

# ONTARIO-MICHIGAN BORDER TRANSPORTATION PARTNERSHIP Planning/Need and Feasibility Study

## MONTHLY PROGRESS REPORT #3

Period Ending May 31, 2002

### 1. Work Accomplished This Period (4 Weeks)

#### Strategic and Geographic Area Overview Working Paper

- Submitted Draft Strategic and Geographic Overview Paper to Partnership and Study Team. Placed copy on FTP site for team member review.

#### Travel Demand Analysis Process for Broad Geographic Area and Methodology and Road Network for Focused Analysis Area Interim Working Paper

- Completed Draft interim working paper for internal review.

#### Travel Demand Analysis Process Working Paper

- Requested Border processing times from the Border Coalition.

#### Analysis Area Working Paper

- Continued draft working paper.

#### Transportation Problems and Opportunities Report

- Initiated mapping of Environmental Overview information gathered for the U.S. side.
- Initiated gathering of Environmental Overview information for the Canadian side given the end of the OPSEU strike.
- Prepared draft Environmental Overview outline.
- Provided Environmental Justice issue consultation to Team members.

## Feasible Transportation Alternatives Report

- Continued review of Feasible Transportation Alternatives as proposed by Owners/Operators/Proponents.

## Consultation

- Members of the Partnership and Consultant Team met with Regal Consultants on May 1, 2002 to discuss capabilities of the Border Wizard model.
- Members of the Project Team met informally to introduce the overall PM and Consultation leads with City of Windsor and Town of LaSalle Staff on May 1, 2002 and May 2, 2002.
- Initiated list of politicians, legislators, etc. to be notified of public meetings being held over the course of the project.
- Continued to update Consultation Group contact lists; compiled a contact list of current and potential future border owners / operators on both the Canadian and American sides.

## Communications

- Communications Team teleconference held May 28, 2002. Discussion included process, project milestones, and upcoming public relations activities and roles. Contact report circulated.

## Service Deliverables / Project Management

- Coordination of Project Team activities and internal progress teleconferences continued.
- Steering Committee Meeting held May 22, 2002 in Romulus, Michigan. Presentations / discussion included various border crossing studies / statistical analyses, application of the Border Wizard Model, movement of hazardous goods, and status of this study.
- Web page content submitted for final review by Project Team May 23, 2002.
- Preparation of monthly Progress Reports and Invoicing.
- Updating of schedule leading up to PIC #1 in October.

2.

## Work Proposed for Next Period

### Strategic and Geographic Overview Working Paper

- Receive comments on Draft SGAO Working Paper from Project Team on June 12, 2002.
- Finalize Draft SGAO Working Paper.

## Travel Demand Analysis Process for Broad Geographic Area and Methodology and Road Network for Focused Analysis Area Interim Working Paper

- Submit interim working paper to modelling subgroup.
- Review & finalize interim working paper.

## Travel Demand Analysis Process Working Paper

- Continue preparation of draft working paper.

## Analysis Area Working Paper

- Continue preparation of draft working paper.

## Transportation Problems and Opportunities Report

- Continue reviews of Archaeological and Heritage, Natural Environment, and Environmental Mapping on both Canadian and U.S. sides.

## Feasible Transportation Alternatives Report

- Develop Feasible Transportation Alternatives for consideration in the analysis and evaluation.

## Consultation

- Continue to update Consultation Group contact lists.
- Introductory presentation with Owners/Operators/Proponents Consultation Group.

## Communications

- Communications Team meeting on June 12, 2002 in Windsor to discuss overall media relations process, media materials approval process, and public relations plans around the Web site launch.
- Obtain approval to launch Project Web Site.

## Service Deliverables / Project Management

- Progress reporting, updating of the Project Record and Issue Management as required.
- On-going coordination of the Consultant Project Team.

### 3. Areas of Concern/Actions Required

The Consultant Team is experiencing difficulty in obtaining border crossing data for auto and commercial vehicles, and processing times from Customs and Immigration.

The Consultant Team is experiencing difficulty in arranging meetings with Customs and Immigration officials in an effort to get answers to our list of questions. MDOT is to contact BSPC to request the release of the data used for Border Wizard. MDOT to investigate availability of this program for this study.

### 4. Schedule Status

The Draft Final Strategic and Geographic Overview Paper was completed and submitted to the Partnership Project Manager this period.

Overall, we expect to complete the project within the contract completion date.

Please see **Table 1** and **Exhibit 1** for the current project schedule for study deliverables.

### 5. Budget Status

A total of \$103,644 CDN was expended this billing period. The total budget spent to date is \$299,276 CDN, or 7% of the total budget. Please see **Table 2** for a breakdown of budget spent by project deliverable and interim deliverable.

