Program Funding.
	02/01/21: BCC Approval of a Supplemental Project Agreement with
	Oregon Department of Transportation for the SE Johnson Creek Blvd:
	79 <sup>th</sup> PI – 82 <sup>nd</sup> Ave Project.
	02/22/22: Discussion item at issues
Strategic Plan	-The public's increasing expectation that the transportation system will
Alignment	be safer and support a healthier community.
	-The project will: a. Build a strong infrastructure, and b. Ensure safe,
	healthy and secure communities.
Counsel Review	1. Date of Counsel review: 02/07/2022
	Initials of Counsel reviewer: AN
Procurement	Was the item processed through Procurement? Yes
Review	
Contact Person	Joel Howie, Project Manager, 503-742-4658
Contract No.	4526

#### Background:

Clackamas County funds and an All Roads Transportation Safety (ARTS) Program Funds from the Oregon Department of Transportation (ODOT) will be utilized to make safety improvements on SE Johnson Creek Blvd. from 79th Pl. through 80th Ave., including adding a traffic signal at the intersection of SE Johnson Creek Blvd. and 79th Pl. Additionally, a raised median curb will be added in the roadway from 79th PI. east that will restrict traffic turning to right-in, right-out from SE Johnson Creek Blvd. to Fred Meyer. The project's total estimated cost is \$2,485,420 with ARTS Grant Funding of \$1,460,436.40. Other funding sources include a Condition of Approval Permit, Development Agency Funds, Community Road Fund, and County Road Fund.

The Request for Proposal (RFP) documents were based on ODOT's RFP Template for A&E and Related Services, Statement of Work library and Sample Contract. ODOT reviewed the draft Statement of Work and edits were incorporated into the final Statement of Work. The statement work includes providing project management, survey, environmental and stormwater/hydraulic services, utility coordination, geotechnical, traffic engineering, public outreach, and the development of both preliminary design criteria and final PS&E (Plans, Specifications and Estimates) design, right-of-way services, and bid assistance for the project.

#### **Procurement Process:**

This project was advertised in accordance with ORS and LCRB Rules on August 16, 2021. Proposals were opened on September 14, 2021. The County received two (2) proposals: Kittelson and Associates, Inc.; and Harper Houf Peterson Righellis, Inc. An evaluation committee of DTD personnel evaluated the proposals. The evaluation committee scored Kittelson and Associates, Inc. the highest. Following the intent to award, the scope of work and project designs fees were negotiated and finalized.

## **Recommendation:**

Staff respectfully recommends that the Board approve and execute the Contract with Kittelson and Associates, Inc. for the SE Johnson Creek Blvd 79th Place – 82nd Ave Project.

Sincerely,	
Joel Howie	
Joel Howie Project Manager	
Placed on the BCC Agenda	

#### **ENGINEERING AND RELATED SERVICES CONTRACT**

Contract Number: 4526

Project Title: SE Johnson Creek Blvd: 79th PI - 82nd Ave	Agency Project Number: 223	45
Project Location: Johnson Creek Boulevard, Clackamas County	Associated RFP Number: 22 01/#2021-72	345-
Federal Aid Number: K21636	DBE Goal: 8.5% (see Exhibit E)	
Total Not-to-Exceed ("NTE") amount for this Contract. This to costs and expenses, profit, and fixed-fee amount, if any; and contingency tasks, each of which must be separately authorize	\$ 534,533.31	

This Contract is between Clackamas County, hereafter called "Agency" and **Kittelson & Associates, Inc.**, an Oregon corporation, hereafter called "Consultant." Agency and Consultant together are also referred to as "Parties" and individually referred to as "Party." The primary contacts for this Contract are identified in Exhibit J, Contact Information and Key Persons.

This Contract includes Federal Highway Administration ("FHWA") funding coordinated through the Oregon Department of Transportation ("ODOT"). See Section 18 - Compliance with Applicable Law.

For purposes of this Contract:

- a) "business days" means calendar days, excluding Saturdays, Sundays and all State of Oregon recognized holidays;
- b) "calendar days" means any day appearing on the calendar, whether a weekday, weekend day, national holiday, State of Oregon holiday or other day;
- c) "Engineering" Services means architectural, engineering, photogrammetric mapping, transportation planning or land surveying services that must be procured using qualifications based selection procedures [see ORS 279C.100 and ORS 279C.110]; and
- d) "Related Services" has the meaning provided in ORS 279C.100.

#### **TERMS AND CONDITIONS**

Contract Effective Date and Term. This Contract is effective on the date it has been signed by the parties and all required approvals have been obtained. No work or compensation under the Contract is authorized until notice to proceed has been issued in writing (email acceptable) by the Agency. Unless otherwise amended or terminated, this Contract shall expire December 31, 2024.

- 2. Statement of Work. Consultant shall perform all Services and deliver all deliverables as described in Exhibit A, Statement of Work (the "Services"). The required schedule for performance under the Contract is specified in the Statement of Work.
- 3. Compensation. The maximum NTE amount, which includes the total of all allowable and reimbursable costs and expenses (and contingency tasks, if any) payable to Consultant under this Contract, is set forth in the table above and detailed further in Exhibit B, Compensation. Agency reserves the right, in its sole discretion, to amend this Contract to increase this amount for additional Services within the scope of the procurement. If this Contract was awarded as a Direct Appointment/Small Purchase, amendments to increase the maximum amount payable are subject to limitations and additional requirements as set forth in applicable Federal, State and local laws. The payment methodology and basis for payment to Consultant is described in Exhibit B, Compensation. Consultant and any subconsultants are subject to the requirements and limitations of 48 CFR Part 31 Contract Cost Principles and Procedures.
- **4. Contract Exhibits.** This Contract includes the following exhibits, each of which is incorporated into this Contract as though fully set forth herein:

- Exhibit A Statement of Work
- Exhibit B Compensation
- Exhibit C Insurance
- Exhibit D Title VI Non-Discrimination Provisions
- Exhibit E Disadvantaged Business Enterprise ("DBE") Provisions
- Exhibit F -Special Terms & Conditions
- Exhibit G RESERVED
- Exhibit H RESERVED
- Exhibit I Errors & Omissions ("E&O") Claims Process
- Exhibit J Contact Information and Key Persons
- 5. Order of Precedence. Unless a different order is required by law, this Contract shall be interpreted in the following order of precedence: this Contract (including all amendments, if any) less all Exhibits, attachments and other documents/information incorporated into this Contract, then the Statement of Work and Payment Schedule, then all other Exhibits, then any other attachments or documents/information incorporated into this Contract by reference.

# 6. Independent Contractor; Conflict of Interest; Responsibility for Taxes and Withholding; Consultant Oversight.

- a. Consultant, by its signature on the Contract, certifies that it is an independent contractor as defined in ORS 670.600 and as described in IRS Publication 1779, which is available at the following link: <a href="https://www.irs.gov/pub/irs-pdf/p1779.pdf">https://www.irs.gov/pub/irs-pdf/p1779.pdf</a>. Consultant shall perform all required Services as an independent contractor. Although Agency reserves the right (i) to determine the delivery schedule (as mutually acceptable to Agency and Consultant) for the Services to be performed and (ii) to evaluate the quality of the completed performance, Agency cannot and will not control the means or manner of Consultant's performance. Consultant is responsible for determining the appropriate means and manner of performing the Services. Consultant is not an "officer", "employee", or "agent" of Agency, as those terms are used in ORS 30.265.
- b. Consultant, by its signature on the Contract, certifies that: (i) Consultant and, to the best of its information, knowledge and belief, its Associates have made any disclosures required under the COI Disclosure Form (available at: <a href="https://www.oregon.gov/ODOT/Business/Procurement/Pages/LPA.aspx">https://www.oregon.gov/ODOT/Business/Procurement/Pages/LPA.aspx</a>) or any applicable law; and (ii) if a conflict of interest is discovered during the term of the Contract, Consultant shall timely submit a COI Disclosure Form to Agency disclosing the conflict(s).
- c. Consultant shall be responsible for all Federal or State of Oregon ("State") taxes applicable to compensation or payments paid to Consultant under the Contract and, unless Consultant is subject to backup withholding, Agency will not withhold from such compensation or payments any amount(s) to cover Consultant's Federal or State tax obligations. Throughout the duration of the Contract, Consultant shall submit an updated W-9 form (<a href="https://www.irs.gov/pub/irs-pdf/fw9.pdf">https://www.irs.gov/pub/irs-pdf/fw9.pdf</a>) to Agency whenever Consultant's backup withholding status or any other information changes. Consultant is not eligible for any social security, unemployment insurance or workers' compensation benefits from compensation or payments paid to Consultant under the Contract, except as a self-employed individual.
- d. Consultant shall not be responsible for or have control over the means, manner, methods or techniques required of or used by other consultants or contractors under contract with Agency, unless otherwise expressly agreed to in writing by the Parties. The Parties agree, however, that these Section 6.d. provisions do not in any way revise or adjust Consultant's professional responsibility to report to Agency any information that comes to Consultant's attention (during performance of this Contract) pertaining to a project, or to performance by other consultants or contractors on a project, that would adversely affect Agency or a particular project.

#### 7. Subcontracts and Assignment; Successors and Assigns

- a. Consultant shall obtain Agency's written consent prior to entering into any subcontracts for any of the Services required by the Contract, or in any manner assigning, selling or transferring any of its rights or interest under the Contract or delegate any of its duties or performance under the Contract. In addition to any other provisions Agency may require, Consultant shall include, in any permitted subcontract under the Contract, contractual provisions that shall require any subcontractor (which may also be referred to as "subconsultant") to comply with Sections 9, 10, 11, 12, 13, 16, 17,18,19, 23, 27 and 29 of these Contract provisions, the limitations of Exhibit B Compensation, Exhibit D Title VI Nondiscrimination Provisions, and the requirements and sanctions of ORS Chapter 656, Workers' Compensation, in the performance of the subcontractor's Services on the project that is the subject of the Contract, as if the subcontractor were the Consultant. Agency's consent to any subcontract shall not relieve Consultant of any of its duties or obligations under the Contract, including with respect to any Services, whether performed or to be performed by Consultant or a subcontractor.
- **b.** The provisions of the Contract shall be binding upon and shall inure to the benefit of the Parties hereto, and their respective successors and permitted assigns, if any.
- **c.** Any purported assignment, delegation or disposition in violation of subsection "a." above is void.
- **8.** Third Party Beneficiaries. The State of Oregon, the Oregon Transportation Commission (OTC) and ODOT, are intended third-party beneficiaries of the Contract with express independent authority to enforce the terms and conditions of the Contract. Otherwise, there are no third-party beneficiaries of the Contract.
- 9. Representations and Warranties. Consultant represents and warrants to Agency that (i) Consultant has the power and authority to enter into and perform the Contract, (ii) the Contract, when executed and delivered is a valid and binding obligation of Consultant, enforceable in accordance with its terms, (iii) the Services under the Contract will be performed in accordance with the professional standard of care set forth in Section 10 below; (iv) Consultant is duly licensed to perform the Services, and if there is no licensing requirement for the profession or Services, is duly qualified and professionally competent to perform the Services; and (v) Consultant is an experienced firm having the skill, legal capacity, professional ability and resources necessary to perform all the Services required under the Contract. The warranties set forth in this Section are in addition to, and not in lieu of, any other warranties provided.

# 10. Professional Standard of Care; Responsibility of Consultant; Design Within Funding Limit

a. Professional Standard of Care.

Consultant shall perform all Services under the Contract in accordance with the degree of skill and care ordinarily used by competent practitioners of the same professional discipline when performing similar services under similar circumstances, taking into consideration the contemporary state of the practice and the project conditions.

#### b. Responsibility of Consultant.

- (i) Consultant shall be responsible for the professional quality, technical accuracy, and coordination of all designs, drawings, specifications, and other Services furnished by Consultant under the Contract. Consultant shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications and other Services.
- (ii) Agency's review, approval or acceptance of, or payment for, the Services required under the Contract shall not be construed to operate as a waiver of any rights under the Contract or of any cause of action arising out of the performance of the Contract, and Consultant shall be and remain liable to Agency in accordance with applicable law for all damages to Agency caused by Consultant's negligent performance of any of the Services furnished under the Contract or negligent failure to perform any of the Services under the Contract.
- (iii) The rights and remedies of Agency provided for under the Contract are in addition to any other rights and remedies provided by law.
- (iv) If Consultant is comprised of more than one legal entity (for example, a joint-venture or partnership), each such entity shall be jointly and severally liable under the Contract.

#### C. Design Within Funding Limit.

When the Services under the Contract include preparation of design plans for the project:

- (i) Consultant shall accomplish the design Services required under the Contract so as to permit construction of the project within Agency's budget for construction. Agency's budget for construction of the project is \$1,141,000. Consultant shall promptly advise Agency's Contract Administrator if it finds that the project being designed will exceed or is likely to exceed the funding limitations and it is unable to design a usable project within these limitations. Upon receipt of such information, the Contract Administrator will review Consultant's revised estimate of construction cost. Agency may, if it determines that the estimated construction contract price set forth in this Section is so low that award of a construction contract not in excess of such estimate is improbable, authorize a change in scope or materials as required to reduce the estimated construction cost to an amount within the estimated construction contract price set forth in this Section, or Agency may adjust such estimated construction contract price.
- (ii) Prior to releasing the bid for the construction contract, Agency will prepare an estimate of constructing the design submitted. If Agency's estimator(s) determines Consultant's design exceeds Agency's budget for the construction contract as set forth in Section (i) above {and as may be revised per Section (i) above}, then Consultant shall perform such redesign and other Services as are necessary to permit contract award within the funding limitation. These additional Services shall be performed at no increase in the price of the Contract. However, Consultant shall not be required to perform such additional Services at no cost to Agency if Consultant's design exceeds Agency's budget {as set forth in Section (i) above} as a result of conditions beyond Consultant's reasonable control.

## 11. Ownership of Work Product

- **a. Definitions.** The following terms have the meanings set forth below:
  - (i) "Consultant Intellectual Property" means any intellectual property owned by Consultant and developed independently from the Contract.
  - (ii) "Third Party Intellectual Property" means any intellectual property owned by parties other than Agency or Consultant.
  - (iii) "Work Product" means every invention, discovery, work of authorship, trade secret or other tangible or intangible item, and all intellectual property rights therein, that Consultant is required to deliver to Agency pursuant to the Contract.
- b. Work Product. All Work Product created by Consultant pursuant to the Contract, including derivative works and compilations, and whether or not such Work Product is considered a "work made for hire," shall be the exclusive property of Agency. Agency and Consultant agree that Work Product that constitutes original works of authorship (the "Original Work Product") is "work made for hire" of which Agency is the author within the meaning of the United States Copyright Act. If for any reason Original Work Product created pursuant to the Contract is not "work made for hire," Consultant hereby irrevocably assigns to Agency any and all of its rights, title, and interest in all Original Work Product created pursuant to the Contract, whether arising from copyright, patent, trademark, trade secret, or any other State or Federal intellectual property law or doctrine. Upon Agency's reasonable request, Consultant shall execute such further documents and instruments necessary to fully vest such rights in Original Work Product in Agency. Consultant forever waives any and all rights relating to Original Work Product created pursuant to the Contract, including without limitation, any and all rights arising under 17 USC §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications. However, see Sections 11.c and 11.d immediately below, for provisions applicable to Consultant Intellectual Property, Third Party Intellectual Property, Consultant Intellectual Property derivative works and Third Party Intellectual Property derivative works.
- c. Consultant and Third Party Intellectual Property. In the event that any Work Product is Consultant Intellectual Property or Third Party Intellectual Property (Consultant Intellectual Property or Third Party Intellectual Property that is applicable to the Services being performed by Consultant under the Contract or included in Work Product deliverable to Agency under the Contract), or in the event any Consultant Intellectual Property or Third Party Intellectual Property is needed by Agency to reasonably enjoy and use any Work Product, Consultant hereby agrees that it will grant to, or obtain for, the Agency an irrevocable, non-exclusive, non-transferable, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and

- display Consultant Intellectual Property and or Third Party Intellectual Property, including the right of Agency to authorize contractors, consultants and others to do the same on Agency's behalf. This obligation of the Consultant does not apply to a situation involving a third party who enters a license agreement directly with the Agency. At the request of Consultant, Agency shall take reasonable steps to protect the confidentiality and proprietary interests of Consultant in any Consultant Intellectual Property licensed under this Section, within the limits of the Oregon Public Records Law (ORS 192.410 through 192.505) and the Oregon Uniform Trade Secrets Act (ORS 646.461 to 646.475).
- d. Consultant and Third Party Intellectual Property-Derivative Work. In the event that Work Product created by Consultant under the Contract is a derivative work based on Consultant Intellectual Property or Third Party Intellectual Property, or is a compilation that includes Consultant Intellectual Property or Third Party Intellectual Property, Consultant hereby agrees to grant to, or obtain for, Agency an irrevocable, non-exclusive, non-transferable, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the pre-existing elements of Consultant Intellectual Property or Third Party Intellectual Property employed in the Work Product, including the right of Agency to authorize others to do the same on Agency's behalf.
- e. Consultant Use of Work Product. Notwithstanding anything to the contrary in this Section 11, Consultant may refer to the Work Product in its brochures or other literature that Consultant utilizes for advertising purposes and, unless specified otherwise in Exhibit A Statement of Work, Agency hereby grants to Consultant a non-exclusive, non-transferable, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display Agency-owned Work Product on other unrelated projects, except for any "Confidential Information" protected from disclosure under the provisions of Section 12 below, pertaining to Confidentiality and Non-Disclosure.
- 12. Confidentiality and Non-Disclosure. Consultant and its subcontractors, and their respective employees and agents, shall keep confidential all information, in whatever form, produced, prepared, observed or received to the extent that such information is designated as confidential by the Agency, by law, or by this Contract. In the event Consultant is required to disclose Confidential Information pursuant to a subpoena or other legal process, Consultant shall immediately notify Agency of such subpoena or other legal process, provide Agency with copies of any subpoena, other legal process and any other written materials supporting the subpoena or other legal process, and otherwise cooperate with Agency in the event Agency decides to oppose the disclosure of the Confidential Information. In the event Agency decides not to oppose such subpoena or other legal process or Agency's decision to oppose the subpoena or legal process has not been successful, Consultant shall be excused from the confidentiality provisions of this Section, to the extent necessary to meet the requirements of the subpoena or other legal process controlling the required disclosure.

#### 13. Indemnity

- a. Claims for Other Than Professional Liability. Consultant shall indemnify, defend, save, and hold harmless the Agency, State of Oregon, the OTC and ODOT, and their respective officers, members, agents and employees from any and all claims, suits, actions, losses, liabilities, damages, costs and expenses, including attorney fees, of whatsoever nature, resulting from or arising out of the acts or omissions of Consultant or its subcontractors, or their respective agents or employees, under the Contract.
- b. Claims for Professional Liability. Consultant shall indemnify, defend, save, and hold harmless the Agency, State of Oregon, the OTC and ODOT, and their respective officers, members, agents and employees from any and all claims, suits, actions, losses, liabilities, damages, costs and expenses, including attorney fees, of whatsoever nature, resulting from or arising out of the professionally negligent acts, errors or omissions of Consultant or its subcontractors, or their respective agents or employees, in the performance of Consultant's professional services under the Contract.
- c. Indemnity for Infringement Claims. Without limiting the generality of section 13(a) or 13(b), Consultant expressly agrees to indemnify, defend, save and hold harmless the Agency, State of

Oregon, the OTC and ODOT, and their respective officers, members and their agencies, subdivisions, officers, directors, agents, and employees from any and all claims, suits, actions, losses, liabilities, damages, costs and expenses, including attorney fees, arising out of or relating to any claims that Consultant's services, the Work Product or any other tangible or intangible items delivered to the Agency by Consultant that may be the subject of protection under any state or federal intellectual property law or doctrine, or the Agency's use thereof, infringes any patent, copyright, trade secret, trademark, trade dress, mask work, utility design, or other proprietary right of any third party; provided, Agency shall provide Consultant with prompt written notice of any infringement claim. Provided, however, Consultant shall not be obligated to indemnify, defend, save and hold harmless the Agency (or other entities identified above) under this section 13(c), based solely on the following: Consultant's compliance with Agency specifications or requirements, including, but not limited to the required use of tangible or intangible items provided by Agency.

- d. Defense Qualification. Neither Consultant nor any attorney engaged by Consultant shall defend or purport to defend a claim in the name of the Agency, the State of Oregon, the OTC or ODOT without first receiving from the applicable entity, authority to act as legal counsel, nor shall Consultant settle any claim on behalf of the foregoing entities without the approval of these entities. The Agency, the State of Oregon, the OTC or ODOT may, at their election and expense, assume their own defense and settlement.
- e. Agency's Acts or Omissions. This section 13 does not include indemnification by Consultant of the Agency, the State of Oregon, the OTC and ODOT, and their respective officers, members, agents and employees, for the acts or omissions of these entities and their respective officers, members, agents and employees, whether within the scope of the Contract or otherwise.
- 14. Insurance. Consultant shall carry insurance as required on Exhibit C.

#### 15. Termination

- **a. Termination by Mutual Consent**. The Contract may be terminated at any time, in whole or in part, by mutual written consent of the Parties.
- **b.** Agency's Right to Terminate for Convenience. Agency may, at its sole discretion, terminate the Contract, in whole or in part, upon 30 calendar days prior written notice to Consultant.
- c. Agency's Right to Terminate for Cause. Agency may terminate the Contract, in whole or in part, immediately upon written notice to Consultant or at such later date as Agency may establish in such notice, upon the occurrence of any of the following events:
  - (i) Agency fails to receive appropriations, limitations or other expenditure authority sufficient to allow Agency, in the exercise of its reasonable administrative discretion, to continue to make payments for Consultant's Services. Payments under this Contract and continuation of this Contract beyond the current biennium are subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available from current funding sources. The Agency may terminate this Contract, and Consultant waives any and all claims for damages, effective immediately upon receipt of written notice, or any date specified therein, if for any reason the Agency's funding from local, state and/or federal sources is not appropriated or is withdrawn, limited or impaired;
  - (ii) Federal, State or local laws, regulations or guidelines are modified or interpreted in such a way that either the Services under the Contract are prohibited or Agency is prohibited from paying for such Services from the planned funding source:
  - (iii) Consultant no longer holds any license or certificate that is required to perform the Services; or
  - (iv) Consultant commits any material breach or default of any covenant, warranty, obligation or agreement under the Contract, fails to perform the Services under the Contract within the time specified or any extension thereof, or so fails to perform the Services as to endanger Consultant's performance under the Contract in accordance with its terms, and such breach, default or failure is not cured within 14 calendar days after Agency's notice to Consultant, or such longer period as Agency may specify in such notice.

#### d. Consultant's Right to Terminate for Cause.

- (i) Consultant may terminate the Contract by giving written notice to Agency if Agency fails to pay Consultant pursuant to the terms of the Contract and if Agency fails to cure within 14 calendar days after receipt of Consultant's written notice, or such longer period of cure as Consultant may specify in such notice.
- (ii) Consultant may terminate the Contract, for reasons other than nonpayment, if Agency commits any material breach or default of any covenant, warranty, obligation or agreement under the Contract, fails to perform under the Contract within the times specified, or so fails to perform as to endanger Consultant's performance under the Contract, and such breach, default or failure is not cured within 14 calendar days after Consultant's notice to Agency, or such longer period as Consultant may specify in such notice.

#### e. Remedies.

- (i) In the event of termination pursuant to Sections 15(a), 15(b), 15(c)(i), 15(c)(ii) or 15(d), Consultant's sole remedy (except as otherwise required by applicable State or Federal law) shall be a claim for payment of the satisfactory Services actually rendered up to the time of termination, less previous amounts paid and any claim(s) which Agency has against Consultant, except in the event of a termination under Section 15(c)(i) where no payment will be due and payable for Services performed or costs incurred after the last day of the current biennium. If previous amounts paid to Consultant exceed the amount due to Consultant under this subsection, Consultant shall pay all excess to Agency upon demand.
- (ii) In the event of termination pursuant to Section 15(c)(iii) or 15(c)(iv), Agency shall have any remedy available to it in law or equity. If it is determined for any reason that Consultant was not in default under Section 15(c)(iii) or 15(c)(iv), the rights and obligations of the Parties shall be the same as if the Contract was terminated pursuant to Section 15(b).
- f. Consultant's Tender Upon Termination/Retained Remedies of Agency. Upon receiving a notice of termination of the Contract, Consultant shall immediately cease all activities under the Contract, unless Agency expressly directs otherwise in such notice of termination. Upon termination of the Contract, Consultant shall deliver to Agency all documents, information, works-in-progress and other property that are or would be deliverables had the Contract been completed. Upon Agency's request, Consultant shall surrender to anyone Agency designates, all documents, information, research, works-in-progress, Work Product and other property, that are deliverables or would be deliverables had the Contract been completed, that are in Consultant's possession or control and may be needed by Agency to complete the Services.
- Records Maintenance: Access. Consultant, and its subconsultants, shall maintain all fiscal records relating to the Contract in accordance with generally accepted accounting principles. In addition, Consultant shall maintain all other records pertinent to the Contract and the project and shall do so in such a manner as to clearly document Consultant's performance. The Agency, ODOT, the Oregon Secretary of State's Office (OSS), FHWA and the Comptroller General of the United States (CGUS) and their respective, duly authorized representatives shall have access, and Consultant shall permit the aforementioned entities and individuals access, to such fiscal records and other books, documents, papers, plans and writings of Consultant that are pertinent to the Contract to perform examinations and audits and make excerpts and transcripts. Consultant shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of 6 years, or such longer period as may be required by applicable law, following final payment and expiration or termination of the Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to the Contract, whichever date is later. Any cost data submitted by Consultant pursuant to this Contract may be shared with ODOT, FHWA, OSS and CGUS, as necessary, for audit purposes. Agency, ODOT and FHWA shall have the right to review or examine the work in progress for any Services performed under the Contract.
- 17. Performance Evaluations. Agency will conduct performance evaluation(s) on the Consultant and its subconsultants during the term of the Contract, which will be compiled and maintained by Agency, and become a written record of Consultant's performance. Generally, the performance evaluations will include criteria related to, but not limited to, quality and technical performance,

adherence to contract scope and budget, schedule performance, and business relations (including communications and negotiations performance). Agency will provide a copy of the performance evaluation results to Consultant within 14 calendar days following completion. Consultant may respond, in writing, or may request a meeting to address any or all findings contained in the completed performance evaluation within 30 calendar days following receipt. Agency may adjust evaluation score(s) upon Agency's finding of good cause. Agency may provide copies of any performance evaluation documentation to ODOT, FHWA, and other parties unless lawfully exempt from disclosure. Agency may use performance evaluation findings and conclusions in any way deemed necessary, including, but not limited to, corrective action, requiring submittal of performance improvement plan by Consultant and withholding of retainage. Agency and ODOT may use Consultant performance under previous contracts as a selection criterion for future contracts.

Compliance with Applicable Law. Consultant shall comply with all Federal, State and local statutes. regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Contract, in effect at the time the Contract is executed and as may be amended, revised, enacted or adopted thereafter. Changes in these legal requirements after the execution of the Contract may or may not be the basis for modifications to Consultant's schedule, scope and fee, depending on a reasonable assessment of the nature of the change, the extent to which the change was anticipated by Consultant or the Parties, and other circumstances then existing. Without limiting the generality of the foregoing, Consultant expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659a.142; (iv) the Clean Air Act (42 U.S.C. 7401-7671q); (v) the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387); (vi) Executive Order 11738; (vii) Environmental Protection Agency regulations (40 CFR part 15); (viii) and all applicable standards, orders, regulations and administrative rules established pursuant to the foregoing laws. Agency's performance under the Contract is conditioned upon Consultant's compliance with, and Consultant shall comply with, the obligations applicable to public contracts and intended for contractors under ORS 279C.505 - 279C.580, which are incorporated by reference herein. All rights and remedies available to Agency under applicable federal. state and local laws are also incorporated by reference herein and are cumulative with all rights and remedies under the Contract. If Consultant discovers a conflict among Federal, State and local statutes, regulations, administrative rules, executive orders, ordinances and other laws applicable to the Services under the Contract, Consultant shall in writing request Agency to resolve the conflict (in collaboration with ODOT and FHWA as applicable). Consultant shall specify if the conflict(s) create a problem for the design or other Services required under the Contract. If Agency concludes there is a conflict among the applicable laws. Federal laws shall govern among the others: State laws shall govern over the others except Federal. The resolution of the conflict of the applicable laws by Agency shall be final and not subject to further review or challenge.

#### 19. Permits and Licenses

- a. Permits and licenses to conduct business. Unless otherwise specified in Exhibit A, Statement of Work, Consultant shall obtain, hold, maintain and fully pay for during the term of the Contract all permits and licenses required by law for Consultant to conduct its business and perform the Services under the Contract.
- b. Permits and licenses required for the project. Unless otherwise specified in Exhibit A, Statement of Work, Consultant shall obtain, hold and maintain during the term of the Contract all permits and licenses required for the project (for example, permits from regulatory authorities and use permits or licenses from owners of real and personal property), but Agency shall pay for such permits and licenses. Consultant shall review the project site, if applicable, and the nature of the Services that Consultant shall perform under the Contract. Consultant shall advise Agency throughout the course of the project as to the necessity of obtaining all project permits and licenses, the status of the issuance of any such permits and licenses, and any issues or impediments related to the issuance or continuation of any such permits and licenses.

