

EXHIBIT A

PROJECT DESCRIPTION

INTRODUCTION

The City of Portland's trail system is a key part of the City's multi-modal transportation system and its recreation system. Trails provide Portlanders with local and regional pedestrian and bicycle connections and access to many key destinations within the city. Trails provide a place to recreate and allow Portlanders to experience the city's parks and natural areas. The 30.2-mile Wildwood Trail in Forest Park is part of the region's 40-Mile Loop system that links Forest Park to pedestrian and trail routes along the Columbia River to Gresham, through southeast Portland, along the Willamette Greenway, and back to the Marquam Trail in southwest Portland. Starting at the southern end of the Wildwood Trail at the Vietnam Memorial/Oregon Zoo in Washington Park, the trail extends north to the northern limits of Washington Park and enters Forest Park after crossing NW Burnside Avenue.

BACKGROUND

Portland Parks & Recreation (PP&R) owns and has responsibility for the operation and maintenance of Washington Park, identified in Exhibit B (the Park). Metro, an Oregon municipal corporation organized under the laws of the state of Oregon and the Metro Charter (Metro), owns the Natural Area identified in the attached Exhibit B (the Natural Area). The Natural Area is managed and maintained by PP&R based on the Metro/City of Portland Natural Areas Management IGA, dated October 27, 2009. The Wildwood Trail currently traverses both properties with an at-grade crossing at NW Burnside shown on the attached Exhibit B (the Trail).

TRAIL SIGNIFICANCE AS A PUBLIC AMENITY

The Wildwood Trail was granted a National Recreation Trails designation in 1974. The National Trail System Act of 1968 (Public Law 90-543) authorized creation of a national trail system comprised of National Recreation Trails, National Scenic Trails and National Historic Trails. National Recreation Trails (NRT) may be designated by the Secretary of Interior or the Secretary of Agriculture to recognize exemplary trails of local and regional significance. Through this designation, the Wildwood Trail is recognized as part of America's national system of trails. Metro has designated Wildwood Trail as a regional trail defined as a trail connecting adjacent communities and significant natural features such as rivers and streams.

In addition to federal NRT recognition and Metro regional designation, the Bridge Project is recognized as a City capital project in the following City planning documents: 2007 Portland Transportation System Plan, 1998 Pedestrian Master Plan, and 1995 Forest Park Natural Resources Management Plan.

- **2007 Portland Transportation System Plan:** Portland's Transportation System Plan relies upon and incorporates the needs analysis and findings of the 2000 Regional Transportation Plan (RTP) as a starting point for determining future improvements to the City's transportation system. The RTP relies on output from a detailed transportation modeling effort and public involvement process to define regional transportation needs. The 2007 Portland Transportation System Plan identified the Bridge Project as part of the

Northwest: Major Transportation Improvements to construct pedestrian overcrossing where Burnside intersects the Wildwood Trail to eliminate the at-grade crossing.

- **1998 Pedestrian Master Plan:** The Pedestrian Master Plan June 1998 established a 20-year framework for improvements that will enhance the pedestrian environment and increase opportunities to choose walking as a mode of transportation. The Pedestrian Master Plan includes a review of the City's pedestrian policies, pedestrian street classifications, pedestrian design guidelines, a list of capital projects and a set or recommended funding strategies. The Plan identified the Bridge Project as a Portland Bureau of Transportation ("PBOT") prioritized project in Chapter Five: The Project List.
- **1995 Forest Park Natural Resources Management Plan:** The Forest Park Natural Resources Management Plan 1995 identifies the 40 Mile Loop Trail Connection/Overpass located at Wildwood Trail at Burnside Street. The Bridge Project is defined to construct an overpass over Burnside to provide safe crossing for pedestrians and cyclists. Traffic on Burnside is already heavy. As traffic on Burnside increases, this project will become more urgent.

Construction of the Bridge Project will also support and reinforce multiple City plans, design aspirations and initiatives including, but not limited to the following: *Parks 20/20 Vision*, *Trail Design Guidelines for Portland's Park System* (May 2009), *Recreational Trails Strategy 2006*, *Washington Park Master Plan* (Ongoing), and the current *Transportation System Plan 2035 Update* (Ongoing). The Parks 20/20 Vision is Portland Parks guiding document for its goals and objectives. In 1999, a Vision Team comprised of city residents and PP&R staff, along with thousands of residents, began to develop a vision to protect our heritage, to make recreation services available to all, and to leave a legacy for our children that is better than our inheritance. The overarching goals of Parks 20/20 Vision are to:

1. Ensure Portland's park and recreation legacy for future generations.
2. Provide a wide variety of high quality park and recreation services and opportunities for all residents.
3. Preserve, protect, and restore Portland's natural resources to provide "nature in the city."
4. Create an interconnected regional and local system of trails, paths and walks to make Portland "the walking city of the West."
5. Develop parks, recreation facilities, and programs that promote community in the city.

Parks 20/20 Vision: The Wildwood Trail Pedestrian Bridge supports the Parks 20/20 Vision identified goal: 4. "Create an interconnected regional and local system of paths and walks to make Portland, 'the Walking City of the West'." The following associated objective is identified in the Parks 20/20 Vision:

- Objective: Provide safe and convenient access between parks, natural areas and recreation facilities and connect them with residential areas, civic institutions and businesses. The Bridge Project will provide a safe and

convenient access to the Wildwood Trail for trail users and the public, connecting the public with residential areas, civic institutions and businesses as a part of the 40 Mile Loop.

In addition, individual recommendations in the Parks 20/20 Vision are identified specifically for the Central City/Northwest Quadrant of the Parks Vision 20/20 Plan. Recommendations included the following:

- Recommendation: Continue to implement the recommendations of the Forest Park Natural Resource Management Plan. The Bridge Project is an identified capital project in the Forest Park Natural Resource Management Plan
- Recommendation: Expand recreation opportunities and connections in the CC/NW area including Forest Park and adjacent Northwest Slope neighborhoods. The Bridge Project will expand recreational opportunities in the Forest Park and Northwest Slope neighborhoods by providing a safe crossing of NW Burnside Street. The crossing of the busy arterial is a deterrent for public use given the travel speed and blind curves presented at this difficult at grade crossing.

On November 23, 2016, Portland City Council authorized the allocation of an amount not-to-exceed \$500,000 to the Portland Parks Foundation for the construction of a pedestrian bridge facility (“Bridge”) connecting the Park to the Natural Area as a pedestrian crossing independent of NW Burnside Street (“Bridge Project”). The Grant Agreement formalizes the method of transfer of the funding for Portland Parks Foundation for the Approved City Council Ordinance No. 188111 passed by Council on November 23, 2016. “Last in” funding is defined as completing the funds needed for the bridge's physical construction according to construction contracts and budget documents prepared by Portland Parks Foundation and reviewed by Portland Bureau of Transportation.

The Bridge Project is conceived as making a major contribution to the Portland Park’s system, giving life and beauty to our city, and connecting people to place, nature, and others. The City recognizes the significance of the Trail, and importantly the Bridge, as a regional facility, primarily serving public interest by providing a safe public crossing of NW Burnside Street while also contributing to the vitality of Portland’s community and economy.

Formed in 2001, Portland Parks Foundation is a non-profit organization whose mission is to mobilize financial and popular support to ensure a thriving and accessible parks system for a healthy Portland. Portland Parks Foundation has committed to fund, manage, permit, design and construct the Bridge Project. Portland Parks Foundation has led and managed all fundraising activities to fund this necessary public facility serving public needs and interest.

SCOPE OF WORK

The Bridge will be designed, permitted, and constructed consistent with City specifications for bridge construction, codes, and industry standards identified in this Exhibit A and as required by the permitting authorities for the Bridge Project. In addition, the Bridge shall meet the Project

Goals as set forth in Exhibit G. Fabrication of the metal span structure will occur offsite to decrease onsite construction time and traffic disruption. The bridge will extend seamlessly and connect the existing trails, requiring little additional construction or trail work.

The span of the Bridge will clear PBOT's right of way and will consider all existing adjacent infrastructure, trails, roadways, easements, and utilities not limited to water, sewer, stormwater, natural gas, and private utilities. In addition to the existing infrastructure considerations, the Bridge Project also includes consideration of planned future infrastructure improvements included in City planning documents during design, permitting and construction. The structure is 18 feet above the roadway, which clears PBOT's minimum height requirement of 17 feet, 8 inches.

A. PORTLAND PARKS FOUNDATION BRIDGE PROJECT RESPONSIBILITIES

Portland Parks Foundation will be responsible to fund, manage, design, permit and construct the Bridge Project. It is also understood that Portland Parks Foundation will be pursuing development of the bridge in part by itself and in part by contracting with other licensed contractors and design professionals. Portland Parks Foundation will use the City's contribution of \$500,000.00 as stated in Ordinance No. 188111 for the construction of the Footbridge over Burnside. The following tasks and responsibilities provide additional detail of requirements for Grant compliance for Portland Parks Foundation:

I. PHASE I – PROJECT SCOPING AND ORGANIZATION

- a. Portland Parks Foundation shall secure and manage all funding required for the project, inclusive of the city's contributions for construction.
- b. Portland Parks Foundation shall be responsible for obtaining all assumed business registrations or professional occupation licenses required by state law or local government ordinances for Portland Parks Foundation.
- c. Subcontractor Equity Program. The City's Subcontractor Equity Program (the "Subcontractor Equity Program" or "Program") shall apply to the Bridge Project. On projects subject to the Program, the entity responsible for subcontractor selection (the "Contractor") shall be obligated to comply with the Program for all subcontracting opportunities (regardless of value). Portland Parks Foundation will insert into the construction contract with the Contractor the Subcontractor Equity Program requirements set forth in Exhibit F.
- d. Portland Parks Foundation shall create project goals for the Bridge Project in a collaborative effort with PP&R that are consistent with the City of Portland, Parks & Recreation Parks 2020 Vision, Goals, and Objectives ("Project Goals") which shall be set forth in Exhibit G (amended as necessary to express PP&R and Portland Parks Foundation's intent). Portland Parks Foundation and PP&R shall collaboratively prioritize the Project Goals to assist in decision making for the design and construction of the Bridge Project. To date, PP&R has identified aesthetics, cost effectiveness, safety including but not limited to ADA accessibility, and durability/maintenance to be included in the Project Goals. The prioritized final list of Project Goals shall guide decision-making through ongoing design refinements and final construction.

- e. Portland Parks Foundation shall track and base design, permitting and construction decisions on their ability to meet Project Goals.
- f. Portland Parks Foundation shall document all design, permitting, and construction decisions based on their ability to meet project design goals.
- g. All survey documents, design drawings documents, and as-built documents submitted to PP&R will conform to PP&R CAD standards per Exhibit H. To date, the following documents have been shared with Portland Parks Foundation to define PP&R's expectations regarding the Bridge Project and related to PP&R Drawing Requirements as provided in Exhibit H.
 - i. As Built Deliverables
 - ii. CAD Deliverables
 - iii. Survey Deliverables
 - iv. Text Scales
 - v. ACAD Standards
- h. Portland Parks Foundation shall provide quarterly progress reports on the Bridge Project to the Grant Manager using Exhibit D: Sample Grant Compliance Progress Report.

II. PHASE 2 – PUBLIC INVOLVEMENT

- a. Portland Parks Foundation shall coordinate all public engagement for the project per the Public Involvement Plan set forth in Exhibit C.
- b. Portland Parks Foundation acknowledges that it is not authorized to bind the City in any fashion through any public statements regarding the Bridge Project.
- c. Portland Parks and Recreation acknowledges that it is not authorized to bind Portland Parks Foundation in any fashion through any public statements regarding the Bridge Project.

