



**Regional Transportation Plan  
Transportation Demand Management  
Refinement Plan**

**SCOPE OF WORK**

**Friday, March 30, 2007**



Rogue Valley Metropolitan Planning Organization



# Scope of Work

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## Introduction

Travel demand management (TDM) encompasses a diverse set of activities that focus on physical assets and services that provide real-time information on network performance and support better decision-making for travelers choosing modes, times, routes, and locations. Such projects can help ease congestion and reduce SOV use—contributing to mobility, while enhancing air quality and saving energy resources. Similar to ITS and Value Pricing, today’s TDM programs seek to optimize the performance of local and regional transportation networks. The following activities are eligible for CMAQ funds if they are explicitly aimed at reducing SOV travel and associated emissions:

- Fringe parking
- Traveler information services
- Shuttle services
- Guaranteed ride home programs
- ***Market research and planning in support of TDM implementation***
- Carpools, vanpools
- Traffic calming measures
- Parking pricing
- Variable road pricing
- Telecommuting
- Employer-based commuter choice programs

The RTP is not specific with respect to the TDM implementation actions that will be undertaken. Currently, RVTD manages the program and has limited resources to expand current efforts. Because the current TDM program, under RVTD, does not address specific actions included in the RTP, there is a need to expand the existing TDM program. However, to do so there is a need to diversify the funding (currently State and RVTD), increase the knowledge and support of the local adopting agencies and detail implementation projects.

This project will address these problems through the development of a refinement of the TDM element of the RTP. The intent of this project is to take the detail included in the RVTD’s TDM Program and extend that to cover the full RTP planning horizon (2034). It will identify specific implementation measures needed to support the TDM policies listed above based on RVTD’s TDM Program and additional measures needed to specifically support the implementation of the MPO’s Alternative Measures and meet the TDM TPR requirements for ILUTPs. This refinement would be incorporated into the RTP before February 2009.

## Benefits of TDM

TDM is an essential complimentary element to successful implementation of the RTP's Alternative Measures (Transit Oriented Development (TOD)) and improving air quality within the Air Quality Maintenance Area (AQMA).

As residential, retail and commercial densities increase in specific areas, urban design features can be implemented that give more emphasis to the mobility of pedestrian, bicycle and transit modes. The addition of parking constraints within a limited area, further affects the use of the automobile. Connecting TODs with a fixed, frequent transit service provides competition for similar trips that would have originally been made using an automobile.

TDM strategies and actions provide comprehensive information about and incentives to use alternative transportation programs, services and facilities to residents and employees in TODs. This insures that options other than driving alone can begin to be considered.

## Current TDM Program

RVTD has had a TDM program in place since 1993. Current TDM activities include:

- *Alternative Transportation* education programs that reached over 6,000 students in the 2003-4 school year and is now moving into a Senior Education program.
- Public outreach activities to promote TDM and non-SOV transportation modes.
- Employer bus-pass programs.
- Free assistance with carpools, vanpools, Business Energy Tax Credits, telework, and trip-reduction incentives.
- Free employer trip-reduction analysis.
- On site transportation fairs for employers.
- Distribution of free materials in the community such as pedestrian and cycling reflectors, brochures, water bottles, bicycle helmets.
- Government outreach to educate officials about TDM measures including attending meetings to promote the use of TDM measures, and reviewing planning documents and site design for TDM-supportive policies and infrastructure.
- Supporting parking construction mitigation- reducing the need for parking expansion with TDM measures.
- Bicycle parking review and site design.
- Trip Reduction Incentive Programs- Creating and assisting with building and maintaining a Trip Reduction program that tracks employees' trips and rewards those who use non-SOV modes.
- Coordination of events to raise awareness of efficient transportation such as Car Free Day, Reflect on Walking, Safe Routes to School.
- Marketing of TDM through general advertising in various media.
- Rogue Valley Transportation Management Association (RVTMA).