- **20. Foreign Contractor**. If Consultant is not domiciled in or registered to do business in the State of Oregon, Consultant shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to the Contract.
- **21.** Force Majeure. Neither Agency nor Consultant shall be held responsible for delay or default in the performance of its obligations due to a cause beyond its reasonable control, including, but not limited to, fire, riot, acts of God, terrorist acts or other acts of political sabotage, or war where such cause was beyond the reasonable control of Agency or Consultant, respectively. Consultant shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under the Contract.
- **22. Survival**. All rights and obligations shall cease upon termination or expiration of the Contract, except for the rights and obligations set forth in Sections 5, 9, 10, 11, 12, 13, 15(e), 15(f), 16, 22, 23, 26, 27 and 29 and all other rights and obligations which by their context are intended to survive.
- **23. Time is of the Essence**. Consultant agrees that time is of the essence in Consultant's performance of its obligations under the Contract.
- 24. Notice. Except as otherwise expressly provided in the Contract, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by e-mail, by personal delivery, facsimile, or mailing the same, postage prepaid, to Consultant or Agency at the e-mail address, the delivery address or facsimile number set forth in the Contract, or to such other addresses or numbers as either Party may hereafter indicate in writing to the other. Any notice or day-to-day communication sent by e-mail shall be deemed received when it is sent. The recipient of any notice sent by e-mail shall reply by e-mail to confirm receipt of such notice. Any communication or notice made by personal delivery shall be deemed to be received when actually delivered. Any communication or notice properly addressed and mailed shall be deemed received 5 calendar days after the date of mailing. Any communication or notice delivered by facsimile shall be deemed received on the date of the notice of successful transmission generated by the transmitting machine. To be effective, such facsimile transmission must be confirmed by telephone notice to Agency's Contract Administrator or Consultant's representative, as applicable.
- **25. Severability**. The Parties agree that if any term or provision of the Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.
- **26. Dispute Resolution and Errors & Omissions Claims Process.** In the event of a dispute between the Parties regarding any aspect of the Contract or performance under the Contract, the Parties agree to attempt in good faith to investigate and resolve any such dispute through direct communications and negotiations.
  - **a. Errors & Omissions Related.** In the event those good faith efforts do not resolve disputes related to potential Errors and Omissions, the Parties agree to make good faith efforts to resolve the matter pursuant to **Exhibit I**, Errors & Omissions Claims Process.
  - b. Other Disputes. In the event good faith efforts do not resolve disputes unrelated to Errors & Omissions, the Parties agree to make a good faith effort to resolve any such dispute through fact finding and non-binding mediation prior to resorting to litigation. The mediator shall be selected by mutual agreement of the Parties. If the Parties fail to agree on a mediator, each Party shall select a mediator and those two persons shall agree on a third-party, who will be the sole mediator. The cost of the mediator shall be split equally between the Parties.
  - c. Notification to ODOT. Agency shall immediately notify ODOT of any disputes that seek resolution with the Errors & Omissions Claims Process or mediation.
- **27.** Governing Law; Venue; Consent to Jurisdiction. The Contract shall be governed by, and construed and enforced in accordance with, the laws of the State of Oregon, without regard to principles of conflicts

of law. Any claim, action, suit or proceeding (collectively, "Claim") between Agency (or any agency or department of the State of Oregon) and Consultant that arises from or relates to the Contract shall be brought and conducted solely and exclusively within the Circuit Court located in the County in which the Project is located; provided, however, if a Claim must be brought in a Federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the Agency or State of Oregon of any form or defense or immunity, whether based on sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the United States Constitution, or otherwise. CONSULTANT, BY EXECUTION OF THE CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

28. Amendments. Agency may amend the Contract to the extent permitted by applicable statutes, administrative rules and ordinances and as mutually agreed upon by Agency and Consultant. Agency may agree to appropriate increases in the maximum compensation payable under the Contract, should any Agency-approved increase occur in the scope, character, schedule or complexity of Services as outlined in the Statement of Work. Consultant shall not commence any Services authorized under an amendment, and the amendment is not effective, unless it is in writing, signed by the Parties and all approvals required by applicable law have been obtained.

### 29. False Claims

- a. Consultant understands and acknowledges it is subject to the Oregon False Claims Act (ORS 180.750 to 180.785) and to any liabilities or penalties associated with the making of a false claim under that Act. By its execution of the Contract, Consultant certifies the truthfulness, completeness, and accuracy of any statement or claim it has made, it makes, it may make, or cause to be made that pertains to the Contract or the Project for which the Services are being performed, including but not limited to Consultant's statement of proposal and any invoices, reports, or other deliverables.
- b. Consultant shall immediately disclose (in writing) to Agency whenever, in connection with the award, performance or closeout of the Contract, or any subcontract thereunder, Consultant has credible evidence that a principal, employee, agent, or subcontractor of Consultant has committed—
  - (i) A violation of the Oregon False Claims Act; or
  - (ii) A violation of State or Federal criminal or civil law involving fraud, conflict of interest, bribery, gratuity or similar misconduct.
- c. Consultant must include subsections (a) and (b) of this section in each subcontract Consultant may award in connection with the performance of the Contract. In doing so, Consultant may not modify the terms of those subsections, except to identify the subcontractors or sub grantee that will be subject to those provisions.
- **30. Certified Small Businesses.** Respecting certification as a disadvantaged business enterprise, minority-owned business, woman-owned business, business that a service-disabled veteran owns or an emerging small business under ORS 200.055, as and when applicable, the Consultant shall maintain the certifications, and require in its subcontracts that subcontractors maintain the certifications required by Section 2, Chapter 325, Oregon Laws 2015, as amended by Section 26, Chapter 565, Oregon Laws 2015 as a material condition of the Contract. If the Consultant or subcontractor was awarded the Contract or subcontract, as applicable, in the course of Agency carrying out an affirmative action goal, policy or program under ORS 279A.100, and fails to maintain the required certification, Agency may terminate the Contract, require the Consultant to terminate the subcontractor, or exercise any of remedies reserved for breach of the Contract.
- **31. Merger Clause; Waiver; Interpretation**. The Contract, including everything incorporated by reference, constitutes 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 the Contract. No waiver, consent, modification or change of terms of the Contract shall bind either Party, unless such waiver, consent, modification or change of terms is in writing and signed by the Parties, and

all necessary State of Oregon governmental approvals have been obtained. Such a waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. Either Party's failure to enforce any provision of the Contract shall not constitute a waiver by that Party of that or any other provision. The characterization of provisions of the Contract as material provisions or the failure to comply with certain provisions as a material breach of the Contract shall in no way be construed to mean that any other provisions of the Contract are not material or that failure to comply with any other provisions is not a material breach of the Contract.

#### CONSULTANT CERTIFICATIONS

- A. Any individual (the undersigned) signing on behalf of Consultant hereby certifies under penalty of perjury:
- (1) Consultant has provided its correct TIN to Agency;
- (2) Consultant is not subject to backup withholding because (a) Consultant is exempt from backup withholding, (b) Consultant has not been notified by the IRS that Consultant is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified Consultant that Consultant is no longer subject to backup withholding; and
- (3) The undersigned is authorized to act on behalf of Consultant, s/he has authority and knowledge regarding Consultant's payment of taxes, and to the best of the undersigned's knowledge, Consultant is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a State tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321, and 323; and local taxes administered by the Department of Revenue under ORS 305.620.
- B. Any individual (the undersigned) signing on behalf of Consultant hereby certifies the undersigned is authorized to sign this Contract and that:
- (1) Consultant has read this Contract, understands it, and agrees to be bound by its terms and conditions.
- (2) Consultant understands and agrees that various documents are not physically attached, but are incorporated by reference and have the same force and effect as if fully set forth herein.
- (3) Consultant understands and has provided to all Associates the COI Disclosure Form available at: <a href="https://www.oregon.gov/ODOT/Business/Procurement/Pages/LPA.aspx">https://www.oregon.gov/ODOT/Business/Procurement/Pages/LPA.aspx</a>. Consultant and (to the best of the undersigned's information, knowledge and belief) Consultant's Associates are in compliance with the disclosure requirements of the COI Disclosure Form and have no conflicts of interest to disclose. If disclosures regarding this Contract or the related Project are required per the COI Disclosure Form, Consultant has made such disclosures to Agency on a properly prepared and submitted form and, if determined necessary by Agency or ODOT, a mitigation plan has been approved by Agency and ODOT.
- (4) (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of Consultant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - **(b)** If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, the undersigned shall complete and submit <u>Standard Form-LLL</u>, "<u>Disclosure Form to Report Lobbying</u>," in accordance with its instructions.
  - (c) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
  - (d) Consultant shall require that the language of this certification be included in all subcontracts in excess of \$100,000 at all tiers and that all such subcontractors shall certify and disclose accordingly.
- (5) Consultant is an independent contractor as defined in ORS 670.600 and as described in IRS Publication 1779.
- (6) In the event that Consultant is a general partnership or joint venture, Consultant signature(s) on this Contract constitutes certifications to the above statements pertaining to the partnership or joint venture, as well as certifications of the above statements as to any general partner or joint venturer signing this Contract.

No Payment shall be made for Services that are performed before all necessary governmental approvals have been obtained, the Contract is fully executed, and Notice-To-Proceed has been issued by Agency.

CONSULTANT SIGNATURE(s)

**Counterparts:** The Contract may be executed in several counterparts, 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 the Contract so executed shall constitute an original.

Signature:	Date:
	Title:Trincipal Engineer
Docusigned by:	2/7/2022 Date:
Marc Butorac Name:	
AGENCY SIGNATURES	
Signature:	Date:
Name:	Title:
Signature:	Date:
Name:	Title:
Signature:	Date:
Name:	Title:
AGENCY LEGAL REVIEW:	
Signature:	Date: 02/07/2022
Name: Andrew Naylor	Title: Assistant County Counsel

## EXHIBIT A – STATEMENT OF WORK

# RFP 22345-01/#2021-72

#### STATEMENT of WORK and DELIVERY SCHEDULE

SE Johnson Creek Blvd: 79th Pl - 82nd Ave

#### A. PROJECT DESCRIPTION and OVERVIEW of SERVICES

Clackamas County (the "County" or "Agency") is contracting with Consultant for "Services" (as defined in Section E, below) in connection with the following project (the "Project"): SE Johnson Creek Blvd: 79<sup>th</sup> Pl – 82<sup>nd</sup> Ave.

Clackamas County obtained All Roads Transportation Safety (ARTS) funds to construct traffic signals at the intersection of SE Johnson Creek Blvd and SE 79<sup>th</sup> Pl. The project will also include a new median from 79th to just east of SE 80th Ave. The median will create a right-in/right-out scenario for the Fred Meyer entrance and SE 80th Ave. The proposed improvements are intended to improve vehicle and pedestrian safety at the project intersection. This location is a top 5% SPIS site and one of the highest-ranked SPIS sites in Clackamas County (#3 in 2015 and #4 in 2016.) The primary cause for crashes at this location is failure to yield, with a majority of crashes being angle crashes (20 crashes or 47%). Turning movements accounted for 12 crashes (28%), all but one of which were left turn crashes.

Agency is contracting with Consultant for Services to prepare preliminary and final roadway, signal, and stormwater designs, construction cost estimates, identify necessary environmental permits, identify right-of-way and easement acquisitions, and perform services necessary to acquire environmental permits and right-of-way and easements associated with the construction of the proposed improvements.

The tasks associated with this Statement of Work ("SOW") include providing project management, surveying, geotechnical, stormwater design, roadway design, traffic study and signal design, right-of-way, archeological, historical, environmental, and final engineering design services for the Project. The work covered by this SOW includes the preparation of reports, permit applications, and final engineering documents. All documents and other deliverables are to be completely described in the English system unit of measure. The proposed improvements for the Project are shown in Figure 1 below. The approximate project limits are as follows:

- SE Johnson Creek Blvd: Centerline of SE Johnson Cir Blvd to centerline of SE 82<sup>nd</sup> Ave
- SE 79<sup>th</sup> Pl: Centerline of SE Johnson Creek Blvd to 300-ft north of centerline of SE Johnson Creek Blvd
- SE 80<sup>th</sup> Ave: Centerline of SE Johnson Creek Blvd to 200-ft south of centerline of SE Johnson Creek Blvd
- Fred Meyer Driveway: Centerline of SE Johnson Creek Blvd to 25-ft north of ROW
- Private Driveway, Johnson Creek Crossing Apartments: Centerline of SE Johnson Creek Blvd to 300-ft south of ROW



Figure 1 – Approximate limits of improvement for the Project.

## **General Expectations**

Consultant commits to provide Services and oversee and direct the design of the project to obtain the greatest long-term value for Agency, and to promote prudent expenditure of public funds within the constraints of the Project, program, context, budget and cost-effective sustainability principles. Consultant shall: (i) avoid expenditures for aesthetic effect which are disproportionate to the Project as a whole; (ii) use recycled/recyclable products to the maximum extent economically feasible in the performance of this Contract, and (iii) apprise Agency throughout the Project concerning any issues or decisions with potential economic impact to the Project.

## **Project Phasing**

This Project is divided into 2 phases:

- Preliminary Design, Right of Way and Final Design Phase
- Construction Engineering, Inspection and Construction Contract Administration Phase

This statement of work ("SOW") addresses the first phase of the Project. Following completion of a given phase, Agency may, at its discretion:

- Amend this Contract to add the next phase (or various elements), or
- Elect to complete subsequent phase tasks with in-house staff, or
- Assign subsequent phase tasks to another consulting firm.

Agency and Consultant shall negotiate the detailed tasks, deliverables, schedule and costs for each phase Agency elects to add. Each added phase will be authorized only by written Contract amendment with all required approvals and signatures.

#### **Agency Responsibilities**

- Agency review periods will not exceed 3 weeks.
- Agency will be primary point of contact with ODOT regarding CONTRACT and design aspects
  of this Project.

Acronyms and Definitions		
AASHTOAmerican Association of State Highway and Transportation Officials		
ADAAmerican Association of State Figure and Transportation Officials ADAAmericans with Disabilities Act of 1990		
ADTAverage Daily Traffic		
APEArea of Potential Effect		
APIArea of Project Impact		
APMAgency Project Manager (Clackamas County)		
APWAAmerican Public Works Association		
ASTMAmerican Society for Testing and Materials		
BABiological Assessment		
BMPBest Management Practice		
BOBiological Opinion		
CADDComputer Automated Drafting and Design		
CECategorical Exclusion		
CFRCode of Federal Regulations		
CorpsUS Army Corps of Engineers		
CPMCritical Path Method		
DAPDesign Acceptance Package		
DBEDisadvantaged Business Enterprise		
DEQDepartment of Environmental Quality		
DOEDetermination of Eligibility		
DSLDepartment of State Lands		
DTMDigital Terrain Model		
EFHEssential Fish Habitat		
ESAEndangered Species Act		
ETWPExploration and Testing Work Plan		
FHWAFederal Highway Administration		
GINGeneral Information Notice		
GISGeographic Information System		
GLOGeneral Land Office		
GPSGlobal Positioning System		
HAERHistoric American Engineering Record		
HECHydraulic Engineering Circular		
HEC-RASHydrologic Engineering Center – River Analysis System		
HMCAHazardous Materials Corridor Assessment		
JPAJoint Permit Application		
LALLocal Agency Liaison		
MUTCDManual on Uniform Traffic Control Devices		
MWESBMinority, Women, and Emerging Small Business		
NENo Effects		
NEPANational Environmental Policy Act		
NMFSNational Marine Fisheries Service		
NRHPNational Register of Historic Places		
NTPNotice to Proceed		
NWI/LWINational/Local Wetland Inventory		
OAROregon Administrative Rule		
ODAOregon Department of Agriculture		
ODFWOregon Department of Fish and Wildlife		
ODOTOregon Department of Transportation		
OHWMOrdinary High Water Mark		
LDA A & C. Contract Error C017 D070(20 B)		

LPA A&E Contract Form C017-B070620-Rev2

ONHDOregon Natural Heritage Database
ORBICOregon Biodiversity Information Center
ORSOregon Revised Statutes
PCEProgrammatic Categorical Exclusion
PAPrice Agreement
PCEProgrammatic Categorical Exclusion
PDTProject Development Team
PORProfessional of Record
PSAProject Study Area
PS&EPlans, Specifications, and Estimate
QA/QCQuality Assurance/Quality Control
RECRegional Environmental Coordinator
ROERight of Entry
ROWRight of Way
SHPOState Historic Preservation Office
SLOPES IV. Standard Local Operating Procedures for Endangered Species (SLOPES) IV
SOWStatement of Work
T&EThreatened & Endangered
USACEU.S. Army Corps of Engineers
USFSUnited States Forest Service

# B. STANDARDS and GENERAL REQUIREMENTS

#### 1. Standards

The following standards and general requirements shall apply to this SOW:

#### 1. Standards

#### General

- Oregon Standard Specifications for Construction, ODOT 2021 Standard Specifications for Construction
- ODOT Local Agency Guidelines

## **Environmental**

 Wetland Delineation Manual, United States Corp of Engineers/Environmental Protection Agency (USCOE/EPA) 1987

## Geotechnical

- Soil and Rock Classification Manual, ODOT 1986
- Geotechnical Design Manual, ODOT April 2011

#### Hydraulic

Hydraulic Manual, Part I & II, ODOT 2008

### Roadway

- AASHTO A Policy on Geometric Design of Highways and Streets
- Clackamas County Roadway Standards
- Manual of Uniform Traffic Control Devices

LPA A&E Contract Form C017-B070620-Rev2

Standards Manual of the Oregon Utilities Coordinating Council

#### Structural

ODOT Geotechnical Design Manual

# Right-of-Way

- ODOT Right of Way Manual
- Real Estate Acquisition Guide for Local Public Agencies
- Uniform Standards of Professional Appraisal Practice (USPAP)
- Uniform Appraisal Standards for Federal Land Acquisition

### 2. Software and Format Requirements

Software standards and formats include but are not limited to the following:

- Each draft and final text-based or spreadsheet-based deliverable shall be provided in MS Office file formats (i.e., MS Word, Excel, etc.) and must be fully compatible with version used by Agency.
- Consultant shall submit draft and final deliverables in electronic format via e-mail (and hard copy if requested).
- Consultant shall also submit any graphic files accompanying reports separately in .jpg formats unless specified differently by Agency.
- Consultant shall develop the design utilizing AutoCAD Civil 3D version 2018 or newer.

Consultant's software shall produce deliverables that are fully compatible, readable and useable by County software, requiring no modification or translation of Consultant's deliverables. No loss of data integrity or accuracy shall result from any transfer of data. Compressed data shall be in a "self-expanding executable" format. Additional format requirements may be listed elsewhere in the Statement of Work or in the Contract.

# 3. Professional Licenses, Registrations and Qualifications

- Consultant and its subconsultants must be duly licensed where required by law to perform the Services, and must be under the "responsible charge" (as that term is defined under ORS Chapter 672) of a person so licensed, as required by the applicable Oregon Revised Statutes and Oregon Administrative Rules, and other applicable laws (or must be otherwise exempt from any licensing requirements applicable to the Services being performed).
- Agency may require Consultant's Personnel to demonstrate a competency in the particular area/discipline to which they are assigned. This may include, but is not limited to, submittal of license number, resume, and work samples from previously completed projects.

## 4. General Requirements

- The APM (or such other individual identified in specific tasks or as designated in writing to Consultant) is the primary contact on behalf of Agency for this Project.
- To the extent possible, all transmittals from Consultant to Agency must include as applicable the contract number, project name, and Project key number K21636.
- Consultant shall represent Project and Agency in an appropriate and professional manner in public.
- Endorsement of Data. Consultant shall place their official Oregon Registered Engineer seal and signature on all engineering design drawings and specifications furnished to Agency, as well as any other materials where professional standards require such seal and signature.

• Safety Equipment. Consultant shall provide and use all safety equipment including (but not limited to) hard hats, safety vests and clothing if required by State and Federal regulations and Agency policies and procedures for the Services under the Contract.

#### 5. RESERVED

# 6. Design Criteria and Project Assumptions/Conditions

**ADA Compliance – Assessment, Design, Inspection.** When the Services under this SOW include **assessment or design (or both)** for curb ramps, sidewalks or pedestrian-activated signals (new, modifications or upgrades), Consultant shall:

- a. Utilize Agency design standards approved by ODOT to assess and ensure Project compliance with the Americans with Disabilities Act of 1990 ("ADA"), including ensuring that all sidewalks, curb ramps, and pedestrian-activated signals meet current ODOT Highway Design Manual standards; and
- b. Follow Agency's processes approved by ODOT for design, modification, upgrade, or construction of sidewalks, curb ramps, and pedestrian-activated signals, including using the Agency Design Exception process, ODOT Standard Drawings, and Oregon Standard Construction Specifications, and providing a temporary pedestrian accessible route plan and current Agency Curb Ramp Inspection Form.

When the Services under this SOW include **inspection** of curb ramps, sidewalks or pedestrian-activated signals (new, modifications or upgrades), all such inspections shall include inspection for compliance with the standards and requirements in a. and b. above. In addition, at Project completion, Consultant shall send to Agency an Agency Curb Ramp Inspection Form to the Agency Project Manager for each curb ramp constructed, modified, upgraded, or improved as part of the Project. The completed form is the documentation required to show that each curb ramp meets Agency standards and is ADA compliant. Agency's Curb Ramp Inspection Form and instructions are available at the following address: <a href="https://www.clackamas.us/engineering/roadway.html">https://www.clackamas.us/engineering/roadway.html</a>

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

## C. REVIEW, COMMENT and SCHEDULE OVERVIEW

- Consultant shall coordinate with Agency staff as necessary and shall revise draft deliverables to incorporate draft review comments.
- Consultant shall make revisions to address Agency review comments and submit revised deliverable(s) to APM within 10 business days of receipt of Agency review comments, unless a different timeframe is specified for specific tasks or otherwise agreed to in writing by Agency.

#### D. PROJECT COOPERATION

Consultant shall only be responsible for those obligations and deliverables identified as being assigned to Consultant (or its subconsultants) in this Contract and the Statement of Work. All work assigned to other entities, other than subconsultants, is not subject to this Contract, but shall be the subject of separate Intergovernmental Agreements or contracts which will contain the obligations of those entities. Any tasks or deliverables assigned to a subconsultant shall be construed as being the responsibility of Consultant. Any Consultant tasks or deliverables which are contingent upon receiving information, resources, assistance, or cooperation in any way from another entity (other than subconsultants) as described in this Statement of Work shall be subject to the following guidelines:

- a. At the first indication of non-cooperation, Consultant shall provide written notice to County's Contract Administrator of the specific acts or inaction indicating non-cooperation and of any deliverables that may be delayed due to such lack of cooperation by other entities referenced in the Statement of Work.
- b. County's Contract Administrator shall contact the non-cooperative entity/s to discuss the matter and attempt to correct the problem and expedite items determined to be delaying Consultant/project.

If Consultant has followed the notification process described in section "a", and delinquency or delay of any deliverable is found to be a result of the failure of other referenced entities to provide information, resources, assistance, or cooperation, as described in the Statement of Work, Consultant will not be found in breach or default with respect to delinquencies beyond any reasonable control of Consultant; nor shall Consultant be assessed or liable for any damages arising as a result of such delinquencies. Neither shall County be responsible or liable for any damages to Consultant as the result of such non-cooperation by other entities. County's Contract Administrator will negotiate with Consultant in the best interest of the government, and may revise the delivery schedule to allow for delinquencies beyond any reasonable control of Consultant. Revised delivery dates beyond the expiration date require an amendment to the Contract.

## E. TASKS, DELIVERABLES and SCHEDULE

Consultant shall complete all tasks and provide all deliverables (collectively, the "Services") included in this SOW, unless specifically stated otherwise in a particular task. Consultant shall provide all labor, equipment and materials to manage, coordinate, and complete the work in accordance with the performance and delivery schedules identified in this SOW.

**Task Numbering:** For purposes of standardization, task numbers in this SOW may be non-sequential and do not necessarily begin with "1" on the first task.

#### TASK 1 PROJECT MANAGEMENT

Consultant shall provide management and coordination of Services under this SOW for delivery of Tasks and Deliverables according to the agreed upon delivery schedule.

## 1.1 Administration & Record Keeping

Consultant shall:

- Prepare a Quality Assurance/Quality Control ("QA/QC") Plan for Agency review and approval.
  The QA/QC Plan must be developed consistent with requirements of ODOT's "Guidance/Template
  for Consultants" available online at:
  - http://www.oregon.gov/ODOT/HWY/OPL/docs/SEOPL/Consultant Quality Plan Model.doc;
- Prepare a Project design schedule using the Critical Path Method. The Project schedule must include, but is not limited to: all major authorized tasks as agreed upon by the Parties, Project design team meetings, and milestones (type and date) specified in this SOW and required to complete all Services under this Contract. Consultant shall update the Project schedule during the course of the Project if Project schedule, milestone or deliverable due dates are modified. For budgeting purposes, it is assumed that up to (4) Project schedule updates will be necessary;
- Prepare invoices and progress reports according to the Invoice Requirements Guide referenced in the Contract under Section H.5 Invoices. Each progress report must:

- o Include a summary of previous period's activities and the planned activities for the upcoming period;
- o Identify percentage completed of each Task/Deliverable;
- o Reconcile the budget with the actual amount billed to date;
- o Identify unresolved issues and concerns that may affect the SOW, schedule and/or budget for Services.

For budgeting purposes, it is assumed that up to (30) progress reports will be necessary

• Develop and maintain a Project file to include survey and engineering computations, assumptions, meeting agendas and minutes, working drawings, quality control and review documentation, correspondence, and memoranda. (See Price Agreement Part II Terms & Conditions No. 12 Records Maintenance; Access)

## 1.1 Consultant Deliverables and Schedule

Consultant shall provide:

- QA/QC plan submitted electronically to APM within 7 calendar days of Notice to Proceed ("NTP").
- Project Design Schedule submitted within 7 calendar days of NTP. Submit an electronic file (MS Project) format to the APM.
- Updated Project Design Schedule, as necessary, via timeline agreed to by APM, an electronic file (MS Project) format to the APM.
- Progress reports and invoices submitted electronically to APM no later than the 20th calendar day of the month following the reporting period.

#### 1.2 Coordination

Consultant shall:

- Coordinate with the APM as the main point of contact for coordination and management of Consultant Services under the Contract;
- Contact other Agency staff, ODOT staff, and regulatory agency staff, if necessary throughout the Contract, to gather any additional information needed for the Project, Project site, regulations and guidance;
- Provide overall management, direction and coordination of staff (including sub-consultants, if any) to include any necessary internal Consultant staff meetings;

# 1.2 Consultant Deliverables and Schedule

Consultant shall provide:

• On-going coordination and communication as needed to appropriately manage the Services under this Contract (no tangible deliverables for this task).

## 1.3 Project Meetings

## 1.3.1 Project Kickoff Meeting

Consultant shall organize, conduct, prepare for and attend a Project kickoff meeting. The Project kickoff meeting will be held at virtually with Agency, Consultant's PM and other necessary Consultant staff in attendance. Consultant shall prepare the meeting agenda with input from the Agency. The purpose of the Project kickoff meeting is to review Project issues such as SOW; work products and deliverables; schedules; budgets; right of way; utility coordination/design; design criteria; guidance documents and standards, and quality control. Consultant shall schedule Project kickoff meeting within 10 business days of Notice to Proceed (NTP). Consultant shall prepare draft meeting minutes for review. For budgeting purposes, it is assumed that up to 5 Consultant staff shall attend the 2 hour Project kickoff meeting.

## 1.3.2 Project Development Team Meetings

Consultant shall organize, conduct, prepare for and attend up to 5 Project Development Team ("PDT") Meetings. Each PDT meeting will be held virtually with Agency, Consultant's PM and other necessary Consultant staff in attendance. Consultant shall prepare the meeting agenda with input from the Agency. Consultant shall prepare draft and final meeting minutes to be distributed to Agency and all other meeting participants. For budgeting purposes, it is assumed that up to 4 Consultant staff shall attend each virtual PDT meeting.

### 1.3 Consultant Deliverables and Schedule

For each meeting, Consultant shall provide:

- Meeting agenda submitted electronically to APM and all other meeting participants 2 business days prior to meeting.
- Draft meeting minutes submitted electronically to APM and all other meeting participants within 2 business days of meeting.
- Final meeting minutes submitted electronically to APM and all other meeting participants within 7 business days of meeting.

#### TASK 2 SURVEY

Consultant shall survey this Project for the areas as described in Section A of this SOW unless otherwise noted in specific tasks. Deliverables are to be scheduled as per task 1 Project Management.

Consultant shall adhere to the standards stipulated by the Oregon Revised Statute ("ORS") 672. Consultant's Professional Land Surveyor, registered in the State of Oregon, shall review and stamp as "Approved" all survey related deliverables and shall be responsible for all land surveying services including conformance to all state statutes pertaining to survey and land boundary laws under this SOW. These include, but are not limited to, the following state statutes: ORS Chapters 92, 93, 209 and 672.

#### 2.1 Research

Consultant shall obtain the research data for the area as described in Section A of this SOW.

Consultant shall perform data research as necessary to prepare for and support Project activities, and to produce Project maps and reports as called for in subsequent tasks. The typical records required for research are, but not limited to; vesting deeds, land sales contracts, County assessor plats and road records, subdivision plats, General Land Office plats, Agency drawings, as applicable, railroad maps, county surveys, road dedications and vacations.

## 2.1 Consultant Deliverables and Schedule

Consultant shall incorporate information from this task into the deliverables listed in Tasks 2.2, 2.4, 2.5 and 2.7 as required for delivery of documents in subsequent tasks.

## 2.2 Horizontal and Vertical Control Network

The purpose of this task is to provide the means by which the Project can be located relative to horizontal and vertical datum, map projection, and coordinate systems. Consultant shall establish a horizontal and vertical control network using the datum associated with the Project area or as approved by the Agency.

## **Existing Horizontal/Vertical Control Stations**

Consultant shall research and obtain data about horizontal and vertical control points as required for the Project area including triangulation stations, Global Navigation Satellite Systems ("GNSS") stations, benchmarks, and prior Project control surveys from Agency, Federal, State and other governmental agencies.

Consultant shall establish horizontal control according to Agency standards using Terrestrial (Theodolite and EDM), GPS (Static or Rapid Static) or a combination of both. Consultant shall set and adjust control points in conformance with Agency guidelines.

Consultant shall use 5/8" Rebar with plastic caps, or other Agency approved control point, for the GPS and network points. Consultant shall establish a minimum of 3 GNSS control points through the length of the survey. A minimum of at least 3 inter-visible control points is required through the Project area.

Consultant shall establish vertical control using differential leveling. Consultant shall get Agency approval before using other methods such as trigonometric leveling and elevations derived from GNSS and identify with Agency the accuracies of determined methods prior to proceeding.

### **2.2** Consultant Deliverables and Schedule

Consultant shall:

- Place control points in the ground at the Project location.
- Incorporate the information listed below into the deliverables listed in Tasks 2.4 and 2.5 as required for delivery of documents in subsequent tasks.
  - An adjustment report for one or more of the following, Least Squares adjustment for networks, an approved traverse adjustment method for traverses and/or a GNSS adjustment report when using GNSS.
  - o An ASCII file containing the coordinates for every network point set and found.
  - o If the levels were electronically processed then one copy each of the following: original raw level file as collected in the field, ASCII file showing level closure data, ASCII file with elevations on all network points and/or an ASCII file showing the level rod readings.
  - Original field notes for the control network and one scanned copy of the original field notes in ".pdf" format.
  - o Civil 3D design file (\*.dwg) containing all the set and tied control points to show elevations.
  - Civil 3D file (\*.dwg) containing all vertical and horizontal control points stored as cogo points to show elevations.

#### 2.3 Monument Recovery

The purpose of this task is to address the requirements of ORS 209.140, ORS 209.150 and 209.155, and other survey related statutes for construction Projects.

Consultant shall survey for but not limited to: Government corners, geodetic control stations, bench marks, R/W monuments, property boundary markers, and roadway alignment markers.

#### Identify, Search and Recover Monuments

Consultant shall recover existing monuments to preserve the locations of any monuments of record that are endangered by any activity related to the Project and to resolve roadways and property lines.

Consultant shall provide a record (field notes) of monuments searched for, the date of the search and the results of the search.

#### Field Survey of Recovered Monuments

Consultant shall locate, measure and document the location of survey markers and monuments of record for property boundaries and/or R/W needed within the areas.

