

Note: Anyone wishing to speak at any Transportation Commission meeting is encouraged to do so. If you wish to speak, please rise and, after you have been recognized by the Chair, give your name and complete address for the record. You will then be allowed to speak. Please note the public testimony may be limited by the Chair.

## ASHLAND TRANSPORTATION COMMISSION

November 16, 2017

### AGENDA

- I. **CALL TO ORDER:** 6:00 PM, Civic Center Council Chambers, 1175 E. Main Street
- II. **ANNOUNCEMENTS**
- III. **CONSENT AGENDA**
  - A. Approval of Minutes: October 26, 2017
- IV. **PUBLIC FORUM**
- V. **NEW BUSINESS**
  - A. CIP Storybook/Capital Project Prioritization (30 min.)
    - Staff to present CIP Storybook and how Capital Projects Prioritized moving forward
- VI. **TASK LIST**
  - A. Discuss current action item list
- VII. **OLD BUSINESS**
  - A. Goal Setting
    - December meeting for final preparation leading to February meeting
  - B. Traffic Calming Program Development
    - Staff working on program content/citizen information
  - C. Transportation Commission Code Language
    - Draft code language included for review and comment
- VII. **FOLLOW UP ITEMS**
  - A. Transit Feasibility Plan Update-Selection Process
  - B. Super sharrow project
  - C. Iowa St. Safety/Walking Audit
- VIII. **INFORMATIONAL ITEMS**
  - A. Action Summary
  - B. Accident Report
- IX. **COMMISSION OPEN DISCUSSION**
- X. **FUTURE AGENDA TOPICS**
  - A. High and Church St. 4-way stop
  - B. Parking Permit Policy
  - C. Crosswalk Policy
- XI. **ADJOURNMENT:** 8:00 PM

**Next Meeting Date: December 21, 2017 Meeting**

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Public Works Office at 488-5587 (TTY phone number 1 800 735 2900). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).*

**CITY OF  
ASHLAND  
Transportation Commission**  
Contact List as of November 2017

Name	Title	Telephone	Mailing Address	Email Address	Expiration of Term
Dominic Barth	Commissioner	617-840-5425	586 ½ C St.	<a href="mailto:dofresgowwiththatshake@yahoo.com">dofresgowwiththatshake@yahoo.com</a>	4/30/2018
Joe Graf	Commissioner	541-488-8429	1160 Fern St.	<a href="mailto:jlgtrans15@gmail.com">jlgtrans15@gmail.com</a>	4/30/2018
Corinne Vierville	Commissioner	541-488-9300 or 541-944-9600	805 Glendale Ave.	<a href="mailto:corinne@mind.net">corinne@mind.net</a>	4/30/2019
David Young	Commissioner	541-488-4188	747 Oak Street	<a href="mailto:dyoung@jeffnet.org">dyoung@jeffnet.org</a>	4/30/2018
Sue Newberry	Commissioner	775-720-2400	2271 Chitwood Lane	<a href="mailto:sue.j.newberry@gmail.com">sue.j.newberry@gmail.com</a>	4/30/2019
Kat Smith	Commissioner	541-326-7517	770 Faith Ave.	<a href="mailto:ladybikesafety@gmail.com">ladybikesafety@gmail.com</a>	4/30/2020
Vacancy					

**Non-Voting Ex Officio Membership**

Paula Brown	Director, Public Works	541-488-5587	20 E. Main Street	<a href="mailto:paula.brown@ashland.or.us">paula.brown@ashland.or.us</a>	
Michael Morris	Council Liaison	541-261-9406	20 E. Main Street	<a href="mailto:mike@council.ashland.or.us">mike@council.ashland.or.us</a>	
Brandon Goldman	Planning Department	541-488-5305	20 E. Main Street	<a href="mailto:goldmanb@ashland.or.us">goldmanb@ashland.or.us</a>	
Steve MacLennan	Police Department	541-552-2433	20 E. Main Street	<a href="mailto:macledds@ashland.or.us">macledds@ashland.or.us</a>	
Frederick Creek	SOU Liaison	541-552-8328	1250 Siskiyou Blvd	<a href="mailto:creekf@sou.edu">creekf@sou.edu</a>	
Dan Dorrell, PE	ODOT	541-774-6354	100 Antelope Rd WC 97503	<a href="mailto:Dan.w.dorrell@odot.state.or.us">Dan.w.dorrell@odot.state.or.us</a>	
Edem Gómez	RVTD	541-608-2411	3200 Crater Lake Av 97504	<a href="mailto:egomez@rvtd.org">egomez@rvtd.org</a>	
Jenna Stanke	ODOT	541-774-5925	100 Antelope Rd WC 97503	<a href="mailto:Jenna.MARMON@odot.state.or.us">Jenna.MARMON@odot.state.or.us</a>	
David Wolske	Airport Commission			<a href="mailto:david@davidwolske.com">david@davidwolske.com</a>	
Vacant	Ashland Parks				
Vacant	Ashland Schools				

**Staff Support**

Scott Fleury	Deputy Public Works Director	541-488-5347	20 E. Main Street	<a href="mailto:fleury@s@ashland.or.us">fleury@s@ashland.or.us</a>	
Karl Johnson	Associate Engineer	541-552-2415	20 E. Main Street	<a href="mailto:johnsonk@ashland.or.us">johnsonk@ashland.or.us</a>	
Taina Glick	Administrative Assistant	541-552-2427	20 E. Main Street	<a href="mailto:taina.glick@ashland.or.us">taina.glick@ashland.or.us</a>	

**ASHLAND TRANSPORTATION COMMISSION  
MINUTES  
October 26, 2017**

These minutes are pending approval by this Commission

**CALL TO ORDER:**

Graf called the meeting to order at 6:01 p.m.

**Commissioners Present:** Joe Graf, Sue Newberry, David Young, Corinne Vièville, Kat Smith, and Dominic Barth

**Commissioners Absent:** None

**Council Liaison Present:** Mike Morris

**Council Liaison Absent:** None

**SOU Liaison Present:** Fred Creek

**Staff Present:** Paula Brown, Tara Kiewel, Taina Glick, Steve MacLennan

**ANNOUNCEMENTS**

Brown discussed staffing changes: Scott Fleury will be primary staff contact and introduced Taina Glick, Public Works administrative assistant, who would assume administrative duties for the commission.

Brown announced Lea Richards is searching for a volunteer liaison from TC for Trails Master Plan. David Chapman introduced himself as chairman of the committee and described the purpose of the group and the current membership. Brown suggested having the committee present before the commission at a future meeting. Newberry agreed to assume the role of liaison.

**CONSENT AGENDA**

**Approval of Minutes:** September 28, 2017

Commissioners Newberry and Barth m/s to approve minutes as corrected.

All ayes. Minutes approved as corrected.

**PUBLIC FORUM**

None

**NEW BUSINESS** *Begins at 16:20*

**Transportation Commission Roles and Responsibilities**

Commission discussed AMS Chapter 2.13 and indicated that changes need to be made to more correctly reflect the actual role of the commission. The following amendments were suggested:

- **2.13.030 Powers and Duties, Generally, 4:** remove "liaisons" and "and participate in" from the second bulleted point to read "Select one or more members to attend meetings with other transportation related committees in the Rogue Valley"
- **2.13.040 Powers and Duties, Specifically:** change "regulations" to "designs," remove "all," and end sentence after "implementation" to read "The Transportation Commission will review and forward traffic implementation designs to the Public Works Director for final approval and implementation."
- **2.13.050:** complete removal of this section as long as provision exists to create subcommittees.

Brown agreed to formulate a draft with proposed changes which may include a section about breakout groups and provide proposed draft to commission for approval.

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**Traffic Calming Program Development**

Fleury left info for Brown who indicated examples from other communities are included in the packet and asked for commissioner input.

Newberry explained her opinion of the pros and cons of each example. Aspects of the examples she supported are the need for community interest in a traffic calming plan, that bicycle-pedestrian counts should not be used to determine need, simplicity of project ranking strategies as shown in the Bothell example, utilization of proven traffic calming strategies, and the importance of a public involvement and notification process which includes a timeline. Newberry opposed citizen data collection and inclusion of vision clearance considerations. She called attention to potential funding sources, and inquired about the necessity of updating the TSP as a result of selected traffic calming measures. It is her opinion that the commission should be able to provide input into the CIP.

Creek suggested that SOU students completing capstones could possibly be utilized for collection data.

Newberry conveyed the need to address anticipated issues proactively when merging new neighborhoods and existing neighborhoods with different designs.

Graf remarked that citizen representatives should be involved with data collection to improve acceptance of data citing that community members have been critical of and rejected data collected by the city in the past.

Barth stated his approval of the Albany flow chart, and concurs with Newberry's statements regarding merging neighborhoods. Barth believes that vision obstruction issues should be handled by the city.

Smith supported flow charts as a helpful tool to implement plans, and utilization of the community as large for data collection. Smith stated her impression that the Bothell packet is more user friendly.

Graf departed from the agenda and took a public comment.

Helen Leider, 321 Clay St #34

Helen expressed her opinion that the Hwy 66 railway overpass speed signs create potential for accidents on the downside of the overpass. She feels the speed limit in that area should be reduced to 25 mph.

Graf requested staff create a draft proposal taking the best of each submitted plan and commissioner input.

Graff departed from the agenda to discuss Accident Report.

**Accident Report**

MacLennan agreed with data collection suggestions made and added that radar is available from PD. Nothing exceptional noted about crash report; however, there was an increase in citations issued. MacLennan indicated that APD has begun reporting more hit and run accidents to Engineering.

Smith questioned if a recent vehicle vs bicyclist hit and run collision had been reported to Engineering. MacLennan conveyed that bicycle accidents are reported.

MacLennan elaborated on the public comment by discussing speed zones on Ashland St and suggesting reducing speed around the school zone and university area. Smith suggested road diet on Ashland St. due to shared use.

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Newberry added traffic calming methods that could be utilized. Brown reminded commissioners that an overlay project is scheduled for that area in the next two years, so now is a good time to discuss suggested changes. Barth suggested greater need for enforcement as well as speed limit reduction. Newberry questioned MacLennan about police officer ticket writing policy and wondered if any of the 5 new officers will be designated to traffic. MacLennan indicated they would not be. Young stated precedent exists in Ashland for speed limit reduction. Vièville asked if the SOU students, as cadets, could get involved in enforcement. Creek stated they could not. Young reminded commission that multiple aspects contribute to these decisions and this would be a broader city goal. Newberry believes specific design features would help slow drivers on Ashland St. MacLennan stated that back- ups occur regularly and plans exist for new streets in the area.

Graf asked Smith to share what she learned from Chief O'Meara. She asked O'Meara about bicycle/ped vs vehicle collisions and what enforcement occurs. See attached submission. MacLennan added that there has been more discussion since an RVTD vs bicyclist collision occurred resulting in the citation of the bicyclist.

**OLD BUSINESS**

**Transportation Commission Goal Setting Open House**

Commissioners discussed available dates and selected February 1 from 6-8 at the Community Center. Multiple means of advertising were suggested including personal contact, print, web, and social media.

Commissioners will provide to staff their lists of desired invitees. Brown indicated it would be helpful to staff if Commissioners could provide the list of topics so that staff can begin gathering visuals, information, and input. Newberry volunteered to provide. Staff will not be needed for note taking.

**TASK LIST**

**Discuss current action item list**

Barth questioned why City Council is just now being provided pictures of item one? Brown indicated that the traffic calming update has already been approved by Council and staff provided verbal information as an update. Council requested a status update in the form of images so they can see how it looks. Brown offered to provide the Transportation Commission a copy of what will be presented to Council.

Smith asked if Newberry would be part of the upcoming walking audit on Iowa St. Newberry indicated she would be.

Young inquired if Kim Parducci, traffic engineer, will be analyzing the signal timing discussed in item two and when that will occur. Brown answered it will be handled by Parducci and ODOT.

Brown informed the commission that the super sharrows will not be able to be painted as originally desired and will provide an update of the super sharrow as approved by ODOT.

**FOLLOW UP ITEMS**

**Transit Feasibility Plan Update**

Brown stated it was released today.

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**COMMISSION OPEN DISCUSSION**

Newberry wondered why the action summary is included in the packet stating it seems outdated and useless and requested to add the Tolman-Siskiyou intersection redesign discussed by ODOT to the Action Item list.

Commissioners discussed issues and concerns related to traffic near Bellview school during pick-up and drop-off times.

Young requested the Request for Proposal for the Transportation System Plan update. Brown will provide.

Graf introduced potential new commissioner Bruce Borgerson.

Morris voiced his surprise that the topic of Medford's approval of Lyft and Uber was not discussed.

**Next meeting date: November 16, 2017**

**ADJOURNMENT**

The meeting was adjourned at 8:08 p.m.

