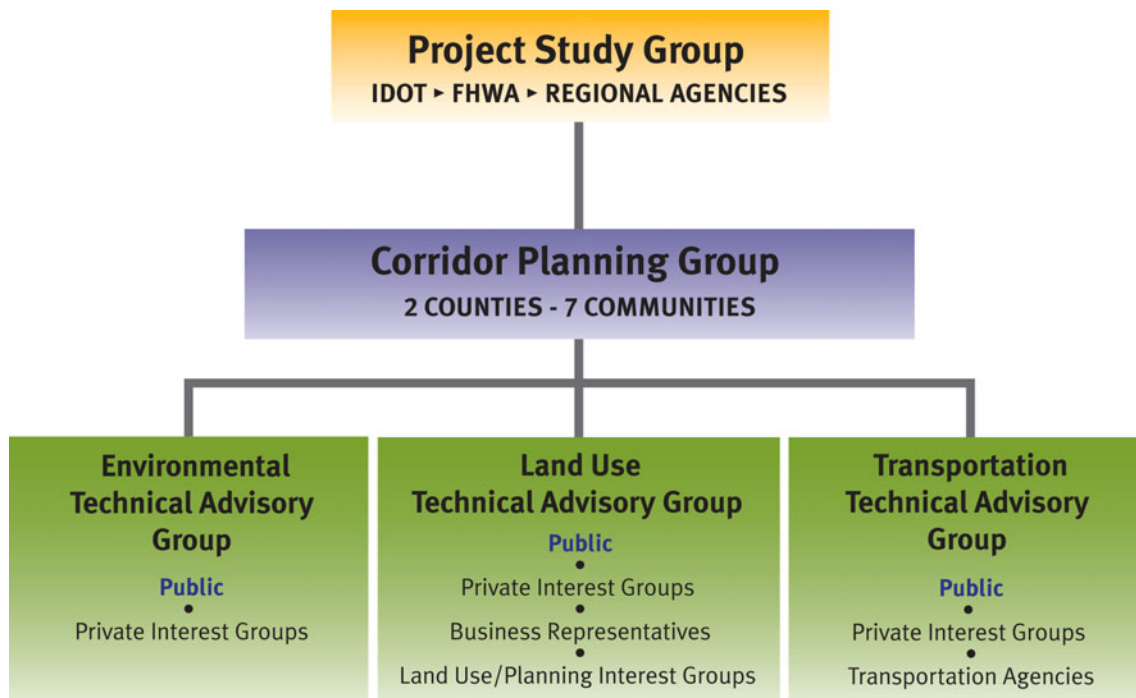


IL Route 131 Green Bay Road Preliminary Engineering Study Project Working Groups Organizational Structure and Rules of Engagement

Key to Success

As identified in IDOT's Context Sensitive Solution policies, stakeholder involvement is critical to the project success. This will be achieved by identifying and engaging stakeholders early, establishing and understanding roles and responsibilities, achieving consensus, and communicating decisions and the decision-making process to the public in order to identify transportation solutions for the project.

Project Working Groups Organizational Structure & Responsibilities



Project Study Group (PSG)

Per IDOT's CSS procedures, IDOT has formed a PSG, an interdisciplinary team, for developing the IL Rte 131 Study.

PSG - Membership

- This group consists of a multidisciplinary team of representatives from IDOT, FHWA, Regional Agencies and the project consultant (HNTB).
- The membership of the PSG will evolve as the understanding of the project's context is clarified.

PSG - Purpose

- The PSG will make the ultimate project recommendations and decisions on this project.
- This group will meet throughout the study process to provide technical oversight and expertise in key areas including study process, agency procedures and standards, and technical approaches.

PSG - Responsibilities

- Expediting the project development process.
- Identifying and resolving project development issues.
- Promoting partnership with stakeholders to address identified project needs.
- Working to develop consensus among stakeholders.
- Ensuring compliance with the Stakeholder Involvement Plan (SIP).

Corridor Planning Group (CPG)

To assist in the development of the environmental and engineering studies for the IL Route 131 Study, IDOT has established a Corridor Planning Group (CPG).

CPG - Membership

- The CPG group consists of community leaders (Mayor or Manager from each of the seven communities in the study area as well as representatives from Lake and Kenosha Counties, that are directly affected by the study, or eventually living with the results of the project.
- Have authority to enter into intergovernmental agreements.

CPG - Purpose

- The purpose of the CPG is to provide input on the development of the Purpose and Need statement and the alternatives to be carried forward for evaluation in the Draft Environmental Assessment.

CPG – Responsibilities

- All CPG members need to be empowered to make decisions for their organizations with the ability to move the project along.
- The CPG will represent the views of the communities and counties within the project area.
- The responsibilities of this group include providing input and consensus at key project milestones (e.g., project purpose and need, range of alternatives to be advanced for detailed study, and the recommended alternative).
- Assist in the development of consensus solution. Consensus is defined as “when a majority of the stakeholders agree on a particular issues, while the remainder of stakeholders agrees its input has been heard and duly considered and that the process as a whole was fair.”
- Committed to attend all CPG meetings and public meetings.
- Serve as conduit for communication between project team and stakeholders.

