

**Appendix D**  
**Public Involvement Plan**

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## East Columbia Public and Agency Involvement Plan

### 1.1 Meetings

#### 1.1.1 Facilitate Project Status Meeting

Immediately following the Notice to Proceed, the Consultant will facilitate a project status meeting between MoDOT, the City of Columbia and Boone County. The outcome of this 3-hour meeting will be to determine the current status of the study.

##### **Implementation plan**

- CH2M HILL will document the contents of the meeting and, based on that record, will draft for review and approval a revised partnering agreement.
- Following the update of the plan, CH2M HILL staff will distribute the agreement to be reviewed and signed.

#### 1.1.2 Attend periodic project meetings

The Consultant will prepare for and attend periodic project progress meetings with MoDOT, Boone County and the City of Columbia consisting of up to four two-hour face-to-face meetings in Jefferson City or Columbia and up to ten 1-hour conference calls.

##### **Implementation plan**

- CH2M HILL will have a standing weekly conference call to discuss progress on the project.
- CH2M HILL will update the team on the three major aspects of the project: engineering, public involvement and environmental/planning.
- Every week CH2M HILL will prepare and distribute meeting minutes within one week of the meeting.

#### 1.1.3 Conduct two workshops

The Consultant will prepare for and conduct workshops with MoDOT, Boone County and the City of Columbia: the first screening workshop will be when the full range of alternatives is to be screened down to a reasonable range of alternatives; the second

workshop will be when the reasonable range of alternatives are screened to one preferred alternative.

**Implementation plan**

- CH2M HILL will identify issues and possible resolutions to be addressed at each workshop.
- CH2M HILL staff, essential to the workshop, will prepare for and attend each workshop.
- CH2M HILL will document and report workshop proceedings, including summarizing the screening methodology and results and preparing and distributing meeting minutes from each workshop

**1.1.4 Attend upper-management meeting**

The Consultant will prepare for and attend one 2-hour upper-management briefing involving representatives from MoDOT, Boone County and the City of Columbia. This meeting must occur before MoDOT will sign the draft EIS.

**Implementation plan**

- CH2M HILL will identify issues and possible content to be addressed at the meeting.
- CH2M HILL will document and report meeting proceedings.

**1.1.5 Present to CATSO Coordinating Committee**

The Consultant will prepare for and present up to three project updates at the regularly scheduled CATSO Coordinating Committee meeting.

**Implementation Plan**

- CH2M HILL will prepare and present a presentation for the committee.
- CH2M HILL will document and report meeting proceedings to the project team.

**1.1.6 Coordination Meetings in Columbia or Jefferson City**

The Consultant will attend or conduct up to three two-hour meetings in Columbia or Jefferson City, which the MoDOT project manager determines are necessary to properly coordinate the development of the EIS.

### **Implementation Plan**

- CH2M HILL will attend said meetings and prepare material to be presented to the group.

## **1.2 Community involvement coordination**

### **1.2.1 Coordinate community involvement/technical activities**

The Consultant will coordinate community involvement activities with technical activities, including key dates, announcements, and meetings with the MoDOT District Office, Boone County and the City of Columbia. The Consultant will ensure that summaries of this involvement are included in the EIS.

#### **Implementation plan**

- CH2M HILL will coordinate all PIP activities with technical activities through Kristin Gerber of MoDOT, and representatives from Boone County and the City of Columbia.
- CH2M HILL will compile and summarize involvement activities for use in the EIS.

### **1.2.2 Coordinate community involvement with community relations activities**

The Consultant will communicate and coordinate with MoDOT's community relations manager, Boone County and the City of Columbia regarding community involvement activities as needed.

#### **Implementation plan**

- CH2M HILL will coordinate all PIP activities regarding key dates and meeting dates through Kristin Gerber of MoDOT, and representatives from Boone County and the City of Columbia to ensure there is no conflict.
- CH2M HILL will prepare and submit a weekly community involvement report on the update calls.

### **1.2.3 Create three project newsletters**

Create three project newsletters at: 1) project update, purpose and need, full range of alternatives and proposed reasonable range of alternatives, 2) proposed preferred alternative, 3) results and next steps.

### **Implementation plan**

- CH2M HILL will create first newsletter following the existing template; a 4-page (11x17 folded once), 2-c, self-mailing newsletter.
- CH2M HILL will create the second newsletter in the existing template
- CH2M HILL will create the final newsletter as a 1-page, black and white letter.
- CH2M HILL will create content for three issues with major editorial areas in every newsletter to include:
  - Project contact information
  - Sponsoring agencies and brief description of the project with a graphic of the area being studied
  - The study process and where, at time of newsletter publication, we are at in the process
- CH2M HILL will route issues to the core team representing MoDOT, the City of Columbia and Boone County for review and approval.
- CH2M HILL will produce 2,000 newsletters three times.
- CH2M HILL will provide the newsletter in portable document format (pdf) form on the project website.

## **1.3 Community involvement activities**

### **1.3.1 Public involvement plan**

Generate internal updates, up to three times, to the public involvement plan that outlines the community involvement program and identifies key contacts with agencies, media, citizen's groups, general public, and local elected officials.

### **Implementation plan**

- CH2M HILL will periodically review the PIP to ensure that stakeholder feedback is being represented in the plan's activities.
- CH2M HILL will consult with the project team if an issue arises that should be addressed through the PIP.

### **1.3.2 Review and update current mailing list**

Develop a mailing list of community groups, property owners, interested residents, agencies, local officials, and state elected officials using mailing lists electronically provided by MoDOT,

Boone County and Columbia in one of three formats: Microsoft® Excel spreadsheet, tab-delimited format, or comma-delineated format.