## TDM Issues

The RTP identified issues that need to be addressed in order to have a robust TDM program for the MPO, including:

- The current transportation system is built almost entirely for the automobile- this is the number one wall that TDM faces every day of operations.
- The RVTMA is a fledgling organization, and its efforts have been hampered by a lack of funding for necessary outreach efforts.
- Lack of government staff to help support the programs; RVTD has found that developers who are interested in designing TDM features into their projects are often unable to get any information from City staff. When trying to change zoning or plan elements to be more TDM-responsive, developers may be turned down because of unsupportive city policies.
- Lack of support for TDM in local government; TDM has little recognition by local officials.
- Lack of safe and accessible pedestrian and bicycling facilities.
- The limited transit service, due to insufficient funding.
- The tendency until recently to focus on bedroom community development (outside of Medford) instead of self-sufficient communities with greater jobs-housing balance and less need for regional travel.

## RTP Recommendations for Expanded TDM

The RTP has a TDM element that provides policy guidance and outlines a range of potential strategies for implementation. Specific TDM strategies in the RTP include:

- Identifying, encouraging and assisting role models who use alternative transportation. This can be done through awards, incentives and events.
- Encouraging developers to build high-density, multi-use buildings.
- Adopting maximum parking space requirements and an option to decrease parking further with the use of TDM measures such as having attractive bicycle and pedestrian facilities, and carpool spaces within ¼ mile of transit service.
- Partnering with city government to encourage employers with more than 50 employees to adopt TDM strategies.
- Prioritizing all city and county TSP bicycle and pedestrian construction projects to be complete in the earlier phases of this Plan.
- Encouraging developments with a large footprint to have a bicycle and pedestrian circulation plan.
- Securing funding for street aesthetics such as street furniture, landscaping, lighting, and creating dispersed tiny public places.
- Supporting the use of transit among major employers by encouraging the purchase of individual or subsidized group transit passes, having a bus shelter added nearby or other actions to reduce commuting trips.
- Encouraging development of discount transit fare programs and shuttle services by event sponsors.

- Engaging in public, government and employer outreach to raise awareness about the use of TDM strategies, including actively marketing to groups that have the greatest potential for reducing SOV trips.

## **Project Objectives**

The objective of the project is to develop a transportation demand management plan that includes significant new transportation demand management measures to complement RVTD's current TDM program and to meet RTP goals and objectives including reducing mobile source emissions. In addition, expanding TDM programs within the metropolitan area, will help the region achieve compliance with the Transportation Planning Rule (TPR) requirement for Integrated Land Use and Transportation Plans (ILUTP).

### **Project Objectives**

- A. Beginning with RVTD's TDM Program and long range plan, create a more specific listing of TDM implementation projects.
- B. Develop a refinement to the RVMPO Regional Transportation Plan (RTP) TDM element that more fully integrates specific TDM implementation actions over the planning horizon.
- C. Incorporate the refinement into the update of the RTP scheduled to be completed before February 2009.

### **RTP Objectives**

- Improved air quality
- Reduced Single Occupancy Vehicle (SOV) travel

## **Project Area**

The entire MPO area.

## **Project Timeframe and Budget Summary**

General timeframes and task costs are noted under each task's description. Figure 1 (at the end of this document) shows the project budget summary.

The overall project budget is \$46,610.

## **Work Tasks**

The major tasks involved in this project include:

1. Identify specific TDM actions to compliment the implementation of the RTP Alternative Measures and TPR TDM requirements (ILUTP)
2. Extend TDM project list to the RTP planning horizon of 2034

3. Prepare draft TDM Refinement Plan
4. Prepare Adoption-Ready materials for TDM Refinement Plan

These tasks along with the project budget and deliverables are further detailed below:

**Task 1: Identify Specific TDM Actions to compliment the implementation of the RTP Alternative Measures and TPR ILUTP requirements for increased TDM programs.**

***Overview:***

Develop a refinement to the RTP's TDM element that more fully integrates specific TDM implementation actions over the planning horizon with the implementation of Alternative Measures and ILUTP's for MPO member jurisdictions.

***Subtask 1.1: Technical Memorandum #1 – TDM Actions :***

Prepare memorandum (Memo #1) describing the TDM actions necessary to implement Alternative Measures and ILUTPs to be presented to and reviewed by the MPO Technical Advisory Committee (TAC). Develop framework for integration of TDM actions to complement implementation of Alternative Measures and ILUTPs. Detail how the TDM actions and strategies will be integrated into the RTP.