III. PHASE 3 – PROJECT DESIGN

- a. Portland Parks Foundation shall be responsible for meeting all federal, state and local permit requirements, providing all permit fees, and any permit revisions as required by the permitting agencies for the Bridge Project.
- b. Portland Parks Foundation shall design the Bridge Project to adhere to the Project Goals provided in Exhibit G.
- c. Portland Parks Foundation shall design bridge to meet at a minimum the AASHTO LRFD Bridge Design Specifications 7th Edition 2014/ AASHTO LRFD Guide Specifications for the Design of Pedestrian Bridges 2nd Edition with 2015 Interims and as required by the PBOT/BDS as the permitting agencies for the Bridge Project.
- d. Portland Parks Foundation shall develop an Operation and Maintenance Manual compliant with Federal National Bridge Inventory requirements and National Bridge Inspection Standards (NBIS) for the Bridge Project.
- e. PP&R Specifications. The following PP&R specifications documents have been shared with Portland Parks Foundation. Compliance with these specifications is required and these specifications shall be incorporated into Portland Parks

Foundation's contracts for design and construction of the Bridge Project. Standard PBOT Specifications will be used as the base document by Portland Parks Foundation for the Bridge document for all permit submittals to PBOT. If there are items of conflict between PBOT and PP&R specification content, PPF will notify PP&R in writing. Grant Manager will coordinate resolution of conflict in specifications with PP&R staff as a fair and reasonable reconciliation between the differences found in the two specifications.

- i. Division 01 General Requirements
 1. 01 4500 Quality Control
 2. 01 5200 Temporary Facilities
 3. 01 5639 Temporary Tree and Plant Protection
 4. 01 5700 Temporary Controls
 5. 01 7000 Execution and Closeout Requirements
 - ii. Division 05 Metals
 1. 05 5000 Metal Fabrication
 2. 05 5200 Metal Railings
 3. 05 6010 Galvanizing
 4. 05 6020 Powder Coating
 - iii. Division 31 Earthwork
 1. 31 1000 Site Clearing
 2. 31 2000 Earth Moving
 3. 31 2500 Erosion and Sedimentation Controls
 4. 31 3233 Shotcrete Soil Slope Stabilization
 - iv. Division 32 Exterior Improvements
 1. 32 1510 Soft Surface Trails
 2. 32 1540 Crushed Stone Surfacing - Unstabilized
 3. 32 9010 Trees, Plants, and Ground Covers
 4. 32 9013 Tree Pruning
 5. 32 9219 Seeding
- f. Portland Parks Foundation shall provide any requests for changes to listed specifications in writing to the Grant Manager for PP&R review and approval. Any proposed variation in content from PP&R specification for the Bridge Project by Portland Parks Foundation must be approved by the Grant Manager with a minimum ten (10) day review period. In addition, Portland Parks Foundation shall identify any scopes of work and related materials which require long lead-times, are on the critical path, are hard to source, or any other aspect that requires additional time to secure the material. To the extent substitution requests are made with respect to such identified materials, such requests shall be made with as much advanced notice to PP&R as possible to avoid delay of the Project.
- g. Design Submittal Requirements: Portland Parks Foundation will provide at a minimum the following listed items per design submittal. For instances where the permit submittal and the design submittal are congruent, PP&R will review the packages simultaneous. If design submittals occur and are submitted separately than the permit packages, PP&R will review submittal packages separately.
- A. 60% Package

1. 60% package: (Including but not limited to)
 - a) Existing Conditions Plan (Survey)
 - b) Erosion Control Plan
 - c) Civil Site plan for work in the street right of way
 - d) Civil Drainage, Storm & Utility Plans, Utility Details
 - e) Demolition Plan
 - f) Tree Mitigation/Tree Preservation and Removal Plan
 - g) Grading Plan
 - h) Materials Plan
 - i) Layout Plan
 - j) Planting Restoration Plan
 - k) Details
 - l) Technical Specifications
6. List of Identified conflicts in Specifications between PBOT & PP&R Specifications including Specification Number and Section.
7. Draft Drainage/Stormwater Management Report
8. Final package of proposed products, equipment, site furnishings, materials, and color chips/samples, including web links for each
9. Arborist review comments
10. Draft list of Required Submittals
- B. 90% Package
 1. 90% package: (Including but not limited to)
 - a) Existing Conditions Plan (Survey)
 - b) Erosion Control Plan
 - c) Civil Site plan for work in the street right of way
 - d) Civil Drainage, Storm & Utility Plans, Utility Details
 - e) Demolition Plan
 - f) Tree Mitigation/Tree Preservation and Removal Plan
 - g) Grading Plan
 - h) Materials Plan
 - i) Layout Plan
 - j) Temporary Irrigation Plan
 - k) Planting Restoration Plan
 - l) Details
 - m) Electrical Plans & Details (as necessary)
 - n) Technical Specifications
 2. List of Identified conflicts in Specifications between PBOT & PP&R Specifications including Specification Number and Section.
 3. Final Drainage/Stormwater Management Report and all forms, plans, and specifications required by the Portland Stormwater Management Manual
 4. Soil Infiltration Test results, as required by Portland Stormwater Management Manual
 5. Arborist review comments
 6. Refined Draft list of Required Submittals
- C. 100% Package
 1. 100% package: (Including but not limited to)

- a) Existing Conditions Plan (Survey)
 - b) Erosion Control Plan
 - c) Civil Site plan for work in the street right of way
 - d) Civil Drainage, Storm & Utility Plans, Utility Details
 - e) Demolition Plan
 - f) Tree Mitigation/Tree Preservation and Removal Plan
 - g) Grading Plan
 - h) Materials Plan
 - i) Layout Plan
 - j) Temporary Irrigation Plan
 - k) Planting Restoration Plan
 - l) Details
 - m) Electrical Plans & Details (as necessary)
 - n) Technical Specifications
- 4. List of Identified conflicts in Specifications between PBOT & PP&R Specifications including Specification Number and Section.
 - 5. Arborist review comments
 - 6. Refined Draft list of Required Submittals

IV. PHASE 4 – PROJECT PERMITTING

- a. Portland Parks Foundation shall be responsible for meeting all federal, state and local permit requirements, providing all permit fees, and any permit revisions as required by the permitting agencies for the Bridge Project.
- b. Portland Parks Foundation shall provide PP&R with a Non-Park Use Permit (NPUP) submittal. Any construction work or staging on PP&R property by any individual, organization, business or agency - other than PP&R or one of their contractors - requires a permit. This is true whether the construction is short-term or a permanent installation. PP&R identifies construction and related work on park property to be covered by the Non-Park Use of Park Property (NPUP) policies. These policies require all applicants, utilities, other City bureaus, private citizens or businesses, to pay an application fee and submit an application for review and evaluation per City Ordinance No. 171011.
- c. Non-Park Use Permit (NPUP) application requires eight weeks for internal processing with an additional minimum four weeks for coordination with Metro as the Natural Area property owner. Portland Parks Foundation shall account for this time allocation within the Bridge Project schedule.
- d. A Non-Park Use Permit (NPUP) from PP&R solely grants authorization to use park land for purposes not performed by PP&R. An NPUP will be subject to permits and authorizations that may be necessary from other City Bureaus, or other permitting authorities.
- e. Portland Parks Foundation shall provide a Non-Park Use Permit (NPUP) application with detailed maps of the Bridge Project proposed work site, PBOT approved traffic control plan, construction schedule and construction staging areas

(including its general location within the Park, the Natural Area, and the surrounding area to be affected by the Bridge Project.

V. PHASE 5 – PROJECT CONSTRUCTION AND CLOSE OUT

- a. Portland Parks Foundation shall provide a final list of submittals to the Grant Manager for PP&R staff review. Grant Manager will provide Portland Parks Foundation with a prioritized list of critical items for required PP&R submittal review and approval. The final list of critical submittal items for PP&R review and approval will be provided to Portland Parks Foundation within ten working days of receipt of final list of construction submittals from Portland Parks Foundation.
- b. Portland Parks Foundation shall distribute construction meeting minutes to the Grant Manager weekly.
- c. Portland Parks Foundation shall provide only the project submittals identified by PP&R as the critical submittal items to the Grant Manager for review and approval. Portland Parks Foundation shall provide as much advanced notice as possible to allow for PP&R's review and approval without delay of the Project. Grant Manager response to critical submittals will be provided to Portland Parks Foundation in a maximum of ten working days.
- d. Portland Parks Foundation shall provide all substitution requests affecting Project Goals to Grant Manager for review and approval. To the extent substitution requests involve materials identified in section A.III.f. above, Portland Parks Foundation shall provide as much advanced notice as possible to allow for PP&R's review and approval without delay of the Project. Grant Manager response to substitution requests will be provided in a maximum of ten working days.
- e. Portland Parks Foundation shall be responsible for all required testing requirements as set forth in the City of Portland Specifications which include PBOT Specifications and PP&R Specifications. Portland Parks Foundation shall provide copies of all inspection reports to PP&R. Inspection reports shall be provided to PP&R within two weeks of Portland Parks Foundation's receipt of reports. Portland Parks Foundation shall include Grant Manager and PP&R staff in the punch-list walk-throughs and provide copies of punch list documents to the Grant Manager.
- f. Portland Parks Foundation shall provide copies of all close-out documentation to Grant Manager as required in PP&R Specifications and permit requirements.
- g. Maintenance Fund. Portland Parks Foundation shall provide \$100,000.00 to a dedicated maintenance fund managed by PP&R for the maintenance of the Bridge upon completion of the Bridge project.
- h. Warranty Items. Portland Parks Foundation and its contractors shall repair any damage to other publicly owned property or improvements thereon if caused by Portland Parks Foundation's contractor's work and if the damage occurs during the warranty period.

- i. If Portland Parks Foundation's Contractor performs warranty work, the warranty work also shall have an additional 2-year warranty period from the date of its completion and acceptance by PBOT; however, in no event shall the warranty period extend beyond the time set forth in ORS 12.135.
- ii. Upon written Notice of the need to perform warranty work from PP&R, Portland Parks Foundation will provide its contractor with written Notice of the need to perform warranty work unless it is determined that an emergency exists, that delay would cause serious additional loss or damage, or if any delay in performing the work might cause injury to any member of the public. Portland Parks Foundation will provide Portland Parks and Recreation with a copy of the Notice of the need to perform warranty work provided to its contractor. If Portland Parks Foundation's contractor, after written Notice, fails within 10 days to comply with Portland Parks Foundation's request, Portland Parks and Recreation has the right to perform the warranty work either by hiring another Contractor or by using its own forces. In that event, Portland Parks Foundation's Contractor and its Surety shall be liable to Portland Parks and Recreation for the cost of the work performed and any additional damage suffered by Portland Parks and Recreation.

