

ATTACHMENT B - STATEMENT OF WORK

TASK 1 PROJECT INITIATION AND MANAGEMENT

Objectives:

- *Establish project management structure; schedules, and lines of communication between the City, interested agencies, partnering jurisdictions, and committees.*
- *Set the stage for efficient development of the Walk and Roll Springfield: Active Transportation Plan.*

1.1 Administration and Record Keeping

Consultant shall:

- Prepare a Project Schedule using the Critical Path Method, prepared with MS Project software or approved equal. The Project schedule must include but is not limited to:
 - all major authorized tasks as agreed upon by the Parties,
 - team meetings,
 - public meetings,
 - committee meetings, and
 - milestones (type and date) specified in this SOW and required to complete all Services under this Contract.
- Update the Project schedule during the Project if milestone or deliverable due dates are modified. For budgeting purposes, it is assumed that up to (2) Project schedule updates will be necessary.
- Prepare invoices and progress reports according to the requirements set forth in the Compensation Exhibit of the Contract. Each progress report must:
 - Include a summary of the previous period's activities and the planned activities for the upcoming period.
 - Identify percentage completed of each Task/Deliverable.
 - Reconcile the budget with the actual amount billed to date.
 - Identify unresolved issues and concerns that may affect the SOW, schedule and/or budget for Services.

For budgeting purposes, it is assumed that up to (20) progress reports will be necessary.

1.1.1 Consultant Deliverables and Schedule

Consultant shall:

- Submit a project schedule electronically (MS Project) format to APM 7 calendar days before PMT Kickoff Meeting.
- Update refined project schedule and submit final refined project schedule electronically to APM 10 calendar days after receiving comments.
- Progress reports and invoices submitted electronically to APM no later than the 20th calendar day of the month following the reporting period.

1.2 Coordination

Consultant shall:

- Coordinate with the APM as the main point of contact for coordination and management of Consultant Services under the Contract.
- Contact other Agency staff and regulatory agency staff, if necessary, throughout the Contract, to gather any additional information needed for the Project.

- Provide overall management, direction, and coordination of staff (including sub-consultants, if any) to include any necessary internal Consultant staff meetings.

1.2.1 Consultant Deliverable and Schedule

Consultant shall provide:

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

1.3 Project Meetings

1.3.1 Project Management Team (PMT) Meetings

The consultant shall organize, conduct, and prepare for and attend PMT virtual meetings on average twice a month throughout the Project, for a total of up to forty (40). The consultant shall provide a meeting agenda at least two business days prior to the meeting and provide summary meeting notes with decisions and action items within two days after the meeting. For budgeting purposes, it is assumed that the Consultant Project Manager and up to two (2) additional Consultant staff shall attend each PMT meeting. If sub-consultant staff are needed to address specific items, Consultant shall obtain APM concurrence before inviting subconsultant staff to PMT meeting. The initial PMT meeting will be in person and all the following will be virtual.

1.3.2 PMT Kick-Off Meeting

The consultant shall organize, conduct, prepare for, and attend a one (1)-hour Project kickoff meeting within 5 weeks of notice to proceed (NTP). The Project kickoff meeting will be held (virtually) with Agency, Consultant's PM and other necessary Consultant staff in attendance. The consultant shall prepare the meeting agenda with input from the Agency. The purpose of the Project kickoff meeting is to review Project issues such as SOW; work product and deliverables; schedules; budgets, project goals, objectives, etc. Consultant shall schedule Project kickoff meeting per the Project Schedule developed for Task 1.1. The consultant shall prepare draft meeting minutes for review by Agency. For budgeting purposes, it is assumed that up to 3 Consultant staff shall attend the 1-hour Project kickoff meeting.

1.3.3 Consultant Deliverables and Schedule

Consultant shall provide:

- Meeting agenda submitted electronically to APM and all other meeting participants at least two (2) business days prior to meeting.
- Draft meeting minutes submitted electronically to APM and all other meeting participants within two (2) business days of meeting.
- Final meeting minutes submitted electronically to APM and all other meeting participants within seven (7) business days of the meeting.

1.4 Committees

1.4.1 Walk and Roll Springfield Technical Advisory Committee (TAC)

City shall form the Walk and Roll Springfield Technical Advisory Committee (TAC). The purpose of the TAC is to provide expert guidance and technical input throughout the planning process to ensure the plan is realistic, effective, and implementable. The City will seek representation from Lane County Transportation Planning, Willamalane Park and Recreation District, Springfield School District, Springfield Utility Board, ODOT, Department of Land

Conservation and Development, City of Eugene, Lane Transit District, Travel Lane County, Lane Council of Governments, Rivers to Ridges, and the Lane County Health Authority.

1.4.1.1 TAC Charter

Consultant shall:

- Develop a TAC Charter including the following:
 - Purpose/Mission: A statement explaining the TAC's role in the planning process.
 - Objectives: What the TAC tasks are.
 - Membership: List of the agencies and departments represented.
 - Roles and Responsibilities
 - Meeting Structure
 - Decision Making
 - Terms of Service
 - Code of Conduct/Ground Rules
- Provide agendas
- Facilitate TAC meetings, including presenting on deliverables developed by Consultant
- Provide TAC meeting minutes

City shall:

- Form the TAC.
- City shall prepare the TAC roster.
- Send TAC invitations with the TAC Charter.
- Serve as the primary point of contact for TAC members.

1.4.1.2 TAC Meeting #1: Project Kickoff and Existing Conditions and Needs Assessment

City shall arrange and the Consultant shall conduct a Project kickoff meeting with the TAC. The consultant shall facilitate discussion for TAC members to meet each other; develop understanding of role and Project timeline, approach, scope, and objectives; and discuss Tech Memo #1: Current Plans Memorandum; and Draft Tech Memo #2: Existing Conditions and Network Analysis.

1.4.1.2.1 Consultant Deliverable and Schedule

Consultant shall:

- Prepare an agenda and send it to the PMT for review at least one (1) week prior to broader distribution.
- Distribute meeting materials at least one week prior to TAC Meeting #1.
- Facilitate and present materials for TAC meetings.
- Prepare and distribute meeting minutes no later than one week following TAC Meeting #1.