***Task 1.1 Deliverables:***

Memo #1 describing the TDM actions necessary to implement Alternative Measures and ILUTPs to be presented to and reviewed by the MPO Technical Advisory Committee (TAC).

*Schedule:* Month 1 - 3  
*Task Budget:* \$1,512 RVMPO  
\$ 173 RVTD In-kind Match

***Subtask 1.2: Technical Memorandum #2 – Complementary TDM Strategies:***

Prepare memorandum (Memo #2) describing which TDM strategies complement Alternative Measures and ILUTPs. Meet with land use planning staff from Ashland, Talent, Phoenix, Jacksonville, Medford, Central Point, Eagle Point and Jackson County to develop TDM implementation strategies for TOD sites in the RTP. Set staff meetings with transportation and land use staff to develop TDM actions that will support TOD development.

***Task 1.2 Deliverables:***

Memo #2 describing which TDM strategies complement Alternative Measures and ILUTPs.

*Schedule:* Month 1 - 3  
*Task Budget:* \$2,824 RVMPO  
\$ 323 RVTD In-kind Match

***Subtask 1.3: Technical Memorandum #3 – History of TDM Programs:***

Prepare memorandum (Memo #3) detailing the history of the regional TDM program and funding. Develop history of TDM programs with measured performance to date and funding since regional TDM started in the RVMPO area. Meet with RVTD staff to develop history of TDM program in the RVMPO area.

***Task 1.3 Deliverables:***

Memo #3 detailing the history of the regional TDM program and funding.

*Schedule:* Month 1 - 3

*Task Budget:* \$ 968 RVMPO  
\$ 111 RVTD In-kind Match

***Subtask 1.4: Technical Memorandum #4 – TDM Policies, Actions & Funding Program:***

Prepare memorandum (Memo #4) describing policies, actions and the funding program in the RTP to be presented to and reviewed by the MPO TAC, MPO Public Advisory Council (PAC) and the MPO Policy Committee.

***Task 1.4 Deliverables:***

Memo #4 describing policies, actions and the funding program in the RTP to be presented to and reviewed by the MPO TAC, MPO Public Advisory Council (PAC) and the MPO Policy Committee.

*Schedule:* Month 1 - 3

*Task Budget:* \$ 584 RVMPO  
\$ 67 RVTD In-kind Match

***Subtask 1.5: Technical Memorandum #5 – Review RVTD’s TDM Program:***

Prepare memorandum (Memo #5) of supportive actions from RVTD’s TDM Program Review RVTD’s TDM Program for specific actions.

***Task 1.5 Deliverables:***

Memo #5 of supportive actions from RVTD’s TDM Program Review RVTD’s TDM Program for specific actions.

*Schedule:* Month 1 - 3

*Task Budget:* \$ 584 RVMPO  
\$ 67 RVTD In-kind Match

***Subtask 1.6: Technical Memorandum #6 – Review Other TDM Sources:***

Prepare memorandum (Memo #6) of supporting actions from other sources. Review Oregon Transportation Plan and MPO member jurisdiction TSPs for supporting actions.

***Task 1.6 Deliverables:***

Memo #6 of supporting actions from other sources. Review Oregon Transportation Plan and MPO member jurisdiction TSPs for supporting actions.

*Schedule:* Month 1 - 3  
*Task Budget:* \$ 584 RVMPO  
\$ 67 RVTD In-kind Match

***Subtask 1.7: Technical Memorandum #7 - Framework for TDM Integration:***

Prepare memorandum (Memo #7) describing framework for the integration of TDM refinement plan into the RTP. Coordinate and facilitate the MPO TAC & PAC review of actions. Document the TAC & PAC recommendations for the Draft Refinement Plan for policy makers' approval.

***Task 1.7 Deliverables:***

Memo #7 describing framework for the integration of TDM refinement plan into the RTP.

