**City of Canby Comprehensive Plan Update and Transportation System Plan Update**

**Combined Scope of Work**

This scope of work is for the Canby Comprehensive Plan and Transportation System Plan Update project. It is a draft for inclusion with the Request for Proposals to be issued by the City of Canby to solicit potential contractors to assist the City with the project.

## Comprehensive Plan & TSP Update Combined Tasks

Task 1 – Project Management

Consultant will work collaboratively with the City to manage the project, with the Consultant managing and coordinating all activities of its team members. The Consultant should create clearly defined roles and responsibilities; communicate early and often; streamline communications through the use of clear protocols, templates, and on-line platforms; and, ensure there are clear checkpoints for the management team to assess the project holistically.

Description of Sub-Tasks

1.1 Project Administration

Consultant will maintain project files to include documentation related to the Project, including but not limited to computations, assumptions, meeting minutes, working drawings, correspondence and memoranda. Consultant should prepare and maintain a Project management team (PMT) website (using web-based tools) that includes communication, PMT roster, draft and revised schedules, online discussion topics, and deliverables.

1.2 Project Schedule

Consultant will develop and maintain a project schedule showing the duration of work tasks and subtasks needed to complete the Project. Consultant will prepare a simple graphic milestone-oriented schedule for the project. Consultant will coordinate the schedule with the consultant team.

1.3 Project Kick-off Meeting

Key Consultant team members and City staff will participate in an online project kick-off meeting. The goal of the meeting will be to introduce City and consulting team members, and agree on team member roles, expectations, project risks, and timelines. Consultant will work with City staff to prepare an agenda and identify materials needed for the meeting. Consultant will summarize the outcomes of the meeting, including any needed refinements to the project scope and schedule.

1.4 Obtain and review background materials

Consultant will obtain needed background materials from the City and/or other easily accessible sources.

1.5 Regular Project Management Team (PMT) Meetings and Project Assessment

Consultant will organize, participate, co-lead (with the City) and summarize online project management team meetings or conference calls. These calls will be conducted approximately every two weeks for the duration of the planning process and will integrate both the Comprehensive and TSP efforts.

1.6 Additional Communication and Coordination

In addition to the tasks described above the Consultant project manager will regularly communicate and coordinate with City staff and other team members regarding the status of and plans for current and upcoming project deliverables and activities. This will be done via email, telephone and online meeting communication.

Task 2 – Community Engagement

Engaging the community in this project is essential for its success. The consultant will work collaboratively with City staff, community groups and stakeholders to inform the public about this project and solicit their ideas and opinions about key project issues and deliverables. The team will use a variety of tools and resources as described in the following sub-tasks and deliverables.

**Description of Sub-Tasks**

2.1 Community Engagement Plan

The Consultant will prepare a draft and final Community Engagement Plan which will guide engagement activities throughout the Comprehensive Plan and TSP updates process. The Engagement Plan will be based around the information needs (the information to share, the information the City is aiming to collect) and the audiences the City is trying to reach. Consultant will prepare an underserved Populations Report as a section of the Engagement Plan to identify the locations and concentrations of underserved populations in the project area to ensure full and fair participation by all potentially affected community members in the decision-making process, including disabled, low-income, limited English proficiency, minority or other underserved groups. The Engagement Plan also will address other project accessibility needs including (but not limited to) language translation services, vision and hearing impairment accommodations, and access to technology. An initial draft of this document will be reviewed at the project kickoff meeting proposing an initial schedule for the major activities, lines of communication, and lead times. The Engagement Plan will include some combination of the activities described under this task, as well as other strategies agreed upon by the City and Consultant.

2.2 Project Branding

Consultant will develop a project brand package that includes a project logo, color scheme, font and heading hierarchy based on any existing City standards and aiming for quick identification of this project’s communications, accessibility, and flexibility of use.

**2.3** **Project Webpage**

Consultant will develop and host a joint Comprehensive Plan and TSP project website to be linked from City website. The project website will serve as the primary information source, including at a minimum project background, current/upcoming events, a process schedule, a document library, and an ongoing method for providing comments or input. The website should be used to communicate with the general public about why the Comp. Plan and TSP Update matters and how they can contribute to it. Consultants will create a Project overview video to introduce the Comp. Plan and TSP Update process in a readily understandable way.

