

Consultant may be assigned the method of monumentation, which could be the Network Method, Boundary Method, or a combination of both methods which are defined in the [ODOT Monumentation Policy](#).

Consultant shall set control and/or ROW monuments within 45 days of the completion of construction.

#### **Deliverables**

- ☒ Submit the deliverables below to the LAPM.
  - AutoCad Civil 3D file displaying the control and/or monuments – Submit within (2) weeks after recording of the SFM with the Clackamas County Surveyor's office
  - AutoCad Civil 3D file with centerline(s), control and monument data, and report of alignment(s) showing coordinates, bearing, stations, etc., per AutoCad Civil 3D reports – Submit within (2) weeks after recording of the SFM with the Clackamas County Surveyor's office
  - Final report of monument station and offset relationship to the alignment(s) – Submit within (2) weeks after recording of the SFM with the Clackamas County Surveyor's office
  - Agency ROW files and copies of all deeds, court judgments, etc., from the Clackamas County – Submit within (2) weeks after recording of the SFM with the Clackamas County Surveyor's office
  - Original field notes and (1) copy in .pdf format – Submit within (2) weeks after recording of the SFM with the Clackamas County Surveyor's office
  - Final ASCII file of all control and monument points set – Submit within (2) weeks after recording of the SFM with the Clackamas County Surveyor's office

#### **Task 2.4.3 Post Construction Monumentation Survey Filing Map (SFM)**

Consultant shall create SFM in accordance with Agency Survey Filing Map Standards, County and ORS 209 requirements. Consultant shall ensure preservation of existing survey markers in conformance with Chapter 6.2 of the [ODOT Construction Survey Manual for Contractors](#), available on line at:

<http://www.oregon.gov/ODOT/ETA/Pages/Manuals.aspx>

Consultant shall monument any newly acquired ROW in accordance with Survey Filing Map Standards for Right of Way Monumentation, available on line at

<http://www.oregon.gov/ODOT/ETA/Pages/Manuals.aspx>

Consultant shall submit the survey to Clackamas County for filing on archival Mylar or acceptable media per county requirements.

#### **Deliverables**

- SFM – File at the appropriate County Surveyor's office within (45) days after setting monuments.
- ☒ Submit the deliverables below to the LAPM
- Final recorded SFM and narrative regarding methodologies used – Submit within (2) weeks after recording of the SFM with the Clackamas County Surveyor's office

### **TASK 3.0 Public Involvement Assistance (JLA)**

The primary purpose of the public involvement task is to provide assistance to the City for public meetings and communications. The project team will work with the City Project Manager to complete the following subtasks:

#### **Task 3.1 Public Outreach Plan**

- Existing Conditions Plan
- Opportunity/constraint diagram

### **Task 3.1.1 Public Involvement and Outreach Plan**

Consultant shall work with City to develop and implement a public involvement plan that includes key messages about the project, project process and schedule, decision-making, stakeholders, and public involvement strategies and tools to be used to engage stakeholders during design.

#### **Assumptions:**

- City will provide property owner/site addresses for the project for purposes of any mailed information materials
- City staff will serve as point of public contact on all communications materials and respond to community email and phone inquiries
- City shall provide and manage a webpage for the project
- City shall be responsible for printing and mailing any public information that goes out to public, i.e newsletters, factsheets, meeting invite postcards.
- City shall use internal stakeholder email distribution lists and City social media for the purposes of outreach on this project.

#### **Task 3.1.1 Deliverables:**

The following deliverables are part of this task:

- Draft and Final public involvement and outreach plan, which includes key messages, stakeholder lists, and key messages
- Project information/fact sheet with contact information and process/schedule information
- Design of all newsletters, factsheets, postcards, and mailings in pdf format and original software format (ie MS Word)

### **Task 3.1.2 Public Information Materials**

The Consultant shall work with the City to develop initial content for City website and create a social media plan to supplement public information sharing. The Consultant shall develop public information materials for print at key milestones that serve to inform and invite stakeholders to participate in the design process. Consultant shall draft and design up to two (2) 11x17 project newsletters/mailers and one (1) 8.5x11 mailer for the purposes of inviting the general public to two general open houses and also communicating final design and next steps for construction. Consultant shall also draft and design up three (3) letters to adjacent neighbors for the purposes for an additional personal introduction to the project, knowledge of field activities, and invite immediate neighbors to small group or one-on-one discussions related to geography.

