

PREPARING FOR MOBILITY ADVISORY COMMITTEE (MAC) MEETINGS

Best practices for preparing and presenting project information

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OBJECTIVES



- ✓ Understand your audience (MAC members).
- ✓ Understand why & when engagement takes place.
- ✓ Understand ODOT's expectations & requirements for presenting.
- ✓ Be able to apply best practices in delivering an effective presentation.



AGENDA



- Who is the MAC & Why Engagement is Essential
- MAC Interaction & the Project Delivery Lifecycle
- Presentation Templates
- How & When to Submit Materials.
- Best Practices
- Presentation Examples / Q&A

WHO IS THE MAC & WHY ENGAGEMENT IS ESSENTIAL



WHO IS THE MAC?



Mobility Advisory Committee

Collaborates among diverse stakeholders to resolve mobility and work zone safety issues or concerns.

- Oregon Trucking Association
- AAA of Oregon
- Oregon Manufactured Housing Association
- Association of General Contractors
- Omega Morgan
- Wilhelm Trucking Company
- V. Van Dyke, Inc.
- Highway Heavy Hauling
- Knife River
- Bowman Trucking, Inc.
- Asphalt Pavement Association of Oregon
- Phil Sterling Mobile Homes

WHO IS THE MAC?



Provides input on:

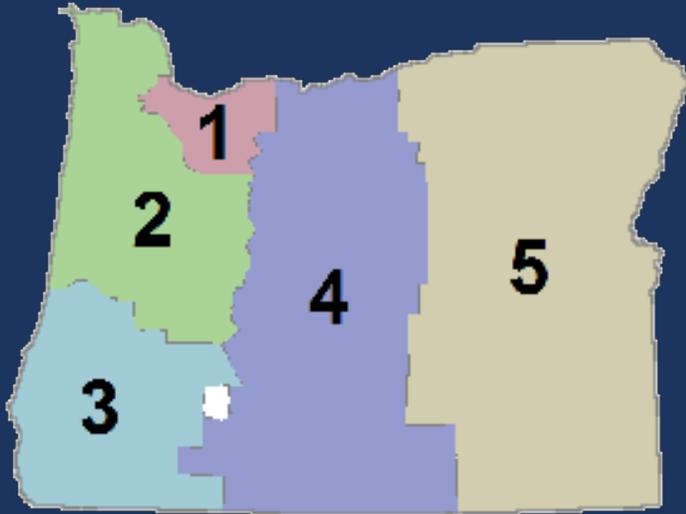
- ORS 366.215 Reductions in Capacity.
- Roundabouts on the state system.
- Work zone safety & temporary restrictions.
- Critical Route Pairs.
- Permanent weight restrictions.

ROLE OF THE MOBILITY TEAM



- ODOT's primary contact to engage industry and mobility stakeholders.
- Organizes and facilitates MAC meetings.
- Tracks action items & maintain meeting records.
- Subject matter experts on ODOT's mobility policies and procedures.
- Provides data for project teams (*E.g. OD Permit Data, VC clearances, vehicle diagrams*)
- Reviews submitted meeting materials and provide feedback.

REGION MOBILITY LIAISONS

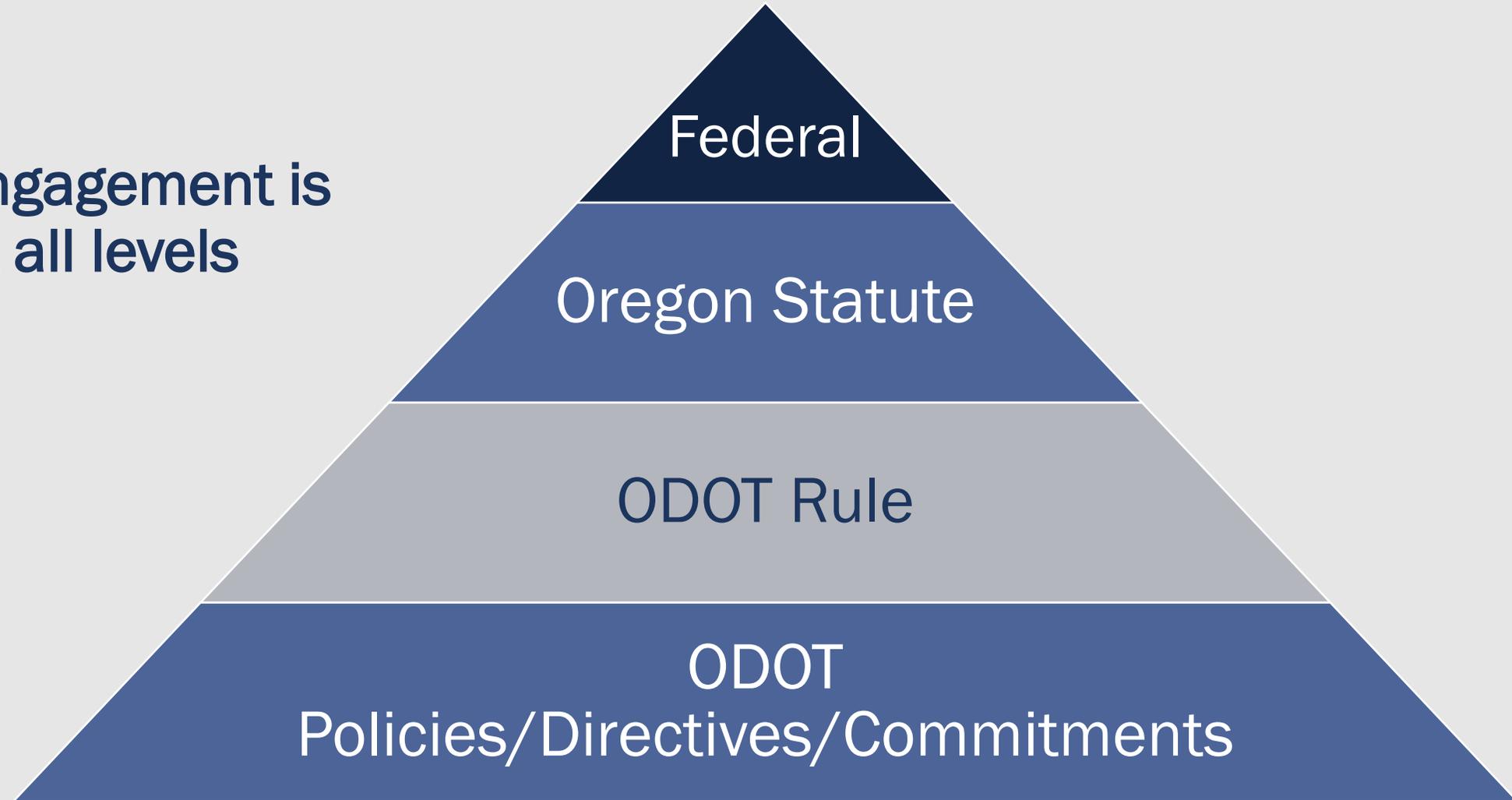


Region Liaisons also work closely with the Mobility Team on meeting coordination:

- Region 1: Kari Sprenger
- Region 2: Mike Doane & Angela Kargel
- Region 3: Matt Malone
- Region 4: Teresa Gibson
- Region 5: Jeff Wise

WHY ENGAGEMENT IS ESSENTIAL

Stakeholder engagement is emphasized at all levels



WHY ENGAGEMENT IS ESSENTIAL

FHWA Work Zone Safety/Mobility Rule (23 CFR 630 Subpart J)

“States should develop and implement the TMP in sustained consultation with stakeholders.”

OAR Ch. 731, Div. 12 Reduction of Vehicle-Carrying Capacity

“If Department staff identify that the Proposed Action has the potential for a Reduction of Vehicle-Carrying Capacity, a Stakeholder Forum will be convened.”