1.4.1.3 TAC Meeting #2: Goals and Performance Measures

City shall arrange and the Consultant shall conduct TAC Meeting #2 to review and receive feedback on Draft Tech Memos #3 and #4.

1.4.1.3.1 Consultant Deliverable and Schedule

Consultant shall:

- Prepare an agenda and send it to the PMT for review at least one (1) week prior to broader distribution.

- Distribute meeting materials at least one week prior to TAC Meeting #2.
- Facilitate and present materials for TAC meetings.
- Prepare and distribute meeting minutes no later than one week following TAC Meeting #2.

1.4.1.4 TAC Meeting #3: Review Gaps and Network Priorities

City shall arrange and the Consultant shall conduct TAC Meeting #3 to review and receive feedback on tech memo #5 (Slow Street Network Analysis), tech memo #6 (Gaps and Deficiencies Analysis), and tech memo #7 (Project Prioritization Methodology). The consultant shall prepare an agenda and send it to the PMT for review at least one week prior to broader distribution. Consultant shall distribute meeting materials at least one week prior to TAC Meeting #3. The consultant shall prepare and distribute the meeting minutes no later than one week following TAC Meeting #3.

1.4.1.4.1 Consultant Deliverable and Schedule

Consultant shall:

- Prepare an agenda and send it to the PMT for review at least one (1) week prior to broader distribution.
- Distribute meeting materials at least one week prior to TAC Meeting #3.
- Facilitate and present materials for TAC meetings.
- Prepare and distribute meeting minutes no later than one week following TAC Meeting #3.

1.4.1.5 TAC Meeting #4: Review Active Transportation Project Identification, Wayfinding Implementation, and Project Cost Analysis

City shall arrange and Consultant shall conduct a TAC meeting to review Tech Memo #8 (Active Transportation Project Identification), Tech Memo #9 (Wayfinding Methodology and Implementation), and Tech Memo #10 (Project Cost Analysis). The consultant shall present Tech Memo #8, # 9, 10 and solicit CAC input.

1.4.1.5.1 Consultant Deliverable and Schedule

Consultant shall:

- Prepare an agenda and send it to the PMT for review at least one (1) week prior to broader distribution.
- Distribute meeting materials at least one week prior to TAC Meeting #4.
- Facilitate and present materials for TAC meetings.
- Prepare and distribute meeting minutes no later than one week following TAC Meeting #4

1.4.1.6 TAC Meeting #5: Review Funding and Implementation Strategy and Draft Walk and Roll Springfield: Active Transportation Plan

City shall arrange and the Consultant shall conduct a TAC meeting to review Tech Memo #12 and the Draft Walk and Roll Springfield: Active Transportation Plan. Consultant shall present Tech Memo #12 and the Draft Walk and Roll Springfield: Active Transportation Plan and solicit TAC input.

1.4.1.6.1 Consultant Deliverable and Schedule

Consultant shall:

- Prepare an agenda and send it to the PMT for review at least one (1) week prior to broader distribution.
- Distribute meeting materials at least one week prior to TAC Meeting #5.
- Facilitate and present materials for TAC meetings.
- Prepare and distribute meeting minutes no later than one week following TAC Meeting #5

1.4.2 Walk and Roll Springfield Community Advisory Committee (CAC)

The Springfield Bicycle and Pedestrian Advisory Committee (BPAC) will serve as the Community Advisory Committee (CAC) for the Walk and Roll Springfield: Active Transportation Plan. The purpose of the CAC is to make sure the ATP reflects the needs, values, and how people experience the system in real life. The goal of the committee is to capture a broad mix of perspective and experiences and build community interest in and ownership of the plan throughout the process to support adoption and implementation.

Consultant shall:

- Develop a CAC Charter including the following:
 - Purpose/Mission: A statement explaining the CAC's role in the planning process.
 - Objectives: What the CAC tasks are.
 - Roles and Responsibilities
 - Meeting Structure
 - Decision Making
 - Code of Conduct/Ground Rules
- Provide agendas
- Facilitate CAC meetings, including presenting on deliverables developed by Consultant
- Provide CAC meeting minutes

City shall:

- Form the CAC
- City shall prepare the CAC roster.
- Send CAC invitations with the CAC Charter.
- Serve as the primary point of contact for CAC members.

1.4.2.1 Consultant Deliverable and Schedule

Consultant shall provide:

- CAC charter three (3) weeks before the CAC meeting to APM for review.
- Draft CAC meeting agendas and meeting materials submitted electronically to APM ten (10) days before meeting.
- Final CAC meeting agendas and meeting materials to TAC members and all other meeting participants at least seven (7) days prior to meeting.
- Draft presentation materials to APM ten (10) days before meeting.
- Facilitation and presentation materials for CAC meetings.
- Draft meeting minutes submitted electronically to APM and all other meeting participants within two (2) business days of meeting.

- Final meeting minutes submitted electronically to APM and all other meeting participants within seven (7) business days of meeting.

1.4.2.2 CAC Meeting #1: Project Kickoff and Existing Conditions and Needs Assessment

City shall arrange and the Consultant shall conduct a Project kickoff meeting with the CAC following the TAC meeting #1. The consultant shall facilitate discussion for CAC members to develop understanding of role and Project timeline, approach, scope and objectives; and discuss Existing Conditions Maps, final tech memo #1(Current Plans Memorandum); and final tech memo #2 (Existing Conditions and Network Analysis).

1.4.2.2.1 Consultant Deliverable and Schedule

Consultant shall:

- Prepare an agenda and send it to the PMT for review at least one (1) week prior to broader distribution.
- Distribute meeting materials at least one week prior to CAC Meeting #1.
- Facilitate and present materials for CAC meetings.
- Prepare and distribute meeting minutes no later than one week following CAC Meeting #1.

1.4.2.3 CAC Meeting #2: Active Transportation Goals, Objectives, Policies, and Performance Measures

City shall arrange and the Consultant shall conduct CAC Meeting #2 to review and receive feedback on draft tech memo #3 (Active Transportation Goals, Objectives, Policies, and Performance Measures, and #4 (Active Transportation Supportive Programs).

