

INTERGOVERNMENTAL AGREEMENT
Yamhill County, Yamhelas Westsider Trail Master Plan

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation (“ODOT” or “Agency”), and the Yamhill County (“County” or “Grantee”).

RECITALS

1. The Transportation and Growth Management (“TGM”) Program is a joint program of ODOT and the Oregon Department of Land Conservation and Development.
2. The TGM Program includes a program of grants for local governments for planning projects. The objective of these projects is to better integrate transportation and land use planning and develop new ways to manage growth in order to achieve compact pedestrian, bicycle, and transit friendly urban development.
3. This TGM Grant (as defined below) is financed with federal Fixing America’s Surface Transportation Act (“FAST Act”) funds. Local funds are used as match for FAST Act funds.
4. By authority granted in Oregon Revised Statutes (“ORS”) 190.110, state agencies may enter into agreements with units of local government or other state agencies to perform any functions and activities that the parties to the agreement or their officers or agents have the duty or authority to perform.
5. ODOT has awarded County an in-kind grant under the TGM Program (the “TGM Grant”) which is conditional upon the execution of this Agreement.
6. The parties desire to enter into this Agreement for their mutual benefit.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

SECTION 1. DEFINITIONS

Unless the context requires otherwise, the following terms, when used in this Agreement, shall have the meanings assigned to them below:

A. "County's Amount" means the portion of the Grant Amount payable by ODOT to County for performing the tasks indicated in Exhibit A as being the responsibility of County.

B. "County's Matching Amount" means the amount of matching funds which County is required to expend to fund the Project.

C. "County's Project Manager" means the individual designated by County as its project manager for the Project.

D. "Consultant" means the personal services contractor(s) (if any) hired by ODOT to do the tasks indicated in Exhibit A as being the responsibility of such contractor(s).

E. "Consultant's Amount" means the portion of the Grant Amount payable by ODOT to the Consultant for the deliverables described in Exhibit A for which the Consultant is responsible.

F. "Direct Project Costs" means those costs which are directly associated with the Project. These may include the salaries and benefits of personnel assigned to the Project and the cost of supplies, postage, travel, and printing. General administrative costs, capital costs, and overhead are not Direct Project Costs.

G. "Federally Eligible Costs" means those costs which are Direct Project Costs of the type listed in Exhibit B incurred by County and ODOT's Consultant during the term of this Agreement.

H. "Grant Amount" or "Grant" means the total amount of financial assistance (including County's Matching Amount) disbursed under this Agreement, which disbursements consist of the County's Amount and the Consultant's Amount. ODOT may use any of the County's Matching Amount to substitute for an equal amount of the federal FAST Act funds used for the Project or use such funds as matching funds.

I. "ODOT's Contract Administrator" means the individual designated by ODOT to be its contract administrator for this Agreement.

J. "PSK" means the personal services contract(s) executed between ODOT and the Consultant related to the portion of the Project that is the responsibility of the Consultant.

K. "Project" means the project described in Exhibit A.

L. "Termination Date" has the meaning set forth in Section 2.A below.

M. "Total Project Costs" means the total amount of money required to complete the Project.

N. "Work Product" has the meaning set forth in Section 5.I below.

SECTION 2. TERMS OF AGREEMENT

A. Term. This Agreement becomes effective on the date on which all parties have signed this Agreement and all approvals (if any) required to be obtained by ODOT have been received. Further, ODOT's obligation to make any disbursements under this Agreement is subject to payment of the County's Matching Amount by County to ODOT. This Agreement terminates on June 18, 2021 ("Termination Date").

B. Grant Amount. The Grant Amount which includes County's Matching Amount of \$16,674 shall not exceed \$122,280.

C. County's Amount. The County's Amount shall not exceed \$0.

D. Consultant's Amount. The Consultant's Amount shall not exceed \$122,280.

E. County's Matching Amount. The County's Matching Amount is \$16,674. County shall pay ODOT the County's Matching Amount at time of the signing of this Agreement.

F. SECTION 3. RESERVED

SECTION 4. COUNTY'S REPRESENTATIONS, WARRANTIES, AND CERTIFICATION

A. County represents and warrants to ODOT as follows:

1. It is a municipality or intergovernmental entity duly organized and existing under the laws of the State of Oregon.

2. It has full legal right and authority to execute and deliver this Agreement and to observe and perform its duties, obligations, covenants and agreements hereunder and to undertake and complete the Project.

3. All official action required to be taken to authorize this Agreement has been taken, adopted and authorized in accordance with applicable state law and the organizational documents of County.

4. This Agreement has been executed and delivered by an authorized officer(s) of County and constitutes the legal, valid and binding obligation of County enforceable against it in accordance with its terms.

5. The authorization, execution and delivery of this Agreement by County, the observation and performance of its duties, obligations, covenants and agreements hereunder, and the undertaking and completion of the Project do not and will not contravene any existing law, rule or regulation or any existing order, injunction, judgment, or decree of any court or governmental or administrative agency, authority or person having jurisdiction over it or its property or violate or breach any provision of any agreement, instrument or indenture by which County or its property is bound.

6. The statement of work attached to this Agreement as Exhibit A has been reviewed and approved by the necessary official(s) of County.

B. County understands and agrees that ODOT's obligation hereunder is contingent on ODOT having received funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

SECTION 5. GENERAL COVENANTS OF COUNTY

A. County shall be responsible for the portion of the Total Project Costs in excess of the Grant Amount. County shall complete the Project; provided, however, that County shall not be liable for the quality or completion of that part of the Project which Exhibit A describes as the responsibility of the Consultant.

B. County shall, in a good and workmanlike manner, perform the work on the Project, and provide the deliverables for which County is identified in Exhibit A as being responsible.

C. County shall perform such work identified in Exhibit A as County's responsibility as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform such work. County shall also be responsible for providing for employment-related benefits and deductions that are required by law, including, but not limited to, federal and state income tax withholdings, unemployment taxes, workers' compensation coverage, and contributions to any retirement system.

D. All employers, including County, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126(2). Employers Liability insurance with coverage limits of not less than \$500,000 must be included. County shall require each of its subcontractors, if any, to comply with, and shall ensure that each of its subcontractors, if any, complies with these requirements.

E. County shall not enter into any subcontracts to accomplish any of the work described in Exhibit A, unless it first obtains written approval from ODOT.

F. County agrees to cooperate with ODOT's Contract Administrator. At the request of ODOT's Contract Administrator, County agrees to:

- (1) Meet with the ODOT's Contract Administrator; and
- (2) Form a project steering committee (which shall include ODOT's Contract Administrator) to oversee the Project.

G. County shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, applicable provisions of the Oregon Public Contracting Code. Without limiting the generality of the foregoing, County expressly agrees to comply with: (1) Title VI of Civil Rights Act of 1964; (2) Title V of the Rehabilitation Act of 1973; (3) the Americans with Disabilities Act of 1990 and ORS 659A.142; (4) all regulations and administrative rules established pursuant to the foregoing laws; and (5) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

H. County shall maintain all fiscal records relating to this Agreement in accordance with generally accepted accounting principles. In addition, County shall maintain any other records pertinent to this Agreement in such a manner as to clearly document County's performance. County acknowledges and agrees that ODOT, the Oregon Secretary of State's Office and the federal government and their duly authorized representatives shall have access to such fiscal records and other books, documents, papers, plans, and writings of County that are pertinent to this Agreement to perform examinations and audits and make copies, excerpts and transcripts.

County shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this

Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.

I. (1) All of County's work product related to the Project that results from this Agreement ("Work Product") is the exclusive property of ODOT. ODOT and County intend that such Work Product be deemed "work made for hire" of which ODOT shall be deemed the author. If, for any reason, such Work Product is not deemed "work made for hire", County hereby irrevocably assigns to ODOT all of its rights, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. County shall execute such further documents and instruments as ODOT may reasonably request in order to fully vest such rights in ODOT. County forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.

(2) ODOT hereby grants to County a royalty free, non-exclusive license to reproduce any Work Product for distribution upon request to members of the public.

(3) County shall ensure that any work products produced pursuant to this Agreement include the following statement:

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

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

(4) The Oregon Department of Land Conservation and Development and ODOT may each display appropriate products on its "home page".

J. Unless otherwise specified in Exhibit A, County shall submit all final products produced in accordance with this Agreement to ODOT's Contract Administrator in the following form:

(1) two hard copies; and

(2) in electronic form using generally available word processing or graphics programs for personal computers via e-mail or on compact diskettes.

K. Within 30 days after the Termination Date, County shall provide to ODOT's Contract Administrator, in a format provided by ODOT, a completion report. This completion report shall contain:

- (a) The permanent location of Project records (which may be subject to audit);
- (b) A summary of the Total Project Costs; and
- (c) A list of final deliverables.

