



To: Briana Calhoun, Fehr & Peers, and City of Tualatin
From: Katie Mangle and Katie Selin, Alta Planning + Design
Date: December 22, 2023
Re: Tualatin Transportation System Plan Update - Contract Amendment 1 Request

Contract Amendment 1

Amendment 1 provides additional budget for new engagement scope items and expenses outlined below.

Task 3 Public Engagement

Community Advisory Committee

The Transportation Community Advisory Committee (CAC) will serve as a community sounding board to guide the TSP.

The CAC will be an opportunity to offer active, direct feedback on key pieces of the TSP to shape Plan outcomes. Specific expectations include:

- Provide feedback on draft goals and plan priorities.
- Review the draft TSP projects and provide feedback on prioritization.
- Review the draft plan and confirm project recommendations.

Assumptions

The CAC will meet up to six times, for two hours each in person at the City of Tualatin. The first meeting is complete and covered transportation planning context. A second meeting will share and get input on goals and purpose of the TSP and seek input from members on their transportation challenges and questions. A third meeting will address project prioritization and a fourth meeting will present and seek feedback on the draft TSP. Up to two additional meetings will be scheduled as needed. Background and process update information will be shared ahead of meetings.

- Alta's Role
 - Lead preparation of 5 presentations and agendas
 - Attend and present technical information at 5 meetings, assumes 1 staff, in-person.
 - Draft action items and answer questions from CAC
 - Take meeting notes and post these to the project SharePoint
- Fehr and Peers Role
 - Contribute content to 5 presentations and development of agendas
 - Attend and present technical information at 5 meetings, assumes 1 staff, in-person
 - Contribute to responding to action items and questions from CAC
- City Role
 - Review and approve 5 presentations and agendas
 - Host and attend 5 meetings
 - Coordinate with CAC members and schedule meetings
 - Provide food and transportation vouchers.

Assumptions

- Assumes no new materials are created for CAC, except agendas and presentations of technical content prepared in other tasks.
- Assumes all CAC meetings are in-person

Additional Equitable Engagement

Affinity Focus Groups

Community Engagement Liaisons (CELs), in collaboration with Alta, will conduct 3 additional 1.5-hour affinity focus groups (i.e., groups sharing a common identity characteristic) of 7-10 participants each to provide meaningful opportunities for diverse and historically excluded community members to share perspectives that will inform project decisions.

These groups will continue to engage the community members assembled for the first round of affinity groups focusing on: Latino, renters, regular transit users, or BIPOC more broadly. The focus groups will be conducted during Phase 2 Reflect in 2024.

Focus groups:

- Latino (in Spanish)
- BIPOC
- Transit riders, low income, and renters

In addition to the second round of focus groups, CELs will identify opportunities to engage community members either by phone or at local gathering places to gather personalized feedback during Phase 2 Reflect and Phase 3 Refine in 2024. The details of this engagement will be specified in an update to the public engagement plan. CELs staff will attend 1-2 meetings with City and consultant team for each phase (2-4 meetings total).

- Alta's Role
 - Create targeted flyer and social media graphics to promote the focus groups
 - Provide short project overview presentation, and key questions
 - Provide project maps, (assumes no new maps will need to be created)
 - Integrate feedback into technical work
- CELs Role
 - Recruit for and coordinate focus groups
 - Translate written materials (presentation and flyer)
 - Facilitate focus groups
 - Purchase and distribute stipends
 - Attend additional outreach events in Phase 2 and Phase 3 to engage hard-to-reach communities
- Fehr and Peers Role
 - Review and provide comments on flyers, graphics, and agendas/questions for the focus groups
 - Integrate feedback into technical work
 - Coordinate with CELs for project management and website updates

Task 4

The project team will update City of Tualatin existing facility data sets (roadway lanes, town center, existing bike facilities, existing pedestrian facilities, crossing locations, RRFB locations) based on City of Tualatin edits and make corresponding adjustments to the existing conditions analysis, maps, and memo.



Task 999: Expenses

The expenses will cover the following:

- Printing:
 - Flyers
 - Half sheet flyers
 - Surveys
 - Lawn Signs
 - Banner
 - Presentation Boards
- Focus group, event, and survey incentives
- Mailchimp subscription

Budget

The following is a summary of estimated costs for each firm to execute the above scope. Also included separately is a spreadsheet with an hours breakdown by firm and task.

Task	Fehr & Peers	Alta	CEs	Task Total
Task 3 Outreach	\$11,170	\$24,932	\$11,840	\$47,582
Task 4 Technical Foundation	\$1,670	\$1,974	\$0	\$3,644
Task 999 Expenses	\$0	\$5,063	\$3,030	\$8,093
Firm Total	\$12,840	\$31,969	\$14,510	\$59,319

Task	Phase	Alta Planning + Design, Inc.			Total Task Fee
		Vendor	Quantity	Cost	
999	Expenses				
	Print Flyer (English/Spanish)	City Graphics	1600	\$420.00	\$450.00
	Print 1/2 Flyer (English/Spanish)	City Graphics	1600	\$75.00	\$200.00
	Print Surveys (English and Spanish)	City Graphics	600	\$400.00	\$400.00
	Print Lawn signs (English/Spanish)	Digitype Design	50	\$30.00	\$1,500.00
	Print Banner (English/Spanish)	Fast Signs	1	\$359.00	\$359.00
	Print Presentation boards (English/Spanish)	Precision Images	18	\$78.00	\$1,404.00
	Focus Group Incentives	Grocery Store Gift Card	30	\$51.00	\$1,530.00
	Follow up Focus Group Incentives	Grocery Store Gift Card	60	\$25.00	\$1,500.00
	Survey and Event Incentives	Grocery Store Gift Card	6	\$50.00	\$300.00
	Mailchimp Subscription	Monthly Fee	15	\$30.00	\$450.00
	Total				\$8,093.00