

**EXHIBIT 1**  
**Personal Services Contract**

**STATEMENT OF WORK, COMPENSATION,**  
**PAYMENT and RENEWAL TERMS**

**1. PROJECT WORK PLAN**

This section describes how Parametrix will complete the work within the given timeframe and budget. Throughout the project, the Parametrix team will respond promptly to the needs and timelines of the Levee Ready Columbia (LRC) Environmental Subcommittee. Additionally, the Project Work Plan will be the primary guiding document for the Scope of Work. The Contractor Proposal (Exhibit 4) is included for reference, but where they conflict, Exhibit 1 will override Exhibit 4.

**Task 1. Project Kickoff and Project Management**

Before finalizing the contracted scope of work, Parametrix will facilitate a preliminary meeting with the Environmental Subcommittee: 1) to ensure that project goals are aligned and the approach to meeting those goals is confirmed by the members of the review team; 2) to review the work plan and timeline; 3) to identify the communications protocol; 4) to outline a responsibility assignment matrix for deliverable review; and 5) to review existing data sources and preliminarily identify other organizations with relevant data. Parametrix will work with the Environmental Subcommittee to schedule the project kickoff within a month of notice-to-proceed (NTP).

Schedule: May 2016

Deliverables:

- Kickoff agenda
- Final work plan and timeline
- Communications protocol
- Responsibility assignment matrix

**Task 2. Data Collection and Scoping**

**2a) Review existing studies, reports and other information on conditions identified by Levee Ready Columbia program partner organizations to inventory natural resources and assess environmental conditions.**

Known sources and tools were provided by JCA in the Request for Proposals (RFP) and are listed in Table 1 (see below). Immediately after NTP, Parametrix staff will collect the documentation listed in Table 1. Additionally, Parametrix will perform a data records search for the project area from the Oregon Natural Heritage Information Center (ORNHIC). ORNHIC is a clearinghouse of information based on museum records, submitted observations, and agency databases.

Schedule for baseline data collection: May to June 2016

Deliverables:

- List of data already collected by Parametrix
- Results of ORNHIC data records search
- Summary of existing sources review and report out of any issues

**Table 1: List of Existing Sources (Known)**

<b>Qualitative, contextual documents for purposes of establishing an environmental baseline:</b>	<ul style="list-style-type: none"> <li>• Environmental Baseline FEMA Biological Opinion</li> <li>• State of the Slough</li> <li>• MCDD Natural Resource Inventory</li> <li>• Lower Columbia River Recovery Plan for Salmon and Steelhead</li> <li>• Oregon Conservation Strategy: Strategies for conserving Oregon fish and wildlife species and priority habitats including location specific information on Conservation Opportunity Areas. A number of COA's exist within or near the Columbia Levees project area.</li> </ul>
<b>Quantitative data and/or maps of exiting conditions:</b>	<ul style="list-style-type: none"> <li>• Local Wetlands Inventory (LWI) 7</li> <li>• National Wetlands Inventory (NWI)</li> <li>• The City of Portland Columbia South Shore Wellhead Protection Area</li> <li>• DEQ Soil Contamination Data (ECSI) 6*</li> </ul> <p>City of Portland Environmental Plans</p> <ul style="list-style-type: none"> <li>• City of Portland Natural Resource Inventory</li> <li>• West Hayden Island Natural Resource Inventory</li> <li>• Mapping of the Columbia Corridor</li> <li>• Natural Resources Protection Plan for the Columbia South Shore</li> <li>• Historical maps in GIS formats</li> </ul> <p>ODFW Natural Resources Information Management Program (NRIMP)</p> <ul style="list-style-type: none"> <li>• This program houses information including the distribution/presence of migratory fish species in Oregon streams, fish habitat, ESA listed species, in-water work timing guidelines for Oregon waterways, wildlife Conservation Opportunity Areas, wildlife habitats, etc. The information is available in various sources including GIS data layers, maps, searchable databases, etc. The data can be accessed and obtained from the ODFW website. The site also has links to other related information sources such as the Bonneville Power Administration GIS Program.</li> </ul> <p>Goal 5 Inventory from Oregon's Statewide Planning Goals and Guidelines</p> <ul style="list-style-type: none"> <li>• This includes riparian corridors; water and riparian areas and fish habitat; wetlands; wildlife habitat; federal wild and scenic rivers; state scenic waterways; groundwater resources; approved Oregon recreation trails; natural areas; wilderness areas; mineral and aggregate resources; and energy sources.</li> </ul> <p>Terrestrial Ecology Enhancement Strategy (TEES) from the Bureau of Environmental Services</p> <ul style="list-style-type: none"> <li>• This focuses on documenting 1) plant and animal species for protection, conservation and/or restoration; 2) key habitat types for protection, conservation and/or restoration; 3) key management issues; 4) watershed-specific objectives for biological communities in each of the city's urban watershed; 5) Identification and implementation of priority actions; 6) guidance to city bureaus and citizens for improving habitat and addressing plant and wildlife management issues; and 7) Monitoring of key species and habitats over time to determine the trends in the health of biological communities watersheds.</li> </ul>