SECTION 6. CONSULTANT

If the Grant provided pursuant to this Agreement includes a Consultant's Amount, ODOT shall enter into a PSK with a Consultant to accomplish the work described in Exhibit A. In such a case, even though ODOT, rather than County is the party to the PSK with the Consultant, ODOT and County agree that, as between themselves:

- A. Selection of the Consultant will be conducted by ODOT in accordance with ODOT procedures with the participation and input of County;
- B. ODOT will review and approve Consultant's work, billings and progress reports after having obtained input from County;
- C. ODOT shall serve as the lead contracting agency and contract administrator for the PSK related to the work under this Agreement, including monitoring the work of its Consultant.
- D. County shall be responsible for prompt communication to ODOT's Contract Administrator of its comments regarding (A) and (B) above; and
- E. County will appoint a Project Manager to:
 - (1) be County's principal contact person for ODOT's Contract Administrator on all matters dealing with the Project;
 - (2) collaborate with ODOT's Contract Administrator regarding coordination of work as described in Exhibit A and County personnel, as necessary; and

(3) review invoices forwarded to County from ODOT's Contract Administrator for concurrence on any deliverables produced by ODOT's Consultant and communicate any concerns County may have to ODOT's Contract Administrator.

SECTION 7. ODOT'S REPRESENTATIONS AND COVENANTS

A. ODOT certifies that, at the time this Agreement is executed, sufficient funds are authorized and available for expenditure to finance ODOT's portion of this Agreement within the appropriation or limitation of its current biennial budget.

B. ODOT represents that the statement of work attached to this Agreement as Exhibit A has been reviewed and approved by the necessary official(s) of ODOT.

C. ODOT will assign a Contract Administrator for this Agreement who will be ODOT's principal contact person regarding administration of this Agreement and will participate in the selection of the Consultant, the monitoring of the Consultant's work, and the review and approval of the Consultant's work, billings and progress reports.

D. If the Grant provided pursuant to this Agreement includes a Consultant's Amount, ODOT shall enter into a PSK with the Consultant to perform the work described in Exhibit A designated as being the responsibility of the Consultant, and in such a case ODOT agrees to pay the Consultant in accordance with the terms of the PSK up to the Consultant's Amount.

SECTION 8. TERMINATION

This Agreement may be terminated by mutual written consent of all parties. ODOT may terminate this Agreement effective upon delivery of written notice to County, or at such later date as may be established by ODOT under, but not limited to, any of the following conditions:

A. County fails to complete work specified in Exhibit A as its responsibility, in accordance with the terms of this Agreement and within the time specified in this Agreement, including any extensions thereof, or fails to perform any of the provisions of this Agreement and does not correct any such failure within 10 days of receipt of written notice or the date specified by ODOT in such written notice.

B. Consultant fails to complete work specified in Exhibit A as its responsibility, in accordance with the terms of this Agreement and within the time specified in this Agreement, including any extensions thereof, and does not correct

any such failure within 10 days of receipt of written notice or the date specified by ODOT in such written notice.

C. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or ODOT is prohibited from paying for such work from the planned funding source.

D. If ODOT fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

In the case of termination pursuant to A, B, C or D above, ODOT shall have any remedy at law or in equity, including but not limited to termination of any further disbursements hereunder. Any termination of this Agreement shall not prejudice any right or obligations accrued to the parties prior to termination.

SECTION 9. GENERAL PROVISIONS

A. Time is of the essence of this Agreement.

B. Except as otherwise expressly provided in this Agreement, any notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid, to ODOT or County at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either party may hereafter indicate pursuant to this Section. Any communication or notice so addressed and mailed is in effect five (5) days after the date postmarked. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. To be effective against ODOT, such facsimile transmission must be confirmed by telephone notice to ODOT's Contract Administrator. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

C. ODOT and County are the only parties to this Agreement and are the only parties entitled to enforce the terms of this Agreement. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right not held by or made generally available to the public, whether directly, indirectly or otherwise, to third persons (including but not limited to any Consultant) unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

D. Sections 5(H), 5(I), 5(K) and 9 of this Agreement and any other provision which by its terms is intended to survive termination of this Agreement shall survive.

E. The parties agree as follows:

(a) Contribution.

If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against ODOT or Grantee ("Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's contribution obligation under this Section 9(E) with respect to the Third Party Claim.

With respect to a Third Party Claim for which ODOT is jointly liable with the Grantee (or would be if joined in the Third Party Claim), ODOT shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Grantee in such proportion as is appropriate to reflect the relative fault of ODOT on the one hand and of the Grantee on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of ODOT on the one hand and of the Grantee on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. ODOT's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including but not limited to the Oregon Tort Claims Act, ORS 30.260 to 30.300, if ODOT had sole liability in the proceeding.

With respect to a Third Party Claim for which the Grantee is jointly liable with ODOT (or would be if joined in the Third Party Claim), the Grantee shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by ODOT in such proportion as is appropriate to reflect the relative fault of the Grantee on the one hand and of ODOT on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable

considerations. The relative fault of the Grantee on the one hand and of ODOT on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Grantee's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including but not limited to the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

(b) Choice of Law; Designation of Forum; Federal Forum.

(1) The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

(2) Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

(3) Notwithstanding Section 9.E (b)(2), if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This Section 9.E(b)(3) applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This Section 9.E(b)(3) is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

(c) Alternative Dispute Resolution.

The parties shall attempt in good faith to resolve any dispute arising out of this Agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of the Agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding mediation or non-binding arbitration) to resolve the dispute short of litigation.

F. This Agreement and attached Exhibits (which are by this reference incorporated herein) constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No modification or change of

terms of this Agreement shall bind either party unless in writing and signed by all parties and all necessary approvals have been obtained. Budget modifications and adjustments from the work described in Exhibit A must be processed as an amendment(s) to this Agreement and the PSK. No waiver or consent shall be effective unless in writing and signed by the party against whom such waiver or consent is asserted. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of ODOT to enforce any provision of this Agreement shall not constitute a waiver by ODOT of that or any other provision.

G. This Agreement may be executed in several counterparts (facsimile or otherwise), all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

Electronic Signatures. The Parties agree that signatures showing on PDF documents, including but not limited to PDF copies of the IGA and amendments, submitted or exchanged via email are "Electronic Signatures" under ORS Chapter 84 and bind the signing Party and are intended to be and can be relied upon by the Parties. Agency reserves the right at any time to require the submission of the hard copy originals of any documents.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives are duly authorized, have read this Agreement, understand it, and agree to be bound by its terms and conditions.

County

ODOT

Yamhill County

STATE OF OREGON, by and through its Department of Transportation

By: *Casey Kulla*
(Official's Signature)

By: _____

Casey Kulla - Chair, Board of Commissioners
(Printed Name and Title of Official)

Jerri Bohard, Division Administrator or designee
Policy, Data & Analysis Division

Date: 8/21/2020

Date: _____

Accepted by Yamhill County Board of Commissioners on 8/13/2020 by Board Order # 20-271

Agency has entered into the PSK with Consultant to provide services to the Project as described in this Exhibit A.

EXHIBIT A
STATEMENT of WORK and DELIVERY SCHEDULE
for
TGM 2D-18
Yamhill County, Yamhelas Westsider Trail Master Plan

Acronyms and Definitions

ADA	Americans with Disabilities Act
Agency/ODOT	Oregon Department of Transportation
APM	Agency Project Manager
County	Yamhill County
EJ	Environmental Justice
GIS	Geographic Information Systems
Incorporated Cities	Cities of Carlton and Yamhill
PAC	Project Advisory
PMT	Project Management Team
Project	Yamhelas Westsider Trail Master Plan Project
TM	Technical Memorandum
TSP	Transportation System Plan
YWT	Yamhelas Westsider Trail

	Agency’s Project Manager (“APM”) for the WOC		Consultant’s Project Manager (“PM”) for the WOC
Name:	Michael Duncan	Name:	Katie Mangle
Address:	ODOT Region 2 350 W Main Drive Astoria, OR 97103	Address:	Alta Planning + Design, Inc. 711 SE Grand Ave Portland, OR 97214
Phone:	503-325-7224	Phone:	503-230-9862
Fax:	503-325-1314	Fax:	503-230-9864
Email:	Michael.W.Duncan@odot.state.or.us	Email:	Katiemangle@altaplanning.com
	Contract Administrator for the WOC		Local Project Manager
Name:	Michael Duncan	Name:	Carrie Martin
Phone:	503-325-7224	Address:	Yamhill County 535 NE 5 th Street McMinnville, OR 97128
Email:	Michael.W.Duncan@odot.state.or.us	Phone:	503-474-4991
		Fax:	503-474-4908
		Email:	martinc@co.yamhill.or.us

PROJECT BACKGROUND AND OBJECTIVES

Project Purpose/ Transportation Relationship and Benefit

The Yamhelas Westsider Trail (“YWT”) Master Plan project (“Project”) will produce a comprehensive, multiphase, actionable plan that complies with all applicable standards. The YWT Master Plan will provide a detailed blueprint to guide Yamhill County (“County”), community stakeholders, and participating state and federal agencies. This includes providing clear direction in the design, development, and implementation of a multi-modal transportation and recreation trail. YWT Master Plan must include mitigation strategies as identified in the 2018 Farm Impact Findings, safety and security measurements, trail maintenance, methods to avoid/minimize environmental impact, and other means for protecting and enhancing the biological, cultural, and historic resources of the corridor. YWT Master Plan will be presented for adoption by the Yamhill County Board of Commissioners. Project will recommend draft implementing amendments to comprehensive plans, Transportation System Plans (“TSP”), and development ordinances of the County and the cities of Yamhill and Carlton (“Incorporated Cities”).