Mobility Procedures Manual

“Communications within ODOT and with the freight industry and public stakeholders are critical to the success of traffic mobility...”

Operational Notice PD-16: Mobility

“Project teams will collaborate with key industry stakeholders through the Motor Carrier Transportation Division.”

Directive TRA 10-16: Work Zone Safety Guiding Principle

“ODOT’s Mobility Committee is a resource that can provide necessary balanced guidance.”

Operational Notice PD-12: Public Involvement

“Effective public involvement provides necessary information for project decisions, and is an essential part of developing the best solutions.”

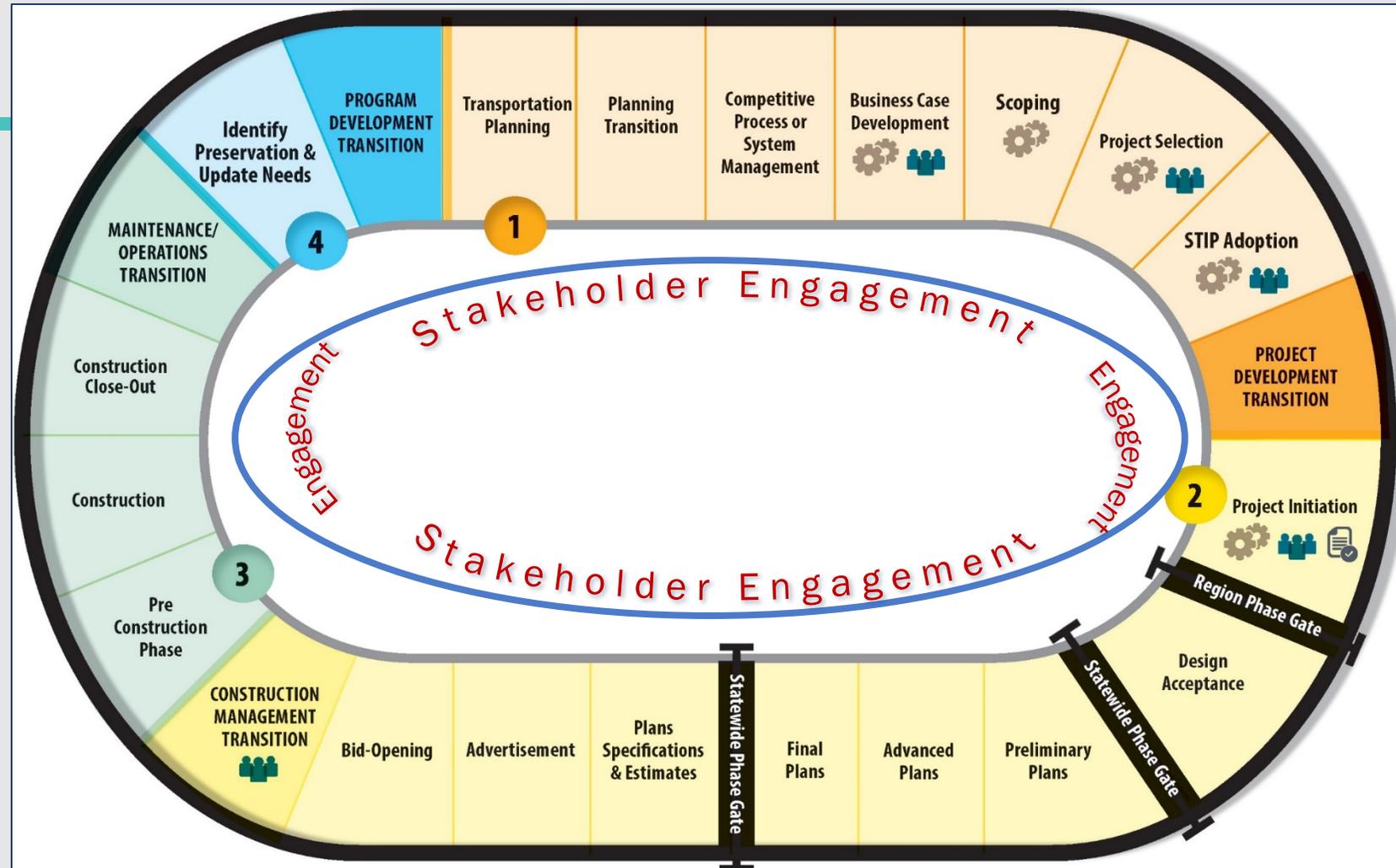
Directive DES 02: Roundabouts on State Hwy System

“Regardless of when roundabouts are being considered... conversation with the trucking industry is required.”

PMT 06-01: Size & Weight Restrictions on State Hwys

“It is the policy of the Department to work collaboratively with and minimize the impact, where possible, to the motor carrier industry...”