1.4.1.3.1 Consultant Deliverable and Schedule

Consultant shall:

- Prepare an agenda and send it to the PMT for review at least one (1) week prior to broader distribution.
- Distribute meeting materials at least one week prior to CAC Meeting #2.
- Facilitate and present materials for CAC meetings.
- Prepare and distribute meeting minutes no later than one week following CAC Meeting #2.

1.4.2.4 CAC Meeting #3: Review Gaps and Network Priorities

City shall arrange and the Consultant shall conduct CAC Meeting #3 to review and receive feedback on tech memo #5 (Slow Street Network Analysis), tech memo #6 (Gaps and Deficiencies Analysis), and tech memo #7 (Project Prioritization Methodology). The consultant shall prepare an agenda and send it to the PMT for review at least one week prior to broader distribution. The consultant shall distribute meeting materials at least one week prior to CAC Meeting #3. The consultant shall prepare and distribute meeting minutes no later than one week following CAC Meeting #3.

1.4.2.4.1 Consultant Deliverable and Schedule

Consultant shall:

- Prepare an agenda and send it to the PMT for review at least one (1) week prior to broader distribution.
- Distribute meeting materials at least one week prior to CAC Meeting #3.

- Facilitate and present materials for CAC meetings.
- Prepare and distribute meeting minutes no later than one week following CAC Meeting #3.

1.4.2.5 CAC Meeting #4: Review Active Transportation Project Identification, Wayfinding Implementation, and Project Cost Analysis

City shall arrange and the Consultant shall conduct a CAC meeting to review Tech Memo #8 (Active Transportation Project Identification), Tech Memo #9 (Wayfinding Methodology and Implementation), and Tech Memo #10 (Project Cost Analysis). The consultant shall present Tech Memos #8, #9, and #10, and solicit CAC input.

1.4.2.5.1 Consultant Deliverable and Schedule

Consultant shall:

- Prepare an agenda and send it to the PMT for review at least one (1) week prior to broader distribution.
- Distribute meeting materials at least one week prior to CAC Meeting #4.
- Facilitate and present materials for CAC meetings.
- Prepare and distribute meeting minutes no later than one week following CAC Meeting #4.

1.4.2.6 CAC Meeting #5: Review Funding and Implementation Strategy and Draft Walk and Roll Springfield: Active Transportation Plan

City shall arrange and the Consultant shall conduct a CAC meeting to review Tech Memo #12 and the Draft Walk and Roll Springfield: Active Transportation Plan. Consultant shall present Tech Memo #12 and the Draft Walk and Roll Springfield: Active Transportation Plan and solicit CAC input.

1.4.2.6.1 Consultant Deliverable and Schedule

Consultant shall:

- Prepare an agenda and send it to the PMT for review at least one (1) week prior to broader distribution.
- Distribute meeting materials at least one week prior to CAC Meeting #5.
- Facilitate and present materials for CAC meetings.
- Prepare and distribute meeting minutes no later than one week following CAC Meeting #5.

1.4.5 City Council/Planning Commission Meetings

1.4.5.1 Planning Commission CCI Meeting

City shall arrange and City and/or Consultant shall lead the conversation to gain approval of the Community Engagement Plan.

1.4.5.2 Meeting #1:

City shall arrange and City and/or Consultant shall lead an update conversation with the Springfield Planning Commission and City Council regarding the Project to date and solicit feedback; timing to be determined.

1.4.5.3 Meeting #2:

City shall arrange and City and/or Consultant shall lead an update conversation with the Springfield Planning Commission and City Council regarding the Project to date and solicit feedback; timing to be determined.

1.4.5.4 Meeting # 3: Joint City of Springfield and Lane County Planning Commission Adoption Hearing

City shall arrange and Consultant shall conduct a joint City of Springfield and Lane County Planning Commission Public Hearing to take testimony and consider adoption of the Draft Walk and Roll Springfield: Active Transportation Plan and Draft Implementing Measures.

1.4.5.5 Meeting #4: Joint City of Springfield City Council and Lane County Board of County Commissioners Adoption Hearing

City shall arrange and Consultant shall conduct a joint City Council and Lane County Board of County Commissioners (BCC) Public Hearing to take testimony and adopt the Draft Walk and Roll Springfield: Active Transportation Plan and Draft Implementing Measures.

TASK 2 COMMUNITY ENGAGEMENT

Objectives

- *Develop a strategy that fulfills OAR 660-012-0120 (Transportation System Planning Engagement) by placing an increased emphasis on centering the voices of underserved populations identified in OAR 660-012-0125 and helps to:*
 - *Promote project awareness throughout the planning process*
 - *Gain a deeper understanding of who Springfield serves*
 - *Learn about gaps, barriers, needs, and preferences within the active transportation infrastructure network*
 - *Understand the community's priorities for active transportation infrastructure for the future*
 - *Gain support for final plan recommendations*
- *Consider engagement actions from OAR 660-012-0130 (Decision-Making with Underserved Populations) and ways to reach people of all ages and abilities (per OAR 660-012-0610), including using multiple languages, formats, and methods that are accessible to:*
 - *People with disabilities*
 - *People without internet access, and*
 - *People with limited transportation and childcare options, and with constraints around employment or other critical responsibilities.*
- *Make a special effort to ensure underserved populations are:*
 - *Informed about the choices that need to be incorporated into the planning process.*
 - *Given a meaningful opportunity to inform the planning process; and*
 - *Given an equitable share of the decision-making power over key decisions, to the extent possible.*

2.1 Community Engagement

Consultant shall develop a Community Engagement Plan.

