



DAN JOHNSON
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

October 28, 2021

Board of Commissioners
Clackamas County

Members of the Board:

Approval of Annual Intergovernmental Agreement with Metro to Implement the
FY 21-22 Annual Waste Reduction and Recycle at Work Program

Purpose/ Outcomes	This IGA provides funding and updates the County's solid waste, waste reduction and recycling work plan for 2021-2022, developed collaboratively each year with Metro. Funds disbursed by Metro under the IGA partially offset the cost of meeting requirements the Regional Waste Plan and Oregon's Opportunity to Recycle Act.
Dollar Amount and Fiscal Impact	The IGA provides \$506,422.00 in funding to the County for FY 20-21. These revenues are budgeted for the fiscal year.
Funding Source	Regional System Fees (from Metro) and County Solid Waste Franchise Fees (within County system).
Duration	July 1, 2021 – June 30, 2022
Previous Board Action	The BCC has approved a Solid Waste Management Plan and supplemental funding from Metro annually since 1991.
Strategic Plan Alignment	1. <i>Alignment with the department's Strategic Business Plan goals?</i> Part of Sustainability and Solid Waste's work, in the Livable Communities line of business, is promoting waste reduction, conservation of resources and reduction of carbon emissions through responsible use of materials, while supporting ongoing garbage and recycling collection services. 2. <i>Alignment with County Performance Clackamas goals:</i> Garbage, recycling, and waste prevention efforts support goals to (A) Ensure safe, healthy and secure communities, and (B) Honor, utilize, promote and invest in natural resources, by reducing waste, ensuring responsible use of materials, and supporting the carbon neutral perspective community through better materials management.
Counsel Review	Reviewed and Approved by Counsel: 10/14/21, AN
Procurement Review	1. Was the item processed through Procurement? <i>No</i> 2. If no, provide brief explanation: Item is an IGA
Contact Person	Eben Polk – Sustainability & Solid Waste (DTD) (503) 250-2678
Contract No.	Metro Contract No. 937366

BACKGROUND:

Annually Metro and local governments within the tri-county area collaborate to update plans for outreach, education and technical assistance in waste reduction and recycling. This IGA covers FY 21-22 funding and updates the work plan.

This agreement, as with prior Metro IGAs for solid waste, is retroactive in covering the fiscal year. We typically receive the IGA after the start of the fiscal year.

The annual plans are designed to meet the goals and objectives of our Regional Waste Plan which itself implements state policies for the provision of recycling and waste reduction programs. In its role as the lead agency for RWP implementation, Metro has approved the County's Annual Waste Reduction Plan for FY 21-22.

In support of the annual plans, Metro redistributes revenue collected from disposal of garbage at Metro's owned and franchised facilities.

This year's funding is \$62 greater than the prior FY and includes the following components:

- (1) \$224,673 – Recycling and waste reduction programs including education and resources for residents and community members. (These funds are allocated in the region proportional to population.)
- (2) \$150,276 - Recycling and waste reduction programs, technical assistance and outreach that serve businesses and workplaces. (These funds are allocated in the region proportional to employee counts.)
- (3) \$131,473 – Support to implement the local business food scraps collection ordinances adopted by Gladstone, Lake Oswego, Milwaukie, Oregon City, West Linn, Wilsonville, and the County for its urban unincorporated area and Happy Valley.

Of the activities in the Regional Waste Plan and local annual plan that meet state requirements under the Opportunity to Recycle Act (components 1 and 2 above), the County meets these responsibilities for its unincorporated areas and the Cities of Barlow, Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Sandy, West Linn, and Wilsonville, in exchange for the funds allocated for those jurisdictions by Metro. These local agreements ensure that programs and customer service as experienced by residents and businesses, are consistent, efficient, and cost-effective. Attached for reference are the agreements with Cities.

Finally, attached for reference is the Annual Report for FY 20-21, which offers details of the work accomplished using the funds distributed via this IGA. Amidst the COVID-19 pandemic staff found creative ways to continue core programs, including highlights such as:

- Re-orienting to provide business liaison services and emergency hunger relief support within the COVID-19 Emergency Operations Center
- Over 4,900 recycle guides and additional resources provided to 57 multifamily communities
- Mailer to 614 multifamily property managers outlining available services
- Outreach to 240 new businesses on recycling and waste reduction resources
- One-on-one consultations for 29 businesses to promote food donation to local emergency food providers and with 82 businesses supporting their food waste collection efforts
- 445 recycling and waste reductions consultations for businesses
- Recycling Guide postcard sent to all addresses within the county (residential, multifamily, and business) – also included customer satisfaction survey.
- Just over 30% of Clackamas County schools are currently certified as Oregon Green Schools, and 24 youth from nine schools opted to participate in a Youth Task Force on climate change, connecting to the County's climate action plan project.

These efforts align with the essential services provided by our franchised solid waste collectors.

RECOMMENDATION:

Staff respectfully recommends the Board of County Commissioners approve and sign the Intergovernmental Agreement with Metro (No. 937366) containing the FY 21-22 work plan and funding.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eben Polk". The signature is fluid and cursive, with the first name "Eben" and last name "Polk" clearly distinguishable.

Eben Polk, Supervisor
DTD-Sustainability & Solid Waste

Attachments:

- A. IGA and Work Plan (No. 937366) for BCC Signature
- B. FY 20-21 Annual Report to Metro
- C. City Letters of Understanding for Ongoing Outreach



600 NE Grand Ave.
Portland, OR 97232-2736
(503) 797-1700

Intergovernmental Agreement

Metro Contract No. 937366

THIS AGREEMENT, entered into and under the provisions of ORS Chapter 190, is between Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, and CLACKAMAS COUNTY, hereinafter referred to as “County”, whose address is 2051 Kaen Road, Oregon City, OR 97045.

In exchange for the promises and other valuable consideration set forth below, the parties agree as follows:

1. Purpose. The purpose of this Agreement is to establish the responsibilities of the parties in implementing the FY 2021-22 Metro and Local Government Annual Waste Reduction Plan.

2. Term. This Agreement is effective upon signature of both parties, and will remain in effect through June 30, 2022 unless earlier terminated in conformance with this Agreement, or extended by written amendment signed by both parties. Costs for this project may be incurred beginning July 1, 2021.

3. Services Provided and Deliverables. County and Metro will perform the services described in the attached Scope of Work, which is made part of this Agreement by reference, and otherwise fully comply with the provisions in Exhibit A: Scope of Work.

4. Payment for Services. Metro will pay County for Annual Waste Reduction services performed and materials delivered in the maximum sum of FIVE HUNDRED SIX THOUSAND FOUR-HUNDRED TWENTY-TWO AND NO/100THS DOLLARS (\$506,422.00) in the manner and at the time designated in the Scope of Work. Metro has appropriated sufficient funds to provide the funding required by this Agreement during the current fiscal year. Funding may be subject to budget adjustments in Metro’s discretion at any time during the term of the Agreement. Grant Funds due after June 30 of any given year are subject to funds being appropriated by the Metro Council. The parties must not interpret this Agreement as a pledge of any source of Metro funds, including but not limited to its ad valorem property taxes, the full faith and credit of Metro, nor any other legally available revenues, taxes or other

Intergovernmental Agreement

funds to make the payments described in the Scope of Work. Metro will provide sixty (60) days' written notice to County prior to a budget adjustment that reduces grant funds to the County. If Metro reduces grant funds to the County, the parties may execute an amendment to this Agreement that reduces the County's responsibilities under this Agreement to correspond to Metro's reduction in grant funds.

5. Insurance. County agrees to maintain insurance levels, or self-insurance in accordance with ORS 30.282, for the duration of this Agreement to levels necessary to protect against public body liability as specified in ORS 30.272. County also agrees to maintain for the duration of this Agreement, Workers' Compensation Insurance coverage for all its employees as a self-insured employer, as provided by ORS chapter 656, or disability coverage under its Disability, Retirement and Death Benefits Plan.

6. Indemnification. Subject to the provisions of the Oregon Constitution and Oregon Tort Claims Act, County will indemnify, defend, and hold Metro and Metro's agents, employees, and elected officials harmless from any and all claims, demands, damages, actions, losses, and expenses, including attorney fees, arising out of or in any way connected with, County's performance under this Agreement.

7. Termination. This Agreement may be terminated by either party without cause upon giving 90 days written notice of intent to terminate. This Agreement may be terminated with less than 90 days' notice if a party is in default of the terms of this Agreement. In the case of a default, the party alleging the default will give the other party at least 30 days written notice of the alleged default, with opportunity to cure within the 30-day period. Termination will be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

8. State Law Constraints. County will comply with the public contracting provisions of ORS chapter 279A, B & C and to the extent those provisions apply, they are incorporated into this Agreement by reference. Specifically, it is a condition of this Contract that all employers working under this Agreement are subject employers that will comply with ORS 656.017.

Intergovernmental Agreement

9. Notices. County and Metro will deliver legal notice provided under this Agreement personally or by certified mail to the following individuals:

For County:
County Counsel
Clackamas County
2051 Kaen Road
Oregon City, OR 97045

For Metro:
Office of Metro Attorney
Metro
600 NE Grand Avenue
Portland, OR 97232-2736

Informal coordination of this Agreement will be conducted by the following designated Project Managers:

For County:
Eben Polk
Clackamas County
150 Beaver Creek Road
Oregon City, OR 97045

For Metro:
Rosalynn Greene
Metro
600 NE Grand Avenue
Portland, OR 97232-2736

County may change the above-designated Project Manager by written notice to Metro. Metro may change the above-designated Project Manager by written notice to County.

10. Assignment. This Agreement is binding on each party, its successors, assigns, and legal representatives and may not, under any condition, be assigned or transferred by either party without prior written approval by the other party.

11. Integration. This writing contains the entire Agreement between the parties, and may only be amended by written instrument, signed by both parties.

12. Severability. If any portion of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless will remain in full force and effect and the offending provision will be stricken.

13. Compliance with Applicable Law. Both parties will comply with all applicable local, state and federal ordinances, statutes, laws and regulations. All provisions of law required to be a part of this Agreement, whether listed or otherwise, are hereby integrated and adopted herein. Failure to comply with such obligations is a material breach of this Agreement.

Intergovernmental Agreement

14. Debt Limitation. This Agreement is expressly subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act, and is contingent upon appropriation of funds. Any provisions herein that conflict with the above referenced laws are deemed inoperative to that extent.

15. No Attorney Fees. In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party will be responsible for its own attorneys' fees and expenses.

16. Survival. All provisions in Sections 6, 12, 14, 15, and 16 will survive the termination of this Agreement, together with all other rights and obligations herein which by their context are intended to survive.

This Agreement is dated as of the last signature date below.

CLACKAMAS COUNTY

METRO

By: _____

By: _____

Print name and title

Print name and title

Date

Date

Intergovernmental Agreement

Scope of Work – Exhibit A

SCOPE OF WORK

- a) Term: July 1, 2021 to June 30, 2022.
- b) County's responsibilities. County will:
1. Provide to Metro a copy of County's Resolution, Ordinance, or signature of authorized representative approving this Intergovernmental Agreement including all of its attachments.
 2. Upon request, provide to Metro a copy of the Intergovernmental Agreement or Letter of Understanding authorizing County to act on Cities' behalf in developing and implementing a joint annual waste reduction program.
 3. Ensure that by June 30, 2022, the activities specified in this Scope of Work which includes the attached Bridge Plan have been completed.
 4. On or before August 1, 2022, submit a completed report to Metro's Project Manager demonstrating compliance with this Agreement.
- c) Metro Responsibilities. Metro will:
1. Provide technical assistance to County as necessary to develop, execute, monitor, and evaluate the work under this Agreement.
 2. Provide assistance to County on promotional and educational activities.
 3. Monitor the general project progress and review, as reasonably necessary, County's accounting records relating to project expenditures under to this Agreement.
 4. Provide County with any necessary reporting templates.
- d) Budget and Terms of Payment:
1. Upon completion of section (b)(1) of this Scope of Work, Metro will pay County \$506,422.00 in one lump sum. County's billing invoices will include the Metro contract number, County name, remittance address, invoice date, invoice number, and line item invoice amounts for each of the program areas listed in d) 2. below. County's billing invoices will be sent to Metro Accounts Payable, 600 NE Grand Avenue, Portland, OR 97232-2736 or metroaccountspayable@oregonmetro.gov. The Metro contract number will be referenced in the email subject line. County's billing invoices for goods and services through June 30 will be submitted to Metro by July 15. Payment will be made by Metro on a Net 30 day basis upon approval of County's invoice.

Intergovernmental Agreement

Scope of Work – Exhibit A

2. County will provide services described in this Scope of Work in exchange for the following funding:

Per-capita distribution:

Supports overall implementation of Regional Waste Plan Required Activities, general education, state law and cooperatively-implemented priorities of regional concern.

Barlow	\$71
Canby	\$9,031
Estacada	\$2,119
Gladstone	\$6,268
Happy Valley	\$11,755
Johnson City	\$296
Lake Oswego	\$20,718
Milwaukie	\$10,810
Molalla	\$5,200
Oregon City	\$18,831
Rivergrove	\$268
Sandy	\$6,114
West Linn	\$13,631
Wilsonville	\$13,599
<u>Unincorporated Clackamas County</u>	<u>\$105,961</u>
TOTAL	\$224,673*

*Rounding affects total.

Employee-count distribution:

Supports implementation of Regional Waste Plan Required Activities for commercial solid waste and recycling programs including business waste prevention, Business Recycling Requirement, multifamily service improvements and state law requirements specific to business and multifamily programs.

Barlow	\$25
Canby	\$6,124
Estacada	0
Gladstone	\$2,870
Happy Valley	\$3,177
Johnson City	\$11
Lake Oswego	\$19,545
Milwaukie	\$12,374
Molalla	\$2,843
Oregon City	\$14,738
Rivergrove	\$19
Sandy	\$3,285
West Linn	\$4,361
Wilsonville	\$18,695
<u>Unincorporated Clackamas Co.</u>	<u>\$62,210</u>
TOTAL	\$150,276*

*Rounding affects total.

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Scope of Work – Exhibit A

Business Food Waste Requirement distribution:

Supports implementation of the Business Food Waste Requirement.

Staffing	\$124,374.00
<u>Supplies</u>	<u>\$7,099.00</u>
Total	\$131,473.00

3. County and Metro recognize that the Metro and Local Government Annual Waste Reduction Plan is a multi-year program and that future rounds of funding will depend in part on County's performance in implementing program activities during the term of this contract.

Intergovernmental Agreement

Scope of Work – Exhibit A

FY 2021-22 Annual Waste Reduction Bridge Plan

OVERVIEW

The purpose of this one-year bridge plan is to begin the transition from work plans and activities developed under the previous Regional Solid Waste Management Plan to those goals and actions in the current 2030 Regional Waste Plan (RWP). Annual work plans and associated contractual agreements between Metro and local governments serve as one of the primary mechanisms for implementation of the RWP.

As the region transitions to a new planning framework, this bridge plan is focused primarily on uninterrupted provision of comprehensive and consistent recycling and garbage services across the region; implementation of new Regional Service Standards for multifamily residents; education, information, and technical assistance programs for residents and businesses about waste prevention, reuse and recycling; and compliance with state law. State and regional regulatory requirements are satisfied through the provision of a wide range of waste prevention and recycling services and the implementation of educational programs and campaigns at both the regional and local levels.

Requirements include those specified in Metro Code Chapters 5.10 and 5.15 and associated administrative rule such as minimum service levels for multifamily households, implementation of the Business Recycling Requirement and the Business Food Waste Requirement. In addition, state law requires Metro, cities and counties to implement a series of waste prevention, reuse and recycling programs (Oregon Revised Statutes 459A and Oregon Administrative Rules Chapter 340-090). Required actions also include those designed to address topics of regional concern. Their effectiveness relies on a cooperative and consistent implementation by Metro and the region's cities and counties. As a condition of annual funding, local governments are required to participate in the development and implementation of these priority programs.

Funding, derived from the Regional Service Fee charged on every ton of waste disposed from the region, is provided by Metro to support local government implementation of the RWP's waste prevention and recycling programs and campaigns to ensure compliance with regional requirements and state law.

This Scope of Work delineates the activities and associated funding for local governments for fiscal year 2021-22.

Intergovernmental Agreement

Scope of Work – Exhibit A

FUNDING METHODS AND USE OF FUNDS

The following methods are currently used to calculate funding distributions for this agreement. Funds provided by Metro are to be used solely to implement the activities, programs and services as set forth in this scope of work.

- Per-capita distributions:** Supports overall implementation of RWP *Required Activities*, general education, state law and cooperatively-implemented priorities of regional concern.
- Employee count distributions:** Supports implementation of RWP *Required Activities* for commercial solid waste and recycling programs including business waste prevention, Business Recycling Requirement, multifamily service improvements and state law requirements specific to business and multifamily programs.
- Business Food Waste Requirement distribution** (if applicable): Supports implementation of the *Business Food Waste Requirement* where applicable. Distributed on a per-business technical assistance hours basis plus internal container cost offset for businesses subject to the requirement.

WORK GROUPS

Local governments will continue to actively participate in work groups in order to collaboratively implement programs and activities in the region as appropriate.

REPORTING

Local governments will be expected to report on the following. Metro will provide the reporting template.

Reporting Requirement	Format
Demonstrate compliance with Regional Service Standard <ul style="list-style-type: none"> ➤ Metro Code Chapter 5.15 and Administrative Rule ➤ Residential Service: Actions 10.1, 10.2, 10.3, 10.5 and 10.6 ➤ General Education: Actions 6.2, 6.3, 6.5, 8.1, 8.5, 9.1, 9.3 and 15.1 	Narrative
Business Food Waste Requirement <ul style="list-style-type: none"> ➤ Metro Code Chapter 5.15 and Administrative Rule ➤ Actions 6.5, 8.1 and 10.1 	FRED quarterly updates Narrative (as currently reported)

Intergovernmental Agreement

Scope of Work – Exhibit A

Business Recycling Requirement Compliance ➤ Metro Code Chapter 5.15 and Administrative Rule	Narrative and Excel spreadsheet (as currently reported)
Implementation status of required cooperative regional priorities ➤ Actions 6.2, 6.3, 6.5, 8.1, 8.5, 9.1, 9.3, 15.1	Narrative
ReTRAC hauler reports	Annual reporting (Feb) (as currently reported)
Opportunity to Recycle Report (see Attachment A)	DEQ-issued reporting form (as currently reported)
Regional Waste Plan Indicators (see Attachment B)	TBD
Guidance Activities (if implemented)	Narrative
Individual local government activities (if implemented)	Narrative

REQUIRED ACTIVITIES

The following activities are required under one or more of the following:

- Metro code and administrative rule;
- state law; and
- cooperative implementation of programs and activities of regional concern.

The requirements are primarily directed at ensuring that comprehensive and consistent recycling and garbage services are provided across the region. They include education, information and technical assistance programs for residents and businesses about waste prevention, reuse and recycling and are a condition of funding.

Goal 6: Reduce product environmental impacts and waste through educational and behavioral practices related to prevention and better purchasing choices.

Action 6.2: Provide culturally responsive community education and assistance about the connections between consumer products, people and nature.

Intergovernmental Agreement

Scope of Work – Exhibit A

Activities
Provide critical program materials in multiple languages including English, Spanish, Russian, Vietnamese, Simplified Chinese, Korean, and Thai.
Work with culturally specific partners to research and understand barriers and solutions to effective communication.
Form partnerships with Community-Based Organizations to implement culturally relevant engagement programs with communities of color; implement activities that build community-based organization capacity.

Action 6.3: Provide and increase accessibility to education and tools to help residents and businesses reduce their use of the single- use products with the greatest negative environmental impacts.

Activities
Work with culturally specific partners to research and understand barriers and solutions to effective communication
Provide residents and businesses with technical assistance, information and tools to reduce the use of single-use products
Create and implement communication plan to promote bag ban.

Action 6.5: Assist households and businesses in the adoption of practices that prevent the wasting of food and other high-impact materials.

Activities
Provide technical assistance to food businesses and implementation of business food waste requirement.
Use data to focus efforts on those food business sectors producing the most food.
Support Food Waste Stops with Me campaign through collaborative projects.

Intergovernmental Agreement

Scope of Work – Exhibit A

Develop Oregon Food Share Guide for schools to prevent the wasting of Food in partnership with Oregon Food Bank, Oregon Department of Education, Oregon Green Schools, DEQ and EPA.
Work with culturally specific partners to research and understand barriers and solutions to household and business food waste prevention.
Form partnerships with Community-Based Organizations to implement culturally relevant engagement programs with communities of color; implement activities that build community-based organization capacity.
Expand Eat Smart, Waste Less audience and opportunities beyond tabling and adjusting messaging based on recent survey findings on what resonates with target audience.

Goal 8: Increase the reuse, repair and donation of materials and consumer products.

Action 8.1: Support efforts to ensure that surplus edible food desired by agencies serving communities experiencing hunger in the region is made available to them.

Activities
Provide one-on-one technical assistances to food businesses in a position to donate surplus edible food desired by agencies serving communities experiencing hunger.
Develop and use regionally consistent materials about the why and how of food donation in the region.
Develop and maintain ongoing partnership with food donations agencies of all types and sizes throughout the region.
Enhance local food donation infrastructure by helping build capacity and partnerships for local donation organizations.

Intergovernmental Agreement

Scope of Work – Exhibit A

Action 8.5: Invest in neighborhood-scale reuse and repair services and infrastructure.

Activities
Create plan for incorporating Repair Fair and repair resources across local governments' programming.

Goal 9: Increase knowledge among community members about garbage, recycling and reuse services.

Action 9.1: Provide culturally responsive education and assistance for garbage, recycling and reuse services to residents and businesses.

Activities
Use culturally responsive education guidance, when available, to update annual education materials by 2023.
Partner with community-based organizations to create recycling and garbage collateral that can be used across the region and aligns with Recycle or Not and multifamily decals.
Increase outreach and technical assistance to multifamily sector prioritizing underserved communities.
Work with culturally specific partners to research and understand barriers and solutions to effective communication.
Explore expanding Environmental Promoters program to all jurisdictions to engage multifamily residents on recycling contamination reduction and reuse.

Intergovernmental Agreement

Scope of Work – Exhibit A

Action 9.3: Ensure that community education and volunteer development courses, such as Master Recycler, are relevant, accessible and culturally responsive to all communities.

Activities
Support capacity building within Master Recyclers.
Form partnerships with community-based organization to designed culturally relevant Master Recycler courses with communities of color; implement activities that build community-based organization capacity
Work with culturally specific partners to research and understand local barriers and solutions to effective communication.

Goal 10: Provide regionally consistent services for garbage, recyclables and other priority materials that meet the needs of all users.

Action 10.1: Provide comprehensive collection services and supporting education and assistance for source-separated recyclables, source-separated food scraps and garbage, in compliance with state, regional and local requirements, including the Regional Service Standard, Business Recycling Requirement and Business Food Waste Requirement in Metro Code.

Activities
Work towards updating local government code, rule or franchise or license agreements to reflect recently adopted Metro multifamily service standards (Metro Code Chapter 5.15 and associated Administrative Rule).
Implement local government code, rule or franchise or license agreement for business food waste requirement (beginning March 2022).
Continue to monitor and maintain business recycling requirement.
Demonstrate compliance with regional service standards (Metro Code Chapter 5.15 and associated Administrative Rules 5.15 2000-5000).
Provide education and outreach materials to haulers to meet state opportunity to recycle requirements. (See Attachment A)

Intergovernmental Agreement

Scope of Work – Exhibit A

Regularly monitor and review solid waste collection system to ensure compliance with state, regional and local rules and regulations.
Track and report information to Metro to evaluate outcomes of business recycling and food waste requirements.
Provide technical assistance to businesses to support compliance with business recycling requirement and business food waste requirement.

Action 10.2: Implement minimum service levels or performance standards for all collected materials for multifamily and commercial tenants.

Activities
Develop implementation plans for the minimum volume and service level requirements for multi-family properties.
Collaborate with Metro and other local governments on efforts to operationalize the requirements.

Action 10.3: Implement regional standards for collection container colors, signage and other related informational materials for single-family, multifamily and commercial services.

Activities
Engage with collection companies, property management companies and local housing organizations in order to distribute signage.
Support efforts to operationalize the requirements in jurisdiction.
Actively participate in coordination of regional efforts to install new multifamily signage, prioritizing low-income and diverse communities first.