B. PP&R BRIDGE PROJECT RESPONSIBILITIES

- I. PHASE 1 – PROJECT SCOPING AND ORGANIZATION
 - a. The Grant Manager shall review Portland Parks Foundation performance through quarterly progress reports provided by Portland Parks Foundation as the GRANTEE as defined and specified in the Special Appropriations Grant Agreement.
 - b. PP&R shall manage internal PP&R review, communications and decisions.
 - c. PP&R shall review all grant compliance required documentation within 10 working days of submittal and provide timely feedback to Portland Parks Foundation.
 - d. PP&R shall collaboratively work with Portland Parks Foundation to create Project Goals. Portland Parks Foundation and PP&R shall collaboratively prioritize the Project Goals to assist in decision making for the design and construction of the Bridge Project.
 - e. PP&R shall provide final approval for Project Goals and prioritization.
- II. PHASE 2 – PROJECT DESIGN ENGINEERING & PERMITTING
 - a. PP&R shall review design submittals as defined in A.III.f, above, for consistency with Exhibit G Project Goals, compliance with local requirements as defined by the City of Portland under PP&R jurisdiction and identified PP&R Specifications.
 - b. PP&R shall coordinate internal review/approval of PP&R Non-Park Use Permit required for the construction of the project.

III. PHASE 3 – PROJECT CONSTRUCTION ADMINISTRATION

- a. Program and Fiscal Monitoring. CITY shall monitor on an as-needed basis to ensure Grant Agreement compliance. Monitoring may include, but is not limited to, on site visits, telephone interviews and review of required reports, and shall cover both programmatic and fiscal aspects of the Grant Agreement. The frequency and level of monitoring shall be determined by the Grant Manager. Notwithstanding such monitoring or lack thereof, Portland Parks Foundation remains fully responsible for performing the work, services or obligations required by the Grant Agreement in accordance with its terms and conditions.
- b. PP&R shall review progress of construction through regular design, permitting and construction coordination meeting notes distributed by Portland Parks Foundation to Grant Manager.
- c. PP&R shall receive notification for all changes to permitted design set during construction including substitution requests, submittals and design changes. PP&R shall review and approve all Submittals, RFIs, ASIs, and Substitution requests proposed changes and provide approval where such changes are consistent with Exhibit G Project Goals, compliance with local requirements as defined by the City of Portland under PP&R jurisdiction and PP&R Specifications identified. PP&R shall review and approve all Submittals (limited to submittals identified on critical submittal list confirmed by PP&R prior to project construction), RFIs, ASIs, and Substitution requests within ten (10) business days of receipt. RFIs, ASIs and Substitution Requests are limited to those items directly related to Exhibit G: Project Goals, compliance with local requirements as defined by the City of Portland under PP&R jurisdiction and PP&R Specifications identified. If PP&R does not provide communication or approval within 10 working days, then Portland Parks Foundation shall move forward without PP&R approval, comments or communication.
- d. PP&R shall attend final punch-list walk-throughs on the project site.

IV. PHASE 4 – OPERATIONS AND MAINTENANCE

Upon PBOT initial acceptance of the Bridge Project, PP&R will assume responsibility for operation of the Bridge and provide routine maintenance activities as indicated in the operation and maintenance manual developed and provided by Portland Parks Foundation as stated in Exhibit A- Portland Parks Foundation Bridge Project Responsibilities, III. Phase 3- Project Design, Article h.

- a. The operation and maintenance by Portland Parks and Recreation of the Bridge Project will occur during the interim between PBOT initial acceptance of the Bridge Project following Portland Parks Foundation's successfully completing all punch list activities and PBOT final acceptance of the Bridge and release of all performance bonds required under the PBOT permit.
- b. Portland Parks and Recreation will assume responsibility and primary liability for the recreational use of the Bridge following PBOT initial acceptance of the Bridge Project.
- c. PBOT initial acceptance of the Bridge Project will be considered to have occurred following letter issuance from PBOT indicating that all the PBOT Public Works

Permit inspection punch list items have been completed and the Bridge Project conforms with PBOT permit documents.

- d. Following PBOT final acceptance of the Bridge and release of all performance bonds required under the PBOT Public Works Permit, Portland Parks and Recreation will assume all liability for the recreational use of the Bridge, as well as all maintenance responsibilities. Except as otherwise provided in the Warranty Items provision in Exhibit A- Section A. Portland Parks Foundation Bridge Project Responsibilities, Subsection V. Phase 5, Article h, Portland Parks and Recreation will assume all other responsibility for the Bridge structure upon the final acceptance of the Bridge by PBOT.

C. METRO BRIDGE PROJECT RESPONSIBILITIES

- I. Metro shall have review and approval authority consistent with the authority of PP&R as set forth in—section B. PP&R Bridge Project Responsibilities. Metro shall have review and approval authority for all elements of the Bridge Project that touch upon the Natural Area owned by Metro and such approval shall be at the discretion of Metro per Metro/City of Portland Natural Areas Management IGA, dated October 27, 2009.
- II. Grant Manager will coordinate directly with Metro and oversee grant compliance with Metro requirements for design and construction on Metro property.

EXHIBIT B**DESCRIPTION OF THE PARK, NATURAL AREA, AND TRAIL**

TRAIL DESCRIPTION: The Wildwood Trail (“Trail”) is a popular regional recreation trail. The Trail traverses both PP&R property (“Park”) and Metro property (“Natural Area”), with West Burnside Road marking the property boundary line. The Trail crossing of West Burnside may be the most heavily used crossing in the corridor. Starting at the Vietnam Memorial in Washington Park and winding north through Hoyt Arboretum, the Trail crosses West Burnside just beyond Milepost 3. North of West Burnside, the Trail passes Pittock Mansion before entering into Forest Park. Trail, Park, Natural Area and Bridge Project locations are provided in Figure 1.

LEGAL DESCRIPTIONS:

- Metro Property (“Natural Area”): SECTION 32 1N 1E, TL 100 7.58 ACRES
- PP&R Property (“Park”): SECTION 32 1N 1E, TL 200 26.02 ACRES

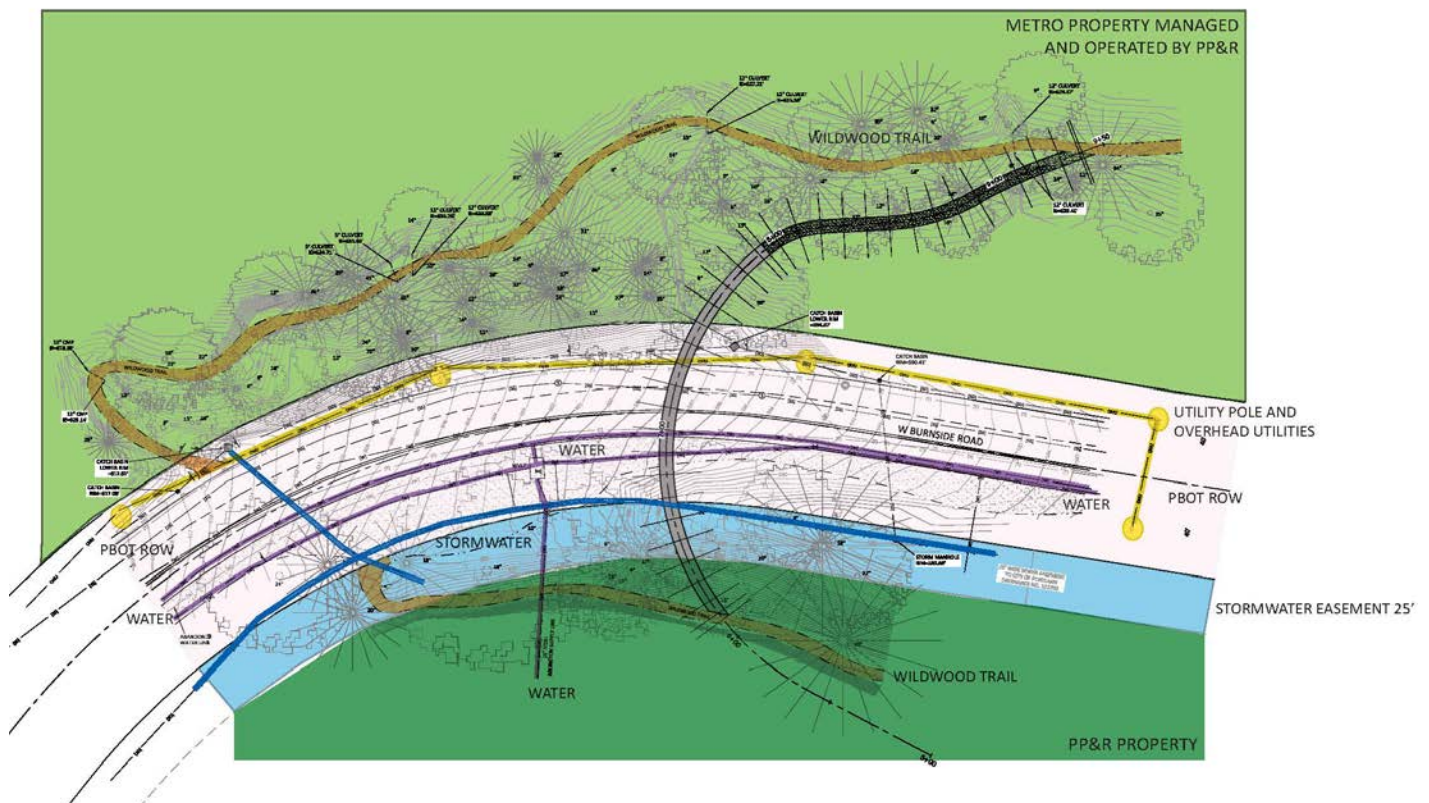


Figure 1: "Bridge Project" location illustrated within the "Park" and "Natural Area" with the "Trail" alignment.

BRIDGE PROJECT DESIGN DESCRIPTION: The Bridge Project is conceptualized as a light, transparent, and iconic structure integrated into the landscape, with design features recalling the ferns and other foliage of Forest Park. The Bridge Project's design evokes imagery of the sword ferns and vine maples that line the entire length of the Wildwood Trail creating a seamless experience for the public. The following figures present the conceptualized vision for the design of the Bridge Project.



