



WSP USA  
Suite 200  
16201 W. 95<sup>th</sup> Street  
Lenexa, KS 66219

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wsp.com

## **MTPO Transportation Safety Plan**

### **Project Kick-Off Meeting - Agenda**

**Topeka City Offices – 620 SE Madison Street, 1<sup>st</sup> Floor Conf. Room (Holliday Room)  
November 30, 2017, 10:30 AM to 11:30 AM**

**City of Topeka Event Number: 1499-0  
WSP USA Project Number: 36203A**

#### **I. Welcome & Self Introductions – D. Church**

#### **II. Project Management – D. Church**

##### **1. Project Organization –**

- a. Roles and Responsibilities
  - i. Carlton Scroggins – Project Manager (MTPO)
  - ii. Jim Tobaben – Principal-in-Charge – Consultant Team (WSP)
  - iii. David Church – Project Manager – Consultant Team (WSP)
  - iv. Lauren Warren – QA/QC – Consultant Team (WSP)
  - v. Larry Sutherland – Technical Advisor – Consultant Team (WSP)
  - vi. Jay Aber – Task Lead (C & D) – Consultant Team (WSP)
  - vii. Jessica Hutton – Task Lead (B & E) – Consultant Team (MRI Global)
  - viii. Janelle Clayton – Support (Task C & D) – Consultant Team (MME)

##### **2. Project Scope – see attached (\* firm lead)**

- a. Task A - Project Management / Communications (\*WSP / MRI / MME)
- b. Task B – Data Analysis (\*MRI / WSP)
- c. Task C – Emphasis Areas and Performance Measures (\*WSP / MME)
- d. Task D – Identify Strategies (\*WSP / MRI / MME)
- e. Task E – Develop Local Transportation Safety Plan (\*MRI / WSP)

##### **3. Project Deliverables – see attached**

- a. Task A Deliverables: Project “kick-off” meeting minutes; monthly coordination meeting minutes (maximum of 10); monthly invoices (maximum of 10); QA/QC reviews of project deliverables
- b. Task B Deliverables: Develop crash databases (intersection / intersection related and roadway segment); Identification of target crash types (up to three); identification of risk factors for each crash type; Develop characteristics databases (roadway segments and intersections); Ranking of sites based on crash risk (roadway segments and intersections);



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- c. Task C Deliverables: Develop emphasis areas and performance measures for each of the 4 E's – Engineering, Education, Enforcement and Emergency Services; Meet with the stakeholder group; Develop an implementation plan for each emphasis area including establishing a baseline data for the performance measures.
- d. Task D Deliverables: Develop a listing of acceptable strategies (potential countermeasures) for each emphasis area; Meet with the stakeholder group; Develop a 5-year plan for strategic implementation with an estimated cost for each.
- e. Task E Deliverables: Develop a “draft” Local Transportation Safety Plan (LTSP) for review and comment by MTPO staff and members of the stakeholders group; Develop a “final” Local Transportation Safety Plan (LTSP) for use by members of the stakeholders group; Document format includes: .pdf (electronic)

### **III. Schedule – see attached**

#### **1. Time of Completion**

WSP received the NTP from the City on October 10, 2017. As a result, the consultant team will complete the following tasks as shown:

- Task B Deliverables – on or before March 30, 2018
- Task C Deliverables – on or before April 15, 2018
- Task D Deliverables – on or before July 15, 2018
- Task E Deliverables – “Draft” LTSP (July 30, 2018); “Final” LTSP (September 30, 2018)

### **IV. Budget**

#### **1. Total Budget: \$99,794.84**

### **V. Open Discussion**

### **VI. Meeting Adjourned**