



Project Management Plan

US 60 Corridor Study MP 111 to MP 120

October 30, 2018





Contents

1	Work Plan	1
1.1	Study Purpose	1
1.2	Background	1
1.3	Project management (Task 1).....	1
1.3.1	Roles and responsibilities	1
1.3.2	Project Management Plan	2
1.3.3	Meetings and deliverables	2
1.4	Public Meeting and Summary Report (Task 2)	3
1.4.1	Meetings and deliverables	3
1.5	Traffic and Safety Analysis Report (Task 3).....	4
1.5.1	Meetings and deliverables	5
1.6	Initial and Final Corridor Study (Task 4).....	6
1.6.1	Meetings and deliverables	7
2	Proposed project schedule	0

Tables

Table 1.5-1. Traffic counts	5
-----------------------------------	---

1 Work Plan

1.1 Study Purpose

The purpose of the US 60 Corridor Study is to identify and evaluate improvement alternatives and recommend a feasible solution to improve safety and ease congestion along US 60 between SR 74 (MP 120) and Wickenburg (MP 111).

1.2 Background

US 60 serves as Wickenburg's principal connection to the Phoenix metropolitan area. An increase in through-traffic, along with increased local traffic that uses US 60, is contributing to congestion and safety concerns for this route.

In March 2017, ADOT completed a Corridor Profile Study (CPS) for the US 93/US 60 from the Nevada State Line to SR 303 Loop in Phoenix. The CPS was conducted to assess the condition, performance, and needs for critical routes throughout the state. This high-level evaluation sought to identify and prioritize statewide needs. The CPS provides a solid baseline of information about the corridor.

This Corridor Study will build upon the efforts of the CPS and take a deeper dive into the corridor by evaluating the operational characteristics and needs of this segment of US 60, and make recommendations to improve the safety and capacity of the roadway segment.

1.3 Project management (Task 1)

To keep the ADOT project manager apprised of progress, HDR will conduct monthly progress meetings, and include progress reports with monthly invoicing. The progress reports will identify key milestones, such as specific activities completed, any information generated and contacts made. We will provide an assessment of the study completed and costs incurred to date. The report will also identify specific activities to be completed in the coming month.

1.3.1 Roles and responsibilities

The roles of the various entities involved in the study are defined below.

Project Management Team (PMT). The project management team consists of the ADOT Project Manager and the Consultant Project Manager and technical leads.

Project Team. The project team includes ADOT staff actively engaged in the project and the consultant team including subconsultants.

Technical Advisory Committee. The Technical Advisory Committee (TAC) is comprised of representatives from various ADOT groups, federal agencies, state agencies, city, town, county, and the COG or MPO associated with the project. The purpose of the TAC is to ensure that the project addresses the identified needs; the information and planning assumptions made are reasonable; and coordination between

multiple stakeholders occurs. The TAC membership will be reviewed and assigned by the PMT, and other members may be added by the PMT as identified through the course of the project.

Stakeholders. Stakeholders are interested parties that are engaged in the process. Anticipated stakeholders in the corridor include: businesses and homeowners; Chamber of Commerce; Rotary Club; Maricopa County Parks and Recreation Department (Hassayampa River Preserve); Wickenburg Horseman's Association; area land owners (including BLM and ASLD; Wickenburg Unified School District #9; police/emergency responders for this corridor.

Public. The public includes all others. Through news releases, advertisement and other means, the project team intends to reach out to the public to solicit input on the project and provide project information.

1.3.2 Project Management Plan

Purpose and Activities: HDR will begin the project by refining the workplan described in the proposal into a Project Management Plan (PMP). This will include developing the draft work plan; identifying the background information needed for plan preparation; discussing staffing assignments, schedule, and project team coordination. We will coordinate the public involvement component with the ADOT PM, ADOT Communications, and the public involvement consultant.

The PMP will include the objectives and responsibilities of the HDR team, stakeholders, and the TAC to ensure that the project receives positive support without jeopardizing either the project schedule or overall budget. Accordingly, we will work closely with the ADOT project manager in undertaking a successful linkage between stakeholder input and development of the technical aspects of the work.