A total of 959 person hours were used this billing period. To date, 10 % of the total project person hours have been used. Please see **Table 3** for a breakdown of hours by project deliverable and interim deliverable.

To date, 41% of the total Strategic Geographic Area Overview Working Paper budget and 115% of the total Strategic Geographic Area Overview Working Paper person hours have been billed. Firstly, the excess person hours is attributed to delays resulting from the OPSEU Strike, leading to extended co-ordination efforts. Secondly, we are awaiting a direct expense invoice (air photography), which will bring the ratio between expended budget and expended hours to a more appropriate level.

Overall, we expect to complete the project within the total budget.

Please see **Table 4** for the project cumulative spending curve.



**TABLE 1: Project Schedule for Study Deliverables**  
 CA - US - ON - MI Border Transportation Partnership Planning / Need and Feasibility Study



ID*	Task / Work Step #	Task Title	Original Schedule Completion Date	Current Schedule Completion Date	Actual Completion Date	Comment
<b>OM/PNF 110 Transportation Problems and Opportunities Report</b>						
<b>Strategic and Geographic Area Working Paper</b>						
11	3.1c	Submit Draft Working Paper to Project Team	23-Apr-02	27-May-02	27-May-02	
12	3.2a	Present Draft Working Paper to Project Team	30-Apr-02	12-Jun-02	NA	
13	3.2b	Review (by Client)	14-May-02	12-Jun-02	NA	
15	3.3	Present Working Paper to Public and Private Sector Consultation Groups	30-May-02	28-Jun-02	NA	
16	3.4	Final Deliverable	07-Jun-02	12-Jul-02	NA	
22	5.1a	Travel Demand Analysis for Broad Geographic Area Interim Working Paper	22-Mar-02	03-Jun-02	03-Jun-02	
23	5.1b	Methodology and Road Network for Focused Analysis Area (FAA) Interim Working Paper	05-Apr-02	03-Jun-02	03-Jun-02	
32	5.1c	Traffic Analysis Zone System and Trip Tables for FAA Interim Working Paper	10-May-02	28-Jun-02	NA	
<b>Travel Demand Analysis Process Working Paper</b>						
39	5.2c	Submit Working Paper to Project Team	28-May-02	12-Jul-02	NA	
40	5.3b	Review (by Client)	04-Jun-02	09-Aug-02	NA	
41	5.3a	Collaborate Project Team Comments	18-Jun-02	16-Aug-02	NA	
43	5.4	Present Working Paper to Public and Private Sector Consultation Groups	03-Jul-02	12-Sep-02	NA	
44	5.5	Final Deliverable	12-Jul-02	19-Sep-02	NA	
<b>Existing and Future Travel Demand Working Paper</b>						
52	8.1c	Submit Working Paper to Project Team	19-Jun-02	26-Jul-02	NA	
53	8.2b	Review (by Client)	26-Jun-02	09-Aug-02	NA	
54	8.2a	Collaborate Project Team Comments	12-Jul-02	16-Aug-02	NA	
56	8.3	Present Working Paper to Public and Private Sector Consultation Groups	26-Jul-02	12-Sep-02	NA	
57	8.4	Final Deliverable	29-Jul-02	19-Sep-02	NA	
<b>Analysis Area Working Paper</b>						
72	11.1c	Submit Working Paper to Project Team	07-Jun-02	26-Jul-02	NA	
73	11.2b	Review (by Client)	14-Jun-02	09-Aug-02	NA	
74	11.2a	Collaborate Project Team Comments	25-Jun-02	16-Aug-02	NA	
76	11.3	Present Working Paper to Steering Committee	11-Jul-02	04-Sep-02	NA	
77	11.4	Present Working Paper to Public and Private Sector Consultation Groups	18-Jul-02	12-Sep-02	NA	
78	11.5	Final Deliverable	19-Aug-02	19-Sep-02	NA	
<b>Transportation Problems and Opportunities Report</b>						
86	14.1c	Submit Report to Project Team	19-Jun-02	23-Aug-02	NA	
87	14.2b	Review (by Client)	26-Jun-02	06-Sep-02	NA	
88	14.2a	Collaborate Project Team Comments	09-Jul-02	13-Sep-02	NA	
90	14.3	Present Report to Steering Committee	23-Jul-02	27-Sep-02	NA	
91	14.4	Present Working Paper to Public and Private Sector Consultation Groups	30-Jul-02	04-Oct-02	NA	
92	14.5	Final Deliverable	29-Nov-02	17-Dec-02	NA	

\* ID Refers to Project Summary Schedule

**TABLE 1: Project Schedule for Study Deliverables**  
 CA - US - ON - MI Border Transportation Partnership Planning / Need and Feasibility Study