**References providing both contextual and quantitative data:**

- Columbia River Crossing Environmental Impact Statement, Biological Assessments and Biological Opinion
  - Intertwine Regional Conservation Strategy
- Local information and knowledge of ODFW staff
- Staff in the ODFW North Willamette Watershed (located at Clackamas and Sauvie Island offices) possess additional information and knowledge of the area. In many cases, the knowledge has been gained from working directly on lands and waters within the Columbia Levees project area. These staff will be available for consultation and product reviews as needed throughout the process.

\*The DEQ soil data should be evaluated as one of the last data sources and with an initial scan to see if the data is viable.

**2b) Work with representatives from partner organizations identified by the Levee Ready Columbia program partners to access data sources that are relevant to documenting the baseline conditions.**

Parametrix will work with the Environmental Subcommittee to identify other organizations with relevant data. As noted in Task 1, during the project kickoff meeting, Parametrix will discuss a preliminary list of these organizations, but will revise the list during additional coordination meetings, as requested. Parametrix will work with partner organization contacts and others to collect and assemble data.

Schedule for identifying sources and collecting documents: May to June 2016

Deliverables:

- List of partner organizations with relevant data
- Collect and organize relevant data

**2c) Research and identify other reports and resources that are consistent with the intent and objectives.**

Parametrix will identify other resources that could advance the project. The other sources must meet the following criteria:

- Relevance to the project
  - Recent
  - Same geographic area
  - Same scale as project
- No additional cost to acquire
- Available in a timely manner

Additional documentation could include published wetland delineation reports available from the Oregon Department of State Lands (DSL). The I-5 Delta Park Interchange Environmental Assessment also provides detailed background information for the southern portions of Peninsula Drainage Districts 1 and 2 that is not present in the Columbia River Crossing (CRC) documentation. In addition, Parametrix could collect specific data on the use of lands within the project area by select species. Data should consider species such as western pond turtle, streaked horned lark, yellow-billed cuckoo, and other species with the potential to be listed. Parametrix will also analyze information

related to historical land cover change from the late 1800s to the present, including existing data and analyses from Marcoe and Pilson's (2013) *Habitat change in the Lower Columbia River and Estuary, 1870 - 2011* and Christy et al. (2011) *GLO Historical Vegetation of the Willamette Valley, Oregon, 1851-1910*. NEPA categories will be used in the analysis and organization of all data.

Parametrix will review the data and other resources and determine their usefulness to the project. A document will be produced that lists the following for each source:

- title,
- author,
- publication date,
- type of resource (e.g., paper, book, GIS data, web page)
- brief summary of the contents and findings, and
- whether the data was used in the LECA.

Parametrix will coordinate with LRC program staff to ensure data alignment and consistency across platforms. Parametrix and LRC program staff will ensure consistent naming conventions for assets and features.