YWT Master Plan will guide development of a transportation facility that will ultimately:

1. Provide safe and convenient transportation choices between communities for visitors and commuters
2. Provide opportunities for citizens to recreate and observe nature
3. Provide a safe off-road bicycle route to Yamhill-Carlton schools
4. Enhance access to commercial retail areas, community facilities, and workplaces
5. Promote environmental stewardship

Project Area

The Project Area is the former Union Pacific Railway right-of-way from the northern edge of County south to Gun Club Road. For purposes of impact on adjacent issues, the Project Area must include 750 feet from the centerline of the typically 60 foot right-of-way. See map below.

Background

In November 2017, Yamhill County completed acquisition of a 12.48-mile corridor that runs roughly adjacent to OR 47, between the City of Gaston and Gun Club Road, northeast of City of McMinnville. The future YWT is a multi-modal transportation project envisioned to support regional agricultural and recreational tourism by connecting small cities, and provide the first off-highway bicycle, pedestrian, and equestrian path in the northern Yamhill Valley. There is a lack of adequate bicycle/pedestrian facilities in and around Incorporated Cities, and throughout the County as a whole. There is a history of safety issues on nearby county roads and adjacent highways. In addition to perceived and historic safety deficiencies, the public sentiment suggests the existing facilities do not accommodate all types of bicycle traffic. YWT will provide strategic infrastructure in areas with high traffic volumes, reducing the need for bicyclist/motorist shared roadways, and allowing commuters the option of safely utilizing transportation routes to home, school, and work.

YWT will directly contribute to the objective of greater economic benefits from recreational tourism and to expand opportunities for local wine and agritourism-related revenues and job growth.

In addition to the safety, recreation, and economic growth opportunities, it is anticipated that the development of the YWT will provide a unique historic asset that will be used to create a regional trail system that connects popular recreation sites such as Hagg Lake in Washington County, the Wapato Wildlife Refuge, Incorporated Cities, the City of McMinnville, and the unincorporated community of Cove Orchard. YWT may also provide potential connections to other trails in Washington County. YWT will provide a more enjoyable, comfortable, and convenient off-street pathway to further enhance bicycling and walking within the region, already a popular destination for cyclists and running events such as the Wine Country Half Marathon and Cycle Oregon races.

Core Project Objectives

Core objectives for the YWT Master Plan must include, but are not limited to:

- Identify design considerations, constraints, and recommendations;
- Identify development standards;
- Develop implementation strategy to prioritize and phase trail improvements;
- Develop and implement a robust community engagement plan;
- Refine and prioritize mitigation strategies found in the 2018 Farm Impact Findings



GENERAL PROVISIONS

Expectations about Written and Graphic Deliverables

Deliverables must be written concisely and use a simple and direct style, both to minimize the length of the final document and to make the document understandable to as large an audience as is reasonable. Where possible, information must be presented in tabular or graphic format, with simple and concise accompanying narratives. Electronic documents must be in a format easily translated by a screen reader or text-to-voice software and with graphics and materials at a clear and readable image resolution. Memoranda and reports must be formatted for 8 ½-inch by 11-inch or 11-inch by 17-inch paper.

Consultant shall provide digital copies of written deliverables to the Project Management Team (“PMT”) in Word and PDF formats. Final versions of documents must be provided in an open universally readable format.

Draft Materials

Draft materials must be substantially complete, and any changes or revisions needed to address comments must be minor.

Consultant shall provide deliverables for TMs #1, #2, #4, and #5, to PMT at least 10 business days prior to a scheduled meeting or anticipated public release date. Consultant shall provide deliverables for TM #3 and the Revised Draft YWT Master Plan to PMT 10 business days prior to any anticipated public release date, knowing that there will be no substantive revisions suggested by PAC or Open House. PMT consists of the County, Consultant, and Oregon Department of Transportation (“ODOT”) Agency’s Project Manager (“APM”).

County and APM will each submit one set of consolidated, non-conflicting comments on draft deliverables to Consultant within five business days of receipt.

Consultant shall make revisions and corrections to draft deliverables based on comments received from PMT, and provide new draft to PMT no more than two business days prior to scheduled meeting or anticipated public release date.

Text Deliverables

The following text must appear in the final plan:

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

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

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

Maps and Graphic Deliverables

Consultant shall provide any Geographic Information Systems (“GIS”) layers used for inventory and graphic deliverables to County and ODOT’s Geographic Information Services Unit.

Maps and site plans must be provided as electronic deliverables which can be read and used directly with ArcGIS 9.0, geo-referenced to the County GIS base data, or in a format agreed between the PMT. Maps and graphics must include details necessary to ensure usability. Maps must include, at a minimum: a scale, direction arrow indicating north, a color scheme ensuring readability in black and white, a legend, source and date for underlying information, and all railroads. In general, project basemaps and analysis layers will be based on existing GIS data provide by the County. Consultant is not expected to create new data beyond the outputs from analysis tasks.

All graphics, including but not limited to, vector-based graphics, perspectives, axonometric drawings, and elevations created digitally, must be delivered in both the native format in which they are created (e.g., Adobe InDesign, Photoshop, Sketch Up, AutoCAD, etc.) and in an open and universally readable format (e.g., Word, PDF, etc.), as agreed between County, Consultant, and Agency.

Web Access to All Materials

Consultant shall provide the PMT continued web access to all completed project files throughout the duration of the Project. Consultant may satisfy this requirement for an online repository of electronic project files by providing a dedicated webpage or project management web-based application (e.g., Basecamp) for PMT use which includes links to each file, providing access to a File Transfer Protocol site enabling direct downloading of project files, or an alternative distribution method as agreed between County, Consultant, and Agency.

Expectations about Meetings and Public Involvement

The public involvement program must comply with Statewide Planning Goal 1 (Citizen Involvement), which calls for “the opportunity for citizens to be involved in all phases of the planning process.”

County and Consultant shall consider environmental justice issues, which is the fair treatment and meaningful involvement of all people, regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

Fair treatment means that no group of people, including a racial, ethnic, or socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, or tribal programs or policies.

Meaningful involvement means:

- Potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and health
- The public’s contribution can influence the regulatory agency’s decision
- The concerns of all participants involved will be considered in the decision making process
- The decision makers seek out and facilitate the involvement of those potentially affected

County and Consultant shall consider Title VI regarding outreach to minorities, women, and low-income populations. Special efforts must be directed to ensuring outreach to and representation of minorities, women, and low-income populations.

The primary aspect of public involvement is through the Project Website, the Project Advisory Committee (“PAC”) meetings, public forums, presentations to individuals and small groups, and County Board of Commissioners. Meetings must include outreach to and opportunity for representatives of the following interests to be heard: property owners, businesses, residents-at-large, and environmental justice. County and Consultant shall transmit any comments received outside established processes in this statement of work to the PMT.

Specific information regarding the deliverables and responsibilities for public involvement tasks are listed under the appropriate task.

Expectations about Traffic Analysis

An Oregon-registered professional engineer (civil or traffic) shall perform or oversee all traffic analysis work regarding YWT crossings of highways and safety analysis of co-located trail on public roads. Any final technical memorandum (“TM”) containing traffic analysis must be stamped. Traffic analysis software must follow Highway Capacity Manual 6th edition procedures. Traffic analysis must comply with ODOT Analysis Procedures Manual, available at:

<http://www.oregon.gov/ODOT/TD/TP/Pages/APM>

Consultant shall coordinate all analysis with Transportation Planning Analysis Unit and Region 2 Traffic Section. Consultant shall get approval of methodology from Transportation Planning Analysis Unit and Region 2 Traffic Section prior to doing any analysis.