WHEN ENGAGEMENT TAKES PLACE



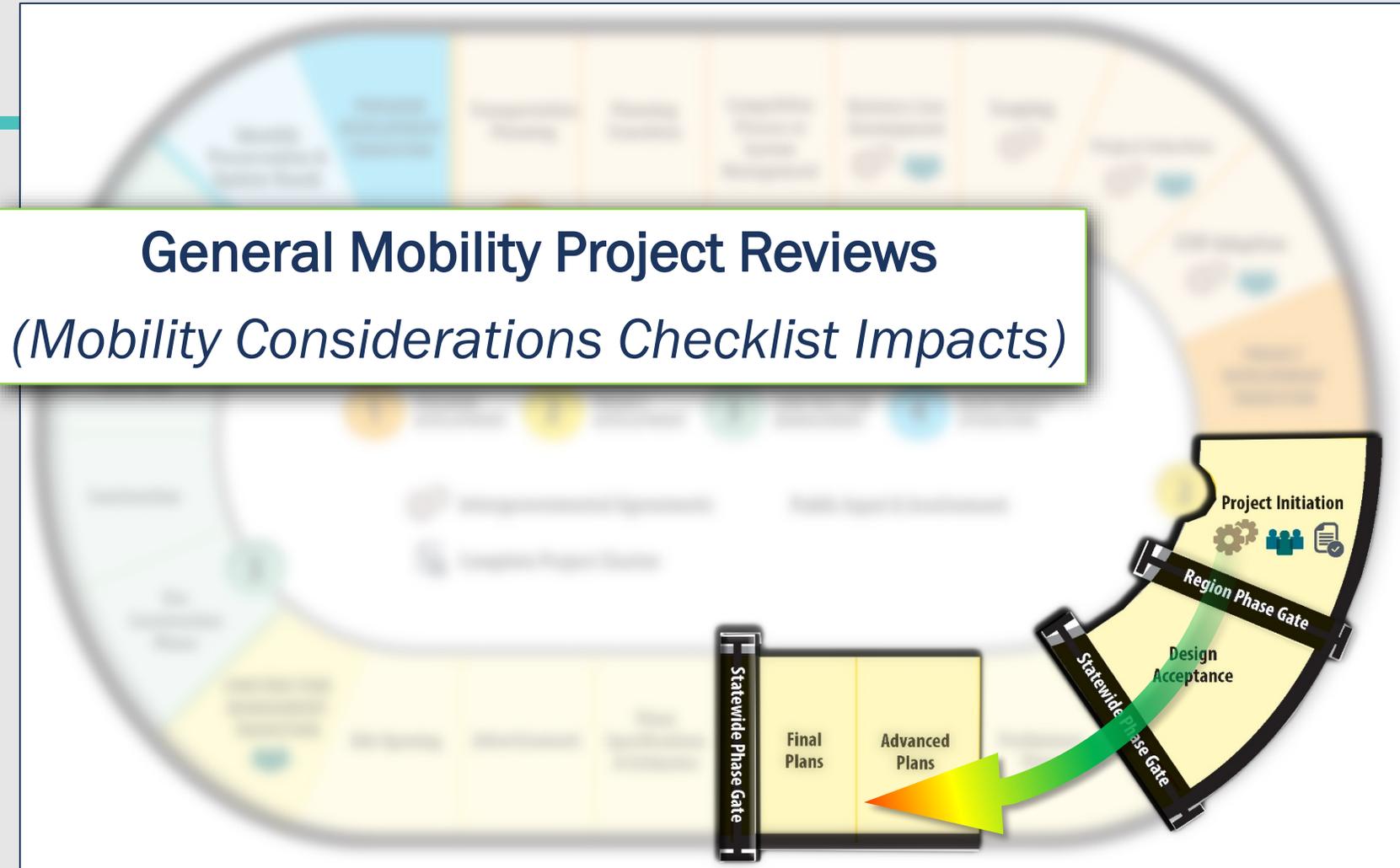
WHEN ENGAGEMENT TAKES PLACE



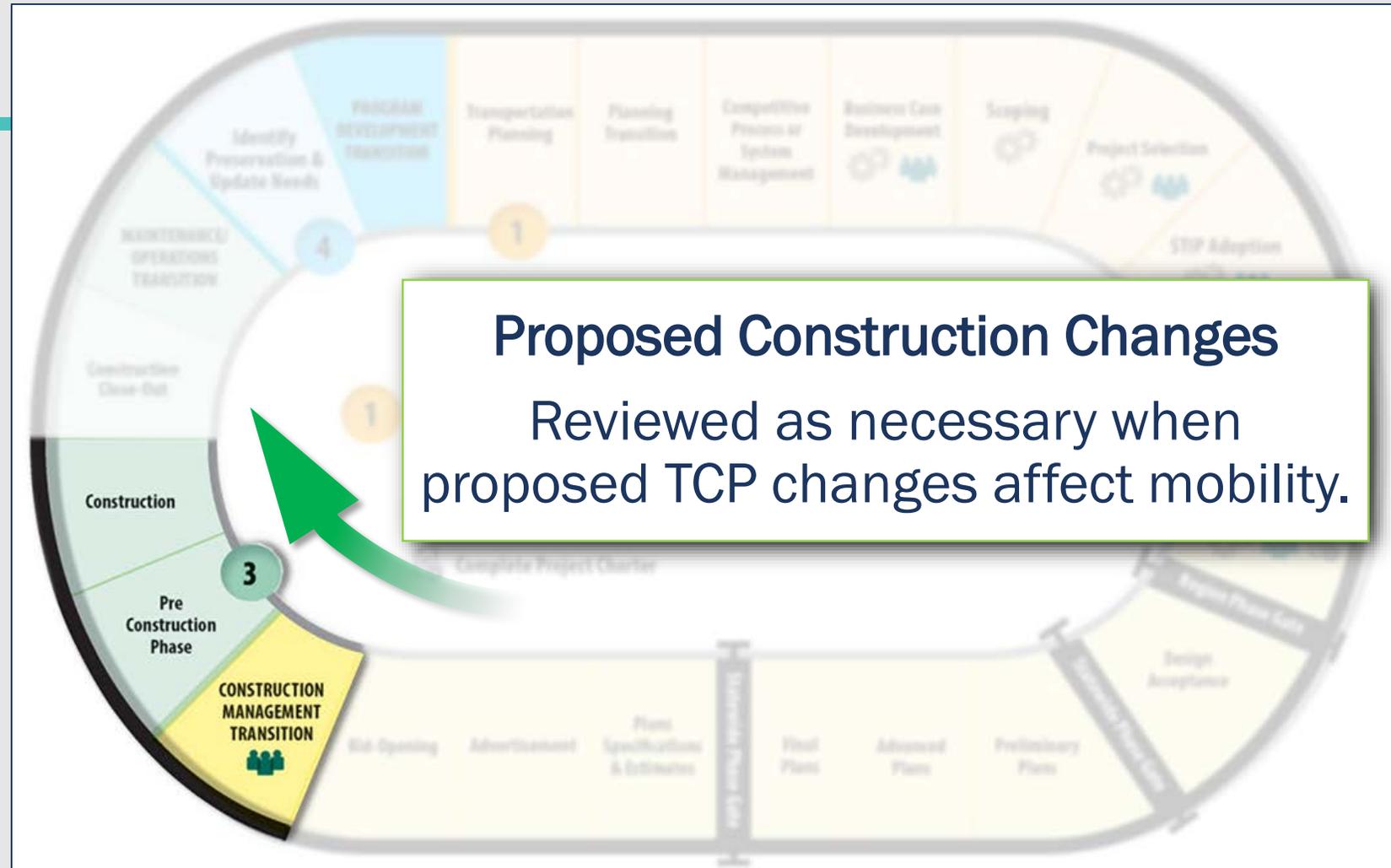
WHEN ENGAGEMENT TAKES PLACE



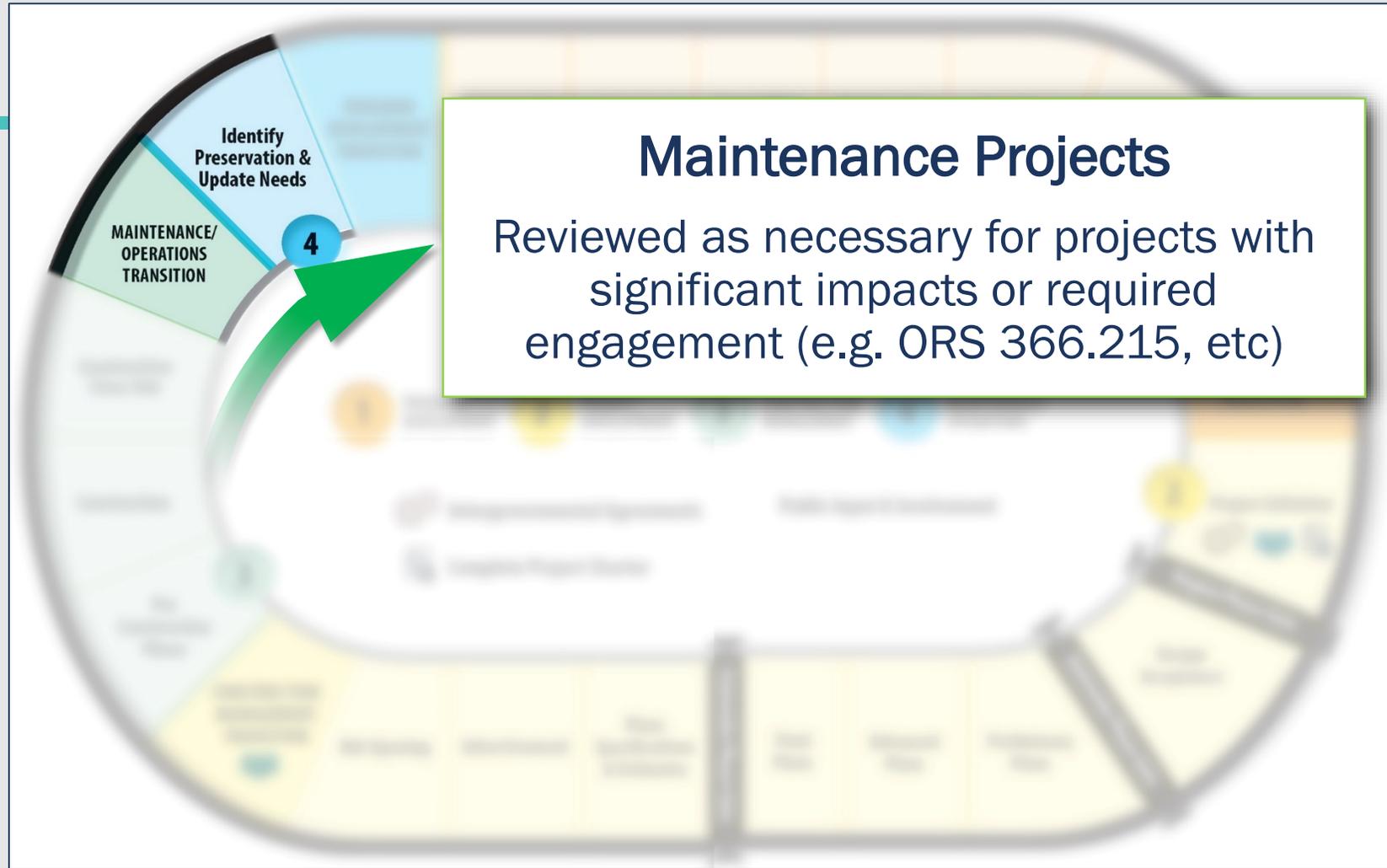
WHEN ENGAGEMENT TAKES PLACE



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WHEN ENGAGEMENT TAKES PLACE



REQUIRED PRESENTATION TEMPLATES

PROJECT NAME

Highway Local Name/Location/Nearby Town
Key #

- **Project Type:** (e.g. paving, bridge deck repair, preservation, etc.)
- **Presenter(s) Name(s):**
- **Other Notes:** (e.g. Safety Pilot Project, HB 2017 project, etc.)



Mobility Advisory Committee
Meeting Date: MM/DD/YYYY





Templates must be used for:

- Mobility Considerations Checklist Reviews.
- ORS 366.215 Reductions in Capacity.

REQUIRED MOBILITY POWERPOINT TEMPLATES

PROJECT NAME
Highway Local Name/Location/Nearby Town
Key #

- **Project Type:** (e.g. paving, bridge deck repair, preservation, etc.)
- **Presenter(s) Name(s):**
- **Other Notes:** (e.g. Safety Pilot Project, HB 2017 project, etc.)



Mobility Advisory Committee
Meeting Date: MM/DD/YYYY



PROJECT NAME
Potential ORS 366.215 Impact

Presenter(s) Name(s):