*Respectfully submitted,*

*Taina Glick*

*Public Works Administrative Assistant*

ASHLAND TRANSPORTATION COMMISSION  
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**Taina Glick**

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**From:** Tara Kiewel  
**Sent:** Friday, October 27, 2017 9:59 AM  
**To:** Taina Glick; Scott Fleury  
**Subject:** Fw: Inquiry

*Tara Kiewel*

Administrative Assistant  
City of Ashland, Public Works Department  
20 East Main Street, Ashland, OR 97520  
541-552-2428  
Fax: 541-488-6006, TTY: 1-800-735-2900

*This email transmission is official business of the City of Ashland, and it is subject to Oregon Public Records law for disclosure and retention. If you have received this message in error, please contact me at 541-552-2420. Thank you.*

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**From:** Kat Smith  
<ladybikesafety@gmail.com>  
**Sent:** Thursday, October 26,  
2017 7:50 PM **To:** Tara Kiewel  
**Subject:** Fwd: Inquiry

Please include in Oct. meeting minutes.

Many thanks,

Kat

----- Forwarded message -----

**From:** **Kat Smith**  
<ladybikesafety@gmail.com>  
**Date:** Thu, Oct 26, 2017 at 3:05  
PM **Subject:** Re: Inquiry  
**To:** Tighe O'Meara <tighe.omeara@ashland.or.us>

ASHLAND TRANSPORTATION COMMISSION  
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Thanks much!

I'll check with the Commission to clarify what info they would like from you for the November meeting.

Best

Kat

On Thu, Oct 26, 2017 at 9:11 AM Tighe O'Meara <[tighe.omeara@ashland.or.us](mailto:tighe.omeara@ashland.or.us)> wrote:

Yes, I have it on my calendar and will see you there. If you give me a clear idea of what we will be talking about I will do my best to be prepared. Thanks!

**From:** Kat Smith  
[mailto:[ladybikesafety@gmail.com](mailto:ladybikesafety@gmail.com)] **Sent:**  
Wednesday, October 25, 2017 7:02 PM

**To:** Tighe O'Meara  
<[tighe.omeara@ashland.or.us](mailto:tighe.omeara@ashland.or.us)> **Subject:**  
Re: Inquiry

Tighe-

Are you available to join us on Nov. 16 from 6-8pm?

Kat



ASHLAND TRANSPORTATION COMMISSION  
MINUTES  
October 26, 2017

These minutes are pending approval by this Commission

On Wed, Oct 25, 2017 at 2:02 PM, Tighe O'Meara <[tighe.omeara@ashland.or.us](mailto:tighe.omeara@ashland.or.us)> wrote:

Hi there, sorry for the delay in responding, I was gone. Unfortunately, I have another evening meeting tomorrow and I won't be able to make it. Sorry.

**From:** Kat Smith  
[mailto:[ladybikesafety@gmail.com](mailto:ladybikesafety@gmail.com)]  
**Sent:** Thursday, October 19, 2017 11:19 AM  
**To:** Tighe O'Meara  
<[tighe.omeara@ashland.or.us](mailto:tighe.omeara@ashland.or.us)>  
**Subject:** Re: Inquiry

Tighe -

It would be great if you could join us at the next ATC meeting to discuss this with the entire commission.

We meet Thursday 10/26/2017 6-8pm at Council Chambers.

Many thanks,

Kat

On Tue, Oct 3, 2017 at 10:04 AM Tighe O'Meara <[tighe.omeara@ashland.or.us](mailto:tighe.omeara@ashland.or.us)> wrote:

Hi there Kat. Thanks for message and question. I am happy to meet and discuss this but I think it may be a bit above my pay grade, so to speak. Apparently the courts have held that bicyclists travelling in a bike lane and to the right of a car traffic lane should have an expectation that a car may turn in front of it. This may be what you are referring to, and if so there is little I can do as the precedent has been set in the courts.

Please let me know if you would still like to meet. Thanks!

ASHLAND TRANSPORTATION COMMISSION  
MINUTES  
October 26, 2017

These minutes are pending approval by this Commission

**From:** Kat Smith [mailto:[ladybikesafety@gmail.com](mailto:ladybikesafety@gmail.com)]

**Sent:** Tuesday, October 03, 2017 9:54 AM

**To:** Tighe O'Meara

**<**[tighe.omeara@ashland.or.us](mailto:tighe.omeara@ashland.or.us)**>** **Subject:**  
Inquiry

Hello Chief O'Meara -

I hope this finds you well and enjoying your transition into spring. During the last Transportation Commission meeting, we discussed the collision between a bicyclist and vehicle driver found on the APD Crash report for the month of August.

From the sounds of the report, the vehicle driver right hooked the bicyclist and drove the bicyclist to the hospital. The report indicates that the vehicle driver was not cited.

We've noticed that vehicle drivers tend to not get cited when crashing into bicyclists.

We would like to discuss this matter more in depth with you.

Please let me know if you would like to meet and discuss this topic or if you would like to join us at an upcoming ATC meeting.

Best,

Kat

Kat Smith, CSWA

Pronouns: she/hers/her

541.326.7517

"Forget your perfect offering / there is a crack in everything / that's how the light gets in." ~  
Leonard Cohen

# Memo

CITY OF  
ASHLAND

Date: November 7, 2017  
From: Scott A. Fleury  
To: Transportation Commission  
RE: CIP Storybook and Capital Project Prioritization Presentation

## **BACKGROUND:**

Staff will present the newly developed Capital Improvement Program storybook and Capital Project Prioritization database.

The Public Works Department has adopted master plans for each specific division; Street, Storm, Water, Wastewater, Facilities, and Airport. These master plans not only detail operational maintenance requirements but also improvement projects driven by numerous system needs. Each plan is developed independently from the other and in general, projects were previously prioritized by system need without consideration for the whole infrastructure system.

Public Works staff has worked on developing an improved system for prioritization of maintenance projects and CIP projects that accounts for all system needs. Geographic Information Systems (GIS) has documented project data from each adopted master plan and geo-located each specific project into a citywide database.

In addition to specific capital roadway projects, the street division prepares approximately 25,000 sq-ft of roadway each year for slurry seals. Likewise, the water, wastewater and storm water divisions prioritize minor construction and major capital improvements. The resulting work is typically prepared in “regions” within the City and the prioritization map includes a layer by project type for these regions and the proposed year to perform the work.

Public Works staff will use the newly developed database to prioritize future biennium budget projects with the intent to maximize, where possible, the ability to combine multiple projects being conducted on one roadway or region into one larger project. For example, combining a road overlay project with the replacement of a waterline and/or storm drain or sewer mainline improvements. Combining these projects will reduce overall contractor mobilization charges and reduce impact to adjacent properties by only having one construction period instead of multiple phases. Each enterprise fund (water, sewer, storm, and street) will pay their appropriate share of the larger total project improvement. Public Works staff is also working with franchise partners (such as gas, phone, etc.) to better inform them of future overlay projects in order to facilitate any improvements they have prior to a final street rehabilitation/overlay project being completed.

## **2017-19 Biennium Road Rehabilitation/Overlay Projects**

In the current biennium the City has planned street improvement projects for *Wightman Street* (from Siskiyou Boulevard to Quincy Street), *Mountain Avenue* (from Hersey Street to the I5 overpass), *Hersey Street* (from Mountain Avenue to Main Street) and phase II of the *Grandview*

**Drive** shared roadway conversion. The City will receive a Congestion Mitigation and Air Quality (CMAQ) grant for **chip sealing** unpaved roadways and the engineering work will begin later in the current biennium, with construction most likely occurring in the following biennium. A recent Federal Highway Administration (FHWA) requirement necessitates compliance for all existing Americans with Disabilities Act (ADA) ramps adjacent to street rehabilitation projects be brought into compliance with the most current standards. Staff is in the process of surveying all ramps for the Mountain and Wightman projects in order to determine ADA ramp compliance and what, if any, design changes are required prior to finalizing the engineering drawings and formally bidding these projects. Staff has released a formal Request for Proposals to select an engineering firm for the Hersey Street project with responses due back October 26, 2017. Once the consultant selection and project scoping has been completed the final design contract for this project will be brought before Council for approval.

The intent for the next biennium (FY20/21) is to move forward with the rehabilitation of Siskiyou Boulevard, Ashland Street, A Street and continuation of the chip seal program. Staff intends to bring a full update on all CIP projects to Council in early 2018.

### **CIP “Storybook”**

In addition to the prioritization of CIP projects, staff is also working on a CIP storybook that will be a front facing website for citizen use. The CIP storybook will provide pictures and narratives for each CIP project adopted in the current biennium. The projects will also be geo-located on a City base map. Project details will include stage of development from engineering to construction, key contacts including; engineer of record, contractor and City staff. As projects move from engineering to construction the storybook can be updated to include a calendar of proposed construction activities and traffic control plans that detail road closures and detours.

### **CONCLUSION:**

No action is currently required of Commission. This information will be presented before the Commission for discussion during the development of the 2020/21 biennial budget starting in Fall/Winter of 2018/19.

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# CITY OF ASHLAND

## Transportation Commission **Action Item List**

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November 16, 2017

### **Action Items:**

1. Road Diet Update & Hersey/Wimer intersection signal warrant analysis-
  - a. Kim Parducci of Southern Oregon Transportation Engineering (SOTPE) was authorized to perform a signal warrant analysis by city staff.
  - b. Once complete information will be sent to TC and discussed with ODOT
  - c. Warrant analysis memo discussed at September 22<sup>nd</sup> meeting
  - d. Parducci recommends modeling the road diet network with installation of the signal to determine queuing changes if any for the corridor.
  - e. Parducci to model system and develop a final recommendation (January 26, 2017)
  - f. Parducci to present reports on Road diet analysis, Hersey/Wimer Signal and crosswalks (January 26, 2017)
  - g. Staff to present findings before City Council at a date to be determined (September 5, 2017)
  - h. Staff presented road diet update including signal/crosswalk information before Council at the September 5, 2017 meeting. Council asked for more information regarding improvements including visuals to gain a better understanding of the recommended improvements. Staff will provide Council with an updated presentation at the November 6, 2017 study session.***
2. Super Sharrow analysis for downtown
  - a. Commission motion-Council/Downtown Committee support the urgent implementation
    - i. Follow up-Council at the August 1, 2016 study session voiced support for the super sharrow concept and forwarded to the Downtown for review and analysis.

### **Meeting Minutes:**

Mr. Faught explained the Transportation Commission was working on a potential shuttle program as an alternative mode from a transit standpoint and thought the Transportation Commission should continue working on the transportation piece.

Council supported the super sharrow project for the interim and wanted the Committee to review the proposal then disband. The remaining charges for the Committee would go into the broader context of urban design. Council also wanted the Transportation Commission to continue researching the trolley or shuttle component and public transportation in general. Council would look into the urban design study for the downtown after the election and form a new committee then.

