APPENDIX B
Traffic Management Work Session
Corridor Traffic Management

I. DEVELOP TRANSPORTATION MANAGEMENT PLAN
A. Identify and quantify the problem
1. Define project parameters
   a. Funding
   b. Timetable
2. Need for TSM
B. Identify the corridor
1. Define corridor boundaries
2. Identify affected facilities
   a. Route itself
   b. Parallel facilities
   c. Secondary impact areas
3. Identify affected communities
C. Inventory the corridor system
1. Origin-destination data
2. Average daily traffic
3. Travel time data
4. Existing transit facilities
   a. Bus routes
   b. Commuter rail
5. Traffic mix
   a. Vehicle types
   b. Truck restrictions
      (1) Height
      (2) Weight
      (3) Width
      (4) Material restrictions
   c. Geometric turn restrictions
6. Traffic signals
7. Turn restrictions
8. Bridges
9. Incident management capability
10. Capacities
    a. Facility to be reconstructed
    b. Parallel facilities
       (1) Road
       (2) Transit
D. Identify key opinion makers
1. Political leaders
2. Governmental groups
3. Community leaders
4. Business groups
5. Major employers
6. Service and professional associations
7. Media
E. Develop support for transportation management concept
1. Develop strategy for involving opinion makers
   a. Make political contacts first
   b. Decide who makes other contacts and how
2. Set up initial meetings
F. Establish transportation management team and other committees
1. Identify different types of committees
   a. Political oversight council
      (1) Policy decision makers
      (2) Meets as needed to be kept informed (quarterly?)
   b. Community advisory committees
      (1) Community representatives
      (2) Meets as needed to keep them informed and obtain feedback from them
   c. Transportation management team
      (1) Day-to-day decision makers
      (2) Meets weekly to provide continuous project monitoring
      (3) Limited size (20?) to keep ability to act
2. Identify transportation management team leaders and lines of authority
3. Actors to possibly be involved
a. Government agencies
   (1) Local construction agency
      (a) Project engineer
      (b) Resident engineer
      (c) Right-of-way engineer
   (2) Transportation agencies
      (a) State DOT
      (b) City/county traffic bureau
      (c) Transit agencies
      (d) Ridesharing
   (3) Oversight agencies
      (a) Federal Highway Administration
      (b) Metropolitan planning organization
      (c) Department of transportation
      (d) Planning agencies
      (e) Regional
      (f) Local
   (4) Enforcement and emergency service agencies
b. Business and community organizations
   (1) Chambers of Commerce
   (2) Community leaders
   (3) Homeowner/condo associations
   (4) Major employers
   (5) Utilities
c. Other special interest groups
   (1) Private transportation companies
      (a) Bus
      (b) Taxis
      (c) Limousines
   (2) Trucking associations
   (3) Tow truck operators
   (4) Special districts (i.e., port authority, tollways)
   (5) American Automobile Association
   (6) Contractors (Associated General Contractors)
   (7) Major traffic generators
d. Hired consultants
   (1) Traffic
   (2) Public information

G. Identify goals and constraints
   1. Facilitating traffic or construction
      a. Number of lanes open (or close facility)
      b. Long trips vs. short trips
      c. Cars vs. trucks
      d. Incentives or disincentives
      e. Alternative construction schedules
   2. Maximize people-moving capacities (encourage other modes)
   3. Establish budget constraints
   4. Establish schedule constraints

H. Identify possible mitigation measures
   1. Temporary widening or use shoulders
   2. Temporary roadways and/or ramps
   3. Ramp closures
   4. Ramp metering, surveillance or control
   5. Signing
      a. Advance warning or information
      b. Detour
   6. TSM on paralleling routes
      a. Signal timing
      b. Parking restrictions
      c. Roadway repaving, widening, or channelization
      d. Offset lanes
      e. One-way streets
      f. Turn restrictions
      g. Truck restrictions
   7. Ridesharing and van pools
   8. Other modes
      a. Transit improvements
         (1) Schedule adjustments
(2) Additional equipment
b. Transit incentives
   (1) Subsidized service
   (2) Create park-and-ride lots
   (3) Free ticket distribution
c. Commuter information hot line
d. Employer work schedule adjustments

9. Incident management plan
10. Public information plan
   a. Media
   b. Community
   c. Political

I. Quantify contributions and estimated costs of mitigation measures
J. Identify funding sources and amounts (cost effectiveness)
K. Select traffic mitigation plan and schedule
L. "Sell" traffic management plan to support/funding agencies
M. Include traffic management plan provisions in contract documents
   1. Special provisions
      a. Incentives/disincentives
      b. Include mitigation measures
      c. Include enforcement officers
      d. Noise abatement provisions
      e. Allowances for contingencies
      f. Peak-hour work restrictions
   2. Separate contract for mitigation measures
   3. Training of resident engineer and contractor’s project manager
   4. Coordinate with conflicting and/or adjacent construction projects
   5. Include time for special meetings
      a. Pre-design
      b. Pre-bid
      c. Pre-construction
      d. Weekly

II. PREPARE TO CARRY OUT PLAN
A. Prepare public awareness campaign
   1. Designate public information team
      a. Public information office
      b. Consultant
   2. Create identity logo for project
   3. Identify audience
   4. Develop public information and input program
   5. Establish procedures for responding to worse-case scenarios
B. Establish implementation team (if different from traffic management planning team)
C. Perform necessary “off-project” work identified above
D. Insure adequate staffing for transportation management plan implementation
E. Perform necessary dry runs and refine plan as needed
F. Publicize and market traffic management plan
   1. Publish brochures, maps, ads, etc.
   2. Distribute material
      a. Media
      b. Mailings
         (1) Direct
         (2) Utilities
         (3) Newsletters
c. Door-to-door
   d. Major employers
   e. Parking garages
   f. Toll booths
g. Signing on facility
   3. Hold press briefings and conferences
   4. Establish hot line for public information
   5. Identify continuing media spokesperson for project

III. CARRY OUT AND OPERATE PLAN
A. Start construction
B. Begin ongoing transportation monitoring program
   1. Traffic volumes
   2. Transit passenger volumes
3. Speed-and-delay runs
4. Accident data
5. Incident impact

C. Continue weekly transportation management team meetings
   1. Monitor effectiveness of plan
   2. Revise plan as needed
   3. Evaluate user feedback
   4. Evaluate safety record

D. Maintain incident management efforts

E. Maintain media briefings

IV. POST-CONSTRUCTION ACTIVITIES
   A. Continue transportation management team for ongoing customer service
   B. Hold separate post-construction meeting to discuss transportation management plan
   C. Evaluate contractor performance for qualification ratings for future jobs
   D. Evaluate and revise transportation management plan checklist for future corridor construction projects