**Application:** This template is used when the Certified LPA owns the contract on a federally funded project.

**Version Date: 1/17/2024**

**GENERAL INSTRUCTIONS:**

* Yellow highlighted areas include instructions that should be deleted prior to release.
* Blue highlighted areas indicate text or fields that need information provided or revised.
* “Agency” means the Certified LPA (CLPA) as defined in the CLPA Contract.
* **Delete instructions** throughout the document before executing Contract or amendment. This can be automated as follows:
* From the “Edit” menu (or “Editing” menu on the “Home” ribbon) select “Replace”;
* With cursor in the “Find what” field, click “More” button, then “Format” then “Font” , then in the font field select “Times New Roman” text ;
* Leave the “Replace with” field blank;
* Click “Replace All”. This will delete all yellow highlighted text.]

**PROJECT-SPECFIC INSTRUCTIONS:**

[Public Involvement is highly specific to your project needs and must be commensurate with the project regulatory requirements, level of public interest, controversy and potential for adverse impacts. Choose, delete and modify as appropriate the subtasks that are applicable to your project. **If an entire subtask is not needed, leave the subtask number, add “RESERVED” after the subtask title, and delete all subtask text.]**

# TASK 4 PUBLIC INVOLVEMENT SUPPORT

Consultant shall assist Agency with public involvement and outreach, as defined below, for the design phase of the Project through Final PS&E. Agency will have overall responsibility for the Project public involvement and outreach program.

**Applicable Standards:**

* ODOT’s NEPA Manual addresses public involvement requirements for FHWA funded NEPA projects, specifically for Categorical Exclusions and Programmatic Categorical Exclusions in Oregon. The requirement, as interpreted for Oregon in the ODOT NEPA Manual, was approved in 2017 by FHWA Oregon Division. The ODOT NEPA Manual is available at: <https://www.oregon.gov/odot/GeoEnvironmental/Docs_NEPA_Manual/412.NEPA_Manual.pdf>
* All electronic materials must be finalized in an ADA accessible format (EPA Section 508). <https://www.section508.gov/>

**Task 4.1 Public Involvement Plan**

Consultant shall prepare a Public Involvement Plan (“PIP”) using the [ODOT PIP template](https://www.oregon.gov/odot/ProjectDel/Pages/Project-Delivery-Toolbox.aspx) (under Forms at <https://www.oregon.gov/odot/ProjectDel/Pages/Project-Delivery-Toolbox.aspx>) or equivalent, with input from the Agency, for the Project Design Phase through Final PS&E. The PIP must include gathering interested party and community information and input on Project design detail and aesthetic considerations and how to incorporate this input into Project planning consistent with the public involvement goals. Consultant shall align the PIP with the technical elements of the Project, to meet regulatory requirements and to address identified Project issues. The PIP must include a preliminary list of potential interested parties (by group or category only) for Agency review.

The PIP for the design phase of the Project must include appropriate public involvement elements as specified in the FHWA-approved ODOT NEPA Manual linked above.

Consultant shall discuss, modify, and confirm with Agency the following items for inclusion in the PIP:

* Schedule for meetings, Open Houses, virtual presentations, surveys and other deliverables associated with public involvement.
* Desired strategic approach for each phase of the Project.
* Target audience.
* Desired goals and level of public involvement.
* Project message.
* Which communications and outreach tools will most effectively engage and reach the desired audience.

**4.1 Consultant Deliverables and Schedule:**

Consultant shall provide the following:

* 1 initial draft, and up to 2 subsequent versions submitted electronically to Agency. Initial draft is due within 3 weeks of NTP, subsequent versions due to Agency within 10 working days after receiving comments.
* 1 electronic copy (in Word (.docx) format or PDF) of the final PIP due to Agency within 10 working days after receiving comments.
* Draft virtual presentation in Agency format and a final virtual presentation, submitted electronically to Agency. Initial draft within 3 weeks of final PIP, subsequent versions and final version 10 working days after receiving Agency comments.

**Task 4.2 Public Involvement Meetings**

Consultant shall attend up to XX meetings or Open Houses, as listed below, to provide Project information and address specific questions and concerns related to the Project.

* Community Open House.
* Interested parties meeting.
* Neighborhood association meeting.
* City/County council meeting.
* Community advisory committee.

Consultant shall document input received from the meetings and prepare written summaries.

Consultant shall prepare the following:

* Meeting agenda.
* Project newsletters.
* Project background statements.
* Project fact sheets.
* Flyers.
* Door hangers.
* Print ads.
* Radio scripts.
* Media releases.
* Videos.
* Aerial graphics.
* Roll maps.
* Project maps or drawings.
* PowerPoint presentation.

Agency will schedule, coordinate the location and advertise the meetings. For budgeting purposes, it is assumed that up to (#) Consultant staff shall attend each xx hour public meeting.

**4.2 Consultant Deliverables and Schedule:**

Consultant shall provide the following:

* + Written meeting summaries electronically (in Word (.docx) format or PDF ) within 5 working days of each meeting to APM.
  + An electronic copy of each Project information item prepared under Task 4.2 and a minimum of XX hard copies of [insert list of deliverables here] to be presented at each meeting.

**Task 4.3 Electronic Communication**

Consultant shall prepare Project information and other related materials for the items below:

* Radio, TV, newspaper, and other forms of media,
* Organic and paid social media (e.g., Twitter, Facebook, YouTube, on-line blogs, etc.) for local agency to post.
* Digital videos
  + Consultant shall produce up to (#) \_\_ videos. Videos shall be up to \_\_ minutes in total length. Consultant shall draft the video script/framework for Agency review and approval. Consultant shall coordinate voice talent for narration. Consultant shall produce videos in high definition or equivalent quality.
  + APM or Agency’s assigned communications representative will coordinate with Agency staff schedules for filming with Consultant. Consultant shall schedule date, time, and location with Agency prior to filming the videos.
* Agency website(s).

For budgeting purposes, it is assumed that (#) hours will be allocated by up to (#) Consultant staff to prepare \_\_\_\_ communications.

**4.3 Consultant Deliverables and Schedule:**

Consultant shall provide the following:

* + Electronic file or link submitted to APM, as per schedule defined in the PIP developed under Task 4.1, for each of the following: [insert list of items here].
* Updates to the list above, X times per month for XX months to keep content current.
* Draft video scripts/framework for Agency review, with draft in accordance with the outreach and information schedule approved in Task 4.1 (unless a different schedule is agreed to by Agency).
* Final video scripts/framework no later than 2 business days from receipt of Agency comments.
  + Filming, editing, narration recording and post-processing of videos in .mp4 file format with draft due per schedule agreed to by Agency); final no later than \_\_ business days from receipt of Agency comments.

**Task 4.4 Translation of Newsletters/Fact Sheets and Fliers**

Consultant shall plan with a translation provider to translate Project materials produced in Task 4.2 and Task 4.3 plus \_\_ updates to the Project materials into \_\_ languages. [Based on demographics determined in the design phase]

**4.4 Consultant Deliverables and Schedule:**

Consultant shall provide the following:

* Draft translated Project materials and requested updates, with draft due in accordance with the outreach and information schedule approved in Task 4.1 (unless a different schedule is agreed to by Agency).
* Final translated Project materials and requested updates no later than 2 business days from receipts of Agency comments.

**Task 4.5 Interpretive Services**

Consultant shall provide interpretation services at public event(s) or one-on-one interested party meetings.

**4.5 Consultant Deliverables and Schedule:**

Consultant shall provide the following:

* Interpretation services in \_(X)\_ languages at up to \_(X)\_ public events/interested party meetings.