1.3.3 Meetings and deliverables

Meetings

ADOT PM kick-off meeting

To initiate the study the project management team will meet to address HDR's proposed approach (described in this document) and project schedule. This will become the Project Management Plan (PMP).

TAC Meeting #1

A kick-off meeting with the TAC will be held to identify background information. At this meeting we will review the scope of work and schedule, roles and expectations of the TAC (information support, review of materials and validation of assumptions), and discuss data availability and sources (such as, but not limited to GIS data, recent building permit data, planned developments, recent traffic counts, crash data, and roadway characteristics data).

The meeting will include a review of the corridor issues and opportunities for improvement. The public involvement plan (discussed in subsequent tasks) will be reviewed to tailor it to the particular needs of the project and stakeholders. Following this meeting, we will finalize the PMP for the study.

Deliverables

- Draft base map showing study area boundary (Note: All GIS data collected and prepared in the development of this study will be provided to ADOT in the requested GIS format.).
- Prepare revised PMP for approval by ADOT.

1.4 Public Meeting and Summary Report (Task 2)

Purpose and Activities: Consistent with ADOT's philosophy regarding public involvement, the purpose of the Public and Stakeholder Outreach is to include a diversity of voices and viewpoints from the area that provides valuable insight to inform the decision-making process. The Public and Stakeholder Outreach will be conducted by Central Creative, in coordination with HDR's technical team, the PMT and ADOT Communications.

The planning process will be inclusive and consistent with the intent of the ADOT Public Involvement Plan (PIP). The corridor report should solicit input from a broad range of stakeholders so the outcomes are supported. The HDR team will work closely with the project leaders and the TAC to identify stakeholders, determine needs, and set priorities. At the onset of the project we will perform a Limited English Proficiency analysis to understand what special needs may be required of the outreach in the corridor.

The HDR team realizes how important it is for the consultant team to reach out to stakeholders. The PIP will include two community meetings.

The project team will distribute door hangers for properties along the corridor in advance of the first public meeting, informing them of the study and opportunities to provide input, using a project specific phone number, email address, and mailing address.

The project team will work with radio station KSWG (Wickenburg, Arizona) to advertise the two planned public meetings. A general distribution press release will be prepared in advance of each public meeting for ADOT Communications review and release.

1.4.1 Meetings and deliverables

Meetings

Public meeting #1 - scoping

This is the first of two public meetings for the project; at this meeting HDR will present initial corridor characteristics to the public, and the public will be provided an opportunity to provide input on the study.

Public meeting #2 - presentation of findings and draft recommendations

At this, the second of two public meetings, the draft corridor recommendations will be presented the public, and the public will have an opportunity to provide input on the study.

Deliverables

- Up to two project press releases.
- Project handout(s) for public meetings.
- Up to 1,000 door hangers distributed to area businesses and residences.
- Up to 10 project boards and large format corridor roll plots for presentation at public meetings.
- One draft Public Involvement Summary Report for ADOT review and comment.
- Final Public Involvement Summary Report.

1.5 Traffic and Safety Analysis Report (Task 3)

Purpose and Activities: The *Traffic and Safety Analysis Report* will describe the existing and future conditions in the corridor, and identify and evaluate potential alternatives and provide recommended concept(s). The recommendations need to be supported by the data, provide benefits in terms of safety and capacity improvement that justify the estimated cost, and garner stakeholder support.

The study will evaluate the most recent five-years of crash data to identify factors that are contributing to safety issues, and where these issues are occurring. Information on crashes will be presented in tabular and graphic formats to help communicate trends and identify issues related to specific crash characteristics (e.g., time of the crash occurred; crash severity; crash type; location; site conditions; number and types of vehicles involved; driver information; contributing circumstances).

Roadway characteristics and traffic data to be collected and reviewed (e.g., lane widths; shoulder widths; deceleration length and storage length of turn lanes; median type and widths; speed limits; roadway alignment; intersection configurations; traffic control devices; number and locations of driveways; traffic volume; roadway surface type).

