

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

MONTHLY PROGRESS REPORT #15

Period Ending May 31, 2003

1. Work Accomplished This Period (4 Weeks)

Strategic and Geographic Area Overview Working Paper

- This task is complete and paper is posted on project web site.

Traffic Analysis Zone System and Trip Tables for FAA Interim Working Paper

- This task is complete and paper is posted on project web site.

Travel Demand Analysis Process Working Paper

- Final draft report complete and paper is posted on project web site.

Existing and Future Travel Demand Working Paper

- Prepared draft Air Quality Analysis paper for review and comment; updated paper as required.

Analysis Area Working Paper

- This Working Paper is incorporated directly into the Transportation Problems and Opportunities Report.

Transportation Problems and Opportunities Report

- Draft report complete and posted on Project web site.

Feasible Transportation Alternatives Working Paper

- Continued assessment of Feasible Transportation Alternatives.
- Draft Working Paper completed and distributed to Team for review.

Economic Benefits Report

- Made a presentation to the steering committee on the results from the "Economic Impact at the regional and national level."
- Revised the Economic Impact at the regional and national level report based on inputs from the partnership.

Revenue Generation Report

- Completed and presented a memorandum on revenues generation potentials under different build alternative.

Environmental Overview

- Document distributed to Consultant Team for review and comment.

Consultation

- Continued monitoring of project hotline including the preparation of daily reports and weekly overviews.
- Continued updating and management of public comment computer database.
- Participated in Consultant Team meetings on May 7 and May 14, 2003.
- Held Public and Private Sector Consultation Group meetings on May 28, 2003 in Windsor, Ontario.
- Finalized arrangements for presentations to Councils and second round of Public Information Open Houses in June.
- Arranged for tours of the Canadian and U.S. sides of the border on June 4-5.

Communications

- Ongoing liaison regarding updates on communications activities.
- Liaison between Transport Canada, FHWA, MTO and MDOT regarding approval of the newspaper advertisement.
- Circulated draft brochure document to Communications Team and Consultant Team for comment, and to Partnership for approval.
- Liaison between the Communications Team and Transport Canada regarding the timing of the Joint Management Committee press release.
- Circulated draft Question and Answer document to Team for comments and approval.
- Liaison between MDOT and Team regarding press release updates.
- Ongoing monitoring of related media coverage and distribution.

Service Deliverables / Project Management

- Coordination of Project Team activities and internal progress teleconferences continued.
- Steering Committee Meeting on April 16, 2003 in Windsor.
- Met on April 30, 2003, with Canadian federal agencies and Ontario Ministry of the Environment to introduce study and discuss CEAA-related issues of upcoming phases of the project.
- Preparation of monthly Progress Reports and Invoicing.

2. Work Proposed for Next Period

Strategic and Geographic Area Overview Working Paper

- Prepare edits of SGAOWP for final production by the beginning of June, 2003.

Travel Demand Analysis Process Working Paper

- Respond to any comments received from the Consultation Groups.

Existing and Future Travel Demand Working Paper

- Respond to any comments received from the Consultation Groups.

Transportation Problems and Opportunities Report

- Respond to any comments received from the Consultation Groups.
- Update document to reflect work to date.

Feasible Transportation Alternatives Working Paper

- Address comments from Partnership and prepare final draft report for public review.

Economic Benefits Report

- Finalize the report on the Economic Impact at the regional and national level.
- Finalize the revenue generation memorandum.
- Prepare scoping and budget documents for the economic analysis as part of the NEPA process.

Consultation

- Continue to monitor project hotline.
- Continue to update and manage public comment computer database.

- Continue to update Consultation Group contact lists.
- Finalize arrangements for Consultation activities and PIOHs.

Communications

- Establish release date for acceleration of press release and distribute to media.
- Monitor for the Joint Management Committee press release.
- Develop press release on next stage of the study.

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 Work Plans for the TOR/NEPA processes require approval from the Partnership to provide certainty to the Consultant Team as to how to move forward in the next few months.

4. Schedule Status

Overall, we expect to complete the project within the contract completion date, and are reviewing additional opportunities to accelerate the schedule.

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

5. Budget Status

Based on invoicing received to date, a total of \$ 79,908.95 CDN was expended this billing period. Additional hours/dollars have been expended, but invoices have not been received. The total budget invoiced to date is \$ 2,720,113.33 CDN, or 60% of the total budget. Please see **Table 2** for a breakdown of budget spent by project deliverable and interim deliverable.

A total of 642 person hours were invoiced this billing period. To date, 63% of the total project person hours have been invoiced. Please see **Table 3** for a breakdown of hours by project deliverable and interim deliverable.

