OVERALL APPROACH
The 2022 Statewide Multimodal Transportation Plan (SMTP) update will provide an opportunity to dive deeper into topics where more is known now than during the previous update in 2015-2016. The final document (covering years 2022-2041) will be a cohesive, succinct document providing broad direction for Minnesota’s transportation system to move MnDOT and its partners to implement the long-range transportation vision, Minnesota GO. The plan will articulate objectives, measures, and strategies for transportation decisions over the coming 20-year planning horizon.

This process is currently envisioned as an update rather than a full rewrite and restart of the plan. In addition to incorporating the findings and recommendations of other plans and studies from the last three years and new perspectives from the public and stakeholders, the focus for this update will be on providing greater clarity and direction for MnDOT and partners to implement the objectives of the plan and the overall Minnesota GO vision.

The 2022 SMTP will be the third iteration of the plan completed under Minnesota GO. The update process will provide MnDOT with deep understanding of key topics and trends shaping transportation in the state. Context from the SMTP once adopted in 2022 will set the stage for a refresh to Minnesota GO.

The committee structure is more robust than in previous SMTP planning processes. The plan is intended to be the highest transportation policy plan for the state, and sets the tone for MnDOT partners and stakeholders. It is necessary to have support both within and outside MnDOT for the final SMTP. Unlike the 2015-2016 SMTP update, the 2022 is expected to have an Advisory Committee, which includes more partners outside MnDOT. Both these committees will allow more people to participate in the plan process and provide more opportunities to influence decisions.

The Statewide Multimodal Transportation Plan scope outlines expected tasks for MnDOT and Successful Responder staff. Anticipated deliverables are identified in the description of each task. A project timeline and overall summary of the roles and responsibilities for MnDOT and the Successful Responder are included in the following sections.

The SMTP project team will complete key milestones ahead of the development for Minnesota State Highway Investment Plan (MnSHIP), which is due within one year of the adoption of the SMTP. Policy guidance will need to be drafted before MnSHIP public engagement starts (anticipated summer 2021). MnSHIP associated tasks will be completed through a separate contract.

Project Timeline
A rough timeline highlighting key dates is identified below:
- Upon official Notice to Proceed (NTP): Project begins
- May 2020: Public launch
- Summer 2020 – Spring 2021: Public and stakeholder engagement
- Summer/Fall 2021: Draft plan released
- January 2022: Final plan adopted

MnSHIP scope is expected by January 2021 with a public launch summer 2021. SMTP policies and strategies are expected to be drafted, though not finalized, when MnSHIP public engagement starts.

DECISION MAKING COMMITTEES AND WORKGROUPS
Project Management Team (PMT)
A PMT will be the primary group to shape the approach and direction for the SMTP. The PMT will be involved throughout the planning process from development of the public involvement and communications plans to participation in drafting policies, strategies, and more. All information will flow through the PMT.

Membership
- Five members from MnDOT’s Office of Transportation System Management.
- Consultant team
**Frequency**
Bi-weekly 60-minute meetings will be held from NTP to January 2022. Meetings may be cancelled to allow time for staff to complete work items between decision points. Videoconference and teleconference options will be available. However, in person attendance is encouraged.

**Advisory Committee**
An advisory committee will provide strategic direction to the PMT and help ensure SMTP work in general and final policy strategies reflect the priorities and needs of MnDOT and transportation partners. Makeup will include a mix of internal and external partners.

**MnDOT Membership**
- CAV-X (1)
- Greater MN Planner (2)
- Environmental Stewardship (1)
- Metro District Planner (1)
- Modal Office Planners
- Organizational and Planning Management (1)
- State Aid (1)
- Sustainability and Public Health (1)
- Transportation System Management (2)

**External Membership**
- TBD

**Frequency**
Advisory committee meetings are expected every other month for 2 hours from NTP to January 2021. Meetings may be cancelled to allow time for staff to complete work items between decision points. Videoconference and teleconference options will be available.

**Senior Leadership Team (SLT)**
The SLT provides leadership, directs Strategic Operating Plan implementation, and makes decisions on other topics that require high level approval. Input from the SLT will help ensure the final policy strategies and the SMTP as a whole reflects strategic priorities agency wide.

**MnDOT Membership**
- Deputy Commissioner/Chief Engineer
- Assistant Commissioners
- Chief of Staff
- Chief Financial Officer
- Chief Counsel
- Assistant Division Director
- Division Business Managers

**Frequency**
As needed and expected to be approximately bimonthly. Meetings are held on Tuesdays from 9 am to 12 pm.

**Workgroups**
Workgroups will be formed after the first round of public outreach is complete at the end of summer 2020. Public input will help select transportation areas or topics identified as top priorities by partners and the public. Workgroups will assist with Task 10 Strategy Development.