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Scope of Work – Exhibit A

Action 10.5: Provide regularly occurring bulky waste collection service, with particular emphasis on multifamily communities and lower-income households.

Activity
Participate in local government-led regional planning for multifamily bulky waste program and local bulky waste pilot projects.

Action 10.6: Establish standards for collection areas for existing and newly constructed multifamily properties to ensure residents have adequate access to garbage, recyclables and food scraps collection containers.

Activity
Participate in local government-led regional planning for multifamily enclosure standards to determine scope and next steps.

Goal 15: Improve the systems for recovering recyclables, food scraps and yard debris to make them resilient to changing markets and evolving community needs.

Action 15.1: Implement regionally consistent contamination reduction efforts to improve material quality, including education, sorting instructions, collection equipment changes, and customer feedback methods.

Activities
Incorporated Recycle or Not (RoN) messages and content into existing English and Spanish language recycling education programs and activities.
Align messaging to be regionally consistent with newly created multifamily decals and RoN talking points.
Have quarterly calibrations with Metro Recycling Info Center for materials acceptance and align on public facing names and descriptions.

Intergovernmental Agreement

Scope of Work – Exhibit A

GUIDANCE

The following actions reflect a collaborative and coordinated approach among Metro, local governments, community-based organizations and private sector service providers. *While they are not required*, they have been identified by Metro and local governments as priorities.

Goal 1: Increase engagement of youth and adults historically marginalized from garbage and recycling decision-making by enhancing civic engagement and leadership opportunities.

Action 1.1: Increase representation of historically marginalized community members, including youth, on advisory committees, such as Metro and local government solid waste advisory committees.

Action 1.3: Partner with organizations to engage youth in leadership opportunities for social, economic and environmental issues related to garbage and recycling.

Goal 5: Reduce the environmental and human health impacts of products and packaging that are made, sold, used or disposed in Oregon.

Action 5.4: Advocate for product stewardship legislation and other policy approaches that can achieve the greatest reduction in environmental and human health impacts from products and packaging made, used or disposed in the region.

Goal 11: Address and resolve community concerns and service issues.

Action 11.1: Provide cultural competence training to customer service representatives at Metro, local governments and collection service providers.

Local government and Metro co-led activity
Identify training and other professional development opportunities for customer service representatives to build skills in de-escalation, unconscious bias, cultural humility and inclusion.

Goal 14: Adopt rates for all services that are reasonable, responsive to user economic needs, regionally consistent and well understood.

Intergovernmental Agreement

Scope of Work – Exhibit A

Action 14.4: Implement a low-income rate assistance program for residential collection services.

Local government and Metro co-led activities
Form a joint local government/Metro project team to identify options for implementation of local government low-income rate assistance programs.
Project team will develop a project work plan that identifies project purpose, goals, budget and roles and responsibilities for members of the project team.
Project team will identify any specific problems within the local government rate structures that cause insufficient or inequitable access to services, conduct necessary research to gather information and propose effective options that local governments can adopt to reduce or eliminate identified problems.

Goal 17: Effectively coordinate public and private partners in planning for the impact of disasters on the solid waste system.

Goal 18: Ensure routine garbage and recycling collection, processing, transport and disposal operations can be restored quickly following a system disruption.

Goal 19: Plan disaster debris response operations to expedite the clearance and removal of debris, making the best use of locally-based services and materials and maximizing recovery.

Local government and Metro co-led activities
Establish Standard Operating Procedures (SOP) for the group per the Regional Disaster Preparedness Organization (RDPO) guidelines.
Take stock and consider legacy work completed within RWP goal areas.
Select RWP actions for implementation in FY 20-23.
Co-develop work plans to implement selected actions including roles and responsibilities and estimated resource needs.

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Scope of Work – Exhibit A

COMPLIANCE WITH STATE LAW

Local governments are responsible for ensuring their jurisdiction's compliance with state law (ORS 459A and OAR 340-90). Region-wide programs implemented by Metro serve to fulfill some of the minimum obligations under state law. Metro has been designated by the State as the reporting agency for Clackamas, Multnomah and Washington Counties in their entirety and local jurisdictions will provide data to Metro to assist with this annual reporting responsibility. (See Attachment A)

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Scope of Work – Exhibit A

Attachment A: State Opportunity to Recycle Requirements

Oregon Revised Statutes 459A and Oregon Administrative Rules Chapter 340-090

General Requirements

Requirement
1. Ensure a place for collection source separated recyclables is located at each permitted disposal site or at a more convenient location.
2. Cities with a population of 4,000 or more and all cities within the Metro urban growth boundary must provide on-route collection service for source-separated recyclable materials at least once per month for all collection service customers within city limits and the county must provide that service to customers within the urban growth boundary but outside city limits.
3. The city or county responsible for solid waste management must implement a public education and promotion program that meets the following minimum requirements: <ul style="list-style-type: none"> a. Provide initial notice to all residential and commercial generators of their opportunity to recycle. b. Provide a semi-annual notice of the opportunity to recycle, including: materials collected, collection schedule, material preparation instructions, and why recycling is important. c. Provide educational and promotional materials to local media. Examples would be newspapers, television and radio stations, community groups, neighborhood associations, newsletters, social media, etc. d. Identify an official contact person for recycling education and promotion in the jurisdiction. e. Have a procedure for citizen involvement in the city's education and promotion program. This is usually a solid waste advisory committee or contact person. f. Distribute written recycling information describing how and what to recycle and why it is important to recycle, to disposal site users when site attendants are present. g. Have posted signs at non-attended disposal sites notifying users of materials accepted and hours of operation

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Scope of Work – Exhibit A

Recycling Program Elements

Program Element	Components Local Governments are responsible for (if implementing) ¹	Metro programs that help fulfill this element
a. Residential Recycling Containers	Ensure provision of at least one durable recycling container of 12 gallons or more	
b. Weekly Residential Curbside Recycling	Ensure provision of recycling service on same day as garbage	
c. Expanded Education & Promotion Program	Provide waste prevention, reuse, recycling and composting education and promotion under a Specified Action Program or an Expanded Education and Promotion Plan, including contamination reduction education	Recycling Information Center, <i>Ask Metro</i> , Metro website, regional contamination reduction education plan
d. Multi-Family Recycling	Implement collection program and provide educational and promotional information to multi-family residents	Recycling Information Center, <i>Ask Metro</i> , Metro website
e. Residential Yard Debris and Home Composting	Implement program to collect and compost yard debris and promote home composting	Metro Composting webpage
f. Commercial and Institutional Recycling	Implement program for regular, on-site collection of source-separated recyclables and an education and promotion program	<i>Tools for working on Metro's website</i> ; business recycling regional website
g. Expanded Recycling Drop-Off Depots	Establish additional recycling depots according to formula in Oregon Administrative Rules	
h. Collection Rates as Incentives	Establish collection rates for single family customers according to Oregon Administrative Rules	
i. Commercial & Institutional Composting	Implement a system to collect food waste from commercial and institutional entities, promote the program, and encourage food rescue	<i>Tools for working on Metro's website</i> ; <i>Food Waste Stops With Me</i> regional website
j. Required Recycling, Large Commercial Generators	Implement a program that requires large commercial generator to source-separate recyclables and provide education and promotion	<i>Tools for working on Metro's website</i> ; business recycling regional website

¹ Local governments do not have to implement all program elements. Local governments are responsible for selecting which program elements they wish to implement based on the criteria and minimum number of elements required in statute.

Intergovernmental Agreement

Scope of Work – Exhibit A

k. Residential Food Waste Collection & Composting	Implement a program for on-route collection of food waste from residential customers and provide education and promotion	
l. Construction & Demolition Debris Recovery	Provide waste reduction and reuse education to C&D generators and promote regional program	Enhanced Dry Waste Recovery Program; <i>Construction Salvage & Recycling toolkit</i> , online <i>Guide to construction salvage and recycling</i>
m. Required Food Waste Collection, Large Non-Residential Generators	Implement a food waste collection program requiring large nonresidential generators to source-separate food waste for recovery and provide education and promotion	Business Food Waste Requirement

Waste Prevention Education and Reuse Elements

Program Element	Local Government programs	Metro programs
A. General Waste Prevention and Reuse Education and Promotion	Annual Waste Reduction Program; other waste prevention education and reuse outreach	<i>Ask Metro</i>
B. Residential Waste Prevention Campaign	<i>Eat Smart, Waste Less</i>	Toxics reduction outreach
C. Commercial Waste Prevention Campaign	<i>Food Waste Stops With Me</i>	<i>Food Waste Stops With Me</i>
D. School Education Program	Clackamas County School Programs & Gresham Recycle at School	Metro's youth education programs
E. Funding or Infrastructure Support for Reuse, Repair, Leasing or Sharing Efforts		Metro Investment & Innovation Grants
F. Technical Assistance Program to Promote Reuse, Repair, Leasing or Sharing Efforts	Support and promotion of repair fairs, tool lending and other repair activities; distribution of Construction Industry Salvage and Recycling Toolkit	Earth Advantage partnership; <i>Construction Industry Salvage and Recycling Toolkit</i> ; Metro Recycling Information Center and website

Intergovernmental Agreement

Scope of Work – Exhibit A

G. Food Rescue Program	Oregon Food Bank partnership, Donation Mapping Tool and Food Waste Stops With Me	Oregon Food Bank partnership, Donation Mapping Tool; and <i>Food Waste Stops With Me</i>
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Intergovernmental Agreement

Scope of Work – Exhibit A

Attachment B: Regional Waste Plan Indicators Reporting

The following table contains an initial list of Regional Waste Plan indicators and examples of data needs Metro proposes to further develop with local governments in FY 2021-22. The list will be finalized as staff from cities, counties and Metro initiate work on shared implementation of the 2030 Regional Waste Plan’s measurement framework and as Metro staff receives further direction from Metro Council, Metro Council’s advisory committees and/or other stakeholders.

Indicator description	<i>Examples of data/assistance needed from local governments</i>
Number, geographic location, and demographics of youth reached through education programs	Data from jurisdictions with school education programs
Calls, web hits and community survey responses	Number of web hits to solid waste pages; number of calls related to solid waste services by type (schedule, complaints, etc.); number of users of garbage reminder/ReCollect tools, if using
Demographics of committee members serving on local government solid waste advisory boards	Information from those jurisdictions with solid waste advisory boards
Share of jurisdictions that offer a low income rate assistance program for residential collection services.	Yes/No

Regional Waste Plan

2020-21 End-of-Year Report for Annual Program Tasks

June 14, 2021

Introduction and Instructions

FY 2020-21 was a challenging period due to the unexpected and dramatic impacts of COVID-19 as well as local wildfire emergencies. Metro recognizes that the implementation of many programs requiring in-person interactions were impossible for a significant portion of the fiscal year. In addition, reduced regional and local budgets and staffing resources also affected the breadth and depth of programs and activities able to be undertaken.

Using the tasks in your jurisdiction’s approved plan submitted for the 2020-21 fiscal year, populate the tables below--note where tasks were halted or not implemented due to COVID-19 restrictions or other events. **Alternately, the reporting columns may be added to approved plans and submitted in lieu of this reporting template as long as all reporting requirements in this form are addressed.**

Annual reports documenting efforts completed and financial accountability by local governments must be submitted to Metro no later than **August 1, 2021**.

Jurisdiction: Clackamas County Contact: Eben Polk

I. Required Elements

NOTE: All references to the *Regional Service Standard* in this reporting form are for the standards in effect prior to the adoption of the new Metro Code chapters 5.10 and 5.15 and associated administrative rules in the spring of 2021.

Regional Service Standard: Single Family Residential

1. Have there been any changes to collection frequency or container sizes during FY 2020-21? If yes, note changes in the table below. If no changes, table may be left blank.

Jurisdiction	Recycling Collection Frequency		Recycling Container Size		Glass Collection Frequency		Yard Debris Collection Frequency		Yard Debris Container Size		Alternative Program Approved	Resid FW
	Urban	Rural	Urban	Rural	Urban	Rural	Urban	Rural	Urban	Rural		

Single Family Outreach and Education

PLAN TASKS				REPORTING
Content	Audience	Distribution Method	Frequency	Comments
Provide information regarding waste prevention, reuse, recycling, and composting.	All waste generators		At least 4x/yr	
<p>ClackCo Newsletter (Countywide newsletter reaching every mailing address and PO box. Two issues are anticipated for FY20-21.)</p> <p>1 ad or article addressing contamination priorities identified in the regional Contamination Reduction Education Plan (CREP) and <i>Recycle or Not</i> website</p> <p>2 Recycle Guide</p> <p>1 Depot List</p> <p>1 ad or article promoting reuse (e.g. Metro Paint, local reuse resources, repair at home, etc.)</p> <p>1 ad or article promoting composting</p> <p>1 ad educating about Household Hazardous Waste (HHW) disposal</p> <p><i>If the public health situation allows:</i></p> <p>1 ad promoting the Master Recycler course</p>	All county addresses	Mail	2x/yr	<p>November 2020</p> <p>1 article promoting Recycle or Not and the Recycle or Not Instagram.</p> <p>1 Recycle Guide</p> <p>1 Depot List</p> <p>1 article promoting reuse through community online forms such as the Buy Nothing Project</p> <p>1 ad educating about Household Hazardous Waste (HHW) disposal</p> <p>1 ad promoting ReCollect</p> <p>May 2021</p> <p>1 Recycle Guide</p> <p>1 Depot List</p> <p>1 article promoting backyard composting</p> <p>1 ad promoting the plastic-padded envelope Recycle or Not star trash</p> <p>1 ad promoting ReCollect</p> <p>1 article promoting the Leaders in Sustainability business program</p> <p>Public Health Situation did not allow for:</p> <p>1 ad promoting the Master Recycler course</p>
Offer ads, articles and recycling guide used within ClackCo Newsletter to member cities to include within their own publications, if desired.	Cooperative member cities	Mail, Online	2x/yr	<p>Nov offered:</p> <ul style="list-style-type: none"> - Wilsonville - redesigned their recycle guide - Milwaukie - Estacada – used RoN ad <p>May offered:</p>

				- All cities, libraries, and haulers
Postcard providing recycling information.	All county addresses	Mail	1x/yr	Mailed March 2021 – also included customer satisfaction survey
Bill Insert providing recycling information.	Garbage & recycling customers	Mail or electronic	1x/yr	Bill insert promoting Recycle or Not and the Recycle or Not Instagram account included in bills between January and March. Automatic and paperless billing could go to their online account and view insert, or was attached to online bill as PDF (varied based on billing system).
Multifamily Property Manager Mailer – reminder about Opportunity to Recycle requirements, service standard, and resources/services available. <i>(This is included in this section because the state requirement for providing information, as identified above, includes all waste generators—this complements bill inserts.)</i>	All multifamily property managers and owners	Mail	1x/yr	Mailer sent February 2021 to 614 communities.
Recycle Guide and Depot List available to all cooperative member cities and collectors for new customers as stated in our Code/Administrative Rules. Recycle Guide and Depot List also available online, and we encourage cities and collectors to link to our online resources on their own webpages. Available to both audiences in the following languages: English Spanish Russian* Vietnamese* Simplified Chinese*	New and existing garbage customers; Cooperative member cities; Online users	Mail, Online, In-person (if possible)	Throughout the year	Recycle Guide and Depot List available to all online . 4,159 Recycle guides printed and given to haulers Additional 1,900 hauler specific recycle guide and collection resources provided to haulers.

Korean* Thai* (*Recycle Guide available but not Depot List in this language)				
One community or media event to promote waste prevention, reuse, recycling, or composting.	All waste generators		Annually	
1 virtual event, or a series of virtual events, that cover the topics of waste prevention, reuse, recycling, and/or composting.	Online users	Online	1x/yr	Virtual Presentations: <ul style="list-style-type: none"> - 4 Recycling - 3 Green Cleaners - 1 Food Waste Prevention - 2 Other An additional virtual event, a repair fair, was planned but cancelled.
Provide a packet of educational materials that contains information listing the materials collected for recycling, the schedule for collection, the proper method of preparing materials for collection, and an explanation of the reasons to recycle.	New customers			
Recycle Guide and Depot List will continue to be provided to all cooperative city members and collectors for distribution to new customers per our Code/Administrative Rules. Recycle Guide and Depot List also available online, and we encourage cities and collectors to link to our online resources on their own webpages. Recycle Guide and Depot List are available in the following languages: English Spanish Russian*	New and existing garbage customers; Cooperative city members; Online users	Mail, Online, In-person (if possible)	Throughout the year	Recycle Guide and Depot List available to all online . Cities and haulers emailed in May 2021 to remind them of our printed recycling resources and recycling resources online, encouraging them to link to it.

Vietnamese* Simplified Chinese* Korean* Thai* Recycle Guide available but not Depot List)				
Recycle Guide, webpages, and/or bill Insert/post card provides information on the benefits of recycling.	New and existing garbage customers; Online users	Mail, Online, In-person (if possible)	Throughout the year	Statewide goals for materials management and the 2050 Vision for Materials Management in Oregon provided on our website .
Outreach and Education that Exceeds the Minimum Service Standard				
Content	Audience	Distribution Method	Frequency	
Recycling				
Recycle Guide and relevant handouts/webpages will be updated to reflect the regional CREP, including promotion of <i>Recycle or Not</i> message as appropriate.	Staff	n/a	n/a	Recycle Guide webpage updated to reflect RoN language and incorporate designs from the regional MF project. Printed Recycle Guide for publications updated to reflect and align with the regional MF project.
Review outreach materials provided by collectors for accuracy.	Staff	n/a	1x/yr	Project postponed as materials were updated for regional consistency. Project will pick back up in 21-22 by approaching collectors with new and customized outreach materials for them to use.
Review outreach materials provided by member cities for accuracy.	Staff	n/a	1x/yr	Project postponed as materials were updated for regional consistency. Project will pick back up in 21-22 by approaching cities with new and customized outreach materials for them to use.
4 or more city/community newsletters provide recycling information to	Community members	Mail and/or electronic	1x/yr	Cities, libraries, and haulers provided May Trash Talk and several social media posts for

include in their own publications.				their use. These cities/collectors used them/requested more: <ul style="list-style-type: none"> - Jan/Feb Boons Ferry Messenger (their own recycle guide) - Estacada – Social Media RoN post - Gladstone (their own recycle guide) - Sandy Public Library - Molalla - Waste Management
4 or more Facebook, Twitter, or Nextdoor posts about recycling contamination and/or proper recycling.	Online users	Online	4x/yr	9 posts (1 , 2 , 3 , 4 , 5 , 6 , 7 , 8 , 9) on recycling contamination and/or proper recycling, totaling 38,657 Impressions and 2,428 Engagements.
1,000 up-to-date Recycle Guides with Depot lists distributed. <i>NOTE: Depot lists and related outreach and education at events currently encourages plastic film take-back opportunities.</i>	Community members	Collection companies, online, etc.	Throughout year	4,159 Recycle guides printed and given to haulers Additional 1,900 hauler specific recycle guide and collection resources provided to haulers.
Recycle Guide available in 7 languages online (English, Spanish, Russian, Vietnamese, Simplified Chinese, Korean, Thai)	Community members	Collection companies, online, etc.	Available year-round	Recycle Guide and Depot List available to all online .
1 or more Facebook, Twitter, or Nextdoor posts about the redemption of deposit containers.	Online users	Online	1x/yr	1 post (1) about Bottle Drop, totaling 1,489 Impressions and 24 Engagements.
1 or more Facebook, Twitter, or Nextdoor posts to promote each featured contaminant outlined by CREP during the targeted timeline.	Online users	Online	1x+/yr for each item	0 posts on the Star Trash. Featured contaminants were covered in other ways.
Backyard Composting				
1 or more links to composting resources on our website.	Online users	Online	Available year-round	4 links to composting resources.
Reuse and Waste Prevention				

1 or more Facebook or Twitter posts about wasting less food.	Online users	Online	1x/yr	2 posts (1 , 2) on wasting less food at home totaling 6,106 Impressions and 87 Engagements.
3 or more ESWL virtual presentations.	Community groups	Virtual event	Available year-round	1 virtual Eat Smart, Waste Less presentation
3 Farmers Markets offered content to include in their newsletters and Facebook pages about wasting less food.	Farmers Market subscribers	Online	Summer	The Milwaukie, Canby, and Oregon City Farmers Markets offered an article on food waste prevention. There was interest from the Milwaukie Market to include in their Facebook page, but it has not happened.
2 links to food preservation and rescue resources provided on our website.	Online users	Online	Available year-round	1 link to food preservation resources for residential audiences.
1 or more Facebook, Twitter, or Nextdoor posts about opportunities and resources to reduce waste and encourage reuse.	Online users	Online	1x/yr	0 posts on (non food related) waste reduction and reuse.
<i>The reuse/prevention item listed below will only happen if the public health situation allows.</i>				
1 or more Repair Fairs.	Event goers	In-person	3x/yr	Public Health situation did not allow for this action.
Master Recycler Support				
10 or more volunteer opportunities arranged/offered to Master Recyclers for fulfillment of their payback hours.	Master Recyclers	Virtual event	10x/yr	16+ volunteer opportunities arranged/offered to Master Recyclers for fulfillment of their payback hours.
3 or more presentations topics available to Master Recyclers.	Master Recyclers	Virtual event	Available year-round	3 presentation topics were provided to Master Recyclers: <ul style="list-style-type: none"> - Recycling - Green cleaners - Wasted food
1 refresher event for Master Recyclers to ask questions and get up-to-date information.	Master Recyclers	Virtual event	1x/yr	Master Recycler “Happy Hour” events held 1x/mo, November 2020 – March.

1 volunteer appreciation event OR a series of virtual gatherings.	Master Recyclers	Virtual event	1x/yr or more	Master Recycler “Happy Hour” events held 1x/mo, November 2020 – March.
Explore other ways to show our appreciation to active Master Recyclers (rewards/recognition program, etc).	Staff	n/a	n/a	No development due to staff time (though MRs were very happy for the Happy Hours and time to connect).
While respecting the added stress many community groups are experiencing during the pandemic, and acknowledging that many of the community groups we’d like to work with are on the responding front lines, explore partnerships with community groups interested in a community designed Master Recycler course.	Staff	n/a	n/a	Talks started with Coffee Creek Correctional Facility about a 2022 Master Recycler class.
<i>Those Master Recycler actions below will only happen if the public health situation allows.</i>				
1 ad in ClackCo Quarterly, Facebook, Twitter, Nextdoor, e-newsletters, website, 4 city/community newsletters promoting the Master Recycler course.	All county addresses, online users	Mail, online	1x/yr per outlet	Public Health situation did not allow for this action.
1 Master Recycler course hosted in the county each year.	Master Recyclers	In-person	1x/yr	Public Health situation did not allow for this action.
4 staff presentations given during the Master Recycler course.	Staff	In-person	1x/yr	Public Health situation did not allow for this action.
Toxicity Reduction				
Explore a partnership with Sheriff’s Office, WES, and Public Health to develop a joint webpage for disposal of unwanted medication and sharps.	Staff	n/a	n/a	No movement due to staff capacity.
3 green cleaner presentations.	Online users	Virtual event	4x/yr	2 virtual Green Cleaner presentations

1 or more Facebook or Twitter posts promoting the use of green cleaners and/or the proper disposal of toxics.	Online users	Online	1x/yr	3 posts (1 , 2 , 3) on HHW totaling 24,037 Impressions, 1,942 Engagements
Information on Metro South's Hazardous Waste Facility included on our Recycle Depot list and website.	Staff	n/a	n/a	Can see Recycle Depot list here . Can see website here .
Information on Drug Take Back boxes included on our Recycle Depot list and website.	Staff	n/a	n/a	Can see Recycle Depot list here . Can see website here .

Regional Service Standard: Multifamily Residential

Describe how you met or exceeded the multifamily recycling service standard.

Our multifamily recycling program accepts all of the materials outlined in Metro Code Chapter 5.10.230(b) – mixed recycling and glass.

- Multifamily communities can add yard debris service for an additional fee.
- Some multifamily communities have the option to add food only service for an additional fee, some can include food scraps in their yard debris service, but most do not have either.
- We assist multifamily property managers in getting used motor oil picked up when found on-site.

Under the new multifamily recycling service standard, we have begun checking service levels and continue to enforce our code as it relates to inadequate service volumes.

