

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

MONTHLY PROGRESS REPORT #9

Period Ending November 30, 2002

1. Work Accomplished This Period (4 Weeks)

Strategic and Geographic Area Overview Working Paper

- This task is complete.

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

- This task is complete.

Travel Demand Analysis Process Working Paper

- Final draft report complete.

Existing and Future Travel Demand Working Paper

- Finalizing final draft report.

Analysis Area Working Paper

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

Transportation Problems and Opportunities Report

- Submitted draft report of Environmental Overview to Working Group for comments.

Feasible Transportation Alternatives Working Paper

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

- Continued review of additional alternatives as identified by the Consultant Team.
- Continued development of a pass/fail assessment framework for Transportation Alternatives.

Economic Benefits Report

- Collected data to support economics benefits assessment and travel demand forecasting.
- Visited Windsor to examine the areas and businesses that may be impacted by the transportation alternatives.
- Attended a planning session with URS and IBI Group.
- Provided economic input and support to the IBI Group in support of the travel demand forecasting.

Consultation

- 1-800 number was established.
- Planning / siting was completed for Public Information Open Houses and consultation activities leading up to this event.
- Conducted council meeting on November 6, 2002, with Lambton County Council and including representation from the City of Sarnia Council.
- Public Information Open Houses were held on November 12 (Windsor), 13 (Detroit) and 14 (Sarnia).
- Participated in Working Group meeting held November 13, 2002 in Detroit.
- Participated in City of Windsor's Border Forum in Windsor on November 14, 2002.
- Project status meeting held with representatives from Congresswoman Kilpatrick's office on November 20, 2002, in Detroit.
- Modeling working group meeting held November 21, 2002.

Communications

- Ongoing updates to media tracking document and monitoring for coverage.
- Ongoing liaison regarding updates on communications activities and deadlines for approvals.
- Ongoing liaison with communications team regarding support activities for Public Information Open Houses.
- Coordinated approvals for newspaper advertising with communications team.
- Developed a comprehensive stakeholders list for Windsor and Detroit including local Chambers of Commerce, Board of Improvements and Town Councils.
- Distributed information on Public Information Open Houses to stakeholders.

- Developed comprehensive media lists for Windsor and Sarnia and conducted proactive media relations to secure interest in Public Information Open Houses.
- Liaison with Ari Adler at Michigan Department of Transportation regarding activities at Detroit Public Information Open House.
- Developed media advisory to be sent to local media and Windsor and Sarnia; secured approvals from communications team.
- Posted media advisory on local wires to drive media attendance.
- Scheduled radio interviews with Fred Leech prior to the PIOHs in Sarnia, Port Huron and Windsor to discuss why the public should attend the meetings.
- Prepared briefing documents for Fred Leech regarding Windsor radio interview.
- Onsite media management at Windsor and Sarnia PIOH sites.
- Ongoing media monitoring and distributed coverage to communications team.
- Liaison with Ministry of Transportation regarding changes to stakeholder list.

Service Deliverables / Project Management

- Coordination of Project Team activities and internal progress teleconferences continued.
- Preparation of monthly Progress Reports and Invoicing.
- Updating of schedule leading up to Partnership meetings in December.

2. Work Proposed for Next Period

Travel Demand Analysis Process Working Paper

- Circulate this document to the Consultation Groups.

Existing and Future Travel Demand Working Paper

- Circulate this document to the Consultation Groups.

Transportation Problems and Opportunities Report

- Incorporate comments from the Steering Committee.
- Circulate this document to the Consultation Groups.

Feasible Transportation Alternatives Working Paper

- Continue development of Feasible Transportation Alternatives for consideration in the analysis and evaluation.
- Continue preparation of Draft Working Paper.

Economic Benefits Report

- Continue work on Economics Benefit assessment, as required.

Consultation

- Work to finalize Tentative Presentation Schedule of Travel Demand documents and Transportation Problems & Opportunities Report.
- Continue to update Consultation Group contact lists.
- Working Group meeting to be held in Windsor on December 11, 2002.
- Steering Committee meeting scheduled for December 12, 2002, in Windsor.

Communications

- Ongoing coordination support for communications team.

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 Project Team is continuing to address schedule issues, in terms of completing and submitting deliverables.
- The findings of the Canada/Ontario Management Committee are expected this month. The Team will need to review and prepare a response as to how the findings impact the P/NF Study.

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.