Figure 2: Aerial View of Bridge Project

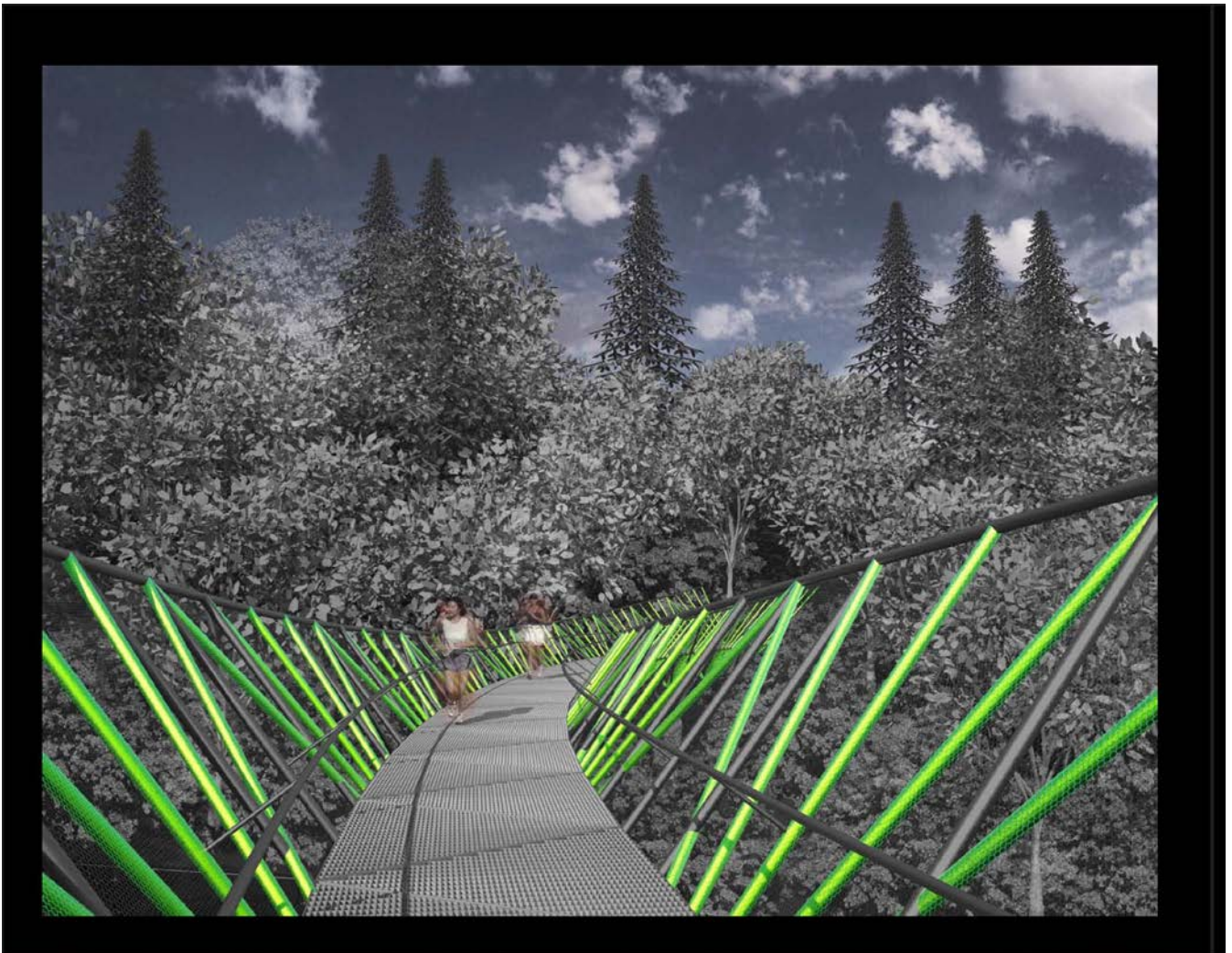


Figure 3: Proposed Pedestrian View of Bridge Project



Figure 4: Proposed Bridge Elevation Crossing Burnside

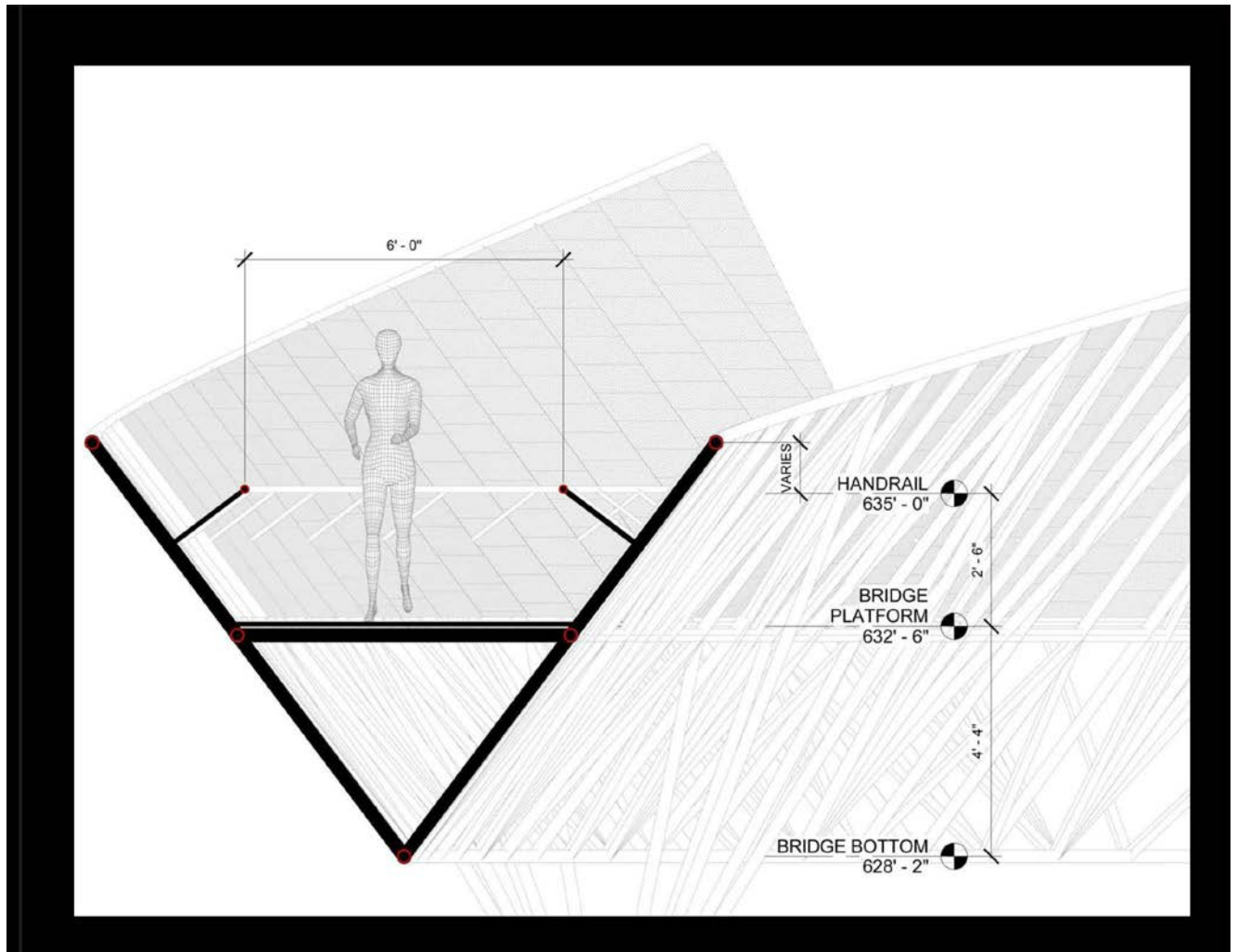


Figure 5: Proposed Handrail Section Details

EXHIBIT C

PUBLIC INVOLVEMENT PLAN

The Portland Parks Foundation (PPF), in partnership with the City of Portland and Metro, has committed to secure funding and lead the design and construction of a new Footbridge Over Burnside (Project) to enhance the public's use of the Wildwood Trail and eliminate a pedestrian safety hazard. Upon completion, PPF will turn over ownership of the Project to Portland Parks and Recreation (PP&R).

PPF's mission is to mobilize financial and popular support to ensure a thriving and accessible parks system for a healthy Portland. We accomplish this mission through delivering leadership, partnership and funding that advances a commitment to excellence, accessibility and good stewardship of our parks. PPF's primary partner is PP&R. Over the past two years, PPF has met with neighborhood associations, advocacy groups, public agencies and affected stakeholders to share the conceptual design and discuss the Project; publicized the project via traditional and social media, and reached out to an initial group of major individual donors and foundations for private funding. Currently PPF has received more than 700 private contributions and pledges totaling over \$1,940,000, as well as \$700,000 in public sector commitments.

The purpose of this plan is to organize communication and outreach efforts through the remainder of the Project, with the intent of ensuring thorough public knowledge of the project and opportunities for interested parties to identify issues that should be addressed. The plan is not intended to provide the public with opportunities to change the scope, cost or schedule of the project. PPF will take the lead in informing relevant organizations and neighborhoods of progress, staffing a public meeting, organizing on-site events, contacting media and providing updates via email, social media and traditional media. PP&R will provide advice to PPF about required outreach and desirable strategies to ensure that the public's voice is heard, and about potential responses appropriate to public input.

PPF and PP&R will convene a team meeting including any City staff responsible for implementing parts of the plan (e.g., Community Engagement, Media, Graphics). The team is responsible to ensure that roles are clearly defined at the beginning of the project and all activities are incorporated by reference into a Project Memorandum of Understanding between PPF and PP&R.

Portland Parks Foundation and PP&R will work together when conducting public meetings and when preparing information to present. Portland Parks Foundation and PP&R will keep each other informed of all written material (e.g., news releases, brochures, newsletters, reports) produced for the Bridge Project that is intended for public distribution and will seek review prior to distribution. Consistent with the general MOU signed in September 2017 between PP&R and PPF, the parties will inform the other of inquiries from media or press representatives and make reasonable efforts to consult with each other prior to providing verbal or written information on the Bridge Project that is "nonstandard"—i.e., references that characterize, assign positions or opinions to, quote spokespeople for, or refer to either party in a non-routine or qualitative fashion beyond the scope of relationships outlined in the MOU.

Project Title:	Wildwood Trail Pedestrian Bridge Public Outreach and Engagement Plan October 4, 2017
Project Manager:	Jeff Anderson, Portland Parks Foundation
Parks Bureau Representative:	Elizabeth Kennedy-Wong
Meeting Facilitator:	Portland Parks Foundation

PI Start: 2015
 PI Complete: late 2018/Bridge Opening Event

Project Scope: Construct a pedestrian bridge over West Burnside at Wildwood Trail crossing

Project Background

The Wildwood Trail—at the heart of Forest Park—is one of the premier urban trails in America. The Wildwood Trail also makes up nearly 30 miles of a continuous 140-mile loop that connects more than 30 parks around the Metro area. The Wildwood Trail offers fresh forest air just minutes away from downtown Portland. It’s also a carefully planned corridor that connects beloved Portland icons, from the Oregon Zoo to the Japanese Garden.

However, the Trail crossing at West Burnside Street is a significant hazard. As the Travel Oregon website puts it, “Soon the path crosses Burnside Street—a busy, frightening highway you’ll have to cross at a run.” On West Burnside, people who use the trail are faced with crossing three lanes of high-speed traffic including an average of 18,000 vehicles daily. In a typical hour of peak traffic, 2,000 cars pass the area and 20 people try to cross. At least one hiker has been hit and hospitalized. Many more have had near misses. It’s nearly impossible for an adult to shepherd a group of small children across the road safely.

The City of Portland has studied solutions to this problem for more than two decades. In the 1996 West Burnside Pedestrian Access Study, the preferred alternative stated:

At the Wildwood Trail two solutions were studied, an at-grade crossing and a pedestrian bridge. Expert analysis concluded that the at-grade crossing was not a viable solution. The ideal solution is to construct a pedestrian bridge over West Burnside. Strong support for this concept was voiced by neighborhood residents during the public information process. It will eliminate pedestrian/vehicle conflicts and if sensitively designed will not adversely affect the visual quality of the corridor. Ideally, a bridge will serve as a gateway, notifying motorists of their entry into the more urban section of the West Burnside corridor.

The same study looked at all intersections in the nearby area along West Burnside and noted:

The consensus among the study team, Bureau of Transportation and Traffic Management staff and standard reference texts was that, with traffic conditions as they presently exist on West Burnside, the installation of crossing enhancement measures would be likely to give pedestrians a false sense of security and is therefore not recommended by this study.

In 2007 the city’s Transportation System Plan subsequently included a project described as: “Construct pedestrian overcrossing where Burnside intersects the Wildwood Trail to eliminate at-grade crossing.”

Meanwhile, local residents and trail users created a campaign committee in 2013 involving the Portland Parks Foundation to address the issue, agreeing that a permanent Footbridge was the best long-term solution—one that does not impede the flow of traffic, provides the greatest measure of safety for pedestrians and drivers, and offers an uninterrupted trail experience. Its initial cost may be greater than other options but is less than others when amortized over the expected life of the structure and costs less to maintain annually.

