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.
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

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