Other Notes: (e.g. HB 2017 Intersection Improvement, etc.)



Mobility Advisory Committee
Meeting Date: MM/DD/YYYY



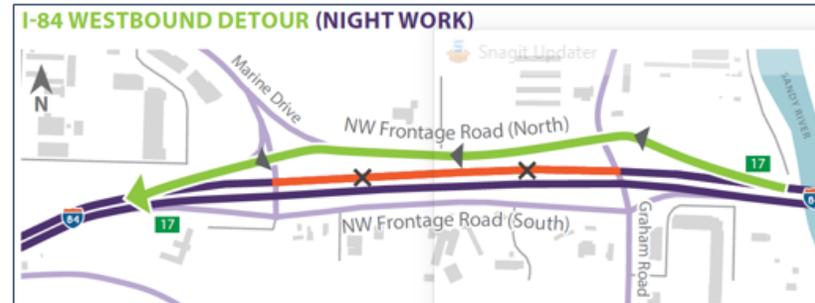
Use of templates ensures consistency & helps expedite stakeholder support.



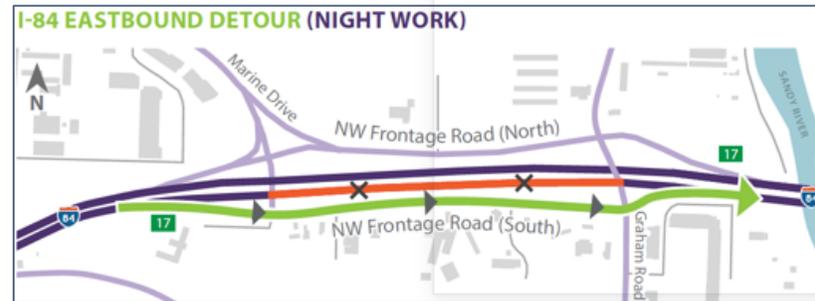
Template Instructions Are Provided

REQUIRED MOBILITY POWERPOINT TEMPLATES

PROJECT NAME Full Closure w/Detour



One consecutive Friday & Saturday night in August, 2020, 10 p.m. to 6 a.m. each night.



One consecutive Friday & Saturday night in Sept. 2020, 10 p.m. to 6 a.m. each night.

Update this slide with your own information.

Mobility Impacts – Full Closure w/Detour:

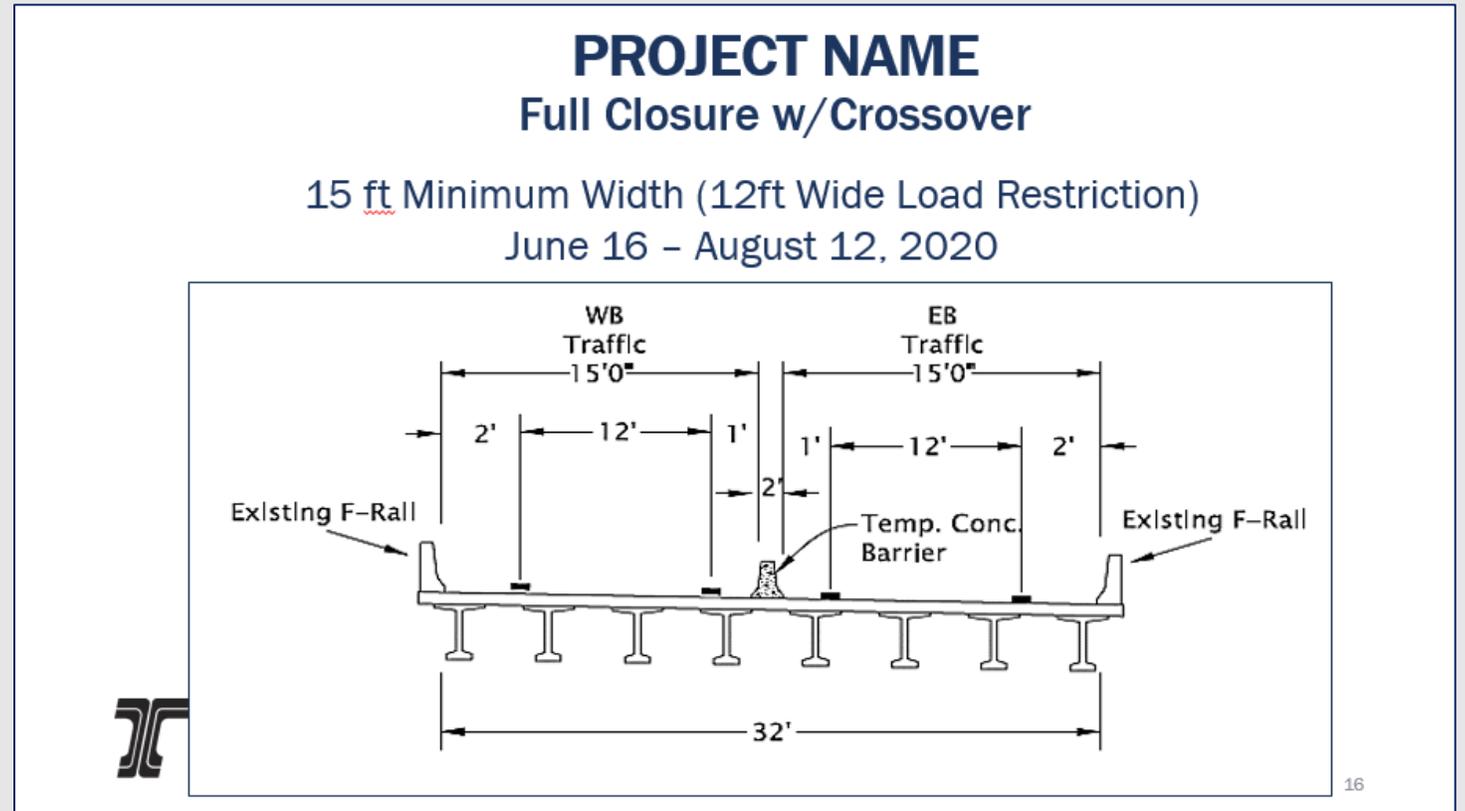
- Include a map of the detour for passenger vehicles and freight. Have the sign plan available in case stakeholders request to see it.
- Provide details of closure. Include allowable closure days, hours, and months per specifications.
- Include number of weekday and/or weekend closures allowed, and which month(s) they are estimated to occur.
- **Be prepared to speak to what the anticipated duration of the highway restriction notice submittal will be**