Consultant will work with City staff to regularly update the website to include access to draft work products, announcements about upcoming engagement events, results of previous engagement events and other project information as it is available. Consultant will develop a plan for transitioning web assets back to City at the conclusion of the project.

**2.4 Community Open Houses and Workshops**

The equivalent of up to four (4) in-person community open houses or workshops will be conducted during the course of the project to inform the community and solicit feedback on key project elements. Topics of these meetings are expected to include residents’ overall vision for the future of the City; key planning or policy issues that need to be addressed in the Comprehensive Plan update; revised draft policy language for inclusion in the Plan; and/or shorter-term actions that are needed to implement longer-term policies. Consultant will work with City staff to determine the most appropriate format and approach for each meeting, identify needed meeting materials and staffing assumptions, and agree on notification/publicity efforts, consistent with the Engagement Plan. City staff will make logistical arrangements, implement the notification plan and assist in staffing meetings, as needed. Consultant will work with the City to identify a local Spanish interpretation service to be provided at community open houses. Consultant also will work with City to address other accessibility issues, including those related to people with physical disabilities, visual or hearing impairments, or other issues. Consultant will acquire a Spanish translator as needed for the four open houses.

**2.5** **Online Open Houses and/or Surveys**

Consultant will plan for, organize and conduct two online open houses and/or community surveys that are informative, engaging, and easy to access regardless of technology. Basic text in the online activities, as well as all video content will be posted with English and Spanish captions as well as transcripts to ensure accessibility.

**2.6** **Project Advisory Committee (PAC) meetings**

The Consultant will prepare for, facilitate, and summarize up to 10 meetings of a PAC to be selected or appointed by the City to advise on the Comprehensive Plan and TSP update processes. Meetings may be two (2) hours to cover Comprehensive Plan and TSP content. PAC meetings will be conducted in-person or via a hybrid in-person/online meeting platform.

**2.7** **TSP Technical Advisory Committee (TAC) meetings**

The Consultant will prepare for, facilitate and summarize up to six meetings of a TSP TAC. TAC members are expected to include City Department staff, county, and state agency representatives, as well as members of other transportation organizations, as appropriate.

**2.8** **Comprehensive Plan** **Technical Advisor Review**

Coordination with specific technical advisors will supplement the combined Comp Plan/TSP PAC meeting process. These may include other and/or subject matter experts. The Consultant will communicate and coordinate with these Technical Advisors on an as-needed basis to review and evaluate specific technical planning and policy issues.

**2.9 Informational Materials**

Consultant will prepare general informational materials to inform people about the Comprehensive Plan project, such as a draft Project Summary, Frequently Asked Questions (FAQ) documents, or other materials that describe planning and policy issues associated with specific Comprehensive Plan topics. Consultant will maintain the interested parties list compiled by the City, and email monthly updates for up to 18 months to notify them of Project progress, meetings, and presentations.

**2.10 Stakeholder Interviews**

Consultant will prepare for, conduct and summarize interviews with up to 20 key community stakeholders about Comprehensive Plan issues and priorities. The City will provide an initial list of stakeholders and work with the Consultant to agree on a final list. City staff will assist in scheduling interviews.

**2.11 Community Events and Other Outreach Activities Support**

Consultant will work with City staff to prepare for and summarize a variety of community outreach events and meetings. Consultant will prepare materials for use by City staff and volunteers to conduct the majority of the meetings or events Meeting or event facilitators – primarily City staff and/or volunteers – will conduct and summarize results of these activities. Consultant will prepare a combined summary of activities.

**2.12 Planning Commission and City Council Updates**

Consultant will support City staff in providing regular updates to the City Planning Commission and City Councilors. These will include a combination of relatively concise briefings on the project, combined with 2-3 more in-depth work sessions with each group during the course of the project. A total of approximately 10 briefings will be conducted.