We further met or exceeded the recycling minimum service standard as follows:

- Multifamily communities have no-less-than weekly collection.
- We conducted site evaluations of multifamily communities on a drop-in and pre-scheduled basis to confirm the presence of bins for all streams, as well as provided technical assistance (**170+** received outreach, education, and/or technical assistance; annual goal: **100+** communities).
- We provided signage and decals for our staff and collection companies to use to clearly mark collection bins and enclosure areas, as needed.
- We worked with property managers and collectors to start/re-start mixed recycling and/or glass service at communities we found were missing service.

Multifamily Outreach and Education

Using the table below, demonstrate how you met the multifamily outreach and education service standard. Include any outreach that exceeds the standard.

Content	Audience	Distribution Method	Frequency	Comments
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Provide information regarding waste prevention, reusing, recycling, and composting.	All existing waste generators		At least four times per calendar year	
ClackCo Newsletter – provide a variety of articles around waste reduction and recycling (see SF section for details)	All county addresses	Mail	2x/yr	November 2020 May 2021 (See SF section for details)
Recycle Guide Postcard (with garbage and recycling company survey to offer all customers an opportunity to provide feedback about service)	All county addresses	Mail	1x/yr	Mailed March 2021 – also included customer satisfaction survey
Bill insert providing recycling information. [NOTE: though bill inserts don't reach typical multifamily residents, this action is identified across all our program areas for consistency.]	Garbage & recycling customers	Mail or electronic	1x/yr	Bill insert promoting Recycle or Not and the Recycle or Not Instagram account included in bills between January and March. Automatic and paperless billing could go to their online account and view insert, or was attached to online bill as PDF (varied based on billing system).
Recycle Guide and Depot List available online in the following languages: English Spanish Russian* Vietnamese* Simplified Chinese* Korean* Thai* (* Recycle Guide available but not Depot List)	Online users	Online	Throughout the year	Recycle Guide and Depot List available to all online . 4,159 Recycle guides printed and given to haulers Additional 1,900 hauler specific recycle guide and collection resources provided to haulers. Additional guides provided to businesses, multifamily communities, schools, etc.

Offer ads, articles and recycling guide used within ClackCo Newsletter to member cities to include within their own publications, if desired.	Cooperative member cities	Mail, Online	2x/yr	Nov offered: <ul style="list-style-type: none"> - Wilsonville - redesigned their recycle guide - Milwaukie - Estacada – used RoN ad May offered: <ul style="list-style-type: none"> - All cities, libraries, and haulers
One community or media event to promote waste prevention, reuse, recycling, or composting.	All waste generators		Annually	
1 virtual event, or a series of virtual events that cover the topics of waste prevention, reuse, recycling, and/or composting.	Virtual participants	Online	1x/yr	Virtual Presentations: <ul style="list-style-type: none"> - 4 Recycling - 3 Green Cleaners - 1 Food Waste Prevention - 2 Other
Provide waste reduction and recycling educational and promotional information designed for and directed toward the residents of multifamily dwellings. Reminding residents of the opportunity to recycle, including the types of materials accepted and the proper preparation of the items.	Multifamily residents		As frequently as necessary to be effective in reaching new residents and reminding existing residents.	
Provide waste reduction and recycling resources: <ul style="list-style-type: none"> • MF-specific Recycle guides*/depot list • Recycle magnet • Reusable recycling bags (750 bags) • Brochures (HHW, sharps, film, e-cycles, etc.) 	Multifamily residents	In-person, remotely, electronic (via property managers and owners)	Throughout the year	<ul style="list-style-type: none"> - 4,918 recycle guides delivered to 57 communities - 1,416 recycle magnets delivered to 32 communities - 1,565 bags delivered to 27 communities - 1,431 bulky, e-cycles, ESWL and/or film flyers distributed to 15+ communities - Shared recycling video link with 60 communities

<ul style="list-style-type: none"> Virtual resources (videos, infographics, etc.) <p>...directly to residents and/or Green Teams or via property managers at move-in and at lease renewals at 150+ multifamily communities.</p>				<ul style="list-style-type: none"> E-newsletter opened by 161 communities Resources shared with 170+ communities
Update signage (decals, posters, signs) in recycling areas to identify proper bins and indicate accepted items at multifamily communities where requested or identified as needed (i.e. existing decals are damaged, faded or missing) during a site visit. Regional signage will be used once it is available.	Multifamily residents and staff	In-person	Throughout the year	<ul style="list-style-type: none"> 33 communities received updated signage: <ul style="list-style-type: none"> 352 decals 28 indoor posters 126 outdoor signs 4 communities received the updated multifamily signage during the fall and spring pilots
Those listed below will only happen if the public health situation allows.				
<p><i>Attend at least 25 Multifamily Community Events</i></p> <ul style="list-style-type: none"> <i>Door-to-door outreach</i> <i>Presentations (Reduce-Reuse-Recycle, ESWL, Green Cleaners, etc.)</i> <i>Tabling at pool parties</i> <i>Other community events</i> 	<i>Multifamily residents</i>	<i>In-person</i>	<i>Throughout the year</i>	<ul style="list-style-type: none"> 23 communities participated in the following 13 events: <ul style="list-style-type: none"> 2 PM gatherings 9 door hangers 2 virtual recycling presentations 1 virtual ESWL presentation
Provide waste reduction and recycling educational and promotional information designed for and directed toward multifamily property owners and managers.	Multifamily owners and managers		At least annually	

Send Multifamily Property Manager Mailer – reminder about Opportunity to Recycle requirements and service standard, resources/services offered, and encourage to self-score their trash/recycling set-up per the County’s property-level grading rubric – to 600+ multifamily communities’ billing addresses and site address (if on-site office).	All multifamily property managers and owners on file	Mail	Annually	- Multifamily mailer sent to 614 communities (27 returned) on 2/8/21
Quarterly multifamily property manager e-newsletter - deliver to 275+ email addresses – includes waste reduction and recycling reminders, hints, and tips (content can be copied and used in community newsletters to residents).	Multifamily property managers and owners	Electronic (MyEmma)	Quarterly	- Summer/Fall '20 edition sent 8/20/20 to 276 recipients - Special wildfire/RSS edition sent 9/24/20 to 280 recipients - Fall/Winter '20 edition sent 11/10/20 to 277 - Winter/Spring '21 edition sent 2/17/21 to 282 recipients - Spring/Summer '21 edition sent 5/18/21 to 293 recipients
Outreach and Education that Exceeds the Minimum Service Standard	Audience	Distribution Method	Frequency	
Provide technical assistance and/or resources to 50+ multifamily communities that have not received assistance in the past two years.	Multifamily property managers and owners	In-person	Throughout the year	- Provided resources and/or technical assistance to 71 communities that had not received assistance in the past two years.
Promote the County’s MF grading system – encourage 30+ PMs to self-score their on-site garbage and recycling set-ups to identify	Multifamily property managers or owners	Mail, Online, In-person	Throughout the year	- Promoted our MF grading system: - In annual MF mailer to 614 communities

opportunities for improvement. Continue to share lessons learned and integrate/update as regional standards warrant.				<ul style="list-style-type: none"> - In e-newsletter to 282 recipients - On our MF webpage - At 2 MF PM gatherings - Offered incentive of \$100 garbage credit - Received self-scores from 17 communities
Offer Plastic Film Collection – when a property manager is interested, set up a collection bin for plastic film that staff/residents/Green Team can then take back to a store for recycling.	Multifamily property managers, owners, residents	In-person	Throughout the year	<ul style="list-style-type: none"> - Confirmed 5 communities continuing to collect film on-site - 1 community started collecting film to return to stores
Track and ensure equitable assistance to low-income communities as identified by the state “Affordable Housing Inventory in Oregon” database.	Multifamily property managers, residents	In-person	Throughout the year	<ul style="list-style-type: none"> - Outreach this FY: <ul style="list-style-type: none"> - 34% of ClackCo MF communities on Oregon’s Affordable Housing Inventory - 17% of ClackCo MF communities - Outreach in last 2yrs: <ul style="list-style-type: none"> - 56.2% of ClackCo MF communities on OAHI - 32.7% of ClackCo MF communities
Multifamily workshop/forum - promote technical assistance, services, and resources for staff and residents at 2 local or multi-jurisdictional gathering, via Zoom; brainstorm MF solutions (bulky waste, waste reduction, education, etc.).	Multifamily property owners or managers; possibly management companies & portfolio managers	Virtually	2x/yr	<ul style="list-style-type: none"> - Held 2 MF PM Gatherings via Zoom - Offered \$50 garbage credit for participation - Promoted in e-newsletters (9/24/20 & 2/17/21), annual mailer (2/8/21), postcard (4/5/21), webpage, emails - 11/12/20 – 6 participants

				<ul style="list-style-type: none"> representing 6 communities - 4/22/21 – 7 participants representing 8 communities
Share regional multifamily contacts flyer in all (4) quarterly multifamily property manager e-newsletter.	Multifamily property managers	E-newsletter	At least 1x/yr	<ul style="list-style-type: none"> - Shared regional MF contacts flyer in all 5 MF e-newsletters: <ul style="list-style-type: none"> - Summer/Fall '20 - Special wildfire/RSS - Fall/Winter '20 - Winter/Spring '21 - Spring/Summer '21
Conduct design review for trash/recycling enclosures per our Zoning and Development Ordinance for new multifamily construction and multifamily tenant improvement projects.	Multifamily owners & property managers	Electronically	Throughout the year	<ul style="list-style-type: none"> - SSW staff participated in enclosure design review for 6 MF communities <ul style="list-style-type: none"> - 2 existing - 2 design review - 2 pre-app
Support an AmeriCorps member to collaborate with and provide resources/services to 25+ multifamily communities located in target census tracts (high-density low-income or non-English speaking).	Multifamily property managers, owners, residents	In-person or remotely	Throughout the year	<ul style="list-style-type: none"> - AmeriCorps Member conducted 2 site visits each at all 23 target communities, plus an additional 12 low-income communities - Provided resources to 8 communities
<i>Those listed below will only happen if the public health situation allows.</i>				
<i>Bulky Waste Pilot – Work with interested property managers and collection companies to test regular bulky waste collection at multifamily communities that will help inform future multifamily bulky waste collection.</i>	Multifamily property managers, owners, residents	In-person or remotely	1x/yr	<ul style="list-style-type: none"> - MF bulky waste pilot started 5/1/21 (to 8/31/21), weekly pick-up <ul style="list-style-type: none"> - 2 control properties (630 residents, no outreach) - 4 test communities (482 residents, outreach)
<i>Promote reuse (book exchange, swap event [one-time or ongoing], garage sale, off-site donation vs disposal,</i>	Multifamily property managers	E-newsletter; In-person	Throughout the year	<ul style="list-style-type: none"> - Reuse was promoted at 19 communities - 5 communities have ongoing, on-site reuse options

etc.) at 50+ multifamily communities.				<ul style="list-style-type: none"> - Reuse was promoted in the Summer/Fall (general reuse) and Spring/Summer (shipping materials) editions of the MF e-newsletter (opened by 100+ communities each)
Promote Repair Fairs – send emails to local multifamily communities about 3+ upcoming repair fairs in their neighborhood (info/flyers provided to share with residents).	Multifamily property managers	Email	Throughout the year	<ul style="list-style-type: none"> - Repair Fairs did not happen, as the public health situation did not allow for them to happen. - 1 virtual repair fair attempted, but did not happen.
Support an AmeriCorps member to give presentations or participate in interactive events about Reduce-Reuse-Recycle, ESWL, Green Cleaners at 10+ multifamily communities.	Multifamily property managers, owners, residents	In-person or remotely	Throughout the year	<ul style="list-style-type: none"> - AmeriCorps Member participated in 1 wasted food prevention presentation with participants from three HACC communities.
Incentivize 4 Master Recyclers to adopt-their/a-multifamily-community with a \$250 stipend to be used to promote waste reduction and recycling (e.g. purchase bags, provide food at an event, create a Green Team, etc.).	Master Recyclers (multifamily residents or neighbors)	In-person or remotely	Throughout the year	<ul style="list-style-type: none"> - The opportunity was presented to Master Recyclers, but garnered no interest.

Regional Service Standard: Businesses

Describe how you met or exceeded the business recycling service standard.

Each jurisdiction in Clackamas County offers at-least-weekly collection of commercial mixed recycling (including paper, cardboard and plastic bottles, jugs, and round containers (6 oz. or larger), and metal cans) and glass recycling as standard for cart and container service.

Business Outreach and Education

Using the table below, demonstrate how you met business outreach and education service standard. Include any outreach that exceeds the standard.

PLAN TASKS				REPORTING
Content	Audience	Distribution Method	Frequency	Comments
Provide information regarding waste prevention, reusing, recycling, and composting.	All existing waste generators		At least four times per calendar year	
<ul style="list-style-type: none"> ClackCo Newsletter provide a variety of articles around waste reduction and recycling (see SF section for details) 	All county addresses	Mail	2x/year	November 2020 May 2021 (See SF section for details)
Post card providing recycling information.	All county addresses	Mail	1x/yr	Mailed March 2021 – also included customer satisfaction survey
Bill Insert providing recycling information.	Garbage & recycling customers	Mail or electronic	1x/yr	Bill insert promoting Recycle or Not and the Recycle or Not Instagram account included in bills between January and March.
Recycle Guide and Depot List available online in the following languages: <ul style="list-style-type: none"> English Spanish Russian* Vietnamese* Simplified Chinese* Korean* 	New and existing garbage customers; Cooperative member cities; Online users	Throughout the year		Recycle Guide and Depot List available to all online . 4,159 Recycle guides printed and given to haulers.

<ul style="list-style-type: none"> • Thai* <p>(* Recycle Guide available but not Depot List)</p>				<p>Additional 1,900 hauler specific recycle guide and collection resources provided to haulers.</p> <p>240 new business customers received printed recycle guides and depot list and recycling poster.</p> <p>Additional guides provided to multifamily communities, schools, etc.</p>
Outreach and Education that Exceeds the Minimum Service Standard				
Content	Audience	Distribution Method	Frequency	
Offer ads, articles social media content, and recycling guides used within ClackCo Newsletter to member cities to include within their own publications, if desired.	Cooperative member cities	Mail, Online	2x/yr	<p>Nov offered:</p> <ul style="list-style-type: none"> - Wilsonville - redesigned their recycle guide - Milwaukie - Estacada – used RoN ad <p>May offered: All cities, libraries, and haulers.</p>
10+ Social media posts (Facebook, Instagram, Twitter, Nextdoor) about recycling contamination, proper recycling, waste reduction, deposit containers, green cleaners, ESWL, FWSWM, free support, etc.	Online users		Throughout the year	Shared over 60 social media posts on solid waste, 9) recycling and contamination reduction (1 , 2 , 3 , 4 , 5 , 6 , 7 , 8 , 9), and waste reduction topics including information on Bottle Drop (1), Business Assistance, 2) wasting less food (1 , 2), service, e-waste, 3) HHW (1 , 2 , 3), and more.
Update signage (decals, posters, signs) in recycling	Workplaces	By request	Throughout the year	We performed enclosure checks at 35

<p>areas to indicate accepted items at 100+ businesses through in-person visits (safe-distance) and mailings. In-person visits will emphasize outdoor and non-contact work such as review of enclosures and containers for contaminants. Education to staff will happen virtually or over the phone.</p>				<p>businesses, re-stickered 12 external recycling containers, and mailed <i>Wait don't recycle that!</i> flyer and BRR letter to 50 businesses identified as high contaminators. We connected with 10 businesses in response to contamination found in enclosure checks.</p> <p>Public Health Situation did not allow for: We didn't reach the number of businesses we wanted to and didn't have a chance to take this outreach to the next level of scheduling staff presentations, likely due to the pandemic.</p>
<p>Workplace trainings and presentations – offered virtually online or through videoconference</p>	<p>Workplaces - Virtually</p>	<p>Virtual</p>	<p>By Request Throughout the year</p>	<p>5 business recycling/wr presentations, reaching roughly 70 staff members. Hosted 2 online, live recycling presentations (lunch time and evening).</p>
<p>E-newsletters: Deliver to 300+ email addresses</p>	<p>Workplaces</p>	<p>Online</p>	<p>Quarterly</p>	<p>Sent 12 newsletters – reaching 35-40% of the average 1,000 participants. Topics included: Garbage/recycling guidance, promotion of assistance available/survey of needs, single-use service options, Styrofoam recycling options, Earth Day actions, Climate Action Plan update, RoN contamination (to-go container reminder), Leader in Sustainability</p>

				promotion of recent members, BRR reminder.
One community or media event to promote waste prevention, reuse, recycling, or composting.	All waste generators		Annually	
See Single-Family residential section action for a virtual event	Online Users		1x/year	See SF/MF residential section for virtual event details.
Host a (virtual) gathering for businesses to network and learn from each other, and learn more about waste reduction, prevention, reuse, recycling, and/or composting.	Workplaces	Virtual	1x/year	Hosted 2 open invitation, virtual recycling presentations for workplace staff to come learn and ask questions. Discussed some waste reduction strategies.
Provide a packet of educational materials that contains information listing the materials collected for recycling, the schedule for collection, the proper method of preparing materials for collection, and an explanation of the reasons to recycle.	New customers			
Recycle Guide and Depot List will continue to be provided to all cooperative city members and collectors for distribution to new customers per our Code/Administrative Rules. Recycle Guide and Depot List also available online, and we encourage cities and collectors to link to our online resources on their own webpages. Recycle Guide and Depot List are available in the following languages: <ul style="list-style-type: none"> • English • Spanish 	New and existing garbage customers; Cooperative city members; Online users	Mail, Online, and email follow-up	Throughout the year	We distributed 250 hard copies of the Recycle Guides/Depot List. Many more were emailed or downloaded from our order form that were distributed more broadly to staff via email.

<ul style="list-style-type: none"> • Russian* • Vietnamese* • Simplified Chinese* • Korean* • Thai* (* Recycle Guide available but not Depot List)				
New and Existing Business Notification Letters and follow-up calls/visits: E/Mail 250+ letters to new and existing businesses that have not received assistance in the past two years.	Workplace owners/managers	Mail, Email	Throughout the year	Mailed 240 letters, and followed up with 150 of these businesses through direct calls or email.
Recycle Guide, webpages, and/or bill Insert/post card provides information on the benefits of recycling.	New and existing garbage customers; Online users	Mail, Online	Throughout the year	Statewide goals for materials management and the 2050 Vision for Materials Management in Oregon provided on our website .

Business Recycling Requirement

Demonstrate compliance with the business recycling requirement by completing the table below.

Required Action	Local Government Program
Establish a method for ensuring business compliance with the requirement.	We receive leads on new businesses from a variety of sources including, city business license data, new account information from franchised collectors, local chambers and observations in the field by technical assistance staff. Our New Business Protocol includes mailing/emailing a notification letter requesting verification of compliance in online survey, following up via a phone call, reviewing survey results, and following up with phone verification.
Exempt businesses from compliance.	The County or a city may exempt a business that provides access to county technical assistance staff and demonstrates, in the determination of the County or a city that they cannot comply. At present there are no such formal exemptions in place.
Send notice to businesses outlining the requirements and how to receive assistance.	Clackamas County sends a New Business Letter to any identified new business throughout the county with the exception of the City of Estacada. The letter describes the business recycling requirements, directs businesses to complete an online survey to identify their compliance, offers education on what

	is recyclable (and common contaminants), and offers resources and assistance for compliance. The letter is followed up with a call to go over compliance, and reminder email with the same information in the initial letter.
Enforcement method.	With the exception of Estacada, which has not adopted a Business Recycling Requirement, each jurisdiction in Clackamas County is responsible for enforcement. If multiple technical assistance attempts fail after a business is notified, then Clackamas County technical assistance staff would prepare and submit information about the compliance situation with the county or city code enforcement staff, and city staff representing solid waste and recycling issues. For unincorporated Clackamas County, the county code Title 10, 10.03.145 Business Recycling Requirement allows for enforcement actions. At present there are no enforcement cases.
Report to Metro.	There were 240 businesses notified and 0 compliance actions taken.

Revised Business Food Waste Requirement

Local governments will provide a group letter to Metro detailing a regional approach that local governments propose for the Business Food Waste Requirement implementation plan no later than July 1, 2021.

Interim Regional Consideration - While we continued to be responsive to any food generating business that wanted food scraps collection service, there was no shortage of work to support food waste reduction and donation efforts. Due to the COVID-19 pandemic, food assistance organizations are seeing unprecedented demand for their services, alongside challenges in sourcing food. They have also been impacted by changes in Oregon Food Bank's Fresh Alliance grocery donation program and new localization model. This has presented increased opportunities to divert excess food through our local food assistance organizations with technical assistance on food storage education, bulk purchasing, centralized distribution models, and more. In light of the official policy delay, we recommended that all jurisdictions provide a more intense focus on food donation. Metro agreed with this approach, so local governments focused our technical assistance on food donation until Covered Businesses are able to operate under pre-COVID systems and are ready to incorporate a new mandate into their operations. See narrative section below.

Collectively, as a region we focused on these objectives:

- **Support food retailers** to donate food that is desired by food rescue agencies by pairing them with local donation agencies, updating and sharing donation information and online materials to help recruit and educate businesses about donation.
- **Support local donation agencies** and infrastructure to source potentially wasted food and food from other sources by pairing appropriate businesses with donation agencies,

share information and work to better understand needs and support high priority donation infrastructure needs.

- **Support each other** on CWG with shared learning and group support

Additionally, in collaboration with our city partners, we achieved the following during 2020-21 to prepare for the business food waste requirement:

Ordinance update: We advised jurisdictions to consider updating the dates in their code or reference Metro's Administrative rule for implementation period.

Implementation planning: We revised an implementation plan approved by city partners and with input from our franchised garbage and recycling collection companies, along with regional implementation jurisdictions. As we approach March 2022 more conversations will happen.

Staffing: Carlina Arango continues to be part of our business outreach team. She is a fluent Spanish speaker and writer. She is providing general business support and building relationships with Hispanic and Latino-owned businesses and organizations that are supporting the Latino community. She has helped us tremendously in translating many of our outreach materials, notification letters, and webpages into Spanish, as well as build relationships.

Outreach and education materials: Working with regional peers and within our own team we updated our outreach materials for our food waste efforts. We have a draft notification letter, general food scraps poster, three step how-to three guide (developed regionally with LEP in mind), food waste tracking tools (English/Spanish), food waste reduction overview flyer, donation contact info sheet and handout, and resource guide for separating food scraps. We will continue translating and revising materials as needed.

Data tracking: We participated in and supported the ongoing development and testing of data collection for our Salesforce database and reporting elements for Metro. We helped develop a regional training manual for food waste data entry and FRED reporting.

Narrative Report covering all FY 2020 to 2021:

Successes

Brief narrative of program successes in providing technical assistance to businesses on food waste prevention, donation of edible surplus food and food scraps collection.

Food Waste Prevention

We now have food waste tracking tools to provide businesses, along with case statements to share with a business what their peers in their industry are doing. These tools, along with new information from REFED showing the impacts of specific practices, validate these outreach efforts and are just what we need as we begin having further conversations with large generators. Getting businesses to put in the time and effort will be the biggest challenge. We attempted to have two large institutions use the new tracking materials, however only has tracked their waste.

Food Donation

With food assistance programs:

- Completion of a survey of food assistance programs’ needs and the changes they experienced during COVID-19. This information gathered, greatly enhanced our understanding of the increased food need in Clackamas County while continuing to highlight the areas where the county could better support our communities need for food during disaster response
- We continue to nurture our relationships with Clackamas County food rescue agencies, providing them with resources and assistance beyond our initial effort of gathering information. We continue exploring opportunities for collaboration and expansion.
 - Invited 60+, 13 programs attended, partnership with public health and social services, co- facilitated with Estacada Food Bank.
 - Hosted a food assistance virtual gathering to highlight the various programs the county currently has working on various angles of food assistance. This provided some background knowledge to food assistance programs throughout the county, outlined opportunities for funding, and informed the county about areas for improvement and support
- Approached Hispanic markets about donation and food sales to local food assistance programs, to better serve Latinx families
 - Clackamas Service Center continues to make twice monthly purchases of culturally valuable food from The Villas Market.
- Outreach and support for the Emergency Operations Center (EOC) to connect food assistance programs to resources and information during COVID-19, wildfires, and the ice storm.
- Involvement and support of EOC food box.

