

Misc. Contracts and Agreements No. 31091  
Cross Ref. Master Certification Agreement 30890

**Oregon Department of Transportation  
LOCAL AGENCY CERTIFICATION PROGRAM  
Supplemental Project Agreement No. 31091  
MULTIMODAL TRANSPORTATION ENHANCE PROGRAM (MTEP)  
Project Name: Connected Cully**

THIS AGREEMENT is made and entered into by and between THE STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State;" and the CITY OF PORTLAND acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

**RECITALS**

1. By the authority granted in Local Agency Certification Program Agreement No. 30890 incorporated herein and by this reference made a part hereof, State may enter into this Supplemental Project Agreement with Agency for the performance of work on this improvement Project. The Certification Program allows State to certify a Local Agency's procedures and delegates authority to the certified Local Agency to administer federal-aid projects.
2. US 30, is a part of the State highway system under the jurisdiction and control of the Oregon Transportation Commission. NE Killingsworth, NE Prescott, NE Emerson Streets, NE 42<sup>nd</sup>, 54<sup>th</sup>, 55<sup>th</sup>, 60<sup>th</sup>, 66<sup>th</sup>, 67<sup>th</sup>, and 72<sup>nd</sup> Avenues, and NE Cully and NE Sandy Boulevards are a part of the city street system under the jurisdiction and control of Agency.
3. Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) expanded the National Highway System (NHS) to incorporate all principal arterials, which were previously not included, including facilities owned by Local Public Agencies.
4. NE Sandy Boulevard is a part of the Agency's street under the jurisdiction and control of Agency. NE Sandy Boulevard is a locally-owned and maintained principal arterial incorporated into the NHS pursuant to MAP-21.
5. Mike Morrow, Senior Field Operations Engineer, of the Federal Highway Administration (FHWA), Oregon Division, authorized State to allow certified Local Public Agencies to perform work, in areas in which they have been certified, on federal-aid projects when the projects are on local owned principal arterials that are part of the NHS. Said authorization is memorialized in a March 13, 2013 letter on file with State's Certification Program Manager.

**NOW THEREFORE** the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

**DEFINITIONS**

1. "Contract Award" (construction projects) means the issuance of a Notice to Proceed (NTP) to the construction contractor.

2. "Contract Time" means amount of time for completing the bid item work under the contract.
3. "Final Acceptance" means written confirmation by Agency and State that the project has been completed according to the contract, with the exception of any latent defects and warranty obligations, if any, and has been accepted.
4. "Funding Ratio" means the relationship between MTEP funds and Total Project cost and Other Funds and the Total Project Cost. This ratio is established at the time the agreement is executed and does not change during the course of the project. The ratio governs the obligation of MTEP funds at the time of construction/consultant award or Project Closeout "Match" means the minimum amount Agency must contribute to match the federal aid funding portion of the project.
5. "MTEP" means Multimodal Transportation Enhance Program and may be funded by a combination of federal and state funds.
6. "Obligation" means Federal Highway Administration (FHWA) approval that allows a specific phase of a project to commence with spending that can be reimbursed with federal funds.
7. "Other funds" means other funding required to complete the project including but not limited to state, federal, and agency funds.
8. "Project Completion" (construction projects) means Final Acceptance of the project, Final Payment to the contractor has been made and project documentation is completed per the ODOT Construction Manual.
9. "Project Overruns" means the final cost estimate at contract award exceeds the estimated total project cost estimate in this Agreement, or the final actual project costs exceeds the final cost estimate at Contract Award.
10. "Project Underrun" means the final cost estimate at Contract Award is below the estimated total project cost in this Agreement, or the final actual project costs are below the final cost estimate at Contract Award.
11. "Project Closeout" means project is ready to close as there are no more expenditures associated with project.
12. "Total Project Cost" means the estimated amount as shown in this Agreement. This amount will include MTEP funds, local matching funds, and other funds as required to complete the project as stated in this Agreement.

## **TERMS OF AGREEMENT**

1. Under such authority, State and Agency agree to Agency designing, acquiring right-of-way for, and constructing sidewalks and bike connections in the Cully neighborhood of Portland, hereinafter referred to as "Project". The location of the Project is shown on the sketch map attached hereto, marked "Exhibit A" and by this reference made a part hereof.
2. The Project shall be conducted as a part of the Multimodal Transportation Enhance Program (MTEP) with funds provided under Title 23, United States Code and may include a combination of

federal and state funds. The total Project cost is estimated at \$3,337,372, which is subject to change. MTEP federal and state funding for this Project shall be limited to \$2,994,624. Agency shall be responsible for all remaining costs, including the 10.27 percent match for all MTEP eligible costs, any non-participating costs, and all costs in excess of the available federal or state funds.