## 2.3 Consultant Deliverables and Schedule

Consultant shall incorporate the information gathered in this task including field notes into the deliverables listed in Tasks 2.4 and 2.5 as required for delivery of documents in subsequent tasks.

#### 2.4 Topographic Data, Detailed Base Map And Digital Terrain Model (DTM)

The purpose of this task is to collect the existing topographic features and create a detailed basemap and DTM for the Project.

## Existing Utility Records

Consultant shall research and obtain available facility maps and as-built construction plan data pertaining to utilities in or near the Project area from the Agency, One-Call Service, State or other governmental agencies and utility companies.

#### Topographic Data Collection

Consultant shall collect topographic data between the boundaries described in Section A of this SOW, including 50-ft beyond ROW. Consultant shall collect and tie topographic data of man-made and/or natural features using a variety of Agency approved methods. These methods include but are not limited to: collecting the data using terrestrial (Theodolite and EDM), GNSS (RTK), 3D Laser Scanning, or station and offset.

The intersection of Johnson Creek Blvd/82<sup>nd</sup> Avenue as well as the south side of Johnson Creek Blvd between 80<sup>th</sup> and 82nd will be mapped 2D using ODOT provided mobile scan data or other sources.

Consultant shall contact Oregon Utility Notification Center to request a pre-survey utility locates. Consultant shall keep the locate request number and ticket information within the Project file.

Consultant shall record in the field notes the utility ownership when describing the line data points. Consultant shall record all visible utility identifications in the field notes, such as numbers shown on power and/or telephone poles, vault tags, telephone pedestals (aka risers), cabinets, meters, fences or screened enclosures for gas regulators, and sanitary sewer pump stations. Consultant shall measure and record height of utility wires at the intersection of Johnson Creek & 79<sup>th</sup> (lowest telecommunication and neutral wire for power company). This data is needed for the Agency or Consultant to communicate where the facility may be in conflict with the Project.

Consultant shall measure and record all utility facility structures (e.g. concrete pads, top slab of vaults, pump station housing, barrier screens or fenced enclosures). Consultant shall make a request to the utility owner to pull the cover whenever a manhole is found locked or bolted.

Consultant shall tie environmental and archaeological features that have been identified within the Project area. These features include, but are not limited to, wetlands, high water mark, T&E species, hazmat sites, archaeology sites and sensitive plants.

## Detailed Basemap

Consultant shall take applicable topographic data collected in this subtask and create a detailed basemap file. A detailed basemap has all features drafted to Agency provided criteria.

## Digital Terrain Model ("DTM")

Consultant shall create a 3 dimensional digital terrain surface using all relevant topographical data collected in this subtask.

Consultant shall collect the topographical data to create points and break lines in adequate quantity and in proper placement, to accurately represent the surface of the ground. Consultant shall collect confidence points in the field and generate a confidence point report. The topographical data and confidence points must meet Agency Criteria. Consultant shall generate 0.2 foot minor contours and 1 foot major contours throughout the DTM for a QC analysis of the surface.

# 2.4 Consultant Deliverables and Schedule

Consultant shall provide the following deliverables electronically (.PDF) to the APM within 50 days of NTP:

- o 1 copy of field notes
- o Copy of the Civil 3D CADD Files (/\*.dwg) Detailed Base Map with Civil 3D DTM
- o All files for the network control points in (ASCII) format
- o Files of listing kits
- o Files of survey research
- o Files of tax maps
- Confidence Point Report

Control Point Worksheet within construction documents showing locations of identified control points in relation to the Project, including datum, description, and whether found or set.

#### 2.5 R/W - Boundary Resolution

The purpose of this task is to identify the location of the existing Centerline(s), R/W lines and property line(s) as necessary, to perpetuate the location of the monuments found, to document the control used for this Project area, and establish property lines for area calculations when new R/W is acquired. This task addresses the requirements of ORS 209.150 and 209.155 and other survey related statutes.

Limits of Right-of-way resolution is limited to Johnson Creek Blvd 200' west of 79th to the west side of 80th Avenue

## Existing Vesting Deeds and Property Ownerships

Consultant shall obtain a "Trio listing kit" (typically provided by a Title Company). Consultant shall identify property ownership within and adjacent to the Project site by investigating property deeds and county tax records. Consultant shall submit each deed in its own electronic file. Consultant shall include all vesting deeds referenced in the Property Vesting Deeds if needed to resolve the property boundary.

#### Existing R/W Records

Consultant shall research and obtain copies of surveys, subdivision plats, and land partition plats filed in the county surveyor's office related to the properties potentially impacted by the Project. This information is used to find monuments that might be impacted from the Project and establish property lines for area calculations when new R/W is acquired.

LPA A&E Contract Form C017-B070620-Rev2

Consultant shall research and obtain copies of county assessor maps, General Land Office plats, and county road records related to the properties potentially impacted by the Project.

Consultant shall research and obtain available data about Government Public Lands Survey Corners and their references in the Project area as defined in the SOW.

# Resolve R/W and Property Boundaries

Consultant shall resolve the location of the R/W within the present limits as described in this SOW.

Consultant shall resolve identified R/W centerlines alignments, R/W lines and property boundaries abutting the roadway and along the proposed route of construction, using accepted concepts and rationale methods of survey professional judgment. Consultant shall evaluate the available evidence for relevance, adequacy, and reliability; use professional judgment in determining the type and quantity of evidence available, and the influence given each factor; and determine a best-fit with the evidence and probable location of R/W alignments and property boundaries for the area as described.

# 2.5. Consultant Deliverables and Schedule

Consultant shall provide the following deliverables electronically (.PDF) to the APM within 90 days of NTP:

- Consultant shall submit each deed in its own electronic file.
- A detailed narrative of available evidence, desirable evidence not available, rationale for decisions made, and a summary of the conclusions in the establishment of the R/W centerline, R/W lines (including all jogs) and property boundary lines.

# 2.6 Record of Survey / Control, Recovery, Retracement

## Control, Recovery, Retracement Record of Survey

The destruction of found monuments necessitates a record of survey (ORS 209.150, 155). If the Project will impact property or existing survey monuments, Consultant shall create a Record of Survey ("ROS") which meets County and ORS requirements. The "Control" survey must consist of Geodetic and Terrestrial points set for the Project. The "Recovery" is the documentation of the monuments recovered for the Project. The "Retracement" is a record of resolved R/W centerlines, R/W lines and/or property boundaries. These surveys may be combined or separate surveys as directed by Agency.

Consultant shall submit a draft ROS to Agency for review. Consultant shall address comments received from Agency and submit the final ROS for filing to the appropriate County in the format required.

# **2.6** Consultant Deliverables and Schedule

Consultant shall provide:

- Draft ROS to APM within 120 days of NTP.
- Final ROS to the appropriate County for filing within 2 weeks of receipt of comments from the Agency.
- Copy of Final ROS to APM upon submittal to County for filing.

## 2.7 R/W Engineering (Mapping & Descriptions)

The purpose of this subtask is to prepare R/W engineering products used in the acquisition of property. The estimated number of R/W files is six (6). These products are:

- Right of Way acquisition impact maps
- Civil 3D file used to prepare the acquisition map
- Right of Way legal descriptions and exhibits
- Temporary Construction Easement (TCE) legal descriptions and exhibits.

Consultant shall prepare the R/W acquisition impact maps, exhibits and legal descriptions in accordance with Agency requirements. Agency will provide an example for Consultant to follow.

Right of way impact maps shall show, to scale, all improvements existing in the right of way acquisition areas and all improvements within close proximity of the right of way acquisition areas and have potential to be damaged by the acquisition. The exhibits and legal descriptions shall be submitted to the APM and ROW Program Manager or Designee for review and revisions shall be made to Agency's satisfaction. The exhibits and legal descriptions shall be first used by Agency for the Resolution of Necessity and shall be produced as early as possible for this purpose. The impact maps will be needed for the appraisal process and shall be submitted to the APM and ROW Program Manager or Designee for review and revisions to Agency's satisfaction.

# 2.7 Consultant Deliverables and Schedule

Consultant shall provide in accordance with Project Schedule developed in Task 1:

- Legal descriptions and exhibits in electronic (.PDF) and hard copy to the APM ROW Program Manager or Designee.
- Right of Way impact maps, one for each property from which right of way or easements will be acquired in electronic format.
- Final Right of Way acquisition map in electronic (.PDF and CADD) format to the APM ROW Program Manager or Designee.

#### TASK 3 ENVIRONMENTAL SERVICES

Consultant shall complete necessary field and literature investigations to provide the Agency environmental documentation and permits required for completion of this Project. Consultant shall complete the following environmental investigations, documentation, and permits for this Project, unless marked as a CONTINGENCY TASK, which Consultant shall complete only following Agency and Consultant's written agreement on cost and receipt of NTP from Agency:

- Final NEPA CE and PCE Documentation
- Archaeological Resources Literature Review/Field Reconnaissance/Baseline Report
- Phase 1 Archaeological Investigation with Technical Report (Contingency)
- Historic Resources Baseline Report
- Hazardous Materials Corridor Assessment
- Geotechnical Drilling Support (Contingency)
- Site Specific Investigations (Contingency)
- Endangered Species Act (ESA) No Effect Memorandum
- Federal-Aid Highway Program ("FAHP") ESA Programmatic Documentation

For all of Task 3, the Project Area is the same as described in Section A of this SOW, including 50-ft beyond ROW, unless otherwise noted and described in specific Task 3 subtasks.

Agency is responsible for obtaining all Rights-of Entry ("ROE"). Consultant shall not conduct any fieldwork outside of Agency right-of-way and/or property until all ROEs for private property have been obtained and are in field staff's possession.

# 3.1 NEPA Categorical Exclusion ("CE") and Programmatic CE ("PCE") and Supporting Documentation

Consultant shall provide technical assistance and services necessary to meet FHWA NEPA classification documentation requirements for NEPA Categorical Exclusion projects ("Class 2 Projects").

#### 3.1.1 RESERVED

### 3.1.2 RESERVED

#### 3.1.3 Final NEPA CE and PCE Documentation

Consultant shall compile data completed in tasks 3.2.1 through 3.5.2 to complete a draft PCE Approval or CE Closeout Document and submit to Agency for review and approval. Consultant shall coordinate with Agency on compiling data completed during Project development to deliver the draft PCE Approval or CE Closeout Document to Agency to finalize and approve.

Only after all relevant tasks 3.2.1 through 3.5.2 have been completed and approved by Agency can this task be completed. In the draft PCE Approval or CE Closeout Document, Consultant shall follow the specific protocols in the CE/PCE Procedures (located in Chapter 420 of ODOT's NEPA Manual) to complete drafts of the following:

- After Agency has accepted tasks 3.2.1 through 3.5.2, complete each of the resource narrative sections using protocols and standard language contained in the CE/PCE Procedures (located in Chapter 426 of ODOT's NEPA Manual).
- Include the supporting documents required as per the CE/PCE Procedures (located in Chapter 420 of ODOT's NEPA Manual), as applicable to the Project (e.g. Endangered Species Act ("ESA") approvals, cultural resources documentation, hazardous materials, etc.). If submittal of the draft PCE or CE document requires supporting documentation not developed under this SOW, it will be provided by APM.

Agency and ODOT will review all draft PCE Approval and CE Closeout documents, send back to Consultant for any revisions needed. ODOT will approve, on behalf of FHWA, the accepted PCE Approval document as per the PCE Agreement, or Agency through ODOT will submit the accepted CE Closeout Document to FHWA Oregon Division for FHWA review and approval.

# 3.1.3 Consultant Deliverables and Schedule

Consultant shall prepare and submit:

- One electronic copy of the Draft PCE Approval or CE Closeout Document and supporting documentation to APM for review per Task 1 Project Design Schedule.
- One electronic copy of the Final Agency accepted Draft PCE Approval or CE Closeout Document and supporting documentation to APM 2 weeks following receipt of draft review comments.

#### 3.2 Archaeological Resources

All archaeological sub tasks must be completed by registered professional archaeologists who meet the Secretary of the Interior's professional standards for Archaeology (36 CFR 61, Appendix A) and who have been "qualified" through the Agency Cultural Resources Consultant Qualification Training Program.

## 3.2.1 Literature Review/Field Reconnaissance/Baseline Report

The purpose of this task is for the Consultant to conduct archival and background research in combination with field reconnaissance to determine the presence or absence of high probability landforms or archaeological sites within the Area of Potential Effect ("APE") and to make recommendations for further archaeological review.

Consultant shall conduct a Literature Review for the APE, and include a description of the APE, detailed historic context and ethno-historic information, methodology, recommendations for future work, detailed bibliography, maps, and photos. Consultant shall provide the Agency Archaeologist with a minimum of five days advance notice prior to Field Reconnaissance.

Consultant shall examine the following data bases and/or documents:

- the State Historic Preservation Office ("SHPO") database in Salem, OR; appropriate Tribal Historic Preservation Office ("THPO") database if APE is within a recognized reservation boundary;
- General Land Office ("GLO") maps;
- Sanborn Fire Insurance Maps;
- other records archives (i.e. historical societies; tribal archives) for known/potential prehistoric and historic archaeological resources within a one mile radius of the APE.

Field Reconnaissance must include a pedestrian survey. Consultant shall conduct pedestrian surveys within the APE and must include areas where ground will be disturbed by Project construction including temporary access roads, as well as staging areas, material sources, disposal sites, detours, etc.

Pedestrian survey methods must be consistent with the latest updated SHPO guidelines. The recommended maximum spacing of transects will be 20 meters apart and may vary depending on terrain features and/or ground visibility. Consultant shall determine transect spacing based on professional judgment to ensure that all probable site locations are discovered. All cultural resources observable on the surface and in exposed subsurface profiles must be identified and recorded. Field Reconnaissance must enable Consultant to identify areas of high and low probability for archaeological resources and to determine the appropriate level of survey or subsurface exploratory probing.

Consultant shall prepare a Baseline Report that must contain the following:

- A completed Oregon SHPO Archaeological Report Cover Page
- A purpose statement and full Project description including:
  - 1. Agency Key Number and Federal Aid Number
  - 2. Location and legal description
  - 3. General environmental description
  - 4. Historic context
  - 5. Proposed construction activities
  - 6. Defined APE and APE map
  - 7. Total acreage of impact
- Results of SHPO/THPO database search including:
  - 1. Brief summary of previous archaeological research completed within one mile of APE
  - 2. Brief summary of recorded archaeological features within one mile of APE; include eligibility discussion if available.
- Results of GLO and Sanborn map review including:

- 1. Brief summary of features (trails, buildings, etc.) depicted on maps and within APE; include eligibility discussion if available.
- Description of pedestrian survey methods including date of survey, types of transects used, and names and duties of personnel conducting the survey
- Findings of pedestrian survey including ground conditions (percent visibility) and difficulties encountered, if any
- Identification of areas of high and low probability for archaeological resources within APE
- Recommendations for appropriate level of additional survey and/or subsurface exploratory probing, if any
- Site and isolate forms (hard copies) for newly discovered archaeological sites and isolates. Consultant shall also complete the SHPO online site form.
- List of references cited
- Location map at 1:24,000 scale; aerial image (Google map acceptable) showing APE; and representative digital images of current conditions within APE

# 3.2.1 Consultant Deliverables and Schedule

Consultant shall prepare and submit:

- One electronic copy (in WORD and PDF format) of the Draft Baseline Report and GIS shape files of surveyed areas directly to and only to the ODOT Archaeologist for review per Task 1 Project Design Schedule. Notify APM of submittal.
- One electronic copy (in Word and PDF format) of the Final Baseline Report and GIS shape files of surveyed areas directly to and only to ODOT Archaeologist 2 weeks following receipt of draft review comments. Notify APM of submittal.

## 3.2.2 Phase I Archaeological Investigation with Technical Report (Contingency)

The purpose of this task is for Consultant to establish the presence or absence of archaeological sites in, or eligible for the National Register of Historic Places ("NRHP"), which may be in the APE for the Project. Investigations under this task must comply with Guidelines for Conducting Field Archaeology in Oregon. The Phase I investigation must comply with the latest updated SHPO guidelines and the latest updated SHPO guidelines for Reporting on Archaeological Investigations. These investigations must include pedestrian survey and/or subsurface exploratory probing. Subsurface probing must be conducted in areas where ground visibility is low and in areas of high probability for archaeological resources, unless documented proof of previous fill is available i.e. as-builts/geomorphological work.

Consultant shall conduct record searches and literature review for the APE provided by Agency and a one mile radius, prior to any fieldwork. Consultant shall, at a minimum, examine the following databases and documents:

- the SHPO database in Salem, OR;
- appropriate Tribal Historic Preservation Office ("THPO") database if APE is within a recognized reservation boundary;
- General Land Office maps;
- historic topographic maps;
- Sanborn Fire Insurance Maps;
- other records archives (i.e. historical societies; tribal archives) for known/potential prehistoric and historic archaeological resources within a one mile radius of the APE.

Consultant shall conduct pedestrian field surveys within the APE and must include areas where ground will be disturbed by Project construction including temporary access roads, as well as staging areas, material sources, disposal sites, detours, etc. Consultant shall provide the Agency Archaeologist with a

minimum of five days advance notice prior to conducting a pedestrian survey. Pedestrian survey methods must be consistent with the latest updated SHPO guidelines. The recommended maximum spacing of transects will be 20 meters apart and no more than 30 meters apart; and may be as close as 10 meters apart vary depending on terrain features and/or ground visibility. Consultant shall determine transect spacing based on professional judgment to ensure that all probable sites are discovered. All cultural resources observable on the surface and in exposed subsurface profiles during the inventory must be identified and recorded.

Consultant shall obtain all required excavation permits and conduct subsurface exploratory probing in the APE. Copies of the draft excavation permits must be provided to the Agency Archaeologist prior to submittal to SHPO. Consultant shall provide the Agency Archaeologist with a minimum of ten (10) days advance notice of exploratory probing. Subsurface Exploratory Probing field methodology must be consistent with the latest updated SHPO guidelines.

Probing must be based on an established research design. Probes must be at least 30cm in diameter and dug to sterile (at least two levels void of cultural material) or to 50cm and two sterile levels where possible, or as appropriate based on varying field conditions. Materials must be screened with a 1/8-inch mesh screen (1/4-inch as needed, see SHPO guidelines).

Auguring may be used, to establish soil stratigraphy or depth of archeological deposits and may be incorporated into the research design, if approved by Agency Archaeologist. Materials must be screened with a 1/8-inch mesh screen.

Consultant shall prepare Phase I Archaeological Investigation Report. The Report must include:

- A purpose statement and full Project description including:
  - 1. Agency Key Number and Federal Aid Number
  - 2. Location and legal description
  - 3. General environmental description
  - 4. Historic context
  - 5. Proposed construction activities
  - 6. Defined APE and APE map
  - 7. Total acreage of impact
  - 8. Anticipated direct, indirect and cumulative impacts
- Results of SHPO/THPO data base searches including:
  - 1. Brief summary of previous archaeological research completed within one mile of APE with eligibility description if available.
  - 2. Brief summary of recorded archaeological features within one mile of APE with an eligibility description if available.
- Results of GLO and Sanborn map review including:
  - 1. Brief summary of features (trails, buildings, etc.) depicted on maps and within APE
- Discussion of ethno-historic information and historic context of APE and surrounding environment
- Description of pedestrian survey methods including date(s) of survey, types of transects used, and names and duties of personnel conducting the survey
- Results of pedestrian survey including ground conditions (percent visibility) and difficulties encountered, if any; descriptions of any archaeological artifacts encountered and other pertinent information
- Description of subsurface exploratory probing methodology including date(s) of probing, and names and duties of personnel completing probes

- Results of subsurface exploratory probing, including descriptions of soil conditions and any
  archaeological artifacts encountered and other pertinent information. Negative findings must be
  reported also
- Summary of Tribal consultation(s), to be provided by Agency
- A summary with recommendations that must include a discussion of the site(s) identified and whether or not they meet NRHP criteria and maintain integrity
- List of references cited
- Location map at 1:24,000 scale; aerial image (Google map acceptable) showing APE; and representative digital images of current conditions within APE
- Site forms and isolate forms (hard copies) for newly discovered archaeological sites and isolates. Consultant shall also complete the SHPO Online Site Form
- Site update forms for previously identified archaeological sites
- A modified <u>Determination of Eligibility (DOE)</u>, a maximum of 2-3 pages long, must be included in the Appendix for historic sites with no subsurface component. This Appendix must include a short discussion on Boundaries (vertical and horizontal), Integrity as well as Statement of Significance and discussion of the NRHP Criteria. Consultant shall provide enough information to write a detailed DOE.
- Maps, photos and an artifact catalogue

Establishing eligibility without testing for prehistoric sites may be difficult; however, this is possible with historic sites if sufficient historic documentation is provided. Please refer to SHPO guidelines.

Consultant shall provide final Phase I Technical Report and site forms in PDF format; digital images of each photo and illustration; raw GPS files (\*ssf and \*.cor), and edited GIS files (\*shp, \*.shx, and \*.dbf).

# 3.2.2 Consultant Deliverables and Schedule

Consultant shall prepare and submit:

- One electronic copy (in WORD and PDF format) of the Draft Phase I Technical Report with site forms and/or isolate forms and GIS shape files of surveyed areas directly to and only to the ODOT Archaeologist for review per Task 1 Project Design Schedule. Notify APM of submittal.
- One electronic copy (in Word and PDF format) of the Final Phase I Technical Report with site forms and/or isolate forms and GIS shape files of surveyed areas directly to and only to ODOT Archaeologist 2 weeks following receipt of draft review comments. Notify APM of submittal.

#### 3.3 Historic Resources

All historic sub tasks must be completed by professional historians who meet the Secretary of the Interior's professional standards for architectural history and/or history (36 CFR 61, Appendix A) and who have been "qualified" through the ODOT Cultural Resources Consultant Qualification Training Program.

#### 3.3.1 Historic Resources Baseline Report

The purpose of the Agency Historic Resource Baseline Report is to identify and characterize the historic resource issues using APE to determine what may be impacted by a transportation project. The Historic Resource Baseline Report is a scoping report that is not intended to be a comprehensive technical report. As part of developing the Historic Resource Baseline Report, Consultant shall review the SHPO Statewide Inventory and conduct an on-site reconnaissance of the Project area.

The Historic Resources Baseline Report must include, but is not limited to:

- Project description and a description of the APE;
- Photographs of resources that are 45 years old or older;
- Descriptions of historic resources that are 45 years old or older, including a discussion of each potential NRHP eligibility (A-D); and
- Map that identifies the location of each potential historic resource within the APE

It is anticipated that fewer than 2 resources will be identified in the baseline report.

# 3.3.1 Consultant Deliverables and Schedule

Consultant shall prepare and submit:

- One electronic copy (in WORD format) of the Draft Historic Resources Baseline Report to APM for review per Task 1 Project Design Schedule.
- One electronic copy (in WORD and PDF format) of the Final Historic Resources Baseline Report to APM 2 weeks following receipt of draft review comments.

When identified as a requirement in the Historic Resource Baseline Report and authorized in writing by the Agency, Consultant shall perform one or more of the following contingency tasks:

# Task 3.3.2 Section 106 Determination of Eligibility (DOE) for the NRHP Reports and Project Submittal Letter (Contingency)

A DOE is a finding that states whether a property meets the eligibility criteria (A-D) for inclusion in the NRHP. Only those properties found to be at least 45 years old and retaining sufficient Integrity, as determined by the Historic Resources Baseline Report, will require a DOE to formally determine eligibility. A DOE must include a brief physical description, history, context, significance, map (the historic boundary included), and photographs of the resources that possess Integrity of one (1) or all of the following aspects: location, design, setting, materials, workmanship, feeling, and association. If requested by Agency staff, Consultant shall prepare draft and final DOE Reports for each historic resource, which could include potentially eligible historic districts, that is considered potentially eligible for the NRHP and submit them to the Agency. For authorized DOE Report(s), Consultant shall also prepare a Project Submittal Letter in Agency-approved format.

A DOE must include, but is not limited to:

- Physical description of the resource (contributing and non-contributing features), including history and context of the resource, the design, setting, materials, workmanship, feeling, location, and association;
- Map showing the location, orientation of the resource, and its historic boundary; and
- Photographs of the resource, including historic photographs and current photographs.

Consultant shall prepare DOE using the most current Agency form. Agency Architectural Historian will transmit the final DOE(s) to SHPO and will obtain the necessary concurrence documentation from SHPO.

#### Task 3.3.2 Deliverables

• Provide a DOE Report and Project Submittal Letter to Agency

## Task 3.3.3 Section 106 Finding of Effect (FOE) Report (Contingency)

Section 106 FOE Reports are prepared for historic resources that have been listed or determined eligible for the NRHP. FOE Reports assess the effects on the historic resource including physical destruction or

damage; alteration or rehabilitation; removal; change of setting; introduction of visual, atmospheric or audible elements; neglect of a property; or transfer or sale of ownership.

## Task 3.3.3.a Prepare a Section 106 FOE Report for Listed Resources (Contingency)

Following coordination with Agency staff, Consultant shall prepare a FOE Report for each resource listed or has been determined eligible for the NRHP following the format provided by the Agency, notably it should include specific Section 106 coordination of public outreach (i.e. communication with public during general project outreach, contacting the historic society, review with the City and/or historic resource commission, etc.) for the project and potential effects to historic resources. The FOE Report must include a narrative assessment of the potential effects of the Project to the historic resource. Consultant must include a discussion of the alternatives to avoid or minimize adverse effects in the FOE Report. When requested by Agency, Consultant shall coordinate with the Agency Project designer or Project team leader to discuss available options to avoid or minimize adverse effects to listed or eligible historic resources. Consultant shall coordinate with Agency as needed to ensure that Federal Highway Administration (FHWA) concurs with the proposed FOE on the resources prior to transmittal to SHPO. Consultant must submit a Project Submittal with a FOE Report.

Consultant shall prepare FOE using the most current Agency form.

# The FOE(s) must:

- Assess the Project's effects on the historic resource including: physical destruction or damage; alteration or rehabilitation; change of setting; introduction of visual, atmospheric or audible elements; neglect of property; or transfer or sale of ownership; and
- Discuss alternatives to avoid or minimize adverse effects to the resource.
- Agency Architectural Historian will transmit the final FOE(s) to SHPO and will obtain the necessary concurrence documentation from SHPO.

#### Task 3.3.3.a Deliverables

- Coordinate and attend meetings as requested by Agency.
- Coordinate with Agency, when requested, regarding avoidance or minimization of adverse effects.
- Coordinate with Agency for concurrence between Agency and FHWA.
- Provide a Section 106 FOE Report and Project Submittal Letter to Agency.

## Task 3.3.3.b Notice and Publication of Adverse Findings of Effect (Contingency)

Consultant in consultation with agency staff shall make the Adverse Findings of Effect available to the public and interested parties, including local historical societies, landmark/historic resource commissions, and/or Certified Local Governments (CLGs). Consultant must coordinate with Agency Staff to disseminate Adverse Findings of Effects to appropriate agencies and interested parties via advertisements or notification of Adverse Findings of Effect Announcements in local newspapers or by direct mail. Copies of the Draft Adverse Findings of Effect Announcement(s) must be provided to Agency along with addresses of the newspapers and interested parties (i.e., local historical societies and historic resources commissions) to whom the announcement(s) will be sent.

## Task 3.3.3.b Assumptions

- Consultant shall be responsible for placing the advertisement and sending the announcements in the mail.
- Consultant shall be responsible for attending public meetings to discuss the adverse effect if required by the Project team or the local government.

#### Task 3.3.3.b Deliverables

- Place Adverse Finding of Effect Announcement(s) in local newspapers;
- Send Adverse Finding of Effect Announcement(s) to interested parties; and
- Attend meetings as requested by Agency.

#### 3.4 Hazardous Materials Study and Services

The purpose of this task is to facilitate Agency compliance with environmental regulations pertaining to site cleanup and waste management. The services to be provided shall include:

- Conduct a Hazardous Materials Corridor Study to identify potential sources of contamination that could impact property acquisition or construction.
- Conduct geophysical surveys to identify potential underground storage tanks or buried debris.
- Screen and collect soil and water samples from geotechnical borings which may be drilled in areas with known or suspected subsurface contamination.
- Collect surface material samples from road shoulders to determine if the material meets Oregon Department of Environmental Quality (DEQ) standards for clean fill.
- Conduct site-specific subsurface investigations to determine if soil or groundwater is contaminated within the project corridor.
- Prepare contract bid documents for handling and disposal of contaminated materials.

Consultant shall conduct all tasks in accordance with ODOT's HazMat Program Procedures Guidebook (March 2010) and applicable industry standards. Consultant shall submit deliverables in an electronic format (native file and \*.pdf) version using Microsoft® Word.

## 3.4.1 Hazardous Materials Corridor Study

Consultant shall conduct a Hazardous Materials Corridor Study (HMCS) according to the following standards and guides:

- "Hazardous Waste Guide for Project Development" (1990), by the American Association of State Highway and Transportation Officials (AASHTO) Special Committee on Environment, Archaeology and Historic Preservation.
- "ODOT Hazmat Program Procedures Guidebook," 2010, Oregon Department of Transportation.
- "Level 1 Corridor Study" report template, Oregon Department of Transportation.
- And the requirements listed below.

Consultant shall conduct a site reconnaissance to identify potential sources of contamination that could impact construction or result in Agency acquiring contaminated property.

Consultant shall review available federal and State environmental databases to identify sites that could potentially impact the project, using the minimum search radii listed below.

Environmental Database	Search Radius
State-Equivalent NPL List (ECSIS)	0.25 mile
Oregon Permitted Landfill List	0.25 mile
State Leaking (L)UST List	0.25 mile
Federal RCRA Generators List	Site and Adjoining
State Fire Marshal's Spill Response List	Site and Adjoining
State Certified UST List	Site and Adjoining

Consultant shall review DEQ files, available using DEQ's Facility Profiler web site at <a href="http://deq12.deq.state.or.us/fp20/">http://deq12.deq.state.or.us/fp20/</a>, to determine whether contamination from adjacent facilities is likely to impact project construction. Alternatively, this review may be conducted using commercially available database reports such as provided by EDR.

Consultant shall review the Oregon Water Resources Department on-line database at <a href="http://apps.wrd.state.or.us/apps/gw/well\_log/Default.aspx">http://apps.wrd.state.or.us/apps/gw/well\_log/Default.aspx</a> to determine if water wells or monitoring wells are located on or adjacent to the project corridor.

Consultant shall review project files at the DEQ Northwest Region office in Portland, OR for all facilities considered to be high risk for impacting project construction. Consultant shall use DEQ file information to delineate contaminated areas within the project corridor and identify if that information is sufficient to develop construction plans and specifications without additional sampling.

Consultant shall conduct historical research to identify past uses of the project corridor and adjacent properties, using one or more of the following resources:

- Sanborn Fire Insurance Maps
- Aerial Photographs
- Reverse City Directories
- Historic property ownership/occupancy records or building permits

The resource(s) selected must, if possible, provide historic information regarding land use back to 1935 at 10 year intervals, or the Consultant must demonstrate that such information is not readily available.