Pairing and connecting with businesses:

- We provided donation information to **29** food-generating businesses to verify current donation program or connect them to a donation partner.
- Supported the connection and on-going relationship between the EOC and Bridging Cultures, providing their community of Latinx families with 100+ food boxes weekly.
- Oregon Food Bank is trying their first hub-and-spoke model of food distribution with several of the food assistance programs and Costco. Pantries considerations were incorporated into this model.
- Connected Fresh Alliance retail partners: Target, Fred Meyer - Johnson Creek, and Safeway – Gladstone with donation agencies: Turning Point and Milwaukie 7th Day Adventist.

Food Scraps Collection

We provided consultations on food scraps collection to **82**, shared information about upcoming requirements with new food generators, and checked in with our current participants.

Below is a summary on the number of businesses reached during each of these efforts and list of large generators we connected with on the upcoming requirements:

Engagement with businesses	
Summer check-in	12
New businesses informed	21
Direct Marketing Group 1	25
New food scraps separation participants	3

Grocers

Bobs Red Mill Natural Foods - Store

Costco Wholesale – Clackamas
Costco Wholesale - Wilsonville
Fred Meyer – 82nd Dr, Oak Grove, Happy Valley, Johnson Creek, Oregon City, Wilsonville
Natural Grocers
Safeway - sunnyside, Damascus, Milwaukie Webster, Milwaukie 41st,
Trader Joe's - 82nd Ave
Villas Market Hispanic Groceries
Walmart – McLoughlin
Winco – 82nd Ave, Oregon City
US Food Chef’s Store – Clackamas, Wilsonville

Institutions (including retirement communities)

Kaiser--Sunnyside Medical Center (Main)
Clackamas Town Center Mall

Restaurants

Dave and Busters
California Pizza Kitchen
Margarita factory
Shari’s
The Cheese Cake Factory

Processors

Imperfect Produce
Gabriano Distribution

Property Management Companies

Gramor
Brookfield
Geneva Equities

Challenges

Brief narrative of program challenges in providing technical assistance to businesses on food waste prevention, donation of edible surplus food and food scraps collection.

Donation of Food

For food assistance programs:

- Food pantries and donors were greatly impacted by the COVID-19 pandemic, having to completely change (and in some cases end) their relationships.
- Oregon Food Bank’s shift in operations for the Fresh Alliance Program placed the transportation of food on their food assistance partner agencies. This was challenging due to stretched capacity and altered service models during the pandemic for the pantries. This also likely lead to excess food waste at the participating donor sites.
- Remote conversations and connections with pantries continues to be challenging, as they prefer in person conversations.

For a business:

- Perceived liability issues continues to be a main concern for the food service industry. Concerns and confusion about the safety and acceptability of prepared foods, persist.
- Banner grocery stores seem less concerned about liability issues because the product is still raw, packaged, and sealed. However, this past year showed large gaps in their efforts around disaster and resiliency plans.
- Overall, there continues to be transportation challenges especially moving large quantities of donations to a donation partner.

Food Scraps Collection

We didn't provide much active engagement on food scraps collection service, and primarily responded to requests for assistance. However, some challenges are present including several communities in Clackamas County do not have food scraps service available for commercial food scraps collection yet. In these areas, we have not provided a lot of outreach to food establishments because of this. In other parts of the county, we have engaged with the same group of businesses since 2016, or earlier and know a good number of them are waiting for the mandate to take effect. Additionally, the economic shock to all food industry businesses has caused major disruption in the industry.

II. Business Technical Assistance and Outreach

Business Recycling Requirement

Provide a narrative that demonstrates the following:

1. Local jurisdiction has hired staff or contractors whose primary responsibilities and duties are to provide technical assistance and Business Recycling Requirement compliance services to businesses.
2. Local jurisdiction has an effective strategy for targeting and recruiting businesses for technical assistance.
3. A description of the compliance program for the Business Recycling Requirement.

Business technical assistance and Business Recycling Requirement compliance, referred to here as the Recycle at Work program, is implemented through Clackamas County's Sustainability & Solid Waste Program. The program provides technical assistance to businesses on waste prevention, reuse, recycling, food waste reduction, toxics reduction and resource conservation. Commercial food waste technical assistance is included in our general support to businesses as the two are not viewed as separate by businesses.

In FY 20-21 business recycling technical assistance and BRR compliance was staffed by four staff, at approximately 2.5 FTE, all of whose primary duties and responsibility are commercial technical assistance and BRR compliance. In August, we surveyed businesses to learn how we could continue supporting them in their sustainability efforts during the public health crisis and economic shock from COVID-19. Based on these survey results and valuable ideas from outreach staff we shifted our offerings to digital options to continue providing technical assistance (over the phone, video conference, email, or at a safe distance outside at a business) in the adoption of waste reduction and sustainability practices and Business Recycling Requirement compliance services to businesses. Three (2 directly and one in a support role) of the business advisors provided valuable support to the activated Clackamas County Emergency Operation Center in response to the global public health crisis ensuring the County provided for the safety and protection of the people it serves. These staff provided coordination and information sharing to address food insecurity and sharing of COVID-19 related information such as grant

opportunities, up –to-date OHA and Governor’s Orders, PPE availability, food redistribution, etc. with the broader business community, especially Spanish-speaking community members, CBOs, and businesses.

In addition, Metro resources help fund an additional staff person who is focused on development of food waste reduction in the commercial sector, including food donation, compost enrollment and food waste reduction. This staff person also coordinates commercial enclosure design review.

Our strategy to target and recruit businesses for technical assistance is multi-faceted: We track assistance by city to ensure a fair share of our effort is directed to each community. We generate leads through new businesses licenses reported by cities, new customer lists from franchised collectors, building permit applications in unincorporated areas, site visits, area chamber of commerce, community partners, e-newsletters to targeted audiences, and advertisements in print publications such as the county’s newsletter or city communication channels, when available. We also developed two campaigns to target certain industries to lure their interest in our service. This year we focused on 50 businesses who had not heard from us in the past 2 years and businesses identified as being high contaminators. Additionally, we advertise and recruit for participation in our green business certification program, Leaders in Sustainability (LiS). We feature certain businesses that are models for others on social media, in written publications and occasionally in videos.

We use our database and the County’s performance measurement program called Performance Clackamas to track consultations and BRR compliance.

Compliance with Business Recycling Requirements (BRR) ultimately rests with the local jurisdiction in which a business’s address falls. Clackamas County Sustainability & Solid Waste supports business compliance in unincorporated Clackamas and participating incorporated cities by providing technical assistance and notification to businesses we encounter that do not meet the requirement. Such businesses, and new businesses in the community, receive a letter outlining their requirements under BRR. Businesses that are not recycling according to a local government’s requirement and do not accept assistance may be referred to the city or county’s code compliance program. For unincorporated Clackamas County, the county code Title 10, 10.03.145 Business Recycling Requirement allows for enforcement actions as a Priority 1 Violation.

This year staff sought out and encountered businesses that were not aware of or set up with recycling or meeting BRR requirements. We continue to share these details with new/ongoing businesses, verify compliance, and address gaps where noticed to bring them into compliance.

Our approach of connecting with businesses directly about the requirements proactively yields results. With thousands of businesses subject to BRR and constant change and turnover in systems, it is not surprising that ongoing outreach makes a difference in minimizing contamination and supporting recovery. We occasionally encounter businesses where recycling service is incomplete— proper containers have been misplaced, repurposed or lost, or simply needed education. For example, we encountered some businesses who were only recycling cardboard, such as Clackamas Town Center and Harder Mechanical Contractors. We found others that lacked a glass container or cart and didn’t know this was an option or containers that were poorly labeled causing confusion for staff using the bins.

Complete the following table listing specific efforts completed during fiscal year 2020-21.

Recycle at Work Annual Outreach Plan	Reporting
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Target audience, goals, and outreach strategy	Planned Efforts	Completed Efforts/Notes
Government Facilities (required)		
<p>Internal:</p> <ul style="list-style-type: none"> • Ensure internal Business Recycling Requirement compliance, updating signage at waste stations and recycling centers, as needed and buildings reopen to staff. • Provide recycling refresher trainings at staff meetings upon request (possibly via Zoom). 		<ul style="list-style-type: none"> • The buildings observed during this fiscal year were BRR compliant. We also provided updated signage in areas that were needed.
	<ul style="list-style-type: none"> • Develop a phased, multi-year strategy to certify all County departments in Leaders in Sustainability (LiS). • Draft county-wide policies that address LiS requirements. 	<p>Due to the global COVID-19 pandemic, closure of most county buildings, and two other emergencies in Clackamas County this FY we did not address this action.</p>
<ul style="list-style-type: none"> • Continue educating County employees about recycling, toxics reduction and waste prevention through the Wellness, Safety and Sustainability Fair (if this event happens or takes a different format) and other all-county communications. 		<p>We provided 38 weekly updates to County employees with topics ranging from planning your meals, planting natives, replacing hazardous waste with non-toxic alternatives, composting food waste, repair instead of buying new, green cleaners, recycling right, and many others. These articles are being incorporated into web content.</p> <p>The Wellness, Safety, and Sustainability Fair did not happen this year due to concerns of gathering large groups due to the global health crisis.</p>
<p>External:</p> <ul style="list-style-type: none"> • Collaborate with City partners to share recycling and waste prevention resources internally and externally. <ul style="list-style-type: none"> ○ Work with city partners to refresh BRR efforts. ○ Work with city partners on updating webpages with recycling information and the free support available. 		<ul style="list-style-type: none"> • We shared recycling and waste reduction content with cities, libraries, and haulers. <ul style="list-style-type: none"> ○ Worked with staff in Milwaukie and Lake Oswego to enhance their internal BRR efforts. We refreshed their internal signage, shared educational materials with staff, and included content for onboard training. ○ Continue to audit partner website for updates and will continue working with them on enhancements.

<ul style="list-style-type: none"> ○ Share recycling and waste reduction social media posts with city partners. 	<ul style="list-style-type: none"> ○ Shared articles and recycling guides and information with cities, libraries and haulers in Nov and May. <ul style="list-style-type: none"> - Estacada – used RoN ad - Gladstone included recycle guide in community paper - Milwaukie used recycle guide - Sandy public library distributed recycle guide - Wilsonville sent recycle guide in Boones Ferry messenger - Waste Management
<ul style="list-style-type: none"> • City partners exemplify leadership in recycling and waste prevention business operations. 	<ul style="list-style-type: none"> • The cities of Milwaukie and Lake Oswego are actively working through the best practices on the <i>Leaders in Sustainability</i> checklist to enhance their operational efforts. Lake Oswego certified their City Hall at the gold level in June 2021 completing a minimum of 55 best practices. Other cities are including content in their community papers, social media posts and on their websites.
<ul style="list-style-type: none"> • Work with 2 public agencies, beyond a city partner, to reduce waste. 	<ul style="list-style-type: none"> • Coffee Creek Correctional Facilities recertified as a Gold level Leader in Sustainability and will be the next host site for an upcoming Master Recycler class. We did not get a chance to work with any other public entities as intended due to the public health crisis.
<p>New Businesses (required)</p>	
<ul style="list-style-type: none"> • Lead generation and partnership building – maintain a strong network of leads that help us find out about new businesses. <ul style="list-style-type: none"> • Continue working with our partners (Collectors, Cities, Health Department, Internal Permits Department, and Chambers of Commerce) to identify new businesses. Mail letters and provide direct outreach to these businesses identified. <ul style="list-style-type: none"> ○ Connect with 250 businesses on BRR compliance. 	<ul style="list-style-type: none"> • We notified 240 businesses of BRR and free support through our lead sources, and followed up with 150 of those letters to verify compliance. We are continuing to connect with the remaining after the fiscal year ended.

<ul style="list-style-type: none"> Collaborate and develop information to include in our partner’s new business packets and have them link to our requirements webpage or remain stocked on informational flyers. Identify and strengthen partnerships with organizations (examples including Energy Trust of Oregon, water providers, CCC Small Business Program) to help identify new leads. 	<ul style="list-style-type: none"> We connected with 6 Chambers of Commerce’s, 2 Business Alliances, and attended bi-monthly community partner meetings with municipal economic development staff and community organizations where we shared informational about our services, provided links to our order form, and directly followed up with to provide links to resources for them to include in their newsletters. We will have a suite of new materials to distribute in 21-22. We continue to meet annual to collaborate with ETO and PGE. We connected frequently this past year with MESO and CC SBDC, and occasionally checked in with PPRC and water providers. We received several leads through these channels.
<ul style="list-style-type: none"> Existing business education efforts – <ul style="list-style-type: none"> Provide assistance (mostly through email and phone consultations) to 700 businesses. Maintain or reestablish relationships with PMs to educate staff and keep recycling streams clean. Provide them with free technical assistance and resources. Connect 2 x/yr with property management companies and request e-trainings for their staff. 	<ul style="list-style-type: none"> We provided 445 recycling and waste reduction consultations to 375 unique businesses during 2020-21. This <i>does not</i> include the # of new business letters sent, open rates for our e-newsletters, 115 additional interactions we had providing food waste reduction assistance, COVID support or collaboration with the network of food assistance programs. This is strictly Maintenance - recycling and waste reduction assistance to a business. See Technical Assistance Report. We sent 2 e-newsletters to property managers (September and June). Each newsletter resulted in several requests for assistance for internal bins for tenants, consultations exploring additional sustainability measures, or setting up food scraps service. We (e)mailed 65 businesses where our last interaction was in 2013 or earlier. We included a reminder

<ul style="list-style-type: none"> • Target 50 businesses we haven't connected with in over 2 years about BRR and our free assistance through mailings, and phone or email follow-ups. • Include recycling information in a bill insert to all commercial garbage customers. 	<p>about BRR and free assistance we offer, recycling education guides to send to staff, and posters to hand in common areas.</p> <ul style="list-style-type: none"> • Bill insert promoting Recycle or Not and the Recycle or Not Instagram account was included in bills between January and March.
<ul style="list-style-type: none"> • Marketing efforts – <ul style="list-style-type: none"> • Maintain updated content on website. • Utilize social media, paid and earned media advertising, mailings, partner's events, cold calling and e-newsletter content to drive traffic to our website and to inform business on waste reduction and recycling practices, and informing them about our technical assistance and free support. <ul style="list-style-type: none"> ○ Aim for 25% open rate • Expand case statements and testimonials, highlighting best practices in waste reduction and recycling to share with businesses. 	<ul style="list-style-type: none"> • We refreshed our general recycling, local requirements, Leaders in Sustainability, and web order form. We have drafts that are ready to be launched for our new food waste reduction pages, a landing page for Spanish speakers tailored with information by audience specific information for business topics such as recycling requirements, líder en sostenibilidad, and food waste reduction. • We distributed more digital content last year due to limitations in other delivery methods. We sent 12 e-newsletters that reached over 1,000 people each edition with an open rate of 35-40%. We shared information on green cleaners, recycle right, contamination reduction featuring RoN star trash and compostable to-go items, promotion of the RoN game, featured sustainable best practices, highlighted how to choose single-use service ware, and more. • We continue to expand our suite of materials featuring businesses in Clackamas County and their best practices. Our new collateral features testimonials from businesses and features a success story. Regionally (for FWSWM efforts) Mentor Graphics and Rose Villa's food waste reduction efforts are highlighted in case statements.
<p>Target Businesses that are Underserved or Underrepresented (optional)</p>	

- Develop relationships with organizations already working with the underserved community.

- Several of our business advisors served time in our County Emergency Operations Center during the pandemic, which accelerated our relationships with CBO's and organizations working with underserved communities. Due to many of our pre-existing relationships and pre-established communication channels, in preparation for the upcoming food waste requirement and past equity work, we were able to shift from providing general sustainability outreach to more relevant COVID-related topics such as food insecurity, food sourcing, food donation, supply and equipment redistribution, and more. We worked closely with; **MESO** doing outreach to Latino-owned businesses, shared information to pass on to their customers, presented at an online event promoting recycling and sustainability service, and passed referrals to each other. We connected with **5** businesses from their referral. **Bridging Cultures / NW Family Service** coordinated to provide information to Latino-owned businesses. Provided outreach to about **30** Spanish-speaking businesses in collaboration with **NWFS. Clackamas Community College Small Business Development Center**, we provided a bilingual (English/Spanish) presentation and sustainability practices guide to a bilingual construction course. About **15** attendees. **LatinoBuilt**. Began collaboration on future efforts to share information with their staff and businesses membership regarding our technical assistance and sustainability practices for the construction industry. Connected with other organizations providing business support such as **Clackamas Workforce Partnership**, a network of

	<p>economic development partners, Chambers of Commerce, Business Resource Centers, and more to increase information flow about the work we do.</p>
<p>Develop relationships with underserved businesses (including Hispanic, Asian, and Black-owned owned businesses) by attending virtual community organization meetings and seeking out consultations with underserved businesses through new partnership with MESO. We are also exploring having office hours at the MESO office, and sharing our services in their online training series.</p> <ul style="list-style-type: none"> ○ Frequency of attendance at Hispanic community organizations events/meetings ○ # consultations and contacts with Hispanic and Black owned-businesses. 	<ul style="list-style-type: none"> ● Through the connections with the CBO's mentioned above we provided sustainability and solid waste support to several Spanish-speaking businesses such as Tacho's, Mixtlan, Muchas Gracias, Columbia Cleaning Service, Style Cleaners, Great Royal Produce, etc. Participated in a bilingual online event promoting our support and service. <ul style="list-style-type: none"> ○ Attended 5 HINT gatherings and several Hispanic Chamber webinars. ○ Provided 71 consultations to 42 Hispanic/Latino-owned businesses.
<ul style="list-style-type: none"> ● Increase and standardize bilingual services, marketing and resources for our program. <ul style="list-style-type: none"> ○ Hispanic community members provide feedback on translation ○ E-newsletters are translated into Spanish. ○ Maintain updated content on website. ○ Utilize social media, mailings, partner's events, cold calling and e-newsletter content to engage with businesses of color. 	<ul style="list-style-type: none"> ● 10 flyers, letters, presentations, or webpages and many of our mass communications were available in English and Spanish. <ul style="list-style-type: none"> ○ We have been working with a group of Environmental health and Safety professionals in creating our green business certification program for Spanish speakers. ○ 4 e-newsletters were translated before we shifted to personal emails from a bilingual contact, Carlina, to continue building relationships. ○ All our webpages can be translated into languages supported by Google translate. Additionally, we are in the process of having a dedicated landing page with translated (not Google translate) informational for Spanish speakers. This page will feature audience and topic specific information, including all of our business areas of focus.

<ul style="list-style-type: none"> • Make LiS certification processes more accessible to the Spanish community. 	<ul style="list-style-type: none"> • We completed an overhaul of the Leaders in Sustainability criteria this year making it more accessible to all. We are in the process of transcreating it into Spanish. This project is 80% complete.
Target Business Sectors, Institutions or Materials (optional)	
<ul style="list-style-type: none"> • Increase awareness of best practices to prevent the wasting of food among the businesses most likely to adopt those behaviors by featuring case statements and testimonials on website, print collateral, and in e-newsletters. 	<ul style="list-style-type: none"> • Due to the public health crisis we paused our efforts with the food industry which was hardest hit by the economic impacts of the pandemic.
<ul style="list-style-type: none"> • Provide technical assistance, through contactless drop-off, phone consultations, and online trainings, and increase business adoption of food waste reduction practices. <ul style="list-style-type: none"> ○ Collaborate with cities to promote voluntary food scraps collection efforts ○ Respond to request for voluntary participation. 	<ul style="list-style-type: none"> • We provided support to 115 food establishments connecting them to donation partners, verifying adequate collection service, checking in our their existing programs, sharing upcycling and prevention best practices, and starting food scraps collection programs. Due to the ongoing public health crisis these efforts were less than we planned.
Commercial contamination reduction activities (optional)	
<ul style="list-style-type: none"> • Feature common error items and promote Recycle or Not game in e-newsletters 2x/year. 	<ul style="list-style-type: none"> • We featured RoN messaging in 2 e-newsletters.
<ul style="list-style-type: none"> • Mailing to a targeted list of businesses informing them of common contaminants. 	<ul style="list-style-type: none"> • We mailed 50 Wait don't recycle that! flyers to 50 businesses identified as high contaminators
<ul style="list-style-type: none"> • Update staff presentations to align with regional contamination messaging. 	<ul style="list-style-type: none"> • We updated our staff presentation to align with RoN messaging, and presented the new version to 5 businesses reaching 70 staff.
<ul style="list-style-type: none"> • Recycle Guide and relevant handouts/webpages will updated to reflect the regional CREP, including promotion of <i>Recycle or Not</i> message as appropriate. 	<ul style="list-style-type: none"> • Recycle Guide webpage updated to reflect RoN language and incorporate designs from the regional MF project. • Printed Recycle Guide for publications updated to reflect and align with the regional MF project.
Other commercial waste prevention, or waste reduction activities (optional)	
<ul style="list-style-type: none"> • Use Leaders in Sustainability certification to engage businesses at a deeper level and encourage adoption of more waste reduction practices. This will be done mostly 	<ul style="list-style-type: none"> • The program focuses on topics such as policy and employee engagement, materials management, water and

<p>through phone and email consultations, and video conferences.</p> <ul style="list-style-type: none"> ○ 20 businesses certify 	<p>energy conservation, transportation and community engagement. Businesses have used the process to create and build a green team, provide a structure to embed sustainable practices into the way they do business and culture, expand their sustainability effort beyond Clackamas County to other offices across the region/country, market their work in a competitive marketplace, and brought more collaboration to large organizations. We heard from several businesses in July/August that had picked the certification back up, had video consultations and a virtual verification, along with several meetings with green teams. We included certification benefits in our newsletter to property managers and broader audience list as well. Beyond these engagements listed above many businesses were more narrowly focused on economic impacts of the pandemic.</p> <ul style="list-style-type: none"> ○ 5 businesses (re)certify
<ul style="list-style-type: none"> • Update the Leaders in Sustainability certification elements to align with new Regional Waste Plan goals. <ul style="list-style-type: none"> ○ Incorporate section on equity and diversity • Identify barriers and make certification processes more accessible to the Spanish-speaking community. 	<ul style="list-style-type: none"> • We completed the update to the Leaders in Sustainability criteria which includes 9 new best practices on EDI efforts. We have been working with several organizations with the new application, and have heard positive feedback from businesses on the upgrades, the value of the certification, local recognition, opportunities to learn from other businesses, a guide for their efforts, and support from advisors. There are current 52 certified businesses representing over 7,100 employees in the county. A similar number of businesses are familiar with and working on the certification checklist. • We've planned out a new approach to get more business certified and will pilot this in 21-22, we continue to

strategize on making it more accessible to Spanish-speaking businesses and will have the final version of the checklist in Spanish in the Fall of 2021. We have been consulting with a group of Environmental Health and Safety professionals who have been providing input on the Spanish version.

Business Food Waste Requirement

Demonstrate that local jurisdiction has hired staff or contractors whose primary responsibilities and duties are to provide food waste technical assistance to businesses.

See Narrative section above.

III. Cooperative Regional Priority Initiatives and Programs

Contamination Reduction Education Plan (CREP)

Describe how your jurisdiction has implemented the following:

- Integration of CREP *Recycle or Not* materials and messages into community and business recycling education programs.
 - How the featured contaminants (plastic takeout containers in 2020, plastic-padded envelopes 2021) and *Recycle or Not* websites, online game and/or Instagram were promoted,
 1. Ad included in both editions of ClackCo Magazine ([November 2020](#), [May 2021](#)).
 2. Ad included on front banner of our [main webpage](#).
 3. 4 Recycle or Not social media posts ([1](#), [2](#), [3](#), [4](#))
 4. Recycle or Not webpage and Instagram promoted in Bill Insert.
 5. Ads offered to collectors, cities, and libraries.
 - How campaign content was incorporated into existing communication outreach, education materials and online resources, ensuring consistency with regional messages.
 1. Items redesigned to align with MF regional decals
 1. [Recycle Guide](#) for printed publications.
 2. [Recycle Guide webpage](#).
 3. Multifamily Bag
 - How the work centered on “everyday recyclers” including a deeper engagement with communities of color living in both multifamily and single-family residences.

Clackamas County promoted Recycle or Not content and updated our tools (e.g. guidance, newsletter content) in alignment with the Multifamily decal playbook and the

design principles that it includes. These principles avoid detailed recycling instructions and content oriented towards more active recyclers. Our updated recycling guide is available in seven languages. Through a subcontract with Home Forward for resident services, Trash for Peace has been assisting with recycling education at two Clackamas County Housing Authority properties with single-family style service.