3. The Funding Ratio for this Project is 89.73% of MTEP funds to 10.27% Agency funds and applies to Project Underruns. The Funding Ratio does not apply in the case of Project Overruns.
4. If, at the time of Contract Award or Project Closeout, the Project Underruns the estimated Total Project Cost in this Agreement, MTEP funding and Other Funds will be obligated proportionally based on the Funding Ratio. Any unused MTEP funds, will be retained by State, and will not be available for use by Agency for this Agreement or any other projects.
5. Project Overruns which occur at the time of Contract Award, or at the time of Project Closeout is the responsibility of the Agency.
6. If State performs work throughout the duration of the Project, State will provide a preliminary estimate of State costs for said work to Agency. Prior to the start of each Project phase State will provide an updated estimate of State costs from that phase to Agency. Such phases generally consist of Preliminary Engineering, Right of Way, Utility, and Construction. Agency understands that State's costs are estimates only and agrees to reimburse State for actual cost incurred per the Terms of this Agreement.
7. The scope, schedule, progress report requirements, and Project Change Request process are described in Exhibit B, attached hereto and by this reference made a part hereof. Agency agrees to the conditions set forth in Exhibit B.
8. Agency shall make all payments for work performed on the Project, including all construction costs, and invoice State for 100 percent of its costs. State shall reimburse Agency invoices at the pro-rated federal share. All costs beyond the federal and state reimbursement, any deposited local funds, and any non-participating costs will be the responsibility of the Agency. State shall simultaneously invoice FHWA and Agency for State's Project costs, and Agency agrees to reimburse State for the federal-aid matching state share and any non-participating costs as determined in accordance with paragraph number 2, above upon receipt of invoice. Failure of Agency to make such payments to State may result in withholding of Agency's proportional allocation of State Highway Trust Funds until such costs are paid. Agency understands that State's costs are estimates only and agrees to reimburse State for the actual amount expended.
9. a. Information required by 2 CFR 200.331(a), except for (xiii) Indirect cost rate, shall be contained in the USDOT FHWA Federal Aid Project Agreement for this Project, a copy of which shall be provided by ODOT to Agency with the Notice to Proceed.  
  
b. The indirect cost rate for this project at the time the agreement is written is 79.27% and may change upon notice to State and ODOT's subsequent written approval. Agency may have other indirect cost rates for departments and or disciplines that have been approved for use by their cognizant agency and ODOT and these rates may be used on the Project, as applicable.
10. Agency shall perform Direct Appoint consultant selection, Informal consultant selection, Formal

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consultant selection, design (excluding bridge design), bridge design, advertise, bid, award the construction contract, and perform construction administration. Agency to comply with all of the terms and conditions found in Certification Program Agreement No. 30890.

- i. Agency's design work for this Project shall be conducted by Agency's Bureau of Transportation,
- ii. The Agency may issue work for right of way and appraisals for this Project under Price Agreement RFP TRN109 dated July 1, 2014 until the Price Agreement's 3 year term expires on July 1, 2017, or when the maximum amount of \$800,000 has used, whichever comes first.

11. Agency shall design, advertise, bid, award the construction contract, and perform construction administration. Agency agrees to comply with all of the terms and conditions found in Certification Program Agreement No. 30890.
12. State will submit the requests for federal funding FHWA. The federal funding for this Project is contingent upon approval by the FHWA. Any work performed prior to acceptance by FHWA will be considered nonparticipating and paid for at Agency expense. State's Regional Local Agency Liaison or designee will provide Agency with a written notice to proceed when FHWA approval has been secured and funds are available for expenditure on this Project.
13. State considers Agency a subrecipient of the federal funds it receives as reimbursement under this Agreement. The Catalog of Federal Domestic Assistance (CFDA) number and title for this Project is 20.205, Highway Planning and Construction.
14. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate upon completion of the Project and final payment or ten (10) calendar years following the date all required signatures are obtained, whichever is sooner.
15. Local Agency Certification Program Agreement No. 30890 was fully executed on September 18, 2015. This Agreement is subject to the terms and provisions of the Local Agency Certification Program Agreement.
16. If Agency fails to meet the requirements of this Agreement or the underlying federal regulations, State may withhold the Agency's proportional share of Highway Fund distribution necessary to reimburse State for costs incurred by such Agency breach.
17. State may conduct periodic inspections during the life of Agency Certification Projects to verify that Projects are being properly maintained and continue to serve the purpose for which federal funds were provided.
18. In the event that Project impacts State facilities, Agency shall contact the State's District 2B Office prior to commencement of work to determine if any permits are needed to occupy State right of way. Agency agrees to comply with all provisions of any State-issued permits to occupy or perform operations upon a state highway and to also obtain road approach permits from the State District Office if they are needed, according to OAR 734, Division 51. Agency agrees to comply with all provisions of required permits, and shall require its developers, contractors, subcontractors, or consultants performing such work to comply with such provisions.