REQUIRED MOBILITY POWERPOINT TEMPLATES

ONLY USE SLIDES THAT ARE NECESSARY & RELEVANT

Delete/remove slides that aren't needed for your presentation.



HOW & WHEN TO SUBMIT MEETING MATERIALS



ODOT Statewide Traffic Mobility Program

Meeting Material Submittal Form Instructions

Meeting materials must be submitted **at least 2 weeks prior** to the Mobility Meeting.

Files can be attached to this form using the "**Attach File**" button located in the upper left corner of this window under the "Edit" tab.

HOW & WHEN TO SUBMIT MATERIALS

Meeting Material Submittal Form on the Mobility Internal SharePoint site

- *Required* for submitting agenda topics & files.
- Includes questions intended to reduce back & forth emails.
- Mobility Team & Region Liaisons are alerted when items are submitted.

Submit Meeting Materials

Complete a [Meeting Material Submittal Form](#) to submit documents/agenda items for upcoming Mobility Meetings.

Documents must be submitted at least two weeks prior to the meeting.

Submitted materials can be viewed/edited on the [Mobility Meeting Materials](#) page.

View [Mobility Meeting Guidelines](#) for more information.

A [PowerPoint Template](#) is available for presenting projects at Mobility Meetings.

An [ORS 366.215 PowerPoint Template](#) is also available for presenting Reduction Review Route impacts.

View Mobility Meeting Agendas, Minutes and Presentation Materials on the public [Mobility Meeting Records Page](#).



Materials Must Be Submitted at least 2 Weeks Prior to the Meeting

HOW & WHEN TO SUBMIT MATERIALS

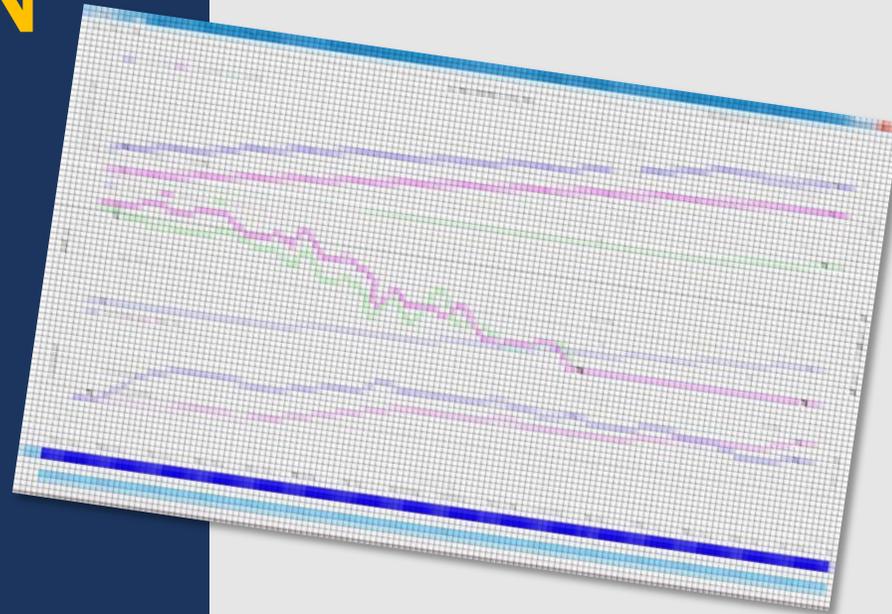


- Allows Mobility Staff time to review & request corrections if needed.
- Documents are then posted/distributed **one week prior** to the meeting.
- Incomplete or late documents cannot be accepted.



Allow for Additional Time if Requesting Mobility Data for your Presentation

HOW & WHEN TO SUBMIT MATERIALS



- Requests for data require at least two weeks (E.g. OD Permit Data, VC Data, etc).
- Some requests may require longer to fulfill (*check with the Mobility Team*)

BEST PRACTICES

Mobility Advisory Committee Meeting – De

<p>Location/Time:</p> <p>ODOT/MCTD 3930 Fairview Industrial Drive Salem, OR 97302</p> <p>1 PM – 2 PM</p> <p>Conference Rm: Ashland Conference Room</p>	<p>Teleconference: 1-888-273-3658 Access Code: 2054947</p> <p>JoinMe Link: https://join.me/StatewideMobility</p>	<p>Members:</p> <p>MCTD:</p> <p>Region(s):</p>
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BEST PRACTICES

- Have clear objectives for your presentation.
- Conduct a dry run with your team.
- Have appropriate technical experts available to answer questions.
- Ask for stakeholder input. Engage in a discussion.
- If returning for follow-up, summarize up front what was shared previously, what has changed since, and a reminder of any action items.

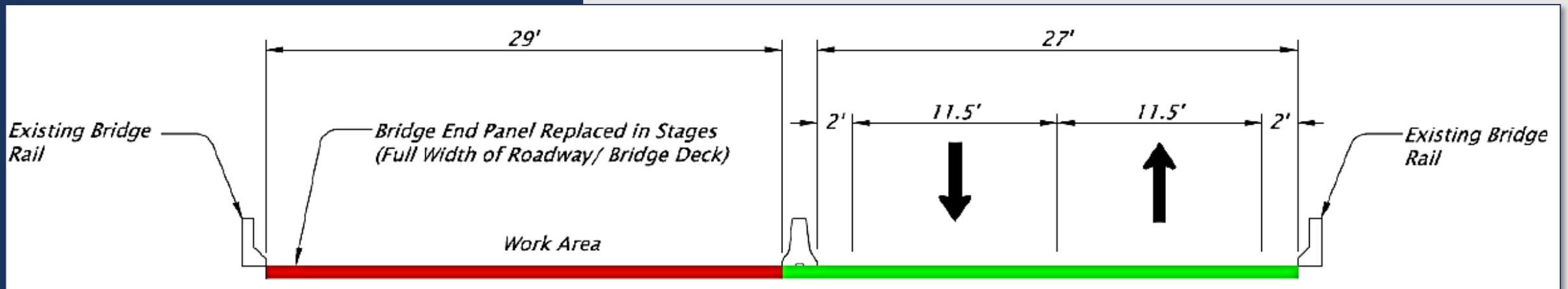
BEST PRACTICES

- Make sure data is consistent in ALL submitted documents.
- Make sure charts and diagrams are clear and readable from a distance.

Not so clear....



Much better....





BEST PRACTICES

If you've never presented before, plan to attend and observe a meeting before yours.

- View schedules & materials on our website.
- Meetings are also available via web conference.

