
Meeting Agenda

Crook County TSP Update

Technical Advisory Committee (TAC) Kick-off Meeting

November 14, 2016, 9:00 AM

Conference Call

1. Introductions & Meeting Purpose

a. Introductions

Organization	Name(s)
Crook County	Ann Beier
Crook County	Bill Zelenka
City of Prineville	Scott Smith, Eric Klann, Phil Steinbeck
Sherriff	James Savage
Crook County Road Department	Bob O'Neal
Crook County Health Department	Holly Wenzel
Central Oregon Intergovernmental Council	Jackson Lester
ODOT Region Planner and Project Manager	Devin Hearing
County GIS Manager	Levi Roberts
Angelo Planning Group	Darci Rudzinski
Kittelson and Associates, Inc	Ashleigh Ludwig, Marc Butorac, Camilla Dartnell

- b. Meeting purpose: provide the opportunity to share input on methodology, study locations, or other technical elements prior to the first TAC/PAC meeting
- c. Marc provided an overview of the TSP process – The TSP gathers community support for transportation projects and assists with pursuing projects. TSP will be a rule book for decisions, help the County be competitive for grants, and position the County to take action on projects (by tying them to the latest transportation bill, the FAST Act)

2. Project Overview (Project Scope: Attachment A)

- a. Walked through key project elements and points of public input: creating/refining goals and objectives, review of existing conditions and future conditions (key issues), input on alternatives, project prioritization, and final recommendations list.

3. Project Schedule (See Attachment B)

- a. The public meeting to review the Draft TSP will be held in June
- b. Adoption should be wrapped up by early fall of 2017
 - i. Will need a time extension from ODOT (KAI to remind Devin in early March 2017 to submit for time extension)

4. Study Locations: (See Link Below)

- a. Check current study locations (listed in the SOW pg. 15) shown on the google map: (<https://drive.google.com/open?id=1Jiw626p7Z7cFtSIUS2I1MWIfWk8&usp=sharing>) and provide feedback in the next two days if additional locations should be added so that the counts can be taken this week
- b. Potential other locations:
 - i. Destination resorts have seen significant growth. Two locations that the group would like KAI to include:
 - 1. Alfalfa Road / Powell Butte Highway (near Brasada Ranch)
 - 2. Shumway / Powell Butte Highway
 - 3. Bob/Levi think the County has data near these locations and will follow up with KAI
 - ii. Freight route on Highway 26 – will we have information on that area?
 - 1. Yes, counts are being collected on Highway 26 south of Bus Evans and on Bus Evans.

5. Plans and Policy Review (Attachment C)

- a. Angelo Planning Group (AGP) is looking at how the documents listed in Attachment C apply to the TSP, especially in terms of necessary requirements of the documents. APG will provide succinct summary of these documents.
- b. Also looking at current and potential funding sources
 - i. Crook County does not have a formal CIP but does have a road budget
 - ii. Will look at the Association of Oregon Counties funding scenario

- iii. If there are local improvement districts, or other funding sources that feed into local transportation improvements, let APG know as they will include it in the Plan and Policy Review
- iv. In the Spring – APG will help with implementation of Development Code changes to make sure that the products are consistent with the Transportation Planning Rule

6. Next Steps:

- a. Will need to look into the interjurisdictional actions: is a formal adoption at the City of Prineville necessary? How should the County Plan deal with County roads inside the Prineville UGB? Should the County Plan just refer to the City's recent TSP update? There is an IGA for these roads, but the IGA just refers to turnover of ownership. Do road standards change between the two jurisdictions?
 - i. County, ODOT, and City to coordinate and to provide guidance on these topics to Darci to include in the Policy and Plan review to confirm our approach.
- b. First TAC/PAC Meeting: tentatively scheduled for December 5th 10:00 am – 12:00 pm. Details will be posted on the project website.

7. Action Items:

- a. Bob or Levi to send KAI County count data at/near the following locations:
- b. County, City, and ODOT to confirm how to deal with County roads in City UGB.
- c. County to verify that the City of Prineville does not need to formally adopt plan. Also, determine if the City should provide a letter of support to the County when adoption time approaches.
- d. County to provide APG with Road Budget

ATTACHMENT A: PROJECT SCOPE

**STATEMENT of WORK and DELIVERY SCHEDULE
for
Crook County Transportation System Plan Update**

	Agency's Project Manager		Consultant's Project Manager
Name:	Devin Hearing	Name:	Marc Butorac
Address:	63085 N. Highway 97, Suite 107 Bend, OR 97703	Address:	610 SW Alder Street, Suite 700 Portland, OR 97205
Phone:	541-388-6388	Phone:	503-228-5230
Fax:		Fax:	
Email:	<u>Devin.hearing@odot.state.or.us</u>	Email:	<u>mbutorac@kittelson.com</u>
	Crook County Project Manager		Alternate Contact for Consultant
Name:	Ann Beier	Name:	Ashleigh Griffin
Address:	300 E. 3rd Prineville, OR 97754		
Phone:	541-447-8156	Phone:	541-312-8300
Email:	<u>ann.beier@co.crook.or.us</u>	Email:	<u>agriffin@kittelson.com</u>

A. PROJECT DESCRIPTION and OVERVIEW of SERVICES

Project Purpose – Transportation Relationship and Benefit

The Crook County Transportation System Plan Update (“Project”) will update Crook County’s (“County”) existing Transportation System Plan (“TSP”), last updated in 2005. Since then, the County has experienced continued population growth and economic development, resulting in additional demands on transportation infrastructure from a variety of users – freight, residential and commercial development, agricultural and industrial, tourists and people walking and cycling. County’s transportation needs are shifting as the community transitions from a predominately rural economy to becoming an integral part of Central Oregon’s regional economy. County’s transportation system includes several key freight routes and serves many commuters travelling to and from neighboring communities.

Project will provide an assessment of the community’s transportation system priorities for the 20 year planning period. A key purpose of the assessment is to revisit transportation system priorities in an era of declining federal, state, and local transportation funding. Updated TSP must address all modes of transportation and incorporate intelligent transportation systems (“ITS”) to enhance traffic safety and efficient movement of freight and system users. Updated TSP must also ensure consistency with federal and state transportation planning requirements and design standards including but not limited to Statewide Planning Goal 12 (Transportation), Oregon Administrative Rule 660-12, also known as the Transportation Planning Rule (“TPR”), and the Oregon Highway Plan.

Project Area

The Project Area is Crook County. Crook County includes the City of Prineville and the unincorporated communities of Post, Paulina and Powell Butte. This project will focus on all transportation facilities located outside the Prineville City Limit. The Prineville TSP will serve as the primary planning document for County Roadways within the City of Prineville. Roadways in the County outside the City of Prineville are under the jurisdiction of either County or the State of Oregon Department of Transportation (“ODOT”). Roads on federal lands (U.S. Bureau of Land Management and the U.S. Forest Service) are

under the jurisdiction of the relevant federal agency. County has entered into maintenance agreements for some roads accessing federal lands.

Problem Statement and Background

Since the preparation and adoption of 2005 TSP, the County has experienced additional demands on the transportation system due to increased population, economic development and changes to commuting patterns throughout the Central Oregon region. Freight traffic, including over-sized loads, has increased with the economic recovery, placing additional stress on the County's transportation system and creating potential conflicts with other system users.

The TSP update project will re-evaluate and prioritize transportation systems needs while recognizing that federal, state and local funding for transportation infrastructure has declined and is insufficient to address all system improvements and maintenance needs. The Project will identify the highest priority needs and likely funding options.

Other regional transportation and land use plans have been adopted since 2005 and will be considered during Project. These plans include, but are not limited to, the Highway 126 Corridor Plan (2012), the City of Prineville TSP (2013), the Central Oregon Regional Transit Master Plan (2013), the Prineville Airport Master Plan, and the Rapid Health Impact Assessment for Crook County and the City of Prineville – Bicycle and Pedestrian Safety Plan (2011). The data from the 2005 TSP and these other plans will help assess current needs and identify existing and potential deficiencies. By incorporating information from these plans, County, in consultation with the Consultant and advisory committee members, will be able to ensure that it is not duplicating efforts and that potential partners are identified and engaged to help with future transportation project implementation.

