



MEMORANDUM

To: Project Team
From: Thomas Brennan
Date: January 5, 2012
Subject: Project Charter for Bend MPO Public Transit Plan and Transit Corridor Land Use Assessment (TGM 4B-10)

This memorandum describes the project charter for the Bend Metropolitan Planning Organization (BMPO) Public Transit Plan (PTP) and Transit Corridor Land Use Assessment. The following sections describe the procedures and roles that will guide the project through a collaborative process between multiple agencies and team members.

PROJECT CHARTER

Project Purpose

The primary purpose of this Project is to examine existing and future public transit needs. The project will result in two final products:

- A public transit plan (PTP) that can be adopted as an element of the BMPO Metropolitan Transportation Plan (MTP) and the City of Bend's Transportation System Plan (TSP).
- A Future Opportunities Memo, an assessment of the land uses, plans, and public facilities along the transit corridors. The assessment will identify opportunities for land use changes and identify next steps to plan and implement those changes.

Key Participants

Figure 1 Key Participants

Name	Primary Contact
Agencies	
Bend MPO	Tyler Deke, Project Manager and Primary Client Contact
Central Oregon Intergovernmental Council (COIC) / Cascades East Transit (CET)	Karen Friend
City of Bend	Wendy Robinson
Department of Land Conservation and Development (DLCD)	Karen Swirsky
Oregon Department of Transportation (ODOT)	Jim Bryant
Consultant Team	
DKS	Chris Maciejewski, Contract Manager
Nelson\Nygaard	Thomas Brennan, Project Manager
OTAK	

Project Goals

Project goals include:

- Prepare for future community growth, and economic and demographic change. The City of Bend currently benefits from the existence of fixed route service and complementary paratransit service, and community-connector shuttles. The PTP will enable a strategic approach to meeting land use, infrastructure, and funding requirements, thereby enhancing system efficiency and effectiveness.
- Identify the conditions and thresholds that will allow for expanded fixed route transit, including opportunities for new service models and systems (e.g. bus rapid transit).
- Completion of a broad, flexible public transit plan. The PTP will include route corridors, transit stop locations, and facilities for interconnecting to regional public transit systems. The PTP will assess opportunities for alternate delivery systems (current system is a hub-spoke system), including the feasibility of bus rapid transit. The PTP should be flexible to allow for unforeseen future community conditions.
- Identify partnership opportunities. There are multiple public transit providers in the Central Oregon region, businesses with workforce transportation needs, and organizations that represent populations that rely on public transit for personal mobility. The project should engage these entities to ensure an efficient, affordable and reliable transit service can be developed and maintained.

Schedule and Key Milestones

Key Dates and Project Timeline

General time frames for each deliverable are listed in Figure 2. A graphical timeline is provided in Figure 3. The RFP specifies a 13-15 month timeline starting from the notice to proceed. The contract end date is December, 2012.

