

## 3500 South Partnering Agreement



Utah Department of Transportation (UDOT)  
West Valley City (WVC)  
Wasatch Front Regional Council (WFRC)  
Utah Transit Authority (UTA)  
Federal Highway Administration (FHWA)  
3500 South Consultant Team

As a Team, we commit to work together in a **cooperative** and **collaborative** manner, as outlined on the following pages, during the transportation study and EIS process being conducted to evaluate transportation needs and solutions for the 3500 South Corridor Project. We will strive to develop a Proposed Action that achieves UDOT's goals to find Context Sensitive Solutions. These goals include:

- Address the transportation needs
- Be an asset to the community
- Be compatible with the natural and community environment

Accepted this 6 day of June 2002 by the following Partnering participants:

Doug Atkin  
URS Corporation (URS)

Barry Banks  
Wasatch Front Regional Council (WFRC)

Bob Buchanan  
West Valley City (WVC)

Jeff Harris  
Utah Transit Authority (UTA)

Jeff Hawker  
West Valley City (WVC)

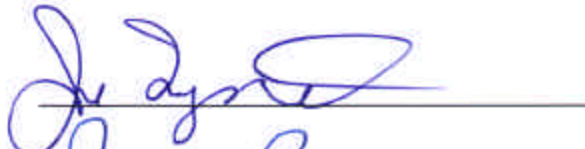
Tom Hudachko  
Utah Department of Transportation (UDOT)

Jared Moore  
Carter & Burgess, Inc. (C&B)

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West Valley City (WVC)

3500 South Partnering Agreement

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~~Randy Park~~ **CORY POPE**  
Utah Department of Transportation (UDOT)



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Federal Highways (FHWA)



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Utah Department of Transportation (UDOT)



Evelyn Tuddenham  
Utah Department of Transportation (UDOT)



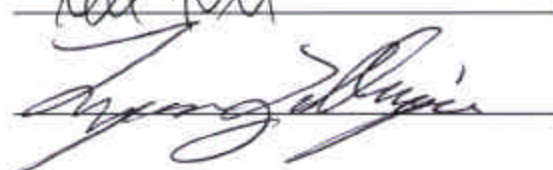
Russ Willardson  
West Valley City (WVC)



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Carter & Burgess, Inc. (C&B)



Lynn Zollinger  
Carter & Burgess, Inc. (C&B)



**Project Description and General Objectives**

The 3500 South Corridor Project is a transportation study and Environmental Impact Statement (EIS) to evaluate transportation needs for the 3500 South Corridor from 8400 West to Redwood Road. The project will consider multimodal alternatives and will be coordinated with a transit corridor study currently being managed by Wasatch Front Regional Council (WFRC). It will be a collaborative effort by the Utah Department of Transportation (UDOT), West Valley City (WVC), Wasatch Front Regional Council (WFRC) and the Utah Transit Authority (UTA). A consultant has been retained with a UDOT contract. Carter & Burgess, Inc. has been contracted to perform EIS and facilitate the process.

The 3500 South Corridor solutions identified in this process will potentially include transit elements. To fund a major transit investment, proposed improvements must be evaluated with regard to ridership and long-term financial viability. The "New Starts" criteria, established by the FTA, must be evaluated for major transit investments. The consultant's scope of services includes a cursory evaluation of alternatives with regard to "New Starts" criteria. This evaluation will determine the viability of alternatives involving major transit elements. If the 3500 South Corridor study identifies a major transit investment as an element of the

Preferred Alternative, then this scope may be revised to include an evaluation with regard to FTA's planning procedures and "New Starts" criteria, as directed by the Sponsor Team.

The objectives of the project include: 1) Identify needs; 2) Develop and evaluate alternatives; 3) Prepare a Draft EIS; 4) Prepare a Final EIS; and 5) identify a Preferred Alternative. The process will include public and agency coordination, data collection, developing and evaluating alternatives, environmental analysis, EIS preparation, and concept level design.

### **Objectives of the Partnering Agencies**

Representatives of the agencies attending the Partnering Meeting outlined the following as objectives for their respective agency.