#### **Assumptions:**

- City shall be responsible for printing and mailing any public information that goes out to public
- City shall use internal stakeholder email distribution lists and City social media for the purposes of outreach on this project.
- City shall post public information materials to city website

**Task 3.1.2 Deliverables:**

The following deliverables are part of this task:

- Initial web content for use by City and up to four (4) updates
- Social media plan to support the distribution of additional public information (City implements and tracks)
- Up to three (3) letters tailored to closest properties introducing project and inviting to smaller group meeting or in advance of canvassing in pdf format and original design software format
- Two (2) 11x17 mailers for the two open house events in pdf format and original design software format
- One (1) updated 11x17 mailer or an 8.5x11 mailer to share final design and prepare for next steps in pdf format and original design software format

**Task 3.1.3 Public Meetings**

The Consultant shall design and host up to three small group sessions for nearest neighbors, related by geography/land use. These would occur early for the design team to better understand issues and concerns by those most affected by the project. The Consultant shall also design and host up to two (2) open houses at 30% and after 60% design milestones. Gateway treatments, aesthetics, landscaping, and access will be major topics. The community “before survey” (see task 3.2) will be coordinated with the initial open house.

**Assumptions:**

- City shall post materials for public information materials to city website after the meeting
- City shall provide meeting space for the open house and meetings or pay for any room/refreshments costs

**Task 3.1.3 Deliverables:**

The following deliverables are part of this task:

- Meeting plans/agendas and summaries for up to 3 small group meetings, including comment forms, sign in sheets
- Meeting plans/agendas and summaries for up to 2 open house events, including comment forms, sign in sheets and necessary graphics or displays to supplement landscape architectural graphics or project maps

**Task 3.2 Community Survey**

The Consultant team shall work with the City to design two surveys, one early in design and one for post construction, that seek to collect information from the public and in the field about the before and after conditions of the design and project. The “Before Survey” would be administered to the public online or through the first public meeting.

**Assumptions:**

- Consultant shall develop and implement an online “Before Survey”
- City shall be responsible for printing/mailling/distributing paper surveys to supplement the online survey.
- Consultant shall draft a “Post Construction Survey” that would need to be revised and implemented later by the City, assumes public involvement support services for construction not included in this contract.

**Task 3.2 Deliverables:**

The following deliverables are part of this task:

- “Before Survey” questions in paper and online formats
- Summary of “Before Survey”
- Draft “Post Construction/After Survey” questions that can be finalized later by City.

**Task 3.3 Oregon City Metro Enhancement Grant**

Consultant shall lead development and administration of the Oregon City Metro Enhancement Grant to provide wayfinding signage and or/art installations along the corridor.

- Identify possibly group to be applicant and determine who will be applicant
- Work with identified group on the concept for the grant application
- Complete grant application on behalf of the group identified
- Manage and oversee all aspects of the grant once awarded

**Assumptions:****Task 3.3 Deliverables:**

- Draft Metro Enhancement Grant Application
- Final Metro Enhancement Grant Application

**TASK 4.0 Design Studies and Reports****Task 4.1 Preliminary Traffic Signal Analysis and Vehicle Classification Counts (Kittelson)**

Consultant shall include the study of Molalla Avenue to support the design of the proposed facility.

- Conduct or obtain weekday morning (7-9 a.m.) and evening (4-6 p.m.) peak period traffic counts to include pedestrian counts, bicycle counts, and truck percent, at the following ten (10) intersections along Molalla Avenue:
  - Beaver Creek Road
  - Adrian Way
  - Clairmont Way
  - Gaffney Lane
  - Fir Street
  - Garden Meadow Drive
  - Char Diaz Drive
  - OR213
  - Up to two (2) driveways
- Conduct 24-hour bi-directional tube count on Molalla Avenue between Beaver Creek Road and OR213. The tube count will be conducted for a seven (7) day period and will include hourly traffic volumes, vehicle classifications, and travel speeds.
- Summarize the traffic counts and determine the existing year 2018 traffic volumes at the study intersections for the weekday a.m. and p.m. peak periods.
- It is assumed that the City will provide assigned in-process traffic volumes associated with any planned developments within the project area that may not be reflected within the travel demand forecasts.