Multifamily Program Improvements

Describe how your jurisdiction actively participated in and committed to the following:

- Development and implementation of a plan to deploy new regional signage (posters, stickers, decals) for multifamily waste and recycling receptacles and enclosures.
 - We supported and participated in the regional planning and development of new, regional signage for multifamily waste and recycling.
 - We collaborated in the field to pilot the new signage at four multifamily communities in Clackamas County.
 - We have ordered our own supplies of the new decal to share with collectors for use with single-family and commercial collection bins.
 - We collaborated with Metro staff to identify an additional 50 multifamily communities for Decal Pilot 2.0, which commenced at the end of the fiscal year.
- Development of implementation plans for ensuring updated service standards at all multifamily properties.
 - We supported and participated in regional, collaborative conversations about updating multifamily regional service standards.
 - We provided code and rule update to Metro during their open comment periods for each.
 - We shared all relevant information with our collection companies, city partners, and have begun sharing with multifamily property owners (MF PM gathering, e-newsletter, etc.).
 - We started reviewing our code to identify where updates are needed, and began planning for a local code/rule update, including working with city partners to do the same.
- Participation in regional process to determine approach, outcomes and lead entity(s) for bulky waste collection and enclosure design improvement projects.
 - We supported and participated in regional, collaborative conversations about the advancement of RWP actions 10.5 and 10.6 regarding bulky waste collection and enclosure design, respectively, that lead to the creation of a scoping document for each.
 - We commenced our multifamily bulky waste pilot in May to gather information that will help us better understand the current bulky waste situation in multifamily, as well as help inform future options.
 - We continued to participate in commercial enclosure design review for all new and significant remodels in the county, including those of multifamily communities.
 - We continued to collaborate with our city partners and collection companies on multifamily enclosure design review.

Regional Waste Plan

- Activities that meet RWP goals and Actions (brief highlights) such as reuse focused programs, activities and/or events that are led by local governments and not mentioned in a previous section.

Disaster Preparedness: Clackamas County responded to two FEMA-declared disasters this year: the February 2021 ice storm and September 2020 wildfires. In the midst of this major effort, the County further developed disaster debris preparedness, including the development and issuance of an RFP for disaster debris removal contractors.

Food Donation Development: County staff supported emergency food programs during COVID and also continued to develop relationships with food pantries, establishing connections with donors and convening pantries to discuss opportunities to strengthen partnerships and collaboration.

Schools Program:

Schools-Based Outreach, Education, and Technical Assistance		
School recycling and composting education	<p>Strategy: Provide general recycling, composting, and waste reduction information to all schools, which includes a Recycle Guide and composting information</p> <ul style="list-style-type: none"> oRecycle guide (yes/no) oComposting information where applicable <p>Goals:</p> <ul style="list-style-type: none"> • All schools will receive information quarterly during the school year in September, December, March, and late May • All schools will have the information and infrastructure they need to properly and safely collect recyclable and compostable materials • Provide technical assistance to a minimum of 75 schools • Provide an equitable amount of service to Title 1 and Rural schools 	<p>In light of school shutdowns and restrictions due to Covid-19, our school activities were significantly different during the 2020-2021 school year.</p> <p>Schools were not in-person for the majority of the school year, so we did not share the recycling information we typically do. When schools did return to in-person school, the classes were small and school staff were stretched thin. We made our resources available and provided signs and containers on request, but did not conduct our outreach as aggressively as we would in a normal year.</p> <ul style="list-style-type: none"> • We provided technical assistance to 27 schools, which was lower than we anticipated due to the Covid-19 shutdown • We did not stagger outreach or target specific schools this year for technical assistance because they were not in session

	<p>Strategy:</p> <ul style="list-style-type: none"> •Support school sustainability and waste reduction through Oregon Green School certification •Encourage schools to maintain OGS certification during a year of periodic distance-learning by fine-tuning recycling and waste reduction practices to reflect the Covid-19 era •Support school participation in virtual summits (assuming in-person summits will not take place) •Support additional strands of OGS certification like Transportation and Schoolyard Habitats & Gardens •Continue to develop programming for high school engagement <p>Goals:</p> <ul style="list-style-type: none"> • Maintain 25% certification • Host distance summits 	<ul style="list-style-type: none"> • Maintained a ~30% OGS certification rate through the school year • Adapted OGS materials for distance learning to encourage the RoN online game, home audits, reuse, food waste reduction, and composting • OGS did not host virtual summits, but we did share information about other opportunities for youth engagement where appropriate
OGS Certification	<p>Strategy: Provide food donation guidance to schools through the Green Lunchrooms Guide and Oregon Green Schools' Green Lunchrooms Certification</p>	<p>Completed the Oregon School Food Share Guide (previously referred to as the Green Lunchroom Guide). This guide will be ready to share with schools in the fall of 2021.</p>
Food waste prevention	<p>Offer food waste reduction workbook and presentation to schools</p> <p>Goals:</p> <ul style="list-style-type: none"> • Work with a minimum of one district to implement food donation from the cafeteria to a pantry or onsite program (ideal) • Provide workbooks and education on food waste prevention to a minimum of 3 schools 	<p>Made contact with district Nutrition Services about donation, but they all reported very little excess food due to the transition to bag lunches during Covid</p> <p>Reached a minimum of ten schools through direct and *indirect presentations. *indirect through our support for Lake Oswego's initiative to have the HS green team teach food waste prevention lessons to all fifth grade classes in the district</p>
Small grant program	<p>Offer and promote small grants to schools to meet waste reduction and/or recycling goals</p>	

<p>Youth engagement</p> <p>Classroom education</p>	<p>Work with district Nutrition Service staff to identify schools with interest in milk dispensers</p> <p>Goals:</p> <ul style="list-style-type: none"> • Distribute \$10,000 in grants to support waste reduction projects and Oregon Green Schools goals • Assist up to five additional schools in the purchase of milk dispensers (\$15,000 budget) <p>Continue to engage youth regarding Clackamas County's Climate Action Plan</p> <p>Advertise the Youth Voices Video Project to gather more youth perspectives on climate change</p> <p>Goals:</p> <ul style="list-style-type: none"> • Engage a minimum of five high schools on issues around climate change • Help to recruit youth members to serve on the Advisory Committee <p>Adapt classroom presentations to be delivered from a distance</p> <p>Develop take-home projects for school kids around sustainability to</p>	<p>Distributed ~\$3,500 in grants to 11 schools to support waste reduction, garden/composting supplies, and outdoor learning opportunities for distance/Covid learning</p> <p>The Covid-19 shutdown and changes in nutrition services meant that no new schools or districts opted to initiate milk dispenser use in schools. Instead, we promoted the use of milk dispensers in schools by:</p> <ul style="list-style-type: none"> • Sharing a presentation of school waste reduction results caused by the use of dispensers at the virtual AOR conference • Contributing to a case study about milk dispensers to be featured in the new EPA Oregon School Food Share Guide • Sharing information with regional partners, which resulted in one new district in Oregon to commit to installing milk dispensers next school year <p>We recruited 24 youth from nine schools to engage in an active Youth Advisory Task Force on climate change and Clackamas County's developing Climate Action Plan. During the 2020-2021 fiscal year, we met with the group of youth four times for a total of eight hours. During that time, we engaged in learning about:</p> <ul style="list-style-type: none"> • Power analysis • Equity, anti-racism, and fairness • Just Transition • Climate science • County roles and responsibilities • County-specific emissions <p>Developed presentations to be delivered via Zoom using a variety of engaging tech tools to foster student participation</p>
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	<p>offer to schools that are engaging in distance learning</p> <p>Goals: Provide presentations to a minimum of 20 schools</p>	<p>Co-developed with Oregon Green Schools and the World Wildlife Fund 3 tiered (elementary, middle, and high school) food waste prevention and climate change presentations</p> <p>We reached 21 schools with presentations during the school year.</p>
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BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON

In the Matter of an Agreement
between the City of Barlow
and Clackamas County

ORDER NO. 88-11

This matter coming on at this time to be heard, and it appearing to the Board that Winston Kurth, Director of Clackamas County Department of Transportation and Development, has recommended to this Board the adoption of an Agreement between the City of Barlow and Clackamas County for the collection and disposal of solid waste in and about the City of Barlow, and the Board being fully advised:

This Board finds that it would be in the best interest of Clackamas County to enter into said Agreement, now therefore

IT IS HEREBY ORDERED that Clackamas County enter into said Agreement, copy of which is to be placed on file in the Clackamas County Office of Financial Administration with this Order Number affixed thereto, with the understanding that said Agreement is subject to all public contracting laws and the Constitution of this State.

DATED this 7th day of January, 1988.

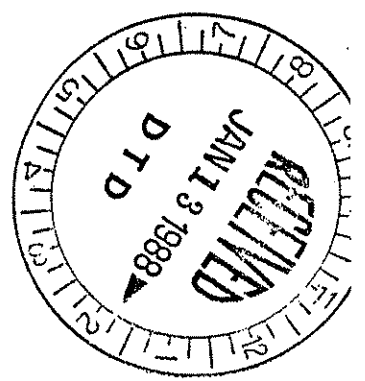
BOARD OF COUNTY COMMISSIONERS

[Signature]
Ed Lindquist - Chairman

[Signature]
Dale Harlan - Commissioner

[Signature]
Darlene Hooley - Commissioner

DTD



D. Phillips



Campbell M. Gilmour
Director

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

RECEIVED

JUL 25 2008

CITY OF DAMASCUS

SUNNYBROOK SERVICE CENTER

9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

LETTER OF UNDERSTANDING

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the City of Damascus (City) commencing July 1, 2008. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1st of each year this agreement is in effect.

ORS 459 and 459A requires the metropolitan service district (Metro) for Multnomah, Washington and Clackamas counties and the cities therein in aggregate to develop integrated solid waste management plans and implement associated activities designed to meet goals established by the DEQ. Metro council adopts a DEQ approved Regional Solid Waste Management Plan (RSWMP) for a ten (10) year planning period. In each of the ten years local governments and Metro create annual work plans to meet the goals and objectives established in the RSWMP. A new RSWMP was recommended to Metro Council for adoption by both the Solid Waste Advisory Committee and the Metro Policy Advisory Committee, with the recommended action occurring on July 17, 2008.

Clackamas County actively engages with Metro in all matters associated with the provision of integrated solid waste management services within all of Metro's boundaries, paying particular attention to the effect of these plans on citizens within incorporated and unincorporated areas of Clackamas County. Additionally, many of the goals and objectives of the RSWMP are only accomplished through the cooperative working relationship Clackamas County has established with the franchised solid waste collectors operating within the County's borders.

Since 1990 Clackamas County has been successful meeting the requirements necessary for annual plan adoption by Metro. The adoption of the annual plan releases funds collected, by Metro, from the disposal of regional tons of solid waste to be land filled or incinerated. Clackamas County intends to continue participating in this process through the functional period of the newly adopted Regional Solid Waste Management Plan and in the development of future plans.

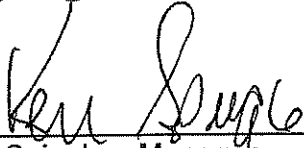
Key components of meeting the goals established by the RSWMP are directly related to the activities of the solid waste collection franchisee. Currently there are several collection practices considered to be standard components of the RSWMP. These include but are not limited to: 1) Weekly collection of residential recyclables; 2) Collection of glass separated on the truck from other recyclables; 3) Providing the opportunity for all businesses to have recyclables collected. Clackamas County, through this agreement, requests the opportunity to review any proposed deviation from the standard collection practices of the solid waste collection franchisee presented to the City. The review is for the purpose of ensuring continued compliance with the RSWMP. Clackamas County agrees to present the findings to the City.

Clackamas County will continue providing staff for waste reduction planning, program implementation and education for the unincorporated areas of the County and in the cities of Damascus, Happy Valley, Sandy, Lake Oswego, Gladstone, Oregon City, West Linn, Molalla, and Wilsonville. Additionally, County staff will

continue working in conjunction with the franchised solid waste collectors' Education Coordinator working throughout the County and its cities providing educational programs in schools.

This letter clarifies the City intends to continue its partnership with Clackamas County in the waste reduction program. The County will provide the activities listed in the Annual Waste Reduction Plan, write the final report, work with Metro in development of next year's plan elements, and keep the City apprised of activities within its boundary. This letter further clarifies the County will provide direct assistance to businesses, schools and government facilities within the City as applies to meeting the requirements of the regional Recycle @ Work program.

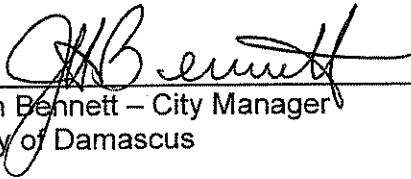
In return, the City authorizes Metro to annually distribute their portion of the Annual Waste Reduction and Recycle @ Work funds to Clackamas County until this agreement is terminated.



Ken Spiegle – Manager
Community Environment Division, Clackamas County

7-23-08

Date



Jim Bennett – City Manager
City of Damascus

7/28/08

Date



Campbell M. Gilmour
Director

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SUNNYBROOK SERVICE CENTER
9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

LETTER OF UNDERSTANDING

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the City of Estacada (City) commencing July 1, 2008. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1st of each year this agreement is in effect.

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Clackamas County actively engages with Metro in all matters associated with the provision of integrated solid waste management services within all of Metro's boundaries, paying particular attention to the effect of these plans on citizens within incorporated and unincorporated areas of Clackamas County. Additionally, many of the goals and objectives of the RSWMP are only accomplished through the cooperative working relationship Clackamas County has established with the franchised solid waste collectors operating within the County's borders.

Since 1990 Clackamas County has been successful meeting the requirements necessary for annual plan adoption by Metro. The adoption of the annual plan releases funds collected, by Metro, from the disposal of regional tons of solid waste to be land filled or incinerated. Clackamas County intends to continue participating in this process through the functional period of the newly adopted Regional Solid Waste Management Plan and in the development of future plans.

Key components of meeting the goals established by the RSWMP are directly related to the activities of the solid waste collection franchisee. Currently there are several collection practices considered to be standard components of the RSWMP. These include but are not limited to: 1) Weekly collection of residential recyclables; 2) Collection of glass separated on the truck from other recyclables; 3) Providing the opportunity for all businesses to have recyclables collected. Clackamas County, through this agreement, requests the opportunity to review any proposed deviation from the standard collection practices of the solid waste collection franchisee presented to the City. The review is for the purpose of ensuring continued compliance with the RSWMP. Clackamas County agrees to present the findings to the City.

Clackamas County will continue providing staff for waste reduction planning, program implementation and education for the unincorporated areas of the County and in the cities of Barlow, Damascus, Estacada, Gladstone, Happy Valley, Lake Oswego, Molalla, Oregon City, Sandy, West Linn, and Wilsonville. Additionally, County staff will continue working in conjunction with the franchised solid waste collectors' Education Coordinator working throughout the County and its cities providing educational programs in schools.

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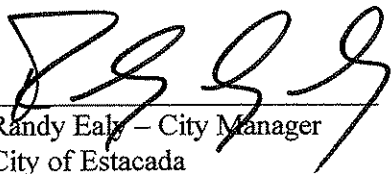
In return, the City authorizes Metro to annually distribute their portion of the Annual Waste Reduction and Recycle @ Work funds to Clackamas County until this agreement is terminated.



Ken Spiegle – Manager
Community Environment Division, Clackamas County

9-5-08

Date



Randy Ealy – City Manager
City of Estacada

9-8-08

Date



Campbell M. Gilmour
Director

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SUNNYBROOK SERVICE CENTER
9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

LETTER OF UNDERSTANDING

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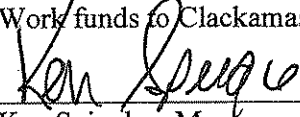
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In return, the City authorizes Metro to annually distribute their portion of the Annual Waste Reduction and Recycle @ Work funds to Clackamas County until this agreement is terminated.



Ken Spiegle – Manager
Community Environment Division

7-30-08
Date



Ron Partch – Administrator
City of Gladstone

Aug 14-08
Date

INTERGOVERNMENTAL AGREEMENT

Between the City of Happy Valley and Clackamas County

This agreement is entered into this 10th day of September, 2007, between the City of Happy Valley ("City"), a municipal corporation of the State of Oregon, and Clackamas County ("County"), a political subdivision of the State of Oregon.

WHEREAS, ORS 190.003 TO 190.030 allows for units of local government to enter into agreement for the performance of any or all functions and activities which such units have authority to perform; and

WHEREAS, Clackamas County has adopted a Solid Waste and Waste Management Ordinance on June 10, 1970; and

WHEREAS, Clackamas County has franchised the collection of solid waste and collects certain fees from the collection of such solid waste; and

WHEREAS, the City desires a contractual relationship with the County whereby the County will be responsible for administering Solid Waste Management Services on behalf of the City; and

NOW THEREFORE, Clackamas County and the City of Happy Valley hereby agree to the following:

A. Effective Date and Termination

This Agreement shall commence on July 1, 2007 upon execution by both parties and continue until terminated by either party. A party may terminate the Agreement for any reason with 90 day written notice, or upon 30 days written notice for breach of the Agreement, including non-payment of fees appropriately due, provided the breach is not cured during the 30 day period.

B. The County Shall:

1. If requested by the City, make appropriate recommendations to City officials regarding acceptable solid waste management practices in the City.
2. Collect the appropriate franchise fees earned from City customers and provide quarterly reports to the City regarding the amount collected.

3. Ensure the franchised solid waste collector(s) serving the citizens of Happy Valley comply with all applicable rules and regulations commensurate with the provision of the service.
4. Review and investigate all rate adjustment requests, make recommendations and bring these requests and recommendations before the Clackamas Solid Waste Commission so that the Clackamas County Solid Waste Commission may make its recommendation to the Clackamas County Board of County Commissioners. Prepare the Annual Waste Reduction Plan and required reports for Metro and the Department of Environmental Quality (DEQ).
5. Perform the tasks associated with meeting the requirements of the Annual Waste Reduction Plan, additional programs required of Metro to meet the requirements of the Regional Solid Waste Management Plan, and any programs required by the DEQ.
6. Prepare applications, administer and report to Metro, the County, and if requested, the City on the results of Metro funded projects.

C. The City shall:

1. Collaborate with the County on waste reduction and recycling educational and promotional programs delivered in the community.

D. Compensation

The County currently collects a five percent (5%) franchise fee on gross collection revenues (less revenue from the sale of recyclables and from customer payment of disposal from drop box service). Additionally, the County may receive grant money from Metro to perform the requirements of the County's Annual Waste Reduction Plan. The amount of money is predicated on the population being served. From time to time Metro may budget additional moneys to pay directly to local governments based on other metrics.

The County shall retain one-half of the franchise fee collected from solid waste customers within the boundaries of the City of Happy Valley as compensation for performing the services under this agreement. The franchise fee report and the balance of the fees shall be delivered to the City forty-five (45) days past the last day of the quarter in question.

Further, the City shall request Metro send the monies apportioned annually to the City of Happy Valley for carrying out the responsibilities required of the Regional Solid Waste Management Plan directly to the County.

Compensation is subject to review ninety (90) days prior to the end of each fiscal year. The purpose of this review is to determine whether the actual costs being incurred align with the revenue distribution in the agreement.

E. Attorney Fees

In the event any party files litigation to enforce this Agreement, or any portion thereof, the prevailing party shall be entitled to reasonable attorney fees and costs, including any fees and costs incurred in an appeal, as determined by the appropriate court.

F. Amendment

This Agreement may be amended within its current term or any successive term by the joint agreement of the parties. To be effective, all amendments shall be in writing and signed by authorized representatives of each party.

G. Hold Harmless

Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, the City shall hold harmless and indemnify County, its officers, employees, and agents against any and all claims, damages, losses and expenses (including attorney(s) fees and costs), arising out of, or resulting from the County's performance of this Agreement when the loss or claim is attributable to the acts or omissions of the City.

Subject to the limits of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, County shall hold harmless and indemnify City, its officers, employees, and agents against all claims, damages, losses and expenses (including all attorney (s) arising out of or resulting from County's performance of this Agreement when the loss or claim is attributable to the acts and omissions of County.

H. Severability

County and City agree that if any term or provision of this Agreement 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 agreement did not contain the particular term or provisions held to be invalid.

CITY of Happy Valley

By: *Robert C. Williams* Date: 09/18/07
Mayor

ATTEST:
By: *Kristen Warden* Date: 9/18/07
City Recorder

Approved as to Form:
By: *Thomas Spaully* Date: 10/17/07
City Attorney

CLACKAMAS COUNTY

By: *[Signature]* Date: 2-7-08 C-1
Chairperson, Clackamas County
Board of Commissioners

Approved as to Form:
By: *David W. Anderson* Date: 2/7/08
County Counsel

ATTEST:
By: *Mary Racthice* Date: 2-7-08
Recording Secretary



Campbell M. Gilmour
Director

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SUNNYBROOK SERVICE CENTER
9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

LETTER OF UNDERSTANDING

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the City of Lake Oswego (City) commencing July 1, 2008. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1st of each year this agreement is in effect.

ORS 459 and 459A requires the metropolitan service district (Metro) for Multnomah, Washington and Clackamas counties and the cities therein in aggregate to develop integrated solid waste management plans and implement associated activities designed to meet goals established by the DEQ. Metro council adopts a DEQ approved Regional Solid Waste Management Plan (RSWMP) for a ten (10) year planning period. In each of the ten years local governments and Metro create annual work plans to meet the goals and objectives established in the RSWMP. A new RSWMP was recommended to Metro Council for adoption by both the Solid Waste Advisory Committee and the Metro Policy Advisory Committee, with the recommended action occurring on July 17, 2008.

Clackamas County actively engages with Metro in all matters associated with the provision of integrated solid waste management services within all of Metro's boundaries, paying particular attention to the effect of these plans on citizens within incorporated and unincorporated areas of Clackamas County. Additionally, many of the goals and objectives of the RSWMP are only accomplished through the cooperative working relationship Clackamas County has established with the franchised solid waste collectors operating within the County's borders.

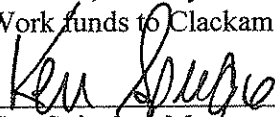
Since 1990 Clackamas County has been successful meeting the requirements necessary for annual plan adoption by Metro. The adoption of the annual plan releases funds collected, by Metro, from the disposal of regional tons of solid waste to be land filled or incinerated. Clackamas County intends to continue participating in this process through the functional period of the newly adopted Regional Solid Waste Management Plan and in the development of future plans.

Key components of meeting the goals established by the RSWMP are directly related to the activities of the solid waste collection franchisee. Currently there are several collection practices considered to be standard components of the RSWMP. These include but are not limited to: 1) Weekly collection of residential recyclables; 2) Collection of glass separated on the truck from other recyclables; 3) Providing the opportunity for all businesses to have recyclables collected. Clackamas County, through this agreement, requests the opportunity to review any proposed deviation from the standard collection practices of the solid waste collection franchisee presented to the City. The review is for the purpose of ensuring continued compliance with the RSWMP. Clackamas County agrees to present the findings to the City.

Clackamas County will continue providing staff for waste reduction planning, program implementation and education for the unincorporated areas of the County and in the cities of Barlow, Damascus, Estacada, Gladstone, Happy Valley, Lake Oswego, Molalla, Oregon City, Sandy, West Linn, and Wilsonville. Additionally, County staff will continue working in conjunction with the franchised solid waste collectors' Education Coordinator working throughout the County and its cities providing educational programs in schools.


This letter clarifies the City intends to continue its partnership with Clackamas County in the waste reduction program. The County will provide the activities listed in the Annual Waste Reduction Plan, write the final report, work with Metro in development of next year's plan elements, and keep the City apprised of activities within its boundary. This letter further clarifies the County will provide direct assistance to businesses, schools and government facilities within the City as applies to meeting the requirements of the regional Recycle @ Work program.

In return, the City authorizes Metro to annually distribute their portion of the Annual Waste Reduction and Recycle @ Work funds to Clackamas County until this agreement is terminated.



