Long Range Transportation Plan

CVMPO: Project Management Plan

In June 2019, the Central Virginia MPO and EPR-PC officially started the process of updating the region’s Long-Range Transportation Plan. The approved scope of work called for a Project Management Plan, “including schedule and work stage milestones, to meet the Scope of Work Statement. The schedule shall include tasks and sub tasks to accommodate the MPO’s need for an adopted transportation plan by August of 2020. This plan may be amended via ongoing monthly progress reports throughout the duration of the project.”

Staff drafted the initial Project Management Plan in June 2019, to help guide and inform the transportation planning process. **This is the July version**, as the plan is updated and tweaked on a monthly basis.

# Charter Plan

This document also functions as a Chart Plan, helping to define process goals, objectives and performance measures.

## Vision

Deliver a Long Range Transportation Plan that supports the region’s goals and objectives, with a comprehensive vision for the Central Virginia urbanized transportation system.

## Goals and Objectives

Goal A. Deliver the 2045 LRTP update on time and on budget, according to the approved scope of work.

* Objective A1: Produce monthly progress reports with the client.
* Objective A2: Hold regular calls with a project team to track progress and solve process challenges.
* Objective A3: Conduct regular maintenance of the Scope of Work and Project Management Plan.

Goal B. Deliver a plan that receives support from community stakeholders, MPO officials, local and regional staff, as well as federal and state agencies.

* Objective B1: Maintain strong communication with officials and stakeholders.
* Objective B2: Ensure that project meetings are clear, efficient and effective.

Goal C. Meet the 3c’s transportation planning process.

* Objective C1: Maintain strong communication with state and federal officials.
* Objective C2: Review and follow the Public Participation Plan and Title VI Plan.

Goal D. Develop a community engagement process that is innovative, broad reaching and equitable.

* Objective D1: Develop and regularly maintain an effective Public Involvement Plan.
* Objective D2: Research best practices for public engagement.
* Objective D3: Maintain online resources, for easy access to process reports and updates.

# Staffing

## Consultant

Bill Wuensch is the project principal on this project and should be included in all communications. Will Cockrell is the primary point of contact for EPR-PC, conducting the process and producing deliverables. He will utilize other EPR-PC staff, as needed. Kimley-Horn will assist with modeling work and EDR Group will be involved with economic development elements.

## MPO Staff

Scott Smith is the lead and primary point of contact with the Central Virginia MPO. Philipp Gabathuler will provide staff support throughout the process and assist with GIS inquiries.

## VDOT

Rick Youngblood is the Lynchburg District Planning Manager and is the principal for the VDOT components of the process. David Cook is the District Planner and will be the primary point of contact for inquiries and tasks.

## DRPT

Dan Sonenklar is the primary point of contact for DRPT throughout the process.

# Committees

Different groups and committees will help guide work on the LRTP update.

## Project Team

A Project Team will hold conference calls, as needed, to provide guidance on the overall process and assist with technical inquiries. This will be an informal group that can assist the consulting team with questions and defined tasks. The Project Team includes:

* Scott Smither – *CVMPO*
* Philipp Gabathuler – *CVMPO*
* Rick Youngblood – *VDOT Lynchburg District*
* David Cook – *VDOT Lynchburg District*
* Dan Sonenklar – *DRPT*
* Bill Wuensch – *EPR-PC*
* Will Cockrell – *EPR-PC*
* Vlad Gavrilovic – *EPR-PC*
* Tim Padgett – *Kimley-Horn*
* Naomi Stein – *EDR Group*

### Schedule:

* June 24th kickoff call

## Transportation Technical Committee

The CVMPO’s Transportation Technical Committee will be the formal working group throughout the planning process. There are multiple Technical Committee meetings scheduled, to vet deliverables and guide progress on the plan. The meeting schedule includes:

1. **July 11th, 2019:** Project kick-off meeting with the Transportation Technical Committee (Completed)
2. **September 12th, 2019:** Presentation of the “state of the system” to the Transportation Technical Committee/MPO Policy Board
3. **October 10th, 2019:** Meeting to review and discuss Performance Measures, Goals and Targets
4. **November 14th, 2019:** Meeting to draft Performance Measures, Goals and Targets
5. **January 9th, 2020:** Meeting to approve Performance Measures, Goals and Targets
6. **March 12th, 2020:** Meeting to develop the visioning list of projects
7. **May 14th, 2020:** Meeting to complete the Constrained Long Range Projects (CLRP)
8. **August 13th, 2020:** Transportation Technical Committee reviews the 2045 LRTP draft and forwards recommendations to the MPO Policy Board.

