



I-5 ROSE QUARTER IMPROVEMENT PROJECT

Disadvantaged Business Enterprise & On the Job Training (DBE/OJT) Community Opportunity Advisory Committee Charter

Project Background and Context

The I-5 Rose Quarter Improvement Project (Project) is an Oregon Department of Transportation (ODOT) project that will be delivered with the City of Portland as a partner. The Project will design and construct improvements on I-5 between I-84 and I-405 and improvements on the multimodal local street network near the Broadway/Weidler interchange.

Given the history of highway construction and community displacement in the area, ODOT and the City of Portland are committed to identifying opportunities for deeper engagement, enhanced community benefits and economic opportunity associated with implementation of this Project. As part of that commitment, ODOT conducted 17 targeted interviews in December 2016/January 2017 with the African American community to obtain early feedback on community priorities related to the Project and to help inform and shape the Project going forward. A major theme was that local minority contractors and local minority workers should be provided with opportunities to participate and be compensated for their participation on this Project. Building the capacity and wealth of local minority firms and the community should be a value embedded in this Project.

As the environmental review phase began in 2017, the priorities and recommendations from those initial interviews helped shaped the Project. Based on what we heard, ODOT and the City of Portland developed and implemented a community engagement strategy that identified key community events to focus on communities of color. In addition, a Community Liaison group was formed consisting of appointed representatives. Of the 16 Community Liaisons members, half represented communities of color and low income populations. All Community Liaison meetings were held at and catered by minority owned organizations. In 2018, ODOT and the City of Portland received executive level support for implementing a tailored Disadvantaged Business Enterprise & On the Job Training (DBE/OJT) program.

In addition, to help maximize opportunities for minority firm participation as well as integrate other constructability and risk mitigation benefits, ODOT determined they would use an alternative delivery method to low-bid called Construction Management/General Contractor (CM/GC). The CM/GC method provides ODOT and the City of Portland with strategic opportunities to manage risk, to control the budget and schedule, and to maximize minority business participation.

As part of the CM/GC delivery method, ODOT contracted with an Owner's Representative consultant team. In January 2019, ODOT awarded to the contract to David Evans and Associates to serve as ODOT's Owner's Representative. The Owner's Representative contract includes DBE/OJT consultants who are

serving as chief advisors to the Project team in developing and implementing the Project's DBE/OJT program.

The I-5 Rose Quarter Improvement project is a half a billion-dollar project. The project footprint is in the lower Albina area of Portland. There were several other projects that were referenced in the 17 interviews – both public and private - and the interviews validated the oversight of public and private developers to not make efforts to utilize minority workforce and minority businesses in new development. As a result, ODOT and the City of Portland will be intentional in minority utilization and will enlist the support and expertise to accomplish these goals.

Committee Purpose

The purpose of the Project's DBE/OJT Community Opportunity Advisory Committee is to:

- Meaningfully involve stakeholder representatives in the development of the DBE/OJT program for the construction phase of the Project.
- Work collaboratively to provide feedback and recommendations to staff and the Project Leadership Team for the duration of the project so that stakeholder voices are shared through the process.
- Bring a broad perspective on community, social, economic and workforce issues in the Project area.
- Deliberate and strive to find a consensus recommendation(s) on the Project's DBE/OJT program elements including, but not limited to guiding principles, performance indicators, community outreach, technical assistance, and reporting (formats, forums and content), for consideration by the Project Leadership Team.

The Project team will convene meetings and will provide updates specific to DBE/OJT program, methods and elements with the Advisory Committee. The Advisory Committee will in turn provide constructive feedback and recommendations to the Project Leadership Team that will be essential to developing a successful program that maximizes utilization and aims to create wealth.

Committee Meeting Schedule

The Advisory Committee will prepare for and attend quarterly meetings (up to 8 meetings) over an at least two-year period. Each meeting will be up to two and a half hours in length. The meetings will focus on an opportunity to specifically advise the Project Leadership Team on DBE/OJT perspectives over the duration of the Project and will focus on opportunities for minority utilization in the construction phase.

Committee Membership

The Advisory Committee members will be identified and appointed by the Project team. The members will represent multiple interests including racial diversity, diversity of thought, private and public sectors, and members with lived experience, institutional history, and a connection with the Project area. The Advisory Committee will consist of up to 20 – 25 members.

The Advisory Committee members shall not have any actual or perceived conflict of interest or gain financially from the design or construction of the Project. An actual or perceived conflict of interest exists when an individual may financially benefit or gain from any aspect of the Project.

Selection and Replacement: DBE/OJT Advisory Committee members are expected to attend all meetings. If a member is unable to attend, he/she may send an alternate, but the alternate does not have voting rights.

Making Recommendations and Reaching Agreement

The Advisory Committee is asked to deliberate and strive to find a consensus recommendation(s) on topics including but not limited to:

- Performance indicators
- DBE/OJT Reporting
- Guiding principles
- Community outreach to minority firms
- Technical assistance
- Reporting formats and content of information

Other feedback to staff or the Project Leadership Team does not require a formal Advisory Committee recommendation.

Assumptions

The Project has an identified scope, schedule and budget. The Project scope was developed with a 30-member community advisory committee by ODOT and the City of Portland where over 70 alternatives for this were evaluated. The recommended design concept was approved by the Oregon Transportation Commission and Portland City Council in 2012 and is currently underway environmental review [per the National Environmental Policy Act (NEPA)] with the Federal Highway Administration (FHWA).

ODOT, in partnership with the City of Portland, is responsible for the process and selection of the Project's A&E Design and CM/GC teams.

The DBE/OJT program for this Project will adhere to federal, state and local legal requirements and all requirements and expectations identified by the Oregon State legislature and House Bill 2017.

The Project team is the point of contact for media and elected and appointed officials and is responsible for responding to inquiries for presentations or other project questions. Members of the Advisory Committee are encouraged to refer all inquiries to the Project team. However, if an Advisory Committee member is contacted by the media, they may respond representing themselves and not the Advisory Committee or the Project.

Project Staff Responsibilities: ODOT in collaboration with the City of Portland and the Project consultants will develop agendas and send them out in advance of each meeting. Meetings will be facilitated by ODOT and/or its consultant team. The Project Leadership Team will take the feedback received from the DBE/OJT Community Opportunity Advisory Committee and work to integrate it into the Project when possible. Staff will come prepared for the meetings and follow-up on any action items and questions from Advisory Committee members.

Accessibility to Public: To ensure a transparent and accessible process, all Advisory Committee meetings will be noticed and open to the public. However, ODOT and the City of Portland reserve the right to hold Advisory Committee work sessions that will not be open to the public.

Key Project Milestones

Spring 2017 to Spring 2019:	NEPA/Environmental Review phase
Spring 2019:	Design Phase Kick-Off
	Urban Design Charettes
	Project Open Houses
	Community Engagement
Spring/Summer 2019:	CM/GC Request for Proposals (RFP) will be released/ CM/GC selection
Fall 2019:	CM/GC contract executed
Fall 2019 to Winter 2022:	Project Design Work and Community Engagement
2023 to 2027:	Project Construction

****This document will be reviewed at the first Advisory Committee meeting and updated based on group feedback. This Charter will be finalized following the meeting.***