Task 3 – Community Visioning

Consultant will work with City staff and community members to develop a Community Vision that will be incorporated in and form the foundation for the updated Comprehensive Plan and TSP documents. The Vision will establish goals and objectives to reflect community priorities that will later be used as evaluation criteria in a project prioritization framework. Activities associated with the Visioning element will include selected engagement activities described under Task 1 of this scope of work. A draft of the Vision will be posted to the project website for community feedback after addressing one-round of unified PMT comments.

## Comprehensive Plan Update

CP Task 1 – Existing and Baseline Conditions Summary

Description of Sub-Tasks

1.1 Existing Conditions Review

Consultant will work with City staff to review information about existing conditions in the City. This information, in combination with other task results, will help form the basis for updated Comprehensive Plan narrative. It will address the following topics:

* Population and Demographics
* Land Use and Growth Management
* Housing
* Economic Development
* Natural Resources and Hazards
* Water and Wastewater Facilities
* Other Public Facilities and Infrastructure, including Emergency Planning
* Parks and Recreation based on the updated 2022 Park and Recreation System Planning effort)
* Transportation (addressed in the Transportation System Plan process)
* Sustainability and Climate Resiliency

City staff will take the lead in preparing selected narrative sections, including the following:

* Land Use
* Economic Development
* Housing

1.2 Background Summary Reports

As part of this task, Consultant will summarize existing conditions in a series of Background Summaries. Background documents and other information provided and obtained in Task 1, coupled with results of initial community engagement activities, will be the primary source of information for these materials.

Background Summary documents will include information about existing conditions, priority planning issues, baseline conditions associated with land use and development, the City’s role in addressing issues, relationship to other planning topics, and maps, infographics or other illustrative graphics.

CP Task 2 – Future Conditions and Land Use Scenario Planning and Evaluation

Consultant will work with City staff and community members to identify future trends related to growth and development, the results of transportation analysis associated with baseline conditions, and results of the visioning work conducted in combined Task 3. Consultant will use this information to prepare and evaluate up to four land use and transportation scenarios that identify the locations and character of future housing and employment growth and will identify a preferred land use scenario. Scenarios may differ in terms of the location and type of development that occurs. The Consultant will incorporate these scenarios in the transportation modeling process associated with the TSP Update to evaluate the impact of each scenario on the transportation system.

CP Task 3 – Updated Comprehensive Plan Goals and Policies and Other Information

Consultant will work with City staff to prepare updated goals and policies for the Comprehensive Plan, including assessing current policies, drafting new policy alternatives, selecting proposed draft policies, reviewing and refining draft policies, and helping cross-reference policies for future synthesis.

**Description of Sub-Tasks**

**3.1** **Preliminary Review of Existing Policies**

City staff will undertake an initial review of existing Comprehensive Plan policies, given their familiarity with the existing Comprehensive Plan and the current status of policy implementation in the City. This review will include policies in the Comprehensive Plan and other adopted policy documents, to identify policies that are still potentially applicable or relevant; policies that are no longer relevant; and policies that are relevant but would more appropriately be integrated in the Comprehensive Plan in other ways.

**3.2** **Secondary Review and Refinement of Policies**

Consultant will review the results of City staff’s initial policy review and supplement it with additional findings associated with results of previous tasks and results of community engagement activities undertaken to date. Consultant will prepare a proposed revised draft set of updated Comprehensive Plan goals and policies. Policies should reflect newly adopted Council goals, as well as goals and policies developed during previous planning processes.

**3.3** **Community Review and Refinement of Revised Draft Policies**

The team will review the revised draft Comprehensive Plan policies with the PAC, other community members and the Planning Commission and City Council. This review is expected to include the following activities:

* Up to four PAC meetings
* Community engagement activities identified in Task 2
* Meetings with the Planning Commission and City Council

Consultant will draft a set of updated policies for inclusion in the Comprehensive Plan based on this review.

**3.4 Updated Maps and GIS Assistance**

Consultant will work with City staff to prepare updated maps to summarize conditions described above. City staff will assist Consultant with selected maps as agreed upon by Consultant and City staff. Maps will be provided in PDF format as well as in ArcGIS Online or similar web platform, where possible, to support online engagement and outreach. As part of this element, Consultant will work with City staff to improve their GIS resources and capabilities.