The County's comprehensive plan, land use regulations, and design standards will be updated as part of this Project to comply with state and federal regulations related to transportation system planning and implementation that have been adopted since the 2005 TSP, including updates to the TPR and ODOT design, mobility and access standards. Project will allow the County to align the County's access management policies with changes in State access management policy to ensure mobility and safety while meeting the needs of businesses along State highways.

The 2005 TSP did not reference State policies and guidance such as Transportation System Management and Operations ("TSMO") strategies that enhance safety, mobility, and the reliability of transportation systems. In addition, in 2005, transportation related-technology was limited. Project will evaluate opportunities to use ITS to address traffic safety by providing real-time information to drivers and to enhance transportation efficiency for all modes of travel.

The 2005 TSP included a limited discussion of non-vehicular transportation options. There is increased demand for multi-modal transportation options in the County. Project must provide the opportunity to identify deficiencies and to provide support for a variety of transportation system enhancements across all modes to respond to shifts in the County's land use patterns and shifts in demand for transportation options. Project must provide the opportunity for the County to create a framework to review land-use planning and transportation decisions that directly and indirectly affect human health and the social determinants of health.

Project Objectives

County has adopted the following key objectives and expected outcomes for the Project. The County's overall objective is to provide a safe, efficient and economical transportation system that reflects the regional nature of how people and products move throughout Central Oregon. The objectives are also

intended to help address the issues identified in the problem statement. Desired outcomes of the Updated TSP include:

- Updated plans and policies to ensure compliance with the TPR, Oregon Transportation Plan and Oregon Highway plan. Project must review recent changes to the TPR and other Oregon Administrative Rules (“OAR), and state policies related to access management. Project must identify potential opportunities to address significant issues through the application of alternative, local standards.
- Improved cost effectiveness in delivering transportation services through incorporation of information from other state, regional and local transportation planning efforts and coordination with on-going regional transportation planning efforts. Project must consider identification of areas where refinement plans or interim measures will increase the life of a facility or delay the need for improvements.
- Enhanced public safety through assessment of the appropriate means for managing the state highways and major arterials to meet the needs of both local and through traffic while improving safety and mobility. Project must evaluate opportunities to use ITS to address traffic safety by providing real-time information to drivers and to enhance transportation efficiency for all modes of travel.
- Improved transportation options for underserved populations. Project must solicit information from local public service agencies and under-served populations to obtain input from and address the needs of all transportation system users. Project must evaluate gaps in service provision and identification of alternative transportation modes for underserved populations.
- Expanded opportunities for active transportation. Project must incorporate plan elements to guide pedestrian and bicycle facilities to achieve maximum connectivity between bicycle, pedestrian, transit and vehicle routes and facilities with the goal of providing an intermodal network of safe access for all users. Provide opportunities to increase awareness about the links between active transportation and public health.
- Maximize use of multimodal transportation options and to reduce the need for vehicle trips through land use provisions, multi-use trail planning and enhanced transit service.

Acronyms and Definitions

Agency or ODOT– Oregon Department of Transportation	
APM – Agency’s Project Manager	PAC – Public Advisory Committee
	Project -- Crook County Transportation System Plan Update
County – Crook County	
	TAC – Technical Advisory Committee
GIS – Geographic Information Systems	TPAU – Transportation Planning and Analysis Unit
ITS – Intelligent Transportation Systems	TPR – Transportation Planning Rule
	TSP – Transportation System Plan
	TSMO – Transportation System Management and Operations
	VOH – Virtual Open Houses
OAR – Oregon Administrative Rule	

Consultant shall be aware of and use current ODOT design standards, both geometrical and operational.

An Oregon registered professional engineer (civil or traffic) shall perform or oversee all traffic analysis work. In addition, the Consultant shall have a professional transportation planner on the Project team.

Traffic analysis software must follow Highway Capacity Manual 2010 procedures. Traffic analysis must comply with ODOT's Analysis Procedures Manual. Consultant shall coordinate all analysis with ODOT's Transportation Planning Analysis Unit ("TPAU").

The planning horizon year for future scenarios is 2036, or 20 years from the Project start to provide consistency with other local and regional planning efforts. The base year for the traffic analysis is 2015.

The final technical memos containing the transportation analysis must be stamped. The Consultant shall provide all traffic analysis work in electronic format (e.g., Synchro, Excel, Vissum, etc).

Expectations about Written and Graphic Deliverables:

Unless otherwise specified:

All written (text) and graphic deliverables must be submitted electronically via email. It is expected that draft deliverables are professionally written and substantially complete and that any changes or revisions needed to address comments will be minor.

Each draft and final text-based or spreadsheet-based deliverable shall be provided in MS Office file formats (i.e., MS Word, Excel, etc.) and must be fully compatible with the version used by the Agency. All graphic files accompanying report must be separately submitted in .jpg, .pdf, or .tif formats unless specified differently by the Agency. Consultant or County Geographic Information Systems ("GIS") program shall provide all graphic and map deliverables electronically in AutoCAD or Arc View - GIS compatible format (for design drawings only) and pdf format to County and Agency Project Manager ("APM") simultaneously with hard copies.

All graphic deliverables must be well documented with Project name, title that corresponds to the contract deliverable, draft number, legend and date of preparation.

All maps and graphics must be clear and understandable (readable when reproduced in black and white) in common paper sizes (8 1/2 x 11 or 11x17). Maps must include details necessary to ensure usability, such as County limits, Urban Growth Boundaries, street names, relevant environmental and cultural features, legend, date, etc.

All written (text) deliverables must include the Project name, title that refers to the contract deliverable, draft number, subtask number and date of preparation. Written deliverables are required in electronic version. Hard copies are required only when specified in individual tasks. Consultant shall send one copy of each deliverable to the county's Project Manager and APM according to the schedule specified in the statement of work. Consultant shall send one copy of each interim deliverable and three copies of each final deliverable (except as noted) to the APM at the same time those deliverables are sent to the County Project Manager.

Unless otherwise specified, Draft Technical Memoranda must be submitted as draft TSP chapters and must be revised by Consultant to include County and ODOT comments.

County and APM will prepare one set each of non-conflicting draft reviews of draft deliverables and transmit to Consultant within 10 working days of receipt of the drafts unless specified for individual Tasks.

Consultant shall incorporate comments within 10 business days from receipt by the Agency and return the revised deliverable to County and APM, unless a different timeframe is specified for specific tasks or otherwise agreed to in writing by the Agency.

The final Draft Updated TSP must follow a format and structure that reflects the sequence of tasks applied in the *Transportation System Planning Guidelines 2008*.

Final plans and amendments to plans must be prepared as final policy statements of the local government and must not include language such as "it is recommended," or "County should..." New and amended code language must be prepared as final regulatory statements of local government. Final plan, Plan amendments, code and code amendments must include all necessary amendments or deletions to existing local plans or code to avoid conflicts and enable full integration of proposed plan with existing local documents.

The following text must appear in the final version of all final deliverables:

"This Project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part by federal Fixing America's Surface Transportation Act (FAST Act), local government and State of Oregon funds.

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

Consultant name or logos may not appear on *final* documents, with the exception of the acknowledgement page.

Expectations about Public Involvement

Public Involvement must allow community members an opportunity to provide input into the updated TSP planning process. The County shall consider environmental justice issues, which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income and respect to the development, implementation and enforcement of environmental laws, regulations and policies. Fair treatment means that no group of people, including a racial, ethnic, or a socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal and commercial operations or the execution of federal, state, local and tribal programs and policies. Meaningful involvement means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health; (2) the public's contribution can influence the regulatory agency's decision; (3) the concerns of all participants involved will be considered in the decision making process; and (4) the decision makers seek out and facilitate the involvement of those potentially affected.