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
OMP/NF 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	7-Jun-02	24-Jul-02	24-Jul-02	
22	5.1a	Travel Demand Analysis for Broad Geographic Area Interim Working Paper	22-Mar-02	3-Jun-02	3-Jun-02	
23	5.1b	Methodology and Road Network for Focused Analysis Area (FAA) Interim Working Paper	5-Apr-02	3-Jun-02	3-Jun-02	
32	5.1c	Traffic Analysis Zone System and Trip Tables for FAA Interim Working Paper	10-May-02	6-Aug-02	6-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)	4-Jun-02	29-Nov-02	29-Nov-02	
41	5.3a	Collaborate Project Team Comments	18-Jun-02	28-Dec-02	NA	
43	5.4	Present Working Paper to Public and Private Sector Consultation Groups	3-Jul-02	18-Jan-03	NA	
44	5.5	Final Deliverable	12-Jul-02	4-Feb-03	NA	
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	6-Dec-02	NA	
56	8.3	Present Working Paper to Public and Private Sector Consultation Groups	26-Jul-02	29-Jan-03	NA	
57	8.4	Final Deliverable	29-Jul-02	5-Feb-03	NA	
Analysis Area Working Paper						
72	11.1c	Submit Working Paper to Project Team	7-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	NA	
77	11.4	Present Working Paper to Public and Private Sector Consultation Groups	18-Jul-02	28-Jan-03	NA	
78	11.5	Final Deliverable	19-Aug-02	4-Feb-03	NA	
Transportation Problems and Opportunities Report						
86	14.1c	Submit Report to Project Team	19-Jun-02	15-Nov-02	15-Nov-02	
87	14.2b	Review (by Client)	26-Jun-02	22-Nov-02	22-Nov-02	
88	14.2a	Collaborate Project Team Comments	9-Jul-02	27-Nov-02	27-Nov-02	
90	14.3	Present Report to Steering Committee	23-Jul-02	12-Dec-02	NA	
91	14.4	Present Working Paper to Public and Private Sector Consultation Groups	30-Jul-02	28-Jan-03	NA	
92	14.5	Final Deliverable	29-Nov-02	4-Feb-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	17-Jan-03	NA	
102	3.2b	Review (by Client)	26-Jul-02	10-Feb-03	NA	
103	3.2a	Collaborate Project Team Comments	19-Aug-02	17-Feb-03	NA	
105	3.3	Present Working Paper to Steering Committee	10-Sep-02	21-Feb-03	NA	
106	3.4	Present Working Paper to Public Sector Advisory Group and Private Sector	17-Sep-02	24-Mar-03	NA	
107	3.5	Present Report to Local Government	24-Sep-02	8-Apr-03	8-Nov-02	
108	3.6 PIC #1	Hold Public Information Centres / Public Information Meetings	1-Oct-02	15-Nov-02	15-Nov-02	
109	3.7	Final Deliverable	29-Nov-02	17-Dec-02	NA	
Transportation Alternatives Report						
116	5.1c	Submit Report to Project Team	7-Nov-02	13-Jan-03	NA	
118	5.2a	Collaborate Project Team Comments	6-Dec-02	27-Jan-03	NA	
117	5.2b	Review (by Client)	14-Nov-02	17-Feb-03	NA	
120	5.3	Present Report to Steering Committee	10-Jan-03	10-Mar-03	NA	
121	5.4	Present Working Paper to Public and Private Sector Consultation Groups	24-Jan-03	24-Mar-03	NA	
122	5.5	Present Report to Local Government	11-Feb-03	4-Apr-03	NA	
123	5.6 PIC #2	Hold Second Round Public Information Centres / Public Information Meetings	18-Feb-03	11-Apr-03	NA	
124	5.7	Final Deliverable	16-Apr-03	12-Jun-03	NA	
OM/PNF 130 Economic Benefits Report						
132	2.1c	Submit Report to Project Team	31-Mar-03	27-May-03	NA	
133	2.2b	Review (by Client)	7-Apr-03	3-Jun-03	NA	
134	2.2a	Collaborate Project Team Comments	22-Apr-03	17-Jun-03	NA	
136	2.3	Present Report to Steering Committee	5-May-03	30-Jun-03	NA	
137	2.4	Final Deliverable	7-May-03	3-Jul-03	NA	
OM/PNF 140 Revenue Generation Report						
147	4.1c	Submit Report to Project Team	24-Mar-03	27-May-03	NA	
148	4.2b	Review (by Client)	31-Mar-03	3-Jun-03	NA	
149	4.2a	Collaborate Project Team Comments	14-Apr-03	17-Jun-03	NA	
151	4.3	Present Report to Steering Committee	5-May-03	30-Jun-03	NA	
152	4.4	Final Deliverable	7-May-03	3-Jul-03	NA	
OM/PNF 150 Transportation Planning / Needs and Feasibility Report						
163	5.1c	Submit Report to Project Team	13-Jun-03	1-Aug-03	NA	
164	5.2b	Review (by Client)	20-Jun-03	8-Aug-03	NA	
165	5.2a	Collaborate Project Team Comments	15-Jul-03	29-Aug-03	NA	
167	5.3	Present Report to Steering Committee	12-Aug-03	29-Sep-03	NA	
168	5.4	Present Working Paper to Public and Private Sector Consultation Groups	13-Aug-03	30-Sep-03	NA	
169	5.5	Present Report to Local Government	4-Sep-03	22-Oct-03	NA	
170	5.6 PIC #3	Hold Third Round Public Information Centres / Public Information Meetings	11-Sep-03	29-Oct-03	NA	
171	5.7	Final Deliverable	10-Nov-03	6-Jan-04	NA	
OM/PNF 160 Summary Transportation Planning / Needs and Feasibility Summary Report						
178	1.1c	Submit Report to Project Team	10-Oct-03	28-Nov-03	NA	
179	1.1d	Review (by Client)	27-Oct-03	12-Dec-03	NA	
181	1.2	Final Deliverable	10-Nov-03	6-Jan-04	NA	