- Provide insight and communicate issues.
- Actively participate in the public involvement program.

The CPG will meet independently as well as jointly with project Technical Advisory Groups (described below) during the course of the project. The meeting program will be designed to encourage timely and meaningful opportunities for input, and to encourage information sharing and collaboration between the CPG, technical advisory group, and the PSG.

Any community outside the study area that shows interest in the project, that is not part of the CPG, will be added to the stakeholder list, ensuring they will receive meeting invitations, newsletters, and project updates. The project team will also be available to meet with organizations on a one-on-one basis throughout the project.

Technical Advisory Group (TAG)

The technical advisory groups (TAG) provide a means for obtaining structured input from a diverse set of stakeholders. The background and experience of TAG members is conducive to providing a specific technical support to the CPG.

TAG - Membership

- The TAG will comprise of stakeholders with expertise or particular interest in these areas.
- Members must have a broad perspective, technical knowledge and problem solving abilities.
- Members may include CPG members or designated staff, and other governmental bodies, transportation agency, or interest group. The TAG members will be identified by the PSG, with input from the CPG.

TAG – Structure

- Three TAG categories (Environmental, Land Use, and Transportation).

TAG - Purpose

- TAG will focus on technical aspects of the project development process.
- Provide external subject-matter information and input with respect to environmental, land use, and transportation.

TAG – Responsibilities

- Environmental TAG: provide input on project environmental issues, including agricultural preservation, open space preservation, storm water discharge, water quality, wetlands, displacements, construction impacts, secondary impacts.
- Land Use TAG: provide framework for development of corridor land use and development plans.
- Transportation TAG: provide input on project transportation issues, including horizontal and vertical alignment, cross-roads, interchange design, right-of-way width, utilities, emergency vehicle access, non-motorized trails, maintenance of traffic, and design standards.

The TAG will meet throughout the project development process. The TAG input will be considered and will be shared with the CPG. The TAG may be asked to address the CPG to help communicate technical subject-matter issues. The meeting program will be designed to encourage timely and meaningful opportunities for input into the project process.

Corridor Planning Group Operating Agreement

Purpose

The Corridor Planning Group (CPG) will focus on providing input to the study process, and reach consensus at key project milestones (e.g., project purpose and need, range of alternatives to be advanced for detailed study, and the recommended alternative).

Rules

The CPG group consists of community leaders (Mayor or Manager from each of the seven communities in the study area as well as representatives from Lake and Kenosha Counties that are directly affected by the study, and have authority to enter into intergovernmental agreements. The expectation is that all members will:

- One member of the PSG will act as moderator for the CPG meetings.
- All CPG members are peers in this group and should respect all opinions.
- Commit to attending public meetings and preparing appropriately for all CPG meetings.
- Candidly communicate local issues related to the study.
- Contribute to identifying a consensus solution.

The PSG and Consultants will provide facilitation services to the CPG. The facilitators will:

- Design and implement discussion procedures,
- Design meeting agendas,
- Conduct meetings,
- Make strategic suggestions as appropriate,
- Develop and maintain email list for distribution of information,
- Prepare meeting summary for distribution to members or other interested individuals after each meeting,
- Remain impartial toward the substance of the issues under discussion,
- Remain responsible to the full Group and not to individual members or interest groups,
- Enforce discussion guidelines accepted by the Group, and
- Work with members to resolve process questions, and construct substantive options for Group's consideration as appropriate.

Representatives from IDOT will attend all CPG meetings in order to listen to the discussion and provide timely information to the Group.

Meeting and Discussion Guidelines

The CPG seeks to have productive and useful meetings. To this end, our collective expectations are:

- Meetings will begin promptly and adjourn by the time specified on the agenda.

- Members will arrive on time and stay through the entire meeting.
- Members should ensure cell phones and blackberry are turned off at the meetings.

The facilitators will distribute material, including an agenda, at least three working days in advance of the meetings. Members are should read the material beforehand and come prepared to contribute to the discussions.

Critical Success Factors

- Identify and engage appropriate stakeholders
- Understand roles and responsibilities
- Establish two-way communication and agree to act as a team in a spirit of collaboration with active and open listening
- Commit to effective conflict resolution
- Build consensus
- Provide both timely and accurate submittals and reviews of all work associated with the project in order to ensure that the project can move forward in a reasonable and cost-effective timeframe.
- Document all decisions and milestones reached on the project.
- Clearly communicate decisions to the public project.
- Decisions made in a timely manner and not be revisited without just cause.

Decision Making

IDOT and FHWA are responsible for final project decisions and therefore are not members of the CPG, although its representatives will attend and participate in all meetings. IDOT will utilize the CPG's input in its entirety in its own decision-making process.

By agreeing to and following the CPG Operating Agreement guidelines, you will create a framework for "thinking outside the box" as you navigate thru and build consensus on the development of the Purpose and Need Statement and participating in the alternative analysis process which will lead to a final project decision (recommended alternative) by IDOT and FHWA .