The public involvement program must include specific steps to provide opportunities for participation by federal Title VI communities. County and Consultant shall utilize the ODOT Title VI (1964 Civil Rights Act) Plan guidance to identify Title VI populations, formulate public involvement strategies, and report outreach efforts to and participation by Title VI communities.

County shall ensure outreach to and opportunity to be heard by the following interests: freight, business, residents at large, property development and environmental justice.

Expectations about Project Committees and Public Meetings

The Technical Advisory Committee (“TAC”) is the primary technical review body and provides guidance to the Consultant’s efforts. The Public Advisory Committee (“PAC”) must consist of a broad cross-section of Crook County, representing a variety of transportation interests. The PAC provides a primary public input mechanism, along with public hearings and workshops.

TAC and TAC and PAC joint meetings are anticipated to last up to three hours. County shall arrange meeting facilities for TAC and PAC meetings and other public meetings. Consultant shall attend and facilitate all meetings with assistance provided by the County. County shall attend all meetings and be responsible for recording attendance at meetings.

Consultant shall prepare agendas and meeting materials at least 10 business days prior to each TAC or TAC and PAC joint meeting and public meetings and provide to County and APM. County shall distribute agenda and meeting materials seven days prior to the scheduled meeting (unless an alternate timeframe is mutually agreed upon) to allow sufficient time for review and comment. County shall publish notices, agendas, and relevant materials in accordance with County standards regarding TAC or TAC and PAC joint meetings.

Consultant shall prepare and distribute meeting summaries and compilation of input to County and APM within one week after each TAC or TAC and PAC joint meeting. County shall distribute meeting summaries to committees within ten days after each meeting.

Upon request by APM, or as required in specific tasks, the Consultant shall provide meeting agendas and minutes to the APM for review prior to distribution.

Crook County Planning Commission and Crook County Court Meetings

County shall arrange regular update meetings for the Crook County Planning Commission and Crook County Court. Updates will be provided monthly at regularly scheduled Planning Commission and County Court meetings and will be noticed and open to the public to ensure compliance with Statewide Planning Goal 1 (Citizen Involvement). The County shall distribute notices, agendas, and relevant materials in accordance with County standards. Consultant shall update the Project Website to reflect meeting schedules and agendas.

County shall provide updates. It is expected that the same meeting materials presented to the TAC and the PAC will be used at these meetings. Consultant is not expected to attend. However technical questions raised by planning commission members or County Court members will be relayed to the Consultant. Consultant shall respond to questions in writing within 2 weeks and County shall report back to the Planning Commission and County Court, as necessary.

Expectations Regarding Project Communication

Communication is an important element to the successful completion of the Project. Staff changes to Consultant’s Project Manager are subject to Agency’s approval and require written notice to the Agency. All communication and deliverables must be directed to APM (or such other individual as designated in writing to the Consultant).

To the extent possible, all transmittals from Consultant to Agency must include the Price Agreement or Contract Number, Work Order Contract Number (if applicable), Project Name, and the TGM File Code. The TGM File Code will be used as part of the document control system established by the Agency and the Consultant. Formats for the document control system shall be discussed at the initial meeting between the Agency and Consultant.

B. STANDARDS and GENERAL REQUIREMENTS

The standards and general requirements applicable to this WOC are stated in the parent PA. In addition to those stated in the PA, the following shall apply to this WOC:

1. Standards

The "Reference Standards and Procedural Guidance Applicable To ODOT Professional Services and Related Services Projects" (as may be revised from time to time) is at the following Internet address and are incorporated by this reference with the same force and effect as if fully set forth herein:

<http://www.oregon.gov/ODOT/CS/OPO/pages/AE.aspx> (select Standard-A&E/Related Services)

2. Software Requirements

3. Licenses, Registrations and Qualifications

4. General Requirements

5. Compliance with Applicable Law (in addition to those identified in the PA)

C. REVIEW, COMMENT and SCHEDULE OVERVIEW

- Consultant shall coordinate with Agency staff as necessary and shall revise draft deliverables to incorporate Agency draft review comments.
- Consultant shall incorporate comments within 10 business days from receipt by Agency and return the Final to Agency staff, unless a different timeframe is specified for specific tasks or otherwise agreed to in writing by Agency.

D. FORMAT REQUIREMENTS

- Consultant shall submit draft deliverables in electronic format via email (and hard copy if requested).
- Consultant shall also submit all graphic files accompanying reports separately in .jpg or .tif formats unless specified differently by Agency.
- Each draft and final text-based or spreadsheet-based deliverable shall be provided in MS Office file formats (i.e., MS Word, Excel, etc.) and must be fully compatible with version used by Agency.
- Additional format requirements may be listed with specific tasks/deliverables in the SOW or in the PA.

E. TASKS, DELIVERABLES and SCHEDULE

Unless the WOC is terminated or suspended, Consultant shall complete all tasks and provide all deliverables (collectively, the "Services") included in this WOC and in accordance with the performance requirements and delivery schedules included in this WOC. For purposes of standardization, the task numbering in this SOW may be non-sequential. The delivery schedule is consolidated in a table at the end of Section E.

Task 1 – Project Management

Objective: To provide the foundational Project management tools necessary for successful development of the Updated TSP.

1.1 Committee Rosters

County shall establish and prepare Committee Rosters for

TAC Roster – At a minimum, the TAC must include:

- a) County planner
- b) City of Prineville Public works representatives
- c) Public safety (Crook County Sheriff; Crook County Fire and Rescue)
- d) Prineville City planner
- e) Crook County Road Department Representative
- f) Representative from Crook County Health Department

- g) Representative from Central Oregon Intergovernmental Council
- h) Oregon Department of Land Conservation and Development - Regional Representative
- i) ODOT Regional planner and APM
- j) Cascades East Transit

Other members may be invited to participate in individual meetings or throughout the Project

PAC Roster – At a minimum, the PAC must include representatives of:

- a) Local businesses
- b) Rural residential neighborhoods
- c) Bicycle and pedestrian advocates
- d) Transportation disadvantaged
- e) Local freight industry
- f) Chamber of Commerce
- g) Travel Oregon
- h) Economic Development of Central Oregon
- i) Prineville Railway
- j) Prineville Airport
- k) School districts
- l) City of Prineville
- m) County Parks and Recreation

A single member may serve as the representative for multiple categories listed above. Other members may be invited to participate in individual meetings when a certain specialty is required or throughout the Project.

1.2 Kickoff Meeting Conference Call

County shall arrange and Consultant shall facilitate a Kickoff Meeting Conference Call to review Project Objectives, processes and timelines. The Kickoff Meeting Conference Call must be held within two weeks of the Notice to Proceed. Consultant shall provide an agenda at least two business days prior to the Kickoff Meeting Conference Call and provide a meeting summary no later than one week following the Kickoff Meeting Conference Call.

1.3 Teleconferences

Consultant shall arrange up to six teleconferences with County, APM (or other appropriate ODOT representatives, as applicable) both scheduled and as required to address a specific issue. Dates and times of scheduled teleconferences must be determined at the Kickoff Meeting Conference Call. Consultant shall arrange a standard call-in number. Consultant shall develop an agenda for each teleconference, and provide the agenda to County and APM no later than the evening prior to the teleconference. Consultant shall develop a teleconference summary, and distribute no later than two days following each teleconference.

1.4 Project Website

Consultant shall develop, host and maintain the Project Website during the entire Project. County GIS Department shall coordinate with the County Community Development Department and Agency to link the Project Website with County website and Agency website. Consultant shall provide all aspects of the website, including: development, registration, hosting, content and controls as required by the County and Agency. The Project Website must be accessible within 2 weeks after the Kickoff Meeting Conference Call and remain active for a minimum of 6 months following Project completion.

The Project Website must include, at a minimum: Draft and Revised Technical Memos; all maps and graphics developed for this Project in PDF or JPG format and meeting information (times, locations, agendas, summaries and materials). Consultant shall post materials in electronic format on the website.