**Membership**
Membership will be determined once subject areas are selected, which is expected fall 2020. PMT and others (internal and external to MnDOT) will participate in these ad hoc workgroups.

**Frequency**
The frequency of the workgroup meetings will be determined at a later date.

**Additional Stakeholders**
MnDOT will lead work with external stakeholders to align efforts across state agencies. Other planned external and public engagement opportunities will include public workshops, request a meeting, online engagement, pop-ups, formal comment period, and public hearing. Additionally, there will be informal meetings with stakeholder groups as requested or needed. Tribal Nations will be considered for this role.

### SUMMARY OF ROLES AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Task</th>
<th>MnDOT’s Role</th>
<th>Successful Responder’s Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1: Project management</td>
<td>The MnDOT project team will be responsible for all project management activities.</td>
<td>Perform general contract project management activities throughout the term of the contract.</td>
</tr>
<tr>
<td>Task 2: Public and stakeholder outreach</td>
<td>Varies by sub-task (see following)</td>
<td>Varies by sub-task (see following)</td>
</tr>
<tr>
<td>2.1 Public Participation Plan (PPP)</td>
<td>The MnDOT project team will work with Successful Responder to develop and implement the PPP. MnDOT will organize and administer the public comment period for the PPP.</td>
<td>The Successful Responder will finalize the PPP to reflect outreach activities included in the Successful Responder’s Letter of Interest and negotiated scope of work. The Successful Responder will be responsible for maintaining the PPP throughout the project.</td>
</tr>
<tr>
<td>2.2 Required partner outreach</td>
<td>The MnDOT project team will take the lead on required partner outreach activities as outlined in the Plan Development Guidelines.</td>
<td>The Successful Responder team will assist the project team through the development of presentation materials and making occasional presentations to stakeholder groups, as available.</td>
</tr>
<tr>
<td>2.3 Public and stakeholder engagement</td>
<td>The MnDOT project team and Successful Responder team will jointly develop and implement public and stakeholder outreach. Specific sub-task activities and responsibilities to be determined based on Successful Responder’s Letter of Interest and final negotiated scope of work.</td>
<td>The MnDOT project team and Successful Responder team will jointly develop and implement public and stakeholder outreach. Specific sub-task activities and responsibilities to be determined based on Successful Responder’s Letter of Interest and final negotiated scope of work.</td>
</tr>
<tr>
<td>2.4 Outreach summary</td>
<td>The MnDOT project team will assist the Successful Responder team on outreach summary activities, as needed.</td>
<td>The Successful Responder team will be responsible for outreach summary activities.</td>
</tr>
<tr>
<td>2.5 Public review and comment</td>
<td>The MnDOT project team will organize and administer the public comment period / public hearing and be responsible for developing responses to comments.</td>
<td>The Successful Responder team will be responsible for gathering and organizing all public comments as well as developing a response to comments summary document.</td>
</tr>
<tr>
<td>Task</td>
<td>Description</td>
<td>Responsible Party</td>
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</tr>
<tr>
<td><strong>Task 3: Plan Coordination and Consistency</strong></td>
<td>The MnDOT project team will complete review of internal and external planning documents.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Task 4: 2017 SMTP Assessment</strong></td>
<td>The MnDOT project team will complete review of objectives and strategies in the current SMTP.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Task 5: Planning Context Summary</strong></td>
<td>MnDOT project team will document laws, rules, regulations, policies, plans and initiatives directing the SMTP plan update process and final document.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Task 6: Mapping</strong></td>
<td>MnDOT project team will coordinate required mapping.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Task 7: Trend Analysis</strong></td>
<td>MnDOT project team will coordinate updates to trend analysis library.</td>
<td>The Successful Responder team will update MinnesotaGO.org with new material once available.</td>
</tr>
<tr>
<td><strong>Task 8: Performance Measurement</strong></td>
<td>MnDOT team will summarize current performance measures.</td>
<td>The Successful Responder team will update MinnesotaGO.org with new material once available.</td>
</tr>
<tr>
<td><strong>Task 9: Funding</strong></td>
<td>MnDOT project team will summarize key transportation funding sources.</td>
<td>The Successful Responder team will assist with updating funding graphics.</td>
</tr>
<tr>
<td><strong>Task 10: Strategy Development</strong></td>
<td>MnDOT project team will oversee process to update select strategies for the 2022 SMTP update including establishing and administering workgroups.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Task 11: Workplan Development</strong></td>
<td>MnDOT project team will develop a near-term workplan for inclusion in the SMTP.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Task 12: Required Review and Analysis</strong></td>
<td>MnDOT project team will complete required reviews and analyses as outlined in the Planning Development Guidelines.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Task 13: Plan Preparation</strong></td>
<td>MnDOT project team will develop a cohesive document compiling results from the previous tasks following Minnesota GO accessibility and design standards.</td>
<td>The Successful Responder team will assist with graphic design for plan materials. Examples include information sheets, icons, graphics, etc.</td>
</tr>
<tr>
<td><strong>Task 14: Document Review &amp; Adoption</strong></td>
<td>MnDOT project team will complete internal and external review process as outlined in Planning Development Guidelines.</td>
<td>None</td>
</tr>
<tr>
<td><strong>Task 15: Planning Coordination</strong></td>
<td>MnDOT project team will coordinate with internal and external partners on current planning processes that could provide guidance to the SMTP. Examples include Twin Cities Metro Mobility Study, MnDOT’s Strategic Operating Plan, etc.</td>
<td>None</td>
</tr>
</tbody>
</table>