Consultant shall review pertinent records that may be made available by the Agency as they relate to the environmental condition of the project corridor.

Consultant shall assess if soil sampling is necessary to determine if soil excavated from the project corridor shall meet DEQ clean fill screening levels for contaminants-of-concern including pesticides, herbicides, metals, polynuclear aromatic hydrocarbons, petroleum hydrocarbons, and solid waste.

Consultant shall prepare a HMCS report summarizing the information obtained through the activities listed above, using ODOT's Corridor Report Template available under "Guidance Materials" at <a href="https://www.oregon.gov/odot/GeoEnvironmental/Pages/Haz-Mat.aspx">https://www.oregon.gov/odot/GeoEnvironmental/Pages/Haz-Mat.aspx</a>. The report shall include photographs documenting project corridor observations. The report must include conclusions that identify specific sources of contamination that could impact project construction and recommendations for further investigation, if needed.

#### 3.4.1 Consultant Deliverables and Schedule:

The following deliverables shall be submitted:

- Draft HMCS report to the Agency within eight weeks following Notice to Proceed (NTP).
- Final HMCS report within one week following receipt of Agency comments.

#### 3.4.2 Shoulder Material Investigation

Consultant shall collect surface soil samples within the limits of the project corridor for laboratory analysis. The results of those analyses will be compared with Oregon Department of Environmental Quality (DEQ) guidelines to determine if surface soil excavated for project construction can be handled and disposed as clean fill.

#### 3.4.2.1 Shoulder Material Investigation Work Plan and Health and Safety Plan

Consultant shall prepare a Shoulder Material Investigation Work Plan and HASP describing how samples shall be collected for Task 3.4.2. The Work Plan shall describe sample collection methods, sampling equipment, equipment decontamination, and handling and shipment of samples. The HASP shall be completed in accordance with 29 CFR 1910.120, OAR 437-02-100 et seq., and all other state and Federal worker health and safety regulations applicable for Task 3.4.2. The HASP should reflect the sampling and characterization activities described in the Work Plan. The HASP should cover the activities of all Consultant, sub-consultant, and Agency employees. The HASP should include a traffic control plan, if needed.

Consultant shall submit the draft Work Plan/HASP to the Agency for review and comment. No field work activities under Task 3.4.2 shall proceed until after the Consultant has received written authorization (e-mail) from the Agency.

#### 3.4.2.1 Consultant Deliverables and Schedule:

The following deliverables shall be submitted:

- Draft Shoulder Material Investigation Work Plan/HASP to the Agency within two weeks following NTP.
- Final Shoulder Material Investigation Work Plan/HASP within one week following receipt of Agency comments.

### 3.4.2.2 Sample Collection and Reporting

Consultant shall collect surface soil samples from up to four (4) locations. Consultant shall provide flagging and traffic control as needed to complete sample collection. At each location, samples will be collected at three (3) feet and six (6) feet from edge of pavement. Soil samples shall be obtained from 0 to 0.5 feet and 0.5 to 1.0 feet below ground surface. Consultant shall mark the proposed sample locations in white paint and obtain utility locates for all locations. Consultant shall provide flagging and traffic control as needed to complete sample collection. Sample locations shall be backfilled with excavation spoils. There shall be no investigation derived waste (IDW). Equipment decontamination water can be disposed on-site.

The discrete samples shall be shipped to Pace Analytical (formerly ESC Lab Sciences) in Mt. Juliet, TN where they will be composited into as many as 2 groups based on depth and distance from edge of pavement. The composite samples will be analyzed for the following:

- NWTPH-Gx, NWTPH-Dx, Method 8270 SIM PAHs, Method 8151 herbicides, Method 8081 pesticides, Method 8082 PCBs, and total metals according to Methods 6020 and 7471A.
- Total metals analyses will include antimony, arsenic, barium, cadmium, chromium, copper, lead, selenium, silver, zinc, and mercury.

Consultant shall submit samples using the State chain of custody form, indicating the laboratory must bill the Agency directly and requesting a turn-around time of five (5) business days. Consultant shall indicate on the chain of custody form that detection limits for each analysis must be below the Clean Fill Screening Levels set forth in Oregon Department of Environmental Quality's Clean Fill Determination Internal Management Directive document. Consultant shall be responsible for shipping samples under chain-of-custody procedures, such that the samples arrive at the laboratory undamaged. Agency will pay all shipping costs directly to the laboratory.

Consultant shall prepare a Shoulder Material Investigation (SMI) report summarizing the results of Task 3.4.2.2. The report shall include the following:

- Field observations, photographs, description of sampling methods, laboratory reports, and tables summarizing the analytical results.
- Evaluation of the laboratory results compared to DEQ's clean fill screening levels.
- Conclusions that identify specific sources of contamination that could impact project construction.
- Recommendations for handling and disposal of contaminated surface soil generated during construction.

#### 3.4.2.2 Consultant Deliverables and Schedule:

The following deliverables shall be submitted:

- Draft SMI report within four weeks following completion of Task 3.4.2.1.
- Final SMI report within one week following receipt of Agency comments.

#### 3.4.3 RESERVED

#### **3.4.4 RESERVED**

### 3.4.5 Site-Specific Investigations (CONTINGENCY TASK)

If recommended by the Hazardous Materials Corridor Study (Task 3.4.1), Consultant shall collect subsurface soil and groundwater samples in the project corridor and on four (4) adjacent private property(ies). Soil and groundwater samples shall be collected for contaminant analysis and the results presented in a PSI report. The report shall discuss soil and groundwater sample methods, laboratory analytical results, and conclusions regarding the presence or absence of subsurface contamination.

#### 3.4.5.1 Site-Specific Investigation Work Plan and Health and Safety Plan (Contingency)

Consultant shall prepare a Site-Specific Subsurface Investigation Work Plan and Health and Safety Plan describing how samples shall be collected for Contingency Task 3.4.5. The Work Plan shall describe the number of borings, sample collection, sampling equipment, equipment decontamination, and handling and shipment of samples. The Health and Safety Plan (HASP) shall be completed in accordance with 29 CFR 1910.120 and OAR 437-02-100 et seq., and all other state and Federal worker health and safety regulations applicable for Contingency Task 3.4.5. The HASP should reflect the sampling and characterization activities described in the Work Plan. The HASP should cover the activities of all

Consultant, sub-consultant, and Agency employees. The HASP should include a traffic control plan, if needed.

The Consultant shall obtain all required permits from the Agency through Development Direct with a copy of submittal to APM prior to initiating fieldwork.

Consultant shall submit the draft Site-Specific Subsurface Investigation Work Plan/HASP to the Agency for review and comment. No field work activities under Contingency Task 3.4.5 shall proceed until after the Consultant has received written authorization (e-mail) from the Agency.

#### 3.4.5.1 Consultant Deliverables and Schedule:

Consultant shall submit the following deliverables:

- Draft Site-Specific Investigation Work Plan/HASP within two weeks following NTP.
- Final Site-Specific Investigation Work Plan/HASP within one week following receipt of Agency comments.

#### 3.4.5.2 Site-Specific Investigation Sampling and Reporting (Contingency)

The Consultant shall conduct subsurface investigations within the project corridor and on four (4) adjacent private property(ies). Consultant shall collect surface soil samples from four (4) direct push borings as described in the approved Site-Specific Investigation Work Plan. The borings shall each be drilled to a depth of three (3) to six (6) feet below ground surface. A minimum of two soil samples shall be collected from each boring, based on field observations. If groundwater is encountered less than six (6) feet below ground surface then one groundwater sample shall be collected. Samples collected from boreholes will be field screened for volatile organic compounds using a photoionization detector (PID). Consultant shall provide flagging and traffic control as needed to complete drilling and sampling. Agency shall obtain right-of-entry permit for private property access if needed.

All test bore holes shall be backfilled according to Oregon Water Resources Department regulations immediately following sample collection. The top six inches of each borehole will be filled with asphalt or concrete to match the existing pavement condition. IDW generated from drilling and testing shall be placed in 55-gallon drums and temporarily stored on Agency property pending the results of laboratory analyses. The contents and date of accumulation will be marked on each drum. The Consultant shall be responsible for disposal of all IDW.

Soil samples that do not test positive for volatile organic compounds upon field screening will be analyzed for:

Soil samples that test positive for volatile organic compounds, or show visual or olfactory evidence of petroleum contamination, shall be analyzed for:

• NWTPH-Gx, NWTPH-Dx, Method 8260B VOCs, Method 8270 SIM PAHs, and total cadmium, chromium, and lead.

Groundwater samples shall be analyzed for:

• NWTPH-Gx, NWTPH-Dx, Method 8260B VOCs, and Method 8270 SIM PAHs.

Samples shall be shipped to Pace National in Mt. Juliet, TN. Consultant shall submit samples using the State chain of custody form, indicating the laboratory must bill the Agency directly and requesting a

turn-around time of five business days. Consultant shall be responsible for shipping samples under chain-of-custody procedures, such that the samples arrive at the laboratory undamaged. Agency will pay all shipping costs directly to the laboratory.

Consultant shall prepare a PSI report summarizing the results of Contingency Task 3.2. The report shall include the following:

- Field observations, photographs, description of sampling, laboratory reports, and data tables summarizing analytical results.
- Evaluation of the laboratory results versus DEQ's clean fill screening levels and risk-based concentrations for construction and excavation workers.
- Conclusions that identify specific sources of contamination that could impact project construction.
- Recommendations for handling and disposal of contaminated soil or groundwater that may be generated from construction activities.

### 3.4.5.2 Consultant Deliverables and Schedule:

Consultant shall submit the following deliverables:

- Draft PSI report within six weeks following completion of Contingency Task 3.4.5.1.
- Final PSI within one week following receipt of Agency comments.

#### 3.5 Biological Resources Compliance and Permitting

Consultant shall complete the appropriate biological resources tasks presented below based on the Design Acceptance Plans. General biological work shall be executed by a qualified biologist who meets the following minimum qualifications: 3 full years of environmental analysis or resource Project management experience and a Bachelor's degree that included 30-quarter or 20-semester hours in biology, environmental science, natural science, or closely related field. An individual who makes determinations of effect under the ESA and prepares ESA documentation must also be an ESA qualified biologist as per ODOT Technical Services Bulletin GE14-03(B) or most current (http://www.oregon.gov/ODOT/Engineering/Doc TechnicalGuidance/GE14-03b.pdf).

#### 3.5.1 Endangered Species Act (ESA) No Effect Memorandum

When the Agency determines or approves Consultant's determination that a proposed action will not affect state or federal ESA listed or proposed species or critical habitat, a No Effects Memorandum ("NE Memo") is prepared to document compliance with the state and federal ESAs. The NE Memo must be completed by an ESA qualified biologist as described above.

#### Consultant shall:

- Use a qualified ESA biologist(s) to conduct 1 field survey of the area of API at the appropriate time for <u>each</u> ESA listed plant and wildlife species with the potential to be present in the API and their potential suitable habitats following standard/appropriate field survey techniques.
- Conduct Oregon Department of Agriculture ("ODA"), Oregon Department of Fish and Wildlife ("ODFW"), National Marine Fisheries Service ("NMFS"), and U.S. Fish and Wildlife Service ("USFWS") database searches to acquire ESA information for the Project area.
- Contact the Agency and/or Oregon Biodiversity Information Center ("ORBIC") to obtain data regarding listed threatened and endangered species as well as those proposed for listing under the federal and state ESA that may occur within the API. Consultant shall determine if Federally-listed species and their habitat will be affected by the Project.

- Make ESA effects determinations following the analysis of gathered ESA information. If a determination is No Effect for at least one listed or proposed species, obtain Agency concurrence on the No Effects determination.
- Coordinate with design staff and Agency to develop appropriate measures (i.e., construction special provisions) to avoid impacting listed species proposed for coverage in the NE Memo if avoidance measures are necessary to obtain the No Effect determination.
- Prepare draft NE Memo for the Project area using the most recent Agency provided form; provide to Agency and APM for review and comment.
- Prepare final NE Memo for Agency acceptance.
- Notify Agency immediately if Consultant determines that an ESA determination of No Effect is no longer appropriate.

#### 3.5.1 Consultant Deliverables and Schedule

Consultant shall prepare and submit:

- One electronic PDF copy of the Draft No Effect Memo to APM for review per Task 1 Project Design Schedule.
- One electronic PDF copy of the Final No Effect Memo to APM within 2 weeks following receipt of draft review comments.
- One electronic PDF copy of the Draft construction special provisions relevant to NE determination to APM for review per Task 1 Project Design Schedule.
- Final construction special provisions relevant to NE determination to APM within 2 weeks following receipt of draft review comments.

### 3.5.2 Federal-Aid Highway Program ("FAHP") ESA Programmatic Documentation

Consultant shall coordinate and document compliance with the federal ESA for NMFS trust species and USFWS trust using the FAHP Programmatic. The FAHP ESA Programmatic is appropriate for most Projects with Federal-Aid funding. ESA documentation must be completed by a qualified biologist (as per Section B.3 of this SOW). All documentation for the Project design phase must follow procedures contained in the most recent version of the ODOT FAHP Programmatic User's Guide available on the ODOT Biology ESA website: (<a href="http://www.oregon.gov/ODOT/GeoEnvironmental/Pages/ESA.aspx">http://www.oregon.gov/ODOT/GeoEnvironmental/Pages/ESA.aspx</a>). FAHP ESA programmatic documentation must be completed by an ESA qualified biologist as described above.

#### Consultant shall:

- Facilitate early coordination with NMFS and/or USFWS according to Section 2.3 of the FAHP Programmatic User's Guide.
- Coordinate with the APM and Agency biologist to complete the FAHP Project Stakeholder list as shown in Table 4 of the FAHP Programmatic User's Guide.
- Utilizing the latest template available on the FAHP Programmatic website, prepare and submit the Project Initiation Form to the REC for the Project.
- Contact the Agency biologist via phone or email for site-specific information on ESA species including but not limited to background reports and ORBIC special status species lists.
- Contact via phone or email ODA, ODFW, NMFS and/or USFWS for additional site-specific information on ESA species.
- Review all ESA information provided or obtained.
- Facilitate and attend 1 site visit with the Agency and USFWS to discuss Project impacts, applicable FAHP Programmatic standards, and possible modifications to the Project to meet FAHP Programmatic standards; Consultant shall prepare site visit meeting notes that include topics discussed and recommendations.

- Prepare and submit all required FAHP Programmatic forms to the Agency REC for the Project, utilizing the latest templates available on the Agency ESA website. In addition to the Stakeholder List and Initiation Form detailed above, the following forms are required as part of the FAHP Project Notification documents:
  - Notification Form
  - Additional Info
  - Additional Stormwater
  - Change Form

### 3.5.2 Consultant Deliverables and Schedule

Consultant shall prepare and submit:

- Draft Site Visit Meeting Notes within 1 week of the meeting to APM and REC
- Final Site Visit Meeting Notes within 1 week of receiving comments to APM and REC
- Draft FAHP Programmatic Project Initiation Form within 2 weeks of Kickoff Meeting to APM and REC
- Final FAHP Programmatic Project Initiation Form within 1 week of receiving comments to APM and REC
- Draft FAHP Programmatic Project Notification documents per Task 1 Project Design Schedule to APM and REC
- Final FAHP Programmatic Project Notification documents 2 weeks of receiving comment to APM and REC

#### 3.6 RESERVED

#### 3.7 Environmental and Archaeological Clearance

Consultant shall obtain all Environmental and Archaeological Clearances required by federal law prior to commencing any Geologic/Geotechnical exploration work. Consultant shall coordinate with the Project Leader or Prime Consultant to obtain archaeological clearances from the ODOT Archaeologist. Under no circumstances should any ground-disturbing activities proceed in advance of the ODOT Archaeologist issuing an archaeological clearance.

#### TASK 4 PUBLIC INVOLVEMENT SUPPORT

Consultant shall assist Agency with public involvement and outreach, as defined below, for the design phase of the Project through Final PS&E. Agency will have overall responsibility for the Project public involvement and outreach program.

#### 4.1 RESERVED

#### 4.2 Public Involvement Meetings

Consultant shall attend up to 3 meetings in person or virtually, as listed below, to provide Project information and address specific questions and concerns related to the Project.

- community open house
- stakeholder meeting
- community planning organization (CPO) or other appropriate group

Consultant shall document input received from the meetings and prepare written summaries.

Consultant shall prepare:

• project fact sheets (in English),

LPA A&E Contract Form C017-B070620-Rev2

- aerial graphics,
- flyer/notification (in English)

Agency will schedule, develop an agenda, and coordinate the location and advertise the meetings. For budgeting purposes, it is assumed that up to three (3) Consultant staff shall attend each 2 hour public meeting.

#### **4.2** Consultant Deliverables and Schedule:

Consultant shall:

- Provide written meeting summaries electronically (in Word and PDF format) within 5 working days of each meeting to APM
- Provide electronic copy of each project information item prepared under Task 4.2 and a minimum of 3 hard copies of aerial graphics, roll maps, and project fact sheets to be presented at each meeting.

#### 4.3 Electronic Communication

Consultant shall prepare project information and other related materials for the items below:

- Project webpage
- social media

For budgeting purposes it is assumed that the information and related materials for the project webpage will be the same as the information and related materials prepared for public involvement meetings.

### 4.3 Consultant Deliverables and Schedule:

Consultant shall provide:

- Electronic file or link submitted to APM for all of the materials prepared for public involvement meetings.
- Updates to the list above, up to five times to keep content current.

### TASK 5 UTILITIES

Consultant shall perform the coordination of all utility facilities within the Project limits in accordance with the Oregon Utility Relocation Manual (available at:

https://www.oregon.gov/ODOT/ROW/Pages/Utilities.aspx under "Policies and Guidance").

If any utility is nonresponsive or uncooperative, Consultant shall notify Agency, and Agency will communicate with the utility to affect a solution.

#### 5.1 Utility Location and Coordination

Consultant shall perform utility coordination and liaison activities with utility owners/operators for the Project. Consultant shall comply with the current version of the utility coordination policy requirements as described in the Oregon Utility Relocation Manual. This work includes reviewing utilities that may be in conflict with the Project work and utility relocation coordination with the utility owners to resolve those potential conflicts. Additionally, Consultant shall obtain system mapping from utilities located within the Project limits. Consultant shall use this information to confirm the survey map as developed under Task 2, Surveying. Where potential conflicts exist, Consultant shall work with the utility owner to acquire their "pothole" information for verification of utility size and depth.

#### 5.1 Consultant Deliverables and Schedule

Consultant shall provide:

- Existing utility information gathered in Task 5.1 to be included in the survey map / base map
- Record of communications with each utility within the Project limits. Copies of communication record must be provided to APM within 3 days of request.

<u>5.2 Utility Report</u>
Consultant shall prepare a draft and final "Utility Report" for those utilities located within the Project limits. The "Utility Report" must include as many of the following items that are known and applicable:

- Description of utilities located within the Project limits
- Utility facility's structure dimension
- Probable buried depth of cover or aerial lowest height of wire
- General description of utility facility structure material
- Reliance upon other utilities in the vicinity (joint use facility)
- Description of the means used to verify facility location and limits of conflict (test hole data a.k.a. "pothole" verification)
- Proposed project construction requirements
- Potential utility conflicts
- Probable conflict resolution (relocation, adjustment concept, or protect in place)

### **5.2** Consultant Deliverables and Schedule

Consultant shall provide:

- Draft Utility Report to be submitted with DAP Package under Task 13
- Final Utility Report to be submitted to APM within 10 business-days receipt of comments on draft document.

#### **Utility Coordination Meetings**

To facilitate the development of each utility relocation plan, Consultant shall organize, conduct, prepare for and attend the following utility coordination meetings with utilities within the Project limits:

- Utility kickoff meeting to begin utility coordination. The meeting must address known facilities, potential for impact, design alternatives to address conflicts, timing requirements for potential relocations, and initial information on reimbursable requirements
- Up to 2 individual meetings with potentially affected utilities.
- 1 on-site group utility meeting, to coordinate relocation plan, construction constraints, means and methods, work sequence and schedule limitations.

Consultant shall prepare a meeting agenda, and meeting minutes summarizing the discussions at the group meeting.

For budgeting purposes it is assumed that up to 2 Consultant staff shall attend each 2 hour meeting, including travel time.

### **<u>5.3 Consultant Deliverab</u>les and Schedule**

For each meeting Consultant shall provide to APM:

• Meeting Agenda and Meeting Minutes for each meeting; agenda due within 2 business days prior to meeting; meeting minutes due within 5 business days after meeting

#### 5.4 **Utility Relocations**

Consultant shall coordinate the efforts of the utility agencies in developing and executing a plan for relocating utilities to resolve conflicts with the Project design. As part of that effort, Consultant shall complete the following subtasks:

### **5.4.1** Utility Notices

For those utilities where no conflict is anticipated, Consultant shall provide a Project Notification [first notice per Oregon Administrative Rule ("OAR") 734-055-045]. Consultant shall use the Project Notification letter template located at:

https://www.oregon.gov/ODOT/ROW/Pages/Utility-Forms.aspx (under "Local Public Agency Resources" heading). The Project Notification letter must include plan sheets indicating location of existing utilities in relationship to proposed project.

For those Utilities where a conflict is anticipated, Consultant shall provide a Conflict Notice (first notice per OAR 734-055-045). Consultant shall use the Conflict Notice letter located at: <a href="https://www.oregon.gov/ODOT/ROW/Pages/Utility-Forms.aspx">https://www.oregon.gov/ODOT/ROW/Pages/Utility-Forms.aspx</a> (under "Local Public Agency Resources" heading).

Consultant's coordination schedule must allow each utility a 30-day period to respond with a proposal from date of the notice. If additional facility conflicts become apparent, Consultant shall create and deliver multiple notices or revised notices to utility owner, and the utility owner's response time may be shortened to 7 calendar days.

#### **5.4.1** Consultant Deliverables and Schedule

Consultant shall provide:

- Project Notification letter(s) and Conflict Notice(s) with enclosures to Utilities; due within 10 business days after submittal of DAP plans to Agency.
- 1 \*.pdf of Project Notification/ Utility Conflict letters with enclosures to APM and, State Utility Liaison (SUL).

#### 5.4.2 RESERVED

#### 5.4.3 Review Utility Relocation Plans and Relocation Time Requirement Letters

Consultant shall examine all received utility relocation plans for completeness and accuracy. If relocation plans do not resolve utility conflict, Consultant shall provide comments to utility for correction and re-submittal.

Consultant shall negotiate with each utility a utility construction work schedule that conforms to the project construction schedule. Consultant shall deliver a Time Requirement Letter (second notice) to each utility owner accepting or modifying the required utility facility construction time.

#### **5.4.3** Consultant Deliverables and Schedule

Consultant shall provide:

- The final utility relocation plan(s) submitted to the Agency within 10 days after acceptance.
- Time Requirement Letter(s) submitted to each utility, APM and SUL within 20 business days after submittal of Advance Plans to Agency.

#### 5.5 RESERVED

#### 5.6 **Utility Certification**

Consultant shall complete and sign the Utility Certification (Form 734-5162) verifying that all utility work has been completed or that all necessary arrangements have been made for it to be undertaken and completed as required for proper coordination with the physical construction schedule.

If an exception is required, Consultant shall prepare, for the APM's signature, a Public Interest Finding as part of the Utility Certification including facts regarding the cause for the exception, an action plan and time table in securing a utility agreement (a.k.a. Time Requirements letter).

### 5.6 Consultant Deliverables and Schedule

Consultant shall provide:

- 1 .pdf copy of the Utility Certification sent to SUL for co-signature due 10 business days prior to PS&E.
- 1 .pdf copy of signed Utility Certification form to be incorporated into PS&E package.

#### TASK 6 GEOTECHNICAL / PAVEMENT SERVICES

Consultant shall conduct geotechnical and pavement field investigations to explore the following:

- Surface and subsurface conditions in proposed improvement areas, including roadway subgrade and existing roadway structural section, and traffic signal structures.
- Area of pavement rehabilitation and new pavement construction, as applicable
- Surface and subsurface conditions in area of existing and potential slope instability
- Existing soil types and characteristics, including infiltration capacity

Consultant shall provide documentation which summarizes and presents the results of the investigation, analyses, and recommendations.

#### 6.1 Data Review / Reconnaissance

### Data Review:

Consultant shall review available existing information to evaluate the following:

- Geologic conditions along the proposed Project alignment, such as geologic units, historic land use, fill materials, and geologic hazards.
- Pavement construction history

Consultant shall review available information from the following sources (as applicable):

- Existing published and unpublished literature from Agency, ODOT, federal, city, or county records
- Published geologic literature including geologic or hazard maps
- Previous geological and geotechnical reports from Agency, ODOT, federal, city, county, or other officials, consultants, groups or individuals pertinent to the Project

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- As-built roadway plans (as available)
- Maintenance records

#### Reconnaissance:

Consultant shall conduct a pavement, geologic, and geotechnical reconnaissance of the site consisting of up to 2 separate site visits. Consultant shall identify the following:

- Geologic conditions at the Project site, any geologic hazards present and their impacts to the proposed Project elements.
- General condition of the existing pavement

As part of the site reconnaissance work, Consultant shall:

- Observe surface conditions that may be indicative of subsurface conditions of concern, as well as past or ongoing geologic processes (e.g., areas of seeps or springs, erosion, unstable slopes, shallow groundwater, roadway settlement, offsets and depressions, existing earthwork performance, exposed soil and bedrock units).
- Identify site constraints, staging concerns (for exploration and construction).
- Identify areas for Falling Weight Deflectometer ("FWD") testing, core samples, dynamic cone penetration ("DCP") testing, rut measurements, photographs, and laboratory testing.
- Identify potential exploration and monitoring locations.
- Locate potential pavement core explorations and paint on the ground proposed core locations.
- Locate geotechnical explorations and stake or paint on the ground proposed boring locations.

#### **6.1** Consultant Deliverables and Schedule

Consultant shall incorporate information from this task into deliverables for tasks 6.2 and 6.6.

#### 6.2 Exploration and Testing Work Plan ("ETWP")

Consultant shall prepare an ETWP prior to beginning field work. No field work is to be performed, other than initial site reconnaissance, before review and approval by Agency of the ETWP.

The ETWP shall address the proposed drilling (geotechnical boring), site access, exploration and sampling procedures, preliminary laboratory testing plan, safety plan, and the traffic control plan. The traffic control plan must address minor road encroachments as well as lane and/or shoulder closures for activities associated with drilling.

Consultant shall comply with any and all environmental permits, including archeology clearance, and approvals prior to any geotechnical drilling work (as per ODOT Geotechnical Design Manual sections 3.8 and 3.8.4).

Consultant shall obtain required Right-of-Way Permits from Agency for exploration locations in public ROW prior to beginning field work.

Agency shall obtain required Right-of-Entry Agreement(s) from the property owner(s) prior to beginning field work.

#### **6.2** Consultant Deliverables and Schedule

Consultant shall provide:

• Draft ETWP in MS Word format to APM two weeks after NTP.

• Final ETWP in MS Word format at least 5 business days prior to beginning field work to APM

#### **6.3** Geotechnical and Pavement Explorations

Consultant shall conduct field investigation work in accordance with the most current versions of the ODOT Geotechnical Design Manual and the ODOT Pavement Design Guide.

Consultant shall perform all field explorations in conformance with the approved ETWP developed in task 6.2. When possible, Consultant shall coordinate traffic control and other subcontractors, such as drillers, to provide exploration Services for both pavement and geotechnical explorations concurrently. Consultant shall follow all environmental permits and approvals prior to performing any exploration Services by drilling subcontractors. Consultant or their drilling contractor shall locate all underground utilities.

Once all environmental permits and approvals have been provided, consultant shall perform subsurface explorations to estimate and characterize the in situ soils and obtain design parameters for the purposes of addressing foundation support and other geotechnical or geological considerations for the following:

- Traffic Signal pole foundations
- Onsite infiltration of storm water
- Existing pavement thickness
- Subgrade modulus

The anticipated subsurface explorations to be performed for the Project are shown in the following table:

TEST METHOD	EST#	DEPTH(S) OF EXPLORATION(S)
Drilled Borings with	1	20-ft to 30-ft
Pavement core and DCP		
Infiltration Tests	2	3-ft to 6-ft
Pavement Cores w/DCP:	2	Up to 5 feet or
79 <sup>th</sup> Place		refusal of DCP

Consultant shall provide an experienced Professional Engineer or Certified Engineering Geologist, licensed in Oregon to supervise the field operations for in situ data gathering.

Consultant shall perform appropriate pavement explorations and tests in order to estimate the following:

- Thickness of the existing pavement section
- Visual condition of the existing pavement

Consultant shall provide an experienced engineer or geologist, as applicable, to supervise the field operations and conduct a detailed visual pavement condition survey to identify the type, extent and severity of the distress present.

Consultant shall perform the exploration work while following additional requirements as follows:

- Boring locations that have restrictions must be performed in conformance with the permit requirements.
- Collect the drill cuttings and drilling mud in sealable steel drums and remove from the site, unless otherwise coordinated with Agency.

- The borings must be abandoned and backfilled according to Oregon Water Resources Department ("OWRD") regulations.
- All borings and core holes through pavement must be patched with cold patch asphalt emulsion, quick set PCC, or as approved by Agency.
- Instruments must be capped by lockable monuments, or traffic-grade vaults, or as approved by Agency
- Borings must be completed by drillers appropriately licensed by OWRD
- Core samples of the pavement must be retrieved using a diamond bit core drill.
- Pavement cores must be logged according to the ODOT Pavement Design Guide and photographed for inclusion in the report.

### 6.3 Consultant Deliverables and Schedule

Information from this task shall be incorporated into deliverables for task 6.6.

### 6.3.1 Additional Drilled Bore (CONTINGENCY TASK)

Consultant shall conduct one additional bore if needed for signal pole foundation design. The additional bore will be completed on same day as other geotechnical explorations.

### **6.3.1** Consultant Deliverables and Schedule

Information from this task shall be incorporated into deliverables for task 6.6.

#### 6.4 Laboratory Testing

Consultant shall perform laboratory tests on disturbed and undisturbed soil samples obtained from the explorations in order to:

- Characterize the subgrade and subsurface soils;
- Develop engineering soil parameters for the pavement and embankment design,
- Assist with determining engineering geologic unit boundaries, and
- Check field soil description and identification.

The laboratory testing program must be performed in accordance with standard ASTM, AASHTO, Agency, and ODOT practices to include the following:

- Moisture/density;
- Atterberg limits;
- Gradation (minus No. 200 sieve wash);
- Organic content (if applicable);
- Consolidation (if applicable);
- Direct shear strength testing (if applicable)

### **6.4 Consultant Deliverables and Schedule:**

Information from this task shall be incorporated into deliverables for task 6.6.

#### 6.5 Geotechnical and Pavement Analysis

Consultant shall perform analysis to determine required depth of signal pole foundations for up to two locations in accordance with the ODOT Traffic Structures Design Manual.

