

SRTS Quarterly Progress Report

Thank you for filling out the form. Your response has been recorded.

Overview of Actions and Responsibilities

Who initiates the form?

The Safe Routes to School Project recipient.

Action required by recipient:

Fill out the Quarterly Progress Report during reporting months (March, June, September and December) and send it to the [SRTS Program Mailbox](#) by the first Wednesday of each quarter. The ODOT SRTS Program Team is identified in the Notice to Proceed Letter or as later identified by ODOT if ODOT SRTS Program Manager has changed.

Action required by ODOT SRTS coordinator:

The ODOT SRTS coordinator reviews the quarterly progress report and contacts the SRTS program manager if recipient is not submitting reports.

Part A: Project Details

Project name:

Alameda Elementary School, May Roberts School, and
Ontario Middle School Sidewalks

Region number:

5

IGA number:

34,745

Recipient name:

City of Ontario

Address:

1551 NW 9th Street, Ontario, Oregon 97914

Required monthly
report date:

Date of this report:

6/2/2021

Recipient signature:

Signature date:

6/2/2021

**1st Wednesday of
the Quarter**



Part B: Key Milestone Quarterly Report

Instructions:

1. Under "Description: below, enter the key milestones that are shown in Agreement (IGA) on Exhibit A, Section B, Table 1.

Under "Estimated Due Date" below, enter the estimated due dates for each key milestone which are shown in IGA, or most current amendment, on Exhibit A, Section B, Table 1.

2. "Anticipated Completion Date" column: If the key milestones are still anticipated to be completed on time, insert the same date shown in the "Estimated Due Date" column. If the Project is delayed, provide the date the project is anticipated to be completed in the "Anticipated Completion Date" column. If the estimated due date for the completion of the project is expected to be delayed by 90 days or more, recipient must fill out the "Request for Change Order" form and return it to the ODOT SRTS Program Manager with the quarterly progress report.
3. Indicate percentage of work completed for milestones in the "Percentage Complete" column.
4. Provide a brief written status update in Part C, then sign and date form and send it to the [SRTS Program Mailbox](#).

Part B Entry Table

| Milestone | Estimated due date | Anticipated completion date | Percentage complete |
|--------------------|--------------------|-----------------------------|---------------------|
| Scoping & Planning | 8/31/2021 | 8/31/2021 | 50.00% |
| Community Outreach | 12/15/2021 | 12/15/2021 | 10.00% |

Part C: Status Update

Provide a brief status update in the space provided below:

The City finalized its contract with Atlas Land Surveying in April 2021. The survey crew was sent to establish ground control, determine right-of-way widths, collect topographic data, and map the existing utility locations provided by Oregon811. Survey work will be completed by the end of June 2021.

The Final Design of the project is scheduled to start in July 2021 and will be separated into (3) different submittals at the 50%, 90%, and 100% project milestones. The City will review and provide comments at each submittal. An Internal kick-off meeting and site visit will also be completed.

In addition, a group of team members was recently assembled to begin the Public Outreach portion of the SRTS project and further develop the Project Website. The group will use the Construction Grantee Toolkit ODOT SRTS which focus on building safer routes to school in the community.



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