The collection of other data sources must fit within the project budget. Environmental Subcommittee will approve the list of additional sources prior to data collection. Parametrix will add up to 4 additional sources to be added to the full analysis and 4 additional sources to be minimally analyzed during the "discovery" period of Task 1 through Task 3.

Schedule: June 2016

Deliverables:

- List of additional sources to be added to full analysis and sources to be minimally analyzed
- List of data collected

**2d) Identify issues and findings needing additional research beyond the scope of the LECA.**

Parametrix will work with the Environmental Subcommittee during the first few months of the project to identify potential issues and findings that are beyond the current scope of the LECA, but are still important to the goals of the LRC Program and the Districts. Parametrix will work with the Environmental Subcommittee to identify additional surveys, reports, and media that may be outside the project's scope, but related to the project's goals

Schedule: June 2016

Deliverable:

- List of issues and findings beyond scope of LECA including potential surveys, reports, and communications of related interest

### **Task 3: Geodatabase, Summary Report, and Map Creation**

#### **3a) Develop a series of maps in conjunction with a geodatabase and summary report to document current environmental resource conditions.**

Parametrix will work with the Environmental Subcommittee to ensure that the correct attributes are assigned in the geodatabase. During the kickoff meeting Parametrix will confirm proper naming conventions for assets and features that do not currently have agreed-upon names. Parametrix will produce maps in ArcGIS 10.3 using existing data from Metro's Regional Land Information System (RLIS), Oregon Department of Fish and Wildlife (ODFW), and other agreed upon data sources. Parametrix will produce report maps in PDF format, sharing all base files, shapefiles, and geodatabases with LRC program staff, as requested. Parametrix also proposes to provide the Districts with the ability to view the data layers and conduct simple analyses through a webmapping tool known as ArcServer. The information can be shared with others through a password-protected portal, allowing the Environmental Subcommittee to choose who can see specific information. The geodatabase will follow specs provided by MCDD.

Schedule: June to July 2016

#### Deliverables:

- Maps in conjunction with geodatabase
- Relevant photographs
- Summary report on current environmental conditions
- Web mapping of data layers through ArcServer with brief instructions for users

#### **3b) Synthesize the environmental baseline condition information from the existing data and technical reports to provide a holistic assessment of resources within the defined study area.**

This assessment will also include an analysis of information gaps to identify the need for additional studies, field work or data collection. After collecting the data described above, Parametrix will categorize the data based on resource type (e.g., wetlands, vegetation community, wildlife observation, etc.), data type (e.g., spatial, database, report), collection and publication date, and other relevant characteristics. When available, Parametrix will incorporate spatial data into the project's ArcGIS workspace. Parametrix will collect all information in the data and technical reports that pertain to the Districts and their partners' compliance with Endangered Species Act (ESA) restrictions in the study area and other data of federal significance. Parametrix will include a crosswalk of environmental policy and regulations that are in effect or could be triggered in the study. The Parametrix team will convene to assess all the data collected, and analyze where the data is complete and where Parametrix needs more information. These data sources will be tracked in a database that is easily updated and exported to a report table under Task 4c, below.

Schedule: June to July 2016

Deliverables:

- Draft assessment findings
- Database with data sources
- Environmental policy/ regulation crosswalk
- Analysis of information gaps

#### **Task 4 Report Creation**

##### **4a) Draft report outline and list of series of maps for Environmental Subcommittee review.**

The Parametrix team will produce an annotated outline for the synthesis report and an annotated list of maps and figures. Parametrix will make this draft available for Environmental Subcommittee review for a two-week period. While additional details will be gathered during the course of this project, a basic outline of the report would consist of the following:

- Introduction
- Regulatory Setting
- Environmental Setting
- Agency Coordination
- Data Collection Methods
- Data Analysis Methods
- Data Analysis Results
- Data and Analyses for Future Study
- Environmental policy and regulation crosswalk
- Conclusions
- Maps of the Study Area

Schedule for review period: July to August 2016

Deliverables:

- Annotated outline for the synthesis report and annotated list of maps and figures
- Edits from Environmental Subcommittee
- Revised draft report outline and list of maps and figures

##### **4b) Review Environmental Subcommittee edits and make revisions as needed.**

The Parametrix team will review the edits provided by the Environmental Subcommittee and make necessary revisions to the draft report outline and map/figure templates. Parametrix anticipates receiving up to four separate review packages from the reviewers, and will plan for up to six substantive comments that will require resolution from the group.