The Footbridge is designed by Ed Carpenter, an award-winning artist specializing in large-scale public installations ranging from architectural sculpture to infrastructure design. Since 1973, he has created over 100 public and corporate installations throughout the US, as well as in Japan, Australia, Northern Ireland,

and Taiwan. The Footbridge will be beautifully integrated into the landscape, with design features recalling the ferns and other foliage of Forest Park.

The Portland Bureau of Transportation and Portland Parks & Recreation both provided formal written endorsements of the Footbridge project in an application for Metro funds in early 2015.

Project Direction

The Foundation will continue to coordinate public involvement activities in partnership with Portland Parks & Recreation. The Foundation will also manage fundraising, design and construction of the Project. For the Footbridge, PPF has contracted with Shiels Oblatz Johnsen as project managers and Pyramid Communications to assist in design of materials and a final-phase crowdsourcing campaign. The Campaign Committee, chaired by Charlie Swindells, includes longtime civic leaders as well as experienced parks professionals (committee roster is attached). Each step of the construction will be coordinated with the City of Portland and Metro, owners of property on which the Footbridge is sited.

Public Involvement Overview

To date, the Foundation has reached out to multiple stakeholders, neighborhood associations, organizations and public agencies. Recent media and letters of support are attached. The Foundation will, in cooperation with Portland Parks & Recreation, sustain and expand upon these established relationships to keep the public informed and supportive of the project. The Foundation will also maintain current information about the project on its Web site and via its social media posts.

The primary purpose of the public process is to:

- Educate about the need for and benefits of the project
- Engage and inform impacted community members and businesses in a timely manner that allows them to plan for known impacts
- Provide regular updates on the progress and timeline of the construction process
- Acknowledge and appreciate the support and contribution of the community

The community may be interested in answers to such questions as:

1. *What type of contracting process will be used with this Project?*
2. *How was the bridge designed? Who was involved?*
3. *Who is paying for this project? What is the budget?*
4. *How will the construction impact transportation on Burnside?*
5. *How will the construction impact surrounding businesses, residents and visitors?*

Stakeholder Outreach

Who needs to care about this project?

This project protects public safety and provides a critical connection between Washington Park and Forest Park via the Wildwood Trail. PPF staff and PP&R will work together to ensure public participation that will allow stakeholders an authentic opportunity to understand the significance of this bridge. Regular updates on the progress and efficiency of the project is an opportunity to demonstrate the historic and on-going benefit of an effective public/private partnership and the responsible use of funds.

Who is responsible for contacting these individuals/groups?

PPF staff and PP&R will work together to expand its public/private partnership in order to efficiently communicate the project with the public. PP&R and PPF will work together to create an agreement to include a timeline, *process* milestones and materials that will successfully serve the project and the community it serves.

PPF has already had direct contact with many of the following organizations. Those that have endorsed and/or already committed funds to the project are italicized.

PPF will initiate and/or continue contact with each of these organizations and networks and others via telephone calls, appearance at a regular meeting of the group, email and invitation to a public meeting.

Nearby Parks/Cultural/Educational/Misc. Organizations

- *Forest Park Conservancy*
- *Pittock Mansion*
- *Hoyt Arboretum*
- Western Forestry Center
- Oregon Zoo
- Portland Japanese Garden
- Oregon Children's Museum
- *Explore Washington Park*
- Friends of Washington Park Rose Garden
- *40-Mile Loop Land Trust*

Neighbors

- *Arlington Heights*
- NW Heights
- Neighbors West/Northwest (NW/NW) Coalition
- Southwest Neighborhoods, Inc. (SWNI)
- Linnton Neighborhood Association
- *NWDA*
- *Hillside*
- *Sylvan-Highlands*
- *Forest Park*

Public Agencies

- ODOT
- *Metro*
- Tri-Met

Organized Walking/Hiking Community

- Trails Club of Oregon
- Mazamas
- Cascadia Hiking Club
- Portland Hiking Meetup Group
- African American Outdoor Association
- Outdoor Afro Portland
- Access Recreation

Running Community

- *Portland Marathon*
- Portland Running Company
- Foot Traffic
- Nike Run Club
- Fleet Feet Sports
- Oregon Road Runners Club
- Portland Fit
- Red Lizard Running Club
- Team Athena
- Portland Front Runners
- Go Beyond Racing
- Animal Athletics
- Girls on the Run
- Lincoln High School Track Team
- Other High School Cross-Country Teams to be identified

Outdoor Education/Nature/Horticulture and other groups

- Oregon Outdoor Education Coalition
- Friends of Outdoor School
- Environmental Education Association of Oregon
- Portland Garden Club
- *Audubon Society*
- Oregon Recreation and Parks Association
- The Intertwine Alliance
- Parks for New Portlanders

Local schools

- Chapman
- Lincoln
- Cathedral
- St. Mary's
- West Sylvan
- Ainsworth
- Catlin Gabel School—Outdoor Leadership & Activities

Tourism Groups

- Travel Portland
- Travel Oregon

Media

- PDX Monthly
- Portland Mercury
- Willamette Week
- Oregonian
- Skanner
- Portland Tribune
- NW Examiner

Recreation Companies

- Keen
- REI
- North Face
- Lucy
- Title Nine
- Oregon Mountain Community
- Portland Outdoors Store
- Mountain Shop

General Business

- Nob Hill Business Association
- Portland Business Alliance
- *Portland State University*
- Goose Hollow Business Association
- Venture Portland

(Though the Wildwood Trail is not authorized for bike use, we will also notify the bike community.)

- Bicycle Transportation Alliance
- Community Cycling Center
- NW Trails Alliance

Outreach Efforts to Date

Neighborhood Outreach

<i>July 2013</i>	<i>Arlington Heights Neighborhood Association</i>
<i>September 2013</i>	<i>Southwest Hills Residential League</i>
<i>November 2015</i>	<i>Forest Park Neighborhood Association</i>
<i>Date not available</i>	<i>Hillsdale Neighborhood Association</i>
<i>September 2016</i>	<i>Email to chairs of Arlington Heights, Forest Park, Southwest Hills, Hillside, NW District, Forest Heights HOA, Sylvan Highlands</i>
<i>October 2016</i>	<i>Hillside Neighborhood Association (endorsement)</i>
<i>October 2016</i>	<i>Site visit by NW Neighborhoods Parks & Rec Fund (reps of NWDA, NINA, Hillside)</i>
<i>Nov-Dec 2016</i>	<i>Tables--Brewery Running Series</i>
<i>December 2016</i>	<i>NorthWest District Neighborhood Association (endorsement)</i>
<i>February 2017</i>	<i>Explore Washington Park board</i>

March 2017 Email update on project to 60 neighborhood, sports, outdoor, school, business, nonprofit organizations in list above
 June 2017 Public Meeting at World Forestry Center to present 30% design plans

Media/Communications

July 2013 Arlington Heights newsletter
 July 2013 OregonHikers.org post
 August 2013 NW Examiner article (NW Portland home circulation 34,000; 3,000 copies available at more than 100 newsstands)
 August 2013 Red Lizard Running online forum
 August 2013 Living Portland Real Estate web site post
 August 2013 Ed Carpenter (Footbridge designer) web site – animated video (<http://www.edcarpenter.net/portfolio/wildwood-trail-bridge/>)
 January 2014 Exploring Portland's Natural Areas (online)
 October 2015-on PPF Social media and electronic newsletters (circulation: 11,000)
 February 2016 PPF Facebook post: Footbridge Campaign Case Statement
 February 2016 Footbridge Case Statement (print and online document) (47 views)
 March 2016 Project description on PPF website
 September 2016 Project announcement--PPF 15th Anniversary gathering (130 attending)
 October 2016 NW Examiner Article (NW Portland home circulation 34,000; 3,000 copies available at more than 100 newsstands)
 October 2016 PPF Facebook post: NW Examiner repost (133 views)
 October 2016 PPF Facebook post: Footbridge campaign update: 50% to goal (1480 views)
 October 2016 Thacher Schmid (NW Examiner reporter) website post
 January 2017 PPF Facebook post: Footbridge campaign update (887 views to date)
 March 2017 Multnomah Athletic Club "Winged M" article
 May 2017 KGW interview
 June 2017 Portland Monthly article
 June 2017 KATU interview
 September 2017 Portland Tribune article
 September 2017 KATU report
 September 2017 Online crowdfunding campaign including email to many organizations and individuals; 1st week attracted 6,743 unique views of web site

Public Record

May 2015 City Council Budget Adoption including \$500,000 in funds
 November 2016 City Council Hearing to authorize transfer of funds

Planned Activities

Design/Construction

December 8, 2016 Design/Construction Team Kick-off
 January 2017 Geotech Investigation
 Mid-April, 2017 30% Design package available for City review/comment
 November 2017 Submit permitting documents to PBOT
 Spring 2018 95% Design docs complete/submit to City staff for review/comment
 April 2018 Permits approved; construction NTP
 May–November 2018 Final Construction Complete (Construction duration under discussion)
 Late 2018/Early 2019 Opening

Outreach

2015 – 2016	Concept Plan Presentations to Neighborhood Associations
Ongoing	Communicate construction progress and impacts through PPF website, Facebook, earned media, allied organizations and email notice
February 2017	Complete development of PI Plan Confirm key stakeholders
February-March 2017	Conduct stakeholder updates/contacts Summarize findings for design team
June 2017	Public Event #1 - Present 30% design Community meeting to present updated information (30% design) about proposed project. (DONE) Analyze responses/use information to inform further project development.
Sept.-Oct. 2017	Crowdsourcing campaign
March 2018	Prepare notifications and notify stakeholders of Public Event #2 Public Event #2 -- Footbridge Groundbreaking
November 2018	Public Event #3 — Footbridge Opening Event

All outreach activities will be tracked, and results will be provided to PP&R including:

- Distribution of promotional materials (lists, locations, messages)
- Attendance sheets
- Comment Form Summaries

Levels of Impact

Fill in matrix and provide assessment summary statement

Assessment Questions	Very Low	Low	Moderate	High	Very High
1. What is the anticipated level of conflict, opportunity, controversy or concern on this or related issues?			X		
2. How significant are the potential impacts to the public				X	
3. How much do the major stakeholders care about this issue, project or program?					X
4. What degree of involvement does the public appear to desire or expect?		X			
5. What is the potential for public impact on the proposed decision or project?		X			
6. How significant are the possible benefits of involving the public?			X		
7. How serious are the potential ramifications of not involving the public?			X		
8. What level of public participation does Council and/or bureau directors desire or expect?			X		
9. What is the possibility of broad public interest?		X			
10. What is the probable level of difficulty of solving the problems or advancing the project?		X			
11. Does the project affect an underrepresented community?		X			

Project Supporters

NEIGHBORHOOD ASSOCIATION SUPPORTERS

Organization	Contact	Supporting Document	Date	Excerpt
Arlington Heights Neighborhood Association	Susan Seigel, President	Letter of Support	7/16/2013 Link	"Arlington Heights residents are ready to join you in helping to raise the funds for this much needed project."
Southwest Hills Residential League	Donald Livingstone, President	Letter of Support	09/09/2013 Link	"This amenity.....will resolve the potentially fatal conflict of the pedestrian crossing at Burnside a commuter street which regularly exceeds its speed limit."
Forest Park Neighborhood Association	Jerry Grossnickle, President			
Hillsdale Neighborhood Association	Mikal Apenes, President			
Hillside Neighborhood Association	Gary Berger			
Northwest Neighborhood Association	Ron Walters, President			

ORGANIZATIONS

Organization	Contact	Supporting Document	Date	Excerpt
40-Mile Loop Land Trust	Bob Akers, Board President	Letter of Support	N/A Link	"The 40-Mile Loop Land Trust would like to support any and all efforts to build a pedestrian bridge over West Burnside to connect the Wildwood Trail from the International Rose Test Garden to Pittock Mansion."
Hoyt Arboretum	Keith Dubanevich, Board President	Letter of Support	12/03/2013 Link	"The thousands of Portlanders, many of them children, who hike and run on the Wildwood Trail deserve a safe crossing here."
Portland Marathon	Les Smith, Race Director	Letter of Support	01/20/2015 Link	"We fear that there is a running community tragedy waiting to happen.... A footbridge completing the Wildwood Trail would benefit all of us in the region, and be a draw for active tourism as well."
Portland State University Cross Country & Track	Jonathan Marcus, Assistant Coach	Letter of Support	01/22/2015 Link	"Multiple times I've witnessed and have even been personally involved in near-miss runner-car collisions...it's only a matter of time before an unnecessary tragedy occurs."