TASK 1: PROJECT ADMINISTRATION AND INITIATION

1.1 PMT Meetings (up to 12)

PMT shall meet up to 12 times by phone throughout the Project to review progress, identify and mitigate potential issues, and oversee Project development. PMT Meetings are anticipated to last one hour each and will generally be held on a monthly basis.

Consultant shall arrange a call-in number, develop and distribute an agenda to PMT at least two business days prior to PMT Meeting. Consultant shall take meeting notes with focus on memorializing key decisions and direction, and distribute notes to PMT within two business days after PMT Meeting

County shall attend and participate in PMT meetings.

1.2 Project Advisory Committee Roster

County shall establish PAC membership and prepare roster. PAC is expected to consist of representatives of

- Incorporated Cities
- County: administrator, planning staff, parks staff, grants & special projects manager
- US Fish & Wildlife, Wapato Lake National Wildlife Refuge
- Yamhill-Carlton, McMinnville, and Gaston School districts
- Emergency service provider

- Yamhill County Sheriff's Office and City Police Departments
- ODOT
- Oregon Department of Land Conservation and Development
- Washington County Parks and Land Use and Transportation
- Bicycle/pedestrian interest groups
- Tourism industry
- Citizens-at-large
- Business or chamber of commerce
- Landowners/farmers adjacent to trail property (up to 3)

Consultant shall review the draft PAC Roster as part of preparing Task 1.3 Public Involvement Plan and provide comments on the draft to County. County shall prepare a final PAC Roster based on Consultant and APM input.

1.3 Public Involvement Plan

Consultant shall prepare a draft and final Public Involvement Plan to gain input throughout the duration of this Project at key milestones. Consultant shall develop the Public Involvement Plan with input from the PMT that is consistent with the County's public involvement policies and practices. Elements of the Public Involvement Plan must include, but are not limited to, the following:

- Public involvement goals
- Internal (i.e., County and Consultant) roles and responsibilities for each public involvement activity or event
- Project identity, including project graphics and templates (does not include custom logo or branding)
- Key messages
- Potentially affected and interested stakeholders and other target audiences
- Identify strategy to engage adjacent landowners individually or as small, logically grouped meetings
- Decision-making framework, including roles of groups and committees
- Critical success factors
- Alternative plans for public engagement if one-on-one or small group conversations are not possible with key stakeholders in Task 2
- Demographic analysis using U.S. Census data and input from the County to identify Title VI and Environmental Justice ("EJ") populations, and outreach and reporting protocols to meet Title VI Program (EJ) requirements to ensure full and fair participation by all potentially affected community members in the decision-making process. Title VI and EJ analysis and documentation must be consistent with the Region 2 Guidelines for Addressing Title VI and EJ in Transportation Planning.
- PAC Roster, per County Deliverable 1b

1.4 Stakeholder Database and Comment Log

Consultant shall develop and maintain a stakeholder database that will be used to inform interested parties including, but not limited to, federal, regional, state and local authorities; environmental groups, individuals, adjacent property owners; and key businesses, public services, education, and community organizations. Information must include when available, name, affiliation, address, and email address. Consultant shall expand and update this database throughout the process as new stakeholders and interested parties become involved in the Project.

Consultant shall log public comments, questions, and concerns received throughout the Project in the Comment Log and forward to the County for response. Consultant shall also compile any comments received by the County into the Comment Log.

1.5 Project Website

Consultant shall establish and maintain a Project Website from launch until Project completion. Consultant shall coordinate with County as needed to provide a linkage between the Project Website and the County website according to County requirements. Consultant shall provide: site development, domain registration, hosting, gathering and monitoring of content, and controls, as required by, and subject to approval by, the County and APM. The Project Website must be fully functioning and accessible within four weeks after Task 1 Kick-Off Meeting and remain fully functioning and accessible for a minimum of six months following Project completion.

Project Website must include, at a minimum, the following:

- a. Project description with one location map;
- b. Task 1 Project Fact Sheet;
- c. Project timeline based on refined project schedule agreed to at Task 1 Kick-Off Meeting;
- d. Draft and Revised Technical Memos developed for this Project;
- e. Project maps and graphics developed for this Project in PDF or JPG format;
- f. Google translate tool;
- g. Meeting information (times, locations, agendas, summaries, and materials);
- h. Opportunity to sign up for Project updates (including notification when Project Website is updated);
- i. County staff contact information.

Consultant shall include a Spanish-language landing page in the Project Website that provides an overview of the Project in Spanish and includes a link to all Spanish-language translated documents.

Consultant may use generic branding, fonts, and color pallets for the website. The County may provide a project logo for use in Project materials. .

Project Website must include an interactive on-line mapping tool element that allows the public to provide input and to pinpoint issues, ideas, and comments directly on a map of the Project Area, available for a period of time established in Task 1.3 Public Involvement Plan.

1.6 Project Overview Video

Consultant shall produce a draft and final Project Overview Video to raise awareness of the Project to engage diverse stakeholders. Project Overview Video is expected to be approximately three minutes. Consultant shall provide Spanish translation of video content at request of Agency using YouTube Tools

or other low cost translation method. The Project Overview Video must be embedded on the Project Website and a link be distributed by Consultant electronically to the stakeholder database. County shall post the video to its social media accounts.

Project Overview Video must include:

- One trip to the project area for footage and on-site interviews;
- Drone footage;
- Spoken audio in English, with English and Spanish subtitles;
- No new graphics; and
- One round of major revisions.

1.7 Project Fact Sheet

Consultant shall prepare a draft and final Project Fact Sheet based on information provided by County, in both in English and Spanish language, for posting on the Project Website and use at briefings, media or events. Project Fact Sheet graphic and text must fit on one page , front and back. PMT shall agree on specific content topics at Kick-Off Meeting

County shall print and distribute Project Fact Sheet as an insert to the local utility bills. County shall post Project Fact Sheet on its social media accounts.

1.8 Kick-Off Meeting

Consultant shall conduct a Kick-Off Meeting with PMT.

The purpose of the Kick-Off Meeting is to establish a refined project schedule; identify key issues, opportunities, and milestones; and discuss other Project-related information. At meeting, County shall provide available data and background information to Consultant for use in preparing Project deliverables. Meeting to be scheduled same day as site visit tour.

Kick-Off Meeting is anticipated to last two hours.

For Kick-Off Meeting:

- a. Consultant shall:
 - Develop meeting agenda and distribute to PMT at least two business days prior
 - Take meeting notes
 - Provide draft refined project schedule
- b. County shall:
 - Attend
 - Invite key staff to attend
 - Arrange facilities
 - Provide necessary equipment for conducting meeting (e.g., projector, screen, etc.)

1.9 Site Visit Tour and Site Visit Memorandum

Consultant shall prepare Site Visit Memorandum.

As part of preparing Site Visit Memorandum, Consultant shall conduct a Site Visit of the Project Area with PMT following the Kick-Off Meeting. PMT shall visit key Project locations, noting observations

and taking photographs to better understand issues and opportunities central to Project success. Site visit is anticipated to last four hours. County, Consultant, and APM will each provide their own transportation.

For Site Visit:

- a. Consultant shall:
 - Take notes and photographs (Consultant shall provide own camera)
- b. County shall:
 - Attend and facilitate Site Visit (tour guide)
 - Invite key staff to attend
 - Provide itinerary

Site Visit Memorandum must include:

- Revised refined project schedule from Kick-Off meeting
- Notes from the Kick-Off Meeting
- Key decisions from the Kick-Off Meeting
- Notes from the Site Visit
- Key observations from the Site Visit
- Photographs from the Site Visit
- Other observations related to the Project

County Deliverables

- 1a PMT Meetings (up to 12) (Subtask 1.1)
- 1b PAC Roster (Subtask 1.2)
- 1c Post Project Overview Video (Subtask 1.6)
- 1d Printing and distribution of Project Fact Sheet (Subtask 1.7)
- 1e Kick-Off Meeting (Subtask 1.8)
- 1f Participation in Site Visit (Subtask 1.9)

Consultant Deliverables

- 1A PMT Meetings (up to 12) (Subtask 1.1)
- 1B Public Involvement Plan (Subtask 1.3)
- 1C Stakeholder Database and Comment Log (Subtask 1.4)
- 1D Project Website (Subtask 1.5)
- 1E Project Overview Video (Subtask 1.6)
- 1F Project Fact Sheet (Subtask 1.7)
- 1G Kick-Off Meeting (Subtask 1.8)
- 1H Site Visit Memorandum (Subtask 1.9)

TASK 2: PROJECT GOALS AND OBJECTIVES

2.1 Draft TM #1: Goals, Objectives, and Overview

Consultant shall prepare Draft TM #1 and submit to PMT for review and comment. TM #1 must build upon Project Objectives and Goals and Objectives from prior YWT efforts and as discussed at Task 1 Kick-Off Meeting. Draft TM #1 must include the following:

- a. Project introduction and purpose
- b. Project goals and objectives
- c. Overview describing Project Area, including:
 - Detailed YWT right-of-way map
 - North and south YWT planning segments
 - Existing and planned YWT segments in street rights-of-way
 - Key characteristics (e.g., city limits, urban growth boundary, bodies of water, etc.)