#### 1. Utah Department of Transportation (UDOT)

- Foster growth of other modes of transportation
- Ensure a functioning transportation system
- Use appropriate processes to reach project decisions
- Achieve goals of the legislature
- Demonstrate Context Sensitive Design/Solutions
- Maintain and enhance credibility of UDOT
- Do the project right

#### 2. West Valley City (WVC)

- Address citizens requests for improvement
- Address business fears and concerns
- Recognize the goal of the City Council to improve traffic flow, stimulate business growth and economics, along with improving the aesthetics/beautification
- Encourage appropriate development
- Recognize the need for a West Valley City "sense of place"
- Do it right- this is the only chance to make these improvements
- Recognize the strategic plan and general plan of West Valley City

#### 3. Utah Transit Authority (UTA)

- Move people
- Meet future travel demand
- Gain a larger market share using regional and internal strategies concerning three types of travelers:
  1. Commute market—those who commute from home to work
  2. Transit dependent market—those who have no other means of transportation
  3. Local trip market—the movement of "everybody everywhere"
- Meet the prime potential of 3500 South for increased transit usage
- Address pedestrian movements
- Increase the understanding of what it takes to meet future travel demand

#### 4. Wasatch Front Regional Council (WFRC)

- Work in close cooperation with partners
- Assist in moving planning projects through the process toward construction
- Ensure coordination with others to create regional system
- Promote good public understanding/involvement
- Fulfill statutory responsibilities to TIP and STIP process

- Promote smart growth and application of Context Sensitive Solutions principles
- Preserve the quality of life
- Be the glue that holds it all together

5. Federal Highway Administration (FHWA)

- Provide full FHWA participation
- Ensure multimodal approach
- Consider pedestrian needs
- Solution is compatible with local community
- Work with partners through regulatory process

### ***Roles and Responsibilities***

The success of this project is dependent on the various groups working in a collaborative manner with a clear understanding of their respective roles and responsibilities. Attendees at the Partnering Meeting agreed upon the roles and responsibilities as outlined below:

1. Sponsor Team

The Sponsor Team consists of the four sponsoring agencies. This group is represented by the agencies that will likely be contributing financially to the implementation of improvements in the corridor.

- Forward the Proposed Action to the FHWA and the FTA
- Report back to the Project Management Group regarding recommendations made to policy boards and their response to those recommendations
- Make decisions
- Provide big picture view
- Follow strategic direction of respective agencies
- Communicate with respective policy boards
- Set expectations for the Project Management Group
- Sponsor/fund project construction
- Develop funding strategies
- Be the implementers

2. Project Management Group (PMG)

The Project Management Group will manage the progress of the project and facilitate coordination with all key groups and project participants. The Project Management Group will interact with the Sponsor Team by providing information and recommendations for use in making key decisions at project milestones.

- Communicate with internal committees and external stakeholders
- Ensure communication is effective and meaningful
- Provide opportunity for healthy debate of the issues in order to increase understanding and reach consensus
- Represent the views of respective agency and stakeholders in a collaborative and productive manner
- Provide a clearinghouse for discussion of side issues; refer the issues to appropriate bodies for action (don't lose them)
- Expect sound technical information from technical committees
- Expect accurate reporting of public issues by Public Advisory Committee
- Provide quality control on the project activities
- Provide opportunity for discussion of funding options

- Do not set policy
- Provide briefings prior to Sponsor Team and Policy Boards prior to making recommendations
- Make recommendations to the Sponsor Team:
  - Ensure recommendations have consensus support (as defined as a level of agreement of #1 or #2) before being presented to the Sponsor Team
  - Decide PMG representative to make presentations to the Sponsor Team
  - Ensure recommendation is in the appropriate form and format which can be forwarded to respective Policy Boards

### 3. Technical Advisory Committee (TAC)

- Is a resource for the PMG
- Provides guidance on the scope of the technical analysis
- Performs quality control oversight of technical process/product
- The TAC brings issues out for further analysis
- The TAC is not a policy group, advisory only
- Helps develop and review alternatives
- Assists with Regulatory/Standards/Plan compliance

### 4. Public Advisory Committee (PAC)

- Provides "sounding board" function
- Provides opportunity to discuss input received from the public through various outreach activities
- Works with the consultant to keep the public informed- "getting the word out"
- Bring the public's perspective to the other committees
- Acts as a conduit between PMG and the public
- Maintains a constant link between public and project committees/management
- Helps to translate technical information into a format the general public can understand
- Processes input received from public with different/varying concerns and agendas
- Not policy setting or decision-making group
- Provides quality oversight of communication processes and products

### ***Project Schedule***

The group agreed with the following project milestones, with the option to make adjustments, as needed, as the project proceeds.

