Washington State Department of Transportation

Memorandum

June 27, 2016

TO: Tom Baker, Bridge and Structures Engineer
Kevin Dayton, Deputy Chief Engineer, Olympic Regional Administrator
Lorena Eng, Northwest Regional Administrator
Mike Frucci, Acting Eastern Regional Administrator
Joe Hedges, Alaskan Way Viaduct Program Administrator
Brian Lagerberg, Public Transportation Division Director
Nicole McIntosh, Director, Terminal Engineering, WSF
Julie Meredith, SR 520 Program Administrator
Keith Metcalf, Deputy Secretary
John Nisbet, Director, Traffice Operations, State Traffic Engineer
Ron Pate, Director, Rail, Freight, and Ports Division
Patty Rubstello, Assitant Secretary for Tolling
Dan Sarles, North Central Regional Administrator
Kris Strickler, Southwest Regional Administrator
Craig Stone, Executive Director, Puget Sound Gateway Project
Todd Trepanier, South Central Regional Administrator
Megan White, Director, Environmental Services Office
Kerri Woehler, Director, Multimodal Planning Division

FROM: Linea Laird, P.E., Assistant Secretary of Engineering & Regional Operations
Amy Scarton, Assistant Secretary Community and Economic Development

SUBJECT: Project Delivery Memo #16-01 Transit Outreach

PURPOSE AND DIRECTION

Effective immediately, all affected project teams must conduct outreach to local transit agencies.

Background

The focus of this memo is project specific outreach to local transit agencies. The 2016 Budget Proviso includes the following direction:

> Sec. 306. 2015 1st sp.s. c 10 s 306 (uncodified) is amended to read as follows: FOR THE DEPARTMENT OF TRANSPORTATION—IMPROVEMENTS—PROGRAM I
>
> (26)(a) The department must conduct outreach to local transit agencies during the planning process for highway construction projects led by the department.
>
> (b) The department must develop process recommendations for best practices in minimizing impacts to transit and freight during project construction.

A report on best practices must be submitted to transportation committees of the legislature by December 1, 2016.

This memo presents direction to the project teams to comply with section (26)(a).

A separate implementation strategy will be prepared for section (26)(b) which includes consideration of impacts to freight as well as transit.

WSDOT works closely with transit agencies in the delivery and operation of the state's multimodal system. While our partnership with transit agencies is not new, the proviso is an opportunity to demonstrate our commitment to continually improve our engagement with stakeholders, including transit agencies.

Projects Affected
The proviso is a condition set on the appropriations to Program I. See projects listed on pages 2-23 in the budget (LEAP March 7, 2016)
http://leap.leg.wa.gov/leap/Budget/Detail/2016/CTLEAPDoc2016-2-0307.pdf
The proviso only affects projects on the Program I list that are led by the department. The proviso refers to the "planning process for highway construction projects" which we interpret as the **planning, early design, and/or environmental review phases**.

As a reminder, transit agencies not only operate fixed route bus and rail services, they also operate transportation services for people with special needs, vanpools, park and ride lots and other ride-sharing services. Project teams should engage transit agencies if their project has the potential to adversely affect any of these services.

ACTIONS REQUIRED
Improvement Project teams are required to include transit agencies in their outreach efforts. In addition, projects funded in other program areas (including Bridge Preservation – Replacement, and Ferry Terminal Preservation) are strongly encouraged to reach out to transit agencies to minimize the potential for disruption in transit services.

Projects in planning stage shall:

1. Work with Public Transportation Division to identify transit agencies in your project area. Check your Corridor Sketch database to see if it already has the information.
2. Conduct project specific outreach to the local transit agency. This should include written correspondence providing a project contact name and telephone number.
3. Include transit agencies in the communication and outreach efforts.
4. Encourage transit agencies to take advantage of opportunities for longer range planning that may affect transit agencies that also occurs through the state's MPOs and RTPOs.

Projects in design phase shall:

1. Determine whether or not your project has the potential to impact transit operations. Consult your region's Public Transportation Community Liaison for assistance (see resources). Some projects are unlikely to have any impact (such as those with activities that do not alter the flow of traffic in any way: could include installing guardrail, noise wall, ITS, stormwater mitigation). If no impacts are likely, document in your project file.
2. If yes, identify transit agencies with services in your project area, including any planned detour routes.
3. Conduct project specific outreach to the local transit agency. This should include written correspondence providing a project contact name and telephone number.
    a. Projects subject to SEPA should maximize SEPA's public and agency comment opportunity. Work with your environmental office to ensure that you are circulating SEPA checklists and notices to transit agencies.
    b. Projects that are exempt from SEPA still need to conduct the outreach to local transit agencies.
    c. During design, consider adding local transit agency representatives to your Multiagency, Interdisciplinary, and Stakeholder Advisory (MAISA) team.
4. Throughout project delivery, include transit agencies in the project communication and outreach plan.

Projects in construction are requested to:

Consistently supply information to WSDOT's Construction Traffic Management team and region. Emphasize the use of the construction traffic hot spots and associated information and analysis where applicable www.wsdot.wa.gov/construction/planning.

No reporting is associated with section 26 (a), however, projects are asked to submit any best practices to Development Division (Carol Lee Roalkvam) for inclusion in the report required under section 26 (b).

Development Division with Public Transportation Division

1. Prepare informational mailing to individual transit agencies statewide providing them the list of active improvement projects, including WSDOT contact information.
2. Seek input from within WSDOT as well as with transit and freight stakeholders for the development of the report specified in the proviso Section (26)(b).

Resources:

1. Public Transportation Division Resources
    a. List of Transit Authorities. Attached, and posted on line at Washington transit authorities map
    b. WSDOT's Construction Traffic Management group www.wsdot.wa.gov/construction/planning
    c. WSDOT's Public Transportation Division Community Liaisons and their designated regions: www.wsdot.wa.gov/Transit/contact.htm

2. Practical Design section of the Design Manual. The full manual is at www.wsdot.wa.gov/Publications/Manuals/M22-01.htm. The procedures that go with the manual are posted at www.wsdot.wa.gov/Design/Support.htm

3. WSDOT's Environmental Manual provides direction to our project teams to consider transit impacts from proposed projects. The full manual is on-line at www.wsdot.wa.gov/Publications/Manuals/M31-11.htm. See Chapter 400 (our overall direction on NEPA/SEPA) and Chapter 460 (Transportation). In addition to the manual, specific procedural guidance for document preparers is located online at www.wsdot.wa.gov/Environment/Compliance/techguidance.htm The guidance for transportation specifies transit outreach, and the guidance for social effects includes access to transit and other public services.

If you have any questions, please contact Carol Lee Roalkvam, Development Division roalkvc@wsdot.wa.gov, 360-705-7126; or Stan Suchan, Public Transportation Division, suchans@wsdot.wa.gov, 206-464-1192.

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