Crash, roadway, and traffic data will be combined to analyze crash patterns for the purpose of identifying high-crash locations, crash trends, and potential improvement strategies.

The outcomes of this analysis would be integrated with the future alternatives development process to reduce corridor risk factors. In addition, concepts from the *Highway Safety Manual* may be applied to estimate the relative change in crash frequency associated with different improvement concepts.

Management of access will be evaluated by reviewing the number and location of access points. Strategies may be proposed to minimize conflicts with through traffic by locating and designing future access points, and combining or limiting existing ones.

The environmental overview will be prepared to provide guidance on the type and extent of environmental impacts and potential fatal flaws for the evaluation of alternatives.

In addition to the available traffic count information for the corridor, HDR's subconsultant TRA will collect additional traffic counts as noted in the Table 1.5-1. This information will be including in the discussion of current traffic characteristics.

Table 1.5-1. Traffic counts

Type	Location
Turning Movement Count ^a	SR 74 and US 60
Turning Movement Count ^a	SR 74 and San Domingo Peak Trail
7-day Count ^b	MP 119
7-day Count ^b	MP 115
7-day Count ^b	MP 113
7-day Count ^b	MP 111

Notes: a. Video processing of intersection turning movements
b. 7 day count using radar; length-based class of 0'-25', 26'- 55', 56' and up.

The *2040 Arizona Statewide Travel Demand Model (AZTDM)* will be used for the future conditions analysis. Traffic analysis will apply High Capacity Software (HCS) software, Synchro (to evaluate the performance of streets and intersections).

1.5.1 Meetings and deliverables

Meetings

TAC Meeting #2

This meeting will provide an opportunity to review the initial Traffic Report with the TAC and receive input prior to presenting information to the public and finalizing the report.

Deliverables

- Draft Traffic and Safety Analysis Report.
- Final Traffic and Safety Analysis Report.

1.6 Initial and Final Corridor Study (Task 4)

The Initial and Final Corridor Study would incorporate the sections listed below, and others as determined through the analysis and input of the TAC.

- Executive Summary

- Purpose and Need

- Characteristics of the Study Area

- Agency and Public Involvement

- Existing/Future Conditions

 - Traffic and Safety Analysis

 - Environmental Overview

- Alternatives Development and Evaluation

 - Traffic LOS Analysis/Simulation Modeling

 - Planning Level Design Criteria Assessment

- Recommendation

 - Cost Estimate

 - Implementation Plan (implementation issues, funding, timing)

 - Concept level plans

- Summary Report of Public Participation

The report will highlight the key findings from the Traffic and Safety Analysis Report, summarizing the issues and considerations that contributed to the proposed mitigation alternatives. The analysis of the alternatives that led to the recommended concept will be discussed, including application of HCS concepts used to estimate the relative change in crash frequency associated with the different improvement alternatives.

The report will provide a discussion of the environmental overview and issues to consider as improvements to the corridor are explored. The environmental overview will identify areas of concern in the corridor and provide a planning-level assessment of the environmental impact of the alternatives (as well as any potential fatal flaws that would eliminate an alternative from further evaluation). For the recommend alternative, potential mitigation strategies will be identified to assist in the implementation. The Public Meeting and Summary Report will be included as an appendix to the Final Corridor Study.

The report will include an implementation plan that lays out a timeline for development. The implementation plan would consider issues such as funding and environmental clearance, and outline the necessary sequence of steps.

The initial Final Corridor Study will be provided to the TAC for review and comment, and discussed at a subsequent meeting with the TAC. With the input of the TAC, the study will be revised and finalized.

1.6.1 Meetings and deliverables

Meetings

TAC Meeting #3

The initial findings and recommendations will be reviewed with the TAC at this meeting. Input from the TAC will be solicited, which will help guide the development of the recommendations for the corridor.

TAC Meeting #4

The initial Final Corridor Study Report will be reviewed with the TAC. HDR will incorporate the input of the TAC in the preparation of the final draft report.