Community Engagement Methods: The Community Engagement Plan must satisfy Title VI requirements and outline community engagement strategies and methods, including, but not limited to:

- In-Person (e.g., pop-up events, community walks/rides, neighborhood workshops/listening session, temporary signs posted along active transportation routes)
- Digital Engagement (e.g., project website/interactive map, online surveys, social media, online open house)
- Community-Driven Outreach (e.g., partner and engage with organizations and community groups including City of Springfield Library, Willamalane (Two50 Club), Lane Transit District, Lane Council of Governments, Springfield Safe Routes to Schools, Lane Independent Living Alliance, NAACP, Migrant Education Program, TransPonder, Springfield Alliance for Equity and Respect (SAfER), American Association of Retired Persons (AARP) Oregon, Obsidians, Better Eugene-Springfield Transportation, Cascadia Mobility, Greater Eugene Area Riders, Spoke Folks, Border Boys Bike Club, Disciples of Dirt, Twilight Operations, Dirt Maidens, Shift Community Cycles, National Interscholastic Cycling Association, Free Bikes 4 Kidz Eugene-Springfield, University of Oregon Bike Program, Hilyard Adaptive Recreation Program, Springfield Chamber of Commerce, and civic groups such as City Club, Rotary, etc.)
- Translation, interpretation, ADA-accessible meetings/materials
- Write materials intended for the public, such as meeting presentations, at no higher than a high school grade level using the Flesch–Kincaid Grade Level Formula.
- Color deliverables must be readable when reproduced in black and white and in a color-blind safe palette.

Focused Community Engagement Groups: The Community Engagement Plan must meaningfully engage and center the voices and lived experiences of the Underserved Populations (OAR 660-012-0125), including, but not limited to:

- Black and African American people.
- Indigenous people (including Tribes, American Indian/Alaska Native and Hawaii Native).
- People of Color (including but not limited to Hispanic, Latina/o/x, Asian, Arabic or North African, Middle Eastern, Pacific Islander, and mixed-race or mixed-ethnicity populations).
- Immigrants, including undocumented immigrants and refugees.
- People with limited English proficiency.
- People with disabilities.
- People experiencing homelessness.
- Low-income and low-wealth community members.
- Low- and moderate-income renters and homeowners.
- Single parents.
- Lesbian, gay, bisexual, transgender, queer, intersex, asexual, or two-spirit community members; and
- Youth and seniors.

Additionally, the Community Engagement Plan must specifically engage the following people in developing a connected network of planned bicycle facilities that serve people of all ages and abilities:

- School-age children.
- People over 65 years of age.
- Women.
- People of color.

- Low-income riders.
- People with disabilities.
- People moving goods, cargo, or other people; and
- People using shared mobility services.

Evaluation and Reporting:

- The Community Engagement Plan must develop decision-making factors that recognize and work to reduce historic and current inequities and consider the effect of developing the Walk & Roll Springfield: Active Transportation Plan on Underserved Populations.
- The Community Engagement Plan must include evaluation and reporting to ensure transparency, build community trust, and measure whether engagement efforts are effectively engaging and centering Underserved Populations and those for whom the “all ages and abilities” planned active transportation facilities are intended for.
- Title VI Assessment Report: Consultant shall prepare a Title VI Assessment Report analyzing census data to report on the numbers and locations of protected populations within the Study Area. Consultant shall map Title VI populations to identify the City’s transportation needs and avoid undue adverse impacts when considering future projects. Based on this initial analysis, Consultant shall outline any additional demographic data needed to inform the Walk and Roll Springfield: Active Transportation Plan. City shall review and provide written comment on draft Title VI Assessment Report. The Title VI Assessment Report must be completed concurrently with the community engagement strategy to inform outreach engagement tactics and process metrics.
- The Community Engagement Plan must demonstrate how the development of the Walk and Roll Springfield: Active Transportation Plan complies with OAR 660-012-0135 Equity Analysis.

2.1.1 Consultant Deliverable and Schedule

Consultant shall provide:

- Community Engagement Plan, to be approved through Springfield Planning Commission: Committee for Citizen Involvement (CCI).
- Schedule of Community Engagement Plan development to be included in task 1.1.
- Schedule of each community engagement activity to be included in the Community Engagement Plan.
- Title VI Assessment Report: Title VI Assessment Report (concurrent with the community engagement strategy).

2.2 Project Webpage

City shall host a project webpage for the Walk and Roll Springfield: Active Transportation Plan.

Consultant shall draft content for the Project webpage. The initial content to provide to the City must include:

- Project overview and objectives.
- Project deliverables.
- Opportunities for public comment and input.
- Links to relevant planning documents.
- Images.

Consultant shall provide ongoing content to the City for the project webpage including but not limited to:

- In-person meetings dates, agendas, materials, recordings, and minutes.
- Digital engagement material.
- Community-driven outreach dates, materials.
- CAC meeting dates, agendas, materials, recordings, and minutes.
- Links to information about engagement and outreach activities.

City shall:

- Develop the project webpage.
- Maintain the project webpage throughout the life of the project.

2.2.1 Consultant Deliverable and Schedule

Consultant shall provide:

- Initial website content within fourteen (14) calendar days after the PMT kickoff meeting.
- Ongoing content throughout the life of the project.

2.6 Walk and Roll Springfield: Active Transportation Plan Logo

Consultant shall develop a unique logo for the Project to help the Walk and Roll Springfield: Active Transportation Plan to be easily identifiable by staff, committee members, and the community. City and Consultant shall use Walk and Roll Springfield Plan logo on all correspondence, community engagement materials and Project webpage.

2.6.1 Consultant Deliverable and Schedule

Consultant shall provide:

- Walk and Roll Springfield: Active Transportation Plan logo within fourteen (14) calendar days after the PMT kick-off meeting

2.7 Project Fact Sheet

Consultant, in consultation with City, shall create a Project fact sheet which clearly lays out need and purpose of the Project, project objectives, and expected outcomes. The Project fact sheet must use accessible language and translated to Spanish. Consultant shall provide content to help City update or create a second version of the Project fact sheet one time during the Project.

2.6.1 Consultant Deliverable and Schedule

Consultant shall provide:

- A project fact sheet as outlined in the schedule identified in Task 1.1

TASK 3 EXISTING CONDITIONS AND NETWORK ANALYSIS

Note: Consultant, by and through an Oregon registered Professional Engineer (“PE”), shall perform or oversee all traffic analysis services. Final memoranda containing traffic analysis must be stamped by a PE with license being current and in good standing, with expertise in civil or traffic engineering.

