

Work Plan

Part I

Pre-Task:

Within two weeks of notification to proceed, the study team, in conjunction with the RTPO staff, will develop a detailed work plan to successfully meet the objectives and time commitments of the project.

Task 1: Development of a Freight Shipper Inventory and Database

Action Dates: April 14th – May 11th

Subtask A: Palouse Partners will draw upon their previous detailed studies and related literature of the region to identify a preliminary set of major freight generators/receivers in the region. In addition to these previous works, Palouse Partners will utilize their expertise with TransCAD transportation planning software to further develop a preliminary picture of the economic conditions and freight transport demand within and through the four county region.

Action Items by Palouse Partners:

- *Assemble data sources (some identified below) to generate comprehensive picture of the demand and asset utility of the region's transportation system. Display the results in summary documentation and prepare material for Subtask B meeting with county and city planners and/or engineers.*

Sample of Starting Data/Study Sources:

- 2012 County Business Patterns (Census)
- 2012 Census of Agriculture
- 2014 CropScape – USDA Cropland Data Layer
- 2014 Washington State Rail Plan
- 2015 Short Line Railroad Inventory and Assessment
- 2014 Washington State Freight Mobility Plan
- 2010–2015 Freight Policy Transportation Institute (15+ research reports)
- 2007 Palouse Regional Freight Study
- 2002-2007 Strategic Freight Transportation Analysis (20+ research reports)

- 1994-1999 Eastern Washington Intermodal Transportation Study (20+ research reports)
- Inland Pacific Hub Transportation Study
- Other geographic data as needed to display regional properties

Subtask B: An initial meeting with the Palouse RTPO and affiliated county personnel will serve to flesh out and modify as needed the subsequent series of work tasks. Under this task the primary freight generators/receivers (by commodity type) located in each county and identified in Subtask A, will be ground truthed through discussions between the study team and RTPO personnel. The study team will work closely with the planners and/or engineers of the individual counties to determine a final census of major shippers/receivers in the counties.

Action Items by Palouse Partners:

- *Provide PRTPO with list of invitees for a regional meeting, or more as needed, of county and city planners or engineers.*
- *Present, likely via teleconference to increase participation, the scope and intent of the project to the planning participants. Guide the discussion such that all reasonable effort to identify major transportation users is expended.*

Action Items by PRTPO:

- *Invite city and county partners identified by the Palouse Partners with agreement of PRTPO.*

Task 2: Engage major industrial and commercial stakeholders in the urban area to solicit information, needs and preferences for truck freight access and mobility

Action Dates: April 14th – May 25th

Subtask A: The team will inventory major freight generating industries and firms.

Action Items by Palouse Partners:

- *Provide PRTPO with list of invitees for a regional meeting of industry stakeholders.*
- *Provide rationale for grouping of meetings and invitees.*
- *Create invitation template for use by the PRTPO.*

Sample of Starting Invitees:

- **Agriculture**
 - Primeland Cooperative
 - PNW Farmers Cooperative
 - McCoy LLC
 - The McGregor Company
- **Forestry and Forest Products**
 - Bennett Lumber
 - Clearwater Paper
 -
- **Transportation**
 - Watco Companies
 - Tidewater Barge Lines
- **Goods Distribution**
 - Swift
 - Food Services of America

Action Items by PRTPO:

- *Identify and provide the meeting spaces for 2-3 Regional Truck-Freight Mobility Meetings.*
- *Using invitation template created by Palouse Partners, contact the invited participants.*

Subtask B: Coordinate and conduct a series of information gathering *Regional Truck-Freight Mobility* meetings with the identified firms/agencies (list to be developed with the RTPO staff) to

elicit input on detailed truck freight needs in the region. The progression of stakeholder engagement to be established for the Mobility meetings will follow protocols already established by the team in previous successful processes of similar and larger scales¹ that include statewide Freight-Mobility efforts to develop truck-freight specific performance measures, as well as Eastern Washington truck mobility in association with the continuing development of the North-Spokane Corridor and truck movements along US-395. The process shall seek to encourage stakeholder buy-in to, and ownership of, the process whose goal is to facilitate their improved regional mobility. Further, the meetings shall establish a means of collecting key operational characteristics of the industries.

These characteristics will include, but not be limited to:

- Major commodities being transported by truck into, out of, and within the region;
- Existing operations in the region;
- Anticipated future growth opportunities and constraints;
- Importance of region's intermodal connectivity;
- Specific routes used, by load characteristic;
- Key industry interactions within the region;
- Major current or anticipated congestion constraints in the region;
- Safety concerns related to truck transport;
- Others as determined with the RTPO Staff.

Action Items by Palouse Partners:

- *Present the scope and intent of the project to the Regional Freight participants.*
- *Guide the discussion such that all reasonable effort to identify major transportation constraints and effective assets is expended.*

¹ Most recently, the study team worked closely and consulted with WSDOT in the development of the *Washington State Freight Mobility Plan*.

- *Focus of discussion shall be directed towards those issues which are within the domain to address by the RTPO, WSDOT, and other partner agencies or entities.*

Task 3: Develop Case study based estimated impacts and outcomes of new regional transportation assets.