## MPO Policy Board

The MPO Policy Board is the decision-making body for the process and the group responsible for approving the final planning document. The Draft MPO Policy Board meeting schedule includes:

1. **July 18th 2019:** Project kick-off meeting with the MPO Policy Board (Completed)
2. **September 12th, 2019:** Presentation of the “state of the system” to the Transportation Technical Committee/MPO Policy Board
3. **October 17th, 2019:** Meeting to review and discuss Performance Measures, Goals and Targets
4. **January 16th, 2020:** Meeting to kick off the Board’s evaluation of projects
5. **April 16th, 2020:** MPO Policy Board reviews the visioning list of projects
6. **July 16th, 2020:** MPO Policy Board reviews the 2045 LRTP draft
7. **August 20th, 2020:** Meeting to review and approve the 2045 LRTP

# Project Communications

* **Progress Reports:** The consultants will provide monthly progress reports that directly reference the approved Scope and the Project Management Plan.
* **Conference Calls:** The consultants will hold calls with MPO staff on a regular basis, to answer any questions with the progress reports and receive guidance on defined matters.
* **Emails:** There will be regular email communications on the process and deliverables.
* **Other:** The consultants will implement other communication strategies with staff and committees, as the need arises.

# Deliverables and Timelines

The primary deliverable is the 2045 Long Range Transportation Plan, including the constrained list of projects. Other sub-deliverables include:

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| --- | --- | --- | --- |
| **Deliverable** | **Description** | **Due** | **Status** |
| **7.1a** | A Project Management Plan that will be updated throughout the process | June 2019 | CompletedOngoing |
| **7.3a** | Monthly memorandums that describe progress on the process | Monthly | 2 of 15 Ongoing |
| 1.1a | A searchable database of local plans and studies that are applicable to the LRTP process | June 2019 | Drafted |
| 1.1b | A presentation for TTC review that carefully outlines and describes all local plans that are applicable to the LRTP process  | August 2019 | Not Started |
| **1.2a** | A searchable database of applicable state and regional planning documents | June 2019 | Drafted |
| 1.2b | A brief summary document that carefully outlines and describes all state and regional documents that are applicable to the LRTP process | August 2019 | Drafting |
| 1.3a | A brief summary document of multi-modal efforts in the region and strategies for integrating that information into the LRTP process | August 2019 | Drafting |
| **1.4a** | A white paper on strategies for economic development integration into the LRTP, including a summary of benchmarking research that will determine best practices  | August 2019 | Not Started |
| 1.5a | A data management plan, for collecting, storing, managing, validating and integrating data into the LRTP process | August 2019 | Drafting |
| **1.5b** | The consolidated set of transportation data, delivered to CVMPO for their records | August 2019 | Drafting |
| **1.6a** | A memorandum that described problem locations and findings | August 2019 | Not Started |
| **1.7a** | A memorandum that summarizes the safety concern areas, with preliminary strategies for improving roadway safety | September 2019 | Not Started |
| **1.9a** | A memorandum describing a run of the base year, with a list of preliminary needs for the highway system | September 2019 | Not Started |
| **1.11a** | A State of the Transportation System Report, which may serve as a chapter of the 2045 LRTP | September 2019 | Not Started |
| **1.11b** | A presentation version of the State of the System Report, to be delivered to MPO officials, early in the process, and at the first Public Open House | September 2019 | Not Started |
| **1.12a** | An initial coordination meeting with the client and consulting team via a conference call | June 2019 | Completed |
| **1.12b** | A facilitated kickoff meeting with the MPO Policy Board and Transportation Technical Committee | July 2019 | Completed |
| **1.13a** | Appendix that documents all Task 1 activities | September 2019 | Underway |
| **Deliverable** | **Description** | **Due** | **Status** |
| **2.1a** | A detailed Public Involvement Plan, with a calendar and schedule of engagement strategies | July 2019 | Drafting |
| **2.1b** | Presentation materials and engagement tools, as defined by the Public Involvement Plan | Ongoing | Not Started |
| **2.3a** | A project website that is maintained throughout the planning process | August 2019 | MySidewalk |
| 2.4a | Newsletter stories at each project milestone, as defined by the Project Management Plan | Ongoing | Not Started |
| 2.4b | Press releases for each Open House event and community popup event | Ongoing | Not Started |
| 2.5a | Develop a survey for community stakeholders, to provide feedback on Goals, Measures and Targets | Fall 2019 | Drafted |
| 2.5b | Develop a community survey, offering the public an opportunity to comment on project selection and evaluation | Spring 2020 | Not Started |
| **2.8a** | Meeting materials, including PowerPoints presentations, posters, maps, handouts and comments cards | Ongoing | Underway |
| **2.8b** | Two public open house events | Fall & Spring | Not Started |
| **2.8c** | A memorandum after each public open house, documenting the open house event and comments collected | Fall & Spring | Not Started |
| **2.9a** | Memorandums that provide summary reports, showing results from each public involvement strategy | Ongoing | Not Started |
| **2.9b** | A public involvement, searchable database that records every public comment, including the date of submittal, the source and actions taken in response to the comment | Ongoing | Drafted |
| **3.2a** | A presentation that outlines existing goals from the local plans, the 2040 LRTP, other regional plans and state-level reports for the region | October 2019 | Not Started |
| **3.2b** | A facilitated meeting with the Transportation Technical Committee, with applicable presentation materials | October 2019 | Not Started |
| **3.3a** | A performance measure matrix that cross-references local and regional goals with state scoring methodology and state scoring criteria | October 2019 | Not Started |
| **3.3b** | A Performance Measure Framework Plan that details the technical process for developing LRTP goals, in consideration with state processes and federal performance measures | November 2019 | Not Started |
| **3.4a** | A work session with the MPO Policy Board and/or Transportation Technical Committee, to consider and approve the 2045 goals, performance measures and targets | January 2020 | Not Started |
| **3.4b** | A memorandum on the goals, performance measures, and targets determined by the MPO | January 2020 | Not Started |
| **4.1a** | An initial Project Pool, to be evaluated through the Performance Based Planning Process | January2020 | Not Started |
| **4.1b** | A work session with the MPO to consider and approve the initial Project Pool | February\* 2020 | Not Started |
| **Deliverable** | **Description** | **Due** | **Status** |
| **4.2a** | Two work sessions with the MPO Policy Board and/or Transportation Technical Committee to review the processing of the Project Pool, as the list narrows | March 2020 | Not Started |
| **4.2b** | Memorandums about the Project Pool, after each round of evaluation, clarifying why projects were removed or retained after processing through the Performance Framework | February – May 2020 | Not Started |
| **4.3a** | The Vision Plan, with the remaining list of projects | May 2020 | Not Started |
| **4.3b** | Planning-level cost estimates for the projects in the 2045 Vision Plan | May 2020 | Not Started |
| **4.3c** | Work session(s) with the MPO Policy Board and/or Transportation Technical Committee, to review the draft Vision Plan | February – May 2020 | Not Started |
| **4.4a** | A memorandum that summaries potential impacts of projects in the Vision Plan and draft CLRP | May 2020 | Not Started |
| **4.5a** | A draft and final version of the CLRP | July 2020 | Not Started |
| **4.5b** | Work session with the MPO Policy Board and/or Transportation Technical Committee, to review the CLRP | Summer 2020 | Not Started |
| **4.6a** | A brief white paper for how to integrate the MPO and Rural plans for a 2050 Unified Transportation Plan | Spring 2020 | Not Started |
| **4.6b** | Coordination with rural stakeholders | Late 2019/ Early 2020 | Not Started |
| **4.6c** | A rural section in the Public Involvement Plan, from Task 2 | June 2019 | Not Started |
| **4.7a** | An LRTP document that integrates elements of the Lynchburg Connectivity Study | July 2020 | Not Started |
| **5.1a** | Final presentation materials to the Transportation Technical Committee | August 2020 | Not Started |
| **5.1b** | Final presentation materials to the MPO Policy Board | August 2020 | Not Started |
| **6.1a** | Digital versions of all draft deliverables for review | Ongoing | Not Started |
| **6.1b** | Digital copies of the 2045 Long Range Transportation Plan, for final review | August 2020 | Not Started |
| **6.2a** | Ten printed copies of the final 2045 Long Range Transportation Plan | August 2020 | Not Started |
| **6.2b** | Ten printed copies of a technical report, documenting working procedures and information, public involvement, analysis, decisions, and project results, with associated text, graphics, tables, and figures | August 2020 | Not Started |
| **6.2c** | Thirty copies of a bound executive summary | August 2020 | Not Started |
| **6.2d** | Thirty copies of a large, foldable map that shows the recommended 2045 improvements | August 2020 | Not Started |