CP Task 4 – Urban Growth Boundary (UGB) Evaluation and Amendment

Consultant will work with the City to evaluate the sufficiency of the City’s UGB to accommodate future growth. If that evaluation indicates that land within the UGB is not sufficient to accommodate growth, Consultant will work with the City to evaluate and identify a UGB expansion area and amend the UGB accordingly.

**Description of Sub-Tasks**

**4.1** **Initial UGB Sufficiency Assessment**

Consultant will prepare an initial evaluation of the sufficiency of the existing UGB to accommodate projected future (20-year) land needs. This will include evaluation of the following:

* Results of the City’s Housing Needs Analysis (HNA)
* Results of the City’s Economic Opportunities Analysis (EOA)
* Update of the City’s supply of buildable lands inventory, as needed
* Assessment of additional land needs not accounted for in the HNA and EOA planning efforts

**4.2** **Evaluation of Efficiency Measures**

If the results of Task 4.1 indicate that the City does not have an adequate supply of land within its existing UGB to meet projected 20-year land needs, consistent with Oregon laws and administrative rules, Consultant will identify and evaluate the potential impacts of “efficiency measures” in reducing the magnitude of the potential need.

**4.3** **Identification and** **Evaluation of Potential UGB Expansion Areas**

If the results of Task 4.2 indicate that the City still does not have an adequate supply of land within its existing UGB to meet projected 20-year land needs after accounting for the impacts of “efficiency measures,” Consultant will identify and evaluation potential areas where the UGB could be expanded. This process will be coordinated with County and State Agency staff, including the Oregon Departments of Land Conservation and Development and Transportation throughout. The evaluation will include the following steps:

* Analyze potential expansion areas outside the City’s existing UGB consistent with OAR [**660-024-0065**](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=175764)**.**
* Prioritize land in the Study Area consistent with OAR 660-024-0067.
* Evaluate Land in the Study Area for inclusion into the UGB, through application of Goal 14 Factors.
* Select a proposed UGB expansion area based on results of the evaluation described above, as well as further coordination with staff and decision-makers, and community members.

**4.4** **Preparation of Adoption Materials and Findings**

Based on the results of Tasks 4.1-4.3, Consultant will prepare materials needed for adoption of a UGB amendment, including memoranda and reports summarizing earlier tasks and findings of compliance and consistency with all applicable City, County and State policies, administrative rules (OARs) and statutes (ORS provisions).Consultant will complete the UGB initiation process within the prescribed timelines below to permit the use of the current PSU population forecast without having to repeat the current HNA, HPA and EOA processes based on new population forecasts.

*(OAR 660-032-0020 (5) If a local government outside the Metro boundary initiates a periodic review or any other legislative review of its comprehensive plan that concerns an urban growth boundary or other matter authorized by OAR 660-032-0040(2) after the Portland State University Population Research Center issues a final population forecast for the local government, but prior to the issuance of a final forecast by PRC in the subsequent forecasting cycle described in OAR 577-050-0040(7), the local government may continue its review using the forecast issued in PRC’s previous forecasting cycle.*

Canby will need to initiate the plan amendment (PAPA) prior to the issuance of the final version of the population forecast anticipated June 30, 2024, the current (2020) version of the population forecast may be used.  Note that the key term in rule is “initiates,” which is given the following definition:

*(3) "Initiates" means that the local government either:*

*(a) Issues a public notice specified in OAR 660-018-0020, including a notice to the department, for a proposed plan amendment that concerns a subject described in 660-032-0040(2); or*

*(b) Receives the Director’s approval, as provided in OAR 660-025-0110, of a periodic review work program that includes a work task concerning a subject described in 660-032-0040(2).*

CP Task 5 – Short-Term Action Planning

As part of the Comprehensive Plan effort, Consultant will develop and compile a list of shorter-term actions identified by City staff and community stakeholders that are important in implementing the Comprehensive Plan. Consultant will incorporate these actions into a one- to five-year Action Plan based on further review and refinement of the actions with City staff.

