Proposed Management Structure and Decision Process

The management structure for the Alternative Development phase of a project is shown on Figure 1. The composition, roles, and responsibilities of each group are described below.

**Project Oversight Steering Team**

The project Oversight Steering Team (POST) will set the philosophical framework for the study, and make final decisions at five decision points in the study:

- Adoption of the preliminary problem statement
- Approval of screening and evaluation criteria
- Selection of single mode components
- Selection of a multi-modal corridor
- Selection of alternative(s) for detailed evaluation in the next phase

The intent is to include representatives of the local jurisdictions who are likely to have ownership in a tollway project, if one is developed, as well as representatives of federal and state agencies who have responsibility for oversight of major transportation and planning activities.

- Responsibilities of POST members include:
• Representation of the interests of their jurisdictions or agencies in group deliberations
• Communication of project progress to their fellow elected or appointed officials, and to their constituents
• Preparation for and participation in at least six half-day meetings
• Review of Project Advisory Committee recommendations and other background materials
• Decisions regarding policy and direction for Alternative Development activities

In addition to its role in Alternative Development activities, the POST will also develop concepts for funding the alternative selected to resolve transportation problems through a Funding Development program.

The group may be comprised of the following members: elected officials from counties; staff representatives from the State Department of Transportation, Federal Highway Administration, Federal Transit Administration, and the State Department of Land Development; and representatives from local stakeholder groups, and the State Legislature.

Project Advisory Committee

The Project Advisory Committee (PAC) will provide guidance on detailed aspects of the project work and make recommendations to the POST at the key decision points. It is intended to provide balanced representation of stakeholder interests, affected communities and geographic areas as well as a communication link with those networks.

Responsibilities of PAC members include:
• Representation of their constituents’ perspectives during group deliberations
• Communication of project progress with their constituencies
• Preparation for and participation in bimonthly meetings
• Attendance at public outreach activities throughout the project
• Review and comment on background materials and staff reports

The PAC membership is comprised of representatives from local jurisdiction and regulatory agency staff; local business owners and associations, neighborhood organizations, and other stakeholders and interest groups. The group will be limited to a maximum size of 25 to facilitate effective participation by all members. Traditional stakeholder identification methods were used by the PMT to establish candidate organizations and categories. Membership nominations to fill these stakeholder slots were solicited informally by the PMT from local opinion leaders, elected officials, and coordinators of other public outreach programs in the study area. Invitations to participate on the PAC were issued by the ODOT Economic Partnerships Unit.

Project Management Team

The Project Management Team’s responsibilities include:
• Definition of project scope and applicable standards
• Management of project scope, schedule, and budget
• Staff support to POST and PAC
• Direction, production, and quality assurance of technical and public/agency involvement work
• Coordination with the ODOT Advisory Network
• Coordination among Alternative Development, Funding Development, and other activities associated with the implementation with state legislation

The PMT will meet weekly in person or by teleconference to review deliverables and plan upcoming activities.

**Agency Advisory Committee**

The Agency Advisory Committee (AAC) will contribute the perspective of state and federal agencies likely to have regulatory responsibility for permits and approvals that may be required during implementation of the selected alternative. Although permit applications will not be filed during this first phase of the project, agency input during Alternative Development is expected to streamline National Environmental Policy Act (NEPA) documentation and other phases of project implementation.

The responsibility of AAC members includes:

• Preparation and participation in approximately four ½ day meetings
• Review and comment on background materials and staff reports
• Participation in a site visit


**General Public**

At each decision point, public outreach activities will be conducted. These are expected to include a series of fact sheets and public workshops to provide regular updates to interested parties. In addition, a variety of less formal avenues for public comments and responses on the ongoing work will be available. These may include an “800” telephone line and a webpage. Specifically, interest persons will be asked to provide input to the PAC on the:

• Statement of the problem to be addressed by the project
• Criteria for evaluating alternatives
• Alternatives to be considered
• Alternatives to be forwarded for detailed analysis in the next phase of work

**State DOT Advisory Network**

The State Advisory Network will be a selected group to DOT staff and managers who are familiar with technical aspects of the project and may be involved with later phases of project implementation. They will have no decisionmaking role, but will provide comments and advice on products or processes to the PMT when their assistance is requested. The PMT will provide updates to this group at regular intervals.
Support Staff
Technical and public involvement support for the study will be provided by the State Department of Transportation staff and its consultant. They will work under the direction of the PMT. Subconsultants will be added if the need arises.

State Transportation Commission
The State Transportation Commission has oversight responsibility for the State’s DOT programs. While the Commissioners will not have direct involvement in the conduct of the study, they will be regularly briefed on its progress. The final recommendation of the POST, a report summarizing the Alternative Development process, and the results of Funding Development will be provided to the State Transportation Commission as background for its decision concerning the State DOT’s participation in the next phase of project development.

Local Jurisdictions
County agencies may participate in the process of partnering with the State DOT to pursue development of solutions to local transportation problems. This partnership will be activated through the POST. The jurisdictions are expected to consider adoption of resolutions supporting development of the recommended alternative and supporting the contribution of funds for project construction. Public education activities associated with development of the administrative rule for implementation of statewide tollway legislation will be initiated. These activities will also be coordinated with Alternative Development outreach activities through the PMT.

Coordination with Other Related Transportation Activities
Many other transportation related planning and project development activities may be underway in the area of consideration. These activities will be taken into account in identifying and evaluating alternatives that address transportation demands.

Anticipated Changes for Later Project Phases
As described above, The POST has been developed to represent key agencies and organizations likely to have an ownership or key regulatory responsibility for implementation of a project resulting from the Alternative Development process. Depending on the nature of the alternatives to be considered during the next phase of the project, it may be useful to alter the group’s composition. If construction of a tollway is recommended, representatives from the construction industry may be needed to provide an important perspective on project delivery options. If a transit option is recommended, representatives of transit agencies may be needed. If land use alternatives are recommended, representatives from the development community may be needed, and so on. Changes in the composition of the POST will be determined by the POST in consultation with the PMT.

The PAC may be requested to continue its service to the project through the NEPA documentation/land use permitting/preliminary design phase of the project. Its role would likely be the same, but the intensity of participation would be significantly reduced.

Involvement of the AAC and the public in subsequent phases of the work is expected to continue. An update of the Public and Agency Involvement Plan will be prepared to detail outreach activities.