*Schedule:* Month 1 - 3  
*Task Budget:* \$1,616 RVMPO  
\$ 185 RVTD In-kind Match

**Task 2: Extend TDM project list in RVTD's TDM Program to the RTP planning horizon of 2034 and incorporate additional TDM measures needed to support implementation of TOD and ILUTPs.**

***Overview:***

Create a more specific listing of TDM implementation projects and funding than exists in the RTP and expand the implementation measures to include support of TOD and ILUTPs.

***Subtask 2.1: Technical Memorandum #8 – Schedule & Costs of TDM Projects:***

Prepare memorandum (Memo #8) describing the general schedule and costs of the proposed TDM projects. The memo must outline a 20-year forecast of TDM projects and cost information.

***Task 2.1 Deliverables:***

Memo #8 describing general schedule and costs of proposed TDM measures.

*Schedule:* Month 2 - 4  
*Task Budget:* \$2,244 RVMPO  
\$ 257 RVTD In-kind Match

***Subtask 2.2: Prepare Draft TDM Project List:***

Prepare Draft TDM Project List of TDM actions specifying timing and cost estimates. Develop draft project list.

***Task 2.2 Deliverables:***

Draft TDM Project List specifying timing and cost estimates.

*Schedule:* Month 2 - 4

*Task Budget:* \$2,244 RVMPO  
\$ 257 RVTD In-kind Match

***Subtask 2.3: Develop Alternative TDM Scenarios:***

Develop Alternative TDM Scenarios. Develop alternative scenarios to consider both voluntary and mandatory actions and create a package of strategies with a variety of TDM actions.

***Task 2.3 Deliverables:***

Draft Alternative TDM Scenarios document.

*Schedule:* Month 2 - 4

*Task Budget:* \$3,200 RVMPO  
\$ 366 RVTD In-kind Match

***Subtask 2.4: Technical Memorandum #9 – Analysis Results of Alternative Scenarios:***

Prepare memorandum (Memo #9) containing results of an analysis of the alternative scenarios. Analyze effectiveness of various scenarios, using software and analytical tools. Prepare documentation of analysis in subtasks 2.1 and 2.2. Present to MPO TAC & PAC for review and comment.

***Task 2.4 Deliverables:***

Memo #9 describing alternative scenarios and effectiveness. Presentation to TAC & PAC for review and comment.

*Schedule:* Month 2 - 4

*Task Budget:* \$1,876 RVMPO  
\$ 215 RVTD In-kind Match

***Subtask 2.5: Technical Memorandum #10 – Refinement of Alternatives:***

Prepare memorandum #10 containing refinement of alternatives. Refine scenarios based on TAC & PAC review and comments.

***Task 2.5 Deliverables:***

Memo #10 describing refined scenarios.

*Schedule:* Month 2 - 4  
*Task Budget:* \$1,220 RVMPO  
\$ 140 RVTD In-kind Match

***Subtask 2.6: TDM Implementation Measures:***

Prepare a Recommended TDM implementation measures. Coordinate and facilitate the TAC & PAC review of TDM implementation measures. Present to TAC & PAC for review and comment. Document the TAC & PAC review, comments and recommendations on the draft implementation measures.

***Task 2.6 Deliverables:***

Recommended TDM implementation measures based upon comments from the TAC & PAC on the Draft TDM Project List. Presentation to TAC & PAC for review and comment.

*Schedule:* Month 2 - 4  
*Task Budget:* \$2,480 RVMPO  
\$ 284 RVTD In-kind Match

***Subtask 2.7: Technical Memorandum #11 – TDM Corridor Identification:***

Prepare memorandum (Memo #11) and plots describing the corridors and areas for TDM implementation. Develop a list of corridors or targeted areas to concentrate TDM efforts by using geographic information systems (GIS). Analyze and prioritize Sub-area and corridors with high congestion or high potential for TDM. Present to TAC & PAC for review and comment.

***Task 2.7 Deliverables:***

Memo #11 and plots describing corridors and areas for TDM implementation. Presentation to TAC & PAC for review and comment.