**Description of Sub-Tasks**

**5.1** **Recommended Updates to System Development Charge (SDC) Methodologies**

Consultant will evaluate the City’s SDC rates and methodologies to ensure that they are adequate to address future growth needs and will recommend updates to both the methodologies and rates associated with water, wastewater, stormwater and transportation. Consultant also will provide a broad assessment of other funding strategies that may be considered for addressing the need for public facilities and services necessitated by future growth and development.

**5.2** **Preliminary Draft Action Planning List and Outline**

During the course of the project, Consultant will develop and compile a list of actions identified during the Comp Plan and Transportation System Plan Update process. Consultant also will prepare an Action Plan Outline describing the general structure and contents of the Action Plan.

**5.3** **Preliminary Draft Action Plan**

Building on Task 5.2, Consultant will prepare a Draft Action Plan Outline for review by City staff. For actions included in the Draft Action Plan, Consultant will work with City staff to recommend proposed responsibilities, timelines, and resources required for implementation.

CP Task 6 – Updated Comprehensive Plan Document

Consultant will prepare Draft, Revised and Final Comprehensive Plan documents. Consultant and City staff will review the Comprehensive Plan with the PAC, other community members, the Planning Commission and City Council as part of this task.

**Description of Sub-Tasks**

6.1 Preliminary Draft Comprehensive Plan and Action Plan

Consultant will prepare a document template to be used for each Comprehensive Plan chapter. It will indicate the proposed page layout, fonts, colors, and other recommended graphic styles. Consultant will revise this template, as needed, prior to creating a preliminary draft of the Comprehensive Plan.

Consultant will use the results of previous tasks to draft a Preliminary Draft Comprehensive Plan including updated text, maps and policies. The Action Plan prepared in Task 5 will be a companion document to the Comp Plan.

6.2 Draft Comprehensive Plan Review and Revision

The team will review the draft Comprehensive Plan with the PAC, other community members and the Planning Commission and City Council. Further review will occur during the adoption process in Task 7. This review is expected to include the following activities:

* One PAC meeting.
* Community engagement activities identified in Task 2.
* One or more meetings with the PC and City Council.

Consultant will draft a set of updated policies for inclusion in the Comprehensive Plan based on this review.

CP Task 7 – Adoption Process

Consultant will work with City staff to review the draft Comprehensive Plan with the City’s Planning Commission, City Council and members of the public through Planning Commission and Council work sessions and hearings. This task will result in an adopted updated Comprehensive Plan.

The adoption process also will be used to review and adopt the proposed UGB amendment and findings produced in Task 6. Additional meetings with the Clackamas County Board of Commissioners are expected to be needed to adopt the proposed UGB amendments.

**Description of Sub-Tasks**

7.1 Presentation Materials

Consultant will prepare a PowerPoint presentation for use in presenting the proposed draft Comprehensive Plan and Development Code amendments to the Planning Commission in a work session or public hearing.

7.2 Canby Planning Commission and City Council and Clackamas County Board of Commissioners Work Sessions and Hearings

Consultant will participate in work sessions and public hearings with the Canby Planning Commission and City Council and the Clackamas County Board of Commissioners to adopt the updated Comprehensive Plan and proposed amendment to the Canby UGB. City staff will make all logistical arrangements for these hearings, including providing public notice and submitting required notice to state agencies. Consultant may optionally prepare needed findings in support of adoption of the Plan. Based on the results of the adoption process, Consultant will prepare a final Comprehensive Plan document.

## Transportation System Plan Update

TSP Task 1 — Plan Framework and Direction

Consultant will review existing plans, municipal code, and state transportation plan requirements to establish a framework of reference for TSP updates and develop evaluation criteria for later project tasks and to begin to establish the levels of service appropriate for road design in different areas of City.

Description of Sub-Tasks

1.1 TM #2: Policy and Plan Investigation

Consultant will review relevant background documents, to be provided by City, to identify the issues of unique concern to the City and areas to build upon prior planning efforts in order to help all stakeholders develop a common understanding of the context surrounding the TSP update. Relevant background plans and policies the City will provide should include documents from the city, state, and county including recent and upcoming amendments to the Transportation Planning Rule (TPR).

Consultant will provide a draft and revised TM #2 summarizing the documents and other information reviewed, with particular focus on complete streets, multi-modal transportation, reduced parking, and other priority areas identified through document review.