Objectives:

- *Document and analyze the existing pedestrian and bicycle networks to lay the groundwork for determining future infrastructure needs.*
- *Summarize existing adopted plans to inform the Walk and Roll Springfield: Active Transportation Plan.*

- Summarize demographics (income, age, household # of vehicles, race/ethnicity, etc.)
- Summarize commuting/non-commuting data (work, errands, social, shopping school, rec., etc.)
- Summarize distribution of distances (start or ending within the City)
- Summarize transit access (top stops for boardings and alightings)
- Summarize existing pedestrian and bicycle network based on AASHTO bicycle classification
- Summarize level of stress
- Summarize collision analysis

3.1 Existing Conditions Maps

Utilizing GIS layers and data provided by the City, Consultant shall prepare a series of maps documenting existing active transportation systems in the Study Area. Relevant data sources include, but are not limited to, 2035 Transportation System Plan; Regional Land Information Database System; Willamalane Parks and Recreation District Trails inventory; the pedestrian and bicycle system inventory data collected by ODOT to comply with the Climate Friendly and Equitable Communities Transportation System Inventories requirements per OAR 660-012-0150; Fatality Analysis Reporting System (FARS); ODOT's crash data ([Oregon Department of Transportation : Crash Statistics & Reports : Data & Maps : State of Oregon](#)) and transportation data available in the Central Lane MPO Data Portal.

At a minimum, the Existing Condition Maps shall include the following data:

- Existing pedestrian transportation network, including:
 - Sidewalk width, type, and condition
 - ADA compliant ramps using the City's ADA ramp inventory
 - Marked crosswalks (signalized and non-signalized)
- Existing bicycle transportation network, including:
 - Width, type, and condition of all bicycle facilities
 - Bicycle lanes, standard and buffered (on the street)
 - Separated bicycle facilities
 - Signed bicycle routes
 - Bicycle routes with sharrows
 - Shared-use paths Connectivity for routing
 - Existing support facilities (e.g., fix-it stations, trailheads, bikeshare)
 - Bicycle parking inventory
 - Wayfinding
 - Known issues/areas of concern
 - Bicycle Levels of Traffic Stress (BLTS)
 - Rectangular Rapid Flashing Beacons (RRFBs)
 - Median islands
 - Pedestrian and bicycle count data (consultant to perform counts (up to 30 locations). Depending on time of year, use seasonal adjustment factor.
 - Vehicular counts (up to 5 locations)
 - Known issues/areas of concern
 - Pedestrian Levels of Traffic Stress (PLTS)
 - Identified Safe Routes To School networks (if applicable <https://www.eugenespringfieldsrts.org/>)
- Posted speed limits
- Collision analysis

- Full five (5) years of data
- Calculate intersection (and segment when appropriate) crash rates and comparison to the 90th percentile crash rates
- Review of bicycle and pedestrian crashes as well as fatal and serious injury crashes.
- Review top 10% of SPIS sites within the study area.
- Risk-Based Multimodal Safety Analysis, see APM 4.5.4 [NCHRP20-44\(13\)FinalReport](#)
- Pedestrian and bicycle crash data: geographic and tabular data highlighting areas where pedestrian and bicycle crashes occur disproportionately in the City, and is disproportionately impacted, to inform Project goals and project prioritization.
- Social vulnerabilities
- Key Destinations (per OAR 660-012-0360) that that are expected to attract a higher-than-average rate of pedestrian, bicycle, and transit trips
- Planned pedestrian and planned bicycle networks based on adopted plans such as the 2035 Transportation System Plan, 1998 Bicycle Plan, and 2023 Willamalane Comprehensive Plan.
- Existing pedestrian and bikeway projects within the City 20-year Capital Improvement Plan project lists.

Existing Conditions Maps must address PMT comments from their review of work products.

3.1.1 Consultant Deliverable and Schedule

Consultant shall provide:

- An existing conditions map within 14 days prior to the TAC Kickoff Meeting
- Final existing conditions maps within 14 days of City review.

3.2 Tech Memo #1: Current Plans Memorandum

Consultant, in coordination with City, shall prepare Tech Memo #1 summarizing existing adopted plans that guide active transportation planning in City of Springfield. Tech Memo #1 must include guidance on the Walk and Roll Springfield: Active Transportation Plan interface with other adopted regional plans and how these plans can work together to create a safe, accessible multimodal transportation system. City shall provide direction on the most relevant plans, components, policy goals, etc.

At a minimum, the Tech Memo #1 must address the following:

- 2035 Transportation System Plan
- 1998 Bicycle Plan
- 2023 Willamalane Park and Recreation District Comprehensive Plan
- 2022 Lane County Bicycle Master Plan
- 2015 Scenario Plan (updated 2025)
- 2016 Transit Road Safety Audit report
- Oregon Climate Friendly and Equitable Communities Rules
- Lane Transit District Long-Range Mobility Plan

Secondary review:

- Oregon Bicycle and Pedestrian Plan
- 2017 Central Lane MPO Safety Action Plan
- 2045/49 Regional Transportation Plan

- Rivers to Ridges Metropolitan Regional Parks and Open Space Study
- Eugene Transportation System Plan
- 2024 LTD System Review Final Report
- PB-19 Glenwood/Downtown Bridge Study

3.2.1 Consultant Deliverable and Schedule

Consultant shall provide:

- A draft Tech Memo #1: Current Plans Memorandum within 14 days prior to the TAC Kickoff Meeting
- A Final Tech Memo #1: Current Plans Memorandum incorporating the PMT, TAC comments, public comments from Task 2: Community Engagement results, and Planning Commission and City Council comments as directed by PMT 14 days after review.

3.3 Tech Memo #2: Existing Conditions and Network Analysis

The Consultant shall prepare Tech Memo #2, analyzing and summarizing the existing active transportation facility information identified in the existing conditions map work. The analysis must include analyzing the data provided to produce pedestrian and bicycle levels of traffic stress (at intersections and segments) and conducting safety analysis to determine what pedestrian and bicycle system investments are needed to meet the requirements of OAR 660-012-0520 and OAR 660-012-0620 for the Study area.