Forest Park Conservancy	Renee Myers, Executive Director	Testimonial	Link	"Wildwood Trail is the longest trail in Forest Park and one of the most loved. Many of our members and volunteers have commented on how unsafe that crossing is and almost every one of them has explained an almost near-death experience."
Pittock Mansion	Marta Bones, Executive Director	Testimonial	Link	"We're very aware that crossing Burnside is a danger.... I'd estimate about 25% of our 150,000 park visitors arrive by foot.... A pedestrian bridge could be hugely helpful for increasing our foot traffic."
Hoyt Arboretum Friends	Peggie Schwartz, Executive Director	Testimonial	Link	"Although Pittock Mansion is present on our trail signage, we don't recommend hiking to Pittock Mansion. If there were a bridge, we would absolutely promote it at our visitor center."
Catlin Gabel School Outdoor Education	John Harnetiaux			
NW Trails Alliance	Kelsey Cardwell, President			
Oregon College of Art and Craft	Denise Mullen, PR			
Oregon Road Runners Club	Tracy Reisinger, Board President			
St. Vincent Hospital	Amy Brooks, Program Manager			

GOVERNMENT AGENCIES

Organization	Contact	Supporting Document	Date	Excerpt
Portland Bureau of Transportation	Leah Treat, Director	Certification Letter	01/15/2015 Link	"Improving safety at this particular crossing location of the Wildwood Trail has long been a priority of PBOT....'[T]he ideal solution is to construct a pedestrian bridge over West Burnside'....'strong support for this concept was voiced by neighborhood residents during a public information process."
Metro	Dan Moeller	Letter of Support	10/09/2014 Link	"The project is consistent with the goal of the Metro 1995 Open Spaces Bond Measure . . . This project will . . . enhance and further Metro's goals for the property."
Portland Parks & Recreation	Mike Abbaté, Director	Certification Letter	01/15/2015 Link	"...The Wildwood Trail is considered two separate trails bisected by a high traffic roadway. Eliminating safety concerns for crossing West

				Burnside Road, and reconnecting the trail would unite some of Portland's greatest trails and park assets."
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Letters of Project Endorsement from the following organizations are attached:

- 40-Mile Loop Land Trust
- Arlington Heights Neighborhood Association
- Hoyt Arboretum Friends
- Metro
- Portland Bureau of Transportation
- Portland Marathon
- Portland Parks & Recreation
- Portland State University
- Southwest Hills Residential League

FOOTBRIDGE OVER BURNSIDE CAMPAIGN	
STEERING COMMITTEE	
Charlie Swindells, Chair	Attorney
Doug Macy	Walker Macy
Doug Oblatz	Shiels Oblatz Johnsen, Inc.
Ian Walker	Walker Family Foundation
Jeff Anderson	Executive Director, Portland Parks Foundation
Julie Vigeland	Former Portland Parks Board chair, Portland Parks Foundation board
Zari Santner	Former PP&R Director, Portland Parks Foundation board
CAMPAIGN COMMITTEE	
Andrew Wheeler	Artist, campaign founder
Bob Shoemaker	Attorney
Dorie Vollum	Civic leader
Ed Carpenter	Architect, artist, bridge designer
Evans Van Buren	Attorney
Gary White	Public Relations
Heidi Beebe	Board Member, Pittock Mansion Society
Jerry Dickason	Artist; retired educator
Kenneth Fairfax	Retired ambassador
Marta Bones	Executive Director, Pittock Mansion Society
Nick Hardigg	Executive Director, Audubon Society of Portland
Peggie Schwarz	Executive Director, Hoyt Arboretum Friends
Renee Myers	Executive Director, Forest Park Conservancy
Sid and Meg Eaton	Civic leaders
Steve Walters	Attorney
Susan Bishop	Civic leader
Walter & Silvie Larsen	Doctor

EXHIBIT D**SAMPLE GRANT COMPLIANCE PROGRESSS REPORT**

Grant Agreement signed XX/XX/2017

Grant – Portland Parks Foundation**Progress Report**

*Reporting Period:

[Check here if this is your FINAL Progress Report]

☐ FINAL

GRANTEE Organization Name	
Project Title	
City Program Area**	

Overall Project Status »

Project Summary	<i>[Describe grant project]</i>
Successes	<i>[What are some of the key successes in your project so far? Is there a story you would like to share with Council and the public? Photos, graphics, and videos are encouraged! Any pictures submitted may be used on the website; please include your written permission for this use.]</i>
Challenges	<i>[Describe any challenges encountered in your project so far, and how your organization has, or plans, to overcome those challenges.]</i>

* See your agreement document for project start and end dates

** Refer to your application for the City Program Area

*** Use the approved budget line items from your application and agreement

City of Portland Special Appropriations Grant Progress Report

Project Narrative	<i>[Describe project progress during this reporting period. Please include: • latest news, • overall project status, • milestones accomplished, • data collected showing progress, • any additional comments about the project, additional photos, or supplementary documents you would like to share.]</i>			
Project Finances	Awarded:	<i>[Insert total funds awarded by City]</i>	Grant Expenditures to Date:	<i>[Insert grant expenses incurred to date and submit with the expenditure report***]</i>
Next Steps	<i>[What are the next steps for this project and your organization?]</i>			

Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. Typed or printed name and title:	
Signature:	Date:
Telephone	
Email Address	
Date report submitted (month, day, year)	

Attachment xx
Agreement xxxxxxxx



Invoice/Request for Payment

FY2017-18 Special Appropriations Grant

<i>City Use Only</i>	
Vendor No.	
Grant Agreement	

Invoice No.	
-------------	--

Date _____

Terms	net 30 days
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Project	
---------	--

Grantee				
Address				
City				
State, Zip				
Contact Name				
Contact Info.				
Expense Period		through		

Description	Amount
INVOICE TOTAL:	
	\$0.00

INVOICE TOTAL:	\$0.00
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For City Use Only:

DPR	
DPO	
GR	
IO	
ACH	
EEO	

Approved By/Date

EXHIBIT F**CITY OF PORTLAND SUBCONTRACTOR EQUITY PROGRAM**

1. PROGRAM DESCRIPTION: The Portland Plan as adopted by Resolution 36918 was developed to make Portland a prosperous, educated, healthy and equitable city, recognizing that advancing equity must be at the core of our plans for the future. The Portland Plan includes a frame work for equity to guide plan implementation and improve City operational and business practices, support actions that promote accountability, close disparity gaps and increase community engagement. It is the intent of the City Council to achieve equity in City government policies, procedures and practices. Equity in contracting and workforce opportunities in the City are essential to achieving the vision of the Portland Plan. As such, the City has a compelling governmental interest to ensure that its projects and resources provide employment opportunities for Oregon State certified disadvantaged, minority, women, and emerging small businesses (collectively, “D/M/W/ESBs”) in order to address historic underutilization. Therefore, the City’s Subcontractor Equity Program (the “Subcontractor Equity Program” or “Program”) applies to all City-Owned Projects and all City-Sponsored Projects as described below. On projects subject to the Program, the entity responsible for subcontractor selection (the “Contractor”) shall be obligated to comply with the Program for all subcontracting opportunities (regardless of value).

- City-Owned Projects means projects that have an engineer’s estimate of \$150,000 or more.
- City Resources means funds provided by the City (regardless of the source) in the form of loans, grants or payments. City Resources also include the difference between the purchase price paid by a private entity and the fair market value of such property.
- City – Sponsored Projects means contracts that provide for the disposition of the city-owned property and/or provide City Resources that result in a privately-owned project that has \$150,000 or more of Hard Construction Costs.

2. ASPIRATIONAL GOALS: The Program has an aspirational goal of twenty percent (20%) of Hard Construction Costs for D/M/W/ESB subcontractor utilization on projects subject to the Program (the “Aspirational Goal”); within the Aspirational Goal, a further goal of 14% D/M/WBE utilization is desired. The City encourages Contractors to diversify their D/M/W/ESB subcontractor utilization from all available divisions of work. A directory of D/M/W/ESBs can be found by visiting the State of Oregon’s Office of Minority, Women and Emerging Small Business website at: <http://www4.cbs.state.or.us/ex/dir/omwesb/>.

3. SUBMISSION OF REQUIRED DOCUMENTATION FOR CITY-OWNED PROJECTS SUBJECT TO COMPETITIVE BIDDING

A. FORM 1 - SUBCONTRACTOR COMMITMENT CERTIFICATION: DUE DAY AFTER BID OPENING BY 2:00 PM FROM THE APPARENT LOW BIDDER.

1. If a bidder meets the Aspirational Goal, a completed and signed Form 1 is all that is required for submission for the Subcontractor Equity Program. The City will verify whether the Aspirational Goal has been met. If the City finds that the Aspirational Goal has not been met, the bidder will be notified and must submit additional documentation, or Form 2 as required.
2. Form 1 must list ALL Subcontractors to be used on the project, their corresponding type of work, the subcontract amount, and certification status, if applicable, regardless of the dollar amount. If the project includes bid alternates for additional work, bidders shall list ALL first-tier subcontractors that will be used if the City elects to do such additional work. Bidders must identify all types of work that will be self-performed. Form 1 will become a part of the resulting contract for the project. Failure by the apparent low bidder to complete and submit Form 1, will result in the bid being non-responsive and the bid will be rejected.
3. If the apparent low bidder is later deemed to be non-responsive, then the next apparent low bidder will be notified to submit a signed Form 1.

B. FORM 2 – D/M/W/ESB BIDS RECEIVED LOG: DUE UPON REQUEST FROM APPARENT LOW BIDDER IF ASPIRATIONAL GOALS ARE NOT MET

1. If a bidder does not meet the Aspirational Goal, both a completed Form 1, as well as Form 2 will be required. A completed Form 2 will be due upon the City's request.
2. Bidders must have contacted D/M/W/ESB subcontractors in writing to advise them of potential subcontracting opportunities and ensure that they have an equal opportunity to compete for work by providing all subcontractors the same information and informing them of the date and time that sub-bids are due.
3. Bidders must have obtained a minimum of three (3) written bids from D/M/W/ESB subcontractors that specialize in the type of work that will be subcontracted. Failure to obtain three (3) written bids from D/M/W/ESB subcontractors may result in bid rejection. Bidders shall submit additional information and provide clarification upon request.
4. If for any reason the apparent low bidder is not awarded the contract or its bid is rejected, the next apparent low bidder shall be reviewed and a determination will be made as to the need of a Form 2 submittal.