- b. Staff in process of developing solicitation document in order to perform engineering review, recommendations and design of a super sharrow project for the downtown corridor. Scoping will include super sharrow location and truck parking along with public meetings and coordination with ODOT.
  - c. Kittleson & Associates has been tasked with performing feasibility analysis with respect to installation of a supersharrow through the downtown corridor. Once the technical memorandum is complete results will be presented before TC.
  - d. Kittleson has created a draft feasibility analysis and staff is reviewing
  - e. Staff has requested FY18/19 biennium budget approval for funding a super sharrow striping project.
  - f. The biennium budget including the super sharrow striping project has been adopted by the City Council.
  - g. ***Traffic Engineer analyzing signal timing adjustments and stop sign installation per Kittleson's recommendation.***
  - h. ***Federal Highway Administration (FHWA) is no longer permitting supersharrow in the system.***
    - i. ***Green box sharrows will be permitted by the FHWA if there is ongoing analysis with defined parameters and metrics. Staff to work with ODOT/Engineering to perform final green box sharrow layouts and obtain necessary approvals to move forward.***
3. TSP Update and Internal Circulator Feasibility Analysis (Updated July 2017)
- a. Budget for Engineering Services-including TSP update with core analysis of an internal circulator transit system (feasibility analysis). FY18/19 budget process
    - i. Biennium budget has been adopted by Council and will fund TSP update (July 2017)
  - b. Develop Request for Proposal (RFP) for Engineering Services (TSP update and Circulatory Feasibility). Draft January 26, 2017
  - c. Solicit consultant responses (July 2017)
    - i. Solicitation Advertised and responses due August 1, 2017
  - d. Perform consultant select (August/September 2017)
    - i. One proposal response received from Kittleson Associates
    - ii. Staff has rejected sole proposal from Kittleson & Associates
    - iii. ***Staff to release transit feasibility study as a standalone (proposals due November 30<sup>th</sup>)***
      - 1. ***Release transit study September/October for 1 month***
      - 2. ***Grade proposals***

**3. Select consultant**

**4. Award contract**

**iv. Staff to reissue the TSP update at a future date to be determined**

4. Main St. Crosswalk truck parking
  - a. Review and provide for alternate truck parking that does not block crosswalk across Main St. at the Water St. intersection.**
  - b. ODOT has placed installation of a signal at the Water St. intersection in the surface transportation project list. This signal will eliminate parking adjacent to the crosswalks at the Water/Main St. intersection. Staff to verify dates of proposed installation with ODOT.**
5. Citizen request for speed and volume analysis on Bellview along with traffic calming for right hand turn movements onto Bellview from Siskiyou Blvd.
  - a. Staff to set counters out as time allows.
  - b. Staff to discuss corner layout with ODOT
  - c. Staff discussed corner radii with ODOT. Staff to develop comprehensive map of corners for discussion with ODOT on physical improvements to reduce speed when leaving Siskiyou Blvd. (June/July 2017)
  - d. Speed/volume study complete, reference attached breakdowns that compare previous data to new data (same locations).
  - e. Commission to discuss comprehensive traffic calming policy and guidelines at future meetings.**
  - f. Staff and Commission to develop comprehensive traffic calming program to be adopted by City Council. First discussion occurred at the October 2017 meeting. Follow up discussion to continue until final policy recommendation to City Council is developed.**
  - g. Staff meeting onsite with ODOT (September 2017)
  - h. Staff met with ODOT regarding intersections along Siskiyou Blvd. and support narrowing the intersections to curb speed when making right hand turn movements from Siskiyou.**
6. Citizen request for intersection analysis of Morton/Euclid/Pennsylvania
  - a. Traffic Engineer to review intersection for potential improvements.**
7. Siskiyou Blvd. and Sherman St. intersection issues
  - a. Citizen reported potential hazard with length of intersection (Siskyou)
  - b. Staff forwarded information to Traffic Engineer for review and recommendations
  - c. Traffic Engineer working with ODOT on signal timing to increase "all red" phase to 2 seconds as an improvement. (June 2017)**

8. Iowa St. safety concerns (May 2017)
  - a. Staff has conducted speed/volume studies on Iowa St. and Garfield St.
  - b. The speed trailer was placed onsite
  - c. Staff has contacted Traffic Engineer to perform corridor safety study, to include recommendations in bicycle lane/boulevard improvements, crosswalks, speed reduction treatments, 4-way stop improvements and signage. (June 2017) Traffic Engineer to scope project and begin specific traffic counts/turning movement analysis when school is back in session. Analysis will include walking audit of corridor with citizens, traffic engineer, staff and police.
  - d. Traffic Engineer has begun intersections counts and corridor review.
  - e. *Staff has scheduled walking audit for November 7<sup>th</sup> at 3pm onsite with citizen group.*





# Memo

CITY OF  
ASHLAND

Date: November 8, 2017  
From: Scott A. Fleury  
To: Transportation Commission  
RE: Traffic Calming Program Development

## **Continuation:**

Staff is working on the development of the traffic calming program using key points from the Commission's previous discussion and input from Sue Newberry. Staff will develop an outline of the program, a program brochure, program flow chart, program timeline and other critical information that will receive a final vetting by the Commission prior to approval at the Council.

Critical program elements staff is putting together include development of a phase 1 and phase 2 for the traffic calming program. Phase 1 would include the initial petition, data collection and non-capital improvements. Phase 2 would be similar, but the petition process would be more elaborate due to projected capital improvements being constructed and a cost share borne by neighbors and the City for said improvements.

The City's transportation system plan currently has a traffic calming policy (#24) in place, but does not have program criteria for action and does not include a comprehensive list of traffic calming improvements that can be made. This program will include a comprehensive list of capital and non-capital improvements that can be included in an approved neighborhood traffic calming plan.

## **GENERAL PROGRAM OUTLINE**

### **Phase 1-non-capital (passive improvements: education and enforcement)**

1. Petition process
  - a. Minimum 5 households (one signature per residence/tax lot) petition application to enter traffic calming program
  - b. Petition submitted to City Engineering for verification
  - c. Commission notified of application and verification
  - d. Public hearing at Commission to be scheduled up completion of step 2 for discussion and ranking
  
2. Data Collection
  - a. Define project corridor
  - b. City collects speed/volume of roadway/compare to ITE trip generation
  - c. City collects bicycle/pedestrian volume
    - i. High levels of ped/bike determination
  - d. Safe routes to school designation verification
  - e. Sidewalk connections

- f. Verify proposed Transportation System Plan projects
  - g. Perform vision clearance analysis at intersections along corridor
3. Ranking Criteria (points system)
- a. Average daily traffic (residential)
    - i. 0-500
    - ii. 501-1000
    - iii. 1001-1500
  - b. Average daily traffic (collector)
    - i. 1501-2500
    - ii. 2501-3500
    - iii. 3501-5000
  - c. Speed-Percentage over 85% defined speed per study
    - i. 5-7%
    - ii. 8-10%
    - iii. 10%+
  - d. Non-local, cut through traffic
    - i. 0-25%
    - ii. 26-50%
    - iii. 51%+
  - e. Accident history (per year)
    - i. 1
    - ii. 2
    - iii. 3
    - iv. 3+
  - f. Parks/School location
    - i. Greater than ½ mile
    - ii. Between ¼ to ½ mile
    - iii. Within ¼ mile
  - g. Transit stop
    - i. Within ¼ mile
4. Project acceptance
- a. Project meets minimum scoring criteria
  - b. Staff develop education/enforcement action plan
  - c. Schedule public hearing
5. First steps-Phase 1 actions (non-capital improvements)
- a. Radar trailer placement
  - b. Stationary radar signs (monthly/quarterly placement)
  - c. Signage
  - d. Pavement markings
  - e. Vegetation clearance
  - f. Neighborhood speed watch program
  - g. Educational outreach
    - i. Flyers/pamphlets
6. Implementation Stage 2 follow up data collection (6 month mark)
- a. Update data collection previously performed

- b. Compare data sets

### **Phase 2-Capital Improvements**

At the completion of phase 1 and follow up data collection do not yield significant results as previously determined the residential neighborhood can move into phase 2 of the traffic calming program.

1. Petition process
  - a. Minimum 60% of households within corridor limits (1 signature per residence/tax lot)
  - b. Petition submitted to City Engineering for verification
  - c. Commission noticed of phase 2 application and verification
    - i. Cost percentages (formation of an LID and associated boundary)
      1. Residential road 50% residents/50% City
      2. Residential Collector 37.5% residents/62.5% City
2. Project Design/Development
  - a. Engineering design for capital improvement
  - b. Project cost estimation for capital improvement
  - c. Budget for capital improvement
  - d. City Council approves Local Improvement District and associated boundary and apportioned share
  - e. Construct capital improvement
  - f. Assess final cost share

### **Phase 2 capital improvement toolbox:**

1. Curb bumpouts/choker
2. Speed cushions
3. Traffic circle
4. Median island
5. Chicane
6. Entry treatment
7. Radar sign
8. Diverters
9. Rectangular Rapid Flashing Beacon (RRFB's)
10. Raised crosswalks
11. Rumble strips
12. Bicycle boulevard
13. Shared roadway
14. Sharrows
15. Other as designed and approved by a Traffic Engineer

***Staff will continue refining the program for further discussion at a future meeting. Details will include how to initiate a local improvement district for phase 2 projects.***

**Previous Background:**

The Transportation Commission is interested in the development of a standardized traffic calming program. There are traffic calming elements in the current Transportation System Plan (TSP), but there is not a program and policy that outlines how residents can apply for traffic calming and what are the metrics used in approving implementation of traffic calming on a residential street.

Staff has enclosed other municipal organization programs for reference and to help assist in a formal discussion for the Commission. In general the programs are meant to provide direction to Citizens interested in traffic calming on their residential roadway. It provides a policy and guidelines that can be applied to each situation to determine if and what portions of a traffic calming program are appropriate. In addition, the example programs provide for citizen ownership of a traffic calming program via, data collection, neighborhood involvement and direct fiscal responsibility.

***Items to consider:***

Parameters of Citizen Application Process:

- Single citizen application
- Group petition application

How should the application process begin for a neighborhood traffic calming program? Can a single citizen apply or should there be a petition level requirement with a minimum number of people signing in favor of moving forward?

Data Collection:

- City collection and evaluate data
  - Speed/volume/turn movement
  - Identify vision clearance issues
  - Pedestrian/bicycle counts

Who collects appropriate data after the initial request is approved?

Project Ranking Criteria:

- Speed
  - 50% and 85% thresholds
- Volume
  - Based on roadway classification ADT
  - Cut through traffic potential
- Accidents
  - Per year accident count
- Vision clearance
  - For driveways/intersections
- Roadway adjacent uses
  - Schools/commercial/residential

What functional criteria are established to rank and traffic calming program? How are the criteria weighted?

Funding Criteria:

- Citizen share/Thresholds based on street classification
- City share/Thresholds based on street classification

How do we breakdown funding improvements that come out of a traffic calming program?

Project Phasing (non-capital improvement):

- Education
- Citizen Speed Watch Program/Signage
- Enforcement
- Striping
- Signage.
- Community Radar Watch Program
- Speed Trailer
- Neighborhood speed watch

What components make up the initial phase of traffic calming prior to construction of any capital improvements.

Project Phasing (capital improvement)

- Budget implications
- Sharing cost of improvements

Projects approved for capital construction need to be considered in the biennium budget approval process.

Project Conclusion and Monitoring:

- Speed/volume collection after improvements
- Cut through traffic

Need for monitoring after construction for verification of traffic calming improvements.

### **CONCLUSION:**

No action required of Commission until draft program including brochure/pamphlet and technical information is compiled by staff into one comprehensive program.

## Chapter 2.13 TRANSPORTATION COMMISSION

Sections:

### 2.13.010

#### Purpose and Mission

### 2.13.020

#### Established Membership

### 2.13.030

#### Powers and Duties, Generally

### 2.13.040

#### Powers and Duties, Specifically

### 2.13.050

#### Traffic Sub-Committee

### **2.13.010 Purpose and Mission**

A. *Role.* The Transportation Commission advises the City Council and Planning Commission on transportation related issues specifically as they relate to safety, planning, funding and advocacy for bicycles, transit, parking, pedestrian and all other modes of transportation.

B. *Mission.* The need for a Transportation Commission is emphasized in the Transportation Element:

“Ashland has a vision - to retain our small-town character even while we grow. To achieve this vision, we must proactively plan for a transportation system that is integrated into the community and enhances Ashland’s livability, character and natural environment. ...The focus must be on people being able to move easily through the City in all modes of travel. Modal equity then is more than just a phase. It is a planning concept that does not necessarily imply equal financial commitment or equal percentage use of each mode, but rather ensures that we will have the opportunity to conveniently and safely use the transportation mode of our choice, and allow us to move toward a less auto-dependent community.”

(Ord. 3003, amended, 02/18/2010; Ord. 2975, added, 11/18/2008)

### **2.13.020 Established Membership**

A. *Voting Members.* The Transportation Commission is established and shall consist of seven (7) voting members as designated by the Mayor and confirmed by the council. Voting members will all be members of the community at large and will represent a balance of interest in all modes of transportation.

B. Staff Liaison. The Director of Public Works or designee shall serve as the primary staff liaison and as Secretary of the Commission

~~C. Nonvoting Ex Officio Membership. The Director of Public Works or designee shall serve as the primary staff liaison and as Secretary of the Commission.~~ Including the staff liaison, there will be twelve (12) total nonvoting ex officio members who will participate as needed and will include one member of the Council as appointed by the Mayor, Community Development and Planning, Police, Fire, Southern Oregon University, Ashland Schools, Oregon Department of Transportation, Rogue Valley Transportation District, Ashland Parks and Recreation, Jackson County Roads, Airport Commission. (Ord. 3076, amended, 11/06/2012; Ord. 3003, amended, 02/18/2010; Ord. 2975, added, 11/18/2008)

### **2.13.030 Powers and Duties, Generally**

The Transportation Commission will review and make recommendations on the following topics as it relates to all modes of Transportation:

1. Safety: will develop, coordinate and promote transportation safety policies and programs;

2. Planning:

\*Will review and serve as the primary body to develop recommendations to the City's long range transportation plans and assist with ancillary transportation plans (sidewalk and safe routes to school, transit, traffic, parking, etc.).

\*Will review and make recommendations to the Planning Commission in Type III Planning Actions during the pre-application process.

3. Funding: will make recommendations to the Public Works Director and Budget Committee on the City's transportation section of the City's Capital Improvements Program;

4. Advocacy: will advocate and promote all modes of transportation to make-ensure that modal equity is a reality in Ashland.

