

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

## MONTHLY PROGRESS REPORT #17

Period Ending July 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

- 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 report at the regional and national level based on input from the Partnership.

## Revenue Generation Report

- Revised the Revenue Generation memorandum based on input from meetings.

## 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.
- Met with Windsor West Community Truck Watch representatives on July 15.
- Met with representatives from the DRTP on July 16.
- Held Air Quality teleconference on July 14.
- Participated in Consultant Team meeting on July 24 in Toronto.
- Continued creation of database to track information from Sign-in and Comment sheets collected from the PIOH meetings.
- Continued to prepare individual response letters for each comment sheet received at the PIOH meetings.

## Communications

- Communications Team discussion regarding media attendance in Detroit and Wyandotte.
- Developed and drafted draft communications report from PIOH in Windsor and circulated to Working Group and Consultant Team representatives for comments and discussion.
- Liaison with Consultant Team and graphic designer regarding illustrations and maps for National Post Business Magazine.
- Coordinated interview with Mr. Jeff Sanford at National Post Business Magazine.
- Circulated updated FAQ document for second phase of the study among Communications Team members for approvals.

## Service Deliverables / Project Management

- Coordination of Project Team activities and internal progress teleconferences continued.

- 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 the report on the Economic Impact at the regional and national levels.
- Prepare a scope and budget of the Economic Analysis as part of the NEPA process.

#### Revenue Generation Report

- Finalize the Revenue Generation memorandum based on input from the meetings.

#### 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 and web form submissions as received.

## Communications

- Complete communications follow-up report with recommendations for PIOH #3.
- Ongoing monitoring for project 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 \$ 131,357.93 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 \$ 3,085,017.06 CDN, or 68% of the total budget. Please see **Table 2** for a breakdown of budget spent by project deliverable and interim deliverable.

A total of 790.5 person hours were invoiced this billing period. To date, 71% 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