Ken Spiegle - Manager
Community Environment Division

7-30-08
Date



Joel Komarek - City Engineer *Project Director*
City of Lake Oswego

8/1/2008
Date



Campbell M. Gilmour
Director

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SUNNYBROOK SERVICE CENTER
9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

LETTER OF UNDERSTANDING

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the City of Milwaukie (City) commencing July 1, 2008. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1st of each year this agreement is in effect.

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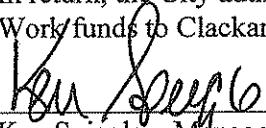
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Ken Spiegle – Manager
Community Environment Division

7-30-08
Date



JoAnn Herrigel – Community Services Director
City of Milwaukie

8/1/08
Date



Campbell M. Gilmour
Director

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SUNNYBROOK SERVICE CENTER
9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

LETTER OF UNDERSTANDING

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the City of Molalla (City) commencing July 1, 2008. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1st of each year this agreement is in effect.

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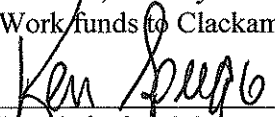
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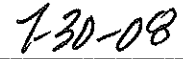
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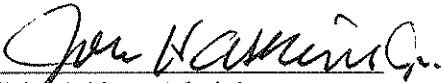
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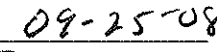
Ken Spiegle - Manager
Community Environment Division



Date



John Atkins - Administrator
City of Molalla



Date



Campbell M. Gilmour
Director

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SUNNYBROOK SERVICE CENTER
9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

LETTER OF UNDERSTANDING

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the River Cities Environmental Services District (City) commencing July 1, 2008. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1st of each year this agreement is in effect.

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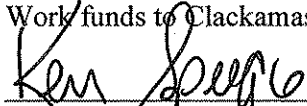
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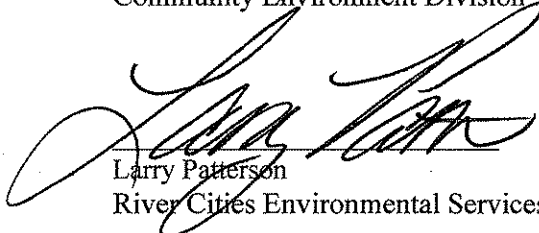
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Ken Spiegle – Manager
Community Environment Division

7-30-08
Date



Larry Patterson
River Cities Environmental Services District

9/23/08
Date



Campbell M. Gilmour
Director

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SUNNYBROOK SERVICE CENTER
9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

LETTER OF UNDERSTANDING

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the City of Sandy (City) commencing July 1, 2008. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1st of each year this agreement is in effect.

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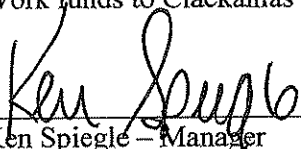
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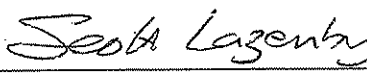
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Ken Spiegle - Manager
Community Environment Division



Date



Scott Lazenby - City Manager
City of Sandy



Date



Campbell M. Gilmour
Director

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SUNNYBROOK SERVICE CENTER
9101 SE SUNNYBROOK BLVD. | CLACKAMAS, OR 97015

LETTER OF UNDERSTANDING

This letter of understanding is between Clackamas County's Department of Transportation and Development (Clackamas County) and the City of Wilsonville (City) commencing July 1, 2008. This agreement shall continue to stay in force until either party terminates the agreement. Either party may terminate this agreement with a 30-day written notice prior to May 1st of each year this agreement is in effect.

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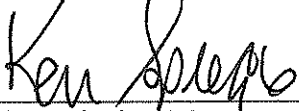
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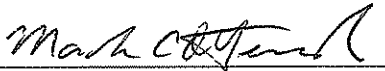
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Ken Spiegle – Manager
Community Environment Division



Date



Mark C. Ottenad
City of Wilsonville



Date



DAN JOHNSON
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

October 28, 2021

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of Second Amendment to an Intergovernmental Agreement for Provisions of
Permit Processing and Building Inspection/Plan Review (BI/PR) Services

Purpose/Outcomes	To adopt the second amendment to an existing intergovernmental agreement (IGA) with the City of Beaverton to provide staffing assistance to the Department of Transportation and Development's (DTD) Building Codes Division (BCD).
Dollar Amount and Fiscal Impact	Under this IGA Clackamas County's BCD coordinates with the City of Beaverton to utilize the services of a fully trained and certified City employee. The County's BCD pays a rate of \$57.89 per hour (\$65.20 per hour for overtime) for work performed by City of Beaverton staff. This arrangement is more economical than using BCD's existing third parties contracts, and the total dollar amount will be based upon the hours worked during the timeframe of the Agreement.
Funding Source	The Building Codes Division will support this IGA with funds that are the result of fees for service (permitting and plans review fees). No unrestricted (general funds) are used for this contract. These funds are accounted for in the approved FY21-22 budget.
Duration	The Amendment to the existing IGA will be effective upon signature by the Board, and will terminate on December 8, 2021.
Previous Board Action	This item was presented to the Board at Issues on October 26, 2021. The first amendment was approved by the Board on April 22, 2021. The original IGA was approved by the Board at the August 20, 2020 Business Meeting.
Strategic Plan Alignment	<p>1. <i>How does this item align with your Department's Strategic Business Plan goals?</i></p> <p>The Land Use and Permitting line of business' purpose is to provide the community with comprehensive plan review, permitting, and inspection services. With the continued impacts of COVID-19, including the requirement to perform all our services online, we have seen increased complexity in our</p>

	<p>work coupled with continued high volume of construction activity. By using this IGA we will be able to continue to employ the assistance of fully trained and certified staff.</p> <p>2. <i>How does this item align with the County's Performance Clackamas goals?</i></p> <p>While not specifically outlined in the Board's Priorities, it is a Performance Clackamas goal to support growing a vibrant economy and build a strong infrastructure. Each year the Land Use and Permitting line of business adds 6.7 million square feet of constructed improvements to the community, which is valued at \$675,000,000. Adding staffing assistance to the Building Codes Division will help meet this goal.</p>
County Counsel Review	This IGA was reviewed and approved by County Counsel on 10-19-21. NB
Procurement Review	<p>1. Was the item processed through Procurement? yes <input type="checkbox"/> no <input checked="" type="checkbox"/></p> <p>2. If no, provide brief explanation: This item is an Intergovernmental Agreement.</p>
Contact Person	Matt Rozzell, Building Codes Administrator (503) 742-4748

BACKGROUND:

With the onset of COVID-19, and Governor Kate Brown issuing the *Stay Home Save Lives* order (with the Clackamas County Board of Commissioners also declaring an emergency), construction was deemed an essential service, which required the Department of Transportation and Development's (DTD) Development Services to remain open for business during the pandemic. In response to this requirement, in early April 2020, Clackamas County implemented new permitting protocols which allow customers to submit building permit applications digitally, and enables our plans examiners to review digital plans remotely. This new system has made it possible for the Building Codes Division to continue working throughout the pandemic, while keeping staff safe and the construction industry moving forward with their projects.

With the creation of this new electronic permitting and review system, and the high number of permit applications and reviews we are experiencing, we have seen a large increase in the workload for our permitting (permit technicians and specialists) and plans examiner teams. In August 2020 the County entered into an IGA with the City of Beaverton to provide these two work groups with additional staffing resources.

The IGA allows the City of Beaverton to assist the County by providing a fully trained and certified employee to perform permitting and plans review work assigned by the County's Building Codes Division. City staff remain an employee of the City of Beaverton, under their supervision and receiving all compensations from the City. The County assigns, directs, and reviews the work, with the City employee working either from home or in County offices.

Since creation of the IGA and after the first amendment we have continued to see a large increase in work for our permitting (permit technicians and specialists) and plans examiner teams. Additionally, DTD and the Building Codes Division have implemented a new permitting and plan

review software (Avolve products OAS and ProjectDox). In order to provide adequate resources for our teams to attend trainings, test the new products, and provide exceptional customer service to the public, we continue to need staffing assistance due to three vacancies on the team.

For all of these reasons we are seeking to amend the Intergovernmental Agreement (IGA) with the City of Beaverton to extend the existing IGA for an additional three months from the signing of the Agreement or until December 8, 2021.

This Amendment does adjust the original financial terms of the Agreement. The IGA established that the County pays \$57.89 per hour (\$65.20 per hour for overtime) for work performed by City of Beaverton staff. This arrangement is more economical than using BCD's existing third parties contracts, which use private contractors to perform similar tasks.

Using this IGA will not impact current staff's available work or overtime opportunities, and will support existing staff as they experience increased workloads and customer demands for service. In accordance with Article 23 of the current 2019-2020 DTD AFSCME bargaining agreement, a 20 calendar day notice of contracting work was provided to the Union on September 20, 2021.

RECOMMENDATION:

Staff respectfully recommends approval of the Second **Amendment to Intergovernmental Agreement for Provisions of Permit Processing and Building Inspection/Plan Review (BI/PR) Services** with the City of Beaverton.

Respectfully submitted,

Matt Rozzell

Matt Rozzell, Building Codes Administrator
Department of Transportation and Development

ATTACHMENT:

1. Second Amendment to Intergovernmental Agreement for Provisions of Permit Processing and Building Inspection/Plan Review (BI/PR) Services.

**SECOND AMENDMENT TO INTERGOVERNMENTAL AGREEMENT
FOR PROVISIONS OF PERMIT PROCESSING AND
BUILDING INSPECTION/PLAN REVIEW (BI/PR) SERVICES**

THIS SECOND AMENDMENT TO INTERGOVERNMENTAL AGREEMENT FOR PROVISIONS OF PERMIT PROCESSING AND BUILDING INSPECTION/PLAN REVIEW (BI/PR) SERVICES (“Amendment”) is entered into effective as of the latest date on which this Amendment is signed below, between **CLACKAMAS COUNTY**, a corporate body politic (“County”), and the **CITY OF BEAVERTON**, an Oregon municipal corporation (“City”).

RECITALS

A. County and City are parties to that certain Intergovernmental Agreement for provisions of permit processing and building inspection and plan review services dated effective as of August 20, 2020, as amended by that First Amendment effective April 22, 2021 (the “IGA”).

B. The parties desire to modify the IGA on the terms and conditions set forth herein. All capitalized terms used in this Amendment and not otherwise defined herein shall have their meanings as set forth in the Disposition Agreement.

AGREEMENT

1. **Amendment to Section 2. Section 2 of the IGA which, as amended, reads:**

The Originating Party shall make available its Shared Employee to the Borrowing Party for purposes of providing Permit Processing and/or BI/PR services. The Shared Employee shall be available to the Borrowing Party no later than September 8, 2020. The Parties agree that the Shared Employee shall be available to the Borrowing Party for a minimum of 40 hours per week, and for a term of one (1) year (the “Employee Term”). The Parties agree that the Shared Employee possesses the minimum qualifications given the tasks described herein. During the Employee Term, the Shared Employee shall not perform any services on behalf of the Originating Party unless agreed to in writing in advance by the building official of the Borrowing Party.

Is hereby deleted in its entirety and is replaced with the following:

The Originating Party shall make available its Shared Employee to the Borrowing Party for purposes of providing Permit Processing and/or BI/PR services. The Shared Employee shall be available to the Borrowing Party no later than September 8, 2020. The Parties agree that the Shared Employee shall be available to the Borrowing Party for a minimum of 40 hours per week, and for a term of fifteen (15) months, ending December 8, 2021 (the “Employee Term”). The Parties agree that the Shared Employee possesses the minimum qualifications given the tasks described herein. During the Employee Term, the Shared Employee shall not perform any services on behalf of the Originating Party unless agreed to in writing in advance by the building official of the Borrowing Party.

2. **Amendment to Section 3. Section 3 of the IGA which reads:**

The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate upon completion of the Employee Term and final payment by the Borrowing Party, or by December 8, 2021, following the date all required signatures are obtained, whichever is sooner.

Is hereby deleted in its entirety and is replaced with the following:

The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate upon completion of the Employee Term and final payment by the Borrowing Party, or by December 8, 2021, following the date all required signatures are obtained, whichever is sooner.

3. **Amendment to Section 4. Section 4 of the IGA which reads:**

Services performed on behalf of the Borrowing Party shall be calculated hourly for the Shared Employee. The hourly rate of the Shared Employee shall be \$44.82/hr. If the Shared Employee works overtime, the overtime rate of the Shared Employee shall be \$49.73/hr.

Is hereby deleted in its entirety and is replaced with the following:

Services performed on behalf of the Borrowing Party shall be calculated hourly for the Shared Employee. The hourly rate of the Shared Employee shall be \$57.98/hr. If the Shared Employee works overtime, the overtime rate of the Shared Employee shall be \$65.20/hr.

4. **Counterpart; Email.** This Amendment may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Amendment. Facsimile or email transmission of any signed original of this Amendment, and retransmission of any signed facsimile or email transmission, shall be the same as delivery of an original. At the request of either party, the parties shall confirm transmitted signatures by signing an original document.

5. **Confirmation.** The IGA is hereby amended and modified in accordance with the terms of this Amendment. Except as expressly modified by this Amendment, the IGA and all its terms and provisions are hereby acknowledged, approved, ratified and confirmed and shall be and remain in full force and effect.

[Signatures on next page.]

IN WITNESS WHEREOF, the parties have executed this Amendment effective as of the date first written above.

CLACKAMAS COUNTY

By: _____

Name: _____

Its: Chair, Board of County Commissioners

Date: _____

CITY OF BEAVERTON

By: _____

Name: _____

Its: _____

Date: _____



DAN JOHNSON
DIRECTOR

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 Amendment #4 with David Evans and Associates, Inc. for the
South End Road at Milepost 3.8**

Purpose/Outcomes	This amendment will provide consulting engineering services during the construction of improvements needed to stabilize the roadway and slope on South End Road at Milepost 3.8.
Dollar Amount and Fiscal Impact	The original contract and amendments #1 thru #3 value for design services was \$629,041.47. Amendment #4 for construction services adds \$366,982.82 for a new combined value totaling: \$996,024.29
Funding Source	Federal Emergency Relief funds: \$329,293.68 County Road fund match (10.27%): \$37,689.14
Duration	Amendment execution through December 31, 2023
Previous Board Action	01/01/17: BCC Approval of Master Certification Agreement No. 30923 for County implementation of federally funded projects. 08/16/18: BCC Approval of Supplemental Project Agreement No. 32607 for 2017 Emergency Relief Program Project Funding. 05/16/19: BCC Approval of a Contract with David Evans and Associates, Inc. for the South End Road at Milepost 3.8 Project. 11/25/20: BCC Approval of an Intergovernmental Agreement with the Oregon Department of Transportation for Right of Way Services for the South End Road at Milepost 3.8 Project. 12/10/20: BCC Approval of a Resolution Declaring the Public Necessity and Purpose for Acquisition of Rights of Way, Easements, and Fee Property for the South End Road at Milepost 3.8 Project and Authorizing Good Faith Negotiations and Condemnation Actions. 10/21/21: Approval of Amendment No. 1 of a Supplemental Project Agreement No. 32607 with Oregon Department of Transportation for the South End Road at MP 3.8 Project. 10/26/21: Discussion item at issues
Strategic Plan Alignment	1. How does this item align with your department's Strategic Business Plan goals? This item supports the DTD Strategic Focus on Safe Roads and Strategic Result of "Travelers on Clackamas County roads will experience roads in good condition." 2. How does this item align with the County's Performance Clackamas goals? This item aligns with "Build a Strong Infrastructure" by constructing retaining walls to mitigate slope instability.
Counsel Review	10/19/2021 ARN
Contract #	1456
Contact Person	Joel Howie, Project Manager 503-742-4658

Background:

Clackamas County obtained Federal Emergency Relief Program (ERP) funds to stabilize the roadway and slope on South End Road at Milepost 3.8. The road was damaged in March of 2017 as a result of heavy rains that occurred during the spring of 2017. A state emergency declaration, which included Clackamas County, was signed by the governor allowing Clackamas County to be eligible for the ERP funding.

Clackamas County constructed temporary repairs to these areas of roadway prism failure and deterioration in the spring of 2017. A permanent solution to stabilize the road in this location has been designed and the stabilization will consist of a 450-foot long tie back/soldier pile wall and a 318-foot long cantilever wall.

The purpose of this contract amendment is to provide construction engineering services during the project's construction. The services to be provided include support to County staff with construction engineering, contractor submittal reviews, inspection assistance, clarification of design details, and developing as-constructed plans. The proposed contract amendment is for \$366,982.82.

Procurement Process:

This Amendment is in accordance with LCRB C-047-0800(a) for an anticipated amendment to include Construction Management Services per Item 16 in the original RFP documentation. Amendment #4 is a 75% increase to the original contract.

Recommendation:

Staff respectfully recommends that the Board approve and execute the Amendment #4 for Engineering and Related Services Contract with David Evans & Associates, Inc. for the South End Road at Milepost 3.8 Project.

Sincerely,

Joel Howie

Joel Howie,
Civil Engineering Supervisor

Placed on the BCC Agenda _____ by Procurement and Contract Services

AMENDMENT #4

**FOR THE CONTRACT DOCUMENTS WITH DAVID EVANS AND ASSOCIATES, INC. FOR RFP
2018-103 SOUTH END ROAD AND MILEPOST 3.8
CONTRACT # 1456**

This Amendment #4 is entered into between **David Evans and Associates, Inc.** (“Consultant”) and Clackamas County on behalf of its Department of Transportation and Development (“Agency”) and it shall become part of the Contract documents entered into between both parties on May 16, 2019 (“Contract”).

The Purpose of the Amendment #4 is to make the following changes to the Contract:

1. **Item 1. Contract Effective Date and Term** is hereby amended as follows:
The Contract termination date is hereby changed from December 31, 2021 to **December 31, 2023**.

2. **Item 2. Statement of Work** is hereby amended as follows:
The design services of the project are complete and the Agency is requesting additional services for the Construction Phase to perform construction contract administration and construction engineering and inspection services (CA-CEI). The supplemental Scope of Services is attached as **Exhibit “N”** and hereby incorporated by reference.

3. **Item 3. Compensation** is hereby amended as follows:
The additional Compensation to complete the additional services is approved for **\$366,982.82**. The fee schedule is incorporated at the end of **Exhibit N**. The total Contract Compensation shall not exceed \$993,024.29.

ORIGINAL CONTRACT AMOUNT	\$ 485,959.14
AMENDMENT #1	\$ 30,944.84
AMENDMENT #2	\$ 102,815.04
AMENDMENT #3	\$ 9,322.45
<u>AMENDMENT #4</u>	<u>\$ 366,982.82</u>
TOTAL AMENDED CONTRACT	\$ 996,024.29

SIGNATURE PAGE FOLLOWS

Except as expressly amended above, all other terms and conditions of the Contract shall remain in full force and effect. By signature below, the parties agree to this Amendment #4, effective upon the date of the last signature below.

David Evans and Associates Inc.
2100 SW River Parkway
Portland, OR 97201

Clackamas County

Authorized Signature

Chair

Authorized Signature

Recording Secretary

Date

Date

114015-10 DBC / Oregon
Oregon Business Registry Number

Approved as to Form:

County Counsel

Date

EXHIBIT N

**Statement of Work and Delivery Schedule for Construction Contract Administration and
Construction Engineering & Inspection (“CA/CEI”)**

Construction Project Name: South End Road at Milepost 3.8 (the “Project”)

Project Location: Clackamas County

Local Public Agency (LPA): Clackamas County

Price Agreement/Contract No.: 2018-103 ; WOC No.: N/A ; Amendment No.: 4

Federal Project No: C005(111)

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A. PROJECT DESCRIPTION AND OVERVIEW OF SERVICES

This Exhibit A.1 includes the statement of work for CA/CEI Services (CA/CEI SOW) required for the Project. The delivery schedule is provided in the “Deliverables and Schedule” section of each task in section E.2.

The CA/CEI Services will culminate when Agency issues Final Acceptance of the Project and Consultant has completed all tasks and provided all deliverables as required.

Note: Reference to “PA or Contract” in this CA/CEI SOW means whichever is applicable. “PA” is applicable if this is a WOC or WOC Amendment. “Contract” is applicable if this is a Contract or Contract Amendment.

Background

The background for the Project is unchanged.

Phases of Services

The Services are divided into the following 2 phases:

- Preliminary Engineering/Design, Right of Way, and Final Design
- CA/CEI

Definitions and Acronyms

DEFINED TERMS	
Acceptance	In this CA/CEI SOW, “Acceptance” or “Accept” means that Agency has reviewed the deliverable(s) submitted by Consultant and finds the deliverable(s) submitted in reasonable compliance with applicable requirements. Agency Acceptance does not release Consultant from liabilities due to any Errors or Omissions with respect to Consultant's Services and deliverables.
Change Orders	Include Contract Change Order (CCO), Extra Work Order (EWO), and State Force Order (SFO)
Inspector	Representative of Consultant, with appropriate certifications, authorized to inspect and report on construction contract performance.
Standard Specifications	Oregon Standard Specification for Construction (“OSSC”)- current version in effect during CA/CEI phase for this Project
Specifications	Includes both the Oregon Standard Specifications for Construction and the Project Specific Special Provisions, collectively referred to as the “Specifications”.

ACRONYMS			
AASHTO	American Association of State Highway and Transportation Officials	OCR	ODOT Office of Civil Rights
Agency/ ODOT	Oregon Department of Transportation	OJT	On-the-Job Training
APM	Agency’s Project Manager for CA/CEI Phase	ORS	Oregon Revised Statutes
CA	Contract Administrator	OSSC	Oregon Standard Specifications for Construction

ACRONYMS			
CA/CEI	Contract Administration, Construction Engineering and Inspection	PA	Price Agreement
CC	Construction Contractor	PE	Preliminary Engineering
CCO	Contract Change Order	PM	Consultant's Project Manager for CA/CEI Phase
CE	Construction Engineering	POR	Professional of Record
CECI	Certified Environmental Construction Inspector	PS&E	Plans, Specifications and Estimates
CPS	ODOT Contract Payment System	QA	Quality Assurance
DBE	Disadvantaged Business Enterprises	QAC	Quality Assurance Coordinator
EEO	Equal Employment Opportunity	QA/CA Plan	Quality Assurance & Contract Administration Plan
		QC	Quality Control
EWO	Extra Work Order	QCCS	Quality Control Compliance Specialist
FHWA	Federal Highway Administration	RAS	Region Assurance Specialist
FIR	Field Inspection Report	RFI	Request for Information
IA	Independent Assurance	RFP	Request for Proposal
IGA	Intergovernmental Agreement	ROW	Right of Way
IQAP	Inspection Quality Assurance Program	SFM	Survey Filing Map
LAPM	Local agency project manager	SFO	State Force Order
LPA	Local Public Agency (Clackamas County)	SOW	Statement of Work
LRFD	Load and Resistance Factor Design	WOC	Work Order Contract
NTE	Not to Exceed		
NTP	Notice to Proceed		

B. STANDARDS and GENERAL REQUIREMENTS

1. Standards applicable to CA/CEI Services

Consultant shall perform all Services in accordance with the professional standard of care set forth in the PA or Contract.

Consultant shall complete the CA/CEI Services in accordance with the current version in effect of the [ODOT Construction Manual](#), the [Quality Control Compliance Specialist \("QCCS"\) Handbook](#), the [Manual of Field Test Procedures](#), the [ODOT Inspector's Manual](#), and the PA or Contract.

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

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

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

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

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

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

2. General Requirements

As required in **ORS 672.002 to 672.325**, Consultant shall provide appropriate supervision and control with a licensed Professional Engineer in responsible charge of the CA/CEI Services.

All Inspection work must be performed by Agency-certified Inspectors as required by the Agency’s Inspection Quality Assurance Program (“IQAP”). Consultant’s Agency-certified Inspectors shall diligently monitor the work of the Construction Contractor (“CC”) in order to determine whether the Project is constructed in compliance with the construction contract documents and any applicable current standards and Agency manuals or procedures, including but not limited to those listed in the PA or Contract. All Quality Control (“QC”) monitoring tasks must be performed by individual(s) certified by the Agency’s Technician Certification Program.

Consultant shall immediately advise Agency of any construction or planned construction which fails to conform to the construction contract requirements applicable to the Project. Consultant shall also immediately advise Agency of any design errors or deficiencies or other problems that could have a

negative impact on the Project construction schedule or construction cost. In addition, Consultant shall immediately advise Agency of any construction which Consultant knows, or with the exercise of professional care should know, fails to conform to the federal or state standards applicable to construction of the project.