Mobility Meeting Records

Upcoming Meetings

Date/Time	Location	Agenda
2/13/2020 1:00 PM	MCTD Salem Headquarters	
3/12/2020 1:00 PM	MCTD Salem Headquarters	
4/9/2020 1:00 PM	MCTD Salem Headquarters	
5/14/2020 1:00 PM	MCTD Salem Headquarters	

Documents

View agendas, minutes and presentation documents for current and previous meetings.

Search   Sort  Filter

BEST PRACTICES

- What are your suggestions?
- What strategy worked well?
- What would you do better next time?



PRESENTATION EXAMPLE:

General MAC Meeting Presentation

(e.g. Mobility Considerations Checklist
Sign-Off)





EXAMPLE PROJECT

Local Highway Name/Nearby Town

Key # 12345

- **Project Type:**
Bridge Deck Repair
- **Presenter:**
ODOT Transportation Project
Manager





EXAMPLE PROJECT

Agenda

Topics:

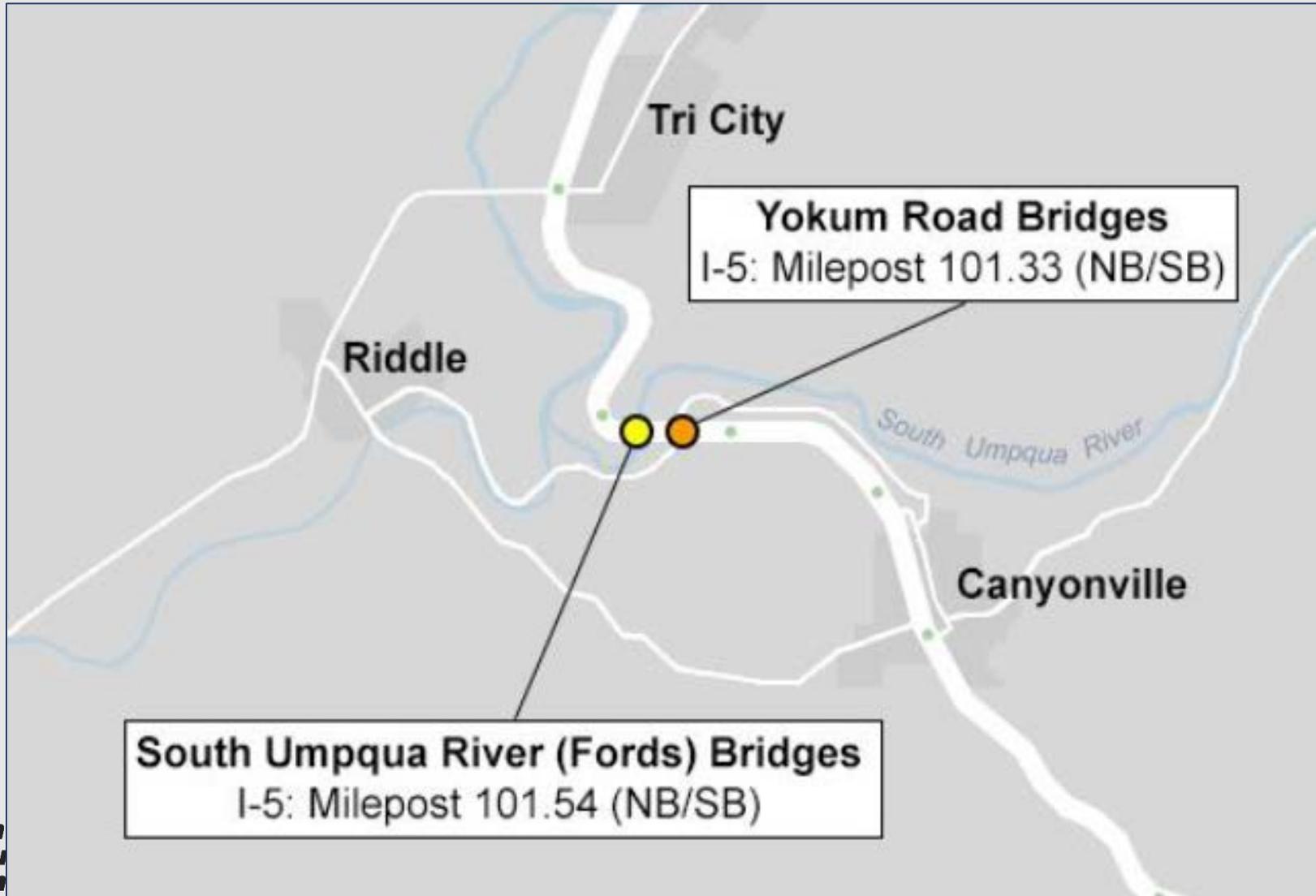
- Project Overview (informational)
- Ramp Closures with Detours (seeking support)
- Lane Closures (seeking support)

Objective(s)

- Looking for Mobility Considerations Checklist Signoff

EXAMPLE PROJECT

Project Location





EXAMPLE PROJECT

Location Detail

Roadway Characteristics

- 2 lane interstate
- Mostly flat grade
- 5 degree curve north of Fords bridges, but straight at Yokum bridges

Traffic Conditions

- ADT: 24,500
- Truck Count: Approximately 32%



EXAMPLE PROJECT

Project Schedule

- **Current Phase:** Final Plans
- **Bid Opening Date:** 12/12/2019
- **PS&E Date:** 10/21/2019
- **# of Construction Seasons:** One season (Spring/Summer 2020)



EXAMPLE PROJECT

Problem, Solution & Scope

1. Remove and Replace Deck Joints
2. Place a 3/4" Premixed Polymer Concrete (PPC) overlay on the bridge decks.
3. Perform a grade correction on the two bridges over Yokum Rd.
4. Replace guardrail at bridge ends.
5. Pave roadway approaches to adjust grade to match bridges.

EXAMPLE PROJECT

Ramp Closures & Detour

Ramp	Est. Month/Yr	Closure Days/Hours	Detour
SB I-5 Exit 102 On-Ramp	May 2020	Allowed Sunday night thru Friday morning between 6 p.m. and 9 a.m.	Traffic sent to next interchange and enter I-5 in other direction to their exit. 5 minute estimated delay.
NB I-5 Exit 101 On-Ramp	June 2020		
SB I-5 Exit 101 Off-Ramp	July 2020		
NB I-5 Exit 102 Off-Ramp	August 2020		