Schedule: July to August 2016

Deliverables:

- Edits from Environmental Subcommittee
- Revised drafts
- Final report outline

**4c) Draft assessment report and invite authors or organizations of any documents used in developing the environmental assessment to review the draft report to ensure their findings and conclusions are properly represented.**

After resolving the Environmental Subcommittee's comments, Parametrix will prepare the draft assessment report. Parametrix will coordinate with the Environmental Subcommittee to identify the authors and organizations that should receive the draft report for a technical review. In this review process, Parametrix proposes to include only authors and organizations of data or analyses interpreted for the assessment. Parametrix and the Environmental Subcommittee will identify the relevant reviewers and share the findings with the appropriate authors and organizations for review. LRC staff may broaden the external review and compile comments for Parametrix. Parametrix will provide approximately two weeks for primary source authors to review the findings.

Schedule: July to August 2016

Deliverables:

- List of organizations that will review the report
- Draft assessment report
- Summary of comments from review

**4d) After receiving comments from primary source authors (Task 4c), Parametrix will provide a draft report to Environmental Subcommittee for review.**

Parametrix will make relevant edits to the draft assessment reports. Parametrix will provide a review period of approximately two weeks for the team review. The documents to be reviewed would include the PDF maps and PDF report or Word documents.

Schedule: August 2016

Deliverables:

- Revised draft report

**4e) Review Environmental Subcommittee edits and finalize report. The Parametrix team will review the edits provided by the Environmental Subcommittee and make necessary revisions to the draft report outline and map/figure templates.**

Parametrix anticipates receiving up to six separate review packages from the reviewers, and will plan for up to 10 substantive comments that will require resolution within the group. Parametrix will prepare a PDF that compiles comments and resolution from the team.

Schedule: August to September 2016

Deliverables:

- Summary of comments and resolution from team
- Final report

**4f) Present formal presentation on report to LRC Program Partners.**

Parametrix will prepare a PowerPoint presentation and webmapping application that graphically shows the findings of the assessment.

Schedule: September 2016

Deliverables:

- Formal presentation on report

**4g) Provide all report files electronically, including maps and associated databases.**

Parametrix will prepare final report documents in PDF format and include the Word documents that comprise the final report. Parametrix will also provide the geodatabases, MXD files, and accompanying metadata for GIS data and will deliver these files on compact disc or DVD, depending on size.

