



Participation Agreement

Statewide Steering Committee

Colorado Statewide Transit Plan

May 29, 2013

In the spirit of cooperation and collaboration, and acknowledging the critical role that the Statewide Steering Committee will play in achieving the goals of the Colorado Statewide Transit Plan, the following Participation Agreement was developed between the Steering Committee members, the CDOT Division of Transit and Rail (DTR) staff, and the Consultant Team.

PURPOSE OF THE STATEWIDE TRANSIT PLAN

This first Statewide Transit Plan will establish the vision for transit in Colorado, providing the direction for wise future investments. It will identify goals and policies, take stock of existing services as well as service gaps, and recommend improvements to coalesce a patchwork of services into a comprehensive transportation network. Finally, it will lay out strategies to allow these recommendations to be managed, funded, and implemented.

CRITICAL SUCCESS FACTORS

- Be a comprehensive, integrated and coordinated plan
- Present a clear vision for the future
- Be developed through a consistent and transparent process
- Reflect leading-edge practices
- Create a path for future decision-making

ROLES AND RESPONSIBILITIES

Each of the following participants will fulfill the identified roles and responsibilities throughout the duration of the project.

Statewide Steering Committee

- Represent and speak on behalf of their respective organization/agency and/or constituencies
- Agree to communicate project progress by promoting two-way communication with other stakeholders/constituents, serving as a conduit for informing and gathering input from their constituents
- Actively participate in Statewide Steering Committee meetings, committing to attend each meeting (approximately bi-monthly), when possible, throughout the planning process; identify an alternate attendee, as necessary
- Help establish vision, goals and strategies
- Provide advice on key issues
- Support the broader technical and public input processes, as applicable
- Review and provide input for project deliverables and other outputs throughout the project

CDOT Division of Transit and Rail Staff

- Provide overall project management and regularly direct overall work efforts
- Provide data or approval to obtain data from others
- Provide technical and policy input throughout the project
- Participate in the public engagement process
- Be the central internal and external point of communication
- Review project deliverables and other outputs
- Coordinate with and keep respective agencies (state, federal, regional and local) and elected officials informed
- Coordinate with the Statewide Long Range Transportation Plan team, CDOT Region staff, and other CDOT Divisions and Offices

Consultant Team

- Execute the project according to the scope of work, in coordination with DTR Staff
- Provide objective technical guidance and expertise
- Develop the overall schedule and identify key milestones in coordination with DTR Staff
- Manage the task flow and move tasks forward
- Keep the CDOT DTR representatives informed and coordinate the process through them
- Facilitate the needed decision-making and approval processes
- Lead the stakeholder and public engagement processes
- Assist with agency coordination and outreach
- Document the process with deliverables described in the scope of work for both the statewide transit plan and the regional transit plans

CONDUCT

- Statewide Steering Committee meetings will be facilitated to ensure interested parties have opportunities to be heard, have collaborative participation and provide input that is equally considered. Everyone's input is important and will be heard and considered.
- Meeting participants will stay on track with the goals/objectives and timeline of the meeting.
- Steering Committee members will have an opportunity, and an expectation, to voice their own thoughts and opinions, as well as those of their organization or constituents.
- Participants are encouraged to be respectful of each other's input and ideas. Differences of opinion will be addressed openly, directly and honestly.
- All members of the Steering Committee are expected to work toward a Statewide Transit Plan that is in the best interest of the entire state and not just their constituents.

**Colorado Statewide Transit Plan
PARTICIPATION AGREEMENT**

May 29, 2013

We the undersigned acknowledge and agree to this Participation Agreement for the Colorado Statewide Transit Plan. We are committed to following the Guiding Principles for Transit Planning as established by the CDOT Division of Transit and Rail, working effectively as a team by monitoring our process effectiveness, following through on commitments and helping one another toward a successful project outcome.

Statewide Steering Committee Members:

Steve Engquist (NFRMPO)

Vincent Kephah

Michele Scheneman (CDOT)

B. B. [Signature]

Dwight [Signature]

Jacob Payer

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Paul Radtke

Angela Graham

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CDOT Division of Transit and Rail Staff:

Tracy Mardal

Consultant Team:

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W. Holly Beck

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