

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

MONTHLY PROGRESS REPORT #23

Period Ending January 31, 2004

1. Work Accomplished This Period (4 Weeks)

Strategic and Geographic Area Overview Working Paper

- Finalized edits for completion of P/NF and paper is posted on project web site.

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

- This task is complete.

Travel Demand Analysis Process Working Paper

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

Existing and Future Travel Demand Working Paper

- Finalized edits for completion of P/NF 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

- Finalized edits for completion of P/NF and paper is posted on project web site.

Feasible Transportation Alternatives Working Paper

- Finalized edits for completion of P/NF and paper is posted on project web site.

Economic Benefits Report

- Task is complete and paper is posted on project web site.

Revenue Generation Report

- Task is complete.

Environmental Overview

- Task is complete and paper is posted on project web site.

Planning/Need and Feasibility Study

- Report finalized and paper is posted on project web site.

Air Quality

- Developed Draft Air Quality Assessment Work Plan based on interaction from the AQ Task Force meeting in Windsor on December 18.
- Prepared a matrix summarizing air quality analysis techniques (for Partnership discussion at next Steering Committee meeting).
- A teleconference was held on January 20, 2004, to discuss MOE comments on the draft Air Quality Impact Assessment Work Plan.

Draft OEAA TOR

- Met with MOE Staff on January 23 to discuss the Draft OEAA TOR.
- Received MOE comments on draft document.

Other Documents

- Drafted 2-page Purpose and Need Statement to the Partnership for 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 and binder including track web site comment forms and response letters.

Communications

- Liaison with Consultant Team regarding PIOH #3 and messaging for the Partnership.
- Update of media relations tracking chart.
- Ongoing liaison with the Partnership regarding timing of PIOH #3.
- Ongoing review of weekly coverage report.

Service Deliverables / Project Management

- Coordination of Project Team activities and internal progress teleconferences continued.
- Preparation of monthly Progress Reports and Invoicing.
- Teleconference with MDOT held on January 8.

2.**Work Proposed for Next Period****Strategic and Geographic Area Overview Working Paper**

- Issue final document.

Travel Demand Analysis Process Working Paper

- Issue final document.

Existing and Future Travel Demand Working Paper

- Issue final document.

Transportation Problems and Opportunities Report

- Issue final document.

Feasible Transportation Alternatives Working Paper

- Issue final document.

Planning/Need and Feasibility Study

- Issue final document.
- Distribute document for public review.

Air Quality

- Teleconference with Air Quality Task Force scheduled for February 4.
- If required, a meeting with Air Quality agencies has been tentatively arranged for February 5, 2004, in Romulus, Michigan, to discuss any outstanding issues pertaining to the Work Plan.

OEA Terms of Reference

- Incorporate MOE comments and prepared revised draft in advance of public circulation.

NEPA Purpose and Need

- Finalize Draft Purpose and Need Statement.
- Establish appropriate consultation strategy for concurring agencies.

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 comment sheets and web form submissions as received.
- Establish public consultation schedule for draft OEA TOR.
- Establish agency consultation schedule for draft Purpose and Need Statement.

Communications

- Ongoing monitoring for project related coverage.
- Prepare materials in support of the next round of Public Information Open Houses (newspaper advertising, brochure updating and messaging).
- Finalize media relations planning and commence outreach in support of next Public Information Open House.

Service Deliverables / Project Management

- Progress reporting, updating of the Project Record and Issue Management as required.
- On-going coordination of the Consultant Project Team.
- Prepare for and attend Steering Committee meeting in Romulus, MI on February 6.

3. Areas of Concern/Actions Required

Amendment has been submitted to the Partnership regarding redistribution of Project Budget – MDOT reviewing.

4. Schedule Status

The project is proceeding on an accelerated schedule.

It is intended that the draft OEA Terms of Reference will be submitted by the end of February.

PIOHs and other consultation are proposed for March 2004. It is anticipated that the Final TOR will be submitted by the end of April 2004.

5. Budget Status

Based on invoicing received to date, a total of \$ 91,750.09 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 \$ 3,631,862.79 CDN, or 80% of the total budget. Please see **Table 2** for a breakdown of budget spent by project deliverable and interim deliverable.