*Schedule:* Month 2 - 4  
*Task Budget:* \$2,280 RVMPO  
\$ 261 RVTD In-kind Match

***Subtask 2.8: TDM Funding Sources:***

Prepare memorandum (Memo #11) and plots describing the corridors and areas for TDM implementation. Develop a list of corridors or targeted areas to concentrate TDM efforts by using geographic information systems (GIS). Analyze and prioritize Sub-area and corridors with high congestion or high potential for TDM. Present to TAC & PAC for review and comment.

***Task 2.8 Deliverables:***

Develop a list of potential TDM funding sources. Research local, state and federal sources to maintain or expand the TDM program to develop current and potential funding sources. Present to TAC & PAC

*Schedule:* Month 2 - 4  
*Task Budget:* \$1,552 RVMPO  
\$ 178 RVTD In-kind Match

### **Task 3: Prepare draft TDM Refinement Plan Data Collection**

#### ***Overview:***

Develop a refinement to the RTP that must:

- Include significant, new transportation demand management measures consistent with OAR 660-035 requirements for an integrated land use and transportation plan.
- Improve air quality
- Reduce Single Occupancy Vehicle (SOV) travel
- Enhance opportunities for use of bicycles, walking and transit

#### ***Subtask 3.1: Prepare Draft TDM Plan:***

Prepare draft TDM plan.

#### ***Task 3.1 Deliverables:***

Draft TDM Refinement Plan.

*Schedule:* Month 5 - 12  
*Task Budget:* \$3,264 RVMPO  
\$ 374 RVTD In-kind Match

#### ***Subtask 3.2: Work Session #1 – Review Draft TDM Plan w/MPO TAC:***

Coordinate and facilitate Work Session #1 with MPO TAC and document the TAC's recommendations on the Draft TDM Refinement Plan. Prepare Memo and materials for review and Work Session #1 presentation.

#### ***Task 3.2 Deliverables:***

Work Session #1, memos, materials, meeting agendas.

*Schedule:* Month 5 - 12  
*Task Budget:* \$ 816 RVMPO  
\$ 93 RVTD In-kind Match

***Subtask 3.3: Work Session #1 – Review Draft TDM Plan w/MPO TAC:***

Complete refined TDM Plan based on review and comments from the MPO TAC and ODOT staff (Transportation Planning Analysis Unit (TPAU), Area and TDM Planners, Bike and Pedestrian Manager).

***Task 3.3 Deliverables:***

Refined TDM Plan based on review and comments from the MPO TAC and ODOT Staff (TPAU, Area and TDM Planners, and the Bike and Pedestrian Manager).

*Schedule:* Month 5 - 12  
*Task Budget:* \$ 484 RVMPO  
\$ 55 RVTD In-kind Match

***Subtask 3.4: Work Session #2 – Review Refined TDM Plan w/MPO PAC:***

Coordinate and facilitate Work Session #2 with the MPO PAC and document the PAC review and recommendation to the MPO Policy Committee. Revise memos, materials, meeting agenda for review and work session.

***Task 3.4 Deliverables:***

Revised plan, Work Session #2, memos, materials and agendas.

*Schedule:* Month 5 - 12  
*Task Budget:* \$1,432 RVMPO  
\$ 164 RVTD In-kind Match

***Subtask 3.5: Complete Draft TDM Plan:***

Complete Draft TDM Plan based on PAC committee review.

***Task 3.5 Deliverables:***

Refined TDM Plan based on the MPO TAC & PAC comments.

*Schedule:* Month 5 - 12  
*Task Budget:* \$ 484 RVMPO  
\$ 55 RVTD In-kind Match

***Subtask 3.6: Policy Committee Review of Draft TDM Plan:***

Coordinate and facilitate Meeting #1 for policy level review and comments on the Draft TDM Refinement Plan.

***Task 3.6 Deliverables:***

Meeting #1 for policy level review and comments on draft TDM Refinement Plan.

*Schedule:* Month 5 - 12  
*Task Budget:* \$1,432 RVMPO  
\$ 164 RVTD In-kind Match

**Task 4: Prepare Adoption-Ready materials for TDM refinement Plan. Develop a work program to incorporate Final TDM Refinement Plan into the RTP.**

***Overview:***

Incorporate the TDM Refinement Plan into the RTP before February 2009.

