

## Scope of Work

The purpose of this study is to evaluate and make recommendations concerning appropriate roles and responsibilities for preparation of state level transportation plans, methods to develop plans more efficiently, and the utility of statewide planning documents. State level plans include the Washington transportation plan, statewide modal plans, and transportation plans required of regional and local entities. The principal objectives of the study are to recommend appropriate assignment and coordination of state-level planning responsibilities and identify: 1) necessary or desirable planning elements; and 2) methods to develop state-level plans more efficiently.

### **White Paper on Background Research (Draft September 1)**

The consultants will provide a draft white paper by September 1 that summarizes background research on planning requirements; current planning roles and responsibilities; the utilization of plans in investment and policy decisions; and resources used for state level transportation planning. Following review by JTC staff and other designated stakeholders the white paper will be presented to the JTC at the October 12, 2010 meeting.

#### ***Task 1. Review planning requirements.***

This task will include reviewing the work of the JTC staff in documenting federal and state planning requirements; and a preliminary review of potential new federal directions that could affect state level planning.

The planning requirements will be organized to show which plans are required by existing federal law, how frequently the plans are required to be updated by federal and/or state law, and federal requirements for the planning process.

#### ***Task 2. Roles and responsibilities.***

This task is to identify the roles of state, regional and local planning agencies in developing plans, including areas of overlapping or ambiguous responsibility.

- *Identification of plans prepared by state and regional planning entities.* This task will catalog the existing plans and will include plans that are not required by state or federal law in the cataloging of these plans and ascertain why, and at whose costs, these plans are being developed.
- *Identify the interplay between the Washington Transportation Plan (WTP) and the Washington State Department of Transportation (WSDOT) multi-modal, mode, corridor, and other plans.* The interplay between the WTP and the WSDOT plans will include a review of existing materials, interviews by Kathy Scanlan and Kjris Lund with Washington State Transportation Commission (WSTC) and WSDOT staff, and independent research by the consultants.
- *Vertical integration of plans.* The vertical integration of plans includes two aspects: 1) how WSDOT, regional, and local plans reflect the statewide policies established in RCW 47.04.280 and the WTP; and 2) how the WTP or other state-level plans incorporate

regional and local plans. The consultants will prepare a matrix of how these plans relate based on existing research and on selective discussions with local and regional agencies.

### ***Task 3. Plan Utilization***

This task is to determine how the plans are currently used and by whom, including how they inform state transportation investment decisions and the establishment of statewide transportation policy.

The consultants will:

- *Chart how the plans are intended to affect decision-making and in particular legislative investment decisions.*
- *Conduct a limited case study analysis.* We propose to find a planning effort that did inform legislative decision-making and one that did not. We will do a more in-depth analysis of these two planning efforts to determine what made one process effective and what factors made the other plan either less useful or useless in legislative decision-making.

### ***Task 4. Resources***

The consultants will identify resources used for state level transportation planning including FTEs, expenditures, and sources of funds, including resources used by all state agencies in developing the plans as well as the Regional Transportation Planning Organizations (RTPOs) and Metropolitan Planning Organizations (MPOs). The analysis will:

- Identify both operating and capital costs.
- Include costs that are preparatory to actual planning, such as travel demand forecasting.
- Capture costs incurred in integrating plans, such as MPO/RTPO/WSDOT Coordinating Committee costs.

## **Analysis and Recommendations /Draft Report (Draft November 15)**

The analysis and recommendations will answer the following questions:

- What is the state trying to achieve through transportation planning?
- How can the state best prepare for potential shifts in federal direction?
- What statewide plans should be produced?
- What organizational structures and best practices can be gleaned from other states?
- How should planning responsibility for the recommend statewide plans be allocated among state agencies?

- What legislation should be considered to modify planning requirements and assign planning responsibility?
- What are the financial impacts of the proposed modifications to planning requirements and assignment of planning responsibility?

***Task 5. Review what the state is trying to achieve through transportation planning***

The state's reasons for engaging in transportation planning are outlined in RCW 47.01.011, which established WSDOT, and which also provides that the "the powers, duties, and functions of the department of transportation must be performed in a manner consistent with the policy goals set forth in RCW 47.04.280" – the six policy goals referenced above. RCW 47.01.011 is a legislative declaration stating that the legislature finds an imperative need to:

- Create a statewide transportation development plan which identifies present status and sets goals for the future.
- Coordinate transportation modes.
- Promote and protect land use programs required in local, state, and federal law.
- Coordinate transportation with the economic development of the state.
- Supply a broad framework in which regional, metropolitan, and local transportation needs can be related.
- Facilitate the supply of federal and state aid to those areas which will most benefit the state as a whole.
- Provide for public involvement in the transportation planning and development process.
- Coordinate and implement national transportation policy with the state transportation planning program.

The reasons for engaging in planning will be reviewed and discussed at the October 12 JTC meeting.

***Task 6. Review of other state planning efforts, organizational structures, and expenditures.***

The consultants will identify states that: 1) have a similar organizational structure to Washington state; 2) have effective transportation planning practices; and 3) have been successful in securing federal funds at minimum planning costs. The information garnered will be used to inform recommendations on Washington state planning, organizational structure, and budgets.

***Task 7. Review federal initiatives***

Based on the preliminary analysis of emerging federal directions from Task 1, the consultants will further refine the anticipated direction of federal planning requirements focusing on likely requirements for outcome based, data driven planning.

### ***Task 8. Recommended statewide plans***

The recommendations will include:

- State, regional and local plans that are essential and should be required by the state. This will include recommendations on:
  - The schedule for the development of the plans based on federal requirements and anticipated legislative decisions.
  - Vertical integration among these recommended plans
  - Development of consistent planning assumptions (i.e. traffic demand, VMT)
  - Proposed links between the required plans, investment decisions, and performance reporting
  - Legislative review
- State, regional, and local plans that are not essential, but may be desirable, including a proposed schedule for the development of these plans, which may be less frequent than the essential plans.
- State, regional, and local plans that are currently either required or done that should be consolidated with others or eliminated.

### ***Task 9. Allocation of planning responsibility among state agencies***

Based on the recommendations on state plans and the review of other state organizational structures, the consultants will propose how planning responsibilities should be allocated among state agencies. This will include recommendations on state organization responsibility for:

- Development of recommended and desirable plans
- Coordination with regional and local transportation planning agencies
- Maintenance of baseline information for transportation planning (i.e. VMT forecast)
- Review of plans

### ***Task 10. Recommended legislation***

The consultants will recommend legislation to implement the recommendations and provide a draft of a potential bill.

### ***Task 11. Financial impact***

The consultants will provide an analysis of the financial impact of their recommendations including:

- Operating and capital budget savings in FY 2011-13 and over the 16-year financial plan period.

- Reallocation of budgets among agencies as may be appropriate to implement the recommendations.

### **Final Report and Presentations (Complete December 15)**

Based on the December 1 JTC review, the consultants will prepare a draft final report and be prepared to make presentations to the JTC and the House and Senate Transportation Committees as requested during session.