

Metropolitan Transportation Plan Development Process

Draft Scope of Work Outline

The Capital Region Transportation Council (Transportation Council) staff produced this scope of work to guide the development of the new Metropolitan Transportation Plan (MTP). Policy Board adoption is expected in September 2025. A five-phase approach to plan development is proposed, along with a Public Involvement Plan currently in development and a proposed MTP Task Force. The following outlines the proposed phases of plan development.

Phase 1: Data Collection (April 2023 – December 2023)

The Transportation Council will collect and compile key data and information about regional growth trends, land use, transportation and mobility, demographics, safety, and other topics to identify deficiencies and opportunities.

Products

- *Congestion Management Process*
Congestion Management is a process for monitoring the transportation network to determine the locations and sources of congestion in the MPO area. The update of the process (adopted December 7, 2023) and annual data refresh will lead to recommended strategies which will be incorporated into the final MTP. In addition to the extensive data collection and analysis, it was developed in consultation with the public and stakeholders.
- *Coordinated Public Transit-Human Service Transportation Plan (Coordinated Plan)*
The Coordinated Plan (adopted December 7, 2023) is a locally developed, coordinated public transit-human services transportation plan created with the participation of seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public that utilize transportation services. The Coordinated Plan identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, identifies strategies for meeting these needs, and prioritizes transportation services for funding implementation. Federal transit law requires MPOs to develop a Coordinated Plan in order for projects to be eligible for funding under the Enhanced Mobility for Seniors and Individuals with Disabilities (Section 5310) Program. The strategies identified to meet the needs of users of transportation services will be incorporated into the final MTP.

- *Regional Trends StoryMap*

The Regional Trends StoryMap has been developed in coordination with the Capital District Regional Planning Commission (CDRPC). A "StoryMap" is a web map that has been thoughtfully created with context and supporting information to create a narrative. It integrates maps, texts, photos, and interactive functionalities to help users explore and engage with content and information. The Regional Trends StoryMap provides a high-level view of mobility, land use and development, and demographic trends that have played a role in shaping the region's current landscape and transportation system. It will help provide context to residents and travelers when identifying issues and needs to be considered in the development of the MTP.

- *Regional Trends & Conditions Report*

A Regional Trends and Conditions Report will accompany the Regional Trends StoryMap. In contrast to the StoryMap, the report will be a more comprehensive look at regional issues and trends and provide an in-depth analysis and overview of regional demographic, economic, housing, infrastructure, mobility, climate, and development trends. It will assist in assessing the current conditions of the Capital Region and serve as a resource for residents and travelers to make informed decisions related to future transportation policies and development of the region.

- *MTP Public Involvement Plan*

The Public Involvement Plan (PIP) guides public participation and engagement during the preparation of the MTP. The PIP outlines strategies and methods for collecting meaningful input on the planning process, recommendations, and potential regional projects.

Outreach & Engagement Strategies

- Direct Outreach & Engagement:
 - Request data from key stakeholders, including the Capital District Regional Planning Commission, Albany Port District Commission, Albany County Airport Authority, Capital District Transportation Authority, and various local governments.
 - Present and discuss planning process, key issues, and draft materials with the Community Planner Forum.
- Digital Outreach & Engagement
 - Crowdsourcing

Roles & Responsibilities

The Transportation Council planning teams, which include the Regional Planning Team, Transportation Planning Team and GIS / Data Team will lead the development of the MTP, with assistance from the Capital District Regional Planning Commission (CDRPC) and consultants, as needed. The following table summarizes the roles and responsibilities for Phase 1 product development.

Task	Regional Planning Team	Transportation Planning Team	GIS / Data Team	CDRPC
Congestion Management Process	X	X		
Coordinated Plan	X		X	
Regional Trends Story Map	X		X	X
Regional Trends & Conditions Report	X	X		X
MTP Public Involvement Plan	X			

Phase 2: Inform (December 2023 – June 2024)

The Transportation Council will announce that it is initiating the update of the MTP, the purpose of the MTP, and how the public will be involved in its development. A summary of the information collected in phase 1 will be promoted and distributed to the public and stakeholders. The information is meant to help identify transportation needs and challenges facing the region. A range of public engagement strategies will be used to gather input from stakeholders to better understand their transportation priorities and preferences.

Products

- *Plan name, brand, & logo*

The consultant will propose and refine a plan name, tagline, and logo that will be considered the plan's "branding" and applied to all MTP materials.

- *Project website*

The consultant will develop an aesthetically appealing, interactive website to engage the public and promote MTP materials.

- *MTP Issues & Priorities Survey*

Transportation Council staff will distribute a short issues and priorities survey aimed at stakeholders and residents to collect their perspectives on existing transportation issues and funding priorities.

- *MTP Goals*

A memorandum summarizing stakeholder and citizen feedback and survey responses will be compiled. Feedback received during this process will be essential in

understanding the needs and priorities of the region and assist in setting specific MTP goals. The MTP goals will cover various aspects of the transportation system, like safety, reliability, and equity. The regional vision will align with the MTP goals and the final MTP will include strategies for achieving these goals.