\*Facilitate coordination of transportation issues with other governmental entities.

\*Select one or more members liaisons to attend and participate in meetings with other transportation related committees in the Rogue Valley.

\*Examine multi-modal transportation issues. (Ord. 3003, amended, 02/18/2010; Ord. 2975, added, 11/18/2008)

### **2.13.040 Powers and Duties, Specifically**

5. The Transportation Commission will review and forward all-traffic implementation regulations designs to the Public Works Director for final approval and implementation of

~~official traffic safety and functional activities.~~ (Ord. 3003, amended, 02/18/2010; Ord. 2975, added, 11/18/2008)

### 2.13.050 ~~Traffic~~ Sub-Committees

A. *Purpose.* The purpose of ~~the Traffic~~ Sub-Committees is to enable the Transportation Commission to focus on ~~broad~~ specific transportation ~~topics of concern~~ concern ~~by reducing the number of routine and general nonroutine traffic items that come before the full Commission and to insure the Transportation Commission will have sufficient time to devote their full attention to the overall transportation matters at issue.~~

B. *Membership.* ~~The Traffic~~ Sub-Committees ~~will be~~ is ~~established for a specified purpose and duration and will consist~~ consist of three regular members of the Transportation Commission who shall sit concurrently on the full Commission. ~~Specific sub-committee members shall be appointed by the Transportation Commission Chair on a rotating basis until all members have served. Terms are for six month intervals and members may only sit for two consecutive terms at any one time.~~ The Public Works Director and Transportation Commission Chair shall determine what matters warrant Sub-Committee involvement and meetings shall be convened on an as needed basis. The Public Works Director or designee will serve as staff liaison and recorder for these meetings.

C. *Duties.* ~~The Traffic Sub-Committee shall consider the following matters:~~

1. ~~Forward recommendations to the Transportation Commission and Public Works Director on routine and general nonroutine traffic concerns including but not limited to traffic impacts, speed designations, parking, markings, and signage.~~

2. ~~Recommend to the Transportation Commission specific comments, concerns or suggestions for the improvements to the City of Ashland's Transportation System Plan or similar Transportation programs, with the emphasis on long range transportation planning and regional transportation plans.~~

3. ~~Such other general or minor transportation matters as the Transportation Commission deems appropriate for the Traffic Sub-Committee format.~~

4. ~~The Traffic Sub-Committee or staff liaison may refer any matter before the Traffic Sub-Committee to the Transportation Commission when it becomes apparent the matter involves major policy concerns or potential serious transportation impacts on surrounding areas.~~

~~D. Minutes.~~ Meetings must be noticed and must have summary minutes. No decisions will be made at the Sub-Committee level. All recommendations will go to the full Transportation Commission. All Traffic Sub-Committee summary action minutes will be forwarded to for the following next scheduled Transportation Commission meeting. (Ord. 3003, amended, 02/18/2010; Ord. 2975, added, 11/18/2008)



**REQUEST  
FOR  
PROPOSALS**

**Professional Services for the Development of  
PROJECT # 2016-31  
PUBLIC TRANSPORTATION EXPANSION FEASIBILITY STUDY**

**PROJECT NO: 2016-31**  
**PROJECT TYPE: Engineering Services**  
**PROPOSAL OPENING DATE: 2:00 PM, Tuesday, November 30, 2017**  
**CITY PROJECT MANAGER: Scott Fleury**  
**Deputy Public Works Director**  
**PROJECT DURATION 12 months**



**CITY OF  
ASHLAND**  
**PUBLIC WORKS ENGINEERING**  
**20 E. MAIN STREET**  
**ASHLAND OR 97520**  
**541/488-534**

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**ADVERTISEMENT  
CITY OF ASHLAND PUBLIC WORKS – REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES**

The City of Ashland (City) is seeking a professional engineering, planning and consulting services for development of Project **2016-31 Public Transportation Expansion Feasibility Study**.

This purpose of this project is to evaluate options for publicly-available transportation modes as a means for addressing the City's future multimodal transportation system needs and to update the Transportation System Plan. The project is not intended to produce a complete re-write or change to the City's Transportation System Plan or to the methodology of the Transit section of the Plan. The project will include but is not specifically limited to the following tasks:

- Collaborate with the City and the Rogue Valley Transportation District (RVTD) to develop the comprehensive project scope and timeline for this project
- Assess objectives and the use of alternate bus propulsion technology for Ashland
- Determine current and future demand for publicly available transportation in Ashland, including projected demand for transportation services for elderly and disabled persons
- Assess current and proposed transit and other publicly-available transportation services in Ashland and recommend improvement and expansion initiatives
- Assess existing provisions for access to current and proposed fixed transit routes in Ashland and recommend access improvement initiatives
- Assess the need for a transit hub within Ashland and recommend optimal locations and functions, including connections with car-share and bike-share services
- Provide preliminary estimates of the capital costs and operating and maintenance costs for recommended changes to meet current and future needs for publicly-available transportation services and facilities
- Incorporate Climate Energy Action Plan and Downtown Parking Plan into analysis and decision making process
- Develop and maintain a project website, or page on the City's website, with routine updates throughout the duration of the project
- Present to and manage Advisory Committee meetings and various community forums
- Prepare for and make presentations to the Transportation Commission, Planning Commission and to the City Council
- Provide final report and presentation materials

Proposals must be physically received by **2:00 PM** (main lobby clock), **Thursday, November 30, 2017**, in the City of Ashland Engineering Office located at 51 Winburn Way, Ashland OR 97520 or by mail at 20 E. Main Street, Ashland, OR 97520. For further information, contact Scott Fleury, Deputy Public Works

Director at 541/488-5587 or by email at [scott.fleury@ashland.or.us](mailto:scott.fleury@ashland.or.us). Consultant selection is anticipated to result in the issuance of a contract for engineering services in the form provided in this RFP.

This is an informational Request for Proposal that will be solicited from six (6) firms. Any addenda that may be issued, relating to this proposal will be sent to each of the listed potential proposers.

All proposals must be submitted as set forth in Section 1 - Instructions to Proposers. The City is not responsible for proposals submitted in any manner, format or to any delivery point other than as required by the Solicitation Document. Proposals are limited to 10 pages and must be from an Oregon Professional Engineer.

Consultant selection will be based upon weighted criteria as set forth in the Solicitation Document and will include criteria such as (but not limited to): special project experiences, general experience, staffing availability, schedule and response time.

The City of Ashland reserves the right to reject any and all proposals, to waive informalities or to accept any proposal which appears to serve the best interest of the City of Ashland.

---

Paula C. Brown, PE, Public Works Director

**CITY OF ASHLAND  
DEPARTMENT OF PUBLIC WORKS  
REQUEST FOR PROPOSALS  
PROJECT # 2016-31  
PUBLIC TRANSPORTATION EXPANSION FEASIBILITY STUDY**

**SECTION I – INSTRUCTION TO PROPOSERS**

**1.1 GENERAL**

All proposals and contracts are subject to the provision and requirements of Oregon Revised Statutes, Sections 279A and 279B. Engineering contracts are further subject to 279C and to the City of Ashland (City) Municipal Code Section 2.50.

**1.2 INFORMATION OF RECORD**

This is an informational Request for Proposal (RFP) that will be solicited from six (6) firms. Any addendum that may be issued, relating to this proposal will be mailed to each of the listed potential proposers, but doing so does not remove each proposer's responsibility for checking for critical changes to information regarding the proposal.

**1.3 PROPOSAL PREPARATION AND FORMAT**

- Proposals must be typewritten.
- Except for proposer attachments, proposal form and resumes, the proposal must contain no more than 10 pages.
- No oral, telegraphic, telephone or facsimile proposals must be accepted.
- The electronic submission of a proposal will not be permitted.
- To be considered, all proposals must be received by the City prior to the hour and date of the advertised proposal closing.
- A total of six originals (wet signatures), and complete proposals must be submitted to the City prior to the advertised proposal closing date.
- 1 digital copy of all submitted documents on CD or thumb drive must be submitted to the City with the proposal prior to the advertised proposal closing date.

**1.4 SIGNATURE ON PROPOSAL**

Proposals must be signed in ink by an authorized representative of the Proposer. Signature on a proposal certifies that the proposal is made without connection with any person, firm or corporation making a proposal for the same goods and/or services and is in all respects fair and made without collusion or fraud. Signature on a proposal also certifies that the Proposer has read, fully understands and agrees with all solicitation requirements, terms and conditions. No consideration will be given to any claim resulting from proposing without fully comprehending all requirements of the Request for Proposals.

**1.5 PREPARATION COSTS**

The City may cancel a solicitation, whether informal or formal, or reject all proposals, without liability incurred by City at any time after issuing an RFP, if City believes it is in City's interest to do so. Consultants responding to this RFP are responsible for all costs they may incur in connection with submitting Proposals and responses to this RFP, which includes, but is not limited to: submittal preparation, submittal, travel expenses, interviews, presentations, or evaluation of any proposal.

## 1.6 CONFORMANCE TO SOLICITATION REQUIREMENTS

Proposals must conform to the requirements of the Request for Proposals. All necessary attachments (Bidder Residency information, Independent Contractor Certification, etc.) must be submitted with the proposal and in the required format. Failure to comply with all requirements may result in proposal rejection.

## 1.7 NOT USED

## 1.8 DEFINITIONS

For the purpose of this RFP:

**“Agency”** or **“City”** means City of Ashland.

**“Business days”** means calendar days, excluding Saturdays, Sundays and all City recognized holidays.

**“Calendar days”** or **“days”** means any day appearing on the calendar, whether a weekday, weekend day, national holiday, State holiday or other day.

**“Council”** means City of Ashland Council

**“Department”** means the City of Ashland Public Works Department

**“Manager”** means the City of Ashland Project Manager

**“Proposers”**- All firms submitting Proposals are referred to as Proposers in this document; after negotiations, an awarded Proposer will be designated as **“Consultant”**.

**“Qualification Based Selection”** or **“QBS”** (for the purposes of this RFP) means evaluations and scoring of proposals based on qualifications, experiences and project approach, without considering cost.

**“RFP”** means Request for Proposal.

**“RFQ”** means Request for Qualifications.

**“Scope of Work”** means the general character and range of services and supplies needed to complete the work’s purpose and objectives, and an overview of the performance outcomes expected by Agency.

**“Services”** means the services to be performed under the Contract by the Consultant.

**“Statement of Work”** means the specific provision in the final Contract which sets forth and defines in detail (within the identified Scope of Work) the agreed-upon objectives, expectations, performance standards, services, deliverables, schedule for delivery and other obligations.

## 1.9 QUESTIONS AND CLARIFICATIONS

All inquires, whether relating to the RFP process, administration, deadline or award, or to the intent or technical aspects of the services, must be submitted in writing to the City’s Project Manager listed in the advertisement for this proposal, at 20 East Main Street, Ashland, Oregon 97520. All questions must be received not later than ten (10) calendar days prior to the proposal submission deadline.

Answers to questions received by City, which are deemed by City to be substantive, will be issued as official addenda to this RFP to ensure that all proposers base their proposals on the same information. When appropriate, as determined by City in its sole discretions, revisions, substitution or clarification of the RFP or attached terms and conditions, an official addendum to this RFP will be issued. Proposer must indicate receipt of all issued addenda by indicating the number of addendum received on the Proposal Form.

Any addendum or addenda issued by the City which may include changes, corrections, additions, interpretations or information, and issued seventy-two (72) hours or more before the scheduled closing time for submission of bids, Saturday, Sunday and legal holidays not included, must be binding upon the proposer. The City will mail or email each addendum to registered proposers but will do so as a

courtesy only. All official addendums will be issued through mail and it must be the proposer's sole responsibility to acquire any and all addendum pertaining to the RFP.

### **1.10 PROTEST OF REQUIREMENTS**

Proposers may submit a written protest of any provision, specification or contract term contained in this RFP and may request a change to any provision, specification or contract term contained in this RFP, not later than ten (10) calendar days prior to the advertised proposal closing date.

A proposer's written protest must meet the following requirements:

- A detailed statement of the legal and factual grounds for the protest.
- The reason for the protest or request for change.
- A statement of the form of relief requested or any proposed changes to the specifications or contract document.

All protests must be mailed or otherwise delivered to the City marked as follows:

PROPOSAL PROTEST  
Proposal No. **2016-31**  
City of Ashland Public Works Dept.  
ATTN: Engineering Services Manager  
20 East Main St  
Ashland, OR 97520

City Response: The City may reject without consideration a proposer's protest after the deadline established for submitting protest. The City must provide notice to the applicable proposer if it entirely rejects a protest. If the City agrees with the proposer's protest, in whole or in part, the City must either issue an addendum reflecting its determination or cancel the solicitation.

