

COUNCIL CREEK REGIONAL TRAIL (CCRT) MASTER PLAN

Project Delivery and Quality Control Plan

Budget and Expenditure Controls

Parametrix shall:

- Produce and submit monthly reports along with invoices to City of Forest Grove and ODOT highlighting key activities for the prior month and documenting project expenditures for the billing period and to-date.
- Use the Parametrix “Crystal Reports” project monitoring system to provide PMT with weekly budget updates as needed. Crystal Reports document project hours billed and other costs accrued on a task and sub-task basis, and are updated every seven (7) calendar days (reports issued every Tuesday).

Master Plan Content QA/QC

The Parametrix Bellevue, Washington Office will provide independent peer review and quality control for each of the Plan Reports (excluding the *Public Involvement Plan*) and for the draft and final versions of the Master Plan.

Review and Acceptance of Deliverables

The City of Forest Grove and ODOT are responsible for the final review and official acceptance of all Master Plan deliverables. The PMT, PAC, and SAC will review and comment on Master Plan deliverables.

Consensus comments by the PAC and SAC, and input from public open houses, on the Master Plan, will be delivered to the PMT in the form of meeting notes prepared by Parametrix. In addition, any additional individual comments or input provided directly by or through PAC or SAC members will be delivered to the PMT. The City of Forest Grove is responsible for consolidating all comments and input and providing formal direction to Parametrix for any modifications to the draft deliverables through a single comment memorandum and/or “track changes” version of the submitted draft deliverable. The project’s WOC further details these processes.

Contingency Tasks

No formal contingencies are contemplated by the project’s work order contract. Contingencies may be considered on a case-by-case basis by ODOT and the City of Forest Grove in consultation with Parametrix, based on agreed to additional project needs and the availability of additional funding.

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