The Project Website must include an interactive on-line mapping tool element that allows anyone with internet access to provide public input and pinpoint issues, ideas and comments directly on a Google map of the County. *County GIS team* shall develop the online mapping tool. Project Website updates must occur as new materials become available.

1.5 Refined Project Schedule

Consultant shall prepare a Refined Project Schedule and deliver it to County and APM within two weeks after the Kickoff Meeting Conference Call. Consultant shall, where reasonable, schedule and perform tasks concurrently, to minimize time. Refined Project Schedule must show the initial TAC meeting and identify dates for up to four joint TAC and PAC meetings after the Kickoff Meeting Conference Call. Consultant shall update the Refined Project Schedule as needed, at APM's request, and distribute the updated schedule to County and APM.

County Task 1 Deliverables:

- 1a Committee Rosters
- 1b Kickoff Meeting Conference Call
- 1c Teleconferences (up to 6 one hour calls)
- 1d Consolidated, non-conflicting comments on Task 1 Consultant deliverables

Consultant Task 1 Deliverables

- 1A Kickoff Meeting Conference Call
- 1B Teleconferences (up to 6 one-hour calls)
- 1C Project Website
- 1D Refined Project Schedule

Task 2: Public Involvement and Outreach

Objective: Distribute Project information to citizens, solicit input, seek out and facilitate the involvement of those potentially affected, including federal Title VI communities.

2.1 TAC and PAC Meetings

County shall arrange and Consultant shall conduct TAC and Joint TAC and PAC Meetings. The TAC will meet once by conference call, early in the planning process. Joint in-person TAC and PAC meetings will be held up to four times throughout the Project. All in-person meetings will be held in Prineville.

2.2 Meeting Mailers

Consultant shall prepare two information sheets to identify work performed to date, work to be done, upcoming meetings, public website links, and points of contact in advance of the two Virtual Open Houses ("VOH") and Public Workshops. The information sheets must be a single-page (or two page double-side), color information sheet provided to County. County shall copy and distribute to key stakeholders and partnership agencies. Information must be posted on the Project Website by Consultant and partner websites (e.g., APM, City of Prineville) and distributed to local publications (the Central Oregonian and "The Roundup"). Materials must be delivered by email or mail to the Community Development Department's "interested parties" list.

2.3 Public Project Presentations

County shall arrange and the Consultant shall conduct two Public Project Presentations summarizing key Project elements and alternatives. Consultant shall prepare presentations, present materials, and answer

questions. Public Project Presentations must include up to ten 24"x 36" display boards and a PowerPoint presentation (approximately 15 to 20 slides) for each Public Project Presentation. Attendees will have 30 minutes to one hour to offer input and ODOT and County shall summarize input received prior to the conclusion of the meeting. Both presentations must be held in Prineville on a weekday evening. County GIS team shall assist with mapping applications for use during public presentations.

2.4 VOH

Consultant shall develop up to two online VOH that can be viewed at any time on a computer with internet service. The VOH will precede each Public Project Presentation and include the same content. The VOH must provide online access to graphical materials, presentations and tools for providing input and feedback. Consultant shall summarize input received online in the applicable technical memorandums.

Consultant shall incorporate VOH into Project Website

County Deliverables

- 2a Arrange and host TAC and PAC meetings (1 TAC conference call; up to 4 joint TAC and PAC)
- 2b Make Copies and Distribute Meeting Mailers
- 2c Mapping Applications, as needed, for public presentations and VOH
- 2d Arrange and host Public Project Presentations (same day as the TAC and PAC meetings)
- 2e Consolidated, non-conflicting comments on Task 2 Consultant deliverables

Consultant Deliverables

- 2A One TAC Conference Call and up to four Joint TAC and PAC meetings
- 2B Two Meeting Mailers
- 2C Two Public Project Presentation (held on the same day as the TAC/PAC meetings)
- 2D Two VOH, hosted on Project Website

Task 3: Plans and Policy Review

Objective: Assess existing plans, policies, standards, rules, regulations, and other applicable documents as they pertain to development of Updated TSP.

3.1 Background Documents

Upon request of Consultant, County and ODOT shall provide the following documents:

- a) Crook County Comprehensive Plan
- b) 2005 TSP
- c) City of Prineville TSP (2013)
- d) Highway 126 Corridor Plan (2012)
- e) Prineville Airport Master Plan
- f) Crook County's Land Use Code
- g) County's Road Standards
- h) County's current and past budget for transportation
- i) County's current and historic funding and sources
- j) Central Oregon Rail Plan
- k) Central Oregon Regional Transit Master Plan (2013)
- l) Rapid Health Impact Assessment for Crook County and City of Prineville – Bicycle and Pedestrian Safety Plan (2011)
- m) Central Oregon Large Lot Industrial Land Needs Analysis
- n) OAR chapter 734 division 051 (ODOT – Highway Division – Highway Approaches, Access Control, Spacing Standards and Medians
- o) Oregon Highway Plan (with 2006 amendments)
- p) Oregon Public Transportation Plan

- q) Oregon Rail Plan
- r) Oregon Bicycle and Pedestrian Plan
- s) Statewide Planning Goals (including TPR amendments adopted in December 2011)
- t) Statewide Transportation Improvement Program
- u) ODOT Highway Design Manual

3.2 Draft Tech Memo #1: Plans, Policy, and Funding Review

Consultant shall prepare Draft Tech Memo #1 to provide the baseline of existing plans, policies, standards, rules, regulations, and other applicable documents as they pertain to development of Updated TSP. Draft Tech Memo #1 is intended to guide later decisions regarding selection of preferred alternatives and necessary amendments to pertinent document and regulations. Consultant shall identify which documents may be consolidated into the Updated TSP. Draft Tech Memo #1 must review and summarize the applicability of Background Documents to the Updated TSP.

Consultant shall submit Draft Tech Memo #1 to County and APM. County shall submit one set of consolidated, non-conflicting comments to Consultant. APM will submit one set of comments to Consultant.

3.3 Draft Tech Memo #2: Goals, Objectives, Evaluation Criteria

Consultant shall prepare Draft Tech Memo #2 to establish the goals, objectives, and evaluation criteria for later use in setting policy and selecting preferred alternatives. Goals, objectives, and evaluation criteria serve as the basis for the needs analysis, policy and ordinance development, and Project selection. Additionally, these goals, objectives, and evaluation criteria must be structured in a way that informs relevant, strategic, actionable policies in support of Statewide Planning Goal 12 “to provide and encourage a safe, convenient, and economical transportation system”. Draft Tech Memo #2 must, at a minimum, address each of the objectives listed under “Project Objectives” above along with the policy objectives listed in the 2005 TSP and the Transportation element of the current Comprehensive Plan.

Consultant shall submit Draft Tech Memo #2 to County, APM and TPAU. County shall submit one set of consolidated, non-conflicting comments to Consultant. APM will submit one set of comments to Consultant. One set of comments will be provided by TPAU.

3.4 Final Tech Memos #1 and #2

Consultant shall revise Draft Tech Memos #1 and #2, incorporating consolidated comments from County, APM and TPAU, and submit Final Tech Memos #1 and #2 to County and APM.

County Deliverables

- 3a Background Document
- 3b Consolidated, non-Conflicting Comments on Task 3 Consultant deliverables

Consultant Deliverables

- 3A Draft Tech Memo #1 (electronic Word and PDF copies only)
- 3B Draft Tech Memo #2 (electronic Word and PDF copies only)
- 3C Final Tech Memo #1 (electronic Word and PDF copies only)
- 3D Final Tech Memo #2 (electronic Word and PDF copies only)

Task 4: Transportation System Inventory and Existing Conditions

Objective: Update baseline information in the 2005 TSP to reflect the current County transportation system; identify opportunities, deficiencies, and solutions.