***Subtask 4.1: Prepare Adoption-Ready TDM Plan:***

Prepare Adoption-ready TDM Refinement Plan. Develop review process through the MPO TAC, PAC and Policy Committee. Develop a review process through TAC recommendation and Policy Committee approval.

***Task 4.1 Deliverables:***

Adoption-Ready TDM Refinement Plan.

*Schedule:* Month 12 - 15  
*Task Budget:* \$1,884 RVMPO  
\$ 216 RVTD In-kind Match

***Subtask 4.2: Technical Memorandum #12 – Review Process:***

Prepare Review Process Memorandum (Memo #12). Present the Review Process Memorandum (Memo #12) to Policy Committee for review. Provide a copy of Adoption-ready TDM Refinement Plan to ODOT TDM Planner, ODOT Area Planner and ODOT TPAU. Present Adoption-ready TDM Refinement Plan and Work Program to MPO Policy Committee for their comments at Meeting #2. Lead meetings, provide meeting rooms, prepare and distribute materials, advertise meetings, prepare meeting minutes or summaries of meetings.

***Task 4.2 Deliverables:***

Review Process Memorandum (Memo #12).

*Schedule:* Month 12 - 15  
*Task Budget:* \$1,118 RVMPO  
\$ 128 RVTD In-kind Match

***Subtask 4.3: Revise TDM Refinement Plan:***

Revise Adoption-ready TDM Refinement Plan based upon input and comments from MPO Policy Committee, and ODOT Staff (TPAU, and the Area and TDM planners). Revise Work Program based on input from MPO Policy Committee. Provide the revised TDM Refinement Plan and Work Program to MPO Policy Committee at Meeting #3. Provide revised TDM Refinement Plan to ODOT TDM Planner, ODOT Area Planner and ODOT TPAU. Lead meetings, provide meeting rooms, prepare and distribute materials, advertise meetings, prepare meeting minutes or summaries of meetings.

***Task 4.3 Deliverables:***

Presentations of Adoption-ready TDM Refinement Plan and Review Process Memorandum (Memo #12) to MPO Policy Committee at Meeting #2 for their review and comment. Provide a copy of the Adoption-ready TDM Refinement Plan to ODOT TDM Planner, ODOT Area Planner and ODOT TPAU. Revised TDM Refinement Plan incorporating comments from MPO Policy Committee and ODOT Staff (TDM and Area Planners and TPAU). Hold Meeting #3 to present Revised TDM Refinement Plan and Work Program to MPO Policy Committee. Memos, agendas and packets, copies of plans, meeting notices, minutes or summaries of meetings, summary of comments.

*Schedule:* Month 12 - 15  
*Task Budget:* \$2,480 RVMPO  
\$ 284 RVTD In-kind Match

***Subtask 4.4: Incorporate TDM Plan into RTP:***

Incorporate approved Final TDM Refinement Plan into the RTP. Develop Work Program to incorporate approved refinement plan into the RTP.

***Task 4.4 Deliverables:***

Final TDM Refinement Plan and Work Program to incorporate approved TDM Refinement Plan into the RTP

*Schedule:* Month 12 - 15  
*Task Budget:* \$1,118 RVMPO  
\$ 128 RVTD In-kind Match