3.2.1 Consultant Deliverable and Schedule

Consultant shall provide:

- A draft Tech Memo #2: Existing Conditions and Network Analysis memorandum within 14 days prior to the TAC Kickoff Meeting #1.
- A Final Tech Memo #2: Existing Conditions and Network Analysis (within 14 days prior to TAC Kick-off meeting) Consultant shall prepare Final Tech Memo #2 incorporating PMT, TAC, public comment from outreach Community Engagement Task 2, and Planning Commission and City Council comments as directed by PMT 14 days after review.

TASK 4 PLAN VISIONS/GOALS

Objectives:

- *Develop the vision and set of goals to guide active transportation in Springfield for the next 20 years.*
- *Adopt performance measures to measure plan goals and provide a way to track progress for the life of the plan.*

4.1 Tech Memo #3: Active Transportation Goals, Objectives, Policies, and Performance Measures

Consultant shall prepare Tech Memo #3, which includes a set of goals, objectives and policies for active transportation in the City, and an overall vision statement for active transportation in the City. The consultant shall use the 1998 Bicycle Plan, 2035 Transportation System Plan, and 2015 Scenario Plan (updated in 2025). Consultant shall ensure the vision, goals, objectives and policies work together to guide the planning, development and implementation of active transportation projects and programming for the 20-year planning horizon.

Tech Memo #3 must include draft performance measures that are quantifiable, based on available data, grounded in equity, and tied to objectives.

Consultant shall incorporate the active transportation performance measures identified in the 2015 Scenario Plan (updated 2025) to fulfill OAR 660-012-0905 (Land Use and Transportation Performance Measures) and explore additional performance measures and target recommendations to achieve the Project's goals and objectives.

Tech Memo #3 recommendations must be presented in context of available City resources and identify any resource deficiencies that City may need to address to optimally monitor the success of the Walk and Roll Springfield: Active Transportation Plan.

4.1.1 Consultant Deliverable and Schedule

Consultant shall provide:

- A draft Tech Memo #3: Existing Conditions and Network Analysis memorandum within 14 days prior to the TAC Meeting #2.
- A Final Tech Memo #3: Existing Conditions and Network Analysis (within 14 days prior to TAC meeting #3) Consultant shall prepare Final Tech Memo #3 incorporating PMT, TAC, public comment from outreach Community Engagement Task 2, and Planning Commission and City Council comments as directed by PMT.

4.2 Tech Memo #4: Slow Streets Network Development

Using ORS 810.180 as guidance, Consultant, in coordination with City, shall prepare draft and final Tech Memo #4, which outlines processes, criteria, and procedures (considering the appropriate Oregon Revised Statutes (ORS) to consistently and equitably review local streets for applying 20 mph or slower posted speed. Tech Memo #4 must include a mapped network of "Slow Streets" and associated facility improvements such as speed cushions, signage, pavement markings, or other interventions needed to make the streets "family friendly routes."

4.2.1 Consultant Deliverable and Schedule

Consultant shall provide:

- A draft Tech Memo #4: Slow Street Network Development memorandum within 14 days prior to the TAC Kickoff Meeting #3.
- A Final Tech Memo #4: Slow Street Network Development memorandum (within 14 days prior to TAC meeting #4) Consultant shall prepare Final Tech Memo #4 incorporating PMT, TAC, public comment from outreach Community Engagement Task 2, and Planning Commission and City Council comments as directed by PMT.

TASK 5 NEEDS ASSESSMENT

Objectives:

- *To identify barriers to active transportation in the city.*
- *To identify gaps and deficiencies in existing active transportation networks and to develop potential solutions and recommended projects for priority routing.*
- *To help inform the project recommendations and project prioritization process.*

5.1 Tech Memo #6: Gaps and Deficiencies Analysis

Consultant shall prepare draft and final tech memo #6, to conduct a gaps and deficiencies analysis to help identify missing links in the active transportation network especially in Climate Friendly Areas (CFA). This tech memo #6 must fulfill OAR 660-012-0500(4) and OAR 660-012-0600(4). Tech memo #6 must include geographical representation of the gaps and deficiencies for the active transportation planning areas as well as a written report outlining the network opportunities and constraints. The gaps and deficiencies analysis must consider input collected from the community engagement process, and data collected from the existing conditions analysis. Tech memo #6 must identify infrastructure needs for active transportation users in the Study Area.

5.1.1 Consultant Deliverable and Schedule

Consultant shall provide:

- A draft Tech Memo #6: Gaps and Deficiencies Analysis memorandum within 14 days prior to the TAC Meeting #3.
- A Final Tech Memo #6: Gaps and Deficiencies Analysis memorandum (within 14 days prior to TAC meeting #4) Consultant shall prepare final tech memo #6 incorporating PMT, TAC, public comment from outreach Community Engagement Task 2, and Planning Commission and City Council comments as directed by PMT.

TASK 6 RECOMMENDED WALKING AND BICYCLING PROJECTS

Objectives

- *Identify prioritized active transportation projects within a racial and income based equity and health framework.*
- *Develop solutions with consideration of the impact on efforts to reduce and adapt to the negative effects of climate change.*
- *Identify opportunities to meet active transportation needs of underserved populations and provide access to destinations important to underserved populations.*
- *Identify specific infrastructure design concepts for all proposed projects.*
- *Develop wayfinding methodology and a wayfinding network incorporating key destinations to implement at the time of capital construction.*
- *Fulfill OAR 660-012-0520 Pedestrian System Projects and OAR 660-012-0620 Bicycle System Projects.*
- *Develop project prioritization and methodology to fulfill OAR 660-012-0155 Prioritization Framework and OAR 660-012-0520(3) Pedestrian System Projects*
- *Develop existing and proposed pedestrian network (map, figures, list)*
- *Develop existing and proposed ranked bicycle network (maps, figures, list)*

6.1 Tech Memo #7: Project Prioritization Methodology

Consultant shall prepare Tech Memo #7, documenting a prioritization methodology outlined in OAR 660-012-0520 & 0620 to identify and rank projects. In developing the methodology, Consultant shall:

- Develop a data driven approach to prioritization that, where possible, incorporates GIS technology.
- Establish the criteria for organizing projects into high, medium, and low priority implementation lists.
 - Noting projects within (Climate Friendly Areas)
- Develop criteria and prioritization processes specific to bicycle and pedestrian projects.
- Develop wayfinding criteria to be implemented at the time of capital construction.