3. Communication

Communication is an important element to the successful completion of the Project and CA/CEI Services. All communication and deliverables covered under this CA/CEI SOW shall be directed to the LAPM (or such other individual as designated in writing to Consultant). In addition, Consultant shall submit deliverables specific to the administration of the construction contract, excluding claims, via email. To the extent possible, all transmittals from Consultant to LAPM must include the Contract#, PA# and WOC# if applicable, Project name and the Agency's key number. The key number must be used as part of the document control system established by Agency and Consultant. Formats for the document control system shall be discussed at the initial meeting between LAPM and Consultant pertaining to the CA/CEI Services.

The CC for the Project will be determined through the competitive bidding or proposal process. When the CC has been determined, LAPM will establish appropriate contacts with that firm prior to the Pre-Construction Conference.

4. Roles and Responsibilities

The following describes the roles and responsibilities of the parties relative to the construction phase of the Project and the CA/CEI SOW tasks contained herein. These roles and responsibilities are changed for this Amendment No. 4 only and will have no effect on the original contract or prior amendments. The LPA remains the primary point of contact for Consultant.

Agency

The APM is Agency's primary point of contact for LPA. The APM through the LAPM has the authority to review and accept, or recommend Acceptance of, all Consultant deliverables. The APM through the LAPM may distribute deliverables to appropriate Agency personnel for review and approval.

Local Agency has overall authority in scope, schedule and budget of the Project. All construction Change Orders [Contract Change Orders ("CCO"), Extra Work Orders ("EWO") and State Force Orders ("SFO")] prepared by Consultant are subject to Agency review and approval through the LAPM prior to implementation by the CC. Authority to approve all CCOs, EWOs and SFOs shall be as outlined in the ODOT Construction Manual, Chapter 3 - Delegated Authority and in Delegation Letters.

Agency is responsible for the following:

- Execution of Intergovernmental Agreements ("IGAs") related to the Project
- Attend Pre-Construction Conference
- Material verification sampling and testing
- Concurring with construction CCOs, EWOs and SFOs.
- Approving requests for overrun or increase in Project authorization

- All contact with Federal Highway Administration (“FHWA”) or other federal agencies
- All contact with Native American Tribes
- Final Project Acceptance
- Performing periodic quality, quantity, and labor compliance documentation reviews
- Inspecting Project specific fabricated items

Consultant:

- Unless specifically stated otherwise in a particular task, Consultant shall provide all labor, equipment, and materials to manage, coordinate and complete all tasks and provide all deliverables as set forth in this CA/CEI SOW (collectively, the “CA/CEI Services”) in accordance with the delivery schedules identified.
- Changes to Consultant’s Project Manager are subject to Agency approval and will require written notice to Agency prior to the change.
- If Consultant is performing the Construction Inspection, Quality Control Manager and Quality Control Compliance Specialist functions, then Consultant’s Key Persons (as identified on the approved QA/CA Plan) may not be substituted or replaced unless approved in writing by Agency.
- Consultant is not responsible for the means, methods, operating procedures or safety precautions of any CC or other entity.

Local Public Agency (“LPA”) is responsible for the following:

- Access to LPA owned ROW and easements
- Attend Project meetings
- Concrete and Asphalt mix design review
- Providing access to construction related forms referenced in this CA/CEI SOW, Local Agency’s construction forms, and hardcopy forms as needed
- Reviewing and processing monthly pay estimates for construction contract through the County’s Contract Payment System
- Providing County construction forms as needed
- Performing periodic quality, quantity and labor compliance documentation reviews
- Final Project Acceptance
- Review and comment on progress submittals
- Coordination with other outside agencies
- Approving CCOs, EWOs, SFOs and Request for Increase/Overrun in Project Authorizations prepared by Consultant prior to submittal to Agency for concurrence
- Provide a Letter of Acceptance for Project at completion (per task CE 5.4)
- Provide public outreach on the Project

C. REVIEW, COMMENT and SCHEDULE REQUIREMENTS

- Consultant shall complete all CA/CEI tasks and deliverables in a timely manner to avoid unnecessary delays in the construction Project. Consultant shall provide written notice to LPA at the first sign of delays caused by LPA, Agency, Consultant, CC, or any other entity that may delay completion of the Project or otherwise have a negative impact on the construction schedule.

- Consultant shall notify LAPM immediately (within 2 business days) upon discovery of any changes in the Project that may impact scope, schedule, or budget of the Project or CA/CEI Services.
- Consultant shall submit all construction contract administration deliverables, excluding claims, via email to the LAPM. Consultant shall submit all other deliverables to LAPM or designee unless otherwise stated in specific tasks.
- All deliverables are considered draft until reviewed and accepted by LPA and Agency. Consultant shall make the necessary revisions to address LPA and Agency comments and submit revised deliverable(s) to LAPM within 5 business days of receipt of LPA and Agency review comments, unless a different timeframe is stated in specific tasks or otherwise agreed to in writing by Agency. If no revisions are necessary, the submittal will be considered final.

D. FORMAT REQUIREMENTS

- Deliverables shall be submitted to LPA in the format described in the ODOT Construction Manual and individual tasks. Following NTP, Consultant shall submit all construction contract deliverables, excluding claims, to the LPA. LPA Claims must be submitted on paper documents according to Section 00199.
- The time zone is Pacific Standard Time (PST) to determine time of receipt of notices and other documents. Non-business days are Saturdays, Sundays and legal holidays as defined by ORS 187.010 and 187.020. If received before 5:00 p.m. PST on a business day, it shall be considered as received on the business day on which it was received. If recorded as received on a non-business day, or after 5:00 p.m. PST on a business day, it shall be considered as received at 8:00 a.m. PST on the next business day.
- **ODOT Forms** – Consultant shall use ODOT forms where required. Construction related forms referenced in this CA/CEI SOW are available online at: <https://www.oregon.gov/ODOT/Construction/Pages/Forms.aspx>
- Each draft and final text-based or spreadsheet-based deliverable shall be provided in MS Office file formats (i.e., Word, Excel, MS Project, etc.) and must be fully compatible with version used by the Local Agency.
- Additional format requirements may be listed with specific tasks or deliverables throughout the CA/CEI SOW or in the PA or Contract.

E.1 TASKS, DELIVERABLES and SCHEDULE

Task Numbering: For purposes of standardization, task numbers in this SOW may be non-sequential due to deletion of unneeded tasks from Agency’s CA/CEI SOW template. For convenience to the reader, the task numbering for the CA/CEI phase will use the standard task number prefaced with “CE” (CE-1, CE-2).

TASK CE-1 PROJECT MANAGEMENT OF CA/CEI SERVICES

This activity is continuous throughout the duration of these CA/CEI Services. Consultant shall guide and direct the CA/CEI Services and Consultant's team in conformance with all applicable requirements of the CA/CEI Services and the Project's goals and objectives. Consultant shall monitor progress of the Project and CA/CEI Services

Task CE-1.1 Coordination

Consultant shall provide leadership, direction, and control of these CA/CEI Services.

Consultant shall:

- Direct Consultant's team on all CA/CEI activities and team meetings.
- Maintain liaison, communication, and coordination between Consultant's staff, APM, local agency project manager (LAPM) if applicable, CC and Agency staff to facilitate timely, efficient operations for all involved.

Deliverables and Schedule:

- On-going coordination and communication as needed to appropriately manage the CA/CEI Services (no tangible deliverables for this task).

Task CE-1.2 Status Reports and Invoices

Consultant shall prepare up to 10 Monthly Status Reports throughout the duration of the CA/CEI Services. See Section E.2, Project Schedule.

The Monthly Status Report must:

- Describe the previous month's Consultant activities. For fixed-price method of compensation, identify staffing used for that reporting period. For other compensation methods, the staffing used must be identified in the invoice backup documentation.
- Describe the planned activities for the next month.
- Identify any issues or concerns that may affect the CA/CEI Services and budget or the Project schedule and Project budget.

If the construction Project schedule milestones are significantly revised, Consultant shall attach the updated Project schedule and submit with Monthly Status Report. Consultant shall submit the Monthly Status Reports to APM with the monthly Consultant invoice.

Deliverables and Schedule:

Monthly Status Report - Submitted to APM with the monthly invoice no later than the 20th calendar day of the month following the reporting month.

Task CE-1.3 Structure Cost Data [RESERVED]

TASK CE-2 CONSTRUCTION CONTRACT ADMINISTRATION/CONSTRUCTION ENGINEERING and INSPECTION (CA/CEI)

Consultant shall support the Project's needs by providing CA/CEI Services required for the Consultant to certify, at Second Notification and Third Notification that the Project was completed according to the Plans and Specifications for the Project. Consultant shall engage the Professional of Record ("POR") as required to provide engineering Services required to administer design changes that may become necessary during the construction phase of the work.

Task CE-2.1 Pre-Construction Conference

Consultant shall attend the Pre-Construction Conference as referenced in the Specifications in 00180.42, and the ODOT Construction Manual, Chapter 11 – Before On-Site Work Begins. Attendees will include the CC, APM, LAPM, permitting agencies, local officials and others as may be appropriate to discuss the construction schedule, utility involvement, permit concerns, required documentation submittals, materials, and other items relevant to the construction of the Project.

LAPM will consult with the CC, Consultant, and the APM to determine participants and schedule the Pre-Construction Conference at an agreed upon time and place. Up to three Consultant staff shall attend the 2-hour Pre-Construction Conference.

Consultant shall:

- Attend and participate in Pre-Construction Conference.

Deliverables and Schedule:

- N/A

Task CE-2.2 Cooperative Arrangement (Partnering) [RESERVED]

Task CE-2.3 Quality Assurance & Contract Administration Plan [CONTINGENCY TASK, See CA/CEI SOW Section F]

Consultant shall prepare a Quality Assurance & Contract Administration Plan ("QA/CA Plan") for the CA/CEI Services for the Project, using Agency form 734-2857 (as may be amended from time to time by Agency) which is available electronically on the following website:

<https://www.oregon.gov/ODOT/Construction/Pages/Forms.aspx>.

The QA/CA Plan must identify Consultant's certified quality assurance and construction inspection personnel and the personnel responsible for each of the major construction-related tasks identified in this CA/CEI SOW.

Consultant shall submit a draft QA/CA Plan (electronically via email) to the APM for review and comment. Agency will review the draft QA/CA Plan and return any comments to Consultant within 5 business days. Consultant shall respond to Agency comments and revise the draft QA/CA Plan as necessary.

Consultant shall prepare the final QA/CA Plan making all required revisions per the Agency draft review comments. Agency will issue approval or return any additional comments to Consultant

within 5 business days of receipt of the final QA/CA Plan. If necessary, Consultant shall revise the final QA/CA Plan to address Agency's additional comments. No on-site inspection or QC monitoring tasks may be performed by Consultant until receipt of Agency approval of the final QA/CA Plan.

Consultant shall make any necessary updates to the QA/CA Plan as work progresses, and submit the updated QA/CA Plan to the APM for review and approval.

Deliverables and Schedule:

- Draft QA/CA Plan (form 734-2857) - Submit to APM no later than 5 business days following the date of NTP for CA/CEI phase.
- Final QA/CA Plan (form 734-2857) - Submit to APM within 5 business days of receiving Agency comments on draft QA/CA Plan.
- Updated QA/CA Plan (form 734-2857) - Submit to APM within 5 business days of changes that require the update.

Task CE-2.4 Construction Contract Administration [RESERVED]

Task CE-2.5 Monthly Preliminary Progress Estimates [RESERVED]

Task CE-2.6 Project Progress Meetings

Consultant shall attend periodic Project Progress Meetings with the CC and others as needed, including but not limited to, LAPM, permitting agencies, local officials, and APM, if required. The Project Progress Meetings are intended to promote Project progress, proper communications, effective working relationships, and timely issue resolution.

Consultant shall attend additional activity-specific technical kick-off meetings for various activities required by the construction contract. These activities may include, but are not limited to:

- Protection of Fish or Fish Habitat

Consultant shall:

Attend and participate in Project Progress Meetings.

ASSUMPTIONS FOR BUDGETING PURPOSES: Project Progress Meetings are assumed to be weekly (during active construction) with no more than 3 Consultant staff attending and 31 meetings are assumed, see Section E.2 Project Schedule.

Deliverables and Schedule:

- Attendance and participation at Project Progress Meetings

Task CE-2.7 Working Drawings, Shop Drawings, and other Submittal Reviews

Consultant shall coordinate and review construction Working Drawings, shop drawings, and other submittals submitted electronically by the CC. When electronic Working Drawings, shop drawings, and other submittals are received, according to 00150.35(c)(2), 00150.37, & 00170.08, Consultant shall ensure the review is complete and the Working Drawings, shop drawings, and other submittals

are returned to the CC within the timeframes specified in the construction contract. Consultant shall log in the submittal when it arrives, track the submittal to ensure timely response, and log out the reviewed submittal when it is returned to the CC. Consultant shall conduct submittal review in accordance with the Specifications in 00150.35, 00150.37, 00170.08, and the ODOT Construction Manual, Chapter 16 – Working Drawings and Submittals.

Consultant shall:

- Maintain 1 of the as-submitted copies in the Project files
- Conduct review and prepare mark-up/comment copies of the Working Drawings, shop drawings, and other submittals. Stamped Drawings must be signed and dated by the POR and marked as either RV = Reviewed, or RVC = Reviewed with Comment. Unstamped Drawings shall be marked as either AP = Approved, AX = Approved as Noted, or RC = Returned for Correction.
- Include construction contract number on all Working Drawings, shop drawings, and other submittals.

Consultant shall review the following submittals as required using the guidelines in ODOT's Construction Manual, Chapter 16 – Working Drawings and Submittals, and the Specifications in 00150.35, 00150.37, & 00170.08:

- Quality control plan and personnel
- Construction schedules (baseline and monthly updates)
- Shoring and falsework calculations and drawings
- Reinforcing steel Working Drawings, shop drawings, and other submittals
- Prefabricated steel Working Drawings, shop drawings, and other submittals
- Prefabricated concrete Working Drawings, shop drawings, and other submittals
- Pile and driving equipment submittal
- Bridge rail and protective fencing Working Drawings, shop drawings, and other submittals
- Retaining wall calculations and drawings

Deliverables and Schedule:

- Return approved Working Drawings, shop drawings, and other submittals with comments (within time frame established in construction contract specified requirements):
 - 1 copy maintained in Project files
 - Electronic Submittals
 - Submit 1 electronic PDF mark-up/comment via email as required by the construction contract.

Consultant shall also ensure notification of approved Working Drawings, shop drawings and other submittals is provided to Agency Structure Services/Materials Unit when applicable (Portland office for steel Working Drawings, shop drawings, and other submittals; Portland or Eugene office for pre-cast Working Drawings, shop drawings, and other submittals, depending on location of fabrication facility)

Files Retained by Consultant:

Consultant shall maintain files of all reviewed Working Drawings, shop drawings, and other submittals according to the retention period set forth in the terms and conditions of the PA or

Contract. LPA may request these files at any time during the retention period. Consultant shall provide the files to LPA within 14 calendar days of the request.

Task CE-2.8 Consultation During Construction

Consultant shall provide consultation and technical Services regarding design issues raised during construction of the Project. Consultant shall clarify construction contract documents and provide written responses to Requests for Information (“RFIs”). The design consultation will occur only as required and may be ongoing throughout the CA/CEI Services and the Project.

Upon request of the CC or LPA during construction, Consultant shall:

- Clarify construction contract documents.
- Respond to field inquiries.
- Engage the services of the POR on all matters involving design changes.

NOTE: Design requests must be initiated by either LPA or Consultant using a Change Request Form or a RFI. A response to a RFI may also initiate a Change Request or a formal contract amendment for Consultant or CC. No work shall be conducted on a Change Request until the LAPM approves the request and the appropriate change order document is approved. The Change Request must clearly outline Consultant’s cost, the estimated construction cost, and the cause of the change.

ASSUMPTIONS FOR BUDGETING PURPOSES: This task assumes up to 25 RFIs, each requiring up to 4 hours of staff time for preparation and documentation of the response.

Deliverables and Schedule:

- Written documentation of responses to CC or LPA inquiries. Submit 1 electronic copy to LAPM within 2 business days of inquiry unless other delivery date is agreed to by LAPM.

Task CE-2.9 Design Modifications [CONTINGENCY TASK, See CA/CEI SOW Section F]

If Consultant or CC determines that design modifications may be necessary, Consultant shall discuss potential changes with APM, LAPM and POR prior to verbally agreeing on changes with CC or preparing the appropriate Change Order documents, depending upon the type of work (changed work, extra work, or force account work). Upon request of the LAPM, Consultant shall work with the POR to prepare detailed engineering design revisions necessitated by conditions encountered during construction. These design revisions must be accompanied by the necessary Change Order documents (CCO, EWO or SFO) to make them a part of the construction contract.

Deliverables and Schedule:

- Design details for modifications (prepared or approved by the POR for appropriate changes to Project design) - Submit to LAPM at date agreed to when work was requested.
- Draft CCO and EWO or SFO documents with supporting documents (cost estimate and justification) - Submit to LAPM at date agreed to when work was requested.

Task CE-2.10 Claim(s) Support [RESERVED]

Task CE-2.11 Public Records Request Support [RESERVED]

TASK CE-3 CONSTRUCTION, ENVIRONMENTAL COMPLIANCE AND WORK ZONE MONITORING AND INSPECTION

Consultant shall provide on-site monitoring and inspection of construction for conformance with, and shall enforce compliance with, construction contract documents. Consultant shall coordinate and conduct on-site monitoring and inspections, so they do not cause unnecessary adverse impacts to the construction schedule. On-site monitoring and inspections must occur at critical times during the construction process based on Consultant's evaluation of the CC's schedule, construction contract documents and as outlined in the ODOT Construction Manual, the Manual of Field Test Procedures and the ODOT Inspectors Manual.

Consultant shall have certified Inspector(s) on site during all critical times during the construction process. Consultant shall monitor the CC's quality control process for compliance with the construction contract requirements. All persons involved in performing inspection duties must be certified through the Agency's Inspection Quality Assurance Program ("IQAP") in the discipline for the work they will be inspecting. Consultant's Inspectors must be certified prior to commencement of any on-site work by the CC.

If circumstances occur that prevent the use of a Certified Inspector, Consultant may assign specific tasks to a non-certified individual. Refer to the IQAP for a list of limited duties that may be performed by non-certified personnel.

The following are the approved ODOT Inspector Certifications currently in place in the Inspection Quality Assurance Program:

- Certified Bridge Construction Inspector ("CBCI")
- Certified Environmental Construction Inspector ("CECI")
- Certified Traffic Signal Inspector ("CTSI")
- Certified General Inspector ("CGI")
- Certified Asphalt Concrete Pavement Inspector ("ACP")
- Certified Drilled Shaft Inspector ("CDSI")
- Certified ADA Inspector ("ADAI")

Consultant shall perform work zone monitoring as required by the ODOT Construction Manual, ODOT Inspectors Manual and the construction contract documents. Accordingly, Consultant shall monitor and enforce the following for compliance to construction contract requirements:

- Permit compliance during construction
- Temporary Traffic Control measures
- Erosion Control installation and maintenance

Consultant shall monitor the CC to verify the following deliverables are completed and submitted (to the extent the deliverables are required by the construction contract documents). If the documents are not submitted to the Consultant, then the Consultant shall take appropriate action to require compliance by the CC:

- Temporary Protection and Direction of Traffic Reports
- Erosion Control Monitoring Reports
- Turbidity Monitoring Reports

Assumptions:

- Assume one (1) inspector at twenty (20) hours per week for up to seven (7) months, including travel time to and from the site.

Task CE-3.1 Environmental Compliance and Mitigation Monitoring

Task CE 3.1.1 Endangered Species Consultation for the Federal-Aid Highway Program (“FAHP”)

This task involves conducting FAHP Programmatic environmental inspection site visits during the construction phase of the Project and post construction phase.

If the project utilized the FHWA Programmatic Endangered Species Consultation for the FAHP Environmental Inspections shall conform to the [FAHP User’s Guide](#).

FAHP Environmental inspections site visits are required of all projects implemented under the FAHP Programmatic Biological opinion.

For the FAHP, this includes at least 1 FAHP environmental inspection site visit and environmental inspection report for the Project for each construction year, and a FAHP environmental completion inspection site visit at Project completion and a Project Completion Report, and As-Built Report.

FAHP environmental inspections by Consultant shall be completed by a qualified Biologist or when approved by the ODOT Region Environmental Unit, an ODOT CECL.

Professional Licenses, Registrations and Qualifications

For Services under CE Task 3.1.1, the Consultant is the Professional of Record for the work, which shall be executed by a qualified Biologist or other qualified professional meeting 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, physical science, natural science, or closely related field. Individuals who make determinations of effect under the Endangered Species Act (“ESA”) and prepare ESA documentation must also have ODOT Biologist certification (as per Technical Services Bulletin GE12-01(B) or updated). Additional qualifications may be required for certain tasks.

The number of FAHP environmental inspection site visits shall correspond with construction stages that include high risk environmental items and best management practices. The Consultant, through the Biologist or approved CECI, shall review high risk items related to the following:

- Erosion and Sediment Control
- Pollution Control/ Containment Site Restoration

Consultant shall conduct up to 2 FAHP environmental inspection site visit and prepare an environmental inspection report summarizing site conditions and providing recommendations of measures to facilitate permit compliance and correct deficiencies

Consultant shall conduct 1 FAHP environmental completion inspection site visit and prepare the final Project Completion Report summarizing site conditions and providing recommended measures to facilitate permit compliance and documentation of any corrected deficiencies

ASSUMPTIONS FOR BUDGETING PURPOSES: This task assumes no more than 2 environmental site inspection(s) for Endangered Species Consultation for the FAHP. Assume up to 8 hours for each FAHP environmental site inspection(s) and environmental inspection report by either an ODOT certified Biologist or, if approved by a CECI.

Deliverables and Schedule:

- A draft and final Environmental Inspection Report for the inspection site visit using Agency’s template report 734-2902 (for the FAHP, it is available on the [FAHP website](#) – and submitted to the Agency and the Region Environmental Unit (“REU”). The draft Environmental Inspection Report due no later than 14 calendar days after each inspection. Final Environmental Inspection Report due no later than 14 calendar days after receiving final comments from Agency.
- Final Project Completion Report - Summarizing site conditions, recommended measures to facilitate permit compliance and documentation of any corrected deficiencies. Submitted to the REU within 60 calendar days of Second Notification.
- As-Built Report – Submit 1 electronic (PDF copy) each to APM, REU (and LAPM on LPA projects) within 30 calendar days of conducting the final site visit. The As-Built drawings can be handwritten markups of the plan sheets.

Task CE 3.1.2 Restoration As-Built Report. [RESERVED]

Task CE 3.1.3 Biology Restoration Monitoring Report. [RESERVED]

Task CE 3.1.4 Archaeological Monitoring and Report [[RESERVED]

Task CE-3.2 Construction Activity Monitoring

Consultant shall monitor construction activities during construction of the Project utilizing Agency-certified Inspectors and require compliance with the construction contract documents. Consultant shall provide inspection concurrently with the CC’s operation. Consultant shall coordinate closely with CC to ensure on-site inspections are coordinated with the construction schedule. Consultant shall perform inspections as detailed in the ODOT Construction Manual and the ODOT Inspectors Manual. Consultant shall prepare General Daily Progress Reports of construction for days

Consultant is on site. Consultant shall take photos of the various construction activities and keep a current digital photo-log of critical construction activities. The photo-log must be kept up to date throughout construction and available for review by LPA.

Consultant shall perform geotechnical monitoring services including soldier pile preboring, tieback anchor installation, and tieback anchor load tests including performance and proof tests. Consultant shall also perform vibration monitoring of the Spain property (689 South End Road, Oregon City, OR 97045), and the Field property (202 5th Ave, Oregon City, OR 97045). The geotechnical monitoring services including baseline readings prior to construction of the retaining wall, and continuous reading at approximately one (1) week interval during construction of the retaining wall.