**WORK PLAN**

The Successful Responder will perform the following tasks:
Task Descriptions

Task 1: Project Management
1.1 Perform general contract project management activities throughout the term of the contract.

Task 2: Public and Stakeholder Outreach
2.1 PPP:
   2.1.1 Work with the PMT to develop a PPP which identifies all statewide outreach and engagement activities included in this scope of work.
   2.1.2 Identify key stakeholders as well as outline the outreach strategies and when they will occur throughout the plan update process.
   2.1.3 Include an accessibility plan in the PPP.
   2.1.4 Submit the draft PPP to MnDOT to be reviewed and revised, as needed, based on input from the project team and MnDOT’s Planning Management Group (PMG).
   2.1.5 Give special attention to creative outreach techniques aimed to reach a large, diverse audience; populations identified under Title VI, Environmental Justice (EJ), Olmstead and MnDOT’s Plan Development Guidelines.
   2.1.6 Allow a 45-day public comment period on the draft PPP, which is required by federal law.
   2.1.7 Coordinate with MnDOT and submit the final PPP to the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).
   2.1.8 Communications Plan: Develop and revise as needed a communications plan as a companion document to the PPP. The goal of this activity is to connect with broad audiences as well as partner agencies and organizations to seek input. The communication plan will help clarify relationships between audiences, messages, channels, activities, and materials to understanding how to connect with different audiences throughout the SMTP process. Assist the PMT to oversee the implementation of the communications plan.

Deliverables: Draft and Final PPP, Communications plan.

2.2 Required Partner Outreach:
   2.2.1 Assist developing presentation materials.
   2.2.2 Occasionally present to the partner groups identified in the following sub-tasks.

   Note: Federal and state law requires consultation and cooperation with key stakeholder groups related to statewide transportation planning activities. Additionally, MnDOT also has certain expectations for specific partner outreach based on best practices. The key stakeholder groups included as part of the required consultation and cooperation include MPOs, tribal governments and staff, environmental resources agencies and non-metropolitan local officials.

Deliverables: Assistance developing presentation materials; occasional presentation to the partner groups identified in the following sub-tasks.

2.2.3 MPO Cooperation: Federal planning regulations require MnDOT to work with the MPOs in the state through a continuing, cooperative and comprehensive (3-C) planning process. The state is required to develop a long-range statewide transportation plan in cooperation with the MPOs. Assist the project team in leading the MPO outreach activities throughout the plan update process. The specific activities for each MPO will be determined cooperatively by the PMT and MPO staff.

2.2.4 Tribal Consultation and Coordination: Federal and State law requires MnDOT to consult with the 12 Tribal Nations in Minnesota at an executive level on issues related to transportation in the state. Additionally, coordination among state and tribal staff on key transportation projects is strongly encouraged. Assist the project team in leading the tribal consultation activities throughout the plan update process. The specific tribal consultant activities appropriate for this project will be determined by the project team and MnDOT’s Office of Tribal Affairs with feedback from the Advisory Council on Tribal Transportation.
2.2.5 **Environmental Resource Agency Consultation:** Federal planning regulations require MnDOT to develop the long-range transportation plan in consultation with state, tribal and local agencies responsible for land management, natural resources, environmental protection, conversation and historic preservation. Assist the project team in leading the resource agency consultation activities throughout the plan update process. For Minnesota, this includes, but is not limited to:

- Department of Natural Resources (DNR)
- Pollution Control Agency (PCA)
- Board of Water and Soil Resources (BWSR)
- Environmental Quality Board (EQB)
- State Historic Preservation Office (SHPO)
- Watershed districts
- Local and regional agencies

2.2.6 **Non-Metropolitan Local Official Consultation:** Federal planning regulations require states to consult with non-metropolitan local officials as part of the transportation planning process. To meet this requirement, coordinate with the PMT to present and discuss key project information with the Area Transportation Partnerships (ATPs) and the Regional Development Commission (RDOs) boards.