2.2 Draft TM #2: Evaluation Criteria

Consultant shall prepare Draft TM #2 and submit to PMT for review and comment. Draft TM #2 must include evaluation criteria, based on the Project Objectives from TM #1, to evaluate YWT design and amenities options to be developed in Task 4. Evaluation criteria must include, but not be limited to:

- a. Trail types
- b. User experience
- c. Safety and security
- d. Connectivity
- e. Planning, land use, and regulatory impacts
- f. Property ownership impacts
- g. Directness of travel
- h. Cost and funding availability
- i. Phasing opportunities

Draft TM #2 must include concise and general descriptions of likely YWT standards and types, including plan view and cross-section illustrations, to provide context for Evaluation Criteria.

2.3 Adjacent Landowner Engagement

Adjacent Landowner Engagement is intended to establish collaboration and coordination with adjacent farm owners and operators in order to mitigate and minimize perceived and potential impacts to farming from use of the rail corridor as a trail.

Consultant shall communicate with and meet with adjacent owners, operators, and residents seeking to participate in the development and implementation of a final or master plan. Consultant shall conduct site visits and make every effort to engage the adjacent landowners and tenants individually or in small groups (up to 15 meetings), and in meaningful discussions concerning mitigation strategies, per the Public Involvement Plan.

- a. Consultant shall:
 - Contact adjacent landowners and tenants and arrange individual or small group meetings (up to 15 total)

- Take meeting attendance
 - Take meeting notes
 - Submit meeting summary to PMT within five business days after meeting
- b. County shall:
- Provide the Consultant with contact information for adjacent landowners
 - Provide meeting facilities, if necessary
 - Attend meetings with adjacent landowners as County determines is appropriate

2.4 PAC Meeting #1

PAC shall review and provide comments to PMT regarding Draft TM #1 and Draft TM #2 five or more business days in advance of the meeting. PAC Meeting #1 must be held on the same day as Open House #1 and is anticipated to be two hours in length. Meeting agenda to cover PAC Meeting Guidelines and Criteria for Consensus, and come to agreement on Project Goals & Objectives.

For PAC Meeting #1:

- a. Consultant shall:
- Prepare and distribute agenda to PMT at least five business days prior
 - Prepare, in consultation with PMT, presentation materials
 - Present meeting materials, answer questions, and facilitate any discussions held at the meeting.
 - Take meeting attendance
 - Take meeting notes
 - Submit a PAC Meeting #1 summary to PMT within five business days after
- b. County shall:
- Send meeting notification
 - Attend
 - Arrange facilities (must be Americans with Disabilities Act (“ADA”) compliant)
 - Provide necessary equipment to conduct meeting (e.g., projector, screen, etc.)

2.5 Open House #1 (Walk Shop)

Open House #1 provides the general public an opportunity to review and comment on content from Draft TM #1 and Draft TM #2 and provide feedback on potential opportunities and constraints in the corridor as well as to articulate preferences for future facilities.

Open House #1 must be conducted on the same day as PAC Meeting #1. Open House #1 is anticipated to last two hours and will be facilitated as a walkshop, where community members can meet in the corridor to gain a better understanding of the physical opportunities and challenges of the corridor.

For Open House #1:

- a. Consultant shall:
- Provide presentation materials in English and Spanish
 - Provide sign-in sheets, comment cards, and pens
 - Present meeting materials, answer questions, and facilitate any discussions held at the meeting.
 - Prepare Open House #1 summary and submit to PMT within five days after Open House #1
- b. County shall:

- Print and distribute Open House #1 agenda and materials
- Schedule, arrange, and prepare Open House #1 facility, which must be ADA compliant
- Advertise Open House #1 in English and Spanish
- Provide necessary equipment for presentation
- Attend and participate as appropriate
- Provide written notes to Consultant that summarize input received, within four business days after Open House #1

2.6 Board of Commissioners Meeting #1

County shall organize and Consultant shall facilitate discussion at Board of Commissioners Meeting #1. Consultant shall conduct a presentation on expected Project outcomes and deliverables. Consultant shall present Project Goals, Objectives, and Evaluation Criteria in Draft TMs #1 and #2 and seek formal endorsement of same by resolution of the Board of Commissioners. County shall schedule Board Meeting #1 after Open House #1.

For Board of Commissioners Meeting #1:

- a. Consultant shall:
 - Provide presentation materials
 - Present meeting materials, answer questions, and facilitate any discussions held at the meeting.
- b. County shall:
 - Schedule, notice, arrange, and conduct Board Meeting #1
 - Prepare staff report and endorsement resolution
 - Prepare legal minutes

2.7 Revised Draft TMs #1 and #2

Consultant shall prepare Revised Draft TMs #1 and #2 based on comments from PMT, PAC, participants at Open House #1, and per Board of Commissioners action. County and ODOT shall each provide one set of consolidated non-conflicting comments before submission to the Consultant. Consultant shall submit Revised TMs #1 and #2 to PMT.

Revised Draft TMs #1 and #2 must include a comment log, listing all comments received, source of comment, and how comment was addressed in Revised Draft TMs #1 and #2

County Deliverables

- 2a Adjacent Landowner Engagement (Subtask 2.3)
- 2b PAC Meeting #1 (Subtask 2.4)
- 2c Open House #1 (Subtask 2.5)
- 2d Board of Commissioners Meeting #1 (Subtask 2.6)

Consultant Deliverables

- 2A Draft TM #1: Goals, Objectives, and Overview (Subtask 2.1)
- 2B Draft TM #2: Evaluation Criteria (Subtask 2.2)
- 2C Adjacent Landowner Engagement (Subtask 2.3)
- 2D PAC Meeting #1 (Subtask 2.4)
- 2E Open House #1 (Subtask 2.5)

- 2F Board of Commissioners Meeting #1 (Subtask 2.6)
2G Revised Draft TMs #1 and #2 (Subtask 2.7)

MILESTONE

APM shall review Board of County Commissioners' actions made as part of Board of Commissioners Meeting #1. APM will advise County and Consultant in writing of decision regarding continuation or termination of work under this WOC. APM is expected to make an affirmative decision if the Board of County Commissioners endorses the Project Goals, Objectives, and Evaluation Criteria in Draft TMs #1 and #2. Consultant shall stop work after completion of Tasks 1 and 2, until direction is provided in writing to begin work on Tasks 3 and 4.

TASK 3: EXISTING CONDITIONS

3.1 Draft TM #3: Existing Conditions

Consultant shall prepare Draft TM #3 and submit to PMT for review and comment. Draft TM #3 must summarize existing laws, plans, policies, transportation, natural resource, and cultural resource features; and relevant demographics that may affect YWT development or be relevant to decisions in later tasks. Draft TM #3 must include base map(s). County shall provide any additional available data necessary to produce a description of transportation, land use, natural resources, cultural resources, and demographics to Consultant. Consultant shall inventory, as needed, road characteristics at all proposed locations and treatments of YWT crossings and shared YWT/roadway facilities. Consultant's analysis of existing conditions will be limited to existing and available data provided by the County and based on County-identified priorities within those data and documents.

Draft TM #3 must include the following:

a. Existing Laws, Rules, and Regulations

A summary of federal, state, and local laws, plans and policies that pertain to YWT. The summary may include:

- County Comprehensive Plan, TSP, Pedestrian Safety Study, Downtown Plans, prior YWT planning efforts, zoning and related development ordinances, and floodplain or other zones
- Incorporated Cities comprehensive plans, TSPs, zoning and related development ordinances, and other relevant documents
- ADA
- State of Oregon statewide planning goals, plans, and policies, including the Transportation Planning Rules (Oregon Administrative Rules Chapter 600, Division 12); Statewide Transportation Improvement Program; and Oregon Transportation Plan including all modal and topic plans.