Extension of Closing: If the City receives a written protest from a proposer in accordance with this rule, the City may extend closing if the City determines an extension is necessary to consider the protest and to issue addenda, if any, to the solicitation document.

Judicial review of the City's decision relating to a specification protest must be in accordance with ORS. 279B.405.

### **1.11 PROTEST OF CONTRACT AWARD**

Every proposer who submits a proposal must be notified of its selection status. Any proposer who claims to have been adversely affected or aggrieved by the selection or any proposer who contends that the provisions of the RFP or any aspect of the procurement process has promoted favoritism in the award of the contract or has substantially diminished competition, must file a written protest to the RFP within seven (7) calendar days after the date of the selection notice. Failure to file a protest will be deemed a waiver of any claim by an offeror that the procurement process violates any provision of ORS Chapter 279A, 279B, 279C, the City of Ashland Local Contract Review Board Rules, or the City's procedures for screening and selection of persons to perform personal services.

### **1.12 PROPOSAL MODIFICATION**

Modifications or erasures made before proposal submission must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing before the time and date set for proposal closing. Any modification must be prepared on company letterhead, must be signed by an authorized representative, and must state that the new document supersedes or modifies prior proposal submissions and any other prior proposal modifications. Proposal modifications must be submitted in a sealed envelope clearly marked "Proposal Modification," identifying the RFP number and closing date and time. Proposers may not modify proposals after proposal closing date and time.



### **1.13 PROPOSAL WITHDRAWALS**

Proposals may be withdrawn in writing on company letterhead signed by an authorized representative and received by the Engineering Services Manager prior to the RFP closing time. Proposals may be withdrawn in person before closing time upon presentation of appropriate identification.

### **1.14 PROPRIETARY INFORMATION**

The City is subject to the Oregon Public Law (ORS 192.410 to 192.505), which require the City to disclose all records generated or received in the transaction of City business, except as expressly exempted in ORS 192.501, 192.502, or other applicable law. Examples of exemptions that could be relevant include trade secrets (ORS 192.50 (2)) and computer programs (ORS 192.501(15)). The City will not disclose records submitted by a Proposer that are exempt from disclosure under the Public Records Law, subject to the following procedures and limitations.

The entire RFP cannot be marked confidential; nor must any pricing be marked confidential.

All pages containing the records asserted to be exempt from disclosure must be marked "confidential" and segregated in the following manner:

- It must be clearly marked in bulk and on each page of the confidential document.
- It must be kept separate from the other RFP documents in a separate envelope or package
- Where the specification conflicts with other formatting and response instruction specifications, this specification must prevail.
- Where such conflict occurs, the Proposer is instructed to respond with the following: "Refer to confidential information enclosed."
- This statement must be inserted in the place where the requested information was to have been placed.

Proposers who desire that additional information be treated as confidential must mark those pages as "confidential"; cite as a specific statutory basis for the exemption, and the reasons why the public interest would be served by the confidentiality. Should a proposal be submitted as described in this section, no portion of it can be held as confidential unless that portion is segregated as described in the criteria above.

Notwithstanding the above procedures, the City reserves the right to disclose information that the City determines, in its sole discretion, is not exempt from disclosure or that the City is directed to disclose by the City's Attorney, the District Attorney, or a court of competent jurisdiction. Prior to disclosing such information, the City will notify the Proposer. If the Proposer disagrees with the City's decision, the City may, but is not required to, enter into an agreement not to disclose the information so long as the Proposer bears the entire cost, including reasonable attorney's fees, of any legal action, including any appeals, necessary to defend or support a no-disclosure decision.

### **1.15 TERMS AND CONDITIONS**

Unless an official addendum has modified or reserved the right to negotiate any terms contained in the contract or exhibits thereto, City will not negotiate any term or condition after the protest deadline, except the statement of work, pricing and calendar with the selected proposer. By proposal submission, the selected proposer agrees to be bound by the terms and conditions as set forth in this RFP and as they may have been modified or reserved by City for negotiation. Any proposal that is received

conditioned upon City's acceptance of any other terms and conditions or rights to negotiate will be rejected.

**1.16 PROPOSAL OPENING**

Unless otherwise provided by Law or Rule, proposals received in response to this Request for Proposals must be publicly opened at scheduled closing date and time at the Engineering Services Building at 51 Winburn Way, Ashland, Oregon 97520. Proposers who attend the RFP opening must be informed only of the names of the Proposers submitting proposals. No other information must be available and no copies of the proposals must be made. Award decisions will NOT be made at the opening.

**SECTION 2 – SCHEDULE**

The schedule of events listed below represent City's estimated schedule for this request for proposal. This schedule is SUBJECT TO CHANGE and will be adjusted as required.

	<b>EVENT</b>	<b>DAILY COUNT (CALENDAR DAYS)</b>	<b>DATE</b>
1.	Request for Proposal Released	0	10/30/2017
2.	Last Date for Request for changes/Protest for Specifications/Questions	10 days prior to Proposal Closing	11/20/2017
3.	Last Date for City to Post Addenda	3 days prior to Proposal Closing	11/27/2017
4.	Closing Date (last day to submit Proposals)	30 days after Proposal Release	11/30/2017
5.	Responses Evaluated	15 days after Closing Date	12/15/2017
6.	Interviews Held (if necessary)	25+ days after Closing Date	1/3/2018
7.	Intent to Award Announced	30 days after Closing Date	1/15/2018
8.	Contract Negotiations	40 days after Closing Date	1/25/2018
9.	Expected Project Completion	12 months after Contract Award	1/30/2019

## **SECTION 3 – PROJECT OVERVIEW**

### **3.1 Objectives**

The City of Ashland (City) is seeking a professional engineering, planning and consulting services for development of Project **2016-31 Public Transportation Expansion Feasibility Study**.

This purpose of this project is to evaluate options for publicly-available transportation modes as a means for addressing the City's future multimodal transportation system needs and to update the Transportation System Plan. The project is not intended to produce a complete re-write or change to the City's Transportation System Plan or to the methodology of the Transit section of the Plan. The project will include but is not specifically limited to the following tasks:

- Collaborate with the City and the Rogue Valley Transportation District (RVTD) to develop the comprehensive project scope and timeline for this project
- Assess objectives and the use of alternate bus propulsion technology for Ashland
- Determine current and future demand for publicly available transportation in Ashland, including projected demand for transportation services for elderly and disabled persons
- Assess current and proposed transit and other publicly-available transportation services in Ashland and recommend improvement and expansion initiatives
- Assess existing provisions for access to current and proposed fixed transit routes in Ashland and recommend access improvement initiatives
- Assess the need for a transit hub within Ashland and recommend optimal locations and functions, including connections with car-share and bike-share services
- Provide preliminary estimates of the capital costs and operating and maintenance costs for recommended changes to meet current and future needs for publicly-available transportation services and facilities
- Incorporate Climate Energy Action Plan and Downtown Parking Plan into analysis and decision making process
- Develop and maintain a project website, or page on the City's website, with routine updates throughout the duration of the project
- Present to and manage Advisory Committee meetings and various community forums
- Prepare for and make presentations to the Transportation Commission, Planning Commission and to the City Council
- Provide final report and presentation materials

### **3.2 Background Information**

The City's current Transportation System Plan (TSP) was adopted 2012. The City of Ashland, with a population of nearly 21,000 has a surface transportation system comprised of 102 miles or 194 lane miles of public streets and alleys. The street system is maintained by the City Public Works Department and administered by the Public Works Director.

In lieu of completing a complete rewrite or complete evaluation of the entire TSP, the City is interested in evaluating options for publicly-available transportation modes as a means for addressing the City's future multimodal transportation system needs and ultimately updating the City's TSP.

The consultant team must include an experienced transportation planner with an emphasis in transit planning as well as a traffic engineer, licensed as such by the Oregon State Board of Examiners for Engineering and Land Surveying. The consultant must be conversant with statewide land use

regulations such as measure 56 and the recent HB 2017, and must have experience in land use public hearings presentations.

### **3.3 Reference Documents**

The City has posted a series of documents that may be utilized for the development of this design and analysis. Many of these documents can be reviewed on-line at <http://ashlandtsp.com/>. Additional documents and information required will be supplied to selected consultant:

## **SECTION 4 – CONTRACT**

### **4.1 Contract Form**

The consultant selected by the City will be expected to enter into a written contract in the form attached to this RFP in the Appendix. The proposal must indicate acceptance of the City's contract provision; however, suggested reasonable alternatives that do not substantially impair City's rights under the contract may be submitted as outlined under Section 1.10. Unconditional refusal to accept contract provisions will result in proposal rejection.

Contract Duration – The anticipated duration of this contract is 12 months.

Contract Payment – Contingent upon City's need, consultant's performance and availability of approved funding, City reserves the right to amend the contract (within the scope of the project described in this RFP) for additional tasks, project phases and compensation as necessary to complete a particular element of the project. Proposers are advised that the award and potential dollar amount of the contract under this RFP will be contingent upon approval by the Ashland City Council acting as the Contract Review Board.

Payment will be made for completion of, or acceptable monthly progress on, tasks and deliverables in conformance with contract requirements and applicable standards. The method of compensation will be determined by the City and may be based upon any one or combination of the following methods:

- Cost plus fixed-fee, up to a maximum NTE amount
- Fixed price for all services; Fixed price per deliverable; Fixed price per milestone.
- Time and materials, up to a maximum NTE amount (City preferred method)
- Price per unit

Ashland Living Wage Requirements – Consultant is required to comply with Chapter 3.12 of the Ashland Municipal Code by paying at least the living wage as established by the City of Ashland on June 30, 2017 (\$14.81 per hour):

- For all hours worked under a service contract between their employer and the City if the contract exceeds \$20,688.86 or more.
- For all hours worked in a month if the employee spends 50% or more of the employee's time in that month working on a project or portion of business of their employer, if the employer has ten or more employees and has received financial assistance for the project or business from the City in excess of \$20,688.86.
- Contractor is also required to post the notice included in the appendix predominantly in areas where it will be seen by all employees.
- In calculating the living wage for full time employees, employers may add the value of health care, retirement, 401K and IRS eligible cafeteria plans, and other benefits to the employee's wages. The City of Ashland Living Wage Statement is appended to the sample contract included in the appendix.

#### **4.2 Business License Required**

The selected consultant must have or acquire a current City of Ashland business license prior to conducting any work under this contact.

#### **4.3 Insurance Requirements**

Contacto must at its own expense provide the following insurance:

- a. Worker's Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.
- b. Professional Liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 for each claim, incident or occurrence. This is to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this contract.
- c. General Liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 for each occurrence for bodily injury and property damage. It must include contractual liability coverage for the indemnity provided under this contract.
- d. Automobile Liability insurance with a combined single limit, or the equivalent, of not less than \$1,000,000 for each accident for bodily injury and property damage, including coverage for owned, hired or non-owned vehicles, as applicable.
- e. Notice of Cancellation or Change. There must be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days' written notice from the contractor or its insurer(s) to the City.

Additional Insured/Certificates of Insurance. Contractor must name The City of Ashland, Oregon, and its elected officials, officers and employees as additional insureds on any insurance policies required herein but only with respect to contractor's services to be provided under this contract. As evidence of the insurance coverage required by this contract, the contractor must furnish acceptable insurance certificates prior to commencing work under this contact. The certificate must specify all of the parties who are additional insureds. The consultant's insurance must be primary and non-contributory. Insuring companies or entities are subject to the City's acceptance. If requested, complete copies of insurance policies; trust agreements, etc. must be provided to the City. The contractor must be financially responsible for all pertinent deductibles, self-insured retention and/or self-insurance.

#### **4.4 Laws and Regulations**

The proposer is assumed to be familiar with all Federal, State, County or City laws or regulations, which in any manner affect those engaged or employed in the work or the materials or equipment used or which in any way affect the conduct of the work, and no pleas of misunderstanding will be considered on account of ignorance thereof. If the proposer discovers any provision in these specifications or project information, plans or contract documents which is contrary to or inconsistent with any law or regulations, they must report it to the City of Ashland in writing.

All work performed by the contractor must be in compliance with all Federal, State, County and local laws, regulations and ordinances. Unless otherwise specified, the contractor must be responsible for applying for applicable permits and licenses.