2.3 **Public and Stakeholder Engagement:**

2.3.1 Work with the PMT to develop and implement up to nine months of public and stakeholder engagement.

2.3.2 Manage the overall engagement process, including stakeholder identification and meeting scheduling.

2.3.3 Coordinate with the MnDOT project team to deliver the various engagement activities.

2.3.4 Coordinate with the MnDOT project team to track participation by demographics, and regularly review and adjust tactics to ensure people who are connected with reflect the demographics of Minnesota. At a minimum, the engagement must be statewide and include:

- A minimum of 40 general public input opportunities—not open houses (at least four in each Greater Minnesota MnDOT district and eight in Metro District).
- Online engagement that mirrors in-person opportunities.
- Place-based outreach, focusing on workplaces; a minimum of 10 events are expected (one in each Greater Minnesota MnDOT district and three in Metro District).
- Presentations or other engagement opportunities at community events / meetings throughout the state, including events / meetings which target specific groups (e.g. EJ populations, youth, and older adults).
- Presentations to established internal and external committees and groups.
- A project website used to post project updates, outreach opportunities, key documents and other relevant information throughout the planning process and after.

2.3.5 Additional strategies may include:

- Stakeholder forums / workshops.
- Market research, including focus groups.
- Partnering with the Metropolitan Council’s trusted advocate program, or similar.
- MnDOT Employee Resource Groups (ERGs) as key links to specific populations.
- Interactive, game-based engagement activities.

**Deliverables:** Development of an innovative engagement strategy; identification and scheduling of engagement locations, including maintenance of the schedule; development of engagement tools and materials; assistance administering engagement sessions, both with MnDOT staff and independently; development of online engagement opportunities; maintenance of project website (MinnesotaGO.org) throughout planning process

2.4 **Outreach Summary:**

2.4.1 Gather and analyze all public, stakeholder and online input into a summary document.

2.4.2 Outline the overall approach, as well as identify the key messages and recommendations that will be incorporated into the plan updates.

2.4.3 Include map, charts, and other relevant materials, as appropriate.
2.4.4 Disaggregate data to the extent possible.

*Deliverables*: Outreach summary document and supporting data.

2.5 Public Review and Comment: State law and MnDOT expectations require formal public review and comment on all statewide transportation planning documents. Included in a formal public review process are a public comment period, a public hearing and formal responses to all comments received as a part of this process.

2.5.1 Public Comment Period: A public comment period is expected of all statewide planning documents at MnDOT. Assist the project team in scheduling a 45-day public comment period upon completion of draft plan documents and approval of PMG and SLT to release the drafts for public review. A notice of the public comment period will be posted in the State Register prior to its start and include the date and time of the scheduled public hearing.

2.5.2 Public Comment Period Communications Plan: Draft and assist with implementing a communications plan specific to the public comment period. This task is in addition to the communications plan developed as part of the PPP. The goal of this activity is to connect with broad audiences as well as partner agencies and organizations to seek input. Include a mix of activities and mediums to highlight the information of the draft plan.

2.5.3 Response to Comments: Work with the PMT to collect and organize all comments received during the public comment period. The project team will develop responses to each comment. Provide a list of comments as well as the identified responses in a summary document.

*Deliverables*: Track and collect comments.

**Task 3: Plan Coordination and Consistency (TO BE PERFORMED BY MNDOT)**

The PMT will review both internal and external planning documents, including the MnDOT Family of Plans, MPO long range plans, other agency documents, as appropriate, as well as planning documents from partner agencies and organizations. The goal of this activity is to identify elements within these documents that relate to the SMTP.

**Task 4: 2017 SMTP Assessment (TO BE PERFORMED BY MNDOT)**

The PMT will review the objectives and strategies in the current SMTP based on whether or not the strategy was addressed since the 2017 plan adoption and suggest whether the strategy should be retained, revised or removed as a part of the plan update process. The review will also highlight any ongoing activities related to plan strategies. A summary document / scorecard will be developed upon completion of the review.

**Task 5: Planning Context Summary (TO BE PERFORMED BY MNDOT)**

The PMT will develop a summary document of the existing laws, rules, regulations, policies, plans, and initiatives that direct the plan update process and final document.

