

SRTS Quarterly Progress Report

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 Elementary School, and Ontario Middle School

Region number:
5

IGA number:
34,475

Recipient name:
City of Ontario

Address:
1551 NW 9th St., Ontario, Oregon 97914

Required monthly
report date:

Date of this report:
9/1/2021

Recipient signature:

Signature date:
9/8/2021

**1st Wednesday of
the Quarter**



A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom, positioned above a thin horizontal line.

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	100.00%

Part C: Status Update

Provide a brief status update in the space provided below:

The project is continuing to move forward from our June Quarterly report. The topographic survey of Areas 1, 2, and 3 were completed in July 2021. The design team made a site visit, took additional photos, and reviewed some of the more challenging areas also in July. The Scope & Planning Report milestone is 100% complete and was submitted to the SRTS Coordinator on August 31st, 2021.

The Preliminary 50% Design and 50% Cost Estimate were started in August, completed, and submitted to the City of Ontario on September 6, 2021. There is a follow up meeting the week of September 13th with the City and Public Works Department to address plan review comments. We have identified one challenging section in Area 1 on the West side of Alameda Drive. The sidewalk improvements along the west side have some more costly improvements than originally planned (irrigation ditches, existing fences, steep slopes). We will be working with the City and ODOT to discuss possible solutions. The Public Works Department is also working with Idaho Power regarding relocation of four Utility Poles in Area 3. Because this is a City improvement, we anticipate no cost to the City.

We have developed a Community Outreach plan and schedule which will start in September. It includes press releases to the general community, flyer notification to residents within the construction areas, and educational materials (newsletters and back-pack mail) to students in the Ontario School District 8C community. The next internal milestones are the 90% Design submittal in October 2021 with the Final 100% Design completed in December 2021.