Consultant shall design up to two asphalt concrete pavement sections for rehabilitation of the existing pavement. Consultant shall use a design life of 15 years for pavement rehabilitation. Traffic volumes LPA A&E Contract Form C017-B070620-Rev2

and vehicle class distributions to be provided under Task 8. Life cycle cost analysis will not be performed.

#### 6.6 Geotechnical Report

Consultant shall prepare a Geotechnical Report according to the ODOT Geotechnical Design Manual criteria for submittal to Agency for review. The Geotechnical Report must:

- Summarize the geotechnical design and construction recommendations.
- Identify general specification criteria for the construction contract and provide recommendations for special provisions, if required.
- Summarize the results of the geotechnical analyses.
- Provide design recommendations for the signal pole foundation design.

#### **6.6 Consultant Deliverables and Schedule**

Consultant shall provide:

- Draft Geotechnical Report in MS Word and PDF format to be incorporated into DAP delivered under task 13.
- Final Geotechnical Report in PDF format to APM within 2 weeks of receipt of comments from Agency.
- Electronic data provided in the following formats (due with draft Geotechnical Report):
  - Memoranda, letters, reports, etc. Microsoft Office Suite, Adobe
  - CADD Files AutoCADD Design File (.dwg) format
  - Other files in standard software file formats

#### TASK 7 HYDRAULICS RELATED SERVICES

Consultant shall provide stormwater management and hydraulic related design services under this SOW for delivery of tasks and deliverables according to the agreed upon delivery schedule.

<b>7.1</b>	RESERVED
7.2	RESERVED
7.3	RESERVED
7.4	RESERVED

## 7.5 Stormwater Management Design

The purpose of this subtask is to design stormwater systems for the conveyance and treatment of drainage in the Project.

### **Storm Sewer Conveyance**

The purpose of this subtask is to provide design of stormwater conveyance facilities that collect and carry highway runoff in conformance with: 1) ODOT's Federal Aid Highway Program Programmatic Biological Opinion and 2) any Water Environment Services requirements that are stricter than the Federal standards.

#### Consultant shall:

- Determine the locations of flow entering and leaving the Project right-of-way (R/W).
- Review existing conditions downstream of locations where flow is leaving the Project R/W for deficiencies and document observations.

- Delineate on-site drainage basins, calculate peak flow rates for design, model the proposed pipe network, and calculate hydraulic grade line to check that proper freeboard design requirements are being met.
- Check inlet capacity and inlet spacing, calculate gutter flow to check spread, and provide design recommendations for inlet locations.
- Provide design recommendations for pipe network, associated pipe sizes, pipe material recommendations, and manhole access design recommendations (i.e. -spacing, location within a travel lane, etc.).
- Provide manhole diameter design recommendations based upon analysis of pipe connections at each manhole.
- Compare pipe network against known utilities in the Project area and provide design recommendations to minimize utility conflicts or to adjust existing utilities.
- Provide Stormwater Outfall design and energy dissipator design recommendations in compliance with applicable Project permits.

### **Stormwater Quality Design**

The purpose of this subtask is to provide design of stormwater management facilities that provide water quality treatment of highway runoff per Water Environment Services standards and/or Federal Aid Highway Program Programmatic Biological Opinion, whichever standard is most strict.

#### Consultant shall:

- Define Contributing Impervious area.
- Delineate on-site drainage subbasins.
- Identify treatment Best Management Practice ("BMP") types applicable for the site.
- Identify potential locations to site facilities within and outside the existing R/W.
- Estimate facility size, type and space needs at each of the potential locations.
- Evaluate constraints to siting a stormwater facility (i.e.-drainage area, adjacent grades, roadway safety, presence of existing utilities, protected resource areas, etc.)
- Prepare up to 3 stormwater management strategies that combine potential stormwater facilities into a comprehensive solution for meeting the needs of the Project.
- Compare alternative stormwater management strategies and recommend a preferred strategy.

### **Stormwater Quantity Design**

The purpose of this subtask is to provide design of stormwater management facilities that control quantity and flow rate of highway runoff per Water Environment Services standards and/or Federal Aid Highway Program Programmatic Biological Opinion, whichever standard is most strict.

#### Consultant shall:

- Define Contributing Impervious Area ("CIA").
- Delineate on-site drainage subbasins.
- Identify potential locations to site facilities within and outside the existing R/W.
- Estimate facility size, type and space needs at each of the potential locations.
- Evaluate constraints to siting a stormwater facility (i.e. drainage area, adjacent grades, roadway safety, presence of existing utilities, protected resource areas, etc.).
- Prepare up to 3 stormwater management strategies that combine potential stormwater facilities into a comprehensive solution for meeting the needs of the Project.
- Compare alternative stormwater management strategies and recommend a preferred strategy.

- Provide written design recommendations in the Stormwater Design report (Task 7.6) for:
  - Pipe network and associated pipe sizes
  - Manhole diameter
  - Pipe material recommendations
  - Channel Lining
  - Stormwater outfall
  - Energy dissipator
- Provide documentation in the Stormwater Design report (Task 7.6) for up to 3 stormwater management strategies and include a recommended preferred strategy.

Consultant shall prepare plans, specifications and construction cost estimate ("PS&E") for the construction of the stormwater facilities included in the project.

### 7.5 Consultant Deliverables and Schedule

Consultant shall provide:

- 30% Stormwater Facility plans and cost estimate included in DAP (Task 13)
- Preliminary Stormwater Facility plans, specifications, and cost estimate included in Preliminary PS&E submittal (Task 15.1)
- Advance Stormwater Facility plans, specifications, and cost estimate included in Advance PS&E submittal (Task 15.2)
- Final Stormwater Facility plans, specifications, and cost estimate included in Final PS&E Package submittal (Task 15.3)

### 7.6 Stormwater Design Report

The purpose of this subtask is to provide preliminary stormwater design recommendations and document the final stormwater facility design recommendations.

- Consultant shall prepare a preliminary version of the Project Stormwater Design Report per Federal-Aid Highway Program guidelines containing preliminary stormwater facility design recommendations.
- Consultant shall prepare a final Stormwater Design Report to reflect Agency review comments on stormwater facility design recommendations, changes to stormwater facility design due to advancement of the overall Project design, and supporting documentation of the final stormwater facility design.

### 7.6 Consultant Deliverables and Schedule

Consultant shall provide:

- Draft Stormwater Design Report in PDF file format, along with an MS Word file containing the report narrative, and two (2) hard copies, due with the Design Acceptance Package.
- Final Stormwater Design Report, PDF file of complete report, and two (2) hard copies, due with the Final Plans.

#### 7.7 Stormwater Operation and Maintenance (O&M) Manual

The purpose of this subtask is to provide Operations and Maintenance Manual documentation of all proposed stormwater management facilities so that Agency has a record of the stormwater facilities that need to be operated and how to maintain them after the Project is constructed.

Consultant shall prepare up to one two (2) Draft Operation and Maintenance ("O&M") Manuals, one for each stormwater facility anticipated for the Project, per Chapter 4, Section 4.6.6 of the Hydraulics Manual (latest edition).

Consultant shall prepare operational plans as outlined in Technical Bulletin GE 16-01 (B) titled "Stormwater Control Facility Operation and Maintenance Plan Development Drafting Guidance".

### 7.7 Consultant Deliverables and Schedule

Consultant shall provide:

- One copy of each Draft O&M manual in MS Word and Adobe "pdf" format to the APM with Advanced Plans.
- One copy of each draft operational plan in AutoCADD format (CAD file) to the APM with Advanced Plans.

<b>7.8</b>	RESERVED
7.9	RESERVED

#### TASK 8 TRAFFIC ENGINEERING & MANAGEMENT

Consultant shall provide traffic analysis and design Services under this SOW for delivery of Tasks and Deliverables according to the agreed upon delivery schedule.

#### **8.1** Traffic Analysis

Consultant shall prepare a traffic analysis to determine design elements within Project limits including the following:

- Signalization needs (signal warrant and capacity analysis)
- Lane configurations
- Turn lane lengths
- Traffic signal phasing

Consultant shall collect the following traffic data:

- One 24-hour vehicle count (including vehicle classifications and speed) along SE Johnson Creek Blvd
- AM and PM turn movement counts at SE Johnson Creek Blvd/SE 79<sup>th</sup> Pl, SE Johnson Creek Blvd/SE 80<sup>th</sup> Ave, and SE Johnson Creek Blvd/SE 82<sup>nd</sup> Ave

Consultant shall conduct AM and PM peak traffic analysis for existing conditions, build year conditions, and future year conditions approximately 20 years in the future at the following locations:

- SE Johnson Creek Blvd/SE 79<sup>th</sup> Pl
- SE Johnson Creek Blvd/SE 80<sup>th</sup> Ave/Fred Meyer South Driveway
- SE Johnson Creek Blvd/SE 82<sup>nd</sup> Ave

Future traffic volumes must be based on a current Transportation System Plan ("TSP") for Agency or a regional travel demand model when either of those exist. Consultant shall determine future volume estimates as follows: Capacity analysis must be based on current Highway Capacity Manual ("HCM")

methodology. Left turn signal phasing must be determined based on ODOT Signal Policy and Guidelines.

Build year (near-term) and future year (long-term) analysis will be conducted for two alternatives at the proposed signalized intersection of SE Johnson Creek Boulevard at SE 79th Place.

The most recent 5-years of crash data will be requested and summarized in the analysis memorandum. A safety analysis will be prepared to document the expected crash reduction with the new signal and median in place.

#### 8.1 Consultant Deliverables and Schedule

Consultant shall provide:

- Draft Traffic Analysis Technical Memorandum documenting the results of the traffic analysis within the DAP (Task 13)
- Final Traffic Analysis Technical Memorandum to APM within two weeks of receiving comments from Agency.

#### 8.2 Traffic Signal Design

Consultant shall prepare plans, specifications and construction cost estimate ("PS&E") for the construction of traffic signals at the following locations along the alignment:

• SE Johnson Creek Blvd/SE 79<sup>th</sup> Pl (new signal)

All traffic signal plans and specifications must conform to Manual on Uniform Traffic Control Devices (MUTCD), ODOT, Clackamas County, and National Electric Code ("NEC") standards as applicable. Consultant shall coordinate with the utility for service connections. Consultant shall develop cabinet plans according to County and ODOT standards in AutoCAD format.

Plans and specifications shall include locating pedestrian push buttons to meet current MUTCD and ADA standards, in accordance with the ODOT Signal Design Manual, Agency ADA standards, the ODOT Signal Policy and Guidelines, and applicable ODOT standard drawings.

### 8.2 Consultant Deliverables and Schedule

Consultant shall provide:

- 30% Traffic Signal plans and cost estimate included in DAP (Task 13)
- Preliminary Traffic Signal plans, specifications, and cost estimate included in Preliminary PS&E submittal (Task 15.1)
- Advance Traffic Signal plans, cabinet print, specifications, and cost estimate included in Advance PS&E submittal (Task 15.2)
- Final Traffic Signal plans, cabinet print, specifications, and cost estimate included in Final PS&E Package submittal (Task 15.3)

### **8.3** Traffic Signal Interconnect and CCTV (Pan-Tilt-Zoom) Camera

Consultant shall prepare PS&E for the construction of new fiber optic traffic signal interconnect and CCTV (Pan Tilt-Zoom) camera at the following locations along the alignment: SE Johnson Creek Blvd between 82nd Ave (existing fiber optic splice case) and 79<sup>th</sup> Pl (new signal cabinet); CCTV (Pan-Tilt-Zoom) Camera at SE Johnson Creek Blvd/SE 79<sup>th</sup> Pl signal.

The traffic signal interconnect plans and specifications shall conform to MUTCD, ODOT, Agency and NEC standards as applicable.

#### 8.3 Consultant Deliverables and Schedule

Consultant shall provide:

- Traffic Signal Interconnect and CCTV camera narrative and cost estimate included in DAP (Task 13)
- Preliminary Traffic Signal Interconnect and CCTV camera plans, specifications, and cost estimate included in Preliminary PS&E submittal (Task 15.1)
- Advance Traffic Signal Interconnect and CCTV camera plans, specifications, and cost estimate included in Advance PS&E submittal (Task 15.2)
- Final Traffic Signal Interconnect plans and CCTV camera, specifications, and cost estimate included in Final PS&E Package submittal (Task 15.3)

#### **8.4** Permanent Signing

Consultant shall prepare plans, specifications, and construction cost estimates for the permanent signing associated with the proposed improvements. The design must be completed in accordance with applicable MUTCD, ODOT, and Agency standards.

#### 8.4 Consultant Deliverables and Schedule

Consultant shall provide:

- 30% Permanent Signing plans and cost estimate included in DAP (Task 13)
- Preliminary Permanent Signing plans, specifications, and cost estimate included in Preliminary PS&E submittal (Task 15.1)
- Advance Permanent Signing plans, specifications, and cost estimate included in Advance PS&E submittal (Task 15.2)
- Final Permanent Signing plans, specifications, and cost estimate included in Final PS&E Package submittal (Task 15.3)

### **8.5** Permanent Pavement Markings

Consultant shall prepare plans, specifications, and construction cost estimates for the permanent pavement markings associated with the proposed improvements. The design must be completed in accordance with applicable MUTCD, ODOT, and Agency standards.

#### 8.5 Consultant Deliverables and Schedule

Consultant shall provide:

- 30% Permanent Pavement Marking plans and cost estimate included in DAP (Task 13)
- Preliminary Permanent Pavement Marking plans, special provisions, and cost estimate included in Preliminary PS&E submittal (Task 15.1)
- Advance Permanent Pavement Marking plans, special provisions, and cost estimate included in Advance PS&E submittal (Task 15.2)

• Final Permanent Pavement Marking plans, special provisions, and cost estimate included in Final PS&E Package submittal (Task 15.3)

### 8.6 Illumination Design

Consultant shall prepare plans, specifications, and construction cost estimates for the construction of an illumination system at the intersection of SE Johnson Creek Blvd and SE 79<sup>th</sup>. Consultant shall conduct lighting analysis to determine appropriate light pole layout (pole spacing, mounting heights, and wattages) to meet current Illumination Engineering Society ("IES") or Agency standards for light levels. Roadway lighting plans and specifications shall conform to the NEC, ODOT, and Agency standards as applicable. Consultant shall coordinate with utility for service connections.

#### 8.6 Consultant Deliverables and Schedule

Consultant shall provide:

- Technical Memorandum summarizing the results of lighting analysis included in DAP (Task 13)
- 30% Illumination plans and cost estimate included in DAP (Task 13)
- Preliminary Illumination plans, special provisions, and cost estimate included in Preliminary PS&E submittal (Task 15.1)
- Advance Illumination plans, special provisions, and cost estimate included in Advance PS&E submittal (Task 15.2)
- Final Illumination plans, special provisions, and cost estimate included in Final PS&E Package submittal (Task 15.3)

### **8.7** Traffic Management Plan

Consultant shall prepare a draft Project-level Traffic Management Plan ("TMP") per the requirements of the ODOT TMP Guidance Document located on the ODOT web page. The TMP must include such elements as: work zone traffic analysis, construction staging, work zone restrictions, detours, mobility issues, mitigation measures, and public involvement program. Where road closures and detours are anticipated, Consultant shall, in coordination with Agency, ODOT and other stakeholders, build consensus for a recommended detour route. Anticipated speed zone reductions must be identified in the TMP. Consultant shall provide lane closure charts or supporting traffic analysis showing recommended lane closure restrictions for Project area roadways. Consultant shall prepare a Work Zone Decision Tree and provide to APM for review.

Consultant shall coordinate with ODOT's Region Mobility Liaison for any temporary impacts on ODOT facilities. Consultant shall prepare Project Mobility Consideration checklist and provide to APM for review.

### **8.7** Consultant Deliverables and Schedule

Consultant shall provide:

- Draft TMP, Work Zone Decision Tree and Project Mobility Consideration checklist submitted as part of Task 13 deliverables
- Final TMP, Work Zone Decision Tree, and Project Mobility Consideration checklist submitted as part of Task 15 deliverables

### **8.8** Traffic Control Plans ("TCPs")

Consultant shall prepare and submit PS&E for temporary traffic control to accommodate the public during construction. Consultant shall develop plans and specifications to accommodate vehicle, bicycle

and pedestrian traffic during construction. ODOT or Agency standard plans must be referenced where possible.

Consultant's TCPs must indicate such elements as traffic control sequencing, work zone limits, transitions, traffic control devices, signage, detours and staging cross sections (where applicable), and work zone details for vehicles, bicycles and pedestrians.

Consultant shall prepare a Temporary Pedestrian Accessible Route Plan ("TPARP") as part of the TCPs. The TPARP must include a pedestrian route through or around each work area that is equal to or better than the route that was there before construction.

TCPs must meet MUTCD, ODOT, and Agency requirements.

### **8.8** Consultant Deliverables and Schedule

Consultant shall provide:

- 30% TCPs and cost estimate included in DAP (Task 13)
- Preliminary TCPs, special provisions, and cost estimate included in Preliminary PS&E submittal (Task 15.1)
- Advance TCPs, special provisions, and cost estimate included in Advance PS&E submittal (Task 15.2)
- Final TCPs, special provisions, and cost estimate included in Final PS&E Package submittal (Task 15.3)

#### TASK 9 RESERVED

#### TASK 10 ROADWAY DESIGN

Consultant shall provide roadway design Services under this SOW for delivery of tasks and deliverables according to the agreed upon delivery schedule.

#### 10.1 Design Criteria

Consultant shall prepare draft and final design criteria. Design criteria must be consistent with Clackamas County Roadway Standards. Consultant shall present the design criteria in a table or matrix format listing all conditions, assumptions and minimum standards for the roadway design elements of the Project. This includes the following:

- Obtain functional classification facility based on current Transportation System Plan ("TSP")
- Determine design vehicles
- Obtain existing and design year average daily traffic ("ADT") from traffic report or Project Prospectus
- Determine design speed
- Obtain mobility requirements or level of service targets
- Confirm access control requirements or access management techniques
- Determine pedestrian and ADA design considerations
- Determine bicycle design considerations
- Determine transit design considerations
- Review crash data / history
- Determine roadside design requirements (clear zone)
- Determine sight distance considerations

- Determine cross slope, horizontal curves, and super-elevation
- Determine maximum grade, vertical curves
- Determine cross section elements:
  - Number and width of travel lanes
  - Shoulders
  - o Curbs
  - o Sidewalks
  - Curb ramps
  - Side slopes
  - Ditches or swales (drainage facilities)
  - Parking
- Determine intersection design elements
  - o Thru lane and turn lane configurations
  - O Queue lengths for turn lanes

#### **10.1** Consultant Deliverables and Schedule

Consultant shall provide:

- Draft design criteria electronically to APM within 6 weeks from Notice to Proceed ("NTP").
- Final design criteria electronically to APM within 2 weeks from receipt of Agency comments.

### 10.2 Roadway Design

Consultant shall prepare plans, specifications, and construction cost estimate ("PS&E") for the construction of the roadway elements, including design of the pedestrian ADA ramps. Consultant shall prepare the roadway design and plan sheets that establishes the geometric boundaries of the Project footprint, and allows for concurrent R/W, environmental permitting, and the development of construction contract documents to move forward. The plan sheets must be developed in accordance with Agency CPDG.

#### 10.2 Consultant Deliverables and Schedule

Consultant shall provide:

- 30% Roadway plans and cost estimate included in DAP (Task 13)
- Preliminary Roadway plans, specifications, and cost estimate included in Preliminary PS&E submittal (Task 15.1)
- Advance Roadway plans, specifications, and cost estimate included in Advance PS&E submittal (Task 15.2)
- Final Roadway plans, specifications, and cost estimate included in Final PS&E Package submittal (Task 15.3)

### 10.3 Roadway Design Exceptions (CONTINGENCY TASK, requires separate NTP)

Consultant shall prepare up to 3 draft Roadway Design Exception Request(s) for the Project. The Design Exception Request(s) must be prepared using the standard Design Exception Request form provided by the Agency. The design exceptions will be prepared in one overall document and package. The final Design Exception Request(s) for the Project must be stamped and signed by the engineer of record. Agency will coordinate final approval of the Design Exception Request(s).

#### 10.3 Consultant Deliverables and Schedule

Consultant shall provide:

- 1 electronic copy in WORD format to APM of draft Design Exception Request(s) within 2 weeks of DAP.
- 1 hard copy and 1 electronic copy in WORD and PDF format to APM of final Design Exception Request(s) no later than 2 weeks of receipt of comments from the Agency.

#### TASK 11 RESERVED

#### TASK 12 RESERVED

#### TASK 13 - DESIGN ACCEPTANCE PACKAGE ("DAP")

The objective of the DAP is to identify the size of the Project footprint, required design exceptions, right of way ("R/W") impacts, and any required environmental permits prior to preparing the Preliminary, Advance and Final Plans.

### 13.1 Alternatives Evaluation (15%)

Consultant shall conduct an alternatives analysis that documents the impacts and trade-offs of two alternative intersection options. The two alternative options to be explored include:

- Alternative 1: Incorporating the apartment driveway on the south side of Johnson Creek Blvd, into the new signal at 79<sup>th</sup> Place. This alternative presumes the house on the property west of the apartment driveway will be maintained, and a new access to the house can be constructed from the existing apartment driveway.
- Alternative 2: The apartment driveway will be realigned on the south leg of the intersection to line up directly with the north leg along 79<sup>th</sup> Place. This alternative presumes the County will purchase the property west of the apartment driveway.

The alternatives analysis will be documented in the Traffic Analysis Technical Memorandum (Task 8.1), including the following:

- A summary of the impacts and trade-offs
- High-level stormwater design opportunities and impacts
- A summary of the traffic analysis findings
- Exhibits for each alternative that show the alternative impacts including:
  - o roadway/sidewalk footprint,
  - o lane configurations (lane striping),
  - o stormwater facility footprint,
  - o driveway and access locations,
  - o signal pole locations,
  - o and utility pole locations.

This task will conclude with a project team decision on which alternative gets selected for DAP (Task 3.2).

#### 13.1 Consultant Deliverables and Schedule

Consultant shall provide:

• 1 electronic copy of conceptual design exhibits (one for each alternative) in PDF format to be submitted as part of Traffic Analysis Memorandum (Task 8.1).

#### 13.2 Draft DAP

Consultant shall prepare a DAP that includes design plans (30%), a construction cost estimate and a design narrative that addresses the following:

- Description of the purpose, need, and design solution for the Project;
- Summary of existing conditions, (i.e., Project location, roadway classification, lanes, average daily traffic ("ADT"), posted speed, and other design standards pertinent to the Project);
- Summary of design exceptions that will be necessary;
- Summary of roadway alignment and typical section alternatives considered, including recommendations;
- Summary of structure type, size and location ("TS&L") alternatives considered, including recommendations;
- Outline of Project constraints such as topography, environmental, permits, R/W, utilities and cost (NOTE: these may be executive summaries prepared by Consultant for other deliverables associated with this Project);
- Summary of the Traffic Analysis;
- Environmental impacts and mitigation measures;
- Environmental permitting requirements;
- Utility conflicts;
- Description of geotechnical subsurface conditions;
- Draft Geotechnical Report;
- Draft Stormwater Management Plan;
- Draft Hydraulics Report;
- Description of drainage features;
- R/W needs:
- Local permit needs;
- Construction staging, temporary detours, and temporary protection and direction of traffic during construction;
- Description of impact to freight mobility
- Design acceptance checklist
- Traffic Control Management including Temporary Pedestrian Access Route (TPAR)

Consultants shall prepare DAP plan sheets in 11x17 full size sheets according to the following table of sheets:

**Note:** The quantities of plan sheets listed below are estimates only. Consultant shall prepare all plan sheets necessary for a complete DAP package.

Name of Sheet	Estimated # of Sheets
Title sheet	1
Typical sections	1
Details	2
Temporary protection and direction of traffic (including bicycle and pedestrian traffic)	3
Roadway plans	2

Roadway profiles	2
Roadway cross sections	1
Drainage/stormwater	
plan/profiles	1
Erosion control	1
Drainage/water quality details	2
Sign and striping plans	1
Signal and illumination plans	3

Consultant shall summarize and reference in the DAP all of the reports and technical memoranda pertinent to the Project. Consultant shall prepare and submit design plans and a cost estimate as appendices to the DAP. Drawings submitted with the DAP must be marked as "Design Acceptance Plans for Review." Both the DAP and the design plans must bear the responsible engineer's seal. Consultant shall prepare the Title sheet in accordance with Agency and FHWA standards and provide an index to the drawing set.

Agency and ODOT will provide comments on the DAP. Consultant shall address Agency and ODOT comments. Consultant shall attend a DAP Plan Review Meeting to communicate and discuss resolution to review comments. Consultant shall provide written responses to address review comments received from Agency and ODOT after attending the DAP Plan Review Meeting.

For budgeting purposes, it is assumed that up to 3 Consultant staff (as agreed to by Agency and Consultant prior to the meeting) shall attend the 2 hour DAP Plan Review Meeting, including travel time.

### 13.2 Consultant Deliverables and Schedule

Consultant shall provide:

- 1 electronic copy of Draft DAP in PDF format to APM within 16 weeks of NTP.
- 1 electronic copy of written responses to DAP review comments to APM within 1 week of the DAP Plan Review Meeting.

#### 13.3 Final DAP

Consultant shall update all DAP documentation that address Draft DAP comments and decisions. Final DAP will be submitted for agency approval.

#### 13.3 Consultant Deliverables and Schedule

Consultant shall provide:

• 1 electronic copy of Final DAP in PDF format to APM within 3 weeks of the DAP Plan Review Meeting.

### TASK 14 RIGHT OF WAY (ROW)

Consultant shall conduct the ROW activities for all properties in accordance with the most current version of the following:

- Right of Way Services Agreement specific to the Project
- "ODOT Right of Way Manual"
- "ODOT Guide to Appraising Real Property"
- "ODOT Right of Way & Rail/Utility Coordination Contractor Services Guide"

• ORS 35, with reference to the "Uniform Appraisal Standards for Federal Land Acquisitions"

Consultant shall utilize all forms, spreadsheets, brochures and pamphlets referenced in the "ODOT Right of Way Manual". These forms, spreadsheets, brochures and pamphlets shall not be altered. They may be obtained through the Region Right of Way Manager or Designee or on-line at: http://www.oregon.gov/ODOT/HWY/ROW

Consultant shall track status for all parcel files to be acquired for ROW purposes in the format provided by Agency. Consultant should coordinate the details of this process with the Region Right of Way Manager or Designee at the project kickoff meeting.

For estimating purposes, up to 6 files are anticipated for this project.

#### 14.1 RESERVED

### 14.2 Title Reports and Document Requests

Consultant shall prepare and assemble all title documents, including vesting deeds, necessary to accomplish acquisition of ROW for each impacted property.

Consultant shall obtain preliminary title reports for each impacted property. Consultant shall obtain all title reports from one Title Company (so long as Project is located within one county).

### 14.2 Consultant Deliverables and Schedule

Consultant shall provide:

- Preliminary Title Reports and Title Documents per the schedule developed in Task 1 Project Management.
- Clearance Documents from Lenders and/or Lessees per the schedule developed in Task 1 Project Management.

#### 14.3 RESERVED

#### 14.4 Right of Way Programming Estimate

Consultant shall prepare a ROW programming estimate for use by the Right of Way Section to program funds for property acquisition. Consultant shall obtain the most current version of the Programming Estimate form to be used on all State and Federally funded projects from the Region Right of Way Manager or designee. The programming estimate shall include the Project name and county in which the Project is located and all Project ROW costs, including separate Consultant and Agency ROW costs as outlined in the Right of Way Services agreement with the Local Public Agency. The ROW programming estimate shall include dollar amounts for the following items: Land & Improvements; Damages/Cost to Cure; Relocation; Demolition; Personnel & Administration; Legal & Contingencies and totals for all Items. The programming estimate shall be submitted to the appropriate Agency Right of Way Manager or Designee for review.

Consultant shall revise and re-submit programming estimate, incorporating comments received from Agency.

#### 14.4 Consultant Deliverables and Schedule

Consultant shall provide:

• 1 draft Programming Estimate for delivery electronically to Agency Region Right of Way Manager or Designee, APM per the schedule developed in Task 1 Project Management.

• 1 final Programming Estimate for delivery electronically to Agency Region Right of Way Manager or Designee, APM per the schedule developed in Task 1 Project Management.

PLEASE NOTE: Consultant shall not perform any services described in Tasks 14.5 through 14.10 below until Agency issues NTP for the ROW phase of the Project.

### 14.5 Preliminary Activities/Donation Requests

Upon receipt of authorization to proceed with ROW Acquisition, Consultant shall set up ROW parcel files and deliver a General Information Notice (GIN), acquisition and relocation brochures, and a copy of the applicable portion of the ROW Acquisition map (marked Preliminary and showing the parcel(s) to be purchased) to all owners and occupants of affected properties. Consultant shall send GIN via certified mail with proof of delivery kept in the parcel file.

Consultant shall arrange pre-negotiation contacts with property owners and identify property and Project issues by providing the following services for each file:

- Contact property owners to provide general information about the Project and attempt to obtain donation of property rights to construct public improvement Project. If property owners are considering a donation, then Consultant shall inform them in writing of their right to just compensation; such property owners may elect to donate by signing a waiver of their rights.
- Provide written Donation Report or outcome of property owner meetings, if property owner is unwilling to donate.

For each property that is donated, Consultant shall prepare a closing packet to include the executed Donation Request Acknowledgement and Conveyance Document, original recorded documents and title insurance policy.

Consultant shall prepare and maintain a Report of Personal Interview for each file. The Report of Personal Interview must include proof of delivery of the GIN, date and place of contact, parties of interest contacted, a statement that brochures were delivered and explained, and record of other activities conducted during the Personal Interview.

### 14.5 Consultant Deliverables and Schedule

Consultant shall provide:

- GINs, 1 hard copy to each property owner and 1 electronic copy each to Agency within 20 business days following NTP for the ROW acquisition phase.
- Written Donation Report or outcome of initial contact with property owner, 1 electronic copy each to Agency within 12 weeks of NTP for the ROW acquisition phase.
- Closing Packet (Executed Donation Request Acknowledgment and Conveyance Documents), Original Recorded Documents and title insurance policy for any permanent ROW acquired through donation, 1 hard copy to Agency no later than 14 weeks prior to bid date.

#### 14.6 Appraisal and Appraisal Review

Consultant shall use appraisers who are licensed or certified in the State of Oregon, competent in eminent domain appraising, and on ODOT's Qualified Appraisers List.

Consultant shall provide one real estate appraisal for each property or properties which constitute the "larger parcel" as described in the ODOT Right of Way Manual from which an interest is to be

acquired. If identification of the larger parcel is problematic, Consultant shall resolve the issue in consultation with the Region Right of Way Manager or designee.

All real estate appraisals provided by the Consultant shall be prepared using forms or formats of, or approved by, the Agency's ROW Section. The types of appraisal reports shall fall into the following categories:

- Abbreviated or short form appraisals for simple takings.
- Detailed (before/after) appraisals for complex takings.