**Implementation plan**

- CH2M HILL will update and maintain accurate central project mailing list on a monthly basis.
- CH2M HILL will provide the final mailing list electronically and, based on Client preference, be in one of three formats: Excel spreadsheet, tab-delimited format, or comma-delimited format.

**1.4 Project website**

**1.4.1 Update project website**

Consultant will review and maintain the existing stand-alone project website. The Consultant also will provide site-related copywriting, editing and proofing. The existing process for managing website updates will be continued.

**Implementation plan**

- CH2M HILL will oversee update of project materials and writing, editing and proofing information on the website with the project team's approval.
- CH2M HILL will log and report any stakeholder contacts.

**1.5 Draft purpose and need chapter**

**1.5.1 Prepare draft purpose and need chapter**

Assist Consultant with compiling and editing P/N chapter, this shall include data that substantiates all reasonable elements included in the purpose and need, including capacity, safety and economic data from the previous tasks. The purpose and need shall reflect all reasonable needs, even those not specifically listed above.

## **1.6 Pre-location meeting**

### **1.6.1 Pre-location meeting**

The pre-location meeting has been conducted. The Consultant will review the details of information presented and input received at the meeting.

## **1.7 Public information meetings**

### **1.7.1 Public information meetings**

Organize and coordinate one three-hour open-house format public information meeting, as deemed necessary by MoDOT, Boone County and the City of Columbia. Coordination efforts will include:

- Making arrangements for adequate, ADA-compliant facilities in Columbia
- Advertising and promoting the meeting
- Including up to 2,000 invitations (newsletters)
- Preparing exhibits for the meeting
- Arranging a facility and providing refreshments

#### **Implementation plan**

- CH2M HILL will secure an ADA-compliant meeting place.
- CH2M HILL will draft 2,000 newsletters to be used for meeting notification purposes.
- CH2M HILL will oversee preparation of PI-related exhibits.
- CH2M HILL will route the exhibits to the study team for review/approval.
- CH2M HILL will finalize and produce exhibits.
- CH2M HILL will publicize meeting by drafting a press release and providing it to Kristin Gerber for distribution to the target media
- CH2M HILL will oversee promotion of the meeting through arranging guest appearances on local radio shows.
- CH2M HILL will oversee promotion of the meeting through the creation of two display newspaper ads one week prior to the meeting. The ads will run in both the *Missouri Tribune* and the *Columbia Missourian*
- The ads will contain the following information:
  - A project summary

- Contact information
- Project logo
- Meeting information
- CH2M HILL will work with Kristin Gerber to finalize and produce the ads and CH2M HILL will place the ads.
- CH2M HILL will ensure that there are 250 copies of public involvement comment forms at the meeting.
- CH2M HILL will oversee the content development for the meeting handouts.
- CH2M HILL will route the handouts to the study team for review and approval.
- CH2M HILL will produce handouts.
- CH2M HILL will set-up a staff meeting; and facilitates team/public interaction prior to the start of the public meeting.
- CH2M HILL will document and electronically report attendance and comments to the study team as follows:
  - Sign-in sheets
  - Comment forms
  - Attendee comments to Consultant/Client staff
  - A/V recordings
- CH2M HILL will update the website with materials presented and distributed at the public meeting.

## **1.8 Location public hearing**

### **1.8.1 Location public hearing**

Organize and coordinate the location open-house public hearing of up to three hours in length. Coordination efforts will include:

- Making arrangements for adequate, ADA-compliant facilities in Columbia
- Advertising and promoting the meeting
- Sending 2,000 invitations to stakeholders
- Preparing exhibits for the meeting
- Preparing and giving an oral presentation
- Conducting all other activities

#### **Implementation plan**

- CH2M HILL will secure an ADA-compliant meeting place.
- CH2M HILL will draft 2,000 meeting notification letters using Consultant- or Client-provided stationery.

- CH2M HILL will route letter to study team for review and approval.
- CH2M HILL will finalize, produce and stuff 2,000 invitation letters using letterhead and envelopes provided by CH2M HILL and/or Client.
- CH2M HILL will oversee preparation of PI-related exhibits.
- CH2M HILL will route the exhibits to Client and administer review and approval.
- CH2M HILL will finalize and produce exhibits.
- CH2M HILL will draft the oral presentation outline.
- CH2M HILL will route presentation to Client; administer review and approval.
- CH2M HILL will finalize presentation.
- CH2M HILL will publicize meeting by drafting a press release.
- Kristin Gerber will finalize, produce and distribute press release.
- CH2M HILL will oversee promotion of the meeting through the creation of two display newspaper ads 30 days prior to the meeting. The ads will run in both the *Missouri Tribune* and the *Columbia Missourian*.
- The ads will contain the following information:
  - A project summary
  - Contact information
  - Project logo
  - Meeting information
- CH2M HILL will route ads to the Client; administer review and approval.
- CH2M HILL will finalize, produce, and place the ads.
- CH2M HILL will prepare and distribute postage-paid comment cards at the meeting.
- CH2M HILL will prepare a written transcript, summary of comments, and responses (when deemed appropriate by MoDOT) to comments from the public hearing.
- CH2M HILL will develop handouts for the meeting and then route the handouts to the Client for review and approval.
- CH2M HILL will document and electronically report attendance and comments to the Client as follows:
  - Sign-in sheets
  - Comment cards
  - Attendee comments to Consultant/Client staff
  - A/V recordings

- CH2M HILL will update the website with materials presented and distributed at the public hearing.

**1.9 Administration and cost control**

**1.9.1 Prepare invoicing and payment requests**

CH2M HILL will prepare invoices and review accuracy of the vendor billing.