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
OM/PNF 110 Transportation Problems and Opportunities Report						
Strategic and Geographic Area Working Paper						
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	12-Jun-02	
13	3.2b	Review (by Client)	14-May-02	12-Jun-02	12-Jun-02	
15	3.3	Present Working Paper to Public and Private Sector Consultation Groups	30-May-02	12-Jul-02	12-Jul-02	
16	3.4	Final Deliverable	07-Jun-02	24-Jul-02	24-Jul-02	
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	06-Aug-02	06-Aug-02	
Travel Demand Analysis Process Working Paper						
39	5.2c	Submit Working Paper to Project Team	28-May-02	15-Nov-02	15-Nov-02	
40	5.3b	Review (by Client)	04-Jun-02	18-Nov-02	22-Nov-02	
41	5.3a	Collaborate Project Team Comments	18-Jun-02	25-Nov-02	28-Nov-02	
43	5.4	Present Working Paper to Public and Private Sector Consultation Groups	03-Jul-02	24-Jan-03	24-Jan-03	
44	5.5	Final Deliverable	12-Jul-02	06-Feb-03	06-Feb-03	
Existing and Future Travel Demand Working Paper						
52	8.1c	Submit Working Paper to Project Team	19-Jun-02	15-Nov-02	15-Nov-02	
53	8.2b	Review (by Client)	26-Jun-02	29-Nov-02	29-Nov-02	
54	8.2a	Collaborate Project Team Comments	12-Jul-02	06-Dec-02	06-Dec-02	
56	8.3	Present Working Paper to Public and Private Sector Consultation Groups	26-Jul-02	30-Jan-03	30-Jan-03	
57	8.4	Final Deliverable	29-Jul-02	02-Jun-03	NA	
Analysis Area Working Paper						
72	11.1c	Submit Working Paper to Project Team	07-Jun-02	15-Nov-02	15-Nov-02	
73	11.2b	Review (by Client)	14-Jun-02	22-Nov-02	22-Nov-02	
74	11.2a	Collaborate Project Team Comments	25-Jun-02	27-Nov-02	27-Nov-02	
76	11.3	Present Working Paper to Steering Committee	11-Jul-02	12-Dec-02	12-Dec-02	
77	11.4	Present Working Paper to Public and Private Sector Consultation Groups	18-Jul-02	30-Jan-03	30-Jan-03	
78	11.5	Final Deliverable	19-Aug-02	02-Jun-03	NA	
Transportation Problems and Opportunities Report						
86	14.1c	Submit Report to Project Team	19-Jun-02	13-Nov-02	13-Nov-02	
87	14.2b	Review (by Client)	26-Jun-02	22-Nov-02	22-Nov-02	
88	14.2a	Collaborate Project Team Comments	09-Jul-02	27-Nov-02	27-Nov-02	
90	14.3	Present Report to Steering Committee	23-Jul-02	12-Dec-02	12-Dec-02	
91	14.4	Present Working Paper to Public and Private Sector Consultation Groups	30-Jul-02	30-Jan-03	30-Jan-03	
92	14.5	Final Deliverable	29-Nov-02	02-Jun-03	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
OM/PNF 120 Transportation Alternatives Report						
Feasible Transportation Alternatives Working Paper						
101	3.1c	Submit Working Paper to Project Team	19-Jul-02	01-May-03	12-May-03	
102	3.2b	Review (by Client)	26-Jul-02	23-May-03	NA	
103	3.2a	Collaborate Project Team Comments	19-Aug-02	23-May-03	NA	
105	3.3	Present Working Paper to Steering Committee	10-Sep-02	23-May-03	NA	
106	3.4	Present Working Paper to Public Sector Advisory Group and Private Sector	17-Sep-02	23-May-03	NA	
107	3.5	Present Report to Local Government	24-Sep-02	13-Jun-03	NA	
108	3.6 PIC #1	Hold Public Information Centres / Public Information Meetings	01-Oct-02	27-Jun-03	NA	
109	3.7	Final Deliverable	29-Nov-02	13-Aug-03	NA	
OM/PNF 150 Transportation Planning / Needs and Feasibility Report						
163	5.1c	Submit Report to Project Team	13-Jun-03	23-May-03	NA	
167	5.3	Present Report to Steering Committee	12-Aug-03	06-Jun-03	NA	
168	5.4	Present Working Paper to Public and Private Sector Consultation Groups	13-Aug-03	23-May-03	NA	
169	5.5	Present Report to Local Government	04-Sep-03	13-Jun-03	NA	
170	5.6 PIC #3	Hold Third Round Public Information Centres / Public Information Meetings	11-Sep-03	27-Jun-03	NA	
171	5.7	Final Deliverable	10-Nov-03	13-Aug-03	NA	

* ID Refers to Project Summary Schedule