

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

MONTHLY PROGRESS REPORT #16

Period Ending June 30, 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

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

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

- Draft report complete and posted on Project web site.

Economic Benefits Report

- Revised the Economic Impact at the regional and national level report based on input from the Partnership; draft report being circulated for internal review.

Revenue Generation Report

- Revised the revenue generation memorandum based on input from meetings; draft report being circulated for internal review.

Environmental Overview

- Draft report complete and posted on Project web site.

Consultation

- Continued monitoring of project hotline including the preparation of daily reports and weekly overviews.
- Continued updating and management of public comment computer database.
- Made presentations to Councils as follows:
 - Windsor Council – June 2 at 6:00 p.m.
 - Wyandotte Council – June 2 at 7:00 p.m.
 - Lambton Council – June 4 at 1:00 p.m.
 - Essex Council – June 4 at 6:15 p.m.
 - Tecumseh Council – June 10 at 5:30 p.m.
 - LaSalle Council – June 10 at 7:00 p.m.
- Made a presentation to SEMCOG representatives on June 3.
- Toured opportunity corridors on the Canadian and U.S. sides of the border on June 4 and 5.
- Participated in Consultant Team meetings on June 5 and June 25.
- Conducted second round of Public Information Open Houses as follows:
 - Cleary Centre in Windsor - June 16 from 2:00 to 9:00 p.m.
 - Biddle Hall in Wyandotte – June 17 from 3:00 to 9:00 p.m.
 - Southwestern High School in Detroit – June 18 from 3:00 to 9:00 p.m.
- Held Consultant Team teleconference on June 23.
- Created a database to track information from Sign-in and Comment sheets collected from the PIOH meetings and prepared individual response letters for each comment sheet received.

Communications

- Ongoing liaison with Communications Team regarding PIOH materials and approvals, and regarding media releases.
- Ongoing liaison with graphic designer regarding French and Spanish versions of project brochures.
- Ongoing revisions to newspaper advertisement as per input from the Communications Team leading to securing final approvals on advertising in English and French.
- Liaison with Transport Canada regarding logo usage and update, French web site, and translation of acceleration press release.
- Secured final approvals on acceleration press release and posted to Canada News Wire.
- Ongoing revisions to brochure as per input from the Communications Team, including discussions on colour schemes and logos, and liaison with translators regarding text changes and revisions.
- Coordinated final approvals for brochures in English, French and Spanish, and printing of brochures for delivery to PIOHs.
- Liaison with the Communications Team regarding pre-briefing for media on June 16 and possible Media Advisory.
- Arranged Windsor-based media regarding pre-briefing with Mr. M. Thompson and Mr. J. Wang including scheduling and materials for event.
- Liaison with The Corradino Group regarding logistics and set-up for media briefing session.
- Coordinated translation of PIOH handouts and materials.
- Liaison with media monitoring service regarding Windsor coverage and forwarding of relevant articles to Communications Team.
- Initiated preparation of communications follow-up report.
- Liaison with Mr. J. Sanford of National Post Business Magazine regarding interview with Mr. M. Thompson.

Service Deliverables / Project Management

- Coordination of Project Team activities and internal progress teleconferences continued.
- Partnership Meeting on June 17, 2003 in Windsor.
- Preparation of monthly Progress Reports and Invoicing.

2.

Work Proposed for Next Period

Strategic and Geographic Area Overview Working Paper

- Incorporate into Draft P/NF Study Report.

Travel Demand Analysis Process Working Paper

- Incorporate into Draft P/NF Study Report.

Existing and Future Travel Demand Working Paper

- Incorporate into Draft P/NF Study Report.
- Respond to any comments received from the Consultation Groups.

Transportation Problems and Opportunities Report

- Incorporate into Draft P/NF Study Report.
- Respond to any comments received from the Consultation Groups.
- Update document to reflect work to date.

Feasible Transportation Alternatives Working Paper

- Incorporate into Draft P/NF Study Report.

Economic Benefits Report

- Finalize and distribute to Partnership, then post on Project web site.

Revenue Generation Report

- Finalize and distribute to Partnership, then post on Project web site.

Consultation

- Continue to monitor project hotline.
- Continue to update and manage public comment computer database.
- Continue to update Consultation Group contact lists.
- Continue to prepare responses to PIOH 2 comment sheets as received.

Communications

- Complete communications follow-up report with recommendations for third round of PIOHs.
- Ongoing monitoring for related coverage.

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

The project is proceeding on an accelerated schedule.

A revised schedule of activities will be provided once the Work Plans are approved.

5. Budget Status

Based on invoicing received to date, a total of \$ 183,023.94 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 \$ 2,953,659.13 CDN, or 65% of the total budget. Please see **Table 2** for a breakdown of budget spent by project deliverable and interim deliverable.

A total of 1344 person hours were invoiced this billing period. To date, 68% 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 4

Cumulative Spending Curve

CAN - US - ON - MI Transportation Partnership Planning / Need and Feasibility Study