Figure 2 Key Meeting and Deliverable Dates

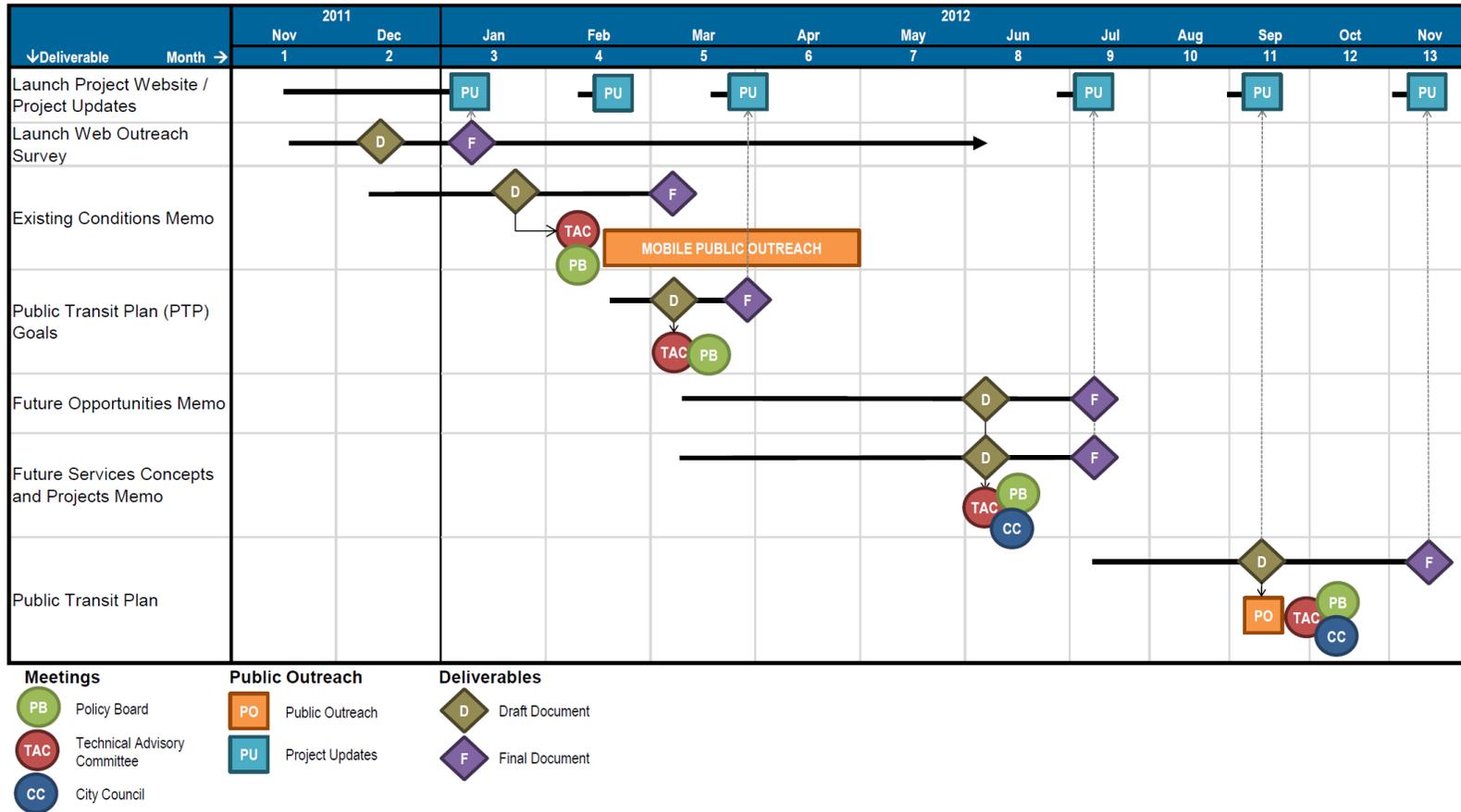
Deliverable/Meeting (Month from NTP)	Responsibility		Time Frame
	Consultant	BMPO	
Project Startup			
Project Charter	Lead	Support	Mid-November
Public Participation Strategy	Lead	Support	Mid-November
Launch Project Website	Co-Lead	Co-Lead	Mid-December
Project Update #1 (City of Bend Newsletter)	Lead	Support	Early-to-Mid January / Mailer early February
Launch Public Outreach Survey	Lead	Support	Mid-to-Late January
Existing Conditions (Months 0-4)			
Draft Existing Conditions Memo	Lead	Support	Late January
TAC Meeting #1	Lead	Support	February 15, 2012
Policy Board Meeting #1	-	Lead	Mid-to-Late February ¹
Final Existing Conditions Memo	Lead	Support	Early-to-Mid March
Project Update #2	Lead	Support	Mid-to-Late February
Public Outreach Mobile Events	Co-Lead	Co-Lead	February - April
PTP Goals (Months 5-6)			
Draft PTP Goals	Lead	Support	Early March
TAC Meeting #2	Lead	Support	Early-to-Mid March
Policy Boarding Meeting #2	-	Lead	Mid-to-Late March ¹
Final PTP Goals	Lead	Support	Late March or Early April
Future Opportunities and Service Concepts/Projects Memos (Months 7-12)			
Draft Future Opportunities Memo	Lead	Support	Early June
Draft Future Service Concepts & Projects Memo	Lead	Support	Early June
TAC Meeting #3	Lead	Support	Early-to-Mid June
Policy Board Meeting #3	Support	Lead	Mid-to-Late June ¹
City Council Meeting #1	Support	Lead	Mid-to-Late June ²
Final Future Opportunities Memo	Lead	Support	Early-to-Mid July
Final Future Service Concepts & Projects Memo	Lead	Support	Early-to-Mid July
Public Transit Plan (Months 13-15)			
Draft PTP	Lead	Support	Early September
Public Meeting #2	Lead	Support	Mid-September
TAC Meeting #4	Lead	Support	Mid-to-Late September
Policy Board Meeting #4	Support	Lead	Mid-to-Late September ¹
City Council Meeting #2	Support	Lead	Late September/Early October ²
Final PTP	Lead	Support	Mid November

Notes:

- (1) Bend MPO Policy Board meetings are generally on the third Thursday of each month at 4:00 p.m.
- (2) Bend City Council meetings are held the first and third Wednesdays of each month at 7:00 p.m.

Public Transit Plan and Transit Land Use Assessment | Project Charter
Bend MPO

Figure 3 Draft Project Timeline



Summary of Key Process Steps, Milestones, and Decision Points

Key initial process steps include:

- Forming the project Technical Advisory Committee
- Launching the project website and web survey

Key milestones include:

- Launch Community Survey
- Draft and Final Existing Conditions Memo
- Draft and Final Transit Plan Goals
- Draft and Final Future Opportunities Memo
- Draft and Future Service Concepts And Projects Memo
- Draft and Final Public Transit Plan
- Plan Adoption by the Policy Board

Major decision points include:

- Setting transit plan goals
- Selecting preferred options from alternatives presented in the future opportunities memo and future service concepts and projects memo.