Refer to Section 1.4 *Public Meeting and Summary Report (Task 2)* for information on the Public meeting to present the draft recommendations.

Deliverables

Initial Corridor Study

The Initial Corridor Study (draft) report will be presented to the ADOT project manager for review and comment. Following this review, the draft report will be provided to the TAC for their review and comment.

Final Corridor Study

The Initial Corridor Study (draft) report will be revised to incorporate the comments of the ADOT Project Manager and TAC. The Final Corridor Study will be provided to the ADOT Project Manager.

Note: all deliverables, unless noted otherwise will be electronic submittals (*.pdf).

2 Proposed project schedule

US60_Schedule_v1b			
ID	Task Name	Start	Finish
1			
2	Project management (TASK 1)	Fri 8/17/18	Tue 9/17/19
3	ADOT PM kick-off	Tue 8/28/18	Tue 8/28/18
4	Progress report and invoicing	Tue 9/18/18	Tue 9/17/19
18	NTP	Fri 8/17/18	
19	NTP#2	Mon 12/17/18	
20	TAC Meetings	Tue 9/25/18	Thu 6/27/19
21	TAC #1 (kick-off)	Wed 10/31/18	Fri 11/2/18
22	TAC #1a (kick-off)	Tue 12/18/18	Tue 12/18/18
23	TAC #2 (traffic report)	Tue 4/9/19	Thu 4/11/19
24	TAC #3 (recommendations)	Wed 10/9/19	Fri 10/11/19
25	TAC #4 (draft report)	Tue 10/8/19	Thu 10/10/19
26	Public Meetings and Summary Report	Mon 12/10/18	Tue 8/13/19
27	Public Meeting #1	Mon 4/8/19	Fri 4/12/19
28	Public Meeting #2	Mon 8/19/19	Fri 8/23/19
29	Public Involvement Summary Report	Fri 8/2/19	Thu 9/5/19
30	Draft document	Mon 8/26/19	Thu 9/5/19
31	Internal draft document	Mon 8/26/19	Mon 8/26/19
32	ADOT Review	Tue 8/27/19	Thu 9/5/19
33	Final doc	Fri 8/2/19	Wed 8/7/19
34	Final Report submittal	Thu 8/8/19	Thu 8/8/19
35	Traffic and Safety Analysis Report (Task 3)	Tue 9/4/18	Tue 4/23/19
36	Data Collection and Analysis	Tue 9/4/18	Thu 4/4/19
37	Traffic data collection	Mon 1/14/19	Tue 1/29/19
38	Traffic Report	Tue 9/4/18	Wed 2/6/19
39	Draft document	Tue 9/4/18	Fri 3/8/19
40	ADOT Review (2 wk)	Mon 3/11/19	Mon 3/25/19
41	revise draft document	Mon 3/25/19	Fri 3/29/19
42	TAC Review (2 wk)	Mon 4/1/19	Mon 4/15/19
43	Final doc	Mon 4/15/19	Tue 4/23/19
44	Revise draft document	Mon 4/15/19	Tue 4/23/19
45	Final Report	Tue 4/23/19	Tue 4/23/19
46	Initial and Final Corridor Study (Task 4)	Wed 2/13/19	Tue 8/13/19
47	Corridor Study Report	Wed 2/13/19	Tue 7/2/19
48	Draft document	Wed 2/13/19	Mon 6/3/19
49	Internal draft doc	Thu 8/1/19	Fri 9/13/19
50	ADOT Review	Mon 9/16/19	Mon 9/30/19
51	TAC Review	Tue 10/1/19	Tue 10/15/19
52	Final doc	Mon 7/22/19	Tue 8/13/19
53	Revise draft document	Tue 10/1/19	Wed 10/9/19
54	ADOT PM review	Thu 10/10/19	Thu 10/17/19
55	Final Report	Fri 10/18/19	Wed 10/23/19
56	Final Report submittal	Thu 10/24/19	Thu 10/24/19
Page 1			