* ID Refers to Project Summary Schedule

CANADA-UNITED STATES-ONTARIO - MICHIGAN BORDER TRANSPORTATION PARTNERSHIP
PLANNING / NEED AND FEASIBILITY STUDY

Task/Work Site	Task Title	Start	Finish	Duration	Nov	Dec	Jan	Feb	Mar	Apr	May
					8/15	10/15	11/10	12/8	1/5	2/2	3/2
OMP/NF 110	Prepare Transportation Problems and Opportunities Report										
4 - 5	Travel Demand Analysis Process Working Paper	Mon 4/29/02	Tue 2/4/03	186 days							
5.2c	Submit: Travel Demand Analysis Process Working Paper to Project Team	Fri 11/15/02	Fri 11/15/02	1 day							
5.3b	Review (by Client): Travel Demand Analysis Process Working Paper	Mon 11/18/02	Fri 11/22/02	5 days							
5.3a	Collaborate Project Team Comments	Mon 11/25/02	Thu 11/28/02	4 days							
5.3c	Revise (by Consultant): Travel Demand Analysis Process Working Paper	Mon 11/25/02	Thu 11/28/02	4 days							
5.4	Present Working Paper to Public and Private Sector Consultation Groups	Tue 1/29/03	Tue 1/29/03	1 day							
5.5	Final Deliverable: Travel Demand Analysis Process Working Paper	Tue 2/4/03	Tue 2/4/03	1 day							
6 - 8	Existing and Future Travel Demand Working Paper	Tue 9/10/02	Fri 2/7/03	98 days							
8.1a	Prepare: Existing and Future Travel Demand Working Paper	Wed 10/16/02	Thu 11/7/02	17 days							
8.1b	Submit: Existing and Future Travel Demand Working Paper to CSA	Fri 11/8/02	Fri 11/8/02	1 day							
8.1c	Submit: Existing and Future Travel Demand Working Paper to Project Team	Fri 11/15/02	Fri 11/15/02	1 day							
8.2b	Review (by Client): Existing and Future Travel Demand Working Paper	Mon 11/18/02	Fri 11/29/02	10 days							
8.2a	Collaborate Project Team Comments	Mon 12/2/02	Fri 12/6/02	5 days							
8.2c	Revise (by Consultant): Existing and Future Travel Demand Working Paper	Mon 12/9/02	Fri 12/13/02	5 days							
8.3	Present Working Paper to Public and Private Sector Consultation Groups	Tue 1/29/03	Wed 1/29/03	2 days							
8.4	Final Deliverable: Existing and Future Travel Demand Working Paper	Fri 2/7/03	Fri 2/7/03	1 day							
9 - 11	Analysis Area Working Paper	Thu 10/10/02	Tue 2/4/03	74 days							
11.1a	Prepare: Analysis Area Working Paper	Tue 10/15/02	Thu 11/14/02	23 days							
11.1c	Submit: Analysis Area Working Paper	Fri 11/15/02	Fri 11/15/02	1 day							
11.2b	Review (by Client): Analysis Area Working Paper	Mon 11/18/02	Fri 11/22/02	5 days							
11.2a	Collaborate Project Team Comments	Mon 11/25/02	Wed 11/27/02	3 days							
11.2c	Revise (by Consultant): Analysis Area Working Paper	Mon 11/25/02	Wed 11/27/02	3 days							
11.3	Present Working Paper to Steering Committee	Thu 11/28/02	Thu 12/12/02	11 days							
11.4	Present Working Paper to Public and Private Sector Consultation Groups	Tue 1/29/03	Tue 1/29/03	1 day							
11.5	Final Deliverable: Analysis Area Working Paper	Tue 2/4/03	Tue 2/4/03	1 day							
12 - 14	Transportation Problems and Opportunities Report	Mon 4/8/02	Tue 2/4/03	221 days							
14.1a	Prepare: Transportation Problems and Opportunities Report	Thu 10/17/02	Thu 11/14/02	21 days							
14.1c	Submit: Transportation Problems and Opportunities Report	Wed 11/13/02	Wed 11/13/02	1 day							
14.2b	Review (by Client): Transportation Problems and Opportunities Report	Thu 11/14/02	Fri 11/22/02	7 days							