Project Roles

Figure 4 Project Staff and Roles by Agency and Firm

Agency/Firm	Staff	Role	Primary Contact
Agency Staff			
Bend MPO	Tyler Deke	Project Manager and Primary Client Point of Contact	X
	Jovita Anderson	Project Website	
COIC/Cascades East Transit	Karen Friend*		X
	Scott Aycocock		
	Heather Ornelas		
City of Bend	Wendy Robinson**	Land Use / Long Range Planning	
	Damian Syrnyk	Land Use / Long Range Planning	
	Brian Rankin	Land Use / Long Range Planning	
	Rick Root	Transportation Planning	
	Ryan Oster	Public Works	
DLCD	Karen Swirsky	Central Oregon Regional Representative	
ODOT	Jim Bryant	Region 4	X
	Sherrin Coleman	Public Transit Division	
Consultant Staff			
DKS	Chris Maciejewski	Contract Administrator	X
Nelson\Nygaard	Thomas Brennan	Project Manager	X
	Paul Lutey	Transit/Transportation, Public Engagement	
	Connie Soper	Transit/Transportation, Public Engagement	
	Scott Chapman	Transit/Transportation	
	Oren Eshel	Transit/Transportation	
	Tomoko Kanai	Mapping/GIS	
OTAK	Joe Dills	Land Use	
	Duncan Brown	Land Use	
	Chris Henningsen	Civil Engineer, Facilities	

* Include Heather Ornelas and Scott Aycocock on technical communications.

** Include Damien Syrnyk and Brian Rankin on technical communications.

Decision Making

Decision Making Principles

The project team members will participate in the project by:

- Providing input on scope, assumptions, and methodologies
- Raising any concerns about project proceedings upon discovery
- Attending all project meetings
- Reviewing pertinent project materials on a timely basis and providing timely feedback
- Actively inform and seek guidance from decision makers at their respective agency
- Working to achieve consensus between all project members on a continuous basis

Dispute Resolution

If consensus cannot be readily reached over the duration of the project:

- Project team members will work off-line to cooperatively review or develop information, hold additional discussions, and determine a reasonable compromise.
- If project team members cannot resolve disputes, the issue will be elevated to the appropriate agency management members.

Policy Board

The BMPO Policy Board will serve as the policy making body and will consider the plan for adoption. The Policy Board uses a simple majority vote decision making process.

Technical Advisory Committee (TAC)

Tyler Deke developed a draft TAC roster in consultation with the Policy Board, representing stakeholders such as those listed below, and solicited representatives to participate in the project TAC. The TAC will draft project materials and make recommendations to the Policy Board.

- Local agencies, such as human services, and non-profit service providers (e.g. Housing Works, Neighbor Impact, Abilitree, Opportunity Foundation)
- Transit providers
- Transit dependent populations
- Developer representative
- Bike and pedestrian advocates
- Safety
- Community College
- Cascades East Transit advisory committee
- Chamber (City and Downtown)

Additional members may be added, however the current TAC membership (as of the date of this memorandum) is listed in Figure 5.

Figure 5 Project TAC Members

TAC Member	Affiliation
Nick Arnis	City of Bend (Public Works)
Rick Root	City of Bend (Public Works)
Peter Russell	Deschutes County
Jeff Monson	Commute Options
Scott Aycock	COIC
Karen Friend	COIC/Cascades East Transit
Joe Viola	Central Oregon Community College
Satvinder Sandhu	Federal Highway Administration
Jazmin Casas	
Ned Conroy	Federal Transit Administration
Jim Bryant	ODOT (Region 4)
Karen Swirsky	Department of Land Conservation & Development
Extended TAC Members	
Wendy Robinson	City of Bend (Land Use / Long Range Planning)
Damian Syrnyk	
Brian Rankin	
Ryan Oster	City of Bend (Public Works)
Steve Jorgensen	Bend Parks and Recreation District
Heather Ornelas	COIC/Cascades East Transit
Sherrin Coleman	ODOT Public Transit
Scott Aycock	COIC
Glenn Van Cise	Abilitree
Vera Ferrell	Opportunity Foundation
Kate Wells	St. Charles
Cheryl Howard	Deschutes County Bicycle and Pedestrian Advisory Committee
Chuck Arnold	Downtown Bend

Project Communication

Internal

Tom Brennan is the consultant project manager and will be the primary source of communication. Tyler Deke is the project manager and key point of contact on the client side. Chris Maciejewski is the contract administrator.

Chris Maciejewski will set up a Basecamp site for the project. Basecamp is a web-based project management tool that facilitates communication among team members and posting of project materials and review comments. Transmission of all project files and resource/background files will be made using Basecamp rather than email.

Key participants, as identified in Figure 4, should be apprised of critical project issues. In particular, Jim Bryant from ODOT will be included at key decision making points.

Nelson\Nygaard will provide meeting agendas and develop meeting minutes.

External

Media inquiries should be routed through Tyler Deke.

A project website will be hosted on the BMPO website.¹ BMPO will design the site and load project materials. Consultant staff will provide web ready material (PDF) and site design guidance. Two sample websites from past projects were provided by the consultant. Periodic project updates will be posted to the website.

¹ <http://www.ci.bend.or.us/index.aspx?page=759>