### **SECTION 5 – SCOPE OF SERVICES**

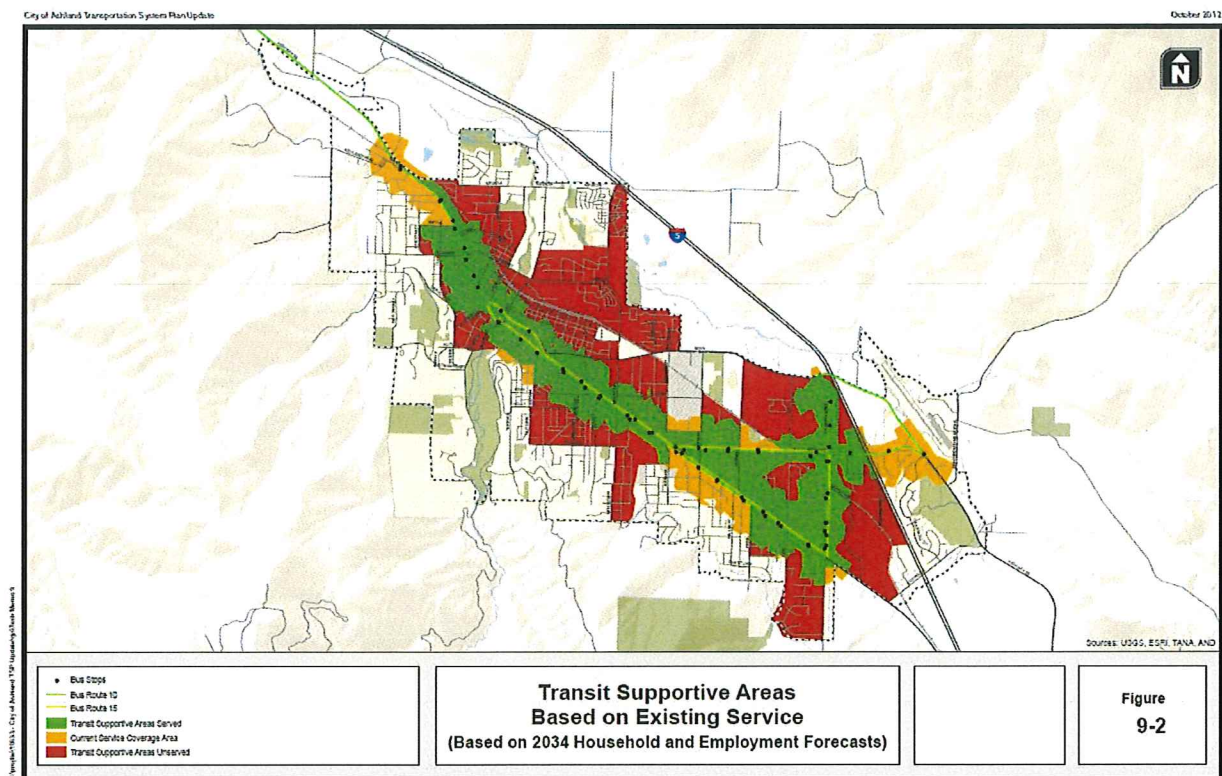
#### **5.1 GENERAL REQUIREMENTS**

- Personnel, Materials, & Equipment: The Consultant must provide qualified and competent personnel and must furnish all supplies, equipment, tools and incidentals required to accomplish the work. All materials and supplies must be of good quality and suitable for the assigned work.

- **Safety Equipment:** The Consultant must provide and use all safety equipment including, and not limited to hard hats, safety vests and clothing required by State, Federal regulations and Department policies and procedures.
- **Professional Responsibilities:** The Consultant must perform the work using the standards of care, skill and diligence normally provided by a professional in the performance of such services in respect to similar work and must comply will all applicable codes and standards.
- **Project Management:** The Consultant and the City staff will meet as required during project duration. The objectives of the meeting will include reviewing the scope, budget, schedule and deliverables. The Consultant will organize and manage the consultant project team and coordinate with city project manager and City staff.
- **Monthly Invoices and Progress Reports:** The Consultant must prepare monthly invoices and progress reports including the following:
  - Work Completed during the month by work task as a percentage of completion.
  - Needs for Additional Information, Reviews, or Changes to the Scope of Work.
  - Scope, Schedule, and Budget Issues and Changes.

## 5.2 SPECIFIC REQUIREMENTS

The City of Ashland (City) is seeking a professional engineering, planning and consulting services for development of Project **2016-31 Public Transportation Expansion Feasibility Study**.



As previously stated, the intent of this project is not a complete re-write or change in to the Transportation System Plan or even the methodology of the Transit section. This purpose of this project is to evaluate options for publicly-available transportation modes as a means for addressing the City's future multimodal transportation system needs and to update the Transportation System Plan.

The consultant team must include an experienced transportation planner with an emphasis in transit planning as well as a traffic engineer, licensed as such by the Oregon State Board of Examiners for Engineering and Land Surveying. The consultant must be conversant with statewide land use regulations such as measure 56 and HB 2017, and must have experience in land use public hearings presentations.

The project will include but is not specifically limited to the following tasks and the consultant is welcome to provide recommended additional tasks:

- Collaborating with the Rogue Valley Transportation District (RVTD), as well as pertinent City departments, develop a detailed project scope and timeline for this project.
- Assess objectives and the use of alternate bus propulsion technology for Ashland.
- An early action item must specifically address data needs that are to be provided by the City.
- Determine current and future demand for publicly-available transportation in Ashland, including projected demand for transportation services for visitors, commuters, students, and elderly, disabled, low income, and transportation disadvantaged persons. This analysis should be based in part on interviews with Ashland citizens, visitors to Ashland, Southern Oregon University officials, Chamber of Commerce staff, and specific business and community employers, including hotels.
- Assess current and proposed transit and other publicly-available transportation services in Ashland and recommend improvement and expansion initiatives. The assessment and recommendations should include:
  - An evaluation of existing transit service, hours of operation, service frequency, travel time, vehicle revenue hours, vehicle revenue miles, current termini, routing, intermediate stops and connections to out of town or special connections.
  - An evaluation of existing taxi, van pool and shuttle services and the potential for future bike-sharing, car-sharing and ride-hailing services in Ashland.
  - 
  - Future service recommendations should evaluate start up, time to maturity, and costs for new routes and services, and should incorporate options for car-share and bike-share connections.
  - Transit and safety data related to transit use in Ashland should be evaluated so that recommendations can be made for improvements.
  - Evaluate the proposed service options based on their ridership potential, cost-effectiveness and other transportation and environmental impacts.
  - Examine pedestrian connections to existing and future transit routes (one mile), especially with respect to lower order streets, or facilities that have not been urbanized. Facilities must meet ADA requirements with full sidewalk at and near bus stops prior to service implementation. Access bicycle facility requirements along proposed routes.
  - Update analysis of transit supportive areas for the planning period (10 year --2018-2027, 20 year -- 2028-2037, and beyond 2038).
  - Address the need to coordinate with adjacent communities and the need to advocate for enhanced transit use.
- Assess the need for a transit hub within Ashland and recommend optimal location and functions, including connections with car-share and bike-share services. Comment on the location and need as identified in the current Transportation System Plan.
- Provide preliminary estimates of the capital costs and operating and maintenance costs for recommended changes to meet current and future needs for publicly-available transportation services and facilities.
  - Include an assessment of potential revenue sources and fees.

- Determine capital requirements for ADA accessibility requirements associated with existing and proposed transit routes.
- Recommend and provide costs for transit stop amenities, such as shelters bike racks, and trash receptacles.
- In collaboration with RVTD, develop a financial plan for both the necessary capital investments and ongoing transit operations, including proposed fare structure and other possible funding sources. Include an overview of the federal and state requirements that come with funding from those sources.
- Incorporate appropriate elements of the City’s Climate and Energy Action Plan and Downtown Parking Plan in the recommended initiatives. Both documents can be accessed on the City’s website ([www.ashland.award.us](http://www.ashland.award.us)). In particular, the CEAP includes actions to:
  - Coordinate with neighboring local governments to promote the use of transit (and carpool and car sharing)
  - Work with RVTD to implement climate friendly transit
  - Implement bicycle and pedestrian friendly actions in the TSP and Downtown Parking Management Plans– and in this case the link to transit-oriented connections.
- Incorporate public involvement into the project. It is recognized that public involvement must be a priority for the success of this project. The consultant must design an inviting and informal community outreach program with the goal of attaining citizens’ full understanding of the benefits of transit as an integral part of the city’s multimodal transportation system. It is expected that the consultant will host at a minimum two citizen public outreach workshops to define and gather transit concerns and potential future system improvements.
- Develop and maintain project website throughout the duration of the project. The Consultant should devise a methodology for providing routine updates to the general community as the project develops and narrows the potential recommended transit options.
- Make presentations to and manage Advisory Committee meetings and various community forums.
- Make presentations to the Transportation Commission, Planning Commission and the City Council.
- Provide a final report, along with presentation materials (both digital and print copies).

## **SECTION 6 – EVALUATION CRITERIA**

Written proposals will be evaluated and scored and a contract may be awarded based upon the proposers qualifications and experience as described below:

### **6.1 Project Understanding and Approach (30 Points Possible)**

Provide a description of your firm’s approach to complete a successful evaluation of options for publicly-available transportation modes as a means for addressing the City’s future multimodal transportation system needs. Include a summary of your partnership with various transit providers and city staff, and your overall quality control program.

### **6.2 Project Experience (30 Points Possible)**

- a. Describe how your firm is organized and how its resources will be utilized to complete the work.
- b. Provide a summary of relevant transit and transportation program experience.
- c. Provide a concise description of at least three projects in the last 5 years, involving work similar to the activities listed in the scope of work.



- d. Provide a discussion of whether each of the above three projects were completed on time and on budget or needed to be revised.
- e. Indicate which members of the proposed project team, if any, who worked on the example projects, and their involvement. These team members should be included in the Key Persons list submitted in 6.3(b) below.
- f. Submit references for three of the projects described above. Include the Owners name, organization name, contact name, contact email and phone.

**6.3 Project Team Experience (30 Points Possible)**

- a. Provide a description of the proposed organizational structure to be used for the project.
- b. Provide a list of the key staff proposed for this project (“Key Person(s)”), a concise summary of their role, and a description of their relevant experience for this project.
- c. Submit resumes (no more than five resumes should be submitted \*) that support each Key Person’s relevant experience.
- d. Indicate which individual will manage the project and be the primary contact. Indicate the specific experience this individual has managing projects similar to this reconstruction project.
- e. Indicate the individual who will take the lead for public outreach and communication and the relevant experience that person has had with a similar role.
- f. State the estimated proportion of each Key Person’s time that will be spent on City’s project vs. total time spent on all Key Person’s projects during the term of contract.

*\*Submitted as Appendix A, will not count against page limit.*

**6.4 Responsiveness and Cost (10 Points Possible)**

This criterion relates to how quickly the consultant can respond to City’s requests/inquiries. The Proposer must demonstrate how time will be managed; describe Proposer’s office locations and how they can cost-effectively complete this project. Also provide a separate cost estimate in a sealed envelope with the proposal which will be reviewed after the earlier categories.

**6.5 Termination For Default (No points awarded)**

Proposers must indicate if they have had a contract terminated for default in the last five years. Termination for default is defined as notice to stop performance that was delivered to the Proposer due to the Proposer’s non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and determined that the Proposer was in default.

NOTE: If a Proposer has had a contract terminated for default in this period, then the Proposer must submit full details including the other party’s name, address and phone number. City of Ashland will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of past performance.

**6.6 SCORING**

	CATEGORY	POSSIBLE POINTS	POINTS SCORING
1.	Project Understanding and Approach	30	
2.	Project Experience	30	
3.	Project Team Experience	30	
4.	Responsiveness and Cost	10	
	Total	100	

## **SECTION 7 – EVALUATION PROCESS AND CONSULTANT SELECTION**

Proposals will be reviewed and evaluated by an evaluation committee of reviewers consisting of at least three City employees. The total number of points possible for written proposals is 100 and an additional 100 points may be scored through the interview process.

### **7.1 Review and Acknowledgment of Defective Proposals**

Due to limited resources, City generally will not completely review or analyze proposals that on their faces fail to comply with the minimum mandatory requirements of the solicitation documents nor will City generally investigate the references or qualifications of such proposals. Therefore, City will not acknowledge whether or not an unsuccessful proposal was complete, responsive, responsible, sufficient, or lawful in any respect. This is a public solicitation, the processes and procedures which are established and required by Oregon law and City adopted rules. Proposers are advised to strictly follow the process, procedures, and requirements as set forth in the RFP documents and not anticipate or rely on any opportunity to negotiate, beyond such limitations that are identified herein.

### **7.2 Right of Rejection**

Proposers must comply with all terms of the RFP, City Rules, and all applicable local, state, and federal laws, administrative rules and regulations. The City may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Proposers may not qualify the proposal nor restrict the rights of City. If a Proposer does so, the City may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that may be waived include those which:

- do not affect responsiveness,
- are merely a matter of form or format,
- do not change the relative standing or otherwise prejudice other offers,
- do not change the meaning or scope of the RFP,
- are trivial, negligible, or immaterial in nature,
- do not reflect a material change in the work, or,
- do not constitute a substantial reservation against a requirement or provision,

City reserves the right to refrain from making an award if the City determines that to be in its best interest.