- *Performance Measures & Targets*

A dashboard of federally required performance measures and targets will be developed and shared. These will inform the decision-making phase of the MTP development process. The development of the System Performance Report for an MTP will begin.

- *Financial Assessment*

One of the key pieces of the MTP is the Financial Plan. During this phase, the Project Team will identify and analyze revenue sources, outline financial assumptions (i.e. inflation rates), project expected revenue, and estimate funding needs. The Financial Assessment will assist in developing the Project Prioritization Rubric and different financial and funding scenarios.

Outreach & Engagement Strategies

- Direct Outreach & Engagement:
 - Meetings & events
- Digital Outreach & Engagement
 - Interactive mapping – Regional Trends StoryMap will be a public-facing, user-friendly tool to inform stakeholders and citizens about the MTP update.
 - Project website – Being developed with consultant assistance, the website will provide comprehensive information about the MTP update, materials, and how stakeholders & citizens can engage. The website will also integrate ongoing, related statewide and regional planning efforts (i.e., NYS Long-Range Transportation Plan, CDTA Transit Development Plan, Climate Pollution Reduction Plan, etc.)
 - Public Opinion Surveys
 - Public Comment Hotline

Roles & Responsibilities

The following table summarizes the roles and responsibilities for Phase 2 product development.

Task	Regional Planning Team	Transportation Planning Team	GIS / Data Team	CDRPC	Consultant
Plan name, brand, & logo	X				X
Project website	X				X
Design Print & Media Templates	X				X
MTP Issues & Priorities Survey	X				
MTP Goals Summary	X	X		X	
Performance Measures & Targets	X	X			
Financial Assessment	X				X

Phase 3: Imagine (January 2024 – September 2024)

During this phase, the public and stakeholders will identify the MTP vision. The vision will include which transportation goals and big ideas align with the region's priorities and needs.

Products

- Regional Vision Summary***
 The Project Team will draft a concise and inspiring statement laying out the vision for a transportation system that captures the desired future for the region. The vision statement will be a clear, aspirational, and resonant statement that aligns with the MTP goals and feedback from stakeholders and the public.
- Preliminary Regional Transportation Projects List***
 The Project Team will produce a list of "big ideas" as well as funding priorities that align with the established MTP goals and vision for the future transportation system. A document will be developed with a detailed description of each project, including which goal(s) it addresses, cost estimates, potential funding sources, and other key steps to implementation. The list will be shared with stakeholders and residents to prepare them for the decision-making phase of the MTP process.
- Infrastructure conditions & modeling***
 The project team will coordinate with NYSDOT and regional partners to assess existing infrastructure conditions, as data is available, and will estimate or model future conditions. Forecasting assistance may be sought through an outside consultant.

Roles & Responsibilities

The following table summarizes the roles and responsibilities for Phase 3 product development.

Task	Regional Planning Team	Transportation Planning Team	GIS / Data Team	CDRPC	Consultant
Regional Vision Summary	X	X	X	X	
Preliminary Regional Transportation Projects List	X	X			
Infrastructure conditions & modeling	X	X			X

Plan & Policy Integration

- *NYS Transportation Master Plan 2050*
- *NYS Active Transportation Plan*
- *CDTA Transit Development Plan*
- *Carbon Pollution Reduction Plan*
- *NYS Carbon Reduction Plan*
- *Statewide Electric Vehicle Infrastructure Deployment Plan (NEVI)*

Outreach & Engagement Strategies

- Direct Outreach & Engagement:
 - Meetings & events
 - Curbside Conversations
 - Virtual Town Halls & Asynchronous Meetings
- Digital Outreach & Engagement
 - Project website – promote plan materials and provide opportunities for public to interact and give feedback
 - Public Opinion Surveys
 - Public Comment Hotline
- Print & Media Outreach
 - Regional Vision Summary will be translated to outreach materials (i.e., fact sheets, PowerPoint presentations, etc.)
 - Media Outreach – press releases

Phase 4: Decision-Making (October 2024 – March 2025)

This phase will combine all the feedback, ideas and information collected in phases 1-3 with a technical analysis of various transportation alternatives and scenarios identified to achieve the MTP vision and goals. The combination of this information will result in the draft MTP. Stakeholders will be invited to provide input on key policy decisions that will affect the development of the draft MTP.

Products

- *Scenario Planning & Policy Analysis Summary*

The Project Team will identify multiple plausible future scenarios to assess the potential impact of different factors on the transportation system. These scenarios will consider uncertainties like future funding, population and growth, technology advancements, climate change impacts, and more. A narrative will be developed for each scenario that describes the future context, key drivers, challenges, and opportunities to help stakeholders better understand each scenario, their implications for the future, and which policies are recommended for inclusion in the final MTP.

- *Project Prioritization Rubric*

Based on the proposed strategies and policies, the Project Team will develop a systematic and data-driven approach for prioritizing transportation projects and programs that implement the MTP vision and goals. This rubric will be proposed as a tool for the Transportation Council to use in programming its core products and will demonstrate to the public how the Transportation Council will approach implementation of the MTP.