Consultant shall compile a geodatabase of readily available GIS data layers to locate and describe the presence or absence of features referenced in the scope of work. Consultant shall engage in-house experts on natural resources, cultural/historical resources, geological features and GIS mapping to complete this task. Consultant shall collate transportation, land use, natural resource and cultural resource spatial data and develop a base map by combining readily available GIS data with targeted research. The base map must cover the ~12.5-mile corridor plus 750 feet on either side of the centerline. This inventory will be used to illustrate potential opportunities and constraints for

YWT siting and development. Assessment topics will include items listed below with anticipated sources identified following the item.

b. Transportation and Land Use Features

- Transportation network of local, County, and state facilities at all proposed YWT/roadway crossings and shared YWT/roadway facilities
 - ✓ Existing rights-of-way and easements owned by County, Incorporated Cities, or state – Source: County Assessor and GIS records
 - ✓ Location, characteristics as outlined in the Field Inventory Worksheet of the Analysis Procedures Manual – Source: County GIS or ODOT electronic layers
 - ✓ Public transit services available – Source: County GIS or brief review of Google maps/existing transit database
 - ✓ Locations and conditions of culverts and bridges on YWT – Source: County GIS (roads and culvert layer)
- Bicycle and pedestrian networks from the Project Area to schools, including types, locations, widths, surface, ownership, ADA compliance, and Level of Traffic Stress – Source: Combination of County GIS; input from stakeholders provided to Consultant as a digitized layer; and brief review of Google maps and street view up (up to 3 hours)
- Existing and planned land uses:
 - ✓ Existing land uses, including vacant land – Source: County GIS
 - ✓ Incorporated Cities and County comprehensive plan designations, zoning, and any overlays – Source: County GIS
 - ✓ Property boundaries – Source: County Assessor and GIS records
 - ✓ Schools and school crossings – Source: Combination of County GIS; input from stakeholders; and brief review of Google maps and street view up (up to 2 hours)
 - ✓ Activity centers likely to attract tourists, bicyclists, or pedestrians (such as developed parks, visitor access points to the refuge, wineries, tasting rooms, or other attractions near the Project Area) – Source: Combination of County GIS (e.g. parks layer); input from stakeholders provided to Consultant as a digitized layer; and brief review of Google maps and street view (up to 3 hours)

c. Natural and Cultural Resources and Features:

Consistent with data availability, we anticipate incorporating the following information from the sources listed below:

- Land Use Goal 5 Natural Resources [wild & scenic rivers; state scenic waterways, groundwater resources, Oregon recreational trails, wilderness areas, historic places, significant local wetlands, and gravel mines] – Source: County GIS (restricted groundwater layer, Goal 5 historic structures layer); Oregon Parks and Recreation website; Department of State Lands Local Wetland Inventory website
- Regulatory floodplains – Source: County GIS (FEMA flood zones layer)
- Levees, including locations and geometries- Source: Department of Geology and Minerals GIS Inventory of levees

- Wetlands and non-wetland waters – Source: County GIS (water feature layer, stream layer, wetlands layer)
- Endangered Species Act information and Oregon-listed sensitive species – Source: Oregon Biodiversity Information Center GIS database (fee-based query)
- Known hazardous materials sites – Source: GeoResearch Query (fee-based query)
- Land Use Goal 5 Historic Resources – Source: County GIS
- Known historic, cultural, and archaeological resources and sites – Source: 2015 Heritage Research Associates Report and State Historic Preservation Office records search
- Topographical information, including steep and unstable slopes – Source: 20-ft Contours County GIS

A cultural survey was completed in 2015 by Heritage Research Associates for a large portion of the project corridor, with the exception of the alignment from Gaston to Cove Orchard (approximately 4.5 miles). As part of this scope of work, only the previously un-surveyed portion from Gaston to Cove Orchard will be covered and will include a State Historic Preservation Office database search of recorded resources (OARRA and OHSD) of the project corridor door including 0.25-mile study area from centerline. The write-up will include a table summary of findings and recommendations.

d. Demographics

Base map of demographics, based on U.S. Census data, including the locations and characteristics of Title VI and Environmental Justice populations. Consultant's base map will be limited to existing and available data. County shall provide socio-economic and demographic information to Consultant.

3.2 Revised Draft TM #3

Consultant shall prepare Revised Draft TM #3 based on comments from PMT. County and ODOT shall each provide one set of consolidated comments with conflicts resolved before submission to the Consultant. Consultant shall submit Revised Draft TM #3 to PMT.

Revised Draft TM #3 must include a comment log, listing all comments received from the PMT, source of comment, and how comment was addressed in Revised Draft TM #3

County Deliverables

3a Baseline data for Draft TM #3: Existing Conditions (Subtask 3.1)

Consultant Deliverables

3A Draft TM #3: Existing Conditions (Subtask 3.1)

3B Revised Draft TM #3 (Subtask 3.2)

TASK 4: CONCEPTUAL TRAIL OPTIONS

4.1 Draft TM #4: Conceptual YWT Options

Consultant shall prepare Draft TM #4 and submit to PMT for review and comment. Draft TM #4 must include up to four alternative YWT cross-sections within the existing YWT right-of-way, including up to four cross-section variations based on segment considerations, and a menu of potential and recommended YWT amenities, and an analysis of YWT concepts and amenities based on project

evaluation criteria. The graphic quality and level of detail for cross-sections must be comparable to the City of Ashland Bear Creek Greenway Extension Feasibility Study (2018), pages 36, 40, and 44, available at https://www.ashland.or.us/Files/Greenway_Feasibility_Study.pdf

Draft TM #4 must include:

- a. Up to four alternative trail cross-section concepts within the existing YWT right-of-way
- b. A menu of potential and recommended amenities including photo examples, simple narrative, planning level cost estimates, recommended trail materials, benefits and constraints, and conceptual locations. Amenities may include, but not be limited to:
 - Lighting
 - Fencing
 - Wayfinding and informational and hazard signage
 - Benches and other furniture
 - Bicycle racks and lockers, fix-it stations, and interpretive kiosks
 - Trailheads
 - Motor vehicle parking
 - Viewpoints
 - Public restrooms
 - Water fountains
- c. Analysis of each of the concepts, using the evaluation criteria in Revised Draft TM #2.

4.2 PAC Meeting #2

PAC shall review and provide comments to PMT regarding Draft TM #4. PAC Meeting #2 must occur by webinar format (Consultant not participating in-person) and is anticipated to be approximately one-to-three hours in length. Meeting agenda must cover review of Conceptual YWT Options and Draft Evaluation Criteria and ranking.

For PAC Meeting #2:

- a. Consultant shall:
 - Provide necessary platform to conduct online meeting (e.g., webinar URL and call-in information)
 - Prepare and distribute agenda to PMT at least five business days prior
 - Prepare, in consultation with PMT, presentation materials
 - Present meeting materials, answer questions, and facilitate any discussions held at the meeting.
 - Take meeting attendance
 - Take meeting notes
 - Submit PAC Meeting #2 summary to PMT within five business days after
- b. County shall:
 - Attend
 - Send meeting notification
 - Arrange facilities (must be ADA compliant)

4.3 Open House #2 (Online Survey) Open House #2 will be conducted as an online-only survey, and not an in-person event, providing the general public an opportunity to review and comment on YWT alternative cross-section concepts and amenities in Draft TM #4.

For Open House #2:

- a. Consultant shall:
 - Develop a draft and revised (after consolidated client comments) online survey tool that presents the imagery of the YWT alternative cross-sections and allows survey respondents to give feedback on preferences and concerns
 - Provide necessary platform to conduct online survey (e.g. shareable URL)
- b. County shall:
 - Distribute Open House #2 agenda and materials
 - Advertise
 - Attend and participate as appropriate
 - Provide written notes to Consultant that summarize input received, within four business days after Open House #2

4.4 Board of Commissioners Meeting #2

County shall organize and Consultant shall lead Board of Commissioners Meeting #2. Consultant shall conduct a presentation on YWT alternative concepts and amenities and alternative concept analysis in Revised Draft TM #4. Consultant shall seek formal endorsement of a preferred YWT concept by resolution of the Board of Commissioners. Consultant shall facilitate discussion and otherwise solicit comments regarding Revised Draft TM #4. County shall schedule Board of Commissioners Meeting #2 after Open House #2.

For Board of Commissioners Meeting #2:

- a. Consultant shall:
 - Provide presentation materials
 - Present meeting materials, answer questions, and facilitate any discussions held at the meeting.
- b. County shall:
 - Schedule, notice, arrange, and conduct Board of Commissioners Meeting #2
 - Prepare staff report and endorsement resolution
 - Prepare legal minutes

4.5 Revised Draft TM #4

Consultant shall prepare Revised Draft TM #4 based on comments from PMT, PAC, participants at Open House #2, and the Board of Commissioners. County and ODOT shall each provide one set of consolidated comments with conflicts resolved before submission to the Consultant. Consultant shall submit Revised Draft TM #4 to PMT.

