

**Morgantown Monongalia MPO
Comprehensive Plans & Metropolitan
Transportation Plan Update**

Project Work Plan

Submitted to:



April 2021

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I. Background & Planning Process

Stantec has been retained by the Morgantown Monongalia Metropolitan Planning Organization (in cooperation with the West Virginia Department of Highways) to provide professional services in the preparation of the **2050 Metropolitan Transportation Plan Update and associated community Comprehensive Plans**. A 12 to 14 month planning timeframe is anticipated, beginning in April 2021, with expected completion by June 2022.

The Morgantown Monongalia MPO (MMMPO) consists of all or part of three municipalities (Morgantown, Granville, Star City and Westover) and Monongalia County. The MMMPO (in cooperation with WVDOH) is initiating a planning process that builds upon previous regional planning efforts, while incorporating the tenets of sustainable transportation. The intent of this project is to address the multitude of transportation and development issues, notably: safety, regional mobility, and commuting choices, while building upon the region's growth strategy (i.e., Comp Plans).

II. Project Description

The Metropolitan Transportation Plan (MTP) and travel demand model enhancement examines all modes of travel with a 25-year outlook, and recommends fiscally-constrained projects (those that could be reasonably funded). This effort will be conducted concurrently with the county and municipal comprehensive planning efforts to ensure cross collaboration. An MTP is a guiding document for public investments in roadways, transit service, and non-motorized (bicycle or pedestrian) facilities and prioritizes projects based on performance measurement elements in accordance with Federal Highways Administration (FHWA) guidance.

The Project Team recognizes the importance of communicating milestones and deliverables throughout the planning process. With this in mind, the following **Project Work Plan** (PWP) describes the team organization, milestones, deliverables, schedule, quality control plan, and communication plan for this planning effort. On a monthly basis, we will prepare a progress report that describes project efforts from the previous month, current issues to be resolved, and next months' milestones and activities. The progress reports will be included with a copy of the monthly invoice for your convenience.

III. Project Goals/Objectives

Our planning and engineering approach is focused on the creation of a **flexible planning framework**. Through our Project Team's experience in working with MPOs, we understand the need to be responsive in our planning process: as the old adage goes, "expect the unexpected." Our goal is to ensure that the endorsed recommendations are a result of informed decision-making and a process that allows residents the opportunity to make changes and justify the outcome. The advantage of a flexible framework is the ability to customize the process to reflect the priorities of the project stakeholders, who must be thoroughly engaged in the planning process to create successful strategies in the final plan.

This MTP/Comp Plans planning process will encompass a comprehensive multimodal plan (including highway, bicycle, pedestrian, transit, and rail elements), growth strategies, travel demand modeling, evaluation and prioritization matrix, and a detailed action/ implementation plan that is fiscally-constrained.

The **Technical Advisory Committee (TAC)** will be represented by a unique group of staff, local citizens and key decision-makers that will meet (up to 4 times) throughout the life of the project. The Technical Advisory Committee team will serve as the advisory group (meeting more frequently) for the problem assessment, analysis and vetting of plan recommendations. It is anticipated that MPO staff will attend all meetings of the TAC. Concurrent to the TAC/MTP planning process, each municipal comp plan will have a designated Steering Committee to help guide their planning process. Representatives from the MTP project team may be involved during the comp plan process to ensure coordination of local transportation issues.

IV. Project Team

Mike Rutkowski will serve as your Project Director assuring quality reviews on project deliverables (MTP/Comp Plans) and helping to facilitate public outreach and stakeholder collaboration efforts. **Timothy Tresohlavy will serve as your Project Manager** (MTP) providing the day-to-day contact for the project and will serve as the front line of communication between the Stantec Team and project stakeholders. Throughout the duration of this plan, our focus will be on this project, giving MPO and member jurisdictions quick access to information and providing timely response to questions. The remainder of the project team is listed below:

Stantec:

<u>Project Team Task Leaders</u>	<u>Role:</u>
Michael Rutkowski, P.E., AICP	Project Director
Timothy Tresohlavy, AICP, GISP	Project Manager, Sr. Planner
Erica Ortman, EIT	Engineer / Concept Designer
Amanda Morrell, RLA	Outreach Specialist
Dan Hemme, MPA	Transportation Planner/Smart Technology
LaToya Thomas	Outreach Specialist/Underserved Populations
Amber Lewis, RLS	Urban Designer
David Schellinger, P.E.	Travel Demand Modeling Lead
Mark Butler, AICP, ENV SP	Sr. Travel Demand Modeler
Heejoo Ham	Jr. Travel Demand Modeler
Scott Lane, AICP, CPTED	Westover Comp Plan PM
Deana Rhodeside/Ron Sessoms	Morgantown Comp Plan PMs
Matt Noonkester, AICP	Monongalia Comp Plan PM

V. Project Schedule

Planning tasks will include Committee coordination, public outreach, a visioning process, an analysis of modal travel deficiencies, public workshop, project symposiums, multi-modal transportation elements, a strategic implementation plan, and agency/stakeholder coordination. The tentative completion of the MMMPO Metropolitan Transportation Plan is scheduled for June 2022. Dates within this milestone schedule are **subject to change** based on data availability, public involvement scheduling, review of deliverables, and council/board presentations. The table below provides the *tentative* project milestone schedule, and will be updated monthly. **Bold** items are meeting dates, and **Green** items are related to public outreach.

Project Milestone	Tentative Initiation/Completion	Achieved
Notice to Proceed	4/05/2021	4/05/2021
Submit Project Work Plan (PWP)	4/19/2021	4/19/2021
Submit Data Request tech memo	4/19/2021	4/19/2021
Technical Advisory Committee mtg #1	4/19/2021	4/19/2021
Develop project website & web map	4/23/2021	
Kickoff meeting with WVDOH & FHWA	4/30/2021	

Project Milestone	Tentative Initiation/Completion	Achieved
Coordinate/Call with Travel Demand Model Team	4/30/2021	
Discuss FHWA Performance Measures	5/07/2021	
Develop online survey (+ freight survey)	5/07/2021	
Review (available) crash records	5/13/2021	
Document plan review summaries	5/21/2021	
Review Transit Master Plan & capital improvements	5/21/2021	
Develop base year capacity deficiency mapping	5/31/2021	
Stakeholder/focus group meetings	6/10/2021	
Review Existing + Committed and current MTP projects	6/18/2021	
Review current travel demand model (Base network performance)	6/18/2021	
Obtain and Review FHWA/FTA/WVDOH funding revenues/expenditures	6/24/2021	
Project symposium #1 - virtual	6/29/2021	
Finalize project vision, goals, and objectives	7/02/2021	
Draft existing conditions chapters 1-3	7/13/2021	
Review current travel demand model (Future network performance)	7/16/2021	
Identify 3 Hot Spots/Corridor Concept Locations	7/26/2021	
Identify bicycle and pedestrian gaps/MMLOS	8/10/2021	
Building Block Exercise (3 Comp Plans) - virtual	8/17/2021	
Update Policy Board #1 – Virtual	8/26/2021	--
Assess Freight Needs	9/02/2021	
Develop draft Evaluation Criteria	9/14/2021	
Review/validate bike/ped project recommendations	9/28/2021	
Identify FY network capacity deficiencies	10/14/2021	
Create Transit needs plan	10/28/2021	
Develop transportation recommendations by mode	11/12/2021	
Draft Hot Spot Concept Design review & discussion	11/30/2021	
Update Policy Board #2 - Evaluation	12/14/2021	
Project Open House Prep	1/07/2022	
Project Open House #2	1/11/2022	
Develop probable cost estimates & apply Evaluation Criteria	1/25/2022	
Develop fiscally-constrained prioritization by horizon year	2/10/2022	
Finalize Hot Spot Concept Designs (<i>planning-level</i>)	2/18/2022	