**Note: For this and all other technical memoranda in this and other Tasks, memos will be posted to the project website for community feedback after addressing one-round of unified PMT comments.**

1.2 TM #3: Regulatory Review

Consultant will review and identify regulatory gaps in the City’s Comprehensive Plan and Municipal Code that need to be updated to bring them into compliance with the Oregon Transportation Plan and the TPR and will summarize them in a draft and revised TM #3. Particular attention should be paid to recently adopted or upcoming TPR amendments. Consultant should ensure that policies exist to protect the function of roadway facilities, promote alternate modes (transit, bicycling and walking), and ensure that land uses and roadway classifications are compatible.

1.3 TM #4: Transportation Performance Measures and Project Prioritization Framework

Consultant will develop a set of system performance measures that will be used to assess the conditions of the transportation system and summarize them in a draft and Revised TM #4. Performance Measures must include:

* Multimodal analysis based on qualitative assessment levels and Level of Traffic Stress.
* Roadway congestion analysis based on volume to capacity and level-of-service.
* Safety, including fatal and serious injury crashes and crashes involving a pedestrian, or bicyclist.
* System completeness of sidewalks and bikeways along arterial and collector streets.
* Access to community amenities, such as parks and schools.
* Access to transit.

Consultant will a set of evaluation criteria for each TSP goal to prioritize transportation projects. Evaluation Criteria must include, at a minimum: social benefits; health benefits; economic cost or benefit; impact to cost of housing and transportation; improved transportation choices; cost of construction and maintenance; and vehicle miles traveled and greenhouse gas reduction.

1.4 TM #5: Transportation Facility Design and Performance Standards

Consultant will review current transportation standards to recommend revisions, and will develop or update standards for each mode to address facility design, network density, connectivity, safety, and performance, including consideration of additional measures beyond motor vehicle congestion; Consultant will summarize results in TM #5.

As part of this effort, Consultant will work with the City and technical advisors to identify street, bikeway, walkway, and multi-use path cross-sections for all facility types. Cross-sections are needed for all street classifications.

1.5 Final TM’s #2 TO #5

Consultant will incorporate feedback from PAC, technical advisors, PC/CC work session, and community feedback into final versions of TM #2 through #5.

TSP Task 2 — Transportation Existing Conditions and Future Needs Analysis

Consultant will establish an evaluation methodology based on evaluation criteria and performance measures established in the previous task to complete an existing conditions inventory of multimodal conditions. Consultant will also execute a future transportation analysis to determine future multimodal needs. Findings from this task will be presented to the PAC, technical advisors, planning and County Commissions, and at a community workshop event.

Description of Sub-Tasks

2.1 TM #6: Evaluation Methodology and Assumptions

Consultant will prepare a draft and revised TM #6 summarizing assumptions and methods for the existing and future multimodal analysis. Methodology must utilize the system transportation performance measures from TSP Task 1.3 to assess the existing multimodal conditions and must document study intersections (assumed to include up to 40 study intersections, including those analyzed in the 2010 TSP, plus up to 6 additional study intersections in the Urban Growth Boundary (“UGB”) expansion or other areas), data collection, seasonal adjustments, future horizon year, etc. Revised TM #6 must be posted to the project website for community feedback after addressing one-round of unified PMT comments.

2.2 TM #7: Existing Multimodal Conditions

Consultant will inventory and map existing conditions for all modes within Project Area (i.e., current UGB plus expansion area) and will document them in a draft and revised TM #7. These will include:

* Inventory of existing transportation facilities and services along all arterial and collector roadways.
* Perform aerial surveys of all transportation facilities and confirm via field observations.
* Assessment of regional and local system travel patterns.
* Assessment of system transportation performance measures from TSP Task 1.3.
* Identify gaps and deficiencies for each mode relative to proposed standards from TSP Task 1.4 Transportation Facility Design and Performance Standards.
* Provide an operations model of the study intersections to report intersection performance and identify existing operational deficiencies and local system needs.