14.2a	Collaborate Project Team Comments	Mon 11/25/02	Wed 11/27/02	3 days							
14.2c	Revise (by Consultant): Transportation Problems and Opportunities Report	Mon 11/25/02	Wed 11/27/02	3 days							
14.3	Present Report to Steering Committee	Thu 11/28/02	Thu 12/12/02	11 days							
14.4	Present Report to Public and Private Sector Consultation Groups	Tue 1/29/03	Tue 1/29/03	1 day							
14.5	Final Deliverable: Transportation Problems and Opportunities Report	Tue 2/4/03	Tue 2/4/03	1 day							
OMP/NF 120	Prepare Transportation Alternatives Report										
3	Feasible Transportation Alternatives Working Paper	Thu 10/17/02	Tue 4/8/03	114 days							
3.1a	Prepare: Feasible Transportation Alternatives Working Paper	Thu 10/17/02	Thu 1/16/03	56 days							
3.1b	Submit: Feasible Transportation Alternatives Working Paper to CSA	Fri 1/17/03	Fri 1/17/03	1 day							
3.1c	Submit: Feasible Transportation Alternatives Working Paper	Wed 1/22/03	Wed 1/22/03	1 day							
3.2b	Review (by Client): Feasible Transportation Alternatives Working Paper	Thu 1/23/03	Wed 2/12/03	15 days							
3.2a	Collaborate Project Team Comments	Thu 2/13/03	Wed 2/25/03	10 days							
3.2c	Revise (by Consultant): Feasible Transportation Alternatives Working Paper	Thu 2/13/03	Wed 3/5/03	15 days							
3.3	Present Working Paper to Steering Committee	Thu 3/6/03	Wed 3/12/03	5 days							
3.4	Present Working Paper to Public and Private Sector Consultation Groups	Thu 3/13/03	Wed 3/25/03	10 days							
3.5	Present Report to Local Government	Thu 3/27/03	Tue 4/8/03	9 days							
PIC #1	Hold Public Information Centres / Public Information Meetings	Mon 11/11/02	Fri 11/15/02	5 days							
3.7	Final Deliverable: Feasible Transportation Alternatives Working Paper	Tue 12/17/02	Tue 12/17/02	1 day							
5	Transportation Alternatives Report	Mon 12/16/02	Tue 6/17/03	119 days							
5.1a	Prepare: Transportation Alternatives Report	Mon 12/16/02	Thu 1/16/03	14 days							
5.1b	Submit: Transportation Alternatives Report to CSA	Fri 1/17/03	Fri 1/17/03	1 day							
5.1c	Submit: Transportation Alternatives Report to Project Team	Wed 1/22/03	Wed 1/22/03	1 day							
5.2a	Collaborate Project Team Comments	Thu 1/23/03	Wed 1/29/03	5 days							
5.2b	Review (by Client): Transportation Alternatives Report	Thu 1/30/03	Wed 2/19/03	15 days							
5.2c	Revise (by Consultant): Transportation Alternatives Report	Thu 2/20/03	Wed 3/5/03	10 days							
5.3	Present Report to Steering Committee	Thu 3/6/03	Wed 3/12/03	5 days							
5.4	Present Report to Public Sector Advisory Group and Private Sector	Thu 3/13/03	Wed 3/25/03	10 days							
5.5	Present Report to Local Governments	Thu 3/27/03	Tue 4/8/03	9 days							
PIC #2	Hold Public Information Centres / Public Information Meetings	Wed 4/9/03	Tue 4/15/03	5 days							

5. Budget Status

Based on invoicing received to date, a total of \$ 322,551.23 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 \$1,579,951.95 CDN, or 35% of the total budget. Please see **Table 2** for a breakdown of budget spent by project deliverable and interim deliverable.

A total of 2147.8 person hours were invoiced this billing period. To date, 31% 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

