

**Program for Arterial System Synchronization (PASS) FY 13/14 Cycle**  
**Project Administration Guidelines**

**Deliverables**

**#1. Scope, Schedule, and Budget (SSB)**

- Prepared by the consultant after the project kick-off meeting for review by all stakeholders
- Shall include project understanding; detailed task descriptions, data to be collected; deliverable due dates and review times; level of effort; project schedule and budget with payment schedule table
- Project stakeholders shall provide consultant with their preferences to various signal timing parameters to maintain consistency with the recent CA MUTCD 2012 guidelines
- Changes to scope of work after final SSB has to be approved by MTC and included in the Revised Final SSB.

**#2. Existing Conditions Report**, including a stakeholder meeting after the draft report submittal

- Summarizes the data collected to date, including collision data for the last three years for which the data is available, and will be used as the baseline for improvements. Consultant will conduct field reviews to make sure the computer model is sufficiently calibrated and will discuss with the project stakeholders any unique issues observed in the field
- Contains preliminary recommendations for optimization of actuated settings

**#3. Recommendations Report**, including a stakeholder meeting after the draft report submittal

- Contains suggested changes to actuated settings, and recommended time-of-day coordination plans and hours of coordinated operation
- Includes analyses of signal groupings, phasing, cycle lengths, splits, and offsets, as well as expected improvements
- Sponsor and other stakeholders decide if recommendations are consistent with project objectives

**#4. Final Project Report**, including computer model with final timings

- Contains timing sheets to be used for implementation in the format requested by the sponsor
- Contains final timings that were implemented and fine-tuned
- Contains project evaluation information, including benefit-cost analysis, measures of effectiveness and emissions reductions

**Review Process**

- Please copy (CC) MTC Program Manager on **all** emails and memos
- All deliverables subject to review and approval by sponsor, other stakeholders, and MTC
- MTC's review will focus on adherence to the approved scope of work, schedule and budget
- Consultant will indicate on the title page of the deliverable the date when comments are due and follow-up with stakeholders as the deadline nears
- Consultant will prepare and submit a comment/response log detailing all of the comments received on a deliverable and how they were addressed
- Failure to communicate with either MTC or the project sponsor by the time a deadline has passed may be grounds for terminating the contract and/or project
- MTC will provide comments when appropriate to the consultant and project stakeholders

**Schedule**

- The timing plans should be implemented by May 2014, and the final project report should be completed by June 2014, unless otherwise indicated in the SSB and approved by MTC

**Invoices**

- Consultant will submit invoices to MTC Accounting along with a copy to the MTC Program Manager
- Payment will correspond to the approval of deliverables, and the approximate level of effort

**Conflicts**

- Notify MTC immediately of any issues throughout the duration of the project