Revised Draft TM #4 must include a comment log, listing all comments received, source of comment, and how comment was addressed in Revised Draft TM #4

County Deliverables

- 4a PAC Meeting #2 (Subtask 4.2)
- 4b Open House #2 (Subtask 4.3)
- 4c Board of Commissioners Meeting #2 (Subtask 4.4)

Consultant Deliverables

- 4A Draft TM #4: Conceptual YWT Options (Subtask 4.1)
- 4B PAC Meeting #2 (Subtask 4.2)
- 4C Open House #2 (Subtask 4.3)
- 4D Board of Commissioners Meeting #2 (Subtask 4.4)
- 4E Revised Draft TM #4 (Subtask 4.5)

MILESTONE

APM shall review Board of County Commissioners' actions made as part of Board of Commissioners Meeting #2. APM shall advise County and Consultant in writing of decision regarding continuation or termination of work under this WOC. APM is expected to make an affirmative decision if the Board of County Commissioners selects a preferred concept for further development. Consultant shall stop work after completion of Tasks 3 and 4, until direction is provided in writing to begin work on Tasks 5 and 6.

TASK 5: PREFERRED TRAIL OPTIONS

5.1 Draft TM #5: Preferred YWT Concept

Consultant shall prepare Draft TM #5 and submit to PMT for review and comment. Draft TM #5 must include the preferred trail concepts and amenities, and planning level cost estimates. The graphic quality and level of detail for cross-sections must be comparable to the City of Ashland Bear Creek Greenway Extension Feasibility Study (2018), pages 36, 40, and 44, available at https://www.ashland.or.us/Files/Greenway_Feasibility_Study.pdf

- a. Preferred YWT concepts must include:
 - Recommended planning-level segment alignment centerline
 - Preferred Conceptual cross-sections
 - Pavement type
 - Width
 - Transportation system impacts, benefits, opportunities and constraints including any ADA considerations and high level engineering judgment of traffic-related considerations.

- b. Preferred trail amenities must include:
 - Representative images/photos
 - Concise narrative describing the amenity
 - Recommended materials or specifications
 - Benefits and constraints
 - Planning-level locations

- c. Cost estimates must include:

- Planning-level percentage, type, and unit cost estimates for trail development and construction, including new or improved intersections and midblock crossings and contingency amount
- Estimates must be broken into phases, both geographically and by amenity

d. City, County, state, and federal funding strategies.

Draft TM #5 must include the justification for the preferred trail alignments and amenities, including the scoring against the evaluation criteria in Revised Draft TM #2.

5.2 Technical Review of Draft TM #5 Meeting

Consultant shall arrange and attend a meeting to review Draft TM #5 by Incorporated Cities and County technical staff. Consultant shall prepare and deliver a presentation focused on elements of Draft TM #5 that have potential to affect operation on County and Incorporated Cities' facilities within the Project Area. At least two Consultant team members must attend the Technical Review of Draft TM #5 Meeting. Technical Review of Draft TM #5 Meeting must occur within two weeks of delivery of Draft Memorandum #5 to the PMT unless a later date is approved by the APM and Consultant in writing.

5.3 PAC Meeting #3

PAC shall review and provide comments to PMT regarding Revised Draft TM #4 and Draft TM #5. PAC Meeting #3 must be held on the same day as Open House #3 and is anticipated be approximately two hours in length. Meeting agenda must cover review of community feedback summary and confirm recommendations for preferred trail options.

For PAC Meeting #3:

- a. Consultant shall:
 - Send meeting notification
 - Prepare and distribute agenda to PMT at least five business days prior
 - Prepare, in consultation with PMT, presentation materials
 - Present meeting materials, answer questions, and facilitate any discussions held at the meeting.
 - Take meeting attendance
 - Take meeting notes
 - Submit a PAC Meeting #3 summary to PMT within five business days after
- b. County shall:
 - Attend
 - Arrange facilities (must be ADA compliant)
 - Provide necessary equipment to conduct meeting (e.g., projector, screen, etc.)

5.4 Open House #3

Open House #3 provides the general public the opportunity to review and comment on preferred trail alignments, stub locations, and amenities.

Open House #3 must be conducted on the same day as PAC Meeting #3. Open House #3 is anticipated to last two hours.

For Open House #3:

a. Consultant shall:

- Provide presentation materials, in English and Spanish
- Present meeting materials, answer questions, and facilitate any discussions held at the meeting.
- Provide sign-in sheets, comment cards, and pens
- Prepare Open House #3 summary and submit to PMT within five days after Open House #3

b. County shall:

- Print and distribute Open House #3 agenda and materials
- Schedule, arrange, and prepare Open House #3 facility, which must be ADA compliant
- Advertise
- Provide necessary equipment for presentation
- Attend and participate as appropriate
- Provide written notes to Consultant that summarize input received, within four business days after Open House #3

5.5 Revised Draft TM #5

Consultant shall prepare Revised Draft TM #5, based on comments from PMT, PAC, participants at Technical Review of Draft TM #5 Meeting and Open House #3, and Decision Maker Workshop. County and ODOT shall each provide one set of consolidated comments with conflicts resolved before submission to the Consultant. Consultant shall submit Revised Draft TM #5 to PMT.

Revised Draft TM #5 must include a comment log, listing all comments received, source of comment, and how comment was addressed in the Revised Draft TM #5.

County Deliverables

- 5a Technical Review of Draft TM #5 Meeting (Subtask 5.2)
- 5b PAC Meeting #3 (Subtask 5.3)
- 5c Open House #3 (Subtask 5.4)

Consultant Deliverables

- 5A Draft TM #5: Preferred YWT Concept (Subtask 5.1)
- 5B Technical Review of Draft TM #5 Meeting (Subtask 5.3)
- 5C PAC Meeting #3 (Subtask 5.4)
- 5D Open House #3 (Subtask 5.5)
- 5E Decision Maker Workshop (Subtask 5.6)
- 5F Revised Draft TM #5 (Subtask 5.7)

TASK 6: YWT MASTER PLAN

6.1 Draft YWT Master Plan

Consultant shall prepare Draft YWT Master Plan and submit to PMT for review and comment. "Resolution of Support" actions apply to Yamhill County and the incorporated cities of Yamhill and Carlton. Draft YWT Master Plan must be a combination of deliverables from prior tasks and organized to include the following:

a. Volume 1

- Executive summary
- Project Area map
- Summary of TMs #1 through #4
- Overview of TM #5, including:
 - ✓ Mapped planning-level route alignments prepared in GIS
 - ✓ Trail typology
 - ✓ Conceptual cross-sections
 - ✓ Key connecting trail alignments
 - ✓ Planning level location of amenities Planning level location of high level ADA features
 - ✓ Other relevant trail features (i.e. crossings, stubs, attractors, etc.)
 - ✓ Planning-level cost estimates
 - ✓ Recommended phasing
 - ✓ Planning-level property impacts (i.e. at the assessor's parcel level)
- Plan adoption actions:
 - ✓ Based on the summaries prepared in Task 3.1, describe the suggested amendments each jurisdiction should make to incorporate the Master Plan and its recommendations into adopted plans and ordinances. This section must identify specific sections to be amended, the general nature of the recommended change, and provide any specific citations or language needed for jurisdiction staff to prepare text and map amendments. The intent of this task is not to provide underline/ strikeout language or revised maps and figures. The summary of recommended amendments must address, for each of the Incorporated Cities and the County:
 - Comprehensive Plan amendments
 - TSP amendments
 - development ordinances amendments
 - ✓ Draft findings for adoption of the support document, for use by staff at the County and Incorporated Cities in preparing Findings of Adoption. The findings must describe the project and address how the Master Plan complies with the requirements identified in Task 3.1(a).

b. Volume 2

- All Revised TMs
- Comment logs for PAC, Open Houses, and Decision-maker Workshops
- Public Involvement Report, which must include meeting summaries and sign-in sheets
- Other relevant information

6.2 Revised Draft YWT Master Plan

Consultant shall prepare Revised Draft YWT Master Plan based on comments from PMT. County and ODOT shall each provide one set of consolidated comments with conflicts resolved before submission to the Consultant. Consultant shall submit revised Draft YMT Master Plan to PMT.

Revised Draft YWT Master Plan must include a comment log, listing all comments received, source of comment, and how comment was addressed in Revised Draft YWT Master Plan

County Deliverables

None

Consultant Deliverables

- 6A Draft YWT Master Plan (Subtask 6.1)
- 6B Revised Draft YWT Master Plan (Subtask 6.2)

TASK 7: YAMHILL COUNTY BOARD OF COMMISSIONERS ADOPTION BY BOARD ORDER

7.1 Joint Planning Commission and County Board Work Session

County shall arrange and conduct the Planning Commission and County Board of Commissioners Work Session for presentation of the Revised Draft YWT Master Plan. Consultant shall attend the Joint Planning Commission and County Board Work Session to present documents and answer questions as needed.