6.1.1 Consultant Deliverable and Schedule

Consultant shall provide:

- A draft Tech Memo #7: Project Prioritization Methodology memorandum within 14 days prior to the TAC Meeting #3.
- A Final Tech Memo #7: Project Prioritization Methodology memorandum (within 14 days prior to TAC meeting #4) Consultant shall prepare Final Tech Memo #7 incorporating PMT, TAC, public comment from outreach Community Engagement Task 2, and Planning Commission and City Council comments as directed by PMT.

6.2 Tech Memo #8: Active Transportation Project Identification

Consultant shall prepare Tech Memo #8 to identify projects to improve active transportation using the Active Transportation Goals, Objectives, Policies, and Performance Measures identified in Tech Memo #3, Slow Streets Network needs identified in Tech Memo #5, the Gaps and Deficiencies Analysis identified in Tech Memo #6, and the Project Prioritization Methodology identified in tech memo #7. Project descriptions must include facility type and project limits that prioritize projects into high, medium, and low priority implementation lists.

Tech Memo #8 must also include crossing spot improvements to improve the pedestrian experience. Intersection spot improvements may include, but are not limited to, locations for Rectangular Rapid Flashing Beacons; median pedestrian refuges; or curb extensions to shorten the crossing distance; and lighting. Spot improvement descriptions must include extent, location and type of improvement. When identifying improvements, utilize the ODOT's Crash Reduction Factor Manual: <https://www.oregon.gov/odot/Engineering/ARTS/CRF-Manual.pdf> and FHWA's CMF Clearinghouse (3 stars +) <https://cmfclearinghouse.fhwa.dot.gov/>.

Tech Memo #8 must identify projects that support a recommended bicycle network consisting of:

- Identified Principal Active Transportation Routes.
- Local connections between the Principal Active Transportation Routes.
- Slow streets outlined in Tech Memo #5.
- Shared-use paths of regional significance.

Principal Active Transportation Routes and local connections must include various bikeway facility types including but not limited to separated shared-use paths, traditional and buffered bicycle lanes, and separated bicycle lanes or cycle tracks. Tech Memo #8 must also include bicycle spot improvements. Bicycle spot improvement descriptions must include extent, location, and type of improvement.

6.2.1 Consultant Deliverable and Schedule

Consultant shall provide:

- A draft Tech Memo #8: Active Transportation Project Identification memorandum within 14 days prior to the TAC Meeting #4.
- A Final Tech Memo #8: Active Transportation Project Identification memorandum (within 14 days prior to TAC meeting #5) Consultant shall prepare Final Tech Memo #8 incorporating PMT, TAC, public comment from outreach Community Engagement Task 2, and Planning Commission and City Council comments as directed by PMT.

6.3 Tech Memo #9: Wayfinding Methodology and Implementation

Consultant shall prepare Tech Memo #9 to identify wayfinding methodology and identify Principal Active Transportation Routes for wayfinding with a list of key destinations to be implemented at the time of capital construction for identified projects. At a minimum, it must include wayfinding

recommendations along Principal Active Transportation Routes identified in Tech Memo #8 Active Transportation Project Identification.

6.3.1 Consultant Deliverable and Schedule

Consultant shall provide:

- A draft Tech Memo #9: Wayfinding Methodology and Implementation memorandum within 14 days prior to the TAC Meeting #4.
- A Final Tech Memo #9: Wayfinding Methodology and Implementation memorandum (within 14 days prior to TAC meeting #5) Consultant shall prepare Final Tech Memo #9 incorporating PMT, TAC, public comment from outreach Community Engagement Task 2, and Planning Commission and City Council comments as directed by PMT.

6.4 Tech Memo #10: Project Cost Analysis

Consultant shall prepare a planning level Project Cost Analysis Tech Memo #10 for priority active transportation projects identified in Tech Memo #8 Active Transportation Project Identification. The Project Cost Analysis shall be documented in separate, clearly organized cost estimating spreadsheets. These spreadsheets must detail underlying assumptions, including but not limited to:

- Unit costs and quantities
- Sources of cost data
- Inflation or cost escalation factors
- Right-of-way and utility considerations

All cost estimates should reflect planning-level accuracy appropriate for a long-range (20-year) implementation horizon. The resulting Project Cost Analysis must be fully integrated into the Funding and Implementation Strategy chapter of the plan.

6.4.1 Consultant Deliverable and Schedule

Consultant shall provide:

- A draft Tech Memo #10: Project Cost Analysis memorandum within 14 days prior to the TAC Meeting #4.
- A final Tech Memo #10: Project Cost Analysis memorandum (within 14 days prior to TAC meeting #5) Consultant shall prepare Final Tech Memo #10.

TASK 7 RECOMMENDED UPDATES TO PLANNING DOCUMENTS, CITY CODES, DESIGN MANUAL, AND STANDARD DRAWINGS

Objectives:

- *Develop a list of required amendments to existing planning documents, e.g., 2035 Transportation System Plan and repeal of 1998 Bicycle Plan.*
- *Develop list of recommended Development and/or Municipal Code amendments to implement goals and objectives.*
- *Develop list of recommended Design Manual updates*
- *Develop list of recommended City Standard Drawing updates/references*

7.1 Tech Memo #11: Draft Zoning Ordinance and Comprehensive Plan Compliance

Consultant shall prepare Tech Memo #11 an initial assessment of the conforming amendments to the Springfield Development Code, 2035 Transportation System Plan, and Comprehensive Plan needed to adopt the Walk and Roll Springfield: Active Transportation Plan. Consultant shall develop a list of potential amendments necessary to adopt the Walk and Roll Springfield: Active Transportation Plan.