Consultant shall provide pre and post construction documentation and vertical survey of residential structures located at 202 5th Ave, Oregon City, and 689 South End Rd, Oregon City. The following is a list of subtasks to be completed:

Task CE-3.2.1 – Site Meeting and Pre-Construction Documentation:

1. Identify locations for installation of vertical monitor points. It is anticipated that a total of eight (8) monitoring locations (four (4) at the two building location) will be installed on the exposed exterior surface of the building foundation.
2. Perform visual documentation of interior and exterior of structure. The documentation will include photos, video if deemed useful, and measurements.
3. Documentation will be limited to those areas that are reasonably accessible based upon any physical obstructions or available space within the structure.

Task CE-3.2.2 – Vertical Control Network:

1. Establish a vertical control network for the purposes of vertical settlement monitoring.
2. Primary survey control (2 total) will be permanent in nature and located in areas deemed outside of the zone of influence from potential settlement.
3. Primary survey control will be either FENO anchored spike survey markers or lag bolts/leveling wall markers drilled and cemented into the foundation of an existing structure.
4. Elevations will be based on existing control points previously established for this project. The existing control points at each end of the project are based on OPUS solutions with traverse control points set in between. Digital levels will be run from the control points established with OPUS to at least two temporary benchmarks at each site.
5. The vertical control network will be established utilizing an electronic digital level.
6. Redundant field measurements will be taken, and a least squares adjustment completed to the 95% confidence level for all vertical control. The vertical accuracy of the adjusted survey control network elevations is expected to be within 0.03' at the 95% confidence interval.

Task CE 3.2.3 – Installation of Monitoring Points:

1. Install up to four (4) markers on exposed exterior foundation of each building. A total of eight (8) markers will be installed.

Task CE 3.2.4 – Pre-Construction Monitoring Survey and Report:

1. Complete vertical survey to collect baseline values for the installed monitoring points as follows:
 - a. For the vertical monitoring points, complete (2) independent closed level loops utilizing (2) primary offsite vertical benchmarks from Task CE-3.2.2 and a digital level.
 - b. Adjust the (2) level loops using a least squares adjustment software.
 - c. The vertical accuracy of the adjusted monitoring point elevations is expected to be within 0.03' at the 95% confidence interval.
2. Provide Pre-Construction Report with the following information:
 - d. Written report documenting the pre-construction condition of the buildings.
 - e. Photos and video documentation of the buildings.
 - f. Graphical presentation of the monitoring points located in the buildings.
 - g. Elevations of the monitoring points.

Task CE-3.2.5 – Post-Construction Monitoring Survey and Report:

1. Perform visual documentation of interior and exterior of structure. The documentation will include photos, video if deemed useful, and measurements.
2. Documentation will be limited to those areas that are reasonably accessible based upon any physical obstructions or available space within the structure.
3. The vertical survey and report for Task CE-3.2.5 will be performed in a similar manner to Task CE-3.2.4 with similar deliverables.

Assumptions:

1. The building interior and exterior are accessible to perform work.
2. The site is accessible to perform work.
3. The building foundation is in suitable condition to support monitoring locations without damage and does not include repair of foundation.
4. Report will present data and observations.
5. Elevations based upon NAVD 88 datum per 2 hour static OPUS Solution.

Consultant shall determine and document all pay quantities for work and materials incorporated into the Project. As required by the ODOT Construction Manual, Chapter 12D – Quantities, Consultant shall prepare source documents (“Paynotes”) for all pay items and include supporting documentation to support each payment. Consultant shall keep quantity documentation current at all times and available for LPA review upon request.

Deliverables and Schedule:

- General Daily Progress Reports – Complete each day Consultant is on-site. Submit via email to LAPMas Project work progresses along with following protocol provided in Task 5.4 – Submittal of Final Project Documentation.

- Current Digital Photo-log of construction activities – Submit via email to LAPM via email or email link as Project work progresses along with following protocol provided in Task 5.4 – Submittal of Final Project Documentation.
- Source Documents “Paynotes” - Field notes, calculations, receipts, invoices, reports used to determine Project pay quantities, installation sheets, and other supporting documentation – Complete and submit via email as work is performed. In addition, follow protocol provided in Task 2.5 – Monthly Preliminary Progress Estimates and Task 5.4. – Submittal of Final Project Documentation.
- CC’s EEO/DBE and OJT/Apprenticeship reports, if required – Submit as required by construction contract.

Task CE-3.3 Quality Control Monitoring (Non-Field Tested and Field-Tested Materials)

Consultant shall document the work and Non-Field-tested materials incorporated into the Project by completing Field Inspection Reports (FIRs) as required by the ODOT Construction Manual, Chapter 12C – Quality and the Non-Field-Tested Materials Acceptance Guide. Consultant shall log the FIRs and other supporting quality documentation into the applicable Test Summary and keep up to date and available for review by LPALPA and Agency. Consultant shall maintain the Non-Field-Tested Materials Test Summary (Test Summary “A”) as detailed in the ODOT Construction Manual.

Consultant shall monitor the CC’s Quality Control (“QC”) program for conformance with requirements of the ODOT Manual of Field Test Procedures and the construction contract documents. Consultant shall coordinate with the ODOT Region Quality Assurance Coordinator (“QAC”) to confirm that adequate verification and independent assurance (“IA”) testing is performed.

LPA staff will perform the verification and IA testing; it is **not** a Consultant task under this CA/CEI SOW.

Consultant shall monitor the CC’s QC Program. Oversight of the QC Program is conducted by the QCCS who is experienced and certified in all areas of field material testing and documentation. According to the Agency’s Technician Certification Program, the QCCS is required to maintain certification in at least the following disciplines: CAgT, CEBT, CAT 1, CDT and QCT. The QCCS is required to maintain certification in these material testing disciplines throughout the duration of all the CA/CEI Services. The QCCS shall follow the requirements of the Quality Assurance Program located in Section 2 of the ODOT Manual of Field Test Procedures and the roles and responsibilities outlined in the QCCS Handbook.

The following are the approved Technician Certifications currently in place in the Technician Certification Program:

- Certified Aggregate Technician (“CAgT”)
- Certified Embankment and Base Technician (“CEBT”)
- Certified Density Technician (“CDT”)
- Certified Asphalt Technician I (“CAT-I”)
- Certified Asphalt Technician II (“CAT-II”)
- Certified Mix Design Technician (“CMDT”)
- Quality Control Technician (“QCT”)
- Concrete Control Technician (“CCT”)
- Concrete Strength Testing Technician (“CSTT”)

Consultant shall:

- Review and monitor the CC's documentation for the quality of all materials incorporated into the Project.
- Verify that all materials furnished and placed on the Project comply with the approved specifications.
- Certify that the documentation confirms that all materials comply with construction contract requirements.
- Maintain the Test Summary for Non-Field-Tested Materials and Field-Tested Materials (Test Summary “A”, “B” and “B-QA”) as detailed in the ODOT Construction Manual, Chapter 12B Quality.
- Identify and monitor CC’s quality control technicians and require proper and current certification(s), and require that proper testing frequencies and procedures are being followed. Monitoring must be done by Consultant staff experienced in all areas of field testing and documentation and certified by ODOT’s Technician Certification Program for the specific tests being monitored.
- Take appropriate action if CC’s quality contract technicians do not have proper or current certifications or if proper testing frequencies and procedures are not being followed.
- Obtain, review and compile all required Project quality documentation in accordance with the ODOT Construction Manual and the construction contract documents.
- Communicate with LPA’s QAC to facilitate timeliness and efficiency in the verification and IA testing work and compliance with all requirements of the ODOT Manual of Field Test Procedures and contract documents.
- Compare CC’s QC test results to LPA or ODOT’s verification test results to verify they are within IA parameters.
- Take appropriate action and work with APM to resolve any discrepancies between CC’s QC test results and the ODOT verification test results.
- Prepare quality price adjustments as necessary for materials.

Deliverables and Schedule:

- Field Inspection Reports (“FIRs”) and Non-Field-Test Summaries – Submit via email as Project work progresses along with following protocol provided in Task 5.4 – Submittal of Final Project Documentation.

- Field-Test Summaries and other Project field-tested materials quality documentation – Submit via email as Project work progresses along with following protocol provided in Task 5.4 – Submittal of Final Project Documentation.

Task CE-3.4 ADA Ramp Inspection [RESERVED]

TASK CE-4 CONSTRUCTION SURVEYING [RESERVED]

Task CE-4.1 Coordination, Calculations and Quality Assurance (QA) of Construction Contractor’s Survey Work [RESERVED]

Task CE-4.2 Construction Survey and Staking [RESERVED]

Task CE-4.3 Locate, Recover and Reference Monuments [RESERVED]

Task CE-4.4 Right of Way (“ROW”) Monumentation [RESERVED]

Task CE-4.5 Monumentation Survey Filing Map (SFM) [RESERVED]

TASK CE-5 PROJECT CLOSE-OUT

Consultant shall complete interim and final on-site inspections and submit all Project records required for final payment and Project Acceptance.

Task CE-5.1 Final Inspection(s) and Submittals

LPALPA shall issue Second Notification when all on-site bid item and CCO, EWO and SFO work is completed per the Specifications, in 00150.90(a) and 00180.50(g) (Refer to the ODOT Construction Manual, Chapter 13 – Contract Time.)

Consultant shall:

- Attend a review of the Project at a time close to completion of on-site work.
- Attend and lead a Project Final Inspection with CC and Agency within 15 days after receiving notice from the CC that all punch list items, final trimming and cleanup according to the Specifications in 00140.90 have been completed.
- Prepare a punch-list of items to be corrected by the CC.
- Once the punch-list items have been corrected, meet at Project site with Agency (and LPA if applicable) for a follow-up to the Final Inspection.
- Include a letter from the LPA or other funding source stating that it accepts the Project as being complete.
- Assist the LPA in completing the Prime Contractor Performance Evaluation (form 734-2884) annually and within 60 calendar days of Second Notification and submit to Agency after receipt back from CC. (Refer to the ODOT Construction Manual, Chapter 34 – Contractor Performance Evaluation).
- Send the Contractor Construction Process Feedback (form 734-2469) to the CC upon completion of construction. (Refer to the ODOT Construction Manual, Chapter 34 – Contractor Performance Evaluation).
- Recommend to LPA to issue Third Notification to CC after all construction contract work and inspections are complete, and all required documentation is submitted per Oregon Standard Specifications for Construction, according to the Specifications in 00150.90. (Refer to the ODOT Construction Manual, Chapter 40 – Third Notification.)

Deliverables and Schedule:

- Recommendation of Second Notification - due within 2 business days of completion of on-site work. Submit 1 electronic copy to APM. Also submit via email, 1 copy to ODOT District Manager, ODOT Region Survey Manager, and ODOT Region Right of Way Manager.
- Recommendation of Project Acceptance (form 734-1384) - Submit electronic copy to APM and EDMS upon completion of final inspection per Construction Manual Chapter 36.
- LPA or other funding source letter of Project Acceptance
- Recommendation of Third Notification – due within 2 business days of completion of all construction contract work. Submit 1 electronic copy to APM..
- Prime Contractor Performance Evaluation (form 734-2884). Submit to CC annually, and within 60 calendar days of issuance of Second Notification. Submit electronic forms to Agency upon receipt from CC. If CC does not sign and return, submit unsigned forms to Agency within 15 calendar days of sending to CC. Contractor Construction Process Feedback (form 734-2469). Send to CC when performing final evaluation for the Project. Submit electronic forms to Agency upon receipt from CC.

Task CE-5.2 As-Constructed Plans

Consultant shall prepare as-constructed plans in conformance with the following reference documents as applicable to the Project:

1. **Bridge Plans**, [ODOT Bridge CAD Manual](#) (“BCM”)
2. **Roadway Plans**, All plans with a V-number must conform to the ODOT Contract Plans Manual at <https://www.oregon.gov/ODOT/Engineering/Pages/Drafting.aspx>
3. **Traffic Plans:**
 - **Traffic Signal Plans**, [ODOT Signal Design Manual](#)
 - **Sign Plans**, [ODOT Traffic Sign Design Manual](#)
 - **Illumination Plans**, follow the same file naming conventions as Signals and Signs, except use “IL” extension: key number + TR + IL1. Example: “10104TR.IL1” would be the file name for key number 10104.)
https://www.oregon.gov/ODOT/Engineering/Documents_TrafficStandards/Lighting-Policy-Guidelines.pdf

The following clarifications or exceptions or both to the above reference documents apply to Consultant-prepared as-constructed plans:

- As-constructed plans must be reviewed and approved by the POR prior to submittal to ODOT.
- The submittal and distribution requirements are specified in the “Deliverables” section of this task.
- Following submittal to ODOT, the APM will coordinate any needed reviews by the ODOT Tech Center for projects on or connected to ODOT facilities.

Deliverables and Schedule:

In addition to the deliverables listed below, Consultant shall submit paper format of as-constructed mark-ups to APM (if requested) for Tech Center reviews when projects are on or connected to ODOT facilities.

[Delete individual sections below for Bridge, Roadway, or Traffic Plans if they are not applicable to the Project. Add formats (such as paper or Mylar, etc.) if required by LPA. Otherwise, LPA can get copy of PDF from FTP site linked below.]

1. Bridge Plans (required for all ODOT and LPA Projects with bridges):

[Delete As-Constructed Bridge Plan language if not applicable to the Project. If applicable, the following must be included without any additions, deletions or revisions except as noted below.]

Consultant shall submit as-constructed plans within 90 calendar days of issuance of Second Notification as follows:

- Electronic files package: Stamped and signed PDF file (11 inch x 17 inch) that shows all red-line as-constructed markups of plan sheets (and additional files listed below, if applicable to the Project)
- Also, place copies in the appropriate ProjectWise folder or send using a file transfer method, the following reports/records prepared/submitted in earlier phases:
 - Copy of Final Foundation Geotechnical report
- Send email notification to APM, LAPM (if applicable) and to <mailto:ODOTBridgeEngineeringSection@odot.state.or.us> after placing files in ProjectWise or sending them via file transfer.

2. Roadway Plans

[Delete As-Constructed Roadway Plan language if not applicable to the Project. If applicable, the following must be included without any additions, deletions or revisions except as noted below.]

Consultant shall submit stamped and signed as-constructed plans within 30 calendar days of issuance of Third Notification as follows:

- Electronic PDF file that includes all roadway plan sheets showing red-line as-constructed markups.
- Use file naming convention as shown in [Contract Plans Development Guide, Vol 1](#).
- In the “AsConstructedPlans” folder on the ODOT FTP directory <ftp://ftp.odot.state.or.us/AsConstructedPlans/> create a subfolder under the “Roadway” folder using the ODOT key number for the subfolder name. Place the PDF file in the key number folder.
- Send email notification to APM (and LAPM if applicable) and to mapsandplans@odot.state.or.us after placing files on FTP site (include link to applicable FTP subfolder in email).

3. Traffic Plans (Traffic Signal, Traffic Sign, or Illumination)

[Delete As-Constructed Traffic Plan language if not applicable to the Project. If applicable, the following must be included without any additions, deletions or revisions except as noted below.]

Consultant shall submit as-constructed plans within 90 calendar days of issuance of Second Notification as follows:

- Electronic files package: Stamped and signed PDF file (11 inch x 17 inch) that shows all red-line as-constructed markups of plan sheets (and additional files listed below, if applicable to the Project).
- Follow the file naming convention required as shown in the applicable manuals referenced above.

- Place the PDF files in the appropriate ProjectWise folder. If not in ProjectWise, submit files using a file transfer method (do not send as an email attachment).
- Send email notification to APM, LAPM (if applicable) and to TEOS.info@odot.state.or.us after placing files in ProjectWise or sending them via file transfer.

Task CE-5.3 Structure Load Rating [RESERVED]

Task CE-5.4 Submittal of Final Project Documentation [RESERVED]

Task CE 5.5 ODOT Stormwater Operation and Maintenance (“O&M”) As-Constructed Package [RESERVED]

E.2 PROJECT SCHEDULE

Schedule Assumptions

The Project is scheduled for a _November 17, 2021 bid opening for the CC. It is anticipated that the CC will receive NTP no later than _January 26, 2022____. Agency shall issue the CC Notice of Award and NTP in accordance with the Specifications in Section 00130.

- All construction work, with the exception of plant establishment work is assumed to be completed by _November 14, 2022____.
- The plant establishment period is assumed to be a 1–year period.
- All work for this CA/CEI SOW is to be completed within 30 calendar days of Consultant issuing Third Notification to the CC.
- Construction Contract Completion Date as specified in the Specifications in 00180.50 of the construction contract is _November 14, 2023____.
- Third notification to the CC is assumed to be issued on or before __August 31, 2024_____.

F. CONTINGENCY TASKS

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

If LPA 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, due date for completion, and agreed-to 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 a fully executed amendment. The total amount for all contingency tasks authorized shall not exceed the maximum identified in the table below. Each authorized contingency task must be billed as a separate line item on Consultant’s invoice.

Contingency Task Summary Table

CONTINGENCY TASK DESCRIPTION	(UNIT) NTE	MAX QUAN.	METHOD OF COMP.	CONTINGENCY NTE AMOUNT
Task CE-2.3 Quality Assurance & Contract Administration Plan	\$	1	TMM	\$2,896.71
Task CE-2.9 Design Modifications	\$	1	TMM	\$8,764.97
Total NTE For All Contingency Tasks:				\$11,661.68

Summary Breakdown of Costs

PA/ATA or Contract Number: 2018-103, Amendment 4

WOC Number: N/A

PROJECT NAME: South End Road at Milepost 3.8

Total Non-Contingency Hours	2527
Total Non-Contingency Labor Costs	\$ 301,519.25
Total Non-Contingency Direct Expenses	\$ 22,172.14
Total Non-Contingency Costs	\$ 323,691.39
Total Non-Contingency Profit	\$ 31,629.76
Total Non-Contingency Cost + Profit	\$ 355,321.14

Total Contingency Hours	76
Total Contingency Labor Costs	\$ 10,554.55
Total Contingency Direct Expenses	\$ -
Total Contingency Costs	\$ 10,554.55
Total Contingency Profit	\$ 1,107.12
Total Contingency Cost + Profit	\$ 11,661.67

TOTAL	\$ 366,982.82
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Breakdown of Costs - Dated: 7/2/21

PA/ATA or Contract Number: 2011-103, Amendment 4
 WOC Number: 167
 PROJECT NAME: South East Road at Williamsburg

Cell Color Legend	170.54%
% of Budget in Current Year (CY)	0.00%
% of Budget in CY+1	86.00%
% of Budget in CY+2	0.27%
% of Budget in CY+3	13.93%
Weighted Escalation Factor	1.042

For Instructions, (no data entry unless specified) "Instructions" tab below.
 Job Classifications (Individual names are optional)

Yellow cells are for data entry
 Green cells have formulas (no data entry unless specified)
 Grey cells are section dividers (no data entry unless specified)

Direct Salary Rate (Avg. Actual, May Current Year)
 Annualized Direct Salary Rate (OR enter Negotiated Billing Rate)
 Fully Burdened Billing Rate

0.00% Accepted Overhead
 86.00% FOCM
 0.27% FOCM
 13.93% FOCM
 5.00% Annual Escalation Rate

102

70
32

199

4

93

8

4

0

70

32

199

4

93

8

4

0

70

32

199

4

93

8

4

0

70

32

199

4

93

8

4

0

70

32

199

4

MULTIPLIERS

The values will be zero if a firm uses Negotiated Billing Rates (NBRs); otherwise, use applicable Overhead, FOCM, and escalation at 3.5%.

Project Manager	170.54%
Project Manager IV	86.00%
Project Manager III	0.27%
Project Manager II	13.93%
Project Manager I	5.00%
Survey Analyst II	1.042

David Evans and Associates, Inc.

DATA ENTRY SECTION

Job Classifications (Individual names are optional)

Yellow cells are for data entry
 Green cells have formulas (no data entry unless specified)
 Grey cells are section dividers (no data entry unless specified)

Direct Salary Rate (Avg. Actual, May Current Year)
 Annualized Direct Salary Rate (OR enter Negotiated Billing Rate)
 Fully Burdened Billing Rate

0.00% Accepted Overhead
 86.00% FOCM
 0.27% FOCM
 13.93% FOCM
 5.00% Annual Escalation Rate

102

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199

Breakdown of Costs - Dated: 7/29/21
 PAATA or Contract Number: 2018-09, Amendment 4
 WOC Number: 100, South East Road at Mapas 13.8
 Project Name: South East Road at Mapas 13.8

Cell Color Legend
Yellow cells are for data entry
Green cells have formulas (no data entry unless specified)
Grey cells are section dividers (no data entry unless specified)
For Instructions, "Instructions" tab below.

Job Classifications (Individual names are optional)

Task # Annualized Direct Salary Rate (Avg. Actual, May Current Year Fully Burdened Billing Rate)

Task #	Annualized Direct Salary Rate (Avg. Actual, May Current Year Fully Burdened Billing Rate)	Hours/Task	Cost + Profit	% of Total Non-Contingency Labor
NON-CONTINGENCY TASKS/DELIVERABLES				
CE1	PROJECT MANAGEMENT OF CA/CEI SERVICES		\$ 26,999	8.6%
CE1.1	Coordination		\$ 16,534	5.0%
CE1.2	Status Reports and Invoices		\$ 9,466	3.1%
CE2	CONSTRUCTION CONTRACT ADMIN/ CONSTRUCTION ENGINEERING AND INSPECTION (CA/CEI)		\$ 68,023	22.2%
CE2.1	Pre-Construction Conference		\$ 1,888	0.6%
CE2.2	Cooperative Arrangement (Partnership) (RESERVED)		\$ -	0.0%
CE2.3	Quality Assurance & Contract Administration Plan		\$ -	0.0%
CE2.4	Construction Contract Administration (RESERVED)		\$ -	0.0%
CE2.5	Monthly Preliminary Progress Estimates (RESERVED)		\$ -	0.0%
CE2.6	Project Progress Meetings		\$ 34,728	11.2%
CE2.7	Working Drawings, Shop Drawings, and other Submittal Reviews		\$ 17,932	5.9%
CE2.8	Consultation During Construction		\$ 13,775	4.6%
CE2.9	Construction Progress Reports (RESERVED)		\$ -	0.0%
CE3	WORK ZONE MONITORING AND INSPECTION		\$ 288,429	88.1%
CE3.1	Environmental Compliance and Mitigation Monitoring		\$ -	0.0%
CE3.1.1	Endangered Species Consultation for the Federal-Aid Highway Program		\$ 6,041	2.0%
CE3.1.2	Recreation Asset Report (RESERVED)		\$ -	0.0%
CE3.1.3	Biotope Restoration Monitoring Report (RESERVED)		\$ -	0.0%
CE3.2	Construction Activity Monitoring		\$ 203,794	64.0%
CE3.3	Quality Control Monitoring (Non-Field Treated and Field-Treated Materials)		\$ 6,594	2.1%
CE3.4	ADA Ramp Inspection (RESERVED)		\$ -	0.0%
CE4	CONSTRUCTION SURVEYS (RESERVED)		\$ -	0.0%
CE4.1	Construction Survey (RESERVED) (variance CA/CEI of Construction Contractor's Survey Work (RESERVED))		\$ -	0.0%
CE4.2	Construction Survey and Staking (RESERVED)		\$ -	0.0%
CE4.4	Right of Way (ROW) Monumentation (RESERVED)		\$ -	0.0%
CE4.5	Monumentation Survey Flap Map (SPM) (RESERVED)		\$ -	0.0%
CE5	PROJECT CLOSE-OUT		\$ 3,240	1.1%
CE5.1	Final Inspections and Submittals		\$ 847	0.3%
CE5.2	As-Constructed Plans		\$ 2,394	0.8%
CE5.3	Structure Load Rating (RESERVED)		\$ -	0.0%
CE5.4	Submittal of Final Project Documentation (RESERVED)		\$ -	0.0%
CE5.5	Final Project Closeout Report (CA/CEI) (variance CA/CEI of Constructed Package (RESERVED))		\$ -	0.0%
TOTAL Non-Contingency			\$ 923,691	\$ 385,924
CONTINGENCY TASKS/DELIVERABLES				
CE2	CONSTRUCTION CONTRACT ADMIN/ CONSTRUCTION ENGINEERING AND INSPECTION (CA/CEI)		\$ 10,855	1.1%
CE2.3	Quality Assurance & Contract Administration Plan		\$ 2,622	0.3%
CE2.4	Design Modifications		\$ 7,933	0.8%
TOTAL Contingency			\$ 10,855	\$ 11,682
TOTAL Non-Contingency + Contingency			\$ 934,546	\$ 407,606