Action Dates: Mainly May 1st – June 15th; Finishing August 1st- Sept 30th

A major component of economic development in rural regions such as southwest Washington is an understanding of how the transportation assets of the region serve to attract or inhibit the growth of industry, or the locating of new industries in the region. Using the newly completed McCoy Grain Terminal and the planned Columbia Pulp operations, the study team will identify the key metrics of concern in evaluating the future of transportation in the Palouse region. These cases may serve as examples of the decision making process and economic impacts generated by investment in the transportation system assets at both the private and public level.

Both case studies will be evaluated based upon the relevancy and importance of the following attributes (final list subject to change):

- Adequate land/space;
- Connectivity to class I railroads
- Connectivity to major interstate
- Proximity to population center
- Available water transportation
- Public private partnerships
- Cargo needs: changing, directing, and dividing
- Combination of port and distribution efficiencies
- Labor availability
- Distance form production points
- Distance to destination markets
- Capacity

Action Items by Palouse Partners:

- *Develop an attribute matrix to identify those attributes of importance to the economic viability of the case facilities;*
- *Identify generalizable rubrics for gauging the importance of the attributes;*
- *Characterize the potential transportation impacts that may be expected to occur following the deployment of such a facility.*

Task 4: Generate Interim (Part I) Report

Action Dates: June 1st – June 20th

Task 4 serves as the culminating component of Part I in which all Part I deliverables will be packaged, with key output focused on the first two deliverables identified above. Findings contained in the interim report will serve as an indicator of the processes and actions needed to conduct Part II of the analysis. Additionally, the Part I report will include preliminary construction of the case study material. This construction will include a finalized list of attributes of consideration as well as the initial qualitative findings of the two case as they relate to the attributes.

Part II

Task 5: Generate Specific Industry based Freight Movement Parameters and needs in the Region

Action Dates: July 1st – September 30th

Subtask A: Where identified as valuable given the results from Task 2/Subtask B and other stakeholder interactions, the team will engage key stakeholders to elicit more detailed information in regards to their current truck-freight needs and future expectations that will enable their efficient operation and growth. This will be accomplished by establishment interviews of the most important or most unique freight generators.

Action Items by Palouse Partners (joint with PRTPO staff):

- *Identify major freight generators that may serve as keystone indicators of movement in the region.*
- *Conduct in depth interviews with identified generators to elicit information regarding detailed movement patterns and constraints to movement.*
- *Identify the major nodes and links for use in Subtask B.*

Subtask B: Working with staff at WSDOT and other area transportation agencies and key asset operators (e.g. Ports), the team will collect and analyze all relevant freight movement data. These data include, but are not limited to, truck count recordings on available roadways over the previous 5-years, results from interviews, reported activity by regional short line railroads, reported activity and movement by barge.

Action Items by Palouse Partners (joint with PRTPO staff):

- *Collaborate with WSDOT staff to plan and disseminate counts at identified vital links.*
- *Utilize pre-collected counts and commodity flows where feasible.*
- *This task will draw heavily from PRTPO staff.*

Subtask C: Correlate the information collected in Subtasks A and B to generate and meet the objectives met by this task. The above information rendered from Subtasks A and B will be incorporated into TransCAD for analysis and presentation.

Action Items by Palouse Partners:

- *Digitize in GIS database, the data and information collected in Subtasks A and B*
- *Aggregate collected data with that data and other information found in Part I.*

Subtask D: The outputs of Subtask C will be compared and contrasted to the products of the *Washington State Freight Mobility Plan* and other regionally relevant transportation planning documentation. This comparison will highlight gaps that may be left unaddressed by the state plan, yet are of significance to the region and its stakeholders.

Action Items by Palouse Partners:

- *Develop and comparative analysis of the findings of the present study to that of the Washington State Freight Mobility Plan. Specifically identify those critical nodes and links that are demonstrated to be of regional significance.*
- *Analysis will be framed in a Practical Design framework consistent with WSDOT current guidance.*

Task 6: Generate Final Report

Action Dates: October 1st – December 30th (Report Due 12/15)

Task 6 serves as the culminating component of Part II in which all final Part II deliverables will be packaged, with key output focused on the future recommendation elements for the development of action oriented outcomes for regional actors.. Final Case study evaluations will also be included in the Part II final report. Coinciding with the delivery of the final report, the study team will convene a regional stakeholder meeting to present the findings to all those who have contributed to the process and/or will have a stake in the output and recommendations from it.

Amended Proposed Budget (fully loaded, including all overhead)

Task	Hours Allocated	Budget
<u>Part I</u>		
Pre-Task. Work Plan	10	\$ 2,000
Task 1. Inventory and Database	45	\$ 9,000
Task 2. Stakeholder Engagement	60	\$ 12,000
Task 3a. Case Studies	65	\$ 13,000
Task 4. Interim Report	20	\$ 4,000
Fully Loaded Task Based Costs - Part I	200	\$ 40,000
<u>Part II</u>		
Task 3b. Case Study Continuation	15	\$ 3,000
Task 5. Industry Specifics	65	\$ 13,000
Task 6. Generate Final Report	20	\$ 4,000
Fully Loaded Task Based Costs - Part II	85	\$ 20,000
Fully Loaded Task Based Costs - Total	285	\$ 60,000