ID*	Task / Work Step #	Task Title	Original Schedule Completion Date	Current Schedule Completion Date	Actual Completion Date	Comment
<b>OM/PNF 120 Transportation Alternatives Report</b>						
<b>Feasible Transportation Alternatives Working Paper</b>						
101	3.1c	Submit Working Paper to Project Team	19-Jul-02	23-Aug-02	NA	
102	3.2b	Review (by Client)	26-Jul-02	06-Sep-02	NA	
103	3.2a	Collaborate Project Team Comments	19-Aug-02	13-Sep-02	NA	
105	3.3	Present Working Paper to Steering Committee	10-Sep-02	27-Sep-02	NA	
106	3.4	Present Working Paper to Public Sector Advisory Group and Private Sector	17-Sep-02	04-Oct-02	NA	
107	3.5	Present Report to Local Government	24-Sep-02	11-Oct-02	NA	
108	3.6 PIC #1	Hold First Round Public Information Centres / Public Information Meetings	01-Oct-02	18-Oct-02	NA	
109	3.7	Final Deliverable	29-Nov-02	17-Dec-02	NA	
<b>Transportation Alternatives Report</b>						
116	5.1c	Submit Report to Project Team	07-Nov-02	26-Nov-02	NA	
117	5.2b	Review (by Client)	14-Nov-02	04-Dec-02	NA	
118	5.2a	Collaborate Project Team Comments	06-Dec-02	08-Jan-03	NA	
120	5.3	Present Report to Steering Committee	10-Jan-03	29-Jan-03	NA	
121	5.4	Present Working Paper to Public and Private Sector Consultation Groups	24-Jan-03	12-Feb-03	NA	
122	5.5	Present Report to Local Government	11-Feb-03	28-Feb-03	NA	
123	5.6 PIC #2	Hold Second Round Public Information Centres / Public Information Meetings	18-Feb-03	07-Mar-03	NA	
124	5.7	Final Deliverable	16-Apr-03	06-May-03	NA	
<b>OM/PNF 130 Economic Benefits Report</b>						
132	2.1c	Submit Report to Project Team	31-Mar-03	17-Apr-03	NA	
133	2.2b	Review (by Client)	07-Apr-03	25-Apr-03	NA	
134	2.2a	Collaborate Project Team Comments	22-Apr-03	09-May-03	NA	
136	2.3	Present Report to Steering Committee	05-May-03	23-May-03	NA	
137	2.4	Final Deliverable	07-May-03	28-May-03	NA	
<b>OM/PNF 140 Revenue Generation Report</b>						
147	4.1c	Submit Report to Project Team	24-Mar-03	17-Apr-03	NA	
148	4.2b	Review (by Client)	31-Mar-03	25-Apr-03	NA	
149	4.2a	Collaborate Project Team Comments	14-Apr-03	09-May-03	NA	
151	4.3	Present Report to Steering Committee	05-May-03	23-May-03	NA	
152	4.4	Final Deliverable	07-May-03	28-May-03	NA	
<b>OM/PNF 150 Transportation Planning / Needs and Feasibility Report</b>						
163	5.1c	Submit Report to Project Team	13-Jun-03	25-Jun-03	NA	
164	5.2b	Review (by Client)	20-Jun-03	03-Jul-03	NA	
165	5.2a	Collaborate Project Team Comments	15-Jul-03	25-Jul-03	NA	
167	5.3	Present Report to Steering Committee	12-Aug-03	22-Aug-03	NA	
168	5.4	Present Working Paper to Public and Private Sector Consultation Groups	13-Aug-03	25-Aug-03	NA	
169	5.5	Present Report to Local Government	04-Sep-03	16-Sep-03	NA	
170	5.6 PIC #3	Hold Third Round Public Information Centres / Public Information Meetings	11-Sep-03	23-Sep-03	NA	
171	5.7	Final Deliverable	10-Nov-03	20-Nov-03	NA	
<b>OM/PNF 160 Summary Transportation Planning / Needs and Feasibility Summary Report</b>						
178	1.1c	Submit Report to Project Team	10-Oct-03	23-Oct-03	NA	
179	1.1d	Review (by Client)	27-Oct-03	06-Nov-03	NA	
181	1.2	Final Deliverable	10-Nov-03	20-Nov-03	NA	
<b>OM/PNF 210 Finalization of Study Design pursuant to negotiations with the Project Co-ordinator</b>						
187		Final Deliverable	12-Apr-02	01-Apr-02	01-Apr-02	

\* ID Refers to Project Summary Schedule



Cole Sherman

Table 4

**Cumulative Spending Curve**  
CA - US - ON - MI Transportation Partnership Planning / Need and Feasibility Study