2.3 TM #8: Future Traffic Forecasting

Consultant will prepare the horizon year (2043) travel forecasts using the Canby travel forecast tool. Consultant will update the forecast tool to incorporate existing system travel pattern data and factor in horizon year growth estimates. Future forecasts should be consistent with the 20-year population projections from Portland State University and the City’s Economic Opportunities Analysis.

The Consultant will develop future horizon year baseline motor vehicle volumes for study intersections and post-process them using National Cooperative Highway Research Program Report 255 guidelines. Consultant should identify anticipated funded roadway segment improvement or extension projects to assume for the baseline horizon year analysis. Consultant will consider through traffic growth on OR 99E based on ODOT Future Traffic Volume estimates and consider traffic diversion resulting from ODOT’s tolling project.

Consultant should coordinate with City staff to complete the land use (population and employment) information for base and horizon year, and identify expected land development within the UGB and planned UGB expansion areas and provide separate horizon year forecasts.

The forecasting methods and results will be documented in a draft and revised TM #8.

2.4 TM #9: Future Multimodal Needs

Consultant will work with City to identify anticipated funded multimodal projects to assume for the baseline horizon year analysis and incorporate them into the future study intersection operational analysis and pedestrian and bicycle analysis consistent with TSP Task 1.3. The analysis will be documented in TM #9 and should include for both horizon year scenarios (i.e., current UGB and expanded UGB):

* An assessment of horizon year system performance at study intersections and v/c ratios for arterial and collector roadway segments.
* An assessment of horizon year performance on arterial and collector roadways for walking and biking by incorporating any funded improvements, and additional traffic volume growth, using the measures from TSP Task 1.3.
* An estimate of the future base and horizon no-build vehicle miles traveled per capita.
* An identification of additional needs to support walking, biking and transit travel with planned growth through the horizon year.
* A detailed corridor analysis of OR 99E will be conducted to identify future travel needs for all users on the corridor, including the need for alternative highway mobility targets.

2.5 Final TM’s #6 TO #9

Consultant will incorporate feedback from PAC, technical advisors, PC/CC work session, and community feedback into final versions of TM #6 through #9.

TSP Task 3 – Transportation Projects and Programs

Consultant will use historical data from the City to forecast future transportation funds needed for maintenance, committed projects, and new infrastructure and programs. Consultant will identify potential sources of new funding and identify potential facility deficiencies and improvements. With input from the City and community, Consultant will develop up to four land use and transportation scenarios and evaluate those scenarios consistent with work in previous tasks.

Description of Sub-Tasks

3.1 TM #10 Transportation Funding

Consultant will estimate future transportation funds for a five-year and 20-year horizon based on historical revenues and expenditures provided by the City. The estimates will account for funds needed for future maintenance and committed projects and identify what is available for new transportation infrastructure and other transportation programs.

Consultant will provide an overview of potential sources of city, federal, state and county funding, including eligible uses and additional potential revenue such as an updated transportation SDC. Results will be summarized in Draft and Revised TM #10.

3.2 TM #11: Transportation Projects and Programs

Consultant will conduct a scenario evaluation in coordination with Comprehensive Plan Update tasks to identify potential system management strategies and major facility improvements that address future needs and deficiencies. Consultant will evaluate up to four land use and transportation scenarios using the performance measures and evaluation criteria, and compare to potential funding strategies to identify shortfalls. Consultant will summarize the findings and identify a preferred scenario.

Consultant will review identified deficiencies and needs relative to the improvement projects in the 2010 TSP and identify projects that should be removed or carried further for consideration.

Building on the preferred land use and transportation improvements, Consultant will develop projects and programs to address the transportation deficiencies and needs identified in earlier tasks. Project descriptions must include recommended functional classification or other designations using the infrastructure standards in TSP Task 1.4. Programs will consider Transportation Demand Management such as parking policy and strategies. The consultant will provide a high level parking precedent study to help inform a parking code update and provide a range of parking ratios for uses based on a review of regional and national best practices.

Consultant will use the horizon year volumes to develop projects at study intersections. Mitigated intersection operations for both horizon year scenarios (i.e., current UGB and expanded UGB) must be provided for study intersections with an identified improvement. If TSP Task 2.4 identified the need to consider alternative mobility targets along OR 99E, the evaluation and recommendation must be documented as a stand-alone section of TM #11.