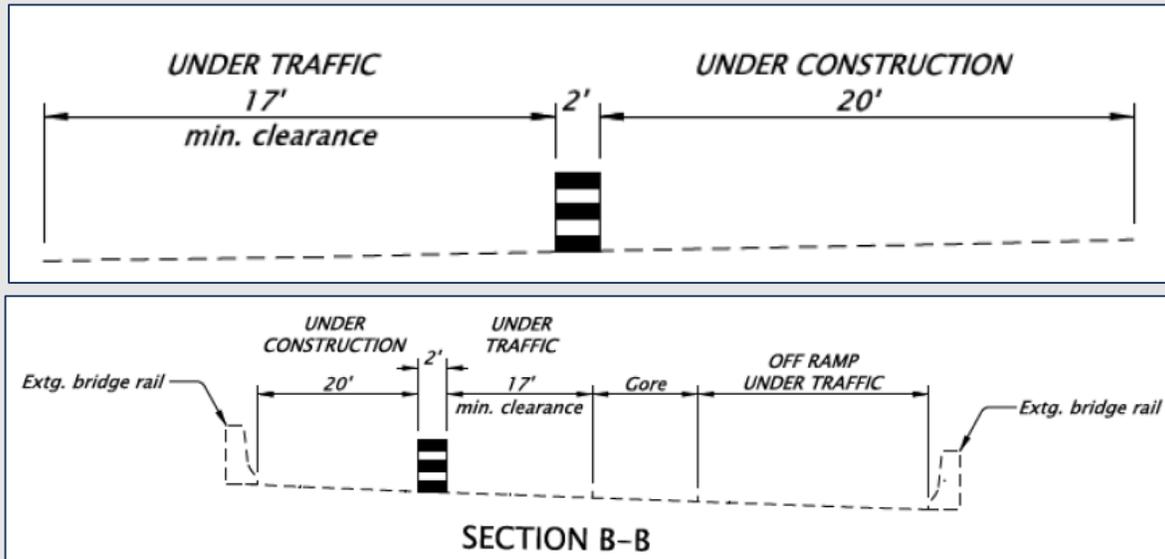


EXAMPLE PROJECT

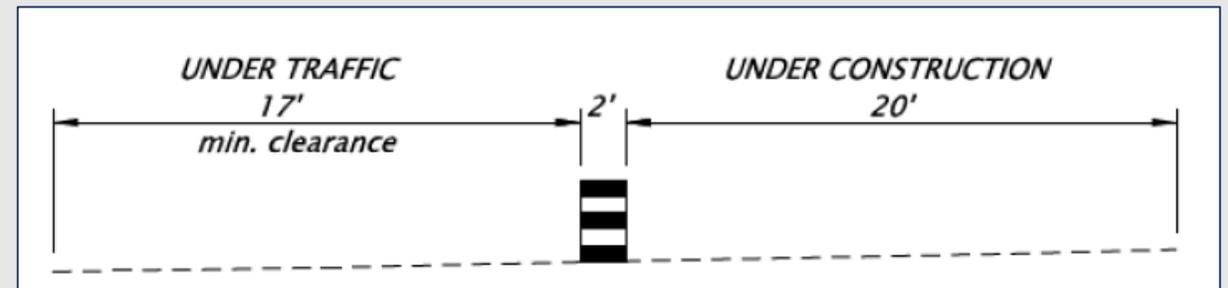
Lane Closures

- NB & SB lane closures
- 17' clearance (single lane-one way) w/soft barriers on tangent.
- Restricted to 15' wide loads.
- Wider loads accommodated with advance notice.
- Sunday night thru Friday morning between 6 p.m. & 9 a.m.
- Estimated June/July 2020

Southbound



Northbound





EXAMPLE PROJECT

Critical Route Pair & Oversize Load Accommodation

- I-5 is a critical route paired with OR 212, US 26, and US 97.
- No concurrent restrictions on the paired critical route.
- Overwidth loads over 15' wide will be accommodated through the work zone with advance notice.



EXAMPLE PROJECT

Work Zone Safety Strategies Identified

- Law enforcement presence will be requested
- Construction speed zone reduction has been approved



EXAMPLE PROJECT

Next Steps

- Questions
- Follow-up items
- Request support for Project Mobility Considerations Checklist Sign-Off

A worker in a red safety suit and hard hat is positioned on a blue aerial lift bucket, working on a steel bridge structure. The background is a dense forest of green trees. The entire image has a dark blue overlay.

THANK YOU

PRESENTATION EXAMPLE:

ORS 366.215 Presentation

(Potential Reductions in Vehicle-Carrying
Capacity)





EXAMPLE PROJECT

Potential ORS 366.215 Impact

Presenters:

ODOT Transportation Project
Manager



Mobility Advisory Committee
Meeting Date: XX/XX/20XX



EXAMPLE ORS 366.215 PROJECT

Agenda

Topics:

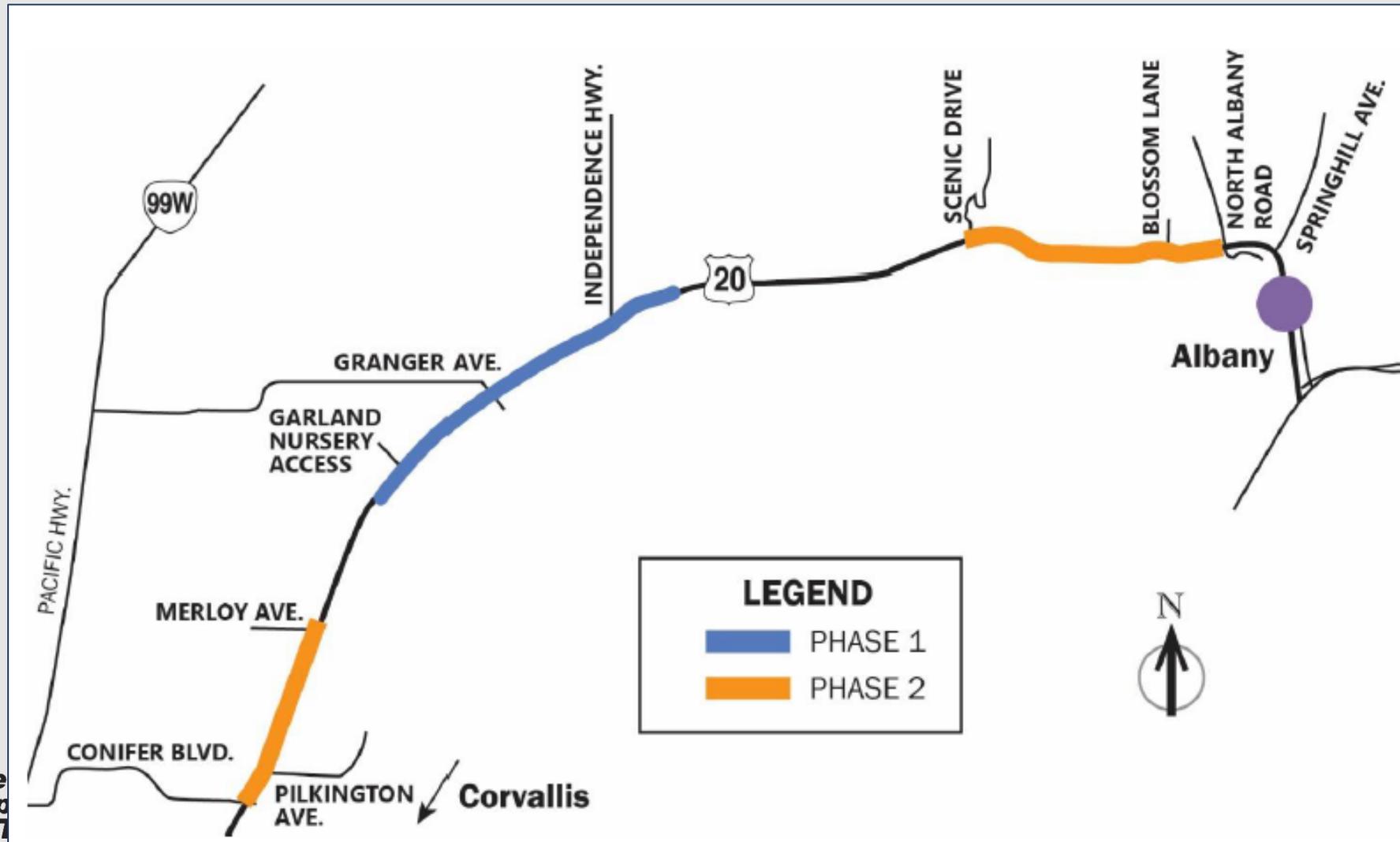
- Location
- Problem/Issues & Proposed Action(s)
- Existing & Proposed Cross-sections
- Pinch Point Information
- Summary of Proposed Changes

Objective:

Seeking Stakeholder Forum Support for Proposed Action subject to ORS 366.215.