**A proposal from a debarred or suspended Proposer must be rejected.**

### **7.3 References**

City reserves the right to investigate any and all references and the past performance information provided in the proposal with respect to Respondent's successful performance of similar projects, compliance with specifications and contractual obligations, completion or delivery of a project on a schedule, and lawful payment of employees and workers.

City reserves the right to check any and all sources for information and to include sources for information and to include sources other than the references provided in the Proposer's proposal. City may consider information available from any such source including government bodies and regulatory authorities in evaluating respondents.

#### **7.4 Responsibility**

City reserves the right to investigate and evaluate, at any time prior to award and execution of the Contract, the apparent successful Proposer's responsibility for performing the Contract. Submission of a signed proposal must constitute approval for City to obtain any information City deems necessary to conduct evaluation. City reserves the right to request additional information or documentation from the successful Proposer prior to award of contract. Such information may include, but is not limited to, current and recent balance sheets, income statements, cash flow statements, or a performance bond from an acceptable surety. Failure to provide this information will result in rescission of City's Intent to Award.

City may postpone the award of Contract after announcement of the apparent successful Proposer in order to complete its investigation and evaluation. Failure of the apparent successful Proposer to demonstrate responsibility must render the Proposer non-responsible and must constitute grounds for rejection of the proposal.

#### **7.5 Clarification of Response**

City reserves the right to request clarification of any item in any proposal, or to request additional information necessary to properly evaluate a particular proposal. All requests for clarification and responses must be in writing.

During the evaluation of Proposals, Proposers must respond to any request for clarification from the Evaluation Committee within 24 hours of request (Monday through Friday). Inability of the Evaluation Committee to reach a Proposer for clarification and/or failure of a Proposer to respond within the time stated may result in rejection of the Proposer's Proposal.

#### **7.6 Interviews**

The outcome of the proposal evaluations *may* result in placement on an interview (short-listed) with time and date of the interview. Should City elect to hold interviews, the total additional points possible for the interview will be **100**.

City may invite up to three (3) of the highest-ranked firms (or at a natural break in scoring) to interview. The Firm's Key Persons, as identified by City must be prepared to attend the interview within five (5) business days of notification by City, and must be prepared to answer questions provided with the Interview Invite letter, and questions that will be provided at the time of the interview, and discuss the Firm's proposed project approach.

#### **7.7 Finalist Selection**

The firm with the highest total score as a result of written proposal scoring and interview scoring, if conducted, will be considered the Finalist, and all other firms will be ranked according to next highest score, etc.

#### **7.8 Ties Among Proposers**

If City determines after the ranking of potential firms, that two or more of them are equally qualified to be the Finalist, City may select a candidate through any process that the City believes will result in the best value for taking into account the scope, complexity and nature of the Work. The process must be conducted so as to instill public confidence through ethical and fair dealing, honesty and good faith on the part of City and Proposers and must protect the integrity of the Public contracting process.

As part of the procedure for choosing the Finalist between two or more equally qualified candidates, City may elect to give a preference to a local consulting firm.

## **7.9 Notice of Intent to Award**

After the completion of the evaluation and ranking, the City will issue a written Notice of Intent to Award, naming the Finalist, and send copies to all Proposers.

## **7.10 Contract Negotiation**

City will begin negotiating the fees for the project, along with expanded scope of work detail, with the highest ranked Proposer and specifically, conduct direct negotiations toward obtaining written agreement on:

- a) Contractor's performance obligations and schedule; and any expansion of the Scope of Work.
- b) Contractor's fees, payment methodology, and a maximum amount payable to Contractor for the Work required under the Contract that is fair and reasonable to City determined solely by City, taking into account the value, scope, complexity and nature of work.
- c) Any other provisions City believes to be in the City's best interest to negotiate.
- d) Initial negotiations will be based upon Contract Stage I

City must, either orally or in writing, formally terminate negotiations with the highest ranked Proposer if City and Proposer are unable for any reason to reach agreement on a Contract within a reasonable amount of time. City may thereafter negotiate with the second ranked Proposer, and if necessary, with the third ranked Proposer, and so on, until negotiations result in a Contract. If negotiations with any Proposer do not result in a Contract within a reasonable amount of time, as determined solely by City, City may end the particular formal solicitation. Nothing in the public contracting rules precludes City from proceeding with a new formal solicitation for the same Work described in the RFP that failed to result in a Contract.

## **7.11 Protest Procedures**

City must provide to all Proposers a copy of the selection notice that City sent to the highest ranked Proposer. A Qualified Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a written protest of the selection to the City. A Proposer submitting a protest must claim that the protesting Proposer is the highest ranked Proposer because the Proposals of all higher ranked Proposers failed to meet the requirements of the RFP or because the higher ranked Proposers otherwise are not qualified to perform the Architectural, Engineering, or Land Surveying Services, or Related Services described in the RFP.

Eligible Proposers protesting award must follow the procedures described herein. Protests that do not follow these procedures will not be considered. This protest procedure constitutes the sole administrative remedy available to Proposers.

- a) Protests must be received within seven (7) days after issuance of the notice of intent to award the Contract. City will not consider late protests.
- b) All protests must be in writing, signed by the protesting party or an authorized Agent. The protest must state all facts and arguments on which the protesting party is basing the protest.
- c) Only protests stipulating an issue of fact concerning a matter of bias, discrimination or conflict of interest, non-compliance with procedures described in the procurement documents, or City policy must be considered. Protests based on procedural matters will not be considered.

- d) City's Public Works Director will review the protest and will fax and mail the protesting party a written response within three (3) business days of receipt of the written protest to the fax number and address provided in the bid of proposal. Any written response may be comprised of a determination of the protest, a notice to the protesting party of the need for additional time in which to evaluate the matter, or other notice to the protesting party.
- e) If the Public Works Director's determination (response) is adverse to the protester, any further appeal of the Public Works Director's determination by the party must be submitted in writing to the City Administrator within three (3) business days of issuance of the Public Works Director's determination (response).
- f) The City Administrator will review any appeal of the Public Works Director's determination and must fax and mail, in accordance with the fax number and address provided in the proposal, the protesting party a written response within three (3) business days of receipt of written appeal.
- g) If the determination of the City Administrator is adverse to the protesting party's interest, the protesting party may only appeal to the City Council by filing a written notice of appeal to the Council with the City Administrator within two (2) business days of issuance of the City Administrator's written determination.
- h) The Council, in considering the protest, must review the documentation presented to the Public Works Director and the City Administrator on the next regularly scheduled Council Meeting, but in no event must they be required to review in less than ten (10) business days, and thereafter, base their decision on such material. The Council review will be limited to the evaluation of compliance with City's policies and procedures, requirements of the RFP and the equal and fair application of City's contracting rules. The City Council's determination must be City's final decision.

An adversely affected or aggrieved proposer must exhaust all avenues of administrative review procedures and relief before seeking judicial review of City's Consultant selection or Award of Contract decision.

#### **7.12 Resulting Contract**

Upon reaching final agreement in regard to fees and final scope of work with an awarded Proposer, City will issue the Personal Services Contract ("PSC"), as found in the Appendix of the RFP document. The PSC includes City's Standard Terms and Conditions and the final scope of work and fees. The Proposer's response to RFP 2015-31 and all terms stated within the RFP document must be incorporated by reference as Appendix C.

**SECTION 8 PROPOSAL FORM**

Proposals should be prepared and organized in a clear and concise manner, and must include all information required by RFP. Headers, Titles or Tabs should be used to identify required information. Responses to the Evaluation Criteria found in Section 6 must be organized in the same order listed in that Section, preferably by re-stating the Criteria, then responding below.

**REQUIRED RESPONSE DOCUMENTS**

THE FOLLOWING INFORMATION MUST BE RETURNED WITH YOUR RESPONSE:  
(Place a check in front of the item indicating inclusion in your response)

- RESPONSE TO ALL EVALUATION CRITERIA listed in Section 6
- SECTION 8 – Proposal Form
- Bidder Residency Information
- Independent Contractor Certification

**MWESB INFORMATION**

City encourages contracting with minority owned, woman owned, and emerging small business (MWESB). The State of Oregon offers a certification process. Indicate below if your business is a MWESB and if so, which categories have been state certified. MWESB certified? Yes \_\_\_ No \_\_\_. If yes, indicate which categories below:

Minority Owned \_\_\_ Woman Owned \_\_\_ Emerging Small Business \_\_\_ Veteran Owned \_\_\_

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA TO PROPOSAL DOCUMENTS:**

Proposer acknowledges receipt of Addenda and agrees to be bound by their contents.

Circle each RFP addendum received: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Check if not applicable or no addenda were received: \_\_\_

**OSBEELS / OSBGE / ORBAE No.(s)**

Provide name(s), title(s), and certification number(s) for each Key Person listed under Section 6.3 (b). Attach additional sheet if necessary)

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Certification No: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Certification No: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Certification No: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Certification No: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Certification No: \_\_\_\_\_

**PROPOSER INFORMATION:**

\_\_\_\_\_  
Proposer Company Name

\_\_\_\_\_  
Company Address (from which work will be performed)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
FEDERAL ID NUMBER

Person Signing RFP \_\_\_\_\_ Title \_\_\_\_\_

Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

## APPENDIX



Attach :  
Personal Services Contract with Ashland Living Wage  
W-9

# Bicycle and Pedestrian Program

Legislation

Funding

Guidance

Resources

## Bicycle Facilities and the Manual on Uniform Traffic Control Devices

## Green-Colored Pavement with the Shared-Lane Marking

### State Coordinator and FHWA Division Coordinator

Each State has a [Bicycle and Pedestrian Coordinator](#), and each [FHWA Division office](#) has a point of contact.

### FHWA Headquarters Contact

For more information, please contact [Dan Goodman](#), 202-366-9064.

FHWA Supports:



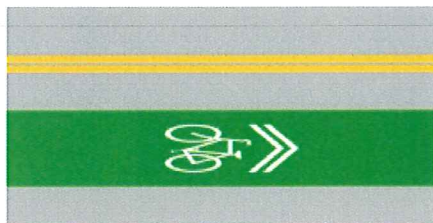
### Green-Colored Pavement with the Shared-Lane Marking

Background

The use of green-colored pavement with the shared-lane marking is noncompliant with the Conditions of the [Interim Approval for the Optional Use of green-colored Pavement for Bike Lanes \(IA-14\)](#). Therefore, this treatment is experimental.

In July 2013, the FHWA discontinued the approval of new experiments using green-colored pavement with the shared-lane marking until the FHWA could analyze more information regarding preliminary feedback on this application. As of August 2014 the FHWA will accept requests to experiment using green-colored pavement with the shared-lane marking as a background conspicuity enhancement only.

Green-colored pavement to communicate a continuous, longitudinal direction in conjunction with shared-lane markings:



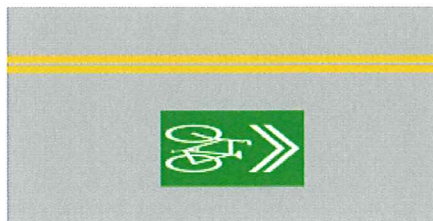
Experimenting with green-colored pavement in a continuous, longitudinal manner in conjunction with the shared-lane marking remains discontinued at this time. The FHWA continues to maintain four existing experiments with this application and these experiments are not terminated.

More information on the FHWA's active official experiments for green-colored pavement to communicate a continuous, longitudinal direction in conjunction with shared-lane markings can be found at the [Official Rulings Database on the MUTCD Web site](#). Active official experiments for this application include:

- 9-99 - Salt Lake City, UT
- 9-113 - Long Beach, CA
- 9(09)-29 - Edina, MN
- 9(09)-38 - Oakland, CA

A previously approved fifth experiment has been voluntarily discontinued by the agency.

Green-colored pavement as a background conspicuity enhancement to the shared-lane marking:



Experiments to use green-colored pavement as a background conspicuity enhancement for the shared-lane marking will only be accepted for review if they fulfill three elements:

- I. The request conforms with Items A through I in Paragraph 11 of [Section 1A.10](#) in the MUTCD.
- II. The experiment analyzes a minimum of two metrics to investigate motorist comprehension, understanding, or use.
- III. The experiment analyzes a minimum of two metrics to investigate bicycle comprehension, understanding, or use.