Project Milestone	Tentative Initiation/Completion	Achieved
Create system-level maps for all modes	2/28/2022	
Create project sheets (up to 20)	3/04/2022	
Draft remaining chapters	3/09/2022	
Update Policy Board #3 - Recommendations	3/17/2022	
Review comments due from client/WVDOH/FHWA	3/23/2022	
Public Review Period (MTP): 30-day	4/06/22 - 5/06/22	
Revised Draft MTP	5/20/2022	
MTP Adoption	June 2022	

** Up to four TAC meetings will be scheduled*

*** One Hot Spot Meeting, concurrent to TAC meeting will be scheduled*

**** Up to three Board Briefings meetings will be scheduled throughout the course of the study, as appropriate.*

^A Tentative completion dates subject to change based on client review and scheduling meetings/work sessions with elected officials. The milestone schedule will be updated and included in bi-monthly progress reports.

VI. PPP, Communication Protocol & Contact List

To ensure quality performance and delivery, the Stantec Team will augment the MPO's existing PPP Contact List (as available) with website subscribers and document public outreach activities. In addition, we have included a general Communication Plan (below) that will outline coordination protocols and assign task leaders.

With this in mind, and considering the concurrent Comp Planning efforts, there is a need to ensure timely and continuous communication among staff and stakeholders. The intent of a communication plan is to establish a framework for an open communication channel between the MPO staff and the Consultant Project Team. The protocol established here identifies the primary points of contact within MPO as well as within the Consultant Team. Information in this work plan will be used for the duration of the project to maintain smooth coordination and enhance communication with the public, stakeholders, and the client. The following components of the Communication Plan include:

Bi-weekly Coordination Calls:

The Consultant Team leadership will conduct bi-weekly coordination calls with the MPO Project Manager and select municipal Comp Plan representatives, on an as-needed basis. The purpose of the calls will be to

discuss on-going planning activities and upcoming events as well as strategies for public and stakeholder collaboration. To ensure timely deliverables, these calls will be focused on events occurring within the next month.

Deliverables:

It is the intent of the Consultant to send meeting deliverables to the Client PM in draft form at least three days prior to TAC/public meetings for review and final edits. Some events and deliverables may require screen-share discussions to help expedite the review process.

Progress Reporting:

The Consultant will prepare monthly progress reports consisting of a bulleted list describing recent project efforts. These progress reports will be included with a copy of the monthly invoice for ease of reference.

The progress reporting and conference calls will be used by the project team members to ensure schedule adherence and project deadlines. Understandably, the planning process may encounter externalities that may cause delay in the schedule. If this occurs, the Project Manager will contact the Client PM directly to establish a procedure for addressing the delay. The Consultant Team will make every effort to adhere to the project timeline. However, in order to meet and exceed client and stakeholder expectations, a flexible planning process that is responsive to project objectives will be administered.

Project Team Communication:

Direct communication between the Consultant and the Client (MTP PM) will occur throughout the planning process via email correspondence, telephone calls, and video conferencing meetings with the MPO staff.

A detailed contact list for the TAC membership will be provided by MPO at the outset of the project to augment the communication protocol. Individual contact lists may be created for other agencies, entities, and public participants. Contact lists will be updated periodically as the need arises.

Documentation Quality Review:

In addition to the review by the project leadership, specific project documents will go through a series of quality control reviews by trained technical writing staff. Specifically, the final reporting documents associated with this effort will be reviewed by staff for grammar, sentence flow, and comprehension.

VII. Invoicing & Progress Reports

Invoices will be submitted on a monthly basis to the Client beginning June 2021. Each invoice will be accompanied by a progress report consisting of a bulleted list summarizing that quarter's efforts.

Invoices will be addressed to:

Bill Austin, Executive Director
Morgantown Monongalia MPO
82 Hart Field Road Suite 105
Morgantown, WV 26505
Work Phone: 304.291.9571
Email: baustin@plantogether.org

VIII. Project Contacts

MMMPO Project Manager:

Bill Austin, Executive Director
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Stantec Project Team (MTP):

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