Consultant will evaluate the identified projects against the evaluation criteria established in TSP Task 1.3. Consultant will develop planning level cost estimates for recommended project and programs. Cost estimates must incorporate right-of-way and utility needs.

Consultant will summarize the transportation projects and programs and include maps showing proposed projects within Project Area for all modes in Draft and Revised TM #11.

3.3 Final TM’s #10 and #11

Consultant will incorporate feedback from PAC, technical advisors, planning and County Commissions, and any community feedback into final versions of TM #10 and #11.

TSP Task 4 – Transportation Project Priorities and Implementation

Consultant will prepare a prioritized list of transportation projects including a 5-year Action Plan project list and 20-year, 3-tiered project list based on funding forecasts from TSP Task 3. Consultant will draft plan and code amendments needed to implement the TSP, based on TSP Task 1 outcomes.

Description of Sub-Tasks

4.1 TM #12: Transportation Project Prioritization

Consultant will prepare a five-year Action Plan project list and a 20-year financially constrained and unconstrained project list based on the results of TSP Tasks 3.1 and 3.2 and summarized results in Draft and Revised TM #12. As part of this task, Consultant will provide:

* 20-year financially constrained and unconstrained project lists by Tiers 1, 2, and 3 priorities.
* Updated Canby forecast tool to represent the five-year Action Plan project list and a 20-year unconstrained and constrained networks, and intersection operations for both horizon year scenarios (i.e., current UGB and expanded UGB) at study intersections.
* Estimate of the future horizon vehicle miles traveled per capita for the 20-year financially constrained and unconstrained networks.
* Maps showing five-year Action Plan project list and a 20-year financially constrained and unconstrained projects within Project Area for all modes.

4.2 TM #13: Implementing Ordinances

Consultant will prepare Draft and Revised TM #13, plan and code amendments to implement the TSP, including the Transportation Facility Design and Performance Standards (Task 1.7) and building upon Task 1.2 Regulatory Review.

4.3 Final TM’s #12 and #13

Consultant will incorporate feedback from the PAC, technical advisors, and any community feedback into final versions of TM #12 and #13.

TSP Task 5 – Transportation System Plan

Consultant will outline and prepare a draft TSP document that meets all current requirements of the Oregon Transportation plan and TPR, including amendments scheduled for adoption in 2022. The Draft TSP will be presented for feedback from the City, PMT, PAC, technical advisors, Planning Commission and City Council, and community members, and revised accordingly.

Description of Sub-Tasks

5.1 TSP Outline and Template

Consultant will prepare an outline of topics to be included in the TSP Update. The outline must include placeholders for tables and figures. Consultant should also prepare a draft and final TSP template illustrating the page layout, fonts, and other formatting details.

5.2 Draft TSP

Consultant will prepare a Draft TSP to incorporate findings and recommendations from the previously prepared memoranda. The Draft TSP must be consistent with the current requirements of the Oregon Transportation Plan and TPR, including amendments scheduled for adoption in 2022. Additional material developed for Project, including portions of Project memoranda and Presentation Material not included in the Draft TSP, background information used to analyze existing and future conditions, and meeting summaries must be provided in an appendix to the Draft TSP to preserve this information for future readers without requiring formal adoption of that material.

Draft TSP will be presented for feedback to the PAC, technical advisors, planning and County Commissions, and at a Community Event.

5.3 Department of Land Conservation and Development Notice

City will prepare and submit the required Notice to the Department of Land Conservation and Development at least 35 days prior to the first scheduled public hearing for the Adoption Draft TSP.

5.4 Adoption Draft TSP

Consultant will prepare an Adoption Draft TSP Update incorporating comments and edits from PAC, technical advisors, PC/CC, and community input.

TSP Task 6 – Adoption Process

Description of Sub-Tasks

6.1 Planning Commission and City Council Public Hearing

Consultant will prepare for and attend one (1) PC and one (1) City Council hearing and will provide a presentation overview of the Adoption Draft TSP.

6.2 Final TSP

Consultant will incorporate edits from Planning Commission and City Council hearings into the Final TSP.