	<p>The FHWA will accept requests to experiment where an agency desires to deploy shared-lane markings for the first time or desires to upgrade existing shared-lane markings. Regardless, the agency is required to establish a baseline at their discretion in order to conduct the analyses.</p>
<p>Performance Measures</p>	<p>Examples of metrics to investigate motorist comprehension, understanding, or use include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Lane utilization factor(s) (if multi-lane, did motor vehicle volume in that lane go up or down after installation)</li> <li>• Crash rates or frequencies</li> <li>• Motor vehicle lateral positioning</li> <li>• Motor vehicle lane changing (if multi-lane)</li> <li>• Motor vehicle speed (85th percentile, mean speed, etc.)</li> <li>• Estimated motorist passing distance when overtaking bicyclists</li> </ul> <p>Examples of metrics to investigate bicycle comprehension, understanding, or use include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Before/after bicycle volume on sidewalks</li> <li>• Before/after wrong-way bicycle volume</li> <li>• Crash rates and/or severities</li> <li>• Bicycle lateral positioning relative to the shared-lane marking</li> <li>• Bicyclist lane positioning relative to parked cars</li> </ul> <p>Agencies can include the analysis of metrics that fulfill one or more of their goals in a bicycle program such as if the device increase bicycle ridership overall, or if the device was successful in relocating bicycle volume off of or to other routes, but these metrics might not constitute fulfillment of II. or III. above.</p> <p>Attempts to validate small or negligible reductions in bicycle crashes (e.g. 4 bicycle crashes before and 3 bicycle crashes after), or no change(s) in bicycle crashes in the analysis should not be done if large datasets are not available. Alternatively, a bicycle crash analysis can demonstrate that the experimental device does not result or contribute to any adverse or negative safety conditions to any road user.</p>

[Example Request to Experiment](#)

PDF files can be viewed with the [Acrobat® Reader®](#)

# MOTOR VEHICLE CRASH SUMMARY

MONTH: SEPT, 2017

NO. OF ACCIDENTS: 15

Rep	DATE	TIME	DAY	LOCATION	NO. VEH	PED INV.	BIKE INV.	INJ.	DUII	CITED	PROP DAMI.	HIT/ RUN	CITY VEH.	CAUSE - DRIVER ERROR
R	5	9:30	Tue	A Street near Fifth St	2	N	N	N	N	N	Y	Y	N	V1 was struck while parked on the side of the street. Dv2 left scene. No leads nor suspects.
R	8	2:24	Thur	B St near 8th St	4	N	N	Y	Y	U	Y	N	N	Dv1 sideswiped 3 parked cars before coming to a stop. Driver was transported. DUII. No further info provided on report.
NR	10	16:00	Sun	Hitt Rd near Strawberry Ln	2	N	N	U	U	N	U	Y	B	V1 was struck while parked on the side of the street. Dv2 left scene. No leads nor suspects.
R	15	16:58	Fri	8th St at C St	2	N	N	N	N	N	Y	N	N	Dv1 was southbound on Eighth and passing through C St intersection when dv2 failed to yield and ran into side of V1. No citation.
R	19	14:37	Tue	N Main St at W Hersey St	2	N	N	N	N	Y	Y	N	N	Dv1 made a left turn off Hersey onto SB N Main St causing v2 to run into the front quarter panel. Dv1 cited failure to yield.
NR	19	15:29	Tue	N Main St near N Laurel St	2	N	N	N	N	N	N	N	N	Dv2 in a box truck was attempting to merge on N Main St and Dv2 would not yield, causing v1 to contact v2.
R	21	13:40	Thur	E Main St near Oak St	2	N	N	N	N	N	Y	N	N	Dv2 struck parked v1 while pulling into a parallel parking spot, striking v1 in the left front. No citation, info exchanged.
NR	21	15:40	Thur	E Main St at Garfield St	1	N	Y	N	U	N	N	Y	N	Dv1 made a right turn in front of B1 who was traveling in the bike lane. Dv1 left scene, no leads. No injury and no damage.
R	22	13:15	Fri	Tolman Creek Rd at Ashland St	2	N	N	P	N	N	Y	N	N	Dv1 was stopped at stoplight when v2 crashed into the back of v1. D1 reported pain and went to the hospital. No citations, report taken and info exchanged.

Rep	DATE	TIME	DAY	LOCATION	NO. VEH	PED INV.	BIKE INV.	INJ.	DUII	CITED	PROP DAM.	HIT/ RUN	CITY VEH.	CAUSE - DRIVER ERROR
R	24	18:45	Sun	E Hersey St near Oak St	1	N	N	N	N	Y	Y	N	N	Dv1 reversed to turn around and high centered on some boulders. Dv1 was cited for Driving while suspended and driving uninsured.
R	24	21:45	Sun	Siskiyou Blvd near Sherman St	1	N	N	N	N	Y	Y	N	N	Dv1 jumped the curb and struck a tree. Dv1 was cited for Operation of Unsafe Vehicle.
R	26	15:50	Tue	Iowa St at Morton St	2	N	N	N	N	Y	Y	N	N	Dv1 failed to stop at the stop sign on Morton and yield to v2 who had the right of way on Iowa having already stopped. Dv1 crashed into the side of v2. Dv1 cited for failure to obey a traffic control device.
R	26	14:43	Tue	N Mountain Av near park	1	N	N	N	Y	Y	Y	N	N	Dv2 struck parked v1. Dv2 arrested for DUII. No further information.
R	28	12:43	Thur	Ashland St near I5	2	N	N	P	N	Y	Y	N	N	Dv1 was stopped behind other cars at a traffic light when rear-ended by v2. Dv2 cited following too closely. Possible injury
R	29	10:35	Fri	E Main St	2	N	N	N	N	N	Y	N	N	Dv2 rear-ended v1 which was stopped in traffic. No damage sustained by v1. however v2 was damaged. Dv2 warned for following too closely. Passenger in v1 hit head on windshield and complained of pain but was not transported.

# MOTOR VEHICLE CRASH SUMMARY

MONTH: OCTOBER, 2017

NO. OF ACCIDENTS: 28

Rep	DATE	TIME	DAY	LOCATION	NO. VEH	PED INV.	BIKE INV.	INJ.	DUII	CITED	PROP DAM.	HIT/ RUN	CITY VEH.	CAUSE - DRIVER ERROR
NR	2	16:50	Mon	E Hersey St at Oak St	1	N	Y	N	N	N	N	N	N	Dv1 struck bicyclist who was riding in the crosswalk against traffic. B1 left the scene and did not want contact from the police or medical. Report taken.
R	2	17:27	Mon	Nutley St near Granit St	1	N	N	N	N	Y	Y	N	N	Dv1 veered off the roadway and struck and damaged a fence. Dv1 cited for failing to drive in the lane.
R	2	20:16	Mon	Siskiyou Blvd near Normal Av	2	N	N	N	Y	Y	Y	N	N	Dv1 made a dangerous left turn in front of oncoming v2 causing crash. Dv1 cited for DUII, reckless driving and failure to yield.
R	3	01:05	Tue	Chestnut St near Grant St	2	N	N	N	N	Y	Y	N	N	Dv1 side swiped parked v2. Dv1 made contact with owner of v2, but did not file accident report. Dv1 cited for failure to report accident.
R	7	12:02	Sat	E Main St (near Plaza)	2	N	N	N	N	Y	Y	N	N	Dv1 and Dv2 were vying for lane when they crashed due to road rage. Dv1 cited for impeding traffic and Dv2 cited for unlawful lane change.
R	9	10:14	Mon	Siskiyou Blvd at Morton St	1	N	Y	Y	N	Y	N	N	N	B1 travelling in bike lane was struck by Dv1 who pulled into intersection. Dv1 cited for failure to obey traffic control device. B1 sustained minor injury.
R	10	18:00	Tue	N Laurel St at N Main St	1	N	N	N	N	N	Y	N	N	Dv1 oversteered to the right while making a right turn and ran into a house. Information exchanged.
R	10	UNK	Tue	Fordyce St near Kirk Ln	2	N	N	N	U	N	Y	Y	N	Dv2 struck parked v1 and left the area. There is a warrant issued for Dv2 due to hit and run.
R	12	06:31	Thurs	Ashland St near Washington St	1	N	N	N	N	N	Y	N	N	Dv1 struck Ashland welcome sign in the island. Report taken, no further details.
R	12	07:30	Thurs	Winburn Way	2	N	N	N	N	Y	Y	N	N	Dv1 backed into v2 while pulling out of a parking stall and left the area. A witness reported info. Dv1 was found and was warned for Hit and Run, cited for failure to report a traffic accident.
R	14	10:58	Sat	B St near 6th St	2	N	N	N	N	Y	Y	N	N	Passenger of v1 suddenly opened rear car door as Dv2 was passing by. Passenger of v1 warned about improper opening of a vehicle door; Dv2 cited for driving uninsured.

Rep	DATE	TIME	DAY	LOCATION	NO. VEH	PED INV.	BIKE INV.	INJ.	DUII	CITED	PROP DAM.	HIT/ RUN	CITY VEH.	CAUSE - DRIVER ERROR
R	17	12:38	Tue	Highway 66 near Oak Hill Circle	2	N	N	N	N	Y	Y	N	N	Dv2 pulled out from a stop into the travel lane causing impact with v1. Dv2 cited for failure to obey traffic control device.
R	17	17:26	Tue	Ashland St near Tolman Creek Rd	2	N	N	N	N	N	Y	N	N	Dv1 made a left turn across oncoming travel lane, colliding with v2 who had the right of way. No citation.
R	18	10:31	Wed	Siskiyou Blvd near Avery St	2	Y	N	N	N	Y	Y	N	N	Dv1 was rear-ended while stopped for ped crossing the street. Dv2 cited for following too close.
NR	18	15:08	Wed	Van Ness Av near Helman St	1	N	N	N	N	N	Y	N	N	Top of trailer hooked OH electric service line feeding 2 homes, disrupting the power and Charter cables. Report only.
R	18	UNK	Wed	C St near 8th St	2	N	N	N	U	N	Y	Y	B	V1 was struck while parked on the side of the street, no leads.
R	19	14:30	Thurs	Siskiyou Blvd near Frances Lane	2	Y	N	N	U	N	Y	Y	N	Dv1 stopped for ped crossing in crosswalk and was rear-ended by V2. Dv2 left scene, no leads.
R	19	17:20	Thurs	Chestnut St near Wiley St	1	N	N	N	N	N	Y	N	N	Dv1 stepped on accelerator instead of brake while making right turn, veh jumped curb and crashed into house. No citation
R	20	11:37	Fri	California St near Quincy	2	N	N	N	N	N	Y	N	N	Dv2 was pulling out of parking lot and did not see v1 in travel lane. Dv2 side crashed into v1. No citation.
R	21	00:56	Sat	Morse Av near Blaine St	2	N	N	N	Y	Y	Y	N	N	Dv1 struck parked V2. Dv1 arrested for DUII.
R	23	01:00	Mon	High St near Bush St	1	N	N	N	Y	Y	Y	N	N	Dv1 struck power pole and left the area. Driver was found and arrested DUII and Hit and Run (property)
R	23	12:08	Mon	Emerick St near B St	1	N	N	N	N	N	Y	N	N	Dv1 swerved to avoid a deer that jumped out and ran into a guy wire on a power pole. No citation.
R	23	13:49	Mon	Siskiyou Blvd near Bridge St	2	Y	N	N	N	Y	Y	N	N	Dv1 began to drive forward after ped cleared crosswalk when v2 crashed into v1. Dv2 cited for following too closely.

Rep	DATE	TIME	DAY	LOCATION	NO. VEH	PED INV.	BIKE INV.	INJ.	DUII	CITED	PROP DAM.	HIT/ RUN	CITY VEH.	CAUSE - DRIVER ERROR
R	26	16:13	Thurs	Maple St at Catalina Dr	1	N	Y	N	N	N	Y	N	N	Dv1 was making a left turn onto Catalina Dr when juvenile bicyclist appeared. Driver stopped immediately, but bicyclist ran into v1. B1 left before police arrived. non injury, no citation
R	27	10:05	Fri	N Main St near Water St	2	Y	N	N	N	N	Y	N	N	Dv1 stopped suddenly when ped stepped out from behind a parked delivery truck into crosswalk. Dv2 rearended v1. Dv2 warned for following too closely.
R	27	10:17	Fri	Siskiyou Blvd at Garfield St	1	Y	N	Y	N	Y	U	N	N	Dv1 struck ped as ped was crossing in crosswalk. Ped transported with non-life threatening injuries. Dv1 cited for failure to stop and remain stopped for a ped in a crosswalk.
R	27	12:26	Fri	N Main St near Maple St	2	N	N	N	N	Y	Y	N	N	Dv2 rearended v1 in traffic lane. Dv2 cited for following too closely.
R	29	12:36	Sun	Siskiyou Blvd near Faith Av	1	N	N	N	Y	Y	Y	Y	N	Dv1 crossed centerline and veered into planting strip, crashed into landscaping and trees. Dv1 tried to leave, but the car was unable to move. Dv1 arrested DUII and Hit and Run.