4. SUBMISSION OF REQUIRED DOCUMENTATION FOR CITY-SPONSORED PROJECTS NOT SUBJECT TO COMPETITIVE BIDDING

A. FORM 1 - SUBCONTRACTOR COMMITMENT CERTIFICATION: DUE WITHIN 14 DAYS OF BID OPENING, UNLESS OTHERWISE SPECIFIED

1. If a Contractor meets the Aspirational Goal, a completed and signed Form 1 is all that is required for submission for the Subcontractor Equity Program. The City will verify whether the Aspirational Goal has been met. If the City finds that the Aspirational Goal has not been met, the Contractor will be notified and must submit additional documentation, or Form 2 as required.
2. Contractor must identify all types of work that will be self-performed. Form 1 must list ALL Subcontractors to be used on the project, their corresponding type

of work, the subcontract amount, and certification status, if applicable, regardless of the dollar amount. Form 1 will become a part of the resulting contract for the project.

B. FORM 2 – D/M/W/ESB BIDS RECEIVED LOG: DUE UPON REQUEST FROM CONTRACTOR, IF ASPIRATIONAL GOALS ARE NOT MET

1. If a Contractor does not meet the Aspirational Goal, both a completed Form 1, as well as Form 2 will be required. A completed Form 2 will be due upon the City's request.
2. Contractor must have contacted D/M/W/ESB subcontractors in writing to advise them of potential subcontracting opportunities and ensure that they have an equal opportunity to compete for work by providing all subcontractors the same information and informing them of the date and time that sub-bids are due.
3. Contractor must have obtained a minimum of three (3) written bids from D/M/W/ESB subcontractors that specialize in the type of work that will be subcontracted. Failure to obtain three (3) written bids from D/M/W/ESB subcontractors may result in bid rejection. Contractor shall submit additional information and provide clarification upon request.

C. RECOMMENDED GOOD FAITH RECRUITMENT & RETENTION PRACTICES

1. Recruitment Efforts. Good faith recruitment efforts are those intense, aggressive, sincere, and result-oriented actions taken by the Contractor designed to accomplish the objectives of the City Workforce Training & Hiring, Good faith recruitment efforts include, but are not limited to:
 - a. Work aggressively with Contractor's Joint Apprenticeship Training Committee (JATC) to recruit minorities, women and disadvantaged individuals. Provide evidence of these efforts.
 - b. Assist the JATC by conducting a workshop with minority and women employees to enlist their assistance as recruiters and request their ideas on how to increase employment of underutilized groups.
 - c. Support the efforts of the Contractor's JATC by giving all apprentices referred to the Contractor a fair chance to perform successfully, allowing for possible lack of previous experience. Recognize that the Contractor is responsible for providing on-the-job training, and that all apprentices should not be expected to have previous experience.
 - d. Participate in job fairs, school-to-work, and community events to recruit minorities, women, and disadvantaged individuals into the construction trades.
 - e. Allow scheduled job site visits by participants in community programs, as safety allows, increasing awareness of job and training opportunities in the construction trades.
 - f. Keep applications of those not selected for an opening. Contact when opening occurs.
2. Retention Efforts: The Contractor shall endeavor to retain minorities, women, and disadvantaged individuals by implementing steps such as the following:
 - g. Maintain a harassment-free work place.

- h. Ensure that employees are knowledgeable about the company's policies if they need to report a harassment problem.
- i. Make reasonable attempts to keep apprentices working and train them in all work processes described in the apprenticeship standards.
- j. Review and disseminate, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions.
- k. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations.
- l. Take steps to reduce feelings of isolation among minorities and women to curb hostile attitudes and behavior (e.g., have several minorities and women at the job site, provide access to support group system).
- m. Provide adequate toilet facilities for women on the job site.
- n. Match minority, female, or disadvantaged apprentices who may need support to complete their apprenticeship programs with a journey-level mentor.

5. REQUIREMENTS FOR ALL PROJECTS SUBJECT TO THE PROGRAM

A. MONTHLY SUBCONTRACTOR PAYMENT AND UTILIZATION REPORT

(MUR): DUE BY THE 15th OF EACH MONTH: The Contractor shall complete and submit the Monthly Subcontractor Payment and Utilization Report ("MUR") by the 15th of each month once work has commenced. The MUR must list the contract amounts and payment amounts to ALL Subcontractors (including D/M/W/ESB subcontractors) and second-tier subcontractors. All first-tier subcontractors with second-tier subcontractors must also submit a MUR on a monthly basis. The City will provide a copy of the MUR electronically prior to the due date of the first MUR.

B. SUBCONTRACTOR CHANGES AFTER BID SUBMISSION:

1. If any subcontractor is added or replaced after the bid is submitted or the contract is awarded, the selected Contractor shall make good faith efforts to solicit bids from D/M/W/ESBs for the work to be performed.
2. The Contractor must contact D/M/W/ESB subcontractors in writing to advise them of potential subcontracting opportunities and ensure that they have an equal opportunity to compete for work by providing all subcontractors the same information and informing them of the date and time that sub-bids are due.
3. The Contractor must obtain a minimum of three (3) written bids from D/M/W/ESB subcontractors that specialize in the type of work that will be subcontracted. The Contractor shall submit additional information and provide clarification upon request.
4. The Contractor shall complete and submit to the Contract Compliance Specialist the Subcontractor Change/Request Form and include supporting documentation of the foregoing prior to making any changes.
5. The Contractor shall not add, delete, or replace any subcontractor without prior written consent of the Chief Procurement Officer.

C. REVIEW OF RECORDS: In the event that the City reasonably believes that a violation of the requirements of the Subcontractor Equity Program has occurred, the City may review the records and pertinent documentation of the Contractor, as well as any subcontractor, to determine whether a violation has occurred.

D. PENALTIES FOR NONCOMPLIANCE: A Contractor's failure to comply with the Subcontractor Equity Program may result in a breach of contract, possible disqualification of the Contractor's ability to bid on or receive future contracts, including as provided under Portland City Code 5.34.530, and/or the assessment of penalties. In the event of a breach of contract, in addition to any other remedies that the City may have, the City may take any or all of the following actions:

1. The City may withhold all or part of any progress payment(s) until the Contractor has remedied the breach of contract. In the event that progress payments are withheld, the Contractor shall not be entitled to interest on such payments. If a subcontractor has not complied with the Subcontractor Equity Program, the City may elect to withhold only such subcontractor's portion of the progress payment.

2. The City has an expectation that if a Contractor is awarded a contract, and identifies that it intends to subcontract with D/M/W/ESB subcontractor(s), then the Contractor will actually use such D/M/W/ESB subcontractor(s). Therefore, the contract will include the following provisions:

- a. The Contractor acknowledges and agrees that it would be difficult, if not impossible, to assess the actual damage incurred by the City for the Contractor's failure to comply with the Subcontractor Equity Program. If the Contractor fails to comply with the provisions of Section 5.B, the Contractor agrees to pay the sum of \$2,000 for each violation. These penalties are independent of any liquidated damages that may be assessed under other provisions of the contract.

- b. If the Contractor fails to utilize any D/M/W/ESB subcontractor as identified on Form 1, or in its Contracting Plan, the Contractor shall pay \$2,000 for each violation. Exceptions to this requirement are for approved change orders, reductions in scope of work as requested by the City, failure of a D/M/W/ESB subcontractor to complete work or having breached the subcontract, and substitution requests approved by the City.

E. DOCUMENTATION REQUIREMENTS: All forms are available on the Procurement Services website at: <http://www.portlandoregon.gov/bibs/45307> and must be submitted electronically to City of Portland Procurement Services. Portland Parks Foundation to coordinate with Procurement Services to obtain all up to date forms required.

EXHIBIT G

PROJECT GOALS

A. Summary: A final list of goals and objectives will be negotiated between PPF and PP&R and will be prioritized by PP&R staff. The project goals and objectives ultimately applied to the Bridge Project must be consistent with the City of Portland, Parks & Recreation Parks 2020 Vision, Goals, and Objectives. To date, PP&R has identified safety, durability/maintenance, aesthetics and cost effectiveness as top considerations for the design and construction of the bridge. The prioritized final list of project goals and objectives will guide decision-making through ongoing design refinements and construction.

- I. PPF has assembled the following goals for the design of the Bridge Project (items not listed in a particular order) independent of Portland Parks and Recreation and prior to this Grant Agreement. Safe crossing for Wildwood Trail over West Burnside
- II. Seamless experience for walkers/runners
- III. Fit forest context
- IV. Minimally intrusive
- V. Transparent/delicate
- VI. Iconic/original
- VII. Reasonable cost
- VIII. Off-site fabrication and quick erection
- IX. Easy to maintain

B. Project Goals: PP&R has preliminarily drafted the following goals, safety, durability/maintenance, aesthetics and cost effectiveness, which Portland Parks Foundation has approved. The list of supporting objectives for each goal incorporates content developed by Portland Parks Foundation in Exhibit G, Article A, Items I through IX. Final goals and objectives will be coordinated through a collaborative work session, finalized, and prioritized as defined in Exhibit A.

I. Aesthetic Goal: Create an innovative and iconic pedestrian bridge that also efficiently meets programmatic requirements

- A. Objectives
 - Provide a bridge design that fits the forest context with minimal intrusion on the environment.
 - Promote a seamless experience for the public on the Wildwood Trail.
 - Create a bridge design that creates a delicate and transparent visual appearance.

II. Cost Effectiveness Goal:

- A. Objectives
 - Design and construct a 75 design-life bridge.
 - Provide a Life cycle cost analysis for the Bridge Project.
 - Use public funds in a fiscally responsible manner: Protect and Conserve public funds by using in a prudent manner to achieve the project goals.

III. **Safety Goal: Promote safety.**

A. Objectives:

- Create a safe, grade separated crossing for the Wildwood Trail over West Burnside.
- Increase safety for the public including bicyclists, pedestrians and motorists during the construction of the bridge.
- Provide a Site-Specific Safety Plan.
- Arrange a Life Safety Preliminary Meeting with the Bureau of Development Services (BDS)
- Provide off-site fabrication and quick erection for minimal impacts to West Burnside traffic uses.
- Incorporate ADA accessibility federal requirements for the Bridge Project.
- Incorporate City of Portland Vision Zero actions into the Bridge design and construction with consideration of Burnside's PBOT designation as a High Crash Corridor.

IV. **Maintenance/Durability Goal:**

A. Objectives:

- Specify materials, finishes, and products that are of appropriate quality and durability for the intended use to meet or exceed the 75-year design-life for the Bridge Project.
- Develop an Operation and Maintenance Manual compliant with Federal Bridge inventory requirements.
- Provide protection of the reinforcing and pre-stressing steel against corrosion throughout the life of the structure to resist deterioration caused by environmental actions.
- Identify and use the highest quality protective coatings consistent with comparable City-owned facilities.