**Task 6: Mapping (TO BE PERFORMED BY MNDOT)**

The PMT will create maps of each key transportation system in the state, including an overall combined system map. The maps will reflect relevant system information and priorities from each modal / system plan in the Family of Plans. The maps will adhere to the Minnesota GO style guidelines.

**Task 7: Trend Analysis**

7.1 Update with new material and perform maintenance of MinnesotaGO.org. The PMT will provide this updated information by compiling a broad list of social, economic and environmental trends that potentially may impact transportation over the next 20 years. From this list, the project team will select the strategies most applicable to transportation in Minnesota to further develop. For the selected trends, the project team will conduct an in-depth analysis on that trend and its relationship to transportation in Minnesota.

*Deliverables*: Update and maintenance of MinnesotaGO.org.

**Task 8: Performance Measurement**

8.1 Update with new material and perform maintenance of MinnesotaGO.org. The PMT will provide this updated information by reviewing and analyzing current performance measures, which will be updated based on emerging
research, data availability, and Task 10 Strategy Development. The PMT will update a summary document of current performance measures in use at MnDOT and by the state’s MPOs. The summary will focus on the top tier measures for each mode of transportation, current system performance, as well as general information about how MnDOT uses performance measures. Current initiatives related to performance measurement will also be highlighted. The PMT will also develop a performance report consistent with federal requirements evaluating the condition and performance of the transportation system.

**Deliverables:** Update and maintenance of MinnesotaGO.org.

**Task 9: Funding**
9.1 Update with new material and perform maintenance of MinnesotaGO.org. The PMT will provide this updated information by updating a summary document which identifies key transportation funding sources for transportation in Minnesota. The summary will address where funding comes from and how it is spent, including information about project selection processes for different funding programs. The focus of this document will be on MnDOT’s budget and programs but will also include information about other funding sources and programs, when possible. The goal is to provide overall process transparency to the public and stakeholders. Relevant details from this summary will be included in the final SMTP.

**Deliverables:** Update and maintenance of MinnesotaGO.org.

**Task 10: Strategy Development (TO BE PERFORMED BY MNDOT)**
*This task will be informed by engagement completed in summer 2020.*
Each workgroup will be facilitated by a member of the PMT but include members from relevant functional areas within MnDOT and partners, as appropriate. The key activities under this task include a review of the existing objective language, identification of related performance measures, review of the existing strategies, as well as the development of new or modified strategies and performance measures. Strategy development process will include reviewing challenges to implementation and actions to mitigate risks.

**Task 11: Workplan Development (TO BE PERFORMED BY MNDOT)**
The PMT will develop a near-term workplan for inclusion in the SMTP document. The workplan will identify key activities for MnDOT to undertake before the next plan update (five years) that will help advance the SMTP objectives and strategies, including activities currently underway. The offices within the agency responsible for accomplishing the task will also be identified in the workplan.

**Task 12: Required Reviews and Analysis (TO BE PERFORMED BY MNDOT)**
The PMT will conduct the required reviews and analyses on the final plan document, specifically focusing on the objective, strategies and workplan items. The required reviews and analysis include an environmental justice analysis as well as a review of the federal planning factors and state planning goals.

**Task 13: Plan Preparation**
13.1 Assist with graphics and formatting for the final plan. The PMT will develop one cohesive document which compiles the results and recommendations from the previous tasks. The document will be written in plain language and use visual aids, where appropriate. The document will strive to be 100 pages or less. Technical editing and document formatting will occur before the draft document is released for review. The document will be formatted using the Minnesota GO standards for design and accessibility. A final website for both the draft and adopted version of the plan will be developed that at a minimum includes copies of the final plan and appendices, HTML text from the plan, as well as supporting graphics and analysis to add additional context to the plan.

**Deliverables:** Assist with graphics and formatting for the final plan.

**Task 14: Document Review and Adoption (TO BE PERFORMED BY MNDOT)**
The draft and final plan will follow the appropriate review process, including review by internal working groups / advisory
committees, PMG, MnDOT Leadership and the Governor’s Office. The final plan document will be distributed within MnDOT and to external partners upon final approval from the Governor. Distribution will occur through both electronic means as well as hard copy, based on any requirements or preferences of the receiving entity.

**Task 15: Planning Coordination (TO BE PERFORMED BY MnDOT)**
The PMT will coordinate with internal and external partners on current planning processes that could provide guidance to the SMTP. Examples include Twin Cities Metro Mobility Study, MnDOT’s Strategic Plan, etc. This task is separate from Task 3, which focuses on reviewing documents completed since the previous SMTP.

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