

**FRA FY22 Corridor ID Grant Program
CID FRA Stage 1 Grant FSA2023000119
Delaware Transit Corporation for the “Diamond State Line”**

**Diamond State Line Initiation and Scope Study of Passenger Rail Service to Lower
Delaware and Eastern Maryland**

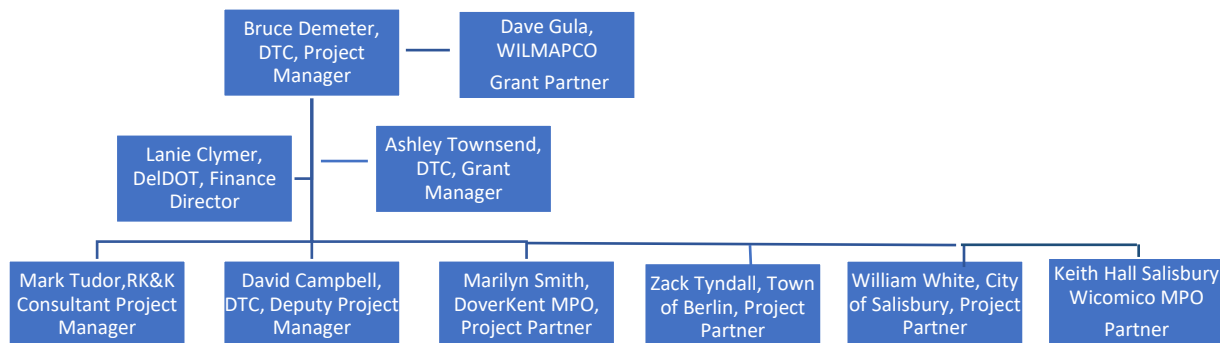
Subtask 1.2: Corridor ID Step 1 Project Management Plan (PMP)

Team Organization

The Delaware Transit Corporation’s (“DTC”) Step 1 Organizational Chart is below. The team member contact information for the Diamond State Line organizational chart members is set forth below the chart.

Organizational Chart

CID Diamond State Line Step 1 Grant – FSP2023000119 Delaware DOT



Bruce Demeter, Project Manager, Chief Performance Management, Delaware Transit Corporation, Bruce.Demeter@delaware.gov or 302.576.6171.

Lanie Clymer, Finance Director, DelDOT, Lanie.Clymer@delaware.gov or 302.760.2704.

Ashley Townsend, Grants Manager, DTC, Ashley.Townsend@delaware.gov or 302.760.2862.

David Gula, Project Partner, Principal Planner, WILMAPCO, dgula@wilmapco.org or 302.737.6205, ext. 122.

David Campbell, Deputy Project Manager, DTC Program Support Manager,
David.Campbell@delaware.gov or 302.576.6032.

Mark Tudor, P.E., Consultant Project Partner, Rummel, Klepper & Kahl, LLP (“RK&K”),
mtudor@rkk.com or 302.468.4880.

Marilyn J. Smith, Project Partner, Executive Director, Dover/Kent County MPO,
Marilyn.Smith@doverkentmpo.org or 302.387.6030.

William R. White, Transportation Manager, City of Salisbury, wwhite@salisbury.md, 410.548.3170.

Zack Tyndall, Mayor, Town of Berlin, mayorzack@berlinmd.gov, 410.641.1954

Keith Hall, Executive Director, Salisbury/Wicomico MPO, khall@wicomicocounty.org or 410.548.4860

Team Roles and Responsibilities

The roles and responsibilities of all Step 1 Diamond State Line team members are as follows:

1. DTC/DelDOT:

a. Project Manager is responsible for the following:

- Ensuring Step 1 schedule milestones are completed on time and within budget;
- Serve as the hub for receiving and distributing all grant correspondence and documents;
- Reviewing and approving consultant invoices;
- Confirmation of invoice payment;
- Maintain a financial ledger concurrent with a DelDOT financial ledger;
- Timely submission of quarterly reports to FRA; and
- QC/QA.

Bruce Demeter will serve as Project Manager.

b. Deputy Project Manager is responsible for the following:

- Supporting the Project Manager and Grant Partner as required and requested;
- Scheduling monthly Step 1 project team meetings;
- Creating a meeting agenda that will cover team compliance, the Step 1 schedule and budget status;
- Record meeting minutes;
- Monitor and adjust individual team member work priorities; and
- Reviewing all work product and submissions.

David Campbell will serve as deputy Project Manager.

c. Finance Director and Grant Manager are responsible for the following:

- Grant management;
- Fund control;
- Maintenance of the formal Grant Fund ledger;

- Funding reporting to FRA;
- Reconciliation of the funds;
- Attend team meetings; and
- Advise Project Manager and Grant Manager on funding status.

Lanie Clymer will serve as the Financial Director and Ashley Townsend will serve as Grant Manager.

2. Grant Partner - WILMAPCO will work in tandem with the Project Manager to ensure:

- Step 1 schedule milestones are completed on time and within budget;
- All correspondence and documents are properly distributed; and maintained;
- Managing and maintaining project web site;
- Refer and confer with the Project Manager on all invoices;
- Assisting in the preparation of quarterly reports;
- Attend monthly team meetings; and
- Consult with the Project Manager on all submissions.

Dave Gula will serve as WILMAPCO's Grant Partner.

3. Government Agencies – Dover/Kent County MPO; City of Salisbury, MD; and Town of Berlin, MD will consult with the project team. Each will attend monthly meetings and assist in the cooperation of establishing public workshops. Each will be consulted during the development of Step 1 documents and submission to ensure downstate stakeholders' interests are being forwarded.

Marilyn Smith will represent Dover/Kent County MPO.

William White will represent City of Salisbury.

Zack Tyndall, Town of Belin, MD.

Keith