EXHIBIT H

PP&R DRAWING REQUIREMENTS

- I. PP&R Drawing Requirements of the Work: Final deliverable Survey CAD Documents
 - A. Each drawing sheet shall be individual document files.
 - B. The final format for each map shall be either Microstation's ".dgn" format, Version 7 or later or AutoCAD ".dwg" format, Release 2012 or earlier release.
 - C. Each survey provided shall include electronic files of survey data and hardcopy plots. Electronic data shall include the drawing file (graphic file) as well as any and all point files. Separate point files shall be submitted for various data types. Normal survey points for contours and site features would be in the main survey file, however alignments, cross sections or profiles would be in a separate ASCII file.
 - D. Point file information shall be an ASCII file in Northing, Easting, Elevation and Description format. Symbology of point components shall be in accordance with the Portland Parks & Recreation CAD Standard. The coordinate system currently being used on City of Portland surveys is State Plane 83-91 for horizontal control and City of Portland datum for vertical should be used by all contractors until further notice.
 - E. Information on each drawing shall be separated into distinct 'levels' according to the level standards provided. No additional levels/layers may be added without first consulting Owner. Level tables, Seed (prototype) files, Font library and color table will be provided in electronic format.
 - Contour elements, fence lines, retaining walls, tree and shrub lines, etc. must be connected strings or chains and not individual lines. Buildings must be closed shapes and not individual lines. Patterns must be 'associated' with closed shapes or blocked as a group of entities.
 - No custom linestyles shall be used to denote features. All features shall have standard linestyles and adhere to standards that are included. No custom font symbols will be accepted, all symbols must either be a cell or a block. No custom fonts shall be used. The Portland Parks & Recreation has standardized on Archstyl.shx and Font 19 (MicroStation), and will provide these font files to contractors. Simplex or Working fonts may also be used if desired.
 - All drawings must have contours, alignments, and points located at their proper elevation in a 3D file.
 - Final products are to be delivered via e-mail/FTP/CD-Rom or DVD. Each CAD document should be delivered in a ZIP file including all xref, fonts, symbols, and other supporting documents used to create each sheet. Include a full size PDF document for each sheet delivered.
 - No third party dependent or proxy elements are to be delivered in the final set of drawings.

II. PP&R Drawing Requirements of the Work: Final deliverable Construction CAD Documents

- A. Each drawing sheet shall be individual document files. This also includes separate base (existing condition) and design (proposed condition) files.
- B. The final format for each map shall be either Microstation's ".dgn" format, Version 7 or later or AutoCAD ".dwg" format, Release 2012 or earlier.
- C. Each drawing border shall be scaled according to the scale shown on the drawings so that the final digital product is at a 1:1 scale (i.e. 1' in drawing = 1' in real world).
- D. Information on each drawing shall be separated into distinct 'levels' according to the level standards provided. Level tables, Seed (proto type) files, Font library and color table will be provided in electronic format.
 - Information on each drawing will be separated into distinct DGN/DWG files according to the Level Standards provided; bm-facil.dgn, bm-site.dgn, and, bm-util.dgn. Level tables are provided for each of the required files.
 - These files shall be separated into distinct directories that indicate the category of information being stored. For example, all existing condition information shall be in a directory called base. All proposed design information should be in a directory called design. And all construction documents should be in a directory called sheets.
 - Contour elements, fence lines, retaining walls, tree and shrub lines, etc. must be connected strings or chains and not individual lines. Buildings must be closed shapes and not individual lines. Patterns must be 'associated' with closed shapes. All cell libraries or custom line styles created for this work shall be submitted with final drawing files.
- E. Symbols shall be either cells (MicroStation) or blocks (Autocad). No shape files will be accepted for symbol representation. No proxy entities (3rd Party Software) should be present in final deliverables.
- F. Acceptable fonts for Autocad shall either be **archstyle.shx** for text contained within the drawing, and **helv.shx**, **optima1s.shx** or **romant.shx** for border text. For MicroStation users; fonts **19** for drawing text, and font **58/65** for border text. These fonts are included with our standards for your use.
- G. Final products are to be delivered via e-mail/FTP/CD-Rom or DVD. Each CAD document should be delivered in a ZIP file including all xref, fonts, symbols, and other supporting documents used to create each sheet. Include all supporting documents used during the project design, and also include full size PDF documents of permitted construction document. No third party dependent or proxy elements are to be delivered in the final set of drawings.

III. PP&R Drawing Requirements of the Work: As-Built and Record Drawings

- A. The PPF's Construction Contractor shall mark up all changes from the Bid Set or Construction Set, whichever set was issued by the PPF as the drawing set to construct from. The Contractor shall use red to indicate any element that was removed from the drawing, green to indicate any elements that were added to the drawing, and any element requiring changes or editing in blue. No White-Out or black ink shall be used. Contractor shall include all ASIs (Architect's Supplemental Instructions), FCDs (Field Change Directives), approved substitutions, and all other changes to the drawings during the course of the project, by attaching the most current version of changes issued to the drawing. Contractor who is documenting as-built information shall mark in the lower right corner of each drawing with the words "As Built", the date, signature, and company name who provided the as-built information.
- B. Once PPF's Construction Contractor has submitted their complete set of as-builts for review to the PPF design team and all design team comments are recorded, the Grant Manager will distribute them to PP&R staff as necessary for review. PPR staff shall submit to the Grant Manager their comments regarding anything not indicated correctly or that they are aware is missing from the contractor's mark ups.
- C. The Grant Manager will return the review comments and as-builts to the PPF for correction, if necessary. Once an acceptable set of As-Builts has been received by the Grant Manager from PPF, the PPF shall color scan each sheet that has color mark ups and black & white scan each sheet with no color mark ups, resulting in one .pdf per sheet for the entire set. This scan will serve as the As-Builts for the project records showing what changed during the course of the construction project.
- D. PPF's design team shall draft the as-built changes into CAD from the contractor mark ups and any other changes the design team is aware of that may not have been reflected by the contractor, including all ASIs, FDCs, approved substitutions, etc. All bubbles and deltas should come off the Record Drawings and in the titleblocks, and the drawings should only show the final condition, not what changed. Nothing should be crossed out to show the difference between the bid or construction set and what was built. Only show the final condition. Include all measurements the contractor has provided to indicate the actual location of underground improvements from a known point of reference. If the underground improvements were built within reasonable proximity, dimensions will suffice to show the actual location is over a few feet. If underground improvements were installed in significantly different locations, redraw the elements to the correct location on the drawings, and also include the dimensions.
- E. Label in an appropriate location in the title block "Record Drawings" and the date. Label "Record Drawings" in larger letters outside the title block in the lower right corner of each sheet.
- F. PPF shall submit draft Record Drawings set(s) (hard copy or electronic in .pdf format, as directed by PPR PM) to PPR PM for review, along with the contractor As-Built mark-up set(s). Make corrections if necessary and resubmit for PPR PM approval.

- G. Each drawing sheet shall be individual document files in both .pdf and CAD formats. See CAD Delivery document specification in Section II. PP&R Drawing Requirements of the Work: Final deliverable Construction CAD Documents of this exhibit.
- H. Final products are to be delivered via e-mail/FTP/CD-Rom or DVD to the Grant Manager.

IV. PP&R Drawing Requirements of the Work: Text Sizing Table

- A. PPF design and construction team to use the following Text Sizing Table to set text size (TX=) for lettering with in a design file of the desired scale.
- B. It is most efficient to place lettering (other than for automatic dimensioning) on a drawing after all portions (ie. details, plan views) have been scaled properly and placed within the drawing border. The text setting is directly related to the border size that is placed. It is desirable to have notes and misc. text placed at 1/8" tall and titles placed at 1/4" tall. When automatic dimensions are used for scaled details. It is recommended that the Dimension Scale Command be used to adjust for details that have scaled to another scale besides the drawing scale. The Table below is used to determine what size text to use for different scale drawings.
- C. How to use the Text Sizing Table:
- Select the correct scale for the drawing.
 - Select the desired text size for final output. The second number (ie.0.125"-140) 140 is the Leroy size.
 - Set the TX= to corresponding value from the table.
 - Listed below are also recommended WT= values for the text size.
 - Make sure that line spacing, justification, font and any other text controls have been set, and begin placing text.

D. Text Sizing Table:

SCALE:	TEXT SIZE:				
Architect:	0.10"=120	0.125"=140	0.1667"=175	0.20"=200	0.25"=240
1/16" = 1'-0"	1:7.2	2:0	2:8	3:2.4	4:0
3/32" = 1'-0"	1:0.8	1:4	1:9.333	2:1.6	2:8
1/8" = 1'-0"	0:9.6	1:0	1:4	1:7.2	2:0
3/16" = 1'-0"	0:6.4	0:8	0:10.667	1:0.8	1:4
1/4" = 1'-0"	0:4.8	0:6	0:8	0:9.6	1:0
3/8" = 1'-0"	0:3.2	0:4	0:5.333	0:6.4	0:8
1/2" = 1'-0"	0:2.4	0:3	0:4	0:4.8	0:6
3/4" = 1'-0"	0:1.6	0:2	0:2.667	0:3.2	0:4
1" = 1'-0"	0:1.2	0:1.5	0:2	0:2.4	0:3
1 1/2" = 1'-0"	0:0.8	0:1	0:1.333	0:1.6	0:2
3" = 1'-0"	0:0.4	0:0.5	0:0.667	0:0.8	0:1
6" = 1'-0"	0:0.2	0:0.250	0:0.333	0:0.4	0:0.50
12" = 1'-0"	0:0.1	0:0.125	0:0.167	0:0.2	0:0.25

Engineering:					
1" = 10'	1:0	1:3	1:8	2:0	2:6
1" = 20'	2:0	2:6	3:4	4:0	5:0
1" = 30'	3:0	3:9	5:0	6:0	7:6
1" = 40'	4:0	5:0	6:8	8:0	10:0
1" = 50'	5:0	6:3	8:4	10:0	12:6
1" = 60'	6:0	7:6	10:0	12:0	15:0
1" = 80'	8:0	10:0	13:4	16:0	20:0
1" = 100'	10:0	12:6	16:8	20:0	25:0
1" = 200'	20:0	25:0	33:4	40:0	50:0
1" = 300'	30:0	37:6	50:0	60:0	75:0
1" = 400'	40:0	50:0	66:8	80:0	100:0
1" = 500'	50:0	62:6	83:4	100:0	125:0
1" = 1000'	100:0	125:0	166:8	200:0	250:0
WT=	0	1	1	2	3

EXHIBIT I**SAMPLE FINAL GRANT COMPLIANCE PROGRESSS REPORT**

Grant Agreement signed [date]

Grant – Portland Parks Foundation**Final Progress Report**

*Reporting Period:

[Check here if this is your FINAL Progress Report]

☒ FINAL

GRANTEE Organization Name	
Project Title	
City Program Area**	
Overall Project Status »	
Project Summary	[Describe grant project]
Successes	[What are some of the key successes in your project so far? Is there a story you would like to share with Council and the public? Photos, graphics, and videos are encouraged! Any pictures submitted may be used on the website; please include your written permission for this use.]
Challenges	[Describe any challenges encountered in your project so far, and how your organization has, or plans, to overcome those challenges.]
Project Narrative	[Describe project progress during this reporting period. Please include: • latest news, • overall project status, • milestones accomplished, • data collected showing progress, • any additional comments about the project, additional photos, or supplementary documents you would like to share.]

* See your agreement document for project start and end dates

** Refer to your application for the City Program Area

*** Use the approved budget line items from your application and agreement

City of Portland Special Appropriations Grant Progress Report

Project Finances	Awarded:	<i>[Insert total funds awarded by City]</i>	Grant Expenditures to Date:	<i>[Insert grant expenses incurred to date and submit with the expenditure report***]</i>
Next Steps	<i>[What are the next steps for this project and your organization?]</i>			

Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. <i>Typed or printed name and title:</i>	
Signature:	Date:
<i>Telephone</i>	
<i>Email Address</i>	
<i>Date report submitted (month, day, year)</i>	