

# Long Range Transportation Plan

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## *Danville MPO: Project Management Plan*

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In March 2019, the Danville MPO and EPR-PC officially started the process of updating the region's Long-Range Transportation Plan. The approved scope of work called for a Project Management Plan, "including schedule and work stage milestones, to meet the Scope of Work Statement. The schedule shall include tasks and sub tasks to accommodate the MPO's need for an adopted transportation plan by August of 2020. This plan may be amended via ongoing monthly progress reports throughout the duration of the project."

The following serves as an initial Project Management Plan, to help guide and inform the transportation planning process.

## CHARTER PLAN

This document also functions as a Chart Plan, helping to define process goals, objectives and performance measures.

### Vision

Deliver a Long Range Transportation Plan that supports the region's goals and objectives, with a comprehensive vision for the Danville-Pittsylvania urbanized transportation system.

### Goals

- A. Deliver the 2045 LRTP update on time and on budget, according to the approved scope of work.
- B. Deliver a plan that receives support from community stakeholders, MPO officials, local and regional staff, as well as federal and state agencies.
- C. Meet the 3c's transportation planning process.
- D. Develop a community engagement process that is innovative, broad reaching and equitable.

### Objectives

- A. Goal Objectives
  - a. Produce monthly progress reports with the client.
  - b. Hold regular calls with a project team to track progress and solve process challenges.
  - c. Conduct regular review and maintenance of the Scope of Work and Project Management Plan.
- B. Goal Objectives
  - a. Maintain strong communication with officials and stakeholders.
  - b. Ensure that project meetings are clear, efficient and effective.
- C. Goal Objectives
  - a. Maintain strong communication with state and federal officials.
  - b. Review and follow the Public Participation Plan and Title VI Plan.
- D. Goal Objectives
  - a. Develop and regularly maintain an effective Public Engagement Plan for the process.
  - b. Research best practices for public engagement.
  - c. Maintain online resources, for easy access to process reports and updates.

## STAFFING

### Consultant

Bill Wuensch is the project principal on this project and should be included in all communications. Will Cockrell is the primary point of contact for EPR-PC, conducting the process and producing deliverables. He will utilize other EPR-PC staff, as needed. Kimley-Horn will assist with modeling work.

### MPO Staff

David Hoback is the lead and primary point of contact with Danville MPO. Joe Bonanno will provide staff support throughout the process, with David Rakes assisting with GIS inquiries.

### VDOT

Rick Youngblood is the Lynchburg District Planning Manager and is the principal for the VDOT components of the process. David Cook is the District Planner and will be the primary point of contact for inquiries and tasks.

### DRPT

Rebecca Askey is the primary point of contact for DRPT throughout the process.

## COMMITTEES

Different groups and committees will help guide work on the LRTP update.

### Project Team

A Project Team will hold conference calls, as needed, to provide guidance on the overall process and assist with technical inquiries. This will be an informal group that can assist the consulting team with questions and defined tasks. The Project Team includes:

- David Hoback – *WPPDC and DMPO*
- Joe Bonanno – *WPPDC and DMPO*
- Rick Youngblood – *VDOT Lynchburg District*
- David Cook – *VDOT Lynchburg District*
- Rebecca Askey – *DRPT*
- Marc Adelman – *Danville Transit*
- Brian Dunevant – *City of Danville*
- Ken Gillie – *City of Danville*
- Greg Sides – *Pittsylvania County*
- Bill Wuensch – *EPR-PC*
- Will Cockrell – *EPR-PC*

## MPO Technical Committee

The Danville MPO's Technical Committee will be the formal working group throughout the planning process. There are multiple Technical Committee meetings scheduled, to vet deliverables and guide progress on the plan. The meeting schedule includes:

1. **April 17<sup>th</sup>:** Project kick-off meeting with the Technical Committee and MPO Board
2. **July 2019:** Presentation of the "state of the system" for presentation to the Technical Committee/MPO Board
3. **September 2019:** Technical Committee and/or MPO Board meeting to review, discuss, and decide upon a framework of goals
4. **December 2019:** Technical Committee and/or MPO Board meeting to consider performance measures and targets to use in guiding the evaluation of projects
5. **February 2020:** MPO Board and Technical Committee work session in support of vision plan development
6. **May 2020:** MPO Board and Technical Committee work session in support of project evaluation
7. **June 2020:** MPO Board and Technical Committee Presentation of Draft Plan

## MPO Policy Board

The MPO Policy Board is the decision-making body for the process and the group responsible for approving the final planning document. The intention is to conduct several joint meetings with the MPO Technical Committee, for a more efficient process and greater communication between groups. The Draft MPO Policy Board meeting schedule includes:

1. **April 17<sup>th</sup>:** Project kick-off meeting with the Technical Committee and MPO Board
2. **July 2019:** Presentation of the "state of the system" for presentation to the Technical Committee/MPO Board
3. **September 2019:** Technical Committee and/or MPO Board meeting to review, discuss, and decide upon a framework of goals
4. **December 2019:** Technical Committee and/or MPO Board meeting to consider performance measures and targets to use in guiding the evaluation of projects
5. **February 2020:** MPO Board and Technical Committee work session in support of vision plan development
6. **May 2020:** MPO Board and Technical Committee work session in support of project evaluation
7. **June 2020:** MPO Board and Technical Committee Presentation of Draft Plan
8. **August 2020:** Final presentation made to the MPO Policy Board

## PROJECT COMMUNICATIONS

- **Progress Reports:** The consultants will provide monthly progress reports that directly reference the approved Scope and the Project Management Plan.
- **Conference Calls:** The consultants will hold calls with MPO staff on a regular basis, to answer any questions with the progress reports and receive guidance on defined matters.
- **Emails:** There will be regular email communications on the process and deliverables.
- **Other:** The consultants will implement other communication strategies with staff and committees, as the need arises.