A total of approximately 617 person hours were invoiced this billing period. To date, 80% 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. However, a reallocation of budget is required to address changes in scope. Details of this reallocation have been provided to the Partnership for consideration.

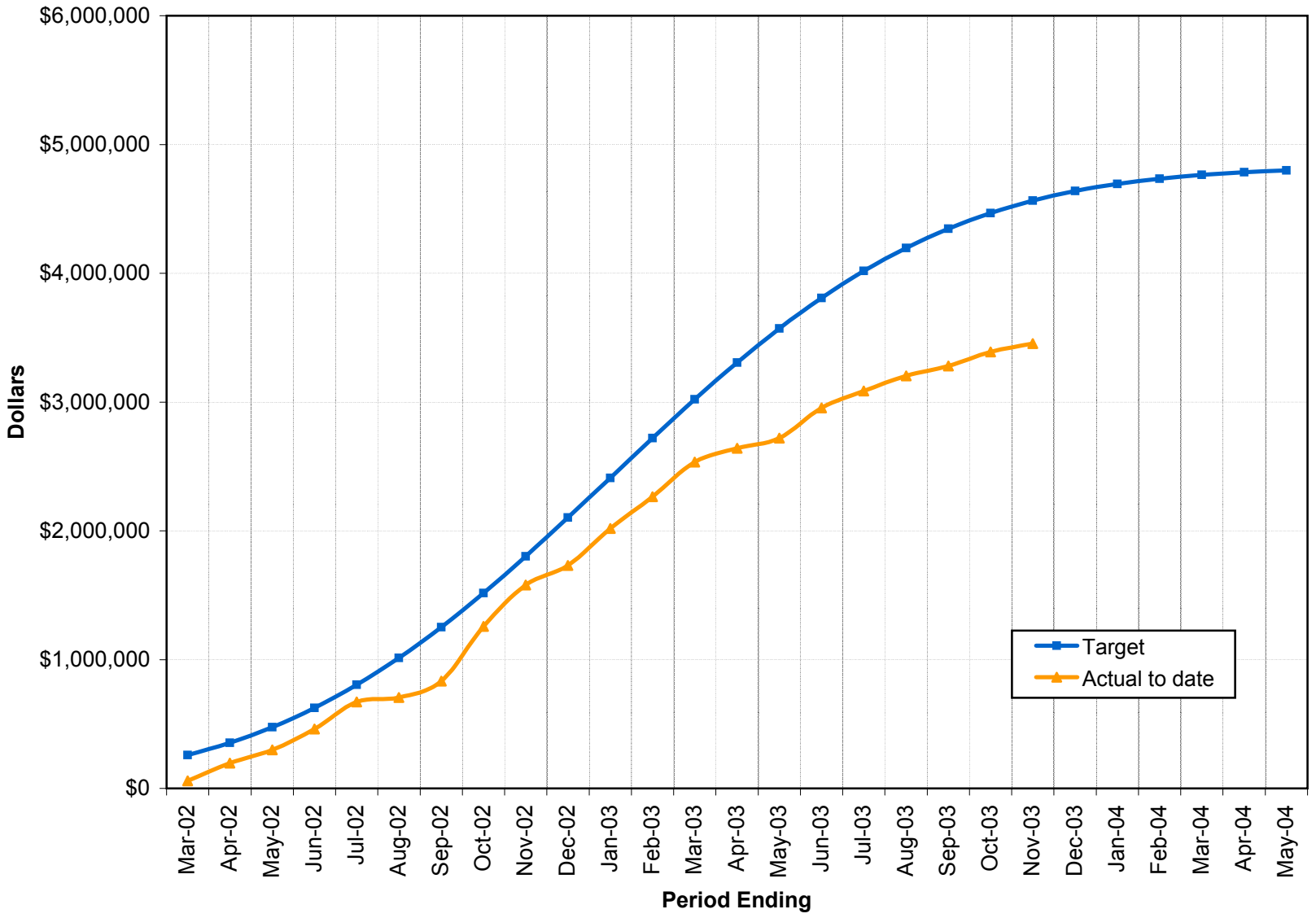
Please see **Table 4** for the project cumulative spending curve.

Table 4



Cumulative Spending Curve

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



Note: Spending curve reflects changes to project completion date as per Addendum to Contract Agreement