

**EXHIBIT A**  
**Statement of Work**

Central Oregon Intergovernmental Council  
Central Oregon Strategic Transportation Options Plan

**DEFINITIONS**

Agency/ODOT	Oregon Department of Transportation
COSTOP	Central Oregon Strategic Transportation Options Plan
GHG	Greenhouse Gases
COACT	Central Oregon Area Commission on Transportation
COIC	Central Oregon Intergovernmental Council
PG	Policy Group – the COIC Board
SAC	Stakeholder Advisory Committee
TC	Technical Committee – Agency staff, and other entities involved
TSP	Transportation System Plan

**I. Project Purpose/Transportation Relationship and Benefit**

The purpose of the Central Oregon Strategic Transportation Options Plan (COSTOP) project is to perform a community-based policy analysis to develop a strategic plan to meet 2030 inter-community travel demand for public transit in Central Oregon. The COSTOP will focus on capital and operational costs.

**II. Background**

In conformity with statewide planning Goal 12, the Central Oregon Strategic Transportation Options Plan must:

- 1) consider all modes of transportation with a focus on alternatives that emphasize public transit;
- 2) be based upon an inventory of local, regional, and state transportation needs;
- 3) consider the differences in social consequences that would result from utilizing differing combinations of transportation modes;
- 4) avoid principal reliance upon any one mode of transportation;
- 5) minimize adverse social, economic and environmental impacts and costs;
- 6) conserve energy;
- 7) reduce greenhouse gases (GHG) emissions;
- 8) meet the needs of the transportation disadvantaged by improving transportation services;
- 9) facilitate the flow of goods and services so as to strengthen the local and regional economy; and
- 10) consider alternative scenarios for changing local and regional comprehensive land use plans.

COSTOP will be presented for adoption by the Central Oregon Intergovernmental Council (COIC) as the guiding long-range strategic plan for public transportation. COIC is comprised of representatives from all affected local jurisdictions in Central Oregon. COSTOP will also be presented to the Central Oregon Area Commission on Transportation (COACT) for their recognition. Subsequent to this work effort, COIC will work with participating local governments to incorporate COSTOP into the local comprehensive plans, zoning maps, development regulations and transportation systems plans as appropriate.

### **III. Project Objectives and Outcomes**

The goal is for local governments and the state to be able to meet the 2030 demand for inter-community trips through cost-effective solutions that include investments in public transit and supportive long-term land use policies. The specific project objectives are to:

- a) have an inclusive public involvement process, including elected officials, jurisdiction staffs, affected stakeholder groups, and the public at large;
- b) determine year 2030 inter-community trips resulting from growth forecast in regional Comprehensive Plans and Transportation Systems Plans (TSPs);
- c) estimate the cost of meeting year 2030 travel demand based on existing TSPs;
- d) develop alternative scenarios (3 or 4) that emphasize alternative modes and land use policies that reduce vehicle miles traveled and GHG emissions;
- e) compare the costs and benefits of the status quo with alternative policy scenarios;
- f) compare the GHG emissions of the status quo with alternative policy scenarios;
- g) develop a Preferred Alternative; and
- h) develop a regional implementation plan with specific actions related to public capital expenditures for infrastructure development and local land use policy documents.

The expected outcomes of COSTOP include:

- an adaptive strategic plan with a schedule of regular updates;
- COIC adoption of COSTOP as the guiding long-range strategic plan for public transportation investments in the region;
- COACT adoption/support of COSTOP;
- local governments' inclusion of COSTOP in their TSPs, comprehensive plans, zoning maps and development regulations; and
- community presentations and general public awareness about plan goals and objectives.

### **IV. Locally-Driven Plan; Utilization of Existing Data**

COIC shall perform the majority of the project management and "local" work, such as staffing and coordinating meetings and forums, technical analysis, updating local Councils and Commissions, organizing the project web page on the COIC web site, and negotiating implementation agreements. Existing data must be used for analyses, including data from

existing projects and research outcomes (literature review) from other areas (within Oregon and beyond). Following is additional detail on roles and responsibilities:

- COIC Project Manager/Planner: overall project oversight and coordination; general outreach and involvement; research and writing Technical Reports; Council/Commission check-ins; COIC Board presentations, staffing Working Groups and Stakeholder Advisory Committee; negotiating implementing agreements.
- COIC Project Assistant: project coordination assistance, meeting logistics and minutes, outreach support.
- Policy Group: review of all work products; development of final policy recommendations; advocacy for the project.
- Technical Committee: general project guidance, delivery of relevant planning documentation, review of draft technical reports, assistance with drafts of policy outcomes and implementing agreements.
- Stakeholder Advisory Committee: review and input into project outcomes.
- Community Forum Participants: provide information on citizen goals, concerns, proposed policies, etc.

#### **V. Expectations about Written and Graphic Deliverables**

All graphic deliverables must be well documented with project name, title that corresponds to the deliverable, draft number, legend, and date of preparation. Graphic deliverables are required in hard copy and electronic format. All electronic copies of illustrative drawings must be in .pdf and .tif or .jpg format. All written (text) deliverables must be prepared using an MS Office program (e.g. word, excel, access, PowerPoint, etc.) and must include the project name, title that refers to the contract deliverable, draft number, subtask number, and date of preparation. Written deliverables are required both in hard copy and electronic version and need to be readable if printed in black and white. COIC shall send one copy of each deliverable to ODOT's Project Manager (PM) according to the schedule specified in the statement of work.

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

This project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by federal Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), local government, and the State of Oregon funds.

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