# Community Engagement Schedule

Refer to the Public Involvement Plan for the process. There are eight draft components for community engagement:

* **Strategy 1:** Each of the Transportation Technical Committee and MPO Policy Board meetings has a public comment period. These meetings will provide the most basic public access to the process.
* **Strategy 2:** A project website will provide information to those seeking to learn more about the 2045 LRTP update. The website will include public comment components for those engaging online.
* **Strategy 3:** MPO staff will share project information in newsletters and other existing announcements, to provide updates and direct the public to additional materials. This will include phone numbers and addresses to forward comments on the process.
* **Strategy 4:** The consultants will develop a community survey or some other direct outreach instruments for engaging the public.
* **Strategy 5:** The consultants will develop other online collection programs, such as MindMixer, to collect feedback throughout the process.
* **Strategy 6:** The consultants will conduct interviews with identified stakeholders, as identified by MPO staff.
* **Strategy 7:** The consultants will hold pop-up events and attend existing community events, to display project materials and collecting comments. Staff may also deliver presentations to existing stakeholder groups and organizations, if identified in the Public Involvement Plan.
* **Strategy 8:** The process will include two community meetings:
	+ Meeting #2: The first meeting will focus on weighting goals to aid the MPO in prioritizing projects, while also affirming existing projects and seeking new project ideas for the region’s transportation system. *Preliminary date: Fall 2019.*
	+ Meeting #3: The final meeting will be to present and obtain feedback on the draft plan. *Preliminary date: June 2020.*

# Critical Milestones

As is typical with an LRTP update, this process includes numerous deadlines for tasks, deliverables and meetings. Generally, the process contains four major milestones, associated with the tasks that are outlined in the Scope of Work.

* **Milestone #1, September 2019:** This milestone marks the end of the Task 1 activities. The initial stage of the process, data collection and assessments of existing conditions, will be completed.
* **Milestone #2, January 2020:** The second milestone is completion of the Task 3 deliverables. The MPO will select the goals, performance measures, and performance targets that are needed to evaluate transportation options in the draft plan. This second milestone will be met at the meeting when MPO officials select the goals, measure and targets.
* **Milestone #3, May 2020:** The third milestone in the process will be the final project evaluation results and plan for the financially constrained project listing. The proposed transportation projects will be modeled, based on the goals, measures and targets from the earlier phase. This milestone will be met once the MPO completes a work session to support the project evaluation.
* **Milestone #4, August 2020:** With project evaluation completed, the project team will work to complete the final plan, for approval in August 2020.

# Process Tracking

The consultants will update the Project Management Plan on a monthly basis, showing the status of all deliverables, meetings and tasks. To more clearly communicate the timeline and tracking of activities, the consultants will develop a project timeline graphic, with frequent updates. This will be posted on the project website for easy access.