Consultant shall prepare all reports and estimates necessary to value specialty items to be acquired or to support cost-to-cure estimates.

Consultant shall provide not fewer than 15 days written notice to owners of the planned appraisal inspections. The property owner and designated representative, if any, shall be invited to accompany the appraiser on any inspection of the property for appraisal purposes. Consultant shall send this notice via certified mail with proof of delivery and kept in the parcel file.

Special Benefits, if any, must be quantified by the appraiser whether or not there are any compensable damages to the property.

Consultant shall perform independent reviews of appraisals. Consultant shall ensure that the same firm does not perform both the appraisals and the appraisal reviews. Consultant shall forward both appraisal and review to Agency for final approval.

Agency will establish just compensation for each property owner and will notify the Consultant.

Consultant shall continue documentation in the Report of Personal Interview for each file. The Report of Personal Interview must include proof of delivery of the written notice of appraisal inspection, date and place of contact, parties of interest contacted, a statement that brochures were delivered and explained, and record of other activities conducted during the appraisal.

#### 14.6 Consultant Deliverables and Schedule

Consultant shall provide:

- 15 Day Notice of Appraisal Inspection to each property owner and electronic copy to Agency ROW Manager per the schedule developed in Task 1 Project Management.
- Report of Personal Interview to Agency ROW Manager within 3 business days of request.
- Appraisal and Appraisal Review in electronic format for each file to Agency ROW Manager as per Project Design Schedule developed under Task 1, as follows:
  - o Value Finding/ Taking and Damages Appraisal (for simple takings), OR
  - o Detailed Before & After Appraisal (for complex takings)
  - o Specialty reports, if necessary, prior to incorporation in appraisal reports

#### 14.7 Acquisition Services

All right of way shall be acquired in the name of Agency. Consultant shall conduct negotiations, on behalf of the Agency, in good faith and in compliance with all federal and state laws and regulations. Consultant shall conduct negotiations for acquisition of real property based on Appraisal Review.

Consultant shall be responsible for clearing title encumbrances identified on the Preliminary Title Report or making the offer subject to clearing title encumbrances. Consultant shall present any requests for taking title subject to one or more outstanding interests to Agency for approval. Fee owners' and contract purchasers' ownership interests must be cleared. When impacted by the taking, lessees' interests must also be cleared.

Consultants shall prepare and present to Agency the draft Offer Packets. All offers will be made on Agency letterhead, will include Agency contact information, and will be signed by Agency. These Offer Packets shall include, but are not limited to, acquisition and relocation brochures, offer-benefit letter, acquisition and relocation summary statements, Terms of Agency's Offer signed by Agency, copy of appraisal, map of acquisition, instruments of conveyance and W-9 form (if money is exchanged).

If possible, Consultant shall make offers in person, especially where the acquisition involves either a major impact to the property or the displacement of persons occupying the property. If this is deemed not possible, Consultant shall send via certified mail. Proof of delivery must be documented in the Report of Personal Interview and file.

Consultant shall make every reasonable effort to acquire the ROW expeditiously by negotiation. Consultant shall give property owners reasonable opportunity to consider the offer (statutorily 40 calendar days) and to present material the owner believes is relevant to determining the value of the property. Consultant shall attempt to negotiate an approved administrative settlement, but shall not advance the time of condemnation, or defer negotiations or condemnation or the deposit of funds with the court, or take any other coercive action in order to induce an agreement on the price to be paid for the property (49 CFR 24.102(h)).

- IF the OFFER is ACCEPTED, Consultant shall present a Final Report Packet covering the acquisition of ROW to Agency for final approval, payment, conveyance of title and recording.
- IF a COUNTER OFFER is received, Consultant shall submit the proposed COUNTER OFFER (exceeding the estimate of just compensation) with a justification letter and owner supplied supporting documentation to Agency for approval. If accepted see above.
- IF an acceptable agreement is not reached, Consultant shall prepare and submit a Recommendation for Condemnation.

Consultant shall continue documenting the Report of Personal Interview for each file. The Report of Personal Interview must include contact with property owners, owner's attorneys and occupants; efforts to achieve amicable settlements; owners' suggestions for changes in plans; responses to owners' counterproposals etc.

### 14.7 Consultant Deliverables and Schedule

Consultant shall provide the following per the Project Design Schedule developed under Task 1:

- Draft Offer Packet for review for each file to Agency ROW Manager.
- Final Offer Packet for review and signature to APM.
- Final Offer Packet sent certified mail or delivered in person for each file.
- Final Report Packet (see Appendix A, Contractor Services Guide) for each file for payment, conveyance of title and recording to Agency ROW Manager.
- If applicable, proposed counter offers with justification information to Agency ROW Manager.
- If applicable, Recommendation for Condemnation to Agency ROW Manager.
- Report of Personal Interview to Agency ROW Manager within 3 business days of request.

#### 14.8 Relocation (CONTINGENCY TASK)

Consultant shall use the forms, formats and brochures in relocation advisory assistance and the preparation of relocation studies, reports and claims.

Consultant shall ensure that relocations take place in accordance with regulatory notification time frames and terms. Consultant shall inform Agency as soon as schedule issues are known, if applicable.

Consultant shall at a minimum, conduct the following relocation activities:

- Conduct occupant interviews to determine relocation eligibility and needs including: names, number of occupants, and certification of legal residency in the United States. If the relocation involves a tenant, the displacee's income may need to be considered. Occupant interview documentation shall include but is not limited to any contacts, discussions, e-mails, letters & phone calls with the relocatee or anyone regarding the relocation file.
- Provide relocation advisory assistance and information regarding available benefits, available replacement housing and non-residential benefits.
- Establish initial determination of relocation benefits.
- Advise displaced persons of procedures for applying for benefits.
- Provide Move Plan to Agency ROW Manager for approval.
- Complete Move Agreement in conjunction with displaced persons and submit to Relocation Reviewer for approval prior to obtaining signatures from displaced persons.
- Compute replacement-housing payments for owners and tenants and submit them to the Agency Right of Way Manager or Designee for review. Agency will submit to the Agency ROW Manager for approval before presenting the benefits to the displaced persons.
- Determine type and amount of move payments according to current procedures.
- Obtain move estimates, as needed, and advise displaced persons in choosing the most appropriate moving method. Any moving estimates need to be approved by the Agency Right of Way Section prior to offers being made.
- Offer transportation, as needed, to all displaced persons to inspect potential replacement housing.
- Monitor move of personal property as required.
- Inspect and certify that all replacement dwellings meet Decent, Safe and Sanitary criteria.
- Verify displaced persons have relocated to replacement dwelling prior to submittal of any tenants housing payment claims.

Consultant shall assemble Relocation Closing report to include appropriate claim forms and documentation, obtain signatures and submit all relocation claims to the Agency Right of Way Manager or Designee for review, approval and payment. The Agency ROW Manager will review all relocation studies and approve all relocation claims. Agency will submit forms and documentation to the Agency ROW Manager, as appropriate.

If necessary, Consultant shall assist in the relocation appeals process as follows:

- Submit a chronological history of relocation meetings with displaced persons, an outline of disputed issues, appropriate sections of <u>Relocation Chapter 6</u> supporting the Agency's position (and CFRs/non-regulatory supplements, if applicable), and options presented to resolve the issues
- Attend a pre-hearing appeal and/or appeal conference with the individual requesting the appeal and representatives of the Right of Way Section's Project Administration Unit.

### 14.8 Consultant Deliverables and Schedule

Consultant shall provide the following deliverables to the APM per the schedule developed in Task 1:

- Project Relocation Plan
- Relocation Move Plan and Move Agreement for individual displacees
- Occupant Interview Documentation
- Relocation Studies, Reports and Claims
- Replacement Housing Study and Calculation
- Type and amount of Move Claims including Move Estimates
- Income Verification
- Mortgage Interest Differential calculation
- Move Monitor Report
- Inventory of Personal Property to be moved
- Replacement Dwelling Decent, Safe and Sanitary inspection report
- Relocation Appeals Documentation

### 14.9 Condemnation Process Assistance (CONTINGENCY TASK)

After good faith effort has been made to acquire ROW at the Agency's determination of just compensation, if settlement with the property owner(s) is NOT reached, Consultant shall:

- With Agency authorization, send Final Offer letter to the property owner in accordance with the ROW Manual.
- Provide information and clarification to Agency in support of mediation and condemnation proceedings, and assist property owner with any relocation according to the Consultant Services Guide.

Note: Agency will initiate Condemnation proceedings. It is assumed there is one condemnation file.

### 14.9 Consultant Deliverables and Schedule

Consultant shall provide:

• Final Offer letter to property owner (s), with a copy to Agency as stated in the NTP for this contingency task.

#### TASK 15 - PLANS, SPECIFICATIONS, AND ESTIMATE ("PS&E")

Consultant shall prepare plan sheets according to the following table:

Table 15

		60%		
	Estimated	PS&E	Advanced	Final
Name of Sheet	# of Sheets	Submittal	Submittal	Submittal
Title sheet	1	X	X	X
Typical sections	1	X	X	X
Details	3	X	X	X
Temporary protection and				
direction of traffic and				
Temporary Pedestrian				
Accessible Route (TPAR)	4	X	X	X
Roadway plans	3	X	X	X
Roadway profiles	2	X	X	X
Curb Ramp plans	5	X	X	X
Drainage plan/profiles	1	X	X	X
Erosion control	2	X	X	X
Drainage details	2	X	X	X
Sign and striping plans	5	X	X	X
Signal and illumination plans	10	X	X	X

#### **15.1 Preliminary PS&E (60%)**

Consultant shall prepare preliminary (60%) documents for the Project incorporating comments from DAP review (Task 13).

Consultant shall prepare drawings, per Table 15 above and:

- Reference Agency and ODOT standard drawings and details;
- Prepare the 2021 Bid Booklet and Special Provisions Document Assembly form;
- Prepare preliminary construction cost estimate quantities and unit costs utilizing Agency standard bid items. Consultant shall prepare the estimate to include mobilization, contingency, and construction engineering (based on percentages agreed to by both parties). The estimate must be based on unit prices utilizing Agency, ODOT, and Consultant's historical bid information and considering a 2024 bid letting.

The APM will submit a Preliminary PS&E Review Comment Log as a single electronic file to Consultant.

Consultant shall address comments received and communicate with the APM the proposed resolution to the comments. Consultant shall provide written response to address review comments received from the APM on the Preliminary PS&E.

#### 15.1 Consultant Deliverables and Schedule

Consultant shall submit the following to the APM within 8 weeks of the APM written approval (e-mail acceptable) of the final DAP (Task 13):

- Preliminary Plans (PDF)
- Special Provisions Document Assembly Form (PDF)
- Preliminary Construction Cost Estimate in Excel/table format (PDF and excel)

Consultant shall submit Preliminary PS&E Review Comment Log with initial responses to the APM within 2 weeks of receipt of comments.

### **15.2** Advance PS&E (90%)

This task includes preparation of advance plans, Special Provisions, construction cost estimate, risk assessment, and quality control reviews, as well as incorporating comments from previous reviews.

#### Advance Plans:

Consultant shall prepare drawings, per Table 15 above and reference Agency standard drawings and details, and other related drawings.

#### Advance Special Provisions:

Consultant shall update Project Special Provisions based on changes and clarifications to the Project design, as determined at Preliminary plans and in accordance with 2021 *Oregon Standard Specifications for Construction as amended* and Agency *Specification and Writing Style Manual*. Consultant shall prepare the Special Provisions to the 90% level (the "Advance Special Provisions") in MS Word utilizing "Track Changes".

The Advance Special Provisions must incorporate Agency's boilerplate Special Provisions corresponding with the Project bid date. If a bid date has not been identified, Consultant shall use the most current boilerplate Special Provisions. Boilerplates, by bid date, can be found at the following website:

https://www.oregon.gov/odot/Business/Pages/Special-Provisions.aspx

Consultant shall obtain concurrence from Agency for any unique special provisions or changes made to the boilerplate Special Provisions, beyond fill-in-the-blank changes. Consultant shall document the changes made to the Special Provisions and Agency concurrence.

Consultant shall submit the ODOT Civil Rights Request for Goals Worksheet to ODOT's Office of Civil Rights and incorporate the appropriate Disadvantaged Business Enterprise ("DBE") goals and On the Job Training (OJT) hours into the Project Special Provisions;

Consultant shall consult with Agency and incorporate the required insurance information into the Special Provisions.

#### Advance Cost Estimate:

Consultant shall update the construction cost estimate quantities and unit costs utilizing Agency standard bid items to support the Advance Plans (the "Advance Cost Estimate"). Consultant shall prepare the estimate to include mobilization, contingencies, and construction engineering based on the percentages agreed to by both parties. The estimate must be based on unit prices utilizing Agency, ODOT, and Consultant historic bid information and anticipating a 2024 bid letting. Consultant shall prepare the final cost estimate using excel or Agency required software.

#### **Construction Schedule:**

Consultant shall prepare a construction schedule, using the Critical Path Method (MS Project and PDF format) that outlines a reasonable Project construction sequence and time frames. The schedule must include anticipated material lead times, Project milestones and anticipated construction phasing and staging.

#### Advance PS&E Revisions/Corrections:

The APM will submit a single electronic file of Advance PS&E Comment Log review comments to Consultant.

Consultant shall address comments received and communicate with the APM the proposed resolution to the comments. Consultant shall provide written response to address review comments received from the APM on the Advance PS&E.

#### 15.2 Consultant Deliverables and Schedule

Consultant shall submit the following to the APM within 12 weeks of the APM's written approval (e-mail acceptable) of the Preliminary Plans (60%) (Task 15.1):

- Advance Plans (PDF)
- Advance Special Provisions in electronic format (MS Word, utilizing "Track Changes")
- Advance Construction Cost Estimate in electronic format (Excel and PDF)
- Construction schedule in electronic format (MS Project format and PDF)
- Comment response log for plans and specifications (Excel)
- Special Provisions changes and Agency concurrence
- Civil Rights request for goals worksheet

Consultant shall submit Advance PS&E Review Comment Log with initial responses to the APM within 2 weeks of receipt of comments.

#### **15.3** Final PS&E Package (100%)

Consultant shall prepare the Final PS&E package for bidding purposes. The final plans, Special Provisions, and construction cost estimate must incorporate all revisions agreed to and documented on the Advance PS&E Comment Log (Task 15.2).

Consultant shall coordinate with the APM to ensure all deliverables listed on the most current version of the Certified Local Public Agency PS&E Submittal Completeness Checklist will be satisfied. Refer to the latest version of the CLPA PS&E checklist (Form #734-5182) at: <a href="https://www.oregon.gov/odot/LocalGov/Pages/Forms-Apps.aspx">https://www.oregon.gov/odot/LocalGov/Pages/Forms-Apps.aspx</a>

Agency will review final plan sheets and note any final revisions needed prior to preparation and submittal of Professional of Record (POR)-signed Final Plans within 2 weeks of receipt of documents from Consultant. Consultant shall incorporate final revisions into POR-signed Final Plans.

Upon request from Agency, Consultant shall resolve comments from Agency.

# 15.3 Consultant Deliverables and Schedule

Consultant shall submit the following to Agency, 4 weeks prior to the PS&E due date:

D	To APM		
Description	Electronic	Paper	
Unsigned Final Design Plans (11 x 17)	PDF	X	
Project Special Provisions	Word & PDF	X	
POR Certification with all Special Provisions sections stamped	PDF		
Signed Special Provision Integrity Certification	PDF		
Special Provision Summary Form	Excel		
Email from Civil Rights noting Applicable DBE goals and OJT hours	PDF		
Construction Cost Estimate (Agency Format)	PDF, .est & .dat, excel	X	
Certified Local Public Agency Cost Estimate Form	PDF, excel	X	
CPM Construction Schedule (11 x 17 in color)	PDF, MS Project format	X	
Fuel Escalation Worksheet	Excel, PDF		
Steel Escalation Worksheet	Excel, PDF		
Project Risk Assessment Summary		X	
Project Mobility Considerations Checklist	PDF		
NEPA Approval Documentation (delivered under Task 3)	PDF		
ROW Certification (delivered under Task 14)	PDF		
Utilities Certification (delivered under Task 5)	PDF		

Consultant shall submit the following to APM, no later than 1 week prior to the PS&E Due Date:

- POR-signed Final Plans printed on 11 x 17 paper, 2 copies
- POR-signed Final Plans in PDF format

### 15.4 RESERVED

#### TASK 16 ADVERTISE AND AWARD ASSISTANCE

This task includes the preparation of addenda, as needed, and responding to questions during the Advertisement or Ad phase of the project. Consultant shall respond to questions from Agency and prospective bidders about the plans and specifications during the advertisement for bids and award process.

#### 16.1 Questions During Advertisement

Consultant's Project Manager, or Consultant's designee(s) approved by Agency, shall assist Agency with questions regarding the bid documents and bid process. Consultant shall respond to all questions in writing within 3 calendar day(s) to APM.

Consultant shall, during the bidding process, assist the Agency with the communications with prospective bidders and suppliers in a manner that assures that no prospective bidder or supplier is provided with information not in the bidding documents and that could provide a bidding advantage or disadvantage. Consultant shall prepare a written log to document conversations and questions asked by prospective bidders or suppliers and the answers provided to the Agency. Consultant shall maintain the written log in the Project file and provide upon request of the APM.

#### 16.1 Consultant Deliverables and Schedule

Consultant shall provide:

• Written log of conversations, questions and answers. Provided to APM upon request and no later than 5 calendar days prior to bid closing date.

#### 16.2 RESERVED

#### 16.3 RESERVED

#### 16.4 RESERVED

#### F. CONTINGENCY TASKS

The table below is a summary of contingency tasks that Agency, at its discretion, may authorize Consultant to perform. Details of the contingency tasks and associated deliverables are stated in the Task section of the SOW. Consultant shall complete only the specific contingency task(s) identified and authorized via written (email acceptable) Notice-to-Proceed ("NTP") issued by Agency's APM. If requested by Agency, Consultant shall submit a detailed cost estimate for the agreed-to contingency Services {within the not-to-exceed or "NTE" amount(s) in the Contingency Task Summary Table} within the scope of the contingency task.

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

Each contingency task is only billable (up to the NTE amount identified for the task) if specifically authorized per NTP. In the table below, the "NTE for Each" amount for a contingency task includes all labor, overhead, profit, and expenses for the task. The funds budgeted for contingency tasks may not be applied to non-contingency tasks without an amendment to the Contract. The total amount for all contingency tasks authorized shall not exceed the maximum identified in the table below. Each authorized contingency task must be billed as a separate line item on Consultant's invoice.

LPA A&E Contract Form C017-B070620-Rev2

### **CONTINGENCY TASK SUMMARY**

Contingency Task Description	NTE for	Max	Method of	Total NTE
	Each	Quantity	Compensa	Amount
			tion	
C.3.2.2 Phase I Archaeological Investigation	\$6,830.20	1	T&M	\$6,830.20
with Technical Report				
C3.3.2 Section 106 Determination of Eligibility	\$2,569.45	1	T&M	\$2,569.45
(DOE) for the NRHP Reports and Project				
Submittal Letter				
C3.3.3.a Prepare a Section 106 FOE Report for	\$3,719.08	1	T&M	\$3,719.08
Listed Resources				
C3.3.3.b Notice and Publication of Adverse	\$2,953.01	1	T&M	\$2,953.01
Findings of Effect				
C3.4.5.1 Site-Specific Investigation Work Plan	\$10,297.58	1	T&M	\$10,297.58
and Health and Safety Plan				
C3.4.5.2 Site-Specific Investigation Sampling	\$7,832.46	1	T&M	\$7,832.46
and Reporting				
C6.3.1 Additional Drilled Bore	\$7,110.04	1	T&M	\$7,110.04
C.10.3 Roadway Design Exceptions	\$7,057.60	3	T&M	\$7,057.60
C14.8 Relocation	\$7,260.40	1	T&M	\$7,260.40
C14.9 Condemnation Process Assistance	\$2,650.73	1	T&M	\$2,650.73
Total NTE For All Contin	gency Tasks:			\$58,280.55

#### **EXHIBIT B - COMPENSATION**

#### **Definitions:**

**CPFF** – Cost Plus Fixed Fee

**FCCM -** Facilities Capital Cost of Money

**NBR** - Negotiated Billing Rates. NBRs are fully loaded billing rates inclusive of direct salary, indirect expenses and profit.

NTE - Not to Exceed Amount

**T&M** - Time and Materials

#### A. METHOD of COMPENSATION for NON-CONTINGENCY TASKS

Payment will be made for completion of, or acceptable monthly progress on, tasks and deliverables in conformance with Contract requirements and all applicable standards. Consultant shall complete all Services and provide all deliverables as defined in the Contract. If the applicable compensation is exhausted, but Services and deliverables are not complete, Consultant shall complete the Services and provide the deliverables to Agency's satisfaction without additional compensation.

The amount payable under the Contract may be adjusted by Agency or renegotiated to:

- Reduce the NTE, Fixed-Price or Fixed-Fee amount associated with Tasks/Deliverables that were not authorized by Agency or not performed by Consultant;
- Reduce the NTE, Fixed-Price or Fixed-Fee amount commensurate with deductive amendments to reduce the risk associated with the Project or to reduce the scope of work required under the Contract;
- Increase the NTE, Fixed-Price or Fixed-Fee amount for additional Tasks/Deliverables added to the scope of work via amendment to the Contract.

{The method(s) of compensation for contingency tasks, if any, is specified in Exhibit A, Contingency Task Summary Table.}

#### 1. Time and Materials with Not-To-Exceed (T&M)

Agency will pay Consultant for completion of Services required under the Contract on the basis of T&M, up to the NTE amount established in the Contract. Billable items include:

- Loaded Costs- the NBR (which is inclusive of profit and overhead costs); or the actual direct salary rate paid to the specific employee(s) (up to the maximum rate approved in the Contract for the employee's classification) productively engaged in work to complete the Services required under the Contract, plus profit and the approved overhead.
- **ODCs** (without mark-up) Approved travel costs (up to the rates allowed in Section B of this Exhibit) and other approved direct-non labor expenses that are not included in overhead.
- Subcontractor Costs (without mark-up, unless Agency notifies Consultant otherwise in writing) the hourly labor rates and ODCs (as described above) that have been billed to Consultant and
  recognized by Consultant as valid, undisputed and payable.

The dollar amount for T&M non-contingency Services is: \$ 476,252.76

#### B. PAYMENT OPTIONS

Payments will occur only after Agency has determined that Consultant has completed, and Agency has accepted, the required Services (including defined deliverables) for which payment is sought via a properly submitted and correct invoice.

**Progress Payments for Acceptable Progress.** Agency will pay Consultant monthly progress payments for actual costs, up to the Contract NTE amount, for Consultant's acceptable (and verifiable) progress on tasks and deliverables included in the invoice.

**Progress Payments for Percentage of Services Completed.** Agency will pay Consultant monthly progress payments based on a percentage of the total agreed fixed price. Monthly progress payments shall be limited to an amount commensurate with the percentage of the total Services and deliverables that were completed in the month invoiced.

**Payment upon Full Completion.** Agency will pay Consultant the fixed price amount, or all amounts due as actual costs up to the Contract NTE amount, but only after Consultant completes and Agency's accepts all Services and deliverables required under the Contract.

#### C. TRAVEL

The Fixed Price amount(s) in this Contract includes all travel, lodging, per diem, and mileage expenses. Agency will not reimburse Consultant separately for travel, lodging, per diem, or mileage expenses.

Travel costs are allowable only if they are authorized under the Contract and if the travel is essential to the normal discharge of Agency's responsibilities and is related to official Agency business. All travel shall be conducted in the most efficient and cost-effective manner that results in the best value for the State. Personal expenses shall not be authorized at any time. The following guidelines shall apply to the Contract:

- The travel, lodging, and per diem rates referenced in this Section C are the maximums that Consultant's estimate (or reimbursement, if applicable) may be based on. Travel rates other than those referenced in this Section C may be negotiated in the Contract, however, under no circumstance shall travel, lodging and per diem rates exceed the maximums set forth by the State Controller at https://www.oregon.gov/das/Financial/Acctng/Documents/40.10.00.pdf.
- Mileage For compensation based on Cost-Plus-Fixed-Fee or Time and Materials (or Fixed Price or Price Per Unit when travel reimbursement is approved and mileage is compensated separately), all mileage approved by Agency will be reimbursed according to the rates set forth by the State Controller at <a href="https://www.oregon.gov/das/Financial/Acctng/Documents/40.10.00.pdf">https://www.oregon.gov/das/Financial/Acctng/Documents/40.10.00.pdf</a> that are in effect on the date when the travel occurs.
- For compensation based on Cost-Plus-Fixed-Fee or Time and Materials, Consultant shall submit receipts for travel-related expenses billed to Agency, such as but not limited to, lodging, rental vehicles, and air fare. If lodging is shared by two or more travelers, the lodging receipt must indicate the names of any travelers on official State business who shared the room.

#### D. INVOICES

Consultant shall submit invoices in the format required by Agency (and with supporting documentation to substantiate charges on the invoice, including a detailed line-item breakdown of labor and ODCs by task/subtask) no more frequently than once per month. The address for invoice submittal is set forth in Exhibit J. In addition to all other applicable invoice requirements in this section D, each invoice must include the following information:

- The Agency's Contract number
- The Agency's Project number

**Progress Reports:** Each monthly invoice must include a progress report. The monthly progress report must cover the period invoiced and, at minimum, must:

- Describe the previous month's Project activities and the planned activities for the next month;
- For each task/deliverable identify the percentage completed during the month and the cumulative percentage completed;
- Reconcile progress of each task/deliverable with the schedule identified for each.
- Identify issues/concerns that may affect the Project Statement of Work, schedule or budget.

#### "Paid Summary Report"

Consultant shall complete and submit to APM <u>Paid Summary Report(s)</u> [form 734-2882] per the instructions on the form. Consultant must report payment information for all subcontractors and suppliers used under the Contract throughout the period of performance. This reporting is required for all Contracts that include subs, regardless of funding or whether or not a DBE goal or Certified Small Business Aspirational Target is assigned.

#### **CPFF and T&M Compensation:**

- Consultant shall prepare invoices based on the actual hourly rates, up to the maximums for each respective classification approved in the Contract, of the employees (or subconsultants) that performed the Services.
- Consultant shall provide documentation in each invoice to itemize all reimbursable actual labor costs and ODCs for which Consultant seeks reimbursement, including a breakdown by task of the number of labor hours for each employee, employee names and classifications. Include receipts for any items purchased or equipment rentals for the Project that exceed \$100. Include copies of all invoices, similarly detailed, from authorized subconsultants.
- Agency will reimburse Consultant for approved travel expenses incurred in accordance with Exhibit B, Section C of the Contract, if Agency has agreed to reimburse Consultant for travel expenses. For travel expense claims include receipts for lodging; rental cars, airfare.

**Fixed-Price Compensation**. Consultant shall prepare invoice(s) based on the payment option identified in Section B of this Exhibit:

- For Contracts using "Payment upon Full Completion" payment option, Consultant shall submit a single invoice requesting payment for the full Fixed-Price amount after all Services have been completed and all Deliverables have been accepted by Agency.
- For Contracts using "Progress Payments for Percentage of Services Completed" payment
  option, Consultant invoices shall be limited to an amount commensurate with the percentage of
  the total Services (including Deliverables) that were completed in the month invoiced.

Agency may request a full written itemization of and receipts for, but not limited to, any or all labor and direct costs billed by Consultant. Consultant shall provide written itemization and receipts to Agency within 5 business days of Agency's request. Agency will not make payment to Consultant under the applicable invoice until Agency has received all requested supporting documentation from Consultant and Agency has approved the invoiced amounts. Any overdue payments to Consultant by Agency for an approved invoice are subject to ORS 293.462.

#### E. PAYMENT TERMS

Payment will be made to Consultant no later than 45 calendar days from receipt of invoice completed in conformance with all contractual requirements. Agency will endeavor to notify Consultant within 10 business days of receipt of invoice regarding any necessary revisions or corrections to the invoice. If revisions are necessary, payment will be made no later than 45 calendar days from receipt of the revised invoice. Any interest for overdue payment will be in conformance with Oregon law.

#### F. CORRECTIVE WORK

Consultant shall complete all Services, including Deliverables, as required in the Contract to Agency's satisfaction. If Agency, using reasonable discretion, determines that the Services or associated deliverables, or both, are unacceptable, Agency shall notify Consultant in writing of the deficiency. Within 7 calendar days (unless a different timeframe is agreed to by the Parties) of receipt of the deficiency notification Consultant shall respond to Agency outlining how the deficiency shall be corrected. Consultant shall correct any deficiencies in the Services and Deliverables to Agency's satisfaction without further compensation. Agency will not unreasonably withhold payment.

#### G. WITHHOLDING/RETAINAGE

Agency reserves the right to initiate, at any time during the Contract, withholding of payment equal to 5% of the amount of each invoice submitted to Agency under the Contract. Agency will make final payment of any balance due to Consultant promptly upon verification of completion and acceptance of all Services by Agency and will pay interest as required on retainage.

#### H. PAYMENT REDUCTION

Agency, or its duly authorized agents, may audit Consultant's fiscal records, including certified payroll and overhead records at any time. If Agency finds previously undisclosed inaccurate or improper costs have been invoiced and paid, Agency will notify Consultant and seek clarification. Agency, in its sole discretion, may reduce the payment for Services by withholding the inaccurate or improper amounts from any future payment to Consultant, withhold the inaccurate or improper amounts from final payment to Consultant, or may use any other means to seek recovery of already paid but improperly calculated amounts.

#### I. SPECIFIC LIMITATIONS and UNALLOWABLE CHARGES

#### **Specific Limitations**

For cost reimbursement compensation such as CPFF or T&M, Consultant shall invoice Agency only for actual productive time Consultant personnel spend on Services by any level of Consultant's staff (up to the established not-to-exceed amount). Consultant's general supervisors or personnel who are responsible for more than one Agency project shall charge only for actual productive time spent directly on the Project identified in the Contract.

Agency will pay Consultant only up to the hourly rates set forth in the Contract that are commensurate with the type of Services performed regardless of the classification, title, or level of experience of the individual performing those Services. However, under no circumstances shall Consultant invoice Agency based on higher direct salary rates than the actual amount paid to its employees.

**Discriminatory Pricing.** Direct and indirect costs as applied to work performed under Agency contracts and subcontracts may not be discriminatory against the Agency. It is discriminatory against the Agency if employee (or owner/sole proprietor) compensation (in whatever form or name) is in excess of that being paid for similar non-Agency work under comparable circumstances.

**Discriminatory Wage Rates.** Pursuant to ORS 279C.520, Consultant shall comply with the prohibitions set forth in ORS 652.220. Failure to comply is a breach that entitles the Agency to terminate the Contract for cause.

Employee Discussions Regarding Compensation. Consultant shall not prohibit any of its employees from discussing the employee's rate of wage, salary, benefits or other compensation with another employee or another person and may not retaliate against an employee who discusses the employee's rate of wage, salary, benefits or other compensation with another employee or another person {see ORS 279C.520(1)}.