19. In the event that Project impacts State facilities, State grants Agency or others designated by Agency and permitted by State District Permitting Office, permission to access State right of way for the purpose of maintaining Project-related landscaping and sidewalks. In lieu of State district permits, State hereby grants Agency or others designated by Agency the right to enter and occupy State right of way for the purpose of routine maintenance of all Project related landscaping and sidewalk improvements. Agency shall contact State's Regional Liaison to determine if a permit is required from State's District Office for all other activities beyond the listed routine maintenance prior to commencing activities.
20. Agency grants State or others designated by State the right to enter onto and occupy Agency right of way for the purpose of inspection, audit, maintenance and operation of State owned and other designated facilities, and performance of any other State duty or obligations.
21. Agency shall include the following stipulations in the Special Provisions for construction contract work for any project where Agency is contracting work on a state highway:
- a. Contractor shall name State as a third party beneficiary of the resulting contract.
  - b. Contractor shall indemnify, defend and hold harmless Agency, State and their officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of contractor or its officers, employees, subcontractors, or agents under the resulting contract.
  - c. Commercial General Liability. Contractor shall obtain, at contractor's expense, and keep in effect during the term of the resulting contract, Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverages that are satisfactory to State and Agency. This insurance shall include personal and advertising injury liability, products and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits.) Coverage shall be written on an occurrence basis. If written in conjunction with Automobile Liability the combined single limit per occurrence shall not be less than one million dollars (\$1,000,000) for each job site or location. Each annual aggregate limit shall not be less than two million dollars (\$2,000,000.)
  - d. Automobile Liability. Contractor shall obtain, at contractor's expense, and keep in effect during the term of the resulting contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits.) Combined single limit per occurrence shall not be less than one million dollars (\$1,000,000.)
  - e. Additional Insured. The liability insurance coverage, except Professional Liability, Errors and Omissions, or Workers' Compensation, if included, required for performance of the resulting contract shall include State and Agency and its divisions, officers and employees as Additional Insured but only with respect to the contractor's activities to be performed under the resulting contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.
  - f. Notice of Cancellation or Change. There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days



written notice from the Contractor or its insurer(s) to State and Agency. Any failure to comply with the reporting provisions of this clause shall constitute a material breach of the resulting contract and shall be grounds for immediate termination of the resulting contract and this Agreement.

- g. Agency shall require its contractor(s) and subcontractor(s) as appropriate to acquire construction and performance bonding covering public interest. Where project construction affects State property, State will be included as either a dual obligee or a named additional obligee under the performance bond. Proof of said bonding will be provided to State's Regional Local Agency Liaison by the acquiring Party. If Agency fails to meet the requirements of this paragraph or the underlying agreement conditions, including all incorporated state and federal laws, rules and regulations and costs are incurred by State because of it, State may withhold Agency's proportional share of Highway Trust Fund distribution necessary to reimburse State for those costs.

22. In the event that Project impacts State facilities, Agency shall be responsible for any behind the curb improvements including areas located within highway right of way except as provided in a Supplemental Project Agreement. Such improvements shall be maintained at the same level as are similar facilities owned by State. Agency may require the adjacent property owners to fund or perform maintenance of the behind the curb improvements. Agency shall remain responsible for compliance with the terms of this Agreement, and for the performance of such work, even when maintenance is performed by Agency contractors or property owners, or if right of way behind the curb is partly or entirely on state right of way.
23. In the event that Project impacts State facilities, Agency shall maintain the landscaping and irrigation to be installed, if any, for all improvements behind the curbs or roadway. Maintenance along and on the state highway shall include replacement of dead or dying plants and trees, removal of litter, removal of weeds or weed control and tree trimming to maintain a seventeen (17) foot clear zone in the travel lane, leaf removal and irrigation for healthy sustainability of said landscaping.
24. Agency shall be responsible for one hundred (100) percent of water and power costs associated with the landscape and irrigation installed, if any, as part of improvements behind the curbs or roadway. Agency shall ensure that the water and power companies send water and power bills directly to Agency.
25. Agency shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Department of Transportation and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Agency's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the Parties that State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of State, be indemnified by the contractor and subcontractor from and against any and all Claims.