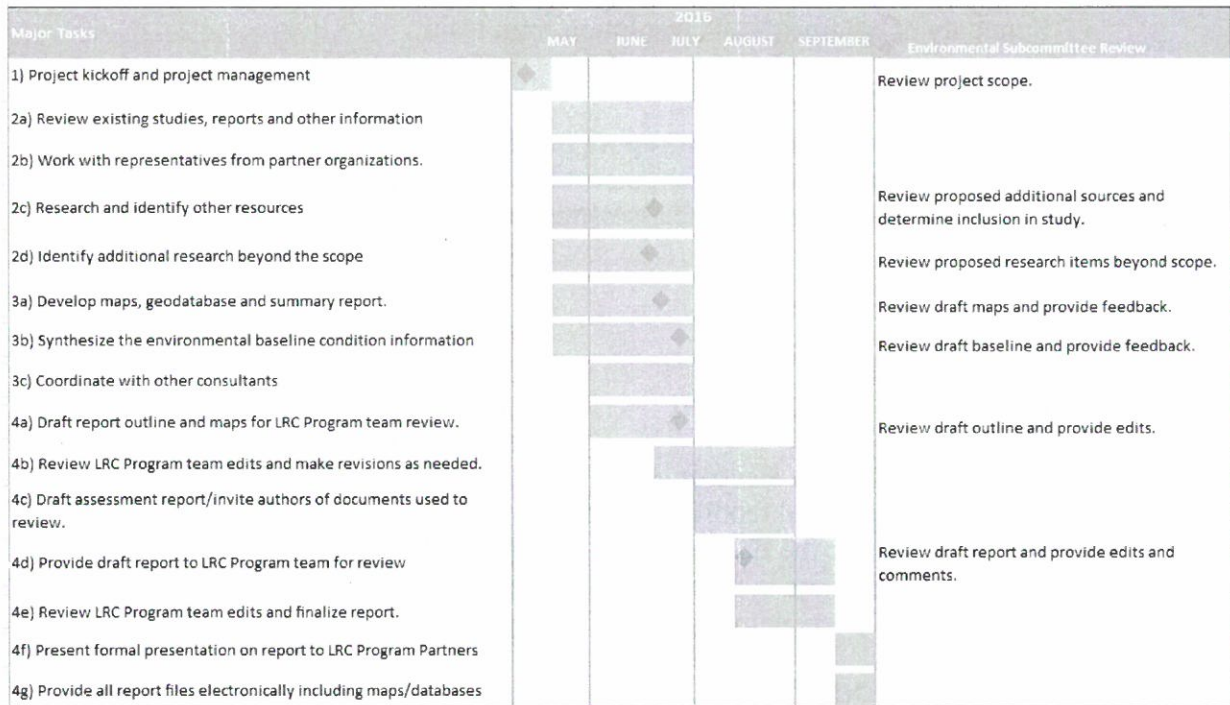
Schedule: September 2016

Deliverables:

- Electronic report files including maps and databases
- Final report documents in PDF and Word format
- Geodatabases, MXD files, and accompanying metadata for GIS data



**PROJECT SCHEDULE AND REVIEW POINTS**



**2. The maximum total payment under this Contract, including expenses: \$50,000.00**

**3. The JCA shall pay Contractor on the following basis:** CONTRACTOR will invoice the JCA upon completion of deliverables for each task as outlined in the table below. The invoice will include a description of the work performed and the price for the work as set forth in this Agreement. The JCA shall have 30 days upon receipt of invoice to make payments, once submitted sufficiently to meet the above specifications. Retainage of 5% will be held until job acceptance by the JCA.

Task	Costs
1) Project kickoff and project management	\$4201
2a) Review existing studies, reports and other information	\$5210
2b) Work with representatives from partner organizations.	\$1929
2c) Research and identify other resources	\$3012
2d) Identify additional research beyond the scope	\$1457
3a) Develop maps, geodatabase and summary report.	\$2064
3b) Synthesize the environmental baseline condition information	\$3138
4a) Draft report outline and maps for Environmental Subcommittee review.	\$6027
4b) Review Environmental Subcommittee edits and make revisions as needed.	\$2838
4c) Draft assessment report/invite authors of documents used to review.	\$6496
4d) Provide draft report to Environmental Subcommittee for review	\$4398
4e) Review Environmental Subcommittee team edits and finalize report.	\$2602
4f) Present formal presentation on report to LRC Program Partners	\$4382
4g) Provide all report files electronically including maps/databases	\$2424
<b>TOTAL</b>	<b>\$49996</b>

4. **JCA will pay expenses on the following terms and conditions:** Up to \$56.00 of expenses for authorized mileage at GSA rate (\$.54 per mile in 2016) and up to \$300.00 for use of ORNHIC data. These expenses are already included in the above budget table and are not considered to be in addition to the above budget table.
5. **This contract may be renewed on the following basis:** This contract will terminate on completion of the work.

\*\*The JCA shall have the right to withhold from payments due Contractor such sums as are necessary in the JCA's sole opinion to protect the JCA from any loss, damage, or claim which may result from Contractor's failure to perform in accordance with the terms of the Contract or failure to make proper payment to suppliers or subcontractors.