4.1 Methodology Memorandum

Consultant shall prepare and submit a Methodology Memorandum for existing conditions, future conditions and alternative analysis to TPAU and Region 4 Traffic Section. Consultant shall obtain approval of the methodology from TPAU and Region 4 Traffic Section prior to beginning the analysis. The Methodology Memorandum must be attached to Draft Technical Memo #1 as an Appendix.

4.2 Draft Technical Memo #3: Existing Conditions Inventory and Analysis

Consultant shall prepare Draft Technical Memo #3, a written and graphic Updated TSP chapter. In preparing Draft Technical Memo #3, Consultants shall:

1. Update 2005 System Inventories

Consultant shall update the 2005 TSP inventory of the existing transportation system within Project Area. Updated inventories must be presented in tabular format or maps, with a simple and concise accompanying narrative unless as otherwise noted below.

This information may be obtained from the 2005 TSP, Comprehensive Plan and other sources.

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

Inventory must include the following elements, as available:

A. Lands and Population Inventory

Consultant shall update the available lands and population inventory to identify existing, planned, and potential land uses, and environmental constraints to development. The inventory must be based on data assembled by County that could include:

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

B. Traffic Volumes

Consultant shall collect or compile all volume data from existing County and ODOT traffic counting sources, pertaining to the Project Area, within six weeks of the Notice to Proceed.

Any required turning movement counts provided by Agency will meet the following conditions:

- Consistent, standardized format for all traffic counts and electronic (*.xls or *.csv) count delivery along with formatted PDF counts for technical appendices.
- All new traffic counts to be conducted within a single week for simplification of adjustment factors; counts along corridors must all be conducted in a single day for count verification purposes.
- Consistent fifteen-minute data increments throughout count period and for all user types with clearly labeled count periods.
- Electronic count files must include County, State, and street name fields.

- Counts must include a separate account of pedestrians, bicyclists, passenger vehicles, and heavy vehicles by fifteen-minute data increments.
- Single-file inclusion of all intersection approaches (including private driveways)
- Counts must all be recorded with video to verify the location and any data anomalies. DVD or Blu-Ray delivery of video content is required, along with labels on the individual DVD or Blu-Ray discs stating the count location and date to Consultant for model calibration and review.
- Video content must include a location map showing camera angle, depicting which way camera is facing intersection.
- Counts should include notes on any observed anomalies encountered as part of the data collection efforts.
- Weekday p.m. (4 to 6 p.m.) turn movement peak hour counts for the following locations must be obtained from the OR 126 Corridor Plan. Growth must be applied based on nearby counts.
 1. OR 126 and Reif Road
 2. OR 126 and Houston Lake
- Conduct weekday p.m. peak hour turning movement peak hour counts for the following locations between 2 to 6 p.m.:
 1. OR 126 and Powell Butte Highway
- Conduct or obtain 2-Hour Volume counts (including vehicle classification) will be conducted at the following locations:
 1. Oregon 370 and Lone Pine Road (use County 2015 count north of OR 370)
 2. Oregon 126 and Powell Butte Highway (Conduct new count south of OR 126)
 3. Millican Road and Reservoir Road (use County 2015 counts north and south of Reservoir Road)
 4. Millican Road and OR 126 (use County 2015 count south of OR 126)
 5. US 26 and Gerke Road (Conduct new count east of US 26)
 6. US 26 and Ochoco Creek Road (Conduct new count south of US 26)
 7. Paulina Suplee Hwy and Beaver Creek Road
 8. Powell Butte Road and Riggs Road (use County 2016 count south of Riggs Road)
 9. McKay and Gerke (use County 2015 count south of Gerke)
 10. Barnes Road and OR 126 (use County 2014 count north of 126)
 11. Highway 26 and Bus Evans Road
 12. Crooked River Highway and Diversion Creek Canal (Conduct new count south of Diversion Creek Canal)
 13. Up to 6 other County provided 24-hour counts
- County shall provide four-hour classification counts at the following locations from 2 to 6 p.m.
 1. Lamonta Road and Gerke Road (use County 2012 count south of Grimes & 2014 count north of Grimes)
 2. Reif Road at OR 126 (use County 2016 count north of OR126 & 2015 count south of OR 126)
 3. Juniper Canyon Road and Davis Loop Road North (use County 2015 count south of Davis Loop Road North)
- County shall provide 24-Hour Tube Counts (including vehicle classification and speed) must be conducted at the following locations:

1. SE Juniper Canyon Road
2. Powell Butte Highway (south of Riggs Road)

C. Road System Inventory

Consultant shall update the 2005 inventory of existing road system characteristics in Crook County (outside the City of Prineville) to establish a baseline for comparison with future needs. The inventory must be based on GIS data, as available, provided by ODOT and County. Where GIS data is not available or applicable, data must be provided in an Excel database. Road system inventory must include:

1. facility functional classifications for state and local roads
2. jurisdictional responsibility for state and local roads
3. state highway log data
4. geometry for Project Area intersections (Consultant shall assemble)
5. number and width of study intersection lanes (Consultant shall assemble)
6. signal locations (Consultant shall assemble)
7. posted speed limits
8. pavement types and conditions
9. street locations on the local system
10. park and ride locations
11. right of way widths
12. Intelligent Transportation System facilities
13. culverts
14. intermodal connections and facilities
15. national, state, regional, and local freight and motor carrier routes
16. national highway system facilities
17. Americans with Disabilities Act accessible public sidewalk impediments (i.e. driveway aprons, public sidewalks)
18. Areas of significant stacking, including at commercial driveways

County shall provide tube count data by August 31, 2016. County shall inventory public bridges and provide Consultant with a brief summary of bridge conditions using the ODOT Bridge Management System. This is intended to summarize prior bridge analysis and conditions assessments.

D. Public Transportation Inventory

Consultant shall update the 2005 inventory of public transportation options based on GIS data provided by County and ODOT, including:

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

E. Rail Inventory

County shall update the inventory rail system characteristics, including:

1. type of service (passenger or freight)
2. owner/operator of rail line
3. location of rail lines and terminals
4. proximity to the highway
5. classification of the lines

6. number of trains/schedule
7. industries served and commodities handled
8. track conditions
9. train speeds
10. crossings and associated problems
11. road impact if service is discontinued
12. potential for rail banking, trail use, or public use

County shall compile the rail inventory in electronic Microsoft Word and GIS format and provide a short memo (2-4 pages) to Consultant for incorporation into transportation system inventory.

F. Bicycle and Pedestrian Inventory

Consultant shall update the inventory bicycle and pedestrian system characteristics to provide a comprehensive portrait of multi-modal infrastructure and overall interconnectedness between these modes. The inventory must be based on data provided by County and ODOT in GIS format, including: (Identification of facilities within City of Prineville – connectivity)

1. bicycle facility types, including trails, locations, geometry, conditions, and use and potential for connecting with bicycle facilities identified in the City of Prineville’s TSP;
2. pedestrian facility types, locations, geometry, and use and potential for connecting with pedestrian facilities identified in the City of Prineville’s TSP;
3. crosswalk locations, conditions, and use
4. wheelchair ramp locations, conditions (include Americans with Disabilities Act compliance), and use
5. consistency of facilities with state and regional standards
6. commute and recreational use of bicycle facilities
7. commute and recreational use of pedestrian facilities
8. location and trip characteristics of major bicycle and pedestrian generators

G. Air Transportation Inventory

County, with the assistance of ODOT and the City of Prineville airport shall update data on the Air transportation system, as available, including:

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

ODOT and County shall provide text and tables within a 2-4 page memo describing air transportation system inventory in electronic Microsoft Word and GIS format.

H. Funding Inventory

County shall provide Consultant currently available funding, including:

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

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

2. Existing System Conditions Analysis

Consultant shall analyze current conditions and identify deficiencies of the transportation system based on policies, standards, goals and objectives developed in Tech Memos #1 and #2. Analysis must include:

A. Intersection Operations Analysis

Consultant shall perform traffic analysis of County's transportation system and identify existing deficiencies. Operational analysis, regardless of jurisdiction, must include:

- Volume-to-Capacity ratio
- Level-of-service
- Delay
- 95th percentile queuing (not simulation-based)
- turning movements

Analysis of existing systems must be performed consistent with the approved Methodology Memorandum. All analyses must focus on evening commute period conditions unless otherwise discussed and agreed with Consultant, County, ODOT, and APM.