EXAMPLE ORS 366.215 PROJECT

Project Location



EXAMPLE ORS 366.215 PROJECT

Issues



Location information

Systemic Issues

SAFETY

ACCESS

EXAMPLE ORS 366.215 PROJECT

Proposed Safety Improvements

Left Turn
Acceleration Lanes

Sight Distance

Signing & Striping



Location details

EXAMPLE ORS 366.215 PROJECT

Proposed Safety Improvements



Left Turn Acceleration Lane

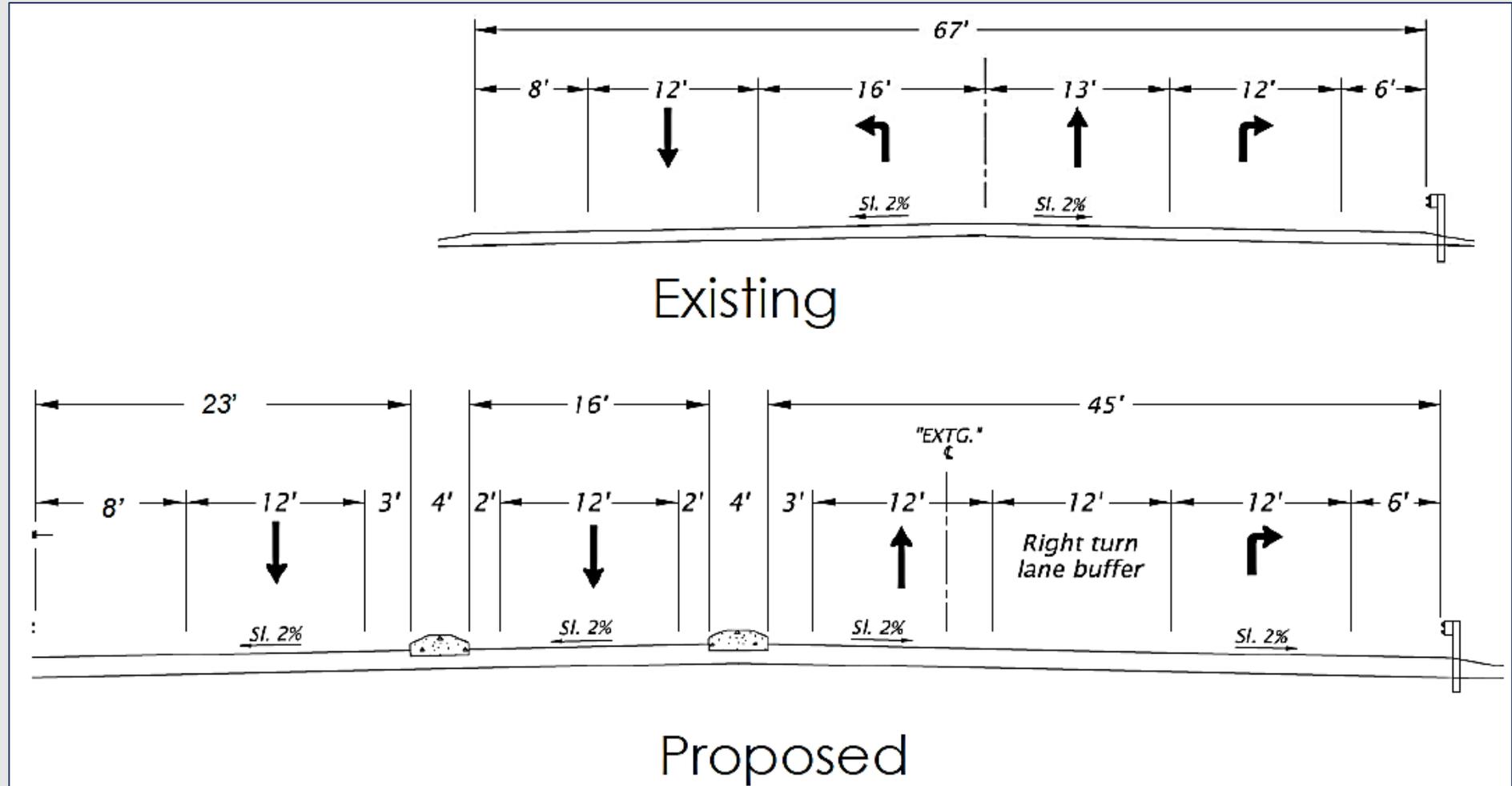
Located on _____
at mile point
##.##

EXAMPLE ORS 366.215 PROJECT

Existing & Proposed Roadway Cross Sections

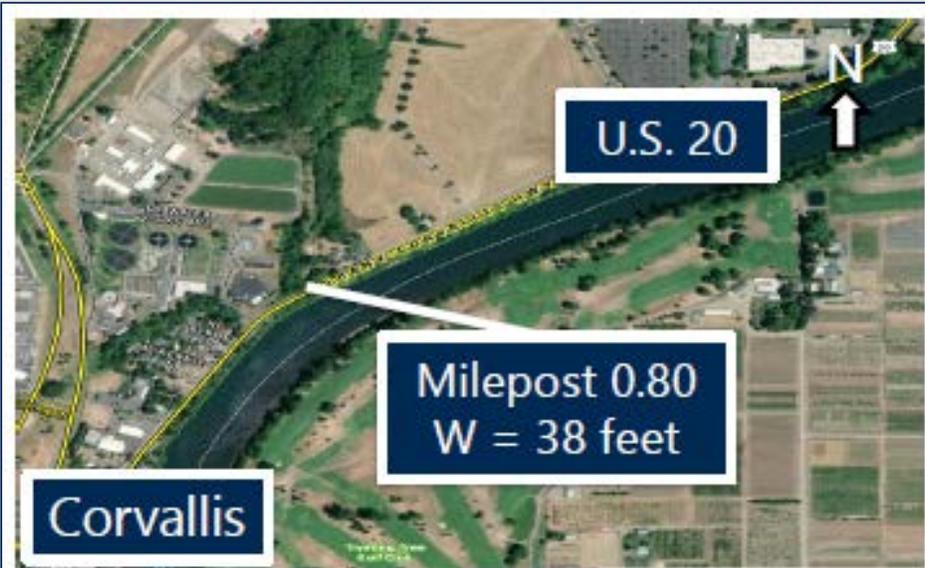
Cross Section located on _____ at mile point ###.##.

Traffic separators are standard 4" mountable curbs.



EXAMPLE ORS 366.215 PROJECT

Pinch Point Information



Western Pinch Point

- Milepost 0.80
 - 38 feet (barrier encroaches on either side of total 40 feet surface width)
(Width is not field verified)
 - 4.8 miles SW of Granger Ave



Eastern Pinch Point

- Milepost 7.01 – 7.04 (Bowers Slough)
 - 29 feet
 - 0.6 miles northeast of Independence Hwy

EXAMPLE ORS 366.215 PROJECT

Summary of Changes

Reduction in vehicle-carrying capacity varies by location and direction of travel.

Location	Existing Width (ft)	Proposed Width (ft)	RVC (ft)
200' E of Granger Ave (EB)	67	23	44
200' E of Independence Hwy (EB)	60.5	25	34.5
750' E of Independence Hwy (WB)	43	23	20
Local Rd to Median Acceleration Lane (EB)	24 - 25	16	8-9

EXAMPLE ORS 366.215 PROJECT NEXT STEPS

- Seeking a Record of Support
- Project team to return in 2020 to share design progress and discuss temporary mobility impacts anticipated during construction.



A worker in a red safety suit and hard hat is positioned on a blue aerial lift bucket, working on a steel bridge structure. The background is a dense forest of green trees. The entire image has a dark blue overlay.

THANK YOU



QUESTIONS?



THANK YOU!



Bill Gross
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What did you think of this training?
Please take a minute to complete this brief survey:
<https://www.surveymonkey.com/r/MobilityTrainingFeedback>