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26. Any such indemnification shall also provide that neither Agency's contractor and subcontractor nor any attorney engaged by Agency's contractor and subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at anytime at its election assume its own defense and settlement in the event that it determines that Agency's contractor is prohibited from defending the State of Oregon, or that Agency's contractor is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue claims it may have against Agency's contractor if the State of Oregon elects to assume its own defense.
27. This Agreement may be terminated by mutual written consent of both Parties.
28. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
- a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
  - b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
  - c. If Agency fails to provide payment of its share of the cost of the Project.
  - d. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
  - e. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or if State is prohibited from paying for such work from the planned funding source.
29. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
30. Agency, as a recipient of federal funds, pursuant to this Agreement with State, shall assume sole liability for Agency's breach of any federal statutes, rules, program requirements and grant provisions applicable to the federal funds, and shall, upon Agency's breach of any such conditions that requires State to return funds to the FHWA, hold harmless and indemnify State for an amount equal to the funds received under this Agreement; or if legal limitations apply to the indemnification ability of Agency, the indemnification amount shall be the maximum amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount received under this Agreement.
31. State and Agency hereto agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations

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of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

32. Agency certifies and represents that the individual(s) signing this Agreement have (has) been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.
33. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
34. This Agreement and the Local Agency Certification Program (Certification Program) Agreement No. 30890, as amended and all attached exhibits constitutes the entire agreement between the Parties on the subject matter hereof. In the event of conflict, the body of this Agreement and the attached Exhibits will control over Project application and documents provided by Agency to State. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.
35. State's Project Liaison for the Agreement is Kelly Brooks, Interim Region 1 Policy and Development Manager, ODOT, 123 NW Flanders Street, Portland, Oregon 97225 (503) 731-3087, Kelly.Brooks@odot.state.or.us, or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.
36. Agency's Project Liaison for this Agreement is Dan Layden, Capital Program Manager, 1120 SW 5<sup>th</sup> Ave. RM 800, Portland, Oregon 97204 (503) 823-2804, dan.layden@portlandoregon.gov, or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

*SIGNATURE PAGE TO FOLLOW*

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



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This Project is in the 2015-2018 Statewide Transportation Improvement Program (STIP), (Key #18814) that was adopted by the Oregon Transportation Commission on December 18, 2014 (or subsequently approved by amendment to the STIP).

**CITY OF PORTLAND**, acting by and  
through its elected officials

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED AS TO LEGAL  
SUFFICIENCY**

By \_\_\_\_\_  
Agency Legal Counsel

Date \_\_\_\_\_  
CITY ATTORNEY 3/7/16

**Agency Project Liaison:**

Dan Layden, Capital Program Manager,  
1120 SW 5<sup>th</sup> Ave. RM 800  
Portland, Oregon 97204  
(503)823-2804  
dan.layden@portlandoregon.gov

**State Project Liaison:**

Kelly Brooks, Interim Region 1 Policy and  
Development Manager  
123 NW Flanders Street  
Portland, OR 97225  
503.731.3087  
Kelly.BROOKS@odot.state.or.us

**STATE OF OREGON**, acting by and  
through its Department of Transportation

By \_\_\_\_\_  
Highway Division Administrator

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_  
Certification Program Manager

Date \_\_\_\_\_

By \_\_\_\_\_  
Region 1 Manager

Date \_\_\_\_\_

**APPROVED AS TO LEGAL  
SUFFICIENCY**

By \_\_\_\_\_  
Assistant Attorney General

Date 2-10-16

## Exhibit A – Project Location Map

### CONNECTED CULLY

TRANSIT/STREETSCAPE/BIKE/PED



LEGEND	
	Project Area
	Sidewalk
	Bike Lanes/Legends

**EXHIBIT B**

**Project Progress Reports and Project Change Request Process**

**Agreement No. 31091**

**Key Number: 18814**

**Project Name: Connected Cully**

**1. Project Description**

Agency will design and construct sidewalks and bike connections in the Cully Neighborhood of Portland at the following locations:

