

Memorandum

TO: Leslie Fordjour, NYMTC

FROM: Chris Lamm, Cambridge Systematics, Inc.

DATE: May 19, 2020

RE: Clean Freight Corridors Planning Study Task 1 Draft Deliverable: Description of Study Steering Committee and Technical Advisory Committee roles, and revised project schedule

STUDY OVERVIEW

NYMTC has initiated a Clean Freight Corridors Planning Study to advance high-efficiency, low-emission alternative transportation technologies in the region's freight fleet.

Part of the Regional Freight Plan component in NYMTC's *Plan 2045* Long Range Transportation Plan, the study will develop a strategic plan to launch alternative fuel technologies for goods movement by identifying roadway corridors suited to be designated as Clean Freight Corridors.

Even with improved fuel efficiency, the diesel-powered engines of most equipment used to transport freight on the United States' highways and rail lines emit pollutants and greenhouse gases. But market forces and state policies demand more clean and efficient ways to curb the emissions.

This study will:

- Inventory existing alternative fuel infrastructure in the region;
- Review current and emerging alternative fuel technologies;
- Identify gaps between existing and future alternative fuel infrastructure capacities;
- Analyze trends and forecasts; and
- Develop a list of recommended clean freight corridor designations, and define the steps needed for developing additional infrastructure, based on forecasted growth in the development and usage of clean technologies.

STUDY STEERING COMMITTEE

NYMTC's Program, Finance, and Administration (PFAC) Freight Subcommittee will serve as the Study Steering Committee (SSC). The SSC will receive regular status updates during PFAC Freight Subcommittee meetings, including results of work completed since the previous meeting, and an overview of the scope and approach of tasks that are underway and/or forthcoming. The SSC will have the opportunity to offer suggestions and comments on completed and forthcoming work steps, offer to connect the project team with stakeholder or agency contacts and relevant data and information, as needed. The SSC will also have opportunities to review draft and draft-final versions of milestone deliverables.

In addition to monthly status updates, we envision four "working sessions" that would require a significant portion of a Subcommittee meeting agenda, or a separate meeting altogether. These working sessions would occur as the project team approaches key decision points, including review of preliminary findings of Tasks 2, 3, and 4, preparation for the Task 5 workshops, review of preliminary recommended corridors, and review of the final list of recommended corridors and steps needed for implementation. The monthly meetings and anticipated working sessions are illustrated in the schedule in Figure 1.

TECHNICAL ADVISORY COMMITTEE

Technical Advisory Committee (TAC) membership will be determined through invitations to both the Metropolitan Area Planning (MAP) Forum and the Multi-State Freight Working Group distribution lists, with the goal of recruiting public agency and private sector representatives. The TAC will be briefed less frequently than the SSC, but will be engaged at key decision points over the course of the project.

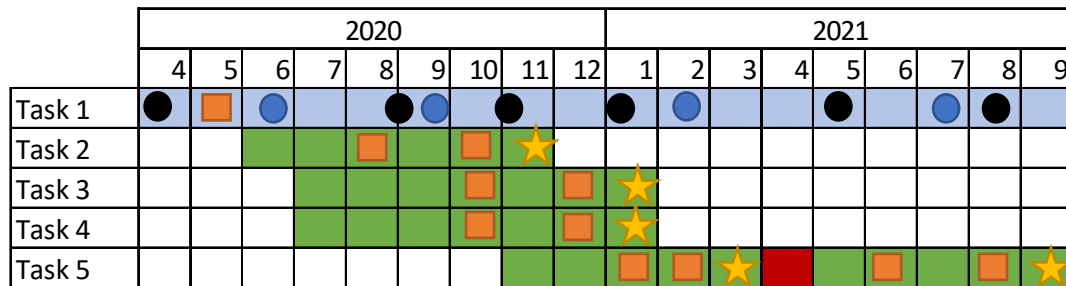
The TAC will be introduced to the project early in the project schedule, and offered an opportunity to comment on the approach and desired outcomes of the study. The TAC will be engaged whilst tasks 3 and 4 are well underway, to review data analysis, discuss potential corridor designations, discuss workshop preparations. The TAC would be briefed again while Task 5 is underway to discuss the results of the outreach efforts, corridor recommendations, and final steps. The anticipated schedule of TAC engagement is illustrated in Figure 1.

REVISED PROJECT SCHEDULE

The consultant team's proposal included a 24-month schedule, in response to the specifications of the Request for Proposals. Upon further consideration, the consultant team expects that the scope of work can be performed in 18 months. The work associated with Tasks 2, 3, and 4 can be performed in a shorter period of time than initially

proposed, as the revised schedule in Figure 1 shows. Sufficient time for NYMTC staff, SSC, and TAC engagement is included in the revised schedule. The schedule for Task 5 was not significantly altered, as there will be considerable effort and time invested in preparing for, administering, and summarizing the workshops; finalizing recommendations; and engaging NYMTC staff, the SSC, and TAC in the development of recommendations and review of final documentation.

FIGURE 1. REVISED PROJECT SCHEDULE



Legend

TAC Meeting

SSC Meetings (Monthly Updates)

SSC Working Meetings

Workshops

Draft Deliverable

Final Deliverable