B. Two-lane Highway Capacity Analysis

Consultant shall perform two-lane highway capacity analysis where tube count data is collected, using Highway Capacity Memorandum 2010 methodologies.

C. Non-Automobile Transportation Analysis and Multimodal Opportunity GIS Maps

Consultant shall perform analysis of primary non-motorized transportation routes (collector and arterial roadways only) and identify deficiencies based on available GIS data, field observations, and online mapping. Bicycle Level Traffic Stress analysis must use the rural methodology dependent on Average Daily Traffic and shoulder width. Analysis must include:

- Availability of sidewalks and bicycle lanes
- General condition of existing sidewalks and bicycle lanes
- Gaps in primary routes
- Bicycle Level of Traffic Stress
- High Risk Crossing Locations

Based on this information, Consultant shall develop Bicycle and Pedestrian Facility and Multimodal Opportunity GIS Maps. Special emphasis should be placed on the identification of bicycle and pedestrian facility co-location, gaps in connectivity, Bicycle Level of Traffic Stress, including connectivity to City of Prineville trail, bicycle and pedestrian facilities, potential changes to cross sections on streets with excess capacity and underutilized parking, and potential opportunity sites that support a better integrated multi-modal network. Bicycle and Pedestrian Facility GIS Map must be easily portable to a website.

D. Crash Analysis

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

1. Location
2. Crash type and characteristics

3. Severity (property damage, injury, or fatality)
4. Summary review of pedestrian/bicycle and fatal crashes

Consultant's data for state highways must include locations of Safety Priority Index System sites.

Consultant shall calculate study intersection crash rates. Consultant shall use the Highway Safety Manual Part B Critical Crash Rate and Excess Proportion of a Specific Crash Type screening methods to identify any safety focus locations. Any intersection crash rate that exceeds the critical crash rate, the 90th percentile crash rate, or to have a positive excess proportion, must have crash patterns identified and counter measures documents. Summary crash data, including crash rates must be documented.

Consultant shall calculate the crash rate of study segments and compare to Table II in the Statewide Crash Rate Book to identify study segments with more crashes than other similar facilities in Oregon.

E. Bridge Conditions Analysis

County and ODOT shall provide a generalized summary analysis of publically-owned bridge conditions using the ODOT Bridge Management System. This is intended to integrate prior bridge analyses, conditions assessments, and current inventory to provide a prioritized list of bridge maintenance or improvement needs. The summary must be provided in a 3-5 page memorandum, including tables with prioritized Projects and planning-level Project cost estimates.

F. Access Management Analysis

Consultant shall identify existing access management standards as defined in OAR Chapter 734, Division 51 and County standards and review existing County arterials and collectors adjacent to study intersections, identifying general corridor areas where jurisdictional access management standards are not met.

G. Intermodal Connections Analysis

Consultant shall identify existing intermodal connections for freight. Consultant shall identify deficiencies in the existing intermodal connections, based on research and existing inventory data collected in Tech Memos #1, #2 and #3.

County shall prepare maps and other graphics as needed to support Draft Tech Memo #3.

Consultant shall submit Draft Technical Memo #3 to County and APM. County shall submit one set of consolidated, non-conflicting comments to Consultant. APM will submit one set of comments to Consultant. County consolidated comments must include comments from TAC members.

4.3 Final Technical Memo #3: Existing Conditions Inventory and Analysis

Consultant shall revise the Draft Tech Memo #3 per comments from County and APM. Consultant shall post Revised Technical Memo #3 on the Project website within 2 weeks of receiving comments. County shall revise maps and graphics as necessary.

County Deliverables

- 4a Historical count data on County roads identified for 16- and 48-hour counts.
- 4b Inventory summary memos for rail, air, and funding
- 4c Updated land use data
- 4d Maps and graphics to support Draft and Final Tech Memo #3
- 4e Consolidated, non-conflicting comments on Task 4 Consultant deliverables

4f New tube counts conducted and summarized prior to August 31, 2016.

Consultant Deliverables

- 4A Methodology Memorandum (electronic Word and PDF copies only)
- 4B Draft Tech Memo #3 (electronic Word and PDF copies only)
- 4C Final Tech Memo #3 (electronic Word and PDF copies only)

Task 5: Future Conditions Analysis

Objective: Identify future conditions analysis for a 20 year planning horizon (2036).

5.1 Draft Tech Memo #4: Future Systems Conditions

Consultant shall prepare Draft Tech Memo #4, an assessment of land use and transportation future conditions in the Project Area under a “no-build” scenario. Consultant shall rely only on planned transportation improvements that have an identified and committed funding source (e.g. are in the Statewide Transportation Improvement Program), in preparing “no-build” scenario.

Draft Tech Memo #4 must include the following elements:

A. Population and Employment Forecasts

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

B. Future Transportation Volume Development

Consultant shall develop 20-year growth factors from available historical traffic volumes using a Level 1 trending forecast to predict future traffic volumes and conduct the future conditions assessment. For state highways, the Future Volume Tables available on TPAU’s website must be used. For County facilities, since many low volume district-level state highways have similar function to County facilities, the Future Volume Tables can be used, unless County has sufficient historical traffic data. Consultant shall calculate the annual traffic growth factors must be calculated for reasonable segments of collector and arterial roadways. Consultant shall confirm the growth factors used must be confirmed with County and ODOT prior to conducting future conditions analysis.

C. No-Build Scenario

Consultant shall analyze future conditions under a no-build scenario for automobile transportation. Analysis must include intersection and highway segment capacity analysis. Consultant shall use traffic analysis software programs that follow Highway Capacity Manual 2010 procedures and must be consistent with ODOT’s Analysis Procedure Manual.

D. Future Deficiencies

Consultant shall identify projected future transportation system deficiencies. Deficiencies must include both the failure to meet measurable standards identified in Tech Memo #1, and the failure to satisfy the goals, objectives, and evaluation criteria identified in Tech Memo #2.

Consultant shall clearly describe the deficiency and the approximate year or triggering event in which it is projected to occur.

County shall prepare maps and other graphics as needed to support Draft Tech Memo #4.

Consultant shall submit Draft Tech Memo #4 to County and APM. County shall submit one set of consolidated, non-conflicting comments to Consultant. APM will submit one set of comments to Consultant.

5.2 Final Tech Memo #4

Consultant shall revise Draft Tech Memo #4, incorporating comments from County and APM, and submit Final Tech Memo #4. County shall revise maps and graphics as necessary.

County Deliverables

- 5a Maps and graphics to support Draft and Final Tech Memo #4
- 5b Consolidated, non-conflicting comments on Task 5 Consultant deliverables

Consultant Deliverables

- 5A Draft Tech Memo #4
- 5B Final Tech Memo #4

Task 6: Development and Analysis of Alternatives

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

6.1 Draft Tech Memo #5: Alternatives Analysis and Preferred Plan

Consultant shall prepare Draft Tech Memo #5 identifying up to three alternative solutions for identified deficiencies and needs. Alternatives must address the standards, goals and objectives identified in previous Tech Memos.

Consultant shall provide an evaluation matrix for the alternative solutions, utilizing the evaluation criteria identified in Tech Memo #2. For road improvements, the evaluation matrix must include volume to capacity, Level-of-Service, and cost. Consultant shall use traffic analysis software programs which follow Highway Capacity Manual 2010 procedures and must be consistent with ODOT's Analysis Procedure Manual.

Consultant shall estimate conceptual construction costs for up to three build scenarios. Cost estimates must be planning-level cost estimates, based on year 2016 dollars, and referenced to appropriate escalation factors.

Consultant shall identify preferred, cost-constrained alternatives.