## DELIVERABLES AND TIMELINES

The primary deliverable is the 2045 Long Range Transportation Plan, including the constrained list of projects. Other sub-deliverables include:

- **Ongoing:** Monthly progress reports – *Underway*
- **Ongoing:** Ongoing documentation of public and stakeholder outreach and interaction – *Underway*
- **April 2019:** Development of a project website – *Underway*
- **April 2019:** Project Management Plan – *DRAFTED*
- **April 2019:** Draft and Final Public Participation Plan – *DRAFTED*
- **May 2019:** Memorandum on pertinent goals and policies of local jurisdictions gleaned from review of background planning documents – *Underway*
- **June 2019:** Memorandum summarizing the “state of the system” and critical system needs
- **June 2019:** Memorandum of results from the consultant’s review of travel demand model
- **August 2019:** Memorandum on the goals, performance measures, and performance targets established by the MPO, developed in a manner so that it can easily be incorporated into the final plan
- **November 2019:** Initial E+C (existing plus committed) volume to capacity mapping and listing of roads with capacity concerns and excess capacity that are complete streets conversion candidates
- **December 2019:** Updated typical roadway sections that show, when appropriate per public input and prior planning efforts, accommodations for pedestrians and bicyclists on urban facilities
- **December 2019:** Map links in the network with low, medium, and high technical feasibility for complete streets conversions
- **December 2019:** Project evaluation criteria (linked to the performance measures and targets addressed in Task 3)
- **January 2020:** Assessment of potential improvements, that encompass all modes of transportation, against the evaluation criteria
- **February 2020:** Environmental mapping and final regulatory agency coordination
- **April 2020:** Model testing (volume to capacity and other analysis as feasible) of the top-rated improvements feasible within the fiscal constraints of the plan
- **May 2020:** Final project evaluation results and plan for the financially constrained project listing
- **June 2020:** Draft Vision and Constrained Plans
- **July 2020:** Final Vision and Constrained Plans, with related documentation and graphics
- **July & August 2020:** Presentation to the MPO Board of the draft plan and final plan to support adoption.

## COMMUNITY ENGAGEMENT SCHEDULE

Refer to the Public Involvement Plan for the process. There are eight draft components for community engagement:

- **Tier 1:** Each of the MPO Technical and Board meetings has a public comment period. These meetings will provide the most basic public access to the process.
- **Tier 2:** A project website will provide information to those seeking to learn more about the 2045 LRTP update. The website will include a public comment box for those wanting to provide general comments online.

- **Tier 3:** MPO staff will share project information in newsletters and other existing announcements, to provide updates and direct the public to additional materials. This will include phone numbers and addresses to forward comments on the process.
- **Tier 4:** The consultants will develop a community survey or some other direct outreach instruments for engaging the public.
- **Tier 5:** The consultants will develop social media strategies with online data collection programs, such as MindMixer, to collect feedback throughout the process.
- **Tier 6:** The consultants will conduct interviews with identified stakeholders, as identified by MPO staff.
- **Tier 7:** The consultants will attend existing community events and festivals, to display project materials and collecting comments. Staff will also deliver presentations to existing stakeholder groups and organizations.
- **Tier 8:** The process will include three community meetings:
  - **Meeting #1:** The first meeting will focus on issues and opportunities. The consultant will also seek to consult with other agencies and officials who are affected by transportation in a roundtable discussion format on this day. *Preliminary date: June 2019.*
  - **Meeting #2:** The second meeting will focus on weighting goals to aid the MPO in prioritizing projects, while also affirming existing projects and seeking new project ideas for the region's transportation system. *Preliminary date: August 2019.*
  - **Meeting #3:** The final meeting will be to present and obtain feedback on the draft plan. *Preliminary date: June 2020.*

## CRITICAL MILESTONES

As is typical with an LRTP update, this process includes numerous deadlines for tasks, deliverables and meetings. Generally, the process contains four major milestones, associated with the tasks that are outlined in the Scope of Work.

- **Milestone #1, June 2019:** This milestone marks the end of the Task 1 activities and the beginning of the public engagement process. The initial stage of the process, data collection and assessments of existing conditions, will be completed. This first milestone will be met at the end of the first community meeting.
- **Milestone #2, December 2019:** The second milestone is completion of the Task 3 deliverables. The MPO will select the goals, performance measures, and performance targets that are needed to evaluate transportation options in the draft plan. This second milestone will be met at the joint MPO Technical Committee/MPO Policy Board meeting, when MPO officials will select the goals, measure and targets.
- **Milestone #3, May 2020:** The third milestone in the process will be the final project evaluation results and plan for the financially constrained project listing. The proposed transportation projects will be modeled, based on the goals, measures and targets from the earlier phase. This milestone will be met once the MPO Technical Committee/Policy Board completes its work session to support the project evaluation.
- **Milestone #4, August 2020:** With project evaluation completed, the project team will work to complete the final plan, for approval in August 2020.

## PROCESS TRACKING

The consultants created a dynamic spreadsheet that tracks progress on all tasks and subtasks. To more clearly communicate the timeline and tracking of activities, the consultants will develop a project timeline graphic, with frequent updates. This will be posted on the project website for easy access.