

**Application form:**

**Community Planning Program and**

**Local Technical Assistance Program**

**DEADLINE: Noon on Thursday, June 26, 2014**

This application form is online at [www.rtachicago.com/applications](http://www.rtachicago.com/applications). You may submit the form by email to [applications@rtachicago.com](mailto:applications@rtachicago.com).

Upon receipt of application, you will receive an e-mail verifying that your application has been received.

**1. Name of Applicant: Chicago Department of Transportation**

**2. Main Contact for Application Joe Alonzo, 312-744-1731 – joe.alonzo@cityofchicago.org**

**3. Type of Applicant (please check any that apply):**

\_\_X\_\_ Local government

\_\_\_\_ Multijurisdictional group\* Please list the members of the group (including

government and nongovernmental organizations):

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\_\_\_\_ Nongovernmental organization\* Name of local government partner(s):

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\*Applications submitted by multijurisdictional groups and nongovernmental organizations must include a letter indicating support from each relevant local government. See the FAQs for more information. Nongovernmental applicants are strongly encouraged to contact CMAP or the RTA prior to submitting their application to discuss their project and the demonstration of local support.

**4. Project Type (please check any that apply):**

Please check all statements below that describe characteristics of your project. (This will help us determine whether your project is best handled by CMAP or RTA.)

\_\_X\_\_ My project involves preparation of a plan.

\_\_\_\_ My project helps to implement a past plan.

\_\_\_\_ My project links land use, transportation, and housing.

\_\_\_\_ My project has direct relevance to public transit and supports the use of the existing transit system.

\_\_X\_\_ My project is not directly related to transportation or land use, but implements GO TO 2040 in other ways.

**5. Project Location:**

Please provide a brief description of the location of your project. You may include a map if that helps to describe location, but this is not required. If your project helps to implement a past plan, please include a link to that plan. The project encompasses the whole City of Chicago

**6. Project Description:**

**Please tell us what you would like to do in your community, and what assistance is needed**. If you have more than one idea, please submit a separate application for each project. Please be specific, but also brief (less than two pages per project idea)—we simply want to have a basic understanding of what you want to do. CMAP and RTA staff will follow-up with you if we need any additional information to fully understand your proposed project.   
  
(Please include any additional information that is relevant, preferably by providing links to online documents.)

This supplement to the Chicago Truck Planning Study (CTPS) is intended to add additional budget to complete the project, and add additional services. The original contract amount for the CTPS is $124,062. All the funding for the primary consultant has been expended. To complete the Study, CDOT is seeking to add $44,789.

Specifically this supplement request seeks to enable CDOT to:

* Develop presentation materials and participate in meetings with City and other agency stakeholders- Respond to City of Chicago comments and make revisions to Chicago Truck Routes Planning Study Draft Report,
* Develop proactive approach to outreach, talking points and collateral material that may be used to educate external stakeholders and internal staff on the project, and
* Develop a Chicago Truck Route Fact Sheet for industry.

**Proposed Tasks**

**Task 1.0 Develop presentation materials and participate in meetings with City and other agency stakeholders**

As the Chicago Truck Routes Planning Study Report moves from draft form to final, the City has recognized the need for additional outreach on the purpose and goals of the Study, the process that was used to determine logical truck routing, and the results.

The City anticipates that additional internal and external stakeholders may wish to comment on the results prior to finalization. These groups would include the City of Chicago Mayor’s Office, Division of Transportation, the Chicago Transit Authority, Chicago Metropolitan Agency for Planning, and others.

Deliverable:

 Briefing materials and presentations. Preparation and presentation, at up to 5 one-hour briefings.

**Task 2.0** **Respond to City of Chicago comments and make revisions to Chicago Truck Routes Planning Study Draft Report**

The Chicago Truck Routes Planning Study Report was delivered to the City in December 2013 in draft form. The City plans to submit comments on the draft, and the project continues to require coordination with the proposed Bus Rapid Transit (BRT) project. This task will consolidate comments received and process edits to the draft report, including the possible need to modify Study recommendations. This task will also revise the truck route system map based on comments.

Deliverable:

 Final Report and Truck Route System Map. Final truck route system report and accompanying map in electronic form.

**Task 3.0** **Develop proactive approach to outreach, talking points and collateral material that may be used to educate external stakeholders and internal staff on the project**

This task will develop a project specific approach to outreach, talking points and collateral material, in partnership with CDOT Public Relations to ensure the truck routes system is presented in a positive manner to internal and external stakeholders. As the truck route study proceeds, and the draft network moves toward finalization, an outreach approach will be developed to ensure the City is proactive, not reactive, in informing stakeholders. This approach may minimize, or eliminate, problems as the network moves to implementation.

Collateral material will be developed to support outreach to both external stakeholders and internal staff on the project. External stakeholders could include the trucking industry, itself, but also other public and partner agencies, modal stakeholders and the general public. Internal stakeholders include the various departments that touch truck routes and regularly talk with industry such as Streets and Sanitation, Housing and Economic Development, Chicago Police Department, and others. This material will attempt to answer external stakeholder questions before they ask them. Talking points will be developed for internal staff, allowing them to respond to questions effectively.

Additionally, two press releases will be developed. The first will be to introduce the Chicago Truck Routes Planning Study, providing an overview of the project including community benefits, key objectives and public involvement plan. The second will be developed for use once the City of Chicago approves the final plan, and will provide the final details of the project, timing, community benefits and next steps.

Deliverable:

 Talking points and supporting collateral material. Talking points to support internal- and external education on the truck route system. This task does not include actual outreach to these groups.

**Task 4.0** **Develop a Chicago Truck Route Fact Sheet for industry**

In order to ensure the truck routes system is being used by industry, a one page, two-sided “fact sheet” will be developed that presents the routes on one side and supporting information on the reverse. This tool will be especially useful for truckers that are not familiar with the city and drivers from out of state. This fact sheet will be an aesthetically pleasing, graphic-rich snapshot of all pertinent truck route information in an easy to digest form. Coordination with ITA during this task will ensure that the information placed on the fact sheet is the most useful for industry.

A model for this could be the New Your City DOT truck route map which clearly delineates truck routes information, as well as provides contact information,

regulatory information, definitions and other useful points.

The model can be found here:

<http://www.nyc.gov/html/dot/downloads/pdf/2011_truck_route_map.pdf>

Deliverable:

Fact Sheet. Two-sided informational piece, in electronic form, that can be distributed to the trucking industry and also be available on the City of Chicago website.