Roles & Responsibilities

The following table summarizes the roles and responsibilities for Phase 4 product development.

Task	Regional Planning Team	Transportation Planning Team	GIS / Data Team	CDRPC	Consultant
Scenario Planning & Policy Analysis Summary	X	X	X	X	
Project Prioritization Rubric	X	X			

Outreach & Engagement Strategies

- Direct Outreach & Engagement:
 - Meetings & events
 - Curbside Conversations
 - Virtual Town Halls & Asynchronous Meetings
- Digital Outreach & Engagement
 - Project website – promote plan materials and provide opportunities for public to interact and give feedback
 - Public Opinion Surveys
 - Public Comment Hotline
- Print & Media Outreach

- Scenario Planning & Policy Analysis will be translated to outreach materials (i.e., fact sheets, PowerPoint presentations, etc.)
- Media Outreach – press releases

Phase 5: Review & Adopt (April 2025 – September 2025)

This last stage of the engagement process will be the final review and approval of the MTP vision and goals. Approval and adoption of the MTP requires a minimum of a 25-day public review period. The Transportation Council plans to present [insert name of plan] for adoption at the September 4, 2025 Policy Board meeting.

Products

- *Draft Metropolitan Transportation Plan*

The Draft InMotion Plan will be released to the public for review in June 2025 following approval from the Transportation Council's Policy Board. The Draft plan will include an interactive executive summary as well as a detailed plan. The detailed plan will include the long-range perspective and projections, vision and goals, identification of needs, policy framework, project prioritization, financial plan, environmental analysis, and summary of public engagement. There will be no less than a 25-day public review period of the Draft InMotion Plan.

- *Air Quality Conformity Analysis*

An air quality conformity analysis is a process and assessment required under the United States Clean Air Act (CAA) to ensure that transportation plans, programs, and projects in areas with air quality concerns are consistent with the goals and requirements of the New York State air quality requirements. The air quality conformity analysis will estimate emissions associated with the strategies, policies, and projects recommended in the InMotion Plan. The Air Quality Conformity Analysis will be released in June 2025 for public review.

- *Final Metropolitan Transportation Plan*

The InMotion Plan will be finalized in August 2025 following no less than a 25-day public review period. The final plan will incorporate any edits, updates, or changes necessary based on comments and feedback received during the public review period. All comments and feedback received during the public review period will be summarized and incorporated into the final plan. The final plan will undergo a review and evaluation by the Transportation Council Planning Committee and Policy Board. The Policy Board will vote to approve the InMotion Plan in September 2025. The Transportation Council Chair will sign a resolution indicating its adoption as the official Metropolitan Transportation Plan for the region.

Roles & Responsibilities

The following table summarizes the roles and responsibilities for Phase 5 product development.

Task	Regional Planning Team	Transportation Planning Team	GIS / Data Team	CDRPC	Consultant
Draft MTP	X	X	X	X	X
Air Quality Conformity Analysis	X	X			
Final MTP	X	X	X	X	X

Outreach & Engagement Strategies

- Direct Outreach & Engagement:
 - Meetings & events
 - Virtual Town Halls & Asynchronous Meetings
- Digital Outreach & Engagement
 - Project website – promote plan materials and provide opportunities for public to interact and give feedback
 - Public Opinion Surveys
 - Public Comment Hotline
- Print & Media Outreach
 - Draft & Final Plans will be translated to outreach materials (i.e., fact sheets, PowerPoint presentations, etc.)

Public Participation Schedule

	2023		2024				2025		
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Data Collection									
Crowdsourcing									
Social Media									
Inform									
Project Website Launch									
Media Outreach									
Social Media									
Outreach Materials									
Imagine									
Project Website									
Media Outreach									
Social Media									
Outreach Materials									
Meetings & Events									
Crowdsourcing									
Curbside Conversations									
Public Comment Hotline									
Decision-making									
Social Media									
Outreach Materials									
Meetings & Events									
Crowdsourcing									
Review & Adopt									
Media Outreach									
Meetings & Events									
Project Website									
Crowdsourcing									
Outreach Materials									
Social Media									
Virtual Town Hall & Asynchronous Meetings									

MTP Process & Phase Schedule

	2023				2024				2025		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Data Collection											
Regional Trends StoryMap											
Regional Trends & Conditions Report											
Updated Congestion Management Process											
Coordinated Public Transit-Human Service Transportation Plan											
Public Outreach Plan											
Inform											
Project Website											
Plan name, brand, & logo											
MTP Issues & Priorities Survey											
MTP Goals											
Financial Assessment											
Performance Measures & Targets											
Imagine											
Regional Vision Summary											
Preliminary Illustrative Projects List											
Infrastructure conditions & modeling											
Decision-making											
Scenario Planning & Policy Analysis Summary											
Project Prioritization Rubric											
Review & Adopt											
Draft MTP (Report & StoryMap)											
Air Quality Conformity Analysis											
Final MTP											