- Partnering workshop and agreement by June 7, 2002
- Purpose and Need statement by November 1, 2002
- Alternative Analysis by May 30, 2003
- Draft EIS by January 30, 2004
- Final EIS by July 30, 2004

### ***Communication and Collaborative Processes***

Participants are committed to mutual respect and having trust in each other, which includes respect for the value of each other's opinions and trust in the process. The participants are committed to working in a collaborative manner in order to bring the project to completion in a timely manner, as agreed upon at the Partnering Meeting and outlined here:

1. Participants will practice effective communication methods discussed at the Partnering Meeting, such as:

- Open and honest communication
- Complete communication with no hidden or personal agendas and without being limited to information that supports a position
- Striving to gain a full understanding of issues
- Seeking first to understand, then to be understood
- Representing their agencies and constituents, but being open-minded to other perspectives

2. Communication Protocol

All external communication (media, etc.) on behalf of the project will only be made or coordinated through the Project Management Group in order to achieve consistency and accuracy in all external communications. Internal communications between the TAC and PAC will be under the direction of the Project Management Group.

3. Effective protocol (ground rules) for meetings

1. Meetings start and end on time
2. Come prepared (read any pre-meeting material before the meeting)
3. Unless absolutely necessary, deactivate cell phones and pagers
4. Inform the group before leaving the meeting
5. Follow the group's process for decision making
6. Actively participate in all discussions
  - Be direct, honest and accurate
  - Openly share perceptions and understandings
  - Give all members floor time to express their opinion
  - Seek to understand the other opinion before advocating yours
  - Minimize jargon and define acronyms
  - Put all issues on the table early
  - When discussing the past give clear examples and link them to the future.
  - Concentrate on issues, not personalities (no personal attacks)

4. Use of the parking lot and action item tools

All items should be moved out of the parking lot to an action item by the end of the meeting. This is how we catch the important side issues and ensure they are not lost.

5. Developing Consensus

Use the steps for developing sustainable agreements as explained on the attached sheet and outlined here:

- Gather all views/data by encouraging full participation
- Promote shared understanding
- Develop inclusive solutions and come to agreement
- Accept responsibility to assist with implementation

Consensus is defined as “**I can and will support this proposal.**” The following process may be used to identify when the group has reached the needed level of agreement to be considered consensus.

**Polling for level of agreement can be accomplished quickly with a show of fingers:**

- 1 finger: **Endorsement**— “I fully support the proposal”
- 2 fingers: **Agreement with minor reservations**— “I can live with it.”

- 3 fingers: **Agreement with significant reservations**—“ I want my disagreement noted, but I will support it”
- 4 fingers: **Block**—“ I will not support it.”

### ***Recommendations and Decision-making***

While discussing the roles and responsibilities of the various groups, the protocol for communication, developing agreements and making recommendations among the various project groups were identified and are summarized here:

1. **Public Advisory Committee**

The Public Advisory Committee does not make recommendations or decisions; it provides input to the Project Management Group—preferably in the form of meeting summaries which list key discussion items, such as lists of issues and concerns or pros and cons of options presented.

2. **Technical Advisory Committee**

The Technical Advisory Committee will provide various recommendations for the Project Management Group to consider; preferably the recommendations will have consensus support of the group, along with supporting data.

3. **Project Management Group**

The Project Management Group will only forward recommendations to the Sponsor Team which have been fully discussed, taken through the process to develop sustainable agreements and have consensus support (at least #1 and #2 level of agreement definition) of the group. Once a milestone recommendation has been made and forwarded to the Sponsor Team, it will not be reconsidered unless directed by the Sponsor Team.

4. **Sponsor Team**

The Sponsor Team will fully discuss all recommendations, using the steps necessary to reach consensus on their decisions.