Draft Tech Memo #5 must include the following elements:

A. Identification of Auto-Related Alternatives

Consultant shall prepare proposed solutions for automotive system issues identified in Tech Memo #4. Consultant shall make a list of recommended changes to street classifications, with supporting rationale.

B. Access Management Standards

Consultant shall recommend future access management standards, identify areas that are critical for improving access management, as well as recommend measures to modify current access points based on the updated OAR Chapter 734, Division 51 and County access goals and ordinances.

C. Freight Infrastructure to Support Industrial Development

Consultant shall recommend facilities, treatments, and enhancements to support intermodal freight infrastructure, improve interactions with non-freight roadway users, and secure overall freight system connectivity as industrial properties develop.

Consultant shall recommend freight route improvements (including rail) to the existing transportation system and future freight route improvements to accommodate future land use and transportation system changes. Desired outcomes include a general, up-to-date portrait of how much freight travels through the County. This includes an understanding of the freight movement through communities, the freight delivery needs in these downtown areas, how alternate freight routes may impact the Project Area, and what role rail can play.

D. Bicycle and Pedestrian Connectivity

Consultant shall recommend connectivity improvements to County's existing bicycle and pedestrian routes particularly as these relate to City of Prineville bicycle and pedestrian infrastructure. Consultant shall recommend future bicycle and pedestrian route extensions into and beyond the Project Area to secure a navigable transportation system and provide the ability to reach desired goods, services, activities and destinations.

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

E. Transit

Consultant shall recommend connectivity and accessibility improvements to County's existing transit routes and facilities. Consultant may recommend future route extensions into and beyond the Project Area.

F. Multimodal Route Connectivity

Consultant shall recommend multimodal connectivity improvements between County's existing bicycle and pedestrian routes, as well as any existing or planned transit facilities. Consultant shall recommend future bicycle, pedestrian, and transit route changes within and beyond the Project Area in a way that supports multimodal connectivity.

G. Safe Routes To Schools

Consultant shall identify potential alternative connective routes, facility enhancements, and crossing treatments that would improve student safety when walking or biking to school. Consultant shall document these identified alternatives, enhancements, and treatments in a format that can be integrated by County into pedestrian and bicycle plans and shall be crafted to address the needs of future "Safe Routes to Schools" programs.

H. Underserved Populations

Consultant shall identify potential underserved populations and identify provisions relating to public transit, multi-modal transportation and other potential opportunities to enhance service.

I. Development Code Amendments

County shall prepare a list of amendments to County's development code that would implement the goals and policies identified in Task 3 and comply with OAR 660-012-0045. County shall provide this list of amendments to Consultant for review and suggestions.

J. Selection of Preferred Alternatives

Consultant shall identify a preferred alternative for each deficiency or need and, if different, a cost-constrained alternative taking into account, the Future Transportation Funding Plan (Task 7.1(B) for each deficiency or need, consistent with Step 15 of *Transportation System Planning Guidelines 2008*.

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

- A prioritized list of projects for walking, bicycling, transit, and motorized vehicles.
- Projects necessary to reduce transportation barriers to key development and redevelopment
- Access Management Standards for OR 126, OR 26, OR 370, and County arterials and collectors.
- Identification of "Safe Routes to Schools" improvements.
- Planning-level cost estimates referenced to an appropriate escalation factor for updates.

K. Future Transportation Funding Plan

Consultant shall prepare a comprehensive list of funding options for consideration by County. Funding options section must include a summary of historic and existing County transportation funding sources (as summarized in Tech Memo #3) and obtain Projected transportation funding and revenue from County. Funding options must include all funding sources available to County in a matrix form, and a brief narrative explaining each option.

Consultant shall prepare a future transportation funding plan based on the current and historic transportation funding information in Tech Memo #3 and consistent with Step 15 of *Transportation System Planning Guidelines 2008*.

County shall prepare maps and other graphics as needed to support Draft Tech Memo #5.

Consultant shall submit Draft Tech Memo #5 to County and APM. County shall submit one set of consolidated, non-conflicting comments to Consultant. APM will submit one set of comments to Consultant.

6.2 Final Tech Memo #5

Consultant shall revise Draft Tech Memo #5, incorporating comments from County and APM, and submit Final Tech Memo #5 to County and APM. County shall revise maps and graphics as necessary.

County Deliverables

- 6a List of amendments to County's development code
- 6b Maps and graphics in support of Draft and Final Tech Memo #5
- 6c Consolidated, non-conflicting comments on Task 6 Consultant deliverables

Consultant Deliverables

- 6A Draft Tech Memo #5 (electronic Word and PDF copies only)
- 6B Final Tech Memo #5 (electronic Word and PDF copies only)

Task 7: Draft Updated TSP, Implementing Ordinances and Findings

Objective: To prepare a Draft Updated TSP, Implementing Ordinances and Findings for consideration by County staff and County officials.

7.1 Draft Updated TSP

Consultant shall prepare a Draft Updated TSP incorporating earlier Tech Memos #1 – #5 and any additional comments received.

Draft Updated TSP must include:

1. Maps showing each updated future network: motor vehicle; bicycle; pedestrian; street; transit; and non-automobile transportation; along with a comprehensive map showing all networks
2. Prioritized list of multi-modal projects with escalation factor estimates
3. Project summary prospectus sheets, including project costs, location map, and cross-section
4. Access management spacing standards

Draft Updated TSP must summarize the following (in either the report body or appendix):

1. Transportation System Summary
 - Inventory of entire transportation system for all modes of travel.
2. Transportation Goals, Plans, and Policies
 - Survey of state, regional, and local plans, policies, rules and regulations.
 - Goals and objectives supporting the community's vision.
 - A discrete, actionable set of policies which capture the opportunities and strategies supporting an Updated TSP and otherwise reflect the intent of Goal 12 "to provide and encourage a safe, convenient, and economical transportation system.
3. Existing Conditions
 - Analysis of existing traffic conditions for all modes of travel: volumes, Level-of-Service, turning movements, mobility, and safety for all through streets and intersections. Areas of significant stacking (including at commercial driveways). Analysis of traffic safety issues and locations.
4. Future Demand and Land Use
 - Existing and future land uses to estimate traffic generation in the community, as well as future through traffic. Trip distribution, including estimates of trip ends per land use type, total annual trip ends, summer peak trip ends and winter peak trip ends.
5. Pedestrian Plan
 - A Pedestrian Plan aligned with current intermodal policy goals.
 - Examination and analysis of existing facilities. Recommendations for improvements and design standards. Focus on safety, particularly in areas of high pedestrian traffic or residential areas with significant speeding issues
 - Comprehensive and prioritized list of improvements, including itemized preliminary Engineer's Estimates; special emphasis must be placed on connectivity among primary pedestrian routes.
6. Bicycle Plan
 - A Bicycle Plan to better align with current intermodal policy goals.
 - Examination and analysis of existing facilities. Recommendations for improvements and design standards. Focus on safety, particularly in areas of high bicycle traffic, bike travel routes, scenic bikeways or residential areas with high speed traffic.
 - Comprehensive and prioritized list of improvements, including itemized preliminary Engineer's Estimates; special emphasis must be placed on connectivity among primary bicycle routes.
7. Transit Plan
 - Examination and analysis of existing facilities. Recommendations for improvements and design standards. Focus on safety, particularly in areas of high pedestrian traffic or residential areas with significant speeding issues.
 - Review of existing routes and frequency of service.