#### **Unallowable Charges**

Agency will not pay for direct or indirect costs that are unallowable under the provisions of <u>48 CFR Part</u> <u>31</u>.

Costs or direct charges for, but not limited to, the following are not reimbursable:

- Costs for negotiation of the Contract or Contract amendments, including but not limited to proposal preparation, BOC preparation, preparation for negotiations, and negotiation of level of effort/budget.
- Costs related to disputes or E&O Claims, including but not limited to discussions, meetings and preparation of any dispute or claim related documentation.
- Mark-up on subcontractors or ODCs.
- Transfer of knowledge and information related to Key Person replacements.
- Correcting or making adjustments to incorrect or improper invoices.
- Direct compensation for items included in firm's indirect costs (unless properly credited back to indirect cost).

 Premium costs incurred as a result of working overtime or holidays. (Premium time should normally be charged to overhead. In accordance with ORS 279C.520, employees shall be paid at not less than time and one-half for all overtime worked and for work on legal holidays, except for individuals who are excluded from receiving overtime under personal services contracts pursuant to ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209.)

#### J. [INDIRECT COSTS; SALARY and BILLING RATE SCHEDULES

- 1. Approved cost data on file with ODOT If Consultant or its subconsultants have current, approved overhead, salary, or NBR rate schedules on file at ODOT, Consultant and its subconsultants will submit those approved rate schedules and any required certifications (or Agency may obtain rate schedules from ODOT) as required in subsections 2 and 3 below for use under the Contract.
- 2. Overhead Schedule If Consultant or subconsultants calculate overhead as part of their normal business practice, the overhead schedules shall be prepared and submitted in accordance with ODOT's Billing Rate Policy (as may be revised from time to time by ODOT) available at: <a href="https://www.oregon.gov/ODOT/Business/Procurement/DocsPSK/brPolicy.pdf">https://www.oregon.gov/ODOT/Business/Procurement/DocsPSK/brPolicy.pdf</a>. Consultant Certification of compliance with Federal Cost Principles is required per FHWA directive 4470.1a: <a href="https://www.fhwa.dot.gov/legsregs/directives/orders/44701a.htm">https://www.fhwa.dot.gov/legsregs/directives/orders/44701a.htm</a>. A signed <a href="https://www.fhwa.dot.gov/legsregs/directives/orders/44701a.htm">https://www.fhwa.dot.gov/legsregs/directives/orders/44701a.htm</a>.

In order to assess the adequacy of an audited overhead rate for use in fair and reasonable price negotiation, Agency and/or ODOT may evaluate a firm's financial capability, internal control structure, and overhead schedule. This includes a determination as to the applicability of historical overhead rates to the anticipated future contract period, performing financial ratio analysis, evaluating overhead account trends and utilization rates for reasonableness.

#### 3. Salary and Billing Rate Schedules

Consultant shall, and shall cause all of its subconsultants to submit electronically to Agency the applicable rate schedules described below.

**Direct Salary Rate Schedule** - includes the name, classification and actual direct salary rate as approved for each employee that may be used under the Contract. This schedule is required for firms that calculate an overhead rate. This schedule will not be included in the Contract but will be retained by Agency.

**Negotiated Billing Rate Schedule** - may be required for Consultants or subconsultants that do not have a cognizant or acceptable independent audit for overhead rates (or do not calculate overhead as part of their normal accounting practice) and Agency determines it is in the public's best interest to negotiate specific billing rates. Instead of calculating a billing rate using a formula that applies overhead, profit, and FCCM to the direct salary rate, this schedule lists negotiated rates that are fully inclusive of profit, overhead and any cost of living or merit raises. The billing rates invoiced under the Contract must not exceed the rates per classifications listed in the schedule and may be no greater than the lowest rates charged to other public or private clients.

**ODC Schedule** - is an optional schedule used to list actual costs of reimbursable items that are not included in the firm's overhead rate (or that are properly applied as a credit in overhead calculation).

Approved rate schedules for Consultant and its approved subconsultants/subcontractors are not physically attached but are on file electronically with Agency. The approved rate schedules are incorporated herein by reference and shall apply for cost estimating and invoicing purposes with the same force and effect as though fully set forth herein. Consultant may obtain copies of currently approved rate schedules on file with Agency by emailing a request to Agency's Contract Administrator for this Contract.

#### **BILLING RATE SCHEDULES**

Consultant shall, and shall cause all of its subconsultants to submit electronically to Agency the applicable rate schedules described below.

**Negotiated Billing Rate Schedule** -This schedule lists negotiated rates that are fully inclusive of profit, overhead and any cost of living or merit raises. The billing rates invoiced under the Contract must not exceed the rates per classifications listed in the schedule and may be no greater than the lowest rates charged to other public or private clients.

**Direct Non-Labor Rate Schedule** - is an optional schedule used to list actual costs of reimbursable items that are not included in the firm's overhead rate (or that are properly applied as a credit in overhead calculation).

Approved rate schedules for Consultant and its approved subconsultants/subcontractors are not physically attached but are on file electronically with Agency. The approved rate schedules are incorporated herein by reference and shall apply for cost estimating and invoicing purposes with the same force and effect as though fully set forth herein. Consultant may obtain copies of currently approved rate schedules on file with Agency by emailing a request to Agency's Contract Administrator for this Contract.

#### K. RATE REVISIONS

The hourly rates (including escalations, if any) approved for use under this Contract shall remain in effect throughout the duration of the Contract unless revisions are approved by Agency. Any approved revisions to the hourly rates allowable under the Contract shall not cause an increase in the Contract NTE amount (exceptions may be approved by Agency on a case by case basis).

#### L. BREAKDOWN OF COSTS (BOC)

Prior to execution of the Contract or any amendments that add Services, Consultant shall prepare and submit a BOC based on the approved overhead and actual direct salary rates (and approved NBRs as applicable) for each classification to be used under the Contract. Consultant shall include names of proposed staffing in the BOC.

The BOC must include a detailed breakdown of the costs for each element of the work regardless of compensation method. The BOC must identify:

- a) the proposed staff assignments (classifications and names) and hours per task and sub-task:
- b) an itemization with documentation (estimates from vendors shall be provided upon request) to support rental equipment, flaggers, travel and other ODCs; and
- c) the estimate for Services as provided by each subconsultant that shows the assigned staff and hours per task and sub-task and itemized ODCs. Agency may ask for qualifications of any staff assigned to work on a project if they were not included in Statement of Proposal originally submitted for solicitation.
- d) the certification status of any disadvantaged business enterprise, minority-owned business, woman-owned business, service-disabled veteran-owned business or emerging small business subcontractors included in the BOC.
- e) Contingency Tasks. Amounts for any contingency tasks must be shown as a separate line-item for each task. The amount for a contingency task must include all labor, overhead, profit, and expenses for the task. Expenses for contingency tasks must not be included in an overall amount for ODCs applied to the budget for the non-contingency tasks. Enter the agreed to unit and extended amounts for contingency tasks in the Contingency Task Summary table.

The final BOC agreed to by the Parties is incorporated by this reference

#### **EXHIBIT C - INSURANCE**

All insurance required by this Contract shall be maintained with insurers with an A.M. Best Financial Strength Rating of no less than A-. Insurers must be legally authorized to transact the business of insurance and issue coverage in the State of Oregon. Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions and self-insurance. Prior to beginning work and during the term of this Contract, including any extensions or warranty period, Consultant shall maintain in force at its own expense each insurance set forth below:

1.	<b>Workers' Compensation</b> insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers (Consultants with one or more employees, unless exempt under ORS 656.027).
2.	Required by Agency Not required by Agency.
	<ul> <li>Professional Liability insurance with a per claim, incident or occurrence limit, or the equivalent, of not less than \$\infty\$ \$1,000,000, or \$\infty\$ \$2,000,000.</li> </ul>
	<ul> <li>Any annual aggregate limits must not be less than ∑ \$1,000,000 ☐ \$2,000,000 ☐ \$4,000,000 ☐ \$10,000,000.</li> </ul>
	This insurance must cover damages caused by negligent acts, errors or omissions of Consultant and Consultant's subcontractors, agents, officers or employees related to the professional Services to be provided under the Contract. If this insurance is provided on a "claims made" basis, Consultant shall continue the same coverage for $\square$ 2 years, $\square$ 3 years, or $\square$ 6 years after completion of the Services or acquire "tail" coverage or an Extended Reporting Period endorsement for the foregoing
	extended period beyond Contract expiration or termination. Evidence of any required extended period coverage will be a condition of final payment under the Contract.
3.	Required by Agency Not required by Agency.
	Commercial General Liability insurance must be issued on an occurrence basis with per occurrence limit, or the equivalent, of not less than \$2,000,000 covering "bodily injury" and "property damage." Any annual aggregate limits shall not be less than \$4,000,000.
4.	Required by Agency Not required by Agency.
•	Automobile Liability insurance covering Consultant's business-related automobile use, with a combined
	single limit, or the equivalent, of not less than \$1,000,000 each occurrence for "bodily injury" and
	"property damage," including coverage for all owned, non-owned, rented or hired vehicles.
5.	$\mathbf{c}$
	adversely impact the protection of Agency provided through the insurance coverages required in this
	Exhibit C), reduction of limits or intent not to renew the insurance coverage(s) without 30 calendar days
	prior written notice from Consultant or its insurer(s) to Agency. <u>All policies and certificates of insurance</u> , <u>including Workers' Compensation</u> , must include a notice of cancellation or nonrenewal clause as
	required under ORS 742.700 to 742.710.
6.	Certificates of Insurance. As evidence of the insurance coverages required by this Contract,
-	Consultant shall furnish acceptable insurance certificates to Agency prior to Contract execution.
	Throughout the life of this Contract, Consultant shall submit updated certificates of insurance prior to
	the policy expiration date(s) indicated for the required coverages. If requested by Agency, Consultant
	shall either: a) provide complete copies of insurance policies, endorsements, self-insurance documents
	and related insurance documents to Agency; or b) make such insurance policies, endorsements, self-
	insurance documents and related insurance documents available for inspection by Agency's
	representatives at a location in the State of Oregon that is reasonably convenient for Agency's
7	representatives responsible for verification of the insurance coverages required under the Contract.
1.	Additional Insureds. Insurance certificates for Automobile and Commercial General Liability must
	include an endorsement physically attached to the certificate specifying the Agency, the State of Oregon, the OTC, the Oregon Department of Transportation, and their respective officers, members,
	agents and employees as Additional Insureds and must expressly provide that the interest of the
	Additional Insureds shall not be affected by Consultant's breach of policy provisions.

8. Subcontractors. Consultant shall: (i) obtain proof of the above insurance coverages, as applicable,

Consultant's coverage for the duration of the subcontractor's Services related to this Contract.

from any subcontractor providing Services related to this Contract, or (ii) include subcontractors within

#### **EXHIBIT D - TITLE VI NON-DISCRIMINATION PROVISIONS**

During the performance of this Contract, Consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

- a. Compliance with Regulations: Consultant shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Contract.
- b. Nondiscrimination: Consultant, with regard to the work performed by it during the Contract, shall not discriminate on the grounds or race, color, sex, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment. Consultant shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the Contract covers a program set forth in Appendix B of the Regulations.
- c. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by Consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subconsultant or supplier shall be notified by Consultant of Consultant's obligations under this Contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.
- d. Information and Reports: Consultant shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Agency, ODOT, FHWA or the Federal Transit Administration (FTA) as appropriate, to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of Consultant is in the exclusive possession of another who fails or refuses to furnish this information, Consultant shall so certify to Agency, ODOT, FHWA or FTA as appropriate, and shall set forth what efforts it has made to obtain the information.
- e. Sanctions for Noncompliance: In the event of Consultant's noncompliance with the nondiscrimination provisions of this Contract, Agency shall impose such Contract sanctions as it, ODOT, FHWA or FTA may determine to be appropriate, including, but not limited to:
  - (i) Withholding of payments to Consultant under the Contract until Consultant complies, and/or
  - (ii) Cancellation, termination or suspension of the Contract, in whole or in part.
- f. Incorporation of Provisions: Consultant shall include the provisions of paragraphs (a) through (e) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. Consultant shall take such action with respect to any subcontract or procurement as Agency, ODOT, FHWA or FTA may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, Consultant may request Agency, ODOT, and, in addition, Consultant may request the United States to enter into such litigation to protect the interests of the United States.

#### EXHIBIT E - DISADVANTAGED BUSINESS ENTERPRISE ("DBE") PROVISIONS (Goal)

The DBE program is administered by the ODOT Office of Civil Rights ("OCR"). As the Agency is entering into this Contract under authority granted by ODOT, the DBE Provisions apply the same as if ODOT were the contracting agency.

"Consultant" and "Contractor" are hereinafter referred to as "Contractor". See sections d and i for specific documentation and reporting requirements of Contractor.

- **a. Policy and Program Authorities:** ODOT and Contractor agree to abide by and take all necessary and reasonable steps to comply with these DBE Provisions and the following, which are incorporated in this Contract with the same force and effect as though fully set forth in this Contract:
  - ODOT DBE Policy Statement
  - o ODOT DBE Program Plan, and
  - Requirements of <u>Title 49</u>, <u>Code of Federal Regulations</u>, <u>Part 26</u> Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.

ODOT's DBE Program authorities are set forth in the ODOT DBE Program Plan.

- b. DBE Goals: ODOT's overall goal for DBE participation is 11.6% for FHWA funded contracting and 6% (proposed) for FTA funded contracting. For FHWA funded contracting, ODOT may assign DBE Contract goals to increase participation by DBEs. For any Contract with an assigned DBE goal, Contractor shall select a portion of work available under the Contract for DBE participation. Contractor may use DBE subcontractors, suppliers, manufacturers, or Professional Services and Related Services providers to fulfill the assigned DBE Contract goal as long as the DBE is certified in the types of work selected. The assigned DBE Contract goal remains in effect throughout the life of the Contract. Dollar values of participation shall be credited toward meeting the assigned DBE Contract goal based on DBE gross earnings.
  - A separate DBE Contract goal, as set forth on page 1 of the Contract, has been assigned for this procurement.
- c. Nondiscrimination Requirement: Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted Contract. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as ODOT deems appropriate. Each subcontract the Contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR § 26.13(b)).
- d. Documentation of Proposed Participation: Contractor shall document sufficient DBE participation to meet an assigned Contract goal or, alternatively, document adequate good faith efforts to do so (see 49 CFR § 26.53). All work committed to a DBE firm toward meeting the assigned participation goal must be performed under a written subcontract. The subcontract must fully describe any work committed to be performed by the DBE and shall include all required flow-down provisions of the primary Contract. Contractor must complete and submit the following documentation, as applicable:
  - 1. Subcontractor Solicitation and Utilization Report (SSUR) submitted with proposal in response to formal and informal Requests for Proposals (RFPs).
  - 2. Breakdown of Costs ("BOC") or ("BOC-NBR"), as applicable submitted prior to negotiation and execution of the Contract and each amendment that changes the scope of work and costs under the Contract. The BOC forms and BOC Requirements are available from the Internet at: <a href="https://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx">https://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx</a>. The BOC or BOC-NBR must clearly list any tasks or subtasks to be performed by subcontractors (DBEs and non-DBEs), each subcontractor's Federal Tax ID and identification of any required personnel. Include in the Expense Detail tab any required equipment and supplies furnished by the DBE, any of the prime contractor's resources that will be provided for the DBE's use, and identification of any second or lower tier subcontractors with the dollar amounts for each.
  - 3. **Committed DBE Breakdown and Certification Form(s)-AE.** Required for all Contracts with assigned goals and completed prior to Contract execution and any proposed substitution. See submittal instructions on the Instructions tab of the form.

- 4. **Subcontractor Reporting:** Complete and submit an initial **Paid Summary Report** [form 734-2882] per the instructions on the form.
- e. Good Faith Efforts: Contractor shall make good faith efforts, as set forth in 49 CFR § 26.53, Appendix A to Part 26, and ODOT DBE Program Plan, to obtain and support DBE participation that could reasonably be expected to produce and maintain a level of DBE participation sufficient to meet the Contract goal. Good faith efforts are required during solicitation, upon Contract award, and continue throughout the performance of the Contract to maximize DBE participation. The Agency (or local agency when applicable) Project Manager ("APM") may request Contractor to submit evidence of good faith efforts prior to Contract execution or at any time during the course of the Contract and Contractor shall promptly submit such evidence. Contractor shall use the specific DBEs listed in the Committed DBE Breakdown and Certification form(s) to perform the work and supply the materials for which each is listed unless the contractor obtains ODOT's prior written consent to terminate and replace a DBE as provided in section j. below. Contractor shall not be entitled to any payment for work or material unless it is performed or supplied by the listed DBEs as required by this provision.
- f. Commercially Useful Function ("CUF"): Contractor is responsible to ensure the DBE performs a commercially useful function on the Contract. A DBE performs a CUF when it is responsible for execution of the work of the Contract/subcontract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. Additional detail regarding CUF requirements and other conditions for counting participation by DBE contractors is set forth in 49CFR § 26.55. The APM will review the proposed DBE participation and may provide written comments as to whether the activities and type of work identified for DBEs complies with program regulations. In those instances where proposed activity and type of work violates applicable regulations, written comments will be offered as to corrective action required in order to comply with the regulations. ODOT may perform a CUF review at any time during the performance of the Contract.
- g. Changes in Work Committed to DBE: ODOT will consider the impact on DBE participation in instances where the prime Contract is amended to reduce, or delete work committed to the DBE. In such instances, Contractor shall not be required to replace the work but is encouraged to do so to the maximum extent practicable.
- h. Prompt Payment and Retainage: Contractor shall pay each subcontractor for satisfactory performance under its contract no later than 10 calendar days from receipt of each payment Contractor receives from ODOT (or local agency when applicable) for the subcontracted work. In addition, within 10 calendar days of receipt of retainage from ODOT (or local agency when applicable), Contractor shall pay to each subcontractor the retainage that pertains to the work of that subcontractor.
- i. **Reporting Requirements:** Contractor must report payment information for <u>all</u> subcontractors and suppliers used under the Contract throughout the period of performance. Contractor shall complete and submit initial, interim and final Paid Summary Report(s) [form 734-2882] per the instructions included on the form.
- j. Termination of DBE Notification Requirement: Contractor shall comply with all requirements set forth in 49 CFR § 26.53 regarding termination of DBEs including, without limitation, documentation of good cause, 5-day notice to the DBE subcontractor and ODOT, DBE responses, ODOT's prior written consent of DBE termination, and replacement of DBEs. ODOT will provide such written consent only if it agrees the prime contractor has good cause to terminate the DBE in accordance with 49 CFR 26.53(f)(3).
- **k. Remedies:** Contractor's failure to comply with these DBE Provisions and the requirements of 49 CFR Part 26 may result in one or more of the following administrative actions as deemed appropriate by ODOT: non-compliance documented in ODOT evaluation of Contractor performance, a corrective action plan prepared by Contractor, ODOT (or local agency when applicable) withholding of retainage, suspension of work, reporting of non-compliance to the federal System for Award Management ("SAM") available at <a href="https://sam.gov/SAM/">https://sam.gov/SAM/</a>, any other remedies provided under the Contract.
- Information/Questions: The DBE program is administered by the ODOT Office of Civil Rights ("OCR"). Questions related to the DBE Program may be sent via email to <u>ocrinforequest@odot.state.or.us</u> or otherwise directed to: Oregon Department of Transportation Office of Civil Rights 3930 Fairview Industrial Drive SE (MS 23), Salem, OR 97302; Phone: 503-986-4350 Fax: 503-986-6382.
- m. Directory of Certified Firms: A searchable database for active certified firms (by NAICS code, NIGP code, ODOT code, certification type, location or project ethnicity goals) is available on line at: <a href="https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp">https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp</a>.

#### **Related Web Sites:**

ODOT

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

Forms: https://www.oregon.gov/ODOT/Business/OCR/Pages/Forms.aspx

Documents: https://www.oregon.gov/ODOT/Business/OCR/Pages/Disadvantaged-Business-Enterprise.aspx

49 CFR Part 26: https://www.ecfr.gov/cgi-bin/textidx?c=ecfr&SID=34ea04c7ed3d45b0e41f82a5646f1c15&rgn=div5&view=text&node=49:1.0.1.1.20&idno= 49

#### Acronyms & Definitions Applicable to Exhibit E

**APM** ODOT's or local agency's Project Manager

Breakdown of Costs BOC

**BOC-NBR** Breakdown of Costs for Negotiated Billing Rates

CFR Code of Federal Regulations Commercially useful function CUF Disadvantaged Business Enterprise DBE **ODOT Office of Civil Rights** OCR

Oregon Dept. of Transportation RFP Request for Proposals

SSUR Subcontractor Solicitation and Utilization Report **USDOT** United States Department of Transportation

#### **COMMITTED DBE BREAKDOWN and CERTIFICATION FORM(s)**

The signed Committed DBE Breakdown and Certification Form(s) is not physically attached but incorporated into this Contract by this reference with the same force and effect as though fully set forth herein. A copy of the signed Committed DBE Breakdown and Certification Form(s) has been provided to the ODOT Office of Civil Rights (for tracking purposes) prior to Contract execution.

#### **EXHIBIT F - SPECIAL TERMS & CONDITIONS**

Provisions in	this Exhibit F	are in addition	to and do no	t supersede the	terms and co	onditions set	: forth in
the Contract.				•			

**EXHIBIT G - RESERVED** 

**EXHIBIT H - RESERVED** 

#### EXHIBIT I - ERRORS & OMISSIONS ("E&O") CLAIMS PROCESS

**Exhibit I** is not physically attached but is incorporated into this Contract with the same force and effect as though fully set forth herein. For purposes of this Contract, the term "Agency", as used in the E&O Claims Process, means "local public agency". The E&O Claims Process (as may be revised from time to time by ODOT) is available at the following Web address as Exhibit I:

http://www.oregon.gov/ODOT/Business/Procurement/DocsPSK/xbti.pdf

#### **EXHIBIT J - CONTACT INFORMATION and KEY PERSONS**

#### 1. Party Contact Information.

a.1 * Agency's Project Manager (APM) Name:	Joel Howie, PE
Email:	jhowie@clackamas.us

a.2 \*: Agency Contract Administrator for contractual matters:

	Contract Administrator for contractan matters.
Name:	Joel Howie
Ph:	503-742-4658
E-mail:	jhowe@clackamas.us

a.3 Agency's address for invoicing:

<u> </u>	· · · · · · · · · · · · · · · · · · ·
Mailing	150 Beavercreek Road, Oregon City 97045
Address:	
E-mail:	lkitts@clackamas.us
	jhowie@clackamas.us

b. \*\*Consultant's Project Manager (PM) for this Contract is:

	and the first time and the first
Name:	Wade Scarbrough
Ph:	503-535-7442
E-mail:	wscarbrough@kittelson.com

c. Consultant's remit address for payments and contact for billings:

	to ronne address for payments and contact for binnings.
Name:	Kittelson & Associates, Inc.
Address:	851 SW 6 <sup>th</sup> , Suite 600 Portland, Oregon 97204
Ph:	503-535-7442
E-mail:	

<sup>\*</sup> Agency may change the Contract Administrator or Project Manager designation by promptly sending written notice (e-mail acceptable) to Consultant.

<sup>\*\*</sup>Any changes to Consultant's Project Manager must be approved in writing (e-mail acceptable) by Agency.

#### 2. Key Persons

Consultant acknowledges and agrees that Agency selected Consultant, and is entering into the Contract because of the special qualifications of Consultant's key personnel ("Key Persons" or "Key Personnel"), which may include specific staff agreed to during Contract negotiations. In particular, Agency, through the Contract is engaging the expertise, experience, judgment and personal attention of the Key Persons identified in the Contract.

Each Key Person shall not delegate performance of any management powers or other responsibilities he or she is required to provide under the Contract to another of Consultant's or subconsultant's personnel without first obtaining the written consent of Agency. Further, Consultant shall not re-assign or transfer any Key Person to other duties or positions such that the Key Person is no longer available to provide Agency with their expertise, experience, judgment, and personal attention according to any schedule established under the Contract without first obtaining Agency's prior written consent to such re-assignment or transfer. Notification of request to change a Key Person shall be in writing (via e-mail or other form as may be required by Agency.) Throughout the term of the Contract, Consultant shall provide updated information (if requested by Agency) to demonstrate the continuing qualifications of any staff working on Agency projects, including those approved as Key Persons.

In particular, Agency, through the Contract is engaging the expertise, experience, judgment and personal attention of the following Key Persons:

Name	Role
Wade Scarbrough, PE	Professional Engineer
Tony Roose, PE	Professional Engineer
Marcus Reedy, PLS	Professional Land Surveyor
Hermanus Steyn, PE	Senior Principle Engineer

#### 3. Reassignment or Transfer of Key Person

In the event Consultant requests that Agency approve a reassignment or transfer of a Key Person:

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

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

### Summary/Dashboard of Budgeted Costs & Profit (or Fixed Fee for CPFF Compensation)

Note: CPFF compensation may not be used if prime Consultant has Negotiated Billing Rates (NBRs). Subs may use NBRs and are included in the Total Cost NTE; however, NBRs already include profit. Therefore NBR-subs are not part of the profit or Fixed-Fee calculation.

PA/ATA or Contract Number: xx; Amd Number: xx

**WOC Number: xx;** Amd Number:

PROJECT NAME: SE Johnson Creek Blvd: 79th PI - 82nd Ave

Section A: Total Contract/WOC or Amendment NTE Amount	
This total includes - a) Non-contingency amount [all allowable costs and expenses, NBR subconsultant costs (if applicable), profit or Fixed-Fee amount]; and b) Contingency amount, if any [the total cost, expenses and profit for contingency tasks, each of which must be authorized by Agency].	\$ 534,533.31

Section B: Non-Cor	nting	ency Cost and	Profit Summar	ies	
Non-Contingency Cost Totals (Prin	ne & S	Subs)			
Total Non-Contingency Hours		3456.00			
Total Non-Contingency Labor Costs	\$	388,967.02	Profit Total		
Total Non-Contingency Direct Expenses	\$	48,406.52	(or Fixed		
Total Non-Contingency Cost Amount:	\$	437,373.54	Fee Amount for CPFF):	\$	38,879.22

	Firm	Cost	NTE Amount
Prime	Kittelson & Associates, Inc.	\$	254,305.63
Sub 1	1-Alliance	\$	58,879.56
Sub 2	Shannon & Wilson	\$	46,017.22
Sub 3	Universal Field Services	\$	61,395.62
Sub 4	Harris Environmental Group	\$	16,775.51
Sub 5	[Enter Subconsultant 5's Name]	\$	-
Sub 6	[Enter Subconsultant 6's Name]	\$	-
Sub 7	[Enter Subconsultant 7's Name]	\$	-
Sub 8	[Enter Subconsultant 8's Name]	\$	-
Sub 9	[Enter Subconsultant 9's Name]	\$	-
Sub 10	[Enter Subconsultant 10's Name]	\$	-
Sub 11	[Enter Subconsultant 11's Name]	\$	-
Sub 12	[Enter Subconsultant 12's Name]	\$	-
Sub 13	[Enter Subconsultant 13's Name]	\$	-

## Profit Summary by Firm

<u>Firm</u>	Profit Amount
Prime	\$ 25,291.59
Sub 1	\$ 5,661.59
Sub 2	\$ 3,853.15
Sub 3	\$ 2,414.92
Sub 4	\$ 1,657.97
Sub 5	\$ -
Sub 6	\$ -
Sub 7	\$ -
Sub 8	\$ -
Sub 9	\$ -
Sub 10	\$ -
Sub 11	\$ -
Sub 12	\$ -
Sub 13	\$ -

Pro	ofit by Firm	
\$	279,597.22	
\$	64,541.15	
\$	49,870.37	
\$	63,810.54	
\$	18,433.48	
\$	-	
\$	-	
\$	-	
\$	-	
\$	-	

**Total Cost &** 

Sub 14	[Enter Subconsultant 14's Name]	\$ -
Sub 15	[Enter Subconsultant 15's Name]	\$ -
Sub 16	[Enter Subconsultant 16's Name]	\$ -
Sub 17	[Enter Subconsultant 17's Name]	\$ -
Sub 18	[Enter Subconsultant 18's Name]	\$ -
Sub 19	[Enter Subconsultant 19's Name]	\$ -
Sub 20	[Enter Subconsultant 20's Name]	\$ -

Sub 14	\$	-
Sub 15	\$	-
Sub 16	\$	-
Sub 17	\$	-
Sub 18	\$	-
Sub 19	\$	-
Sub 20	\$	-

\$	-
\$ \$	-
\$	-
\$	-
\$	-
\$ \$	-
\$	-

## Section C: Contingency Cost & Profit Summary

Summary by Firm
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	Cummary by i iiii	
Prime	Kittelson & Associates, Inc.	\$ 7,057.60
Sub 1	1-Alliance	\$ -
Sub 2	Shannon & Wilson	\$ 25,240.08
Sub 3	Universal Field Services	\$ 9,911.13
Sub 4	Harris Environmental Group	\$ 16,071.74
Sub 5	[Enter Subconsultant 5's Name]	\$ -
Sub 6	[Enter Subconsultant 6's Name]	\$ -
Sub 7	[Enter Subconsultant 7's Name]	\$ -
Sub 8	[Enter Subconsultant 8's Name]	\$ -
Sub 9	[Enter Subconsultant 9's Name]	\$ -
Sub 10	[Enter Subconsultant 10's Name]	\$ -
Sub 11	[Enter Subconsultant 11's Name]	\$ _
Sub 12	[Enter Subconsultant 12's Name]	\$ -
Sub 13	[Enter Subconsultant 13's Name]	\$ -
Sub 14	[Enter Subconsultant 14's Name]	\$ -
Sub 15	[Enter Subconsultant 15's Name]	\$ -
Sub 16	[Enter Subconsultant 16's Name]	\$ -
Sub 17	[Enter Subconsultant 17's Name]	\$ -
Sub 18	[Enter Subconsultant 18's Name]	\$ -
Sub 19	[Enter Subconsultant 19's Name]	\$ -
Sub 20	[Enter Subconsultant 20's Name]	\$ -

### **Summary of Contingency Totals**

Total Contingency Hours	460
Total Contingency Labor Costs	\$ 40,362.99
Total Contingency Direct Expenses	\$ 13,882.08
Total Contingency Costs	\$ 54,245.07
Total Contingency Profit	\$ 4,035.48
Total Contingency Cost + Profit	\$ 58,280.55