- NE Killingsworth Street: NE 42<sup>nd</sup> Avenue to NE Cully Boulevard
  - Construct curb tight sidewalk infill, as needed
  - Construct buffered bike lanes
- NE Prescott Street: NE 42<sup>nd</sup> Avenue to NE Cully Boulevard
  - Construct curb tight sidewalk infill, as needed
- NE 60<sup>th</sup> Avenue: NE Prescott to US-30
  - Pave 8-foot wide shared use path as needed
  - Install bike legends
- NE 72<sup>nd</sup> Avenue: NE Emerson Street to NE Killingsworth Street
  - Construct sidewalk infill, as needed
- NE 54<sup>th</sup> and 55<sup>th</sup> Avenue: NE Prescott to NE Killingsworth Street
  - Install curb extensions by the local school
  - Shared use path on 55<sup>th</sup> Avenue to be concrete sidewalk
- NE 66<sup>th</sup> and 67<sup>th</sup> Avenue: NE Sandy Boulevard to NE Prescott Street
  - Install bike legends/sharrows every 60 feet

2. This Project is subject to progress reporting and project change process as stated below.

3. **Monthly Progress Reports (MPR)** - Agency shall submit monthly progress reports using MPR Form 734-2935, incorporated by reference and made a part of this Agreement. The Monthly Progress Report is due by the 5th day of each month, starting the first month after execution of this Agreement, and continuing through Project completion. .

The fillable MPR form and instructions are available at the following website:

[http://www.oregon.gov/ODOT/TD/AT/Pages/Forms\\_Applications.aspx](http://www.oregon.gov/ODOT/TD/AT/Pages/Forms_Applications.aspx)

4. **Project Milestones** – The Parties agree that the dates shown in Table 1 constitute the intended schedule for advancing and completing the Project. Project Milestones may only be changed through amendment of this Agreement, after obtaining an approved Project Change Request.

**Table 1: Project Milestones – Construction Project**

	Milestone Description	Completion Date
1	Obligation (Federal Authorization) of federal funds for the Preliminary Engineering phase of Project	May 2016

2	Obligation (Federal Authorization) of federal funds for the Right of Way phase of the Project	Jan 2017
3	Obligation (Federal Authorization) of federal funds for the Construction phase of Project	Jan 2018

5. **Project Change Request (PCR) Process** - Agency must obtain approval from State's Liaison for changes to the Project's scope, schedule, or budget as specified in paragraphs 5a, 5b and 5c, below. Agency shall be fully responsible for all costs that occur outside the established Project scope, schedule or budget and prior to an approved PCR. Amendments to this Agreement are required for all approved PCRs.
- a. **Scope** - A PCR is required for any significant change or reduction in the scope of work described in the Project Description (Paragraph 1 of this Exhibit). A significant change in project scope includes any scope element or item that:
    - a. Would increase project cost by 10% or \$100,000, whichever is less;
    - b. Is outside of the intent of the current project scope, as determined by the ODOT Program Manager; or,
    - c. Does not meet the minimum standards of the American Association of State Highway and Transportation Officials (AASHTO) or the Manual on Uniform Traffic Control Devices (MUTCD).
  - b. **Schedule** - A PCR is required if Agency or State's Project Liaison anticipate that any Project Milestone will be delayed by more than ninety (90) days, and also for any change in schedule that will require amendment of the Statewide Transportation Improvement Program (STIP).
  - c. **Budget** - Total Project Cost and approved funds for the Project are controlled by Terms of Agreement, paragraph 2 of this Agreement.
6. **PCR Form** - Agency must submit all change requests using PCR Form 734-2936, attached by reference and made a part of this Agreement. The PCR Form is due no later than thirty (30) days after the need for change becomes known to Agency. The PCR shall explain what change is being requested, the reasons for the change, and any efforts to mitigate the change. A Project Change Request may be rejected at the discretion State's Area Manager.

The fillable PCR form and its instructions are available at the following website:  
[http://www.oregon.gov/ODOT/TD/AT/Pages/Forms\\_Applications.aspx](http://www.oregon.gov/ODOT/TD/AT/Pages/Forms_Applications.aspx)

7. **Consequence for Non-Performance** - If Agency fails to fulfill its obligations in paragraphs No. 3 through No. 7 above, or does not assist in advancing the Project or perform tasks that the Agency is responsible for under the Project Milestones, State's course of action through the duration of Agency's default may include: (a) restricting Agency consideration for future funds awarded through State's managed funding programs, (b) withdrawing unused Project funds, and (c) terminating this Agreement as stated in Terms of Agreement, Paragraphs No. 27a and 27b of this Agreement.