Agenda

Caltrans District 7 Model Support Task Order

September 30, 2016 Kick Off

1. **Introductions**

2. **Scope of work**

   a. <u>SCAG 2016 RTP Model – Added functionalities</u>

      i. Model growth rate table ("Jonathan's Access database")

      ii. Possible additional function: Peak period to peak hour database

      iii. Install new SCAG Model on D7 computers/servers

   b. <u>Staff training</u>

      i. Intro to TransCAD and Intro to SCAG Model

      ii. Intermediate TransCAD Training

      iii. Advanced TransCAD training

         1. GDISK and other automated processes for repetitive tasks

      iv. Air quality

   c. <u>Modeling staff roles and responsibilities</u>

      i. Within modeling group – mentorship role versus hands-on roles

      ii. Working with other functional units

         1. Environmental planning

         2. IGR/CEQA

         3. Planning studies

         4. Data requests – including from higher ups

      iii. Review of other studies from other agencies & consultants

   d. <u>Specific studies/analyses requiring support</u>

      i. Useful case studies

   e. <u>Other tasks not currently identified</u>

   f. <u>Documentation</u>

      i. Create/develop expertise that is not dependent on specific staff experience

3. **Staffing & Support from Cambridge Systematics**

4. **Task order schedule**