## Section D: Total Non-Contingency + Contingency by Firm

### Summary by Firm

# Certification

	Gaiiiiiai	<i>y</i> ~ <i>y</i> · · · · ·	•			Otal
Prime	Kittelson & Associates, Inc		\$	286,654.82	N	lot Certi
Sub 1	1-Alliance		\$	64,541.15		BE
Sub 2	Shannon & Wilson		\$	75,110.45	Ν	lot Certi
Sub 3	Universal Field Services		\$	73,721.67	N	lot Certi
Sub 4	Harris Environmental Grou	ıp	\$	34,505.22	N	lot Certi
Sub 5	[Enter Subconsultant 5's N	ame]	\$	-	Ν	lot Certi
Sub 6	[Enter Subconsultant 6's N	ame]	\$	-	Ν	lot Certi
Sub 7	[Enter Subconsultant 7's N	ame]	\$	-	N	lot Certi
Sub 8	[Enter Subconsultant 8's N	ame]	\$	-	Ν	lot Certi
Sub 9	[Enter Subconsultant 9's N	ame]	\$	-	Ν	lot Certi
Sub 10	[Enter Subconsultant 10's	Name]	\$	-	Ν	lot Certi
Sub 11	[Enter Subconsultant 11's	Name]	\$	-	Ν	lot Certi
Sub 12	[Enter Subconsultant 12's	Name]	\$	-	Ν	lot Certi
Sub 13	[Enter Subconsultant 13's	Name]	\$	-	Ν	lot Certi
Sub 14	[Enter Subconsultant 14's	Name]	\$	-	Ν	lot Certi
Sub 15	[Enter Subconsultant 15's	Name]	\$	-	Ν	lot Certi
Sub 16	[Enter Subconsultant 16's	Name]	\$	-	Ν	lot Certi
Sub 17	[Enter Subconsultant 17's	Name]	\$	-	Ν	lot Certi
Sub 18	[Enter Subconsultant 18's	Name]	\$	-	Ν	lot Certi
Sub 19	[Enter Subconsultant 19's	Name]	\$	-	Ν	lot Certi
Sub 20	[Enter Subconsultant 20's	Name]	\$	-	N	lot Certi
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	: xx; Amd Number:  ME: SE Johnson Creek Blvd: 79th PI - 82nd Ave	% of budge				FCCM Negotiated	Profit			Values will be uses Negotian Rates (NBRs);	ted Billina			Color Legend	Green-highlighted  Orange-highlighted					% of budget in CY+1 % of budget in CY+2	0% FCCM	ated Profit			/alues will be 0 if a firn uses Negotiated Billing ates (NBRs); otherwis	a I							
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	BOC Template Ver. 10/7/21					D.	ATA ENTR	RY SECTIO	N .						CA	ALCULATIO	N SECTION					DATA EN	ITRY SECTION	ION					CALCUL	ATION SEC	ECTION		
	Job Classifications (Provide names if requested and for Key Persons  Row 11: Enter Direct Salary Rate (Avg. Actual, Max) Current Yea	Principal E Sca	Principal Engineer (Tony Roos)	Associate Engineer (Jeff Whitman)	Engineer (Eric Germendson)	Engineer (Keisuke Harry)	Senior Engineer (Sara Parks)	Principal Engineer (Cedomir Jesic)	Engineering Associate (Daniel Child)	Technician I (Kazden Sisti)	Transportation Analyst (Megan Mannion)	Ob Classification (Individual) Ob Classification (Individual)	Hours	Escalated Direct Labor or NBR \$	Overhead	FCCM	Direct Expenses	Total Cost	Profit (or Fixed Fee amount for CPFF)	Principal Surveyor  Senior Project Manager  Project Surveyor  Project Surveyor	\$41.13 \$33	<b>1 (c)</b>	Asst. PM	Ob Classification (Individual)	Job Classification (Individual)  Job Classification (Individual)	OD Classification (Individual ) OD Classification (Individual ) OD Classification (Individual )	Hours Escalated Direct Labor or NBR \$	Overhead	Focm		Direct Expenses	Total Gost	Profit (or Fixed Fee amount for CPFF)
	Row 12: Calculated Annualized Direct Salary Rate Row 13: Enter Negotiated Billing Rate (NBR) if applicable	\$65.17	\$68.91	\$55.53	\$40.35	\$38.55	\$41.41	\$58.81	\$35.31	\$26.78	\$31.82	\$0.00 \$0.00			203.54%	0.19%			10.00%	\$90.43 \$64.17 \$55.37	\$41.13 \$33	54 \$25.65	\$36.23	\$0.00	\$0.00 \$0.00	\$0.00 \$0.00		133.0	5% 0.00%	1%			10.00%
sk# ON-CON	Fully Burdened Billing Rate	\$217.72	\$230.22	\$185.52	\$134.80	\$128.79	\$138.35	\$196.48	\$117.97	\$89.47	\$106.31	\$0.00   \$0.00								\$231.82 \$164.50 \$141.94	\$105.44   \$85	98   \$65.76	\$ \$92.88	\$0.00	\$0.00   \$0.00	\$0.00 \$0.00							
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1 2	Administration & Record Keeping Coordination	12 12		60 24	15 15								87 51	\$ 4,719.09 \$ 2,720.01	\$ 9,605.24	\$ 9.0	16	\$ 14,333.39 \$ 8,261.54									0 \$	- S - S	- S		\$		\$ - \$ -
1.3.1	Project Meetings Project Kickoff Meeting (with 5 staff) Project Development Team Meetings (5 total with 4 staff)	3 8		5 15	5 15		4	4					0 21 48	\$ - \$ 1,075.79 \$ 2,373.66				\$ - \$ 3,267.52 \$ 7,209.57	\$ - \$ 326.55 \$ 720.50								0 \$ 0 \$	- S - S	- S - S		\$ \$ \$	-	\$ - \$ -
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	(DTM)  R/W - Boundary Resolution  Record of Survey / Control, Recovery, Retracement												0	S - S -	\$ - \$ -	\$ - \$ -		\$ - \$ -	\$ - \$ -	4 24 2 6 24 2 6 24	60 80	60	24				44 \$ 2,297	1.32 \$ 12, 1.24 \$ 3, 1.72 \$ 3,	056.48 \$	- \$		\$ 23,706.41 \$ 5,803.72 \$ 6,291.70	\$ 535.3
	R/W Engineering (Mapping & Descriptions)												0 0	\$ - \$ -	\$ - \$ -	\$ - \$ -		\$ - \$ -	\$ - \$ -	2 6 36	31						80 \$ 3,766 0 \$		011.51 \$	- \$	22.40 \$	8,800.55	\$ 877.8 \$ -
	VIRONMENTAL SERVICES  NEPA Categorical Exclusion ("CE") and Programmatic CE ("PCE") and Supporting Documentation	0	0	0	0	0	0	0	0	0	0	0 0	0	\$ - s -	\$ -	\$ -	\$ -	\$ -	\$ -	0 0 0	0 0	0	0	0	0 0	0 0	0 \$	- \$	- \$	- \$	- \$	- :	\$ -
3.1.3	Final NEPA CE and PCE Documentation Archaeological Resources												0	\$ - \$ -	\$ - \$ -	\$ - \$ -		\$ - \$ -	\$ - \$ -								0 \$	- S - S	- S		\$	-	\$ - \$ -
	Literature Review/Field Reconnaissance/Baseline Report Historic Resources Historic Resources Baseline Report												0 0	\$ - \$ - \$ -	\$ - \$ -	\$ - \$ -		\$ - \$ - \$ -	\$ - \$ -								0 \$ 0 \$ 0 \$	- S - S	- S - S	-	\$ \$ \$		\$ - \$ -
3.4.1	Hazardous Materials Study and Services Hazardous Materials Corridor Study Shoulder Material Investigation												0	s - s -	\$ - \$ -	\$ - \$ -		\$ - \$ -	\$ - \$ -								0 \$	- S	- S		\$ \$	==	\$ - \$ -
.4.2.1	Shoulder Material Investigation Work Plan and Health and Safety Plan												0	s -	s -	\$ -		s -	s -								0 \$	- s	- s		s	ş <u>-</u>	s -
	Sample Collection and Reporting Biological Resources Compliance and Permitting Endangered Species Act (ESA) No Effect Memorandum												0	\$ - \$ -	\$ - \$ -	\$ - \$ -		\$ - \$ -	\$ - \$ -								0 \$	- S - S	- S - S		\$ \$	- '	\$ - \$ -
3.5.2	Federal-Aid Highway Program ("FAHP") ESA Programmatic Documentation												0	s -	s -	\$ -		s -	s -								0 \$	- s	- s	-	s	; -	s -
	Environmental and Archaeological Clearance  BLIC INVOLVEMENT SUPPORT	12	0	17	22	25	0	0	0	0	0	0 0	0 0 76	\$ - \$ - \$ 3,577.50	\$ - \$ - \$ 7,281.65	\$ - \$ -	i7 \$ -	\$ - \$ - \$ 10,866.02	\$ - \$ 1.085.92	0 0 0	0 0	0	0	0	0 0	0 0	0 \$ 0 \$ <b>0</b> \$	- \$ - \$	- \$ - \$	- S	\$ \$		\$ - \$ -
	Public Involvement Meetings Electronic Communication	8 4		12 5	12								32 44	\$ 1,671.92	\$ 3,403.03 \$ 3,878.62	\$ 3.2	1	\$ 5,078.16 \$ 5,787.86	\$ 507.50								0 \$	- S	- S		\$	-	\$ - \$ -
	LITIES Utility Location and Coordination	0	2	8 4	<b>24</b> 8	<b>50</b> 16	0	0	0	<b>14</b> 8	0	0 0	98 36	\$ 3,852.89 \$ 1,375.96			10 \$ -	\$ 11,702.46 \$ 4,179.23		0 0 0	0 0	0	0	0	0 0	0 0	0 \$ 0 \$	- \$ - \$	- <b>\$</b> - <b>\$</b>	- \$	- <b>\$</b>	-	\$ - \$ -
	Utility Report Utility Coordination Meetings Utility Relocations		0.5	2	2	8 8							12.5 12	\$ 504.26 \$ 500.16 \$ 580.86	\$ 1,018.03	\$ 0.9	16	\$ 1,531.60 \$ 1,519.15 \$ 1,764.26									0 \$	- S - S	- S - S	-	\$	- '	\$ - \$ -
5.4.1	Utility Notices Review Utility Relocation Plans and Relocation Time Requirement		0.5		2					6			8.5	\$ 275.84	\$ 561.44	\$ 0.5	3	\$ 837.81	\$ 83.73								0 \$	- S	- S		\$		\$ -
	Letters Utility Certification		1		2	6							6	\$ 380.91 \$ 234.90 \$ -				\$ 1,156.94 \$ 713.47 \$	\$ 115.62 \$ 71.30 \$ -								0 \$ 0 \$	- \$ - \$	- \$ - \$		\$ \$	===	\$ - \$ -
	OTECHNICAL/PAVEMENT SERVICES  Data Review / Reconnaissance	0	0	0	0	0	0	0	0	0	0	0 0	0				\$ -	\$ - \$ -		0 0 0	0 0	0	0	0	0 0	0 0		- <b>\$</b>	- <b>\$</b>	- \$	- <b>\$</b>	5 -	
3	Exploration and Testing Work Plan ("ETWP")  Geotechnical and Pavement Explorations  Laboratory Testing												0 0	S - S -	\$ - \$ -	\$ - \$ -		\$ - \$ -	\$ - \$ -								0 \$	- S - S	- S - S		\$	-	\$ \$
	Geotechnical and Pavement Analysis Geotechnical Report												0	\$ -	\$ - \$ -	\$ - \$ -		\$ - \$ -	\$ - \$ -								0 \$	- \$ - \$	- \$ - \$	-	\$ \$	- ·	\$ - \$ -
	DRAULICS RELATED SERVICES Stormwater Management Design	0	0	0	<b>18</b>	<b>28</b> 28	0	13 8	<b>154</b> 120	0	0	0 0	213 174				8 \$ -	\$ 24,322.77 \$ 19,783.22		0 0 0	0 0	0	0	0	0 0	0 0	0 \$ 0 \$	- \$ - \$	- <b>\$</b> - <b>\$</b>	- \$	- <b>\$</b>	5 - :	\$ - \$ -
	Stormwater Design Report Stormwater Operation and Maintenance (O&M) Manual							4 1	28 6				32 7		\$ 2,491.17	\$ 2.3	15	\$ 3,717.44 \$ 822.11	\$ 371.51								0 \$	- S	- \$ - \$	-	\$ \$		\$ - \$ -
	AFFIC ENGINEERING & MANAGEMENT Traffic Analysis	51 11	0	116 13	0	0	<b>252</b>	0	0	0	<b>373</b>	0 0	792 173				1,230.0 12 \$ 1,230.0	\$ 98,634.80 0 \$ 21,515.10		0 0 0	0 0	0	0	0	0 0	0 0	0 \$ 0 \$ 0 \$	- \$ - \$	- \$ - \$	- \$	- \$		\$ - \$ -
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3.5 3.5.1	Biological Resources Compliance and Permitting Endangered Species Act (ESA) No Effect Memorandum	57									0 \$ 57 \$		\$ - \$ 1,840.54	\$ - \$ -	\$ 28.00	\$ - \$ 3,751.25	\$ - \$ 372.33	0 57	\$ - \$ \$ 1,882.71 \$	1,840.54	\$ - : \$ - :	28.00	\$ - \$ \$ 3,751.25 \$	- \$ 372.33 \$	4,123.58	0.0% 1.0%
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7.5 7.6	Stormwater Management Design Stormwater Design Report										0 \$					\$ - \$ -		174 32	\$ 6,513.38 \$ \$ 1,223.92 \$					1,977.07 \$ 371.51 \$		
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10.2	Roadway Design										0 \$	-	S -	\$ - \$ -		\$ - \$ -		274 0			\$ 21.61	5 - 5 -	\$ 34,191.90 \$	3,417.03 \$		
13 D 13.1	ESIGN ACCEPTANCE PACKAGE ("DAP") Alternatives Evaluation (15 %)	0	0	0	0	0	0	0	0	0	0 \$	-	\$ -	\$ -	\$ -	s -	\$ -	114				5 -	\$ 14,898.24 \$	1,488.89 \$ 471.95 \$	<b>16,387.13</b> 5,194.44	3.8%
13.2	Draft DAP										0 \$	-	\$ -	\$ -		\$ - \$ -	\$ -	34 50	\$ 2,067.82 \$	4,208.84	\$ 3.97	š -	\$ 6,280.63 \$	627.67 \$	6,908.30	1.6%
13.3	Final DAP										0 \$	-	\$ -	\$ -		\$ - \$ -	\$ -	0	\$ 1,282.42 \$ \$ - \$	2,610.24	\$ - :	\$ -	\$ - \$	- \$	-	0.0%
14 R 14.2	IGHT OF WAY (ROW) Title Reports and Document Requests	0	0	0	0	0	0	0	0	0	0 \$ 0 \$			\$ - \$ -	\$ -	\$ - \$ -		<b>384</b> 30	\$ 15,897.06 \$ \$ 1,115.28 \$					2,414.92 \$ 169.42 \$		
	Right of Way Programming Estimate										0 \$		s -	s -		e .	\$ .	12								

Preliminary Activities/Donation Requests									0 \$	- 8	- 5	s -		s -	s -	24 \$	942.84	\$ 489.43	\$ -	\$ 90.00	\$ 1,522.27	\$ 143.23 \$	1.665.50
Appraisal and Appraisal Review									0 \$	- 8	- \$	\$ -		S -	\$ -	18 \$	903.42		\$ -				34,509.63
Acquisition Services									0 \$	- 8		s -		s -	s -	300 \$	12.333.24	\$ 6.402.18			\$ 19.691.82	1.873.54 \$	21,565,36
									0 \$	- 8	- 5	s -		s -	s -	0 \$	-	\$ -	\$ -	s -	\$ -	s - s	-
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Preliminary PS&E (60%)									0 \$	- 8				s -		49 \$	2,006.25						6,702.60
Advance PS&E (90%)									0 \$					s -		49 \$	2,006.25						6,702.60
Final PS&E Package (100%)	1								0 \$	- 8				s -		49 \$	2,006.25						6,702.60
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ADVERTISE AND AWARD ASSISTANCE	0	0	0	0	0	0	0	0	0 0 \$	- 5		\$ -	s -	s -	s -	29 \$	1,445,17						4.828.11
Questions During Advertisement							-	-	0 \$	- 8			•	s -	-	29 \$	1,445.17						4,828.11
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TOTAL Non-Contingency	143	0	0	0	0	0	0	0	0 223 \$				\$ 196.00	\$ 16,775.51	\$ 1,657.97		145,718.67						476,252.76
<u> </u>													Cost + Fe	e or Profit =	\$ 18,433.48							•	
NTINGENCY TASKS/DELIVERABLES																							
de rows to assign Subtasks and <u>Hide</u> any unused rows.	0	0	0	0	0	0	0	0	0 176 \$	7,236.84	7,074.73	\$ -	\$ 329.00	\$ 14.640.57	\$ 1,431,17	252 \$	10,580.10	\$ 13,051.14	\$ 3.68	\$ 8,203.72	\$ 31,838.64	\$ 2,363.14 \$	34,201.78
3.2.2 Phase I Archaeological Investigation with Technical Report	-	0	-			U	U	U		3,139.80			323.00	\$ 6,209.27		64 \$							6,830.20
Section 106 Determination of Eligibility (DOE) for the NRHP Reports									04 \$	0,133.00	0,000.47	-		U,200.21	9 020.93	5,1	0,100.00	3,003.47	-	-	0,203.21	020.33	3,030.20
3.3.2 and Project Submittal Letter	/ I/		( )		( )				36 S	1.181.16	1.154.70			\$ 2.335.86	\$ 233.59	36 \$	1.181.16	\$ 1,154.70	s -	s -	\$ 2.335.86	\$ 233.59 \$	2,569.45
3.3.3 Section 106 Finding of Effect (FOE) Report									0 \$			s -		\$ -	\$ 200.00	0 \$	- 1,101.10			-			2,000.40
3a Prepare a Section 106 FOE Report for Listed Resources									52 \$					\$ 3,380,98	\$ 338.10	52 \$	1.709.64						3,719.08
.3b Notice and Publication of Adverse Findings of Effect			$\overline{}$	$\overline{}$					24 \$				\$ 329.00			24 \$							2,953.01
140tice and 1 abilication of Adverse 1 intalings of Effect		-	$\overline{}$		$\overline{}$				0 \$	- 8			9 323.00	\$ 2,714.40		0 \$	1,200.24						2,333.01
3.4.5 Site-Specific Investigations	-								0 \$	- 8				s -	-	0 \$							-
5.1 Site-Specific Investigations 5.1 Site-Specific Investigation Work Plan and Health and Safety Plan	$\overline{}$		$\overline{}$		-									· -	<u> </u>		789.86						10.297.58
	$\rightarrow$		$\overline{}$		-				0 \$	- 8				\$ - \$ -		18 \$	2.553.40						7.832.46
5.2 Site-Specific Investigation Sampling and Reporting			-		-				0 \$					*		58 \$	,,,,,					711.79 \$	7,832.46
										- 8		-		\$ -	-	0 \$			*				
GEOTECHNICAL / PAVEMENT SERVICES	0	0	0	0	0	0	0	0	0 0 \$	- \$						13 \$	546.93						7,110.04
Additional Drilled Bore	$\longrightarrow$		$\overline{}$		-				0 \$	- \$				\$ -		13 \$	546.93						7,110.04
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ROADWAY DESIGN Roadway Design Exceptions	0	0	0	0	0	0	0	0		- \$			\$ -			45 \$	2,112.51						7,057.60
Roadway Design Exceptions	-	$\overline{}$	$\overline{}$		-				0 \$	- \$				\$ -		45 \$	2,112.51						7,057.60
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ADVERTISE AND AWARD ASSISTANCE Relocation	0	0	0	0	0	0	0	0	0 0 \$	-   \$			\$ -		-	150 \$	5,784.00						9,911.13
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Condemnation Process Assistance			$\overline{}$		$\overline{}$				0 \$	- \$				\$ -	\$ -	40 \$	1,586.30	\$ 823.45				\$ 240.98 \$	2,650.73
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TOTAL Contingency	0	0	0	0	0	0	0	0	0 176 \$	7,236.84	7,074.73	\$ -	\$ 329.00	\$ 14,640.57	\$ 1,431.17	460 \$	19,023.54	\$ 21,331.11	\$ 8.34	\$ 13,882.08	\$ 54,245.07	\$ 4,035.48 \$	58,280.55
													Cont. Co.	st + Profit =	\$ 16,071,74		·						
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																		Totals for C	PFF Com	pensation			
																	Т	otal Non-Contin	gency Cost	NTF for CPF	F	\$ 54,245.07	
																						·	
																	NO	on-Contingency	гіхей гее а	mount for CP	FF	\$ 4,035.48	
																		The Cost and Fixed Fe			tingency services. Ar the contract/WOC.	nounts for contingency	
TOTAL Non-Contingency + Contingency	143	0	0	0	0	0	0	0	0 399 \$	15.620.49	15.270.59	\$ -	\$ 525.00	\$ 31,416.08	\$ 3,089,14	3916 S	164.742.21	\$ 264.404.27	\$ 183.53	\$ 62.288.60	\$ 491.618.61	\$ 42.914.70 <b>\$</b>	534.533.31
TOTAL Non-Contingency + Contingency	143	0	0	0	0	0	0	0	0 399 \$	15,620.49	15,270.59					3916 \$	164,742.21	\$ 264,404.27	\$ 183.53	\$ 62,288.60	\$ 491,618.61	\$ 42,914.70	534,533.31
TOTAL Non-Contingency + Contingency	143	0	0	0	0	0	0	0	0 399 \$	15,620.49	15,270.59				\$ 3,089.14 \$ 34,505.22	3916 \$	164,742.21	\$ 264,404.27	\$ 183.53	\$ 62,288.60	\$ 491,618.61	\$ 42,914.70	534,533.31

Consulting Firm: Kittelson & Associates, Inc. Complete a separate Expense Detail sheet for Prime and each subconsultant, as needed. Totals must be manually entered or linked into the Insert rows as needed. For subtasks that include ODCs, enter subtask number and If using any second or lower tier subs, identify name, Tax ID No., DBE status, and dollar amount for name to correspond with associated subtask in Breakdown of each. If firm is using their Social Security Number, just enter "SSN" and do not enter the actual Costs sheet. number. Task# Description **Basis of Estimate** Qty. NON-CONTINGENCY TASKS/DELIVERABLES Include enough detail for the reader to understand how the estimate was determined. Sample Entries for Instructional Purposes Only Project Meetings Mileage Project Site Visits Sample Entries for Instructional Purposes Only 2.3.1 2 days (per Price Agreement) agging Darrell's Flagging Service; non-DBE (FEIN: 1-94136688) [Subtask Name] 2 [Subtask Name] 3 [Subtask Name] [Subtask Name] UTILITIES 5 6 [Subtask Name] [Subtask Name] 8 TRAFFIC ENGINEERING & MANAGEMENT 8.1 Traffic Analysis Traffic Counts 9 [Subtask Name] 10 [Subtask Name] 11 [Subtask Name] 12 [Subtask Name] 13 [Subtask Name] 14 [Subtask Name] 15 [Subtask Name] 16 [Subtask Name]

#### Consulting Firm: 1-Alliance

	Complete a separate Expense Detail sheet	ton Prime and each subconsultant, as needed. Totals must be manually entered or link Insert rows as needed.	red into the	e BOC workshee	ot.
	s that include ODCs, enter subtask number and respond with associated subtask in Breakdown of .	If using any second or lower tier subs, identify name, Tax ID No., DBE status, and dollar amount for each. If firm is using their Social Security Number, just enter "SSN" and do not enter the actual number.			
Task #	Description	Basis of Estimate	Qty.	<b>Unit Price</b>	Amount
NON-CON	NTINGENCY TASKS/DELIVERABLES	Include enough detail for the reader to understand how the estimate was determined.			
1.2	Project Meetings	Sample Entries for Instructional Purposes Only			\$4,377.25
1.2	Lodging	2 nights (Bend, OR) for 2 people	4	\$81.000	\$324.00
	Per Diem	3 days (Bend, OR) for 2 people	6	\$44.000	\$264.00
	Mileage	Roundtrip from Roseburg to Bend	382	\$0.575	\$219.65
2.3.1	Project Site Visits	Sample Entries for Instructional Purposes Only	2	\$20.000	\$2,916.60
	Video Camera Flagging	2 days (per Price Agreement)  Darrell's Flagging Service; non-DBE (FEIN: 1-94136688)	1	\$613.000	\$40.00 \$613.00
1	[Subtask Name]				\$0.00
					\$0.00
					\$0.00
2	Survey	B	4	00	\$2,263.60
2.2	Mileage	Roundtrip to site (40 miles) 4 trips	160	\$0.560	\$89.60
2.3	Mileage Mileage	Roundtrip to site (40 miles) 2 trips  Roundtrip to site (40 miles) 7 trips	80 280	\$0.560 \$0.560	\$44.80 \$156.80
2.4	Scanner Fee	Scanner Rental 1 Day	1	\$1,500.000	\$1,500.00
2.6	Recording Fees	Clackamas County Surveyor Filing Fee	1	\$450.000	\$1,500.00
2.7	Mileage	Roundtrip to site (40 miles) 1 trip	40	\$0.560	\$22.40
	•				\$0.00
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### Consulting Firm: Shannon & Wilson

Complete a separate Expense Detail sheet for Prime and each subconsultant, as needed. Totals must be manually entered or linked into the Insert rows as needed.

		Insert rows as needed.	
	s that include ODCs, enter subtask number and respond with associated subtask in Breakdown of .	If using any second or lower tier subs, identify name, Tax ID No., DBE status, and dollar amount for each. If firm is using their Social Security Number, just enter "SSN" and do not enter the actual number.	
Task #	Description	Basis of Estimate	Qty.
NON-CON	TINGENCY TASKS/DELIVERABLES	Include enough detail for the reader to understand how the estimate was determined.	
1.2	Project Meetings	Sample Entries for Instructional Purposes Only	4
	Lodging Per Diem	2 nights (Bend, OR) for 2 people 3 days (Bend, OR) for 2 people	6
	Mileage	Roundtrip from Roseburg to Bend	382
2.3.1	Project Site Visits	Sample Entries for Instructional Purposes Only	
	Video Camera	2 days (per Price Agreement)	2
3.4.1	Flagging Hazardous Materials Corridor Study	Darrell's Flagging Service; non-DBE (FEIN: 1-94136688)	1
0.4.1	EDR-full packet	1 packet @\$350/packet	1
	U of O Aerial Photos	1 set @ \$120/set	1
	Mileage	31 miles R/T @ \$0.56/mile	31
3.4.2	Shoulder Material Investigation	laction and the DET O 40 Feb. III	
	Mileage	2 trips at 31 miles R/T @ \$0.56/mile	62
6.2	Ice   Exploration and Testing Work Plan ("ETWP")	Up to 3 bags at \$3.00 a bag	3
0.2	Mileage	2 trips at 31 miles R/T @ \$0.56/mile	62
	traffic control plan from D&H	D&H Flagging - DBE OR CERT ID 478 - \$500 per plan	2
6.3	Geotechnical and Pavement Explorations		
	Mileage	2 trips at 31 miles R/T @ \$0.56/mile	62
	Flagging	D&H Flagging - DBE OR CERT ID 478 - \$2500 per day	0.5
	Drilling DCB rental	2 Days at \$3700 perday - Non DBE	1
	DCP rental 125 Gallon Poly Tank Rental	Dynamic Cone Penetrometer - 2 days at \$40 per day  1 day at \$25 per day	1
	Sample Jars	2 boxes at \$20 per box	2
	GPS Mapping system	1 day at \$40 per day	1
	11 9 7		
6.4	I oh Tooting		
0.4	Lab Testing Lab Testing	2 Atterbergs, 10 Moistures, 2 P200, 1 Organic content, 1 Consolidation, 1 Direct Shear	1
	Lab rooming	27 Monday, 17 Monday, 21 200, 1 Organio Soniori, 1 Sonioriadaiori, 1 Biroti Oriodi	
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#### Consulting Firm: Harris Environmental Group

Complete a separate Expense Detail sheet for Prime and each subconsultant, as needed. Totals must be manually entered or linked into the Insert rows as needed.

		insert rows as needed.	
	that include ODCs, enter subtask number and espond with associated subtask in Breakdown of	If using any second or lower tier subs, identify name, Tax ID No., DBE status, and dollar amount for each. If firm is using their Social Security Number, just enter "SSN" and do not enter the actual number.	
Task #	Description	Basis of Estimate	Qty.
NON-CON	ITINGENCY TASKS/DELIVERABLES	Include enough detail for the reader to understand how the estimate was determined.	
1.2	Project Meetings	Sample Entries for Instructional Purposes Only	
	Lodging	2 nights (Bend, OR) for 2 people	4
	Per Diem	3 days (Bend, OR) for 2 people	6
	Mileage	Roundtrip from Roseburg to Bend	382
2.3.1	Project Site Visits	Sample Entries for Instructional Purposes Only	
	Video Camera	2 days (per Price Agreement)	2
	Flagging	Darrell's Flagging Service; non-DBE (FEIN: 1-94136688)	1
3.5.1	Endangered Species Act (ESA) No Effect Memor	randum	
	Mileage	Rountrip from Sherwood, OR to project site	50
3.5.2	Federal-Aid Highway Program ("FAHP") ESA Pro Mileage	ogrammatic Documentation Rountrip from Tacoma, WA to project site	300
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### Consulting Firm: Universal Field Services

Complete a separate Expense Detail sheet for Prime and each subconsultant, as needed. Totals must be manually entered or linked into the Insert rows as needed.

		insert rows as needed.	
	s that include ODCs, enter subtask number and respond with associated subtask in Breakdown of .	If using any second or lower tier subs, identify name, Tax ID No., DBE status, and dollar amount for each. If firm is using their Social Security Number, just enter "SSN" and do not enter the actual number.	
Task #	Description	Basis of Estimate	Qty.
NON-CO	NTINGENCY TASKS/DELIVERABLES	Include enough detail for the reader to understand how the estimate was determined.	,
1.2	Project Meetings	Sample Entries for Instructional Purposes Only	
1.2	Lodging	2 nights (Bend, OR) for 2 people	4
	Per Diem	3 days (Bend, OR) for 2 people	6
	Mileage	Roundtrip from Roseburg to Bend	382
2.3.1	Project Site Visits	Sample Entries for Instructional Purposes Only	
	Video Camera	2 days (per Price Agreement)	2
	Flagging	Darrell's Flagging Service; non-DBE (FEIN: 1-94136688)	1
14	Right of Way		
14.2	Preliminary Title Reports	8 PTRs @ \$400 each	8
14.5	General Information Notice	Certified mail costs for 6 general infromation notices @ \$15 each	6
14.6	Real Estate Appraisals	6 appraisal reports @ \$4,250 each	6
14.6	Appraisal Review	6 appraisal review reports @ \$1,250 each	6
14.7	Negotiation and Offer	1440 miles @ .560 cents per mile	1440
14.7	Negotiation and Offer	Certified mail costs for 6 offer packets @ \$25 each	6
C14.8	Relocation	350 miles @ .560 cents per mile	350
C14.8	Relocation	Certified mail and postage	1
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