- Comprehensive and prioritized list of improvements, including itemized preliminary Engineer's Estimates; special emphasis must be placed on connectivity among anticipated transit routes.
 - Analysis and recommended improvements must reflect current intermodal policy goals.
8. Motor Vehicle Plan (including Transportation System Management, and Truck/Freight Plan)
 - Proposed changes and improvements to best accommodate vehicle traffic within the existing constraints and long-term vision of County
 - General vehicle circulation and business areas circulation.
 - Traffic calming measures in appropriate areas, based on bicycle and pedestrian safety, particularly in areas of high bicycle and pedestrian traffic or residential areas with significant speeding issues. Measures must take into account winter maintenance activities.
 - Comprehensive and prioritized list of improvements, including itemized preliminary Engineer's Estimates.
 - Street design standards (i.e., cross-sections) for arterial, collector and local streets.
 - Access Management Standards for state highways and county roads.
 9. Safety Plan
 - Develop data driven strategies for reducing fatal and serious injury crashes
 - Identify systemic transportation safety countermeasures for implementation based on a high benefit to cost ratio.
 - Identify location specific safety countermeasures for implementation based on a high benefit to cost ratio.
 - Identify high priority Projects for inclusion in the state's All Roads Transportation Safety program with supporting documentation.
 10. TSMO Plan
 - Identify effective TSMO strategies to enhance the safety, mobility and reliability of the transportation system
 - Identify ITS and other Projects to support items 5 –9 above.
 11. Sustainability Plan
 - Policies supporting community's vision regarding sustainability, including Transportation Demand Management and reduction of the carbon footprint.
 12. Funding and Implementation
 - Examination of historic funding sources and potential future funding sources.
 13. Plan Implementation Recommendations for ordinance amendments

County shall prepare necessary maps and other graphics to support Draft Updated TSP.

Consultant shall submit Draft Updated TSP to County and APM in PDF and Word format. County shall submit one set of consolidated, non-conflicting comments to Consultant. APM will submit one set of comments to Consultant.

7.2 Draft Implementing Ordinances and Draft Findings

Consultant shall prepare Draft Implementing Ordinances for implementing the Draft Updated TSP and its policies. Implementing Ordinances must identify Traffic Impact Analysis (TIA) requirements and develop language to incorporate into Crook County Code. TIA requirements may reference ODOT standards or provide text based on requirements of other similar Counties or ODOT.

Consultant shall prepare Draft Findings necessary for adoption of Draft Updated TSP by Crook County.

Consultant shall submit Draft Implementing Ordinances and Draft Findings to County and APM. County shall submit one set of consolidated, non-conflicting comments to Consultant. APM will submit one set of comments to Consultant.

7.3 Adoption Draft Updated TSP, Adoption Draft Implementing Ordinances and Final Findings

Consultant shall revise Draft Updated TSP, Draft Implementing Ordinances, and Draft Findings, incorporating comments from County and APM. Consultant shall submit Adoption Draft Updated TSP, Adoption Draft Implementing Ordinances and Final Findings to County and APM.

County shall prepare necessary maps and other graphics to support Adoption Draft Updated TSP.

Consultant shall submit 10 bound “hard” copies of the Adoption Draft Updated TSP, Adoption Draft Implementing Ordinances and Final Findings to County, and one bound “hard” copy to APM. Consultant shall submit four electronic copies on compact discs to County, and one electronic copy on compact disc to APM.

County Deliverables

- 7a Maps and other graphics for Draft Updated TSP and Adoption Draft Updated TSP
- 7b Consolidated, non-conflicting comments on Task 8 Consultant deliverables

Consultant Deliverables

- 7A Draft Updated TSP (electronic Word and PDF copies only)
- 7B Draft Implementing Ordinances (electronic Word and PDF copies only)
- 7C Draft Findings (electronic Word and PDF copies only)
- 7D Adoption Draft Updated TSP (electronic Word and PDF copies only)
- 7E Adoption Draft Implementing Ordinances (electronic Word and PDF copies only)
- 7F Final Findings (electronic Word and PDF copies only)

Task 8: Adoption

Objective: To adopt Updated TSP and associated Implementing Ordinances

8.1 Joint Planning Commission and County Court Work session

County shall arrange a joint work session with the Planning Commission and County Court to review the Draft TSP. Consultant shall prepare a summary presentation and attend up to one work session.

8.2 Planning Commission Hearing

County shall arrange and conduct one County Planning Commission Hearings for presentation of Adoption Draft Updated TSP, Adoption Draft Implementing Ordinances, and Final Findings. Consultant shall attend one hearing to present documents and answer questions. Planning Commission Hearing must provide an opportunity for public comment. County shall provide public notice through publication in the local newspaper.

8.3 Crook County Court Hearing

County shall facilitate a Crook County Court Hearing for presentation of Adoption Draft Updated TSP, Consultant shall attend one hearing County - to present documents and answer questions. Adoption Draft Implementing Ordinances, and Final Findings for approval and adoption.

8.4 Final Updated TSP and Final Implementing Ordinances

Consultant shall revise Final Updated TSP to reflect County Court actions. Consultant shall submit one bound “hard” copy and one electronic copy of the Final Updated TSP to County, Department of Land

Conservation and Development and APM. Electronic copies must be provided on compact discs both in .pdf and a modifiable format (e.g. MS Word).

Consultant shall prepare a web-ready version of the Final Updated TSP, which must include the following:

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

County shall revise and prepare Final Implementing Ordinances to reflect County Court actions.

8.5 Title VI Report

County shall prepare and submit to APM a report delineating Title VI activities, documenting Project process and outreach for all low income, race, gender, and age groups.

County Deliverables

- 8a One joint Planning Commission and County Court Work Session
- 8b One Planning Commission Hearing
- 8c One Crook County Court Hearing
- 8d Title VI Report
- 8e Final Implementing Ordinances

Consultant Deliverables

- 8A One joint Planning Commission and County Court Work Session
- 8B One Planning Commission Hearings
- 8C One Crook County Court Hearing
- 8D Final Updated TSP (10 hard copies)

Project Schedule

Tasks	Schedule
1	October 2017 and ongoing
2	Ongoing
3	October – December 2016
4	October – December 2016
5	December 2016-- February 2017
6	February -- May 2017
7	May -- July 2017
8	July -- September 2017

ATTACHMENT B: PROJECT SCHEDULE

ATTACHMENT C: PLANS AND POLICY REVIEW

<p>State</p> <ol style="list-style-type: none"> 1. Oregon Aviation Plan (2007) 2. Oregon Bicycle/Pedestrian Plan (2016) 3. Oregon Freight Plan (2011) 4. Oregon Highway Plan (2011) 5. Oregon Public Transportation Plan (1997) 6. Oregon Rail Plan Update (2014) 7. Oregon Transportation Options Plan (2015) 8. Oregon Transportation Plan (2006) 9. Oregon Transportation Safety Action Plan (2016) 10. 2015-2018 Statewide Transportation Improvement Program (TIP) 11. Access Management Rule (OAR 734-051) 12. Transportation Planning Rule (OAR 660-012) 13. OR 126 / US 26 Sisters to Ontario Corridor Strategy (1997) 14. ODOT Highway Design Manual 	<p>Regional</p> <ol style="list-style-type: none"> 1. COIC Regional Transit Master Plan (2013) 2. COIC Transportation Options Plan (2013) 3. COIC Regional Park & Ride Plan (2014) 4. COACT ODOT Region 4 Report on Central Oregon Rail Planning (2009) 5. COIC Comprehensive Economic Development Strategy (2007, update in progress) 6. Central Oregon Regional Health Improvement Plan (2016-2019) 7. Central Oregon Regional Large Lot Industrial Land Needs Analysis (2011)
<p>County</p> <ol style="list-style-type: none"> 1. Crook County Comprehensive Plan (1979, updated in 2003) 2. Crook County Code (update 2016) 3. Crook County Transportation System Plan (2005) 4. Crook County Coordinated Human Services Public Transportation Plan (2009) 5. OR 126 Corridor Facility Plan (2012) 6. Crook County Road Standards 7. Crook County Capital Improvement Program / Transportation Budget 	<p>City</p> <ol style="list-style-type: none"> 1. City of Prineville Transportation System Plan (2013) 2. Prineville Downtown Enhancement Plan (1997) 3. Prineville Airport Master Plan (update in progress) 4. Rapid Health Impact Assessment for Crook County/ City of Prineville – Bicycle and Pedestrian Safety Plan (2011)