

30 – 60 – 90 – Day Plan

The following are activities that I propose as a “work plan” for my key activities as Project Director for the Southwest Chief and Front Range Passenger Rail Commission for the period March through May of 2019.

30 Days (February 19 – March 29)

- Review Draft Meeting notes from February 8 Commission meeting
  - o Distribute to Jill Gaebler and Jacob Riger for comment
  - o Distribute to Commission members
- Review and Revise Draft RFP
  - o Get comments from Jill and Jacob
  - o February 25 meeting with CDOT Executive Director Lew to discuss Draft RFP and possible additional funding for SDP
  - o Revise and distribute to Commission members for review and approval
  - o Release Request for Proposals
- Draft News Release related to Commission’s hiring of Project Director
  - o Get approval and distribute to Front Range media
- Set meeting dates with individual Commissioners
  - o Meet to ‘get acquainted’ and be introduced to others in each of the Commissioners’ circle of influence
- Conduct March 8 Commission meeting in Denver
  - o Distribute Draft 3/8 meeting Summary to Commission Members
- Activate Communications Plan Sub-Committee
  - o Suggest updates to Commission website
    - Implement recommended website updates
    - Issue news release regarding website
  - o Suggest further topics for Press releases related to Commission
- Work with Communications Plan sub-committee to create “One-pager” related to Commission’s activities
- Work with Communications Plan sub-committee to revise / update 1-page document (12/2017) created for Legislature showing the five phases of the Front Range Passenger Rail Project.
- Review existing Draft Commission Charter
  - o Recommend revisions to Draft for Commission consideration and adoption
- Make brief introductory presentation to TRAC regarding Commission activities (3/8)
- Make brief introductory presentation to Transportation Commission’s Transit and Intermodal Committee (3/20)
- Introduce myself to DTD’s FRA contact Karla Bloch
- Identify other “similar” passenger rail organizations around the country that the Commission can learn from; not only what to do, but also what not to do.
  - o Introduce myself to those agencies as Colorado’s SWC&FRPR Commission Project Director.

#### 60 Days (April 1 – April 30)

- Receive Proposals from consultants to prepare Rail Passenger Service Development Plan and Stakeholder Engagement Plan
  - o Identify Selection Panel members
    - Review / Score written consultant Proposals
- Conduct April 12<sup>th</sup> Commission meeting at a yet to be determined Front Range location other than Denver Metro area
- April 10<sup>th</sup> – Make presentation to Trinidad Chamber of Commerce at monthly luncheon meeting
- April 26<sup>th</sup> – Make quarterly presentation to State Transportation Advisory Committee (STAC) meeting (per STAC Chair Vince Rogalski – Coordinate with Tim Klrby)
- Make presentation to ColoRail (date TBD)
- Continue Front Range meetings with Commissions and other stakeholders
- Continue outreach to relevant passenger other passenger rail organizations around the country

#### 90 Days (May 1 – May 31)

- Conduct interview of top-rated firms based on written proposals
- Select Consultant
  - o Begin Contract negotiations
  - o Issue Notice to Proceed to selected Consultant Team
- Conduct May 10<sup>th</sup> Commission a.m. meeting in Denver
- Update TRAC on Commission activities (May 10<sup>th</sup> p.m.)
- Update Transit and Intermodal Committee on Commission Activities (May 15)
- Continue Front Range meetings with Commissioners and other stakeholders
- Continue outreach to other relevant passenger rail organizations around the country