7.2 Planning Commission Hearing

County shall arrange and conduct the Planning Commission Hearing for consideration of the Revised Draft YWT Master Plan. Consultant shall attend hearing to present documents and answer questions as needed.

7.3 County Board of Commissioners Board Order Resolution of Support Hearing

County shall arrange and conduct Board of Commissioners Hearing for consideration of adoption of Revised Draft YWT Master Plan. Consultant shall attend hearing to present documents and answer questions as needed.

7.4 Final YWT Master Plan

Consultant shall revise the revised Draft YWT Master Plan to reflect County Board of Commissioners actions. Consultant shall submit three bound "hard" copies and one electronic copy of the Final YWT Master Plan to County. Consultant shall submit two bound "hard" copies and one electronic copy of the Final YWT Master Plan to APM.

7.5 Public and Stakeholder Involvement and Communications Summary Report

Consultant shall prepare draft and final Public and Stakeholder Involvement and Communications Summary Report to summarize the activities, their effectiveness, and lessons learned of the following:

- Committee meetings
- Public meetings and open houses
- Community and small group briefings
- Stakeholder Database
- Comment Log summary and key public issues
- Project Website analytics

Consultant shall submit draft Public and Stakeholder Involvement and Communications Summary Report to County and APM for review and make revisions to address comments.

7.6 Title VI Report

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

County Deliverables

- 7a Joint Planning Commission and County Board Work Session (Subtask 7.1)
- 7b Planning Commission Hearing (Subtask 7.2)
- 7c County Board Hearing (Subtask 7.3)
- 7d Title VI Report (Subtask 7.6)

Consultant Deliverables

- 7A Joint Planning Commission and County Board Work Session (Subtask 7.1)
- 7B Planning Commission Hearing (Subtask 7.2)
- 7C County Board Hearing (Subtask 7.3)
- 7D Final YWT Master Plan (Subtask 7.4)
- 7E Public and Stakeholder Involvement and Communications Summary Report (Subtask 7.5)

General Project Delivery Schedule

Task	Description	Deliverables Due
1	PROJECT ADMINISTRATION & INITIATION	On-going
2	PROJECT GOALS AND OBJECTIVES	June 2020- July 2020
3	EXISTING CONDITIONS	August 2020 – September 2020
4	CONCEPTUAL TRAIL OPTIONS	October 2020 – November 2020
5	PREFERRED TRAIL OPTIONS	December 2020 – February 2021
6	YWT MASTER PLAN	February 2021 – March 2021
7	YAMHILL COUNTY BOARD OF COMMISSIONERS ADOPTION BY BOARD ORDER	April 2021 – June 2021

Consultant Amount per Deliverable Table

Deliverable Number	Description	Lump Sum per Deliverable Amount
1	PROJECT ADMINISTRATION & INITIATION	\$ 25,280
1A	PMT Meetings (up to 12 @ \$290 each) (Subtask 1.1)	\$ 3,480
1B	Public Involvement Plan (Subtask 1.3)	\$ 1,800
1C	Stakeholder Database and Comment Log (Subtask 1.4)	\$ 2,200
1D	Project Website (Subtask 1.5)	\$ 4,900
1E	Project Overview Video (Subtask 1.6)	\$ 4,900
1F	Project Fact Sheet (Subtask 1.7)	\$ 1,000
1G	Kick-Off Meeting (Subtask 1.8)	\$ 5,600
1H	Site Visit Tour and Site Visit Memorandum (Subtask 1.9)	\$ 1,400
2	PROJECT GOALS AND OBJECTIVES	\$ 21,200

Deliverable Number	Description	Lump Sum per Deliverable Amount
2A	Draft TM #1: Goals, Objectives, and Overview (Subtask 2.1)	\$ 1,000
2B	Draft TM #2: Evaluation Criteria (Subtask 2.2)	\$ 3,400
2C	Adjacent Landowner Engagement (Subtask 2.3)	\$ 5,100
2D	PAC Meeting #1 (Subtask 2.4)	\$ 2,400
2E	Open House #1 (Subtask 2.5)	\$ 5,800
2F	Board of Commissioners Meeting #1 (Subtask 2.6)	\$ 1,600
2G	Revised Draft TMs #1 and #2 (Subtask 2.7)	\$ 1,900
3	EXISTING CONDITIONS	\$ 18,100
3A	Draft TM #3: Existing Conditions (Subtask 3.1)	\$ 17,000
3B	Revised Draft TM #3 (Subtask 3.2)	\$ 1,100
4	CONCEPTUAL TRAIL OPTIONS	\$ 16,400
4A	Draft TM #4: Conceptual YWT Options (Subtask 4.1)	\$ 10,900
4B	PAC Meeting #2 (Subtask 4.2)	\$ 1,000
4C	Open House #2 (Subtask 4.3)	\$ 1,400
4D	Board of Commissioners Meeting #2 (Subtask 4.4)	\$ 700
4E	Revised Draft TM #4 (Subtask 4.5)	\$ 2,400
5	PREFERRED TRAIL OPTIONS	\$ 19,700
5A	Draft TM #5: Preferred YWT Concept (Subtask 5.1)	\$ 11,300
5B	Technical Review of Draft TM #5 Meeting (Subtask 5.2)	\$ 1,400
5C	PAC Meeting #3 (Subtask 5.3)	\$ 1,800
5D	Open House #3 (Subtask 5.4)	\$ 3,800
5E	Revised Draft TM #5 (Subtask 5.5)	\$ 1,400
6	YWT MASTER PLAN	\$ 15,900
6A	Draft YWT Master Plan (Subtask 6.1)	\$ 13,300
6B	Revised Draft YWT Master Plan (Subtask 6.2)	\$ 2,600
7	YAMHILL COUNTY BOARD OF COMMISSIONERS ADOPTION BY BOARD ORDER	\$ 5,700
7A	Joint Planning Commission and County Board Work Session (Subtask 7.1)	\$ 1,100
7B	Planning Commission Hearing (Subtask 7.2)	\$ 700
7C	County Board Hearing (Subtask 7.3)	\$ 700
7D	Final YWT Master Plan (Subtask 7.4)	\$ 1,700
7E	Public and Stakeholder Involvement and Communications Summary Report (Subtask 7.5)	\$ 1,500
		\$ 122,280

EXHIBIT B
ELIGIBLE PARTICIPATING COST
DESCRIPTION
PERSONNEL SERVICES
<i>Salaries</i> - Straight time pay for regular working hours in a monthly period. Includes standard labor distributions like Social Security Taxes, Workers' Compensation Assessments and Medical, Dental, Life Insurance. Excludes mass transit tax, vacation leave, sick leave and compensatory time taken.
<i>Overtime</i> - Payments to employees for work performed in excess of their regular work shift.
<i>Shift Differential</i> - Payments to employees, in addition to regular pay, for shift differential work as described in labor contracts or Personnel Rules.
<i>Travel Differential</i> - Payments to employees, in addition to regular pay, for travel time to and from work on projects in excess and beyond an 8 hour day as described in labor contracts or Personnel Rules.
SERVICES AND SUPPLIES
In-State Travel - Per Rates Identified in State Travel Handbook
<i>Meals & Misc.</i> - Payment for meals incurred while traveling within the State of Oregon.
<i>Lodging & Room Tax</i> - Payment for lodging, including room taxes, incurred while traveling within the State of Oregon.
Fares, Taxi, Bus, Air, Etc.
<i>Per Diem</i> - Payment for per diem, incurred while traveling within the State of Oregon.
<i>Other</i> - Payment for other miscellaneous expense, incurred while traveling within the State of Oregon.
<i>Private Car Mileage</i> - Payment for private car mileage while traveling within the State of Oregon.
Office Expense
<i>Direct Project Expenses Including:</i>
<i>Photo, Video & Microfilm Supplies</i> - Payment for photography, video and microfilm supplies such as film for cameras, blank video tapes, storage folders, etc.
<i>Printing, Reproduction & Duplication</i> - Expenditures for services to copy, print, reproduce and/or duplicate documents.
<i>Postage</i> - Payment for direct project postage.
<i>Freight & Express Mail</i> - Payment for direct project freight services on outgoing shipments.
Telecommunications
<i>Phone Toll Charges (long-distance)</i> - Payment for telephone long distance charges.
Publicity & Publication
<i>Publish & Print Photos</i> - Payment for printing and publishing photographs to development of publicity and publications.
<i>Conferences</i> (costs to put on conference or seminars)
Equipment \$250 - \$4,999
NOT ELIGIBLE
Employee Training, Excluding Travel
NOT ELIGIBLE
Training In-State Travel
NOT ELIGIBLE
CAPITOL OUTLAY
NOT ELIGIBLE