**Figure 1 - Project Budget**

Staffing	Long Range Associate Planner	Assistant Planner	Community Development Specialist	Subtask Totals		Total Task Cost
				RVTD 10.27% In-Kind Match	Subtasks	
<b>TDM Plan Budget</b>						
<b>1. IDENTIFY SPECIFIC TDM ACTIONS</b>						
1.1 Memorandum #1 - TDM Actions	16	8	4	\$ 173	\$ 1,512	\$ 1,685
1.2 Memorandum #2 - Complementary TDM Strategies	32	16	4	\$ 323	\$ 2,824	\$ 3,147
1.3 Memorandum #3 - History of TDM Programs	0	16	4	\$ 111	\$ 968	\$ 1,079
1.4 Memorandum #4 - TDM Policies, Actions, and Funding Program		8	4	\$ 67	\$ 584	\$ 651
1.5 Memorandum #5 - Review RVTD's TDM Program	0	8	4	\$ 67	\$ 584	\$ 651
1.6 Memorandum #6 - Review Other TDM Sources	0	8	4	\$ 67	\$ 584	\$ 651
1.7 Memorandum #7 - Framework for TDM Integration	8	24	0	\$ 185	\$ 1,616	\$ 1,801
Subtotal Hours - Task 1	56	88	24			
Subtotal Costs - Task 1	\$ 3,248	\$ 4,224	\$ 1,200	\$ 993	\$ 8,672	\$ 9,665
<b>2. DEVELOP TDM PROJECT LIST &amp; FUNDING SOURCES</b>						
2.1 Memorandum #8 - Schedule & Costs of TDM Projects	0	28	18	\$ 257	\$ 2,244	\$ 2,501
2.2 Prepare Draft TDM Project List	0	28	18	\$ 257	\$ 2,244	\$ 2,501
2.3 Develop Alternative TDM Scenarios	8	32	24	\$ 366	\$ 3,200	\$ 3,566
2.4 Memorandum #9 - Analysis Results of Alternative Scenarios	24	8	2	\$ 215	\$ 1,876	\$ 2,091
2.5 Memorandum #10 - Refinement of Alternatives	16	4	2	\$ 140	\$ 1,220	\$ 1,360
2.6 TDM Implementation Measures	16	24	8	\$ 284	\$ 2,480	\$ 2,764
2.7 Memorandum #11 - TDM Corridor Identification	16	24	4	\$ 261	\$ 2,280	\$ 2,541
2.8 TDM Funding Sources	0	24	8	\$ 178	\$ 1,552	\$ 1,730
Subtotal Hours - Task 2	80	172	84			
Subtotal Costs - Task 2	\$ 4,640	\$ 8,256	\$ 4,200	\$ 1,957	\$ 17,096	\$ 19,053
<b>3. PREPARE DRAFT TDM REFINEMENT PLAN</b>						
3.1 Prepare Draft TDM Plan	16	32	16	\$ 374	\$ 3,264	\$ 3,638
3.2 Work Session #1 - Review Draft TDM Plan with MPO TAC	4	8	4	\$ 93	\$ 816	\$ 909
3.3 Refine TDM Plan	0	8	2	\$ 55	\$ 484	\$ 539
3.4 Work Session #2 - Review Refined TDM Plan with MPO PAC	8	16	4	\$ 164	\$ 1,432	\$ 1,596
3.5 Complete Draft TDM Plan	0	8	2	\$ 55	\$ 484	\$ 539
3.6 Policy Committee Review of Draft TDM Plan	8	16	4	\$ 164	\$ 1,432	\$ 1,596
Subtotal Hours - Task 3	36	88	32			
Subtotal Costs - Task 3	\$ 2,088	\$ 5,104	\$ 1,600	\$ 906	\$ 7,912	\$ 8,818
<b>4. PREPARE ADOPTION-READY TDM PLAN</b>						
4.1 Prepare Adoption-Ready TDM Plan	8	15	8	\$ 216	\$ 1,884	\$ 2,100
4.2 Memorandum #12 - Review Process	0	16	4	\$ 128	\$ 1,118	\$ 1,246
4.3 Revise TDM Refinement Plan	16	24	8	\$ 284	\$ 2,480	\$ 2,764
4.4 Incorporate TDM Plan into RTP	0	16	4	\$ 128	\$ 1,118	\$ 1,246
Subtotal Hours - Task 4	24	71	24			
Subtotal Costs - Task 4	\$ 1,392	\$ 3,408	\$ 1,200	\$ 755	\$ 6,600	\$ 7,355
<b>Total Hours</b>	196	419	164			
<b>Personnel Costs</b>	\$ 11,368	\$ 20,112	\$ 8,200	\$ 4,610	\$ 40,280	\$ 44,890
<b>Budget Summary</b>						
Total Personnel Cost	\$ 40,280					
Supplies/copies	\$ 1,500					
Travel	\$ 220					
<b>Total Cost</b>	\$ 42,000					
<b>Match</b>	\$ 4,610					
<b>Project Total</b>	\$ 46,610					