Consultant shall prepare a draft version of Tech Memo #11 for City PMT review and a final version that addresses comments. Consultant shall share the draft and final version of tech memo #13 with the City for information only.

7.1.1 Consultant Deliverable and Schedule

Consultant shall provide:

- A draft Tech Memo #11 (Draft Zoning Ordinance and Comprehensive Plan Compliance) memorandum within 14 days prior to the TAC Meeting #5.
- A Final Tech Memo #11 (Final Zoning Ordinance and Comprehensive Plan Compliance): memorandum (within 14 days after receiving comments) Consultant shall prepare Final Tech Memo #11 incorporating PMT, TAC, public comment from outreach Community Engagement Task 2, and Planning Commission and City Council comments as directed by PMT.

TASK 8 DEVELOP DRAFT WALK AND ROLL SPRINGFIELD: ACTIVE TRANSPORTATION PLAN AND FUNDING IMPLEMENTATION STRATEGY

Objectives

- *Develop a visually appealing and concisely written draft Walk and Roll Springfield: Active Transportation Plan understandable to a broad audience.*
- *Develop an implementation strategy including project cost estimates, near and long-term investments, and funding strategies.*

8.1 Final Walk and Roll Springfield: Active Transportation Plan Table of Contents

Consultant shall prepare Final Walk and Roll Springfield: Active Transportation Plan Table of Contents to be used for Draft Walk and Roll Springfield: Active Transportation Plan. Appendices must be identified to include technical information as appropriate.

8.1.1 Consultant Deliverable and Schedule

Consultant shall provide:

- A Walk and Roll Springfield: Active Transportation Plan Table of Contents within 14 days prior to the TAC Meeting #5.

8.2 Funding and Implementation Strategy

Consultant shall prepare Funding and Implementation Strategy Tech Memo #12 to summarize funding opportunities to provide direction on how the Project recommendations will be financed over the course of the applicable planning horizon. Funding and Implementation Strategy materials must be incorporated into the Preliminary Draft Walk and Roll Springfield: Active Transportation Plan.

8.2.1 Consultant Deliverable and Schedule

Consultant shall provide:

- A draft Tech Memo #12 (Funding Implementation Strategy) within 14 days prior to TAC meeting #5. Consultant shall prepare final Tech Memo #12 incorporating PMT, TAC, public comment from outreach Community Engagement Task 2, and Planning Commission and City Council comments as directed by PMT.

8.3 Draft Walk and Roll Springfield: Active Transportation Plan

Consultant shall prepare a Preliminary Draft Walk and Roll Springfield: Active Transportation Plan building off the 2035 Transportation System Plan and the 1998 Bicycle Plan and incorporating earlier

deliverables. The Preliminary Draft Walk and Roll Springfield: Active Transportation Plan must include the Final Walk and Roll Springfield Table of Contents and an Executive Summary that can be printed separately that describes the vision and process, community involvement, primary objectives and network recommendations with maps.

The Preliminary Draft Walk and Roll Springfield: Active Transportation Plan must be a visually appealing document and concisely written using clear, direct narrative to minimize the length of the document and make it accessible and readable to the community. Maps and graphics must be used throughout to explain concepts. The Preliminary Draft Walk and Roll Springfield: Active Transportation Plan must be prepared using software compatible with Adobe InDesign and utilize graphics and photographs captured by Consultant and City throughout the Project.

Consultant shall prepare the Draft Walk and Roll Springfield: Active Transportation Plan in Word. Consultant shall provide a Draft Walk and Roll Springfield: Active Transportation Plan in layout with Adobe and must address PMT comments for use at the final TAC meeting.

All traffic analysis memos should be finalized and stamped by an Oregon registered Professional Engineer (“PE”) at this deliverable.

8.3.1 Consultant Deliverable and Schedule

Consultant shall provide:

- The draft Walk and Roll Springfield: Active Transportation Plan within 14 days prior to TAC meeting #5.

TASK 9 FINAL PLAN DEVELOPMENT

Objectives

- *Adopt Walk and Roll Springfield: Active Transportation Plan as the Pedestrian and Bicycle Elements of the TSP.*
- *Finalize Walk and Roll Springfield: Active Transportation Plan for distribution.*

9.1 Final Walk and Roll Springfield: Active Transportation Plan

Consultant shall prepare a Final Walk and Roll Springfield: Active Transportation Plan in Adobe InDesign and incorporate any City Council and BCC actions. An electronic version must be provided to the APM in MS Word and Adobe pdf formats. Consultant shall provide all native design files to City upon completion of the Project, including GIS, InDesign, or Illustrator. The Consultant shall provide five hard copies of the Final Walk and Roll Springfield: Active Transportation Plan.

9.1.1 Consultant Deliverable and Schedule

Consultant shall provide:

- The Final Walk and Roll Springfield: Active Transportation Plan to be scheduled with Task 1.1

9.2 Title VI Report

Consultant shall prepare and submit to APM Title VI Report documenting Project processes and outreach for all income, race, gender, and age groups for the entire Project.

9.2.1 Consultant Deliverable and Schedule

Consultant shall provide:

- The Title VI Report to be scheduled with Task 1.1

9.3 Project Information Sheet

City shall prepare and submit to ODOT a two-page summary of Project analysis, activities, and policy decisions.

9.3.1 Consultant Deliverable and Schedule

Consultant shall provide:

- The Project Information Sheet to be scheduled with Task 1.1

SCHEDULE

Task 1: Project Management	Throughout project timeline
Task 2: Community Engagement Strategy	2 Month after Notice to Proceed
Task 3: Existing Conditions and Network Analysis	5 Month after Notice to Proceed (“NTP”)
Task 4: Goals and Objectives	8 Months after Notice to Proceed
Task 5: Needs Assessment	12 Months after Notice to Proceed
Task 6: Recommended Walking and Biking Projects	15 Months after Notice to Proceed
Task 7: Draft Final Plan and Identification of Regulatory Amendments	18 Months after Notice to Proceed
Task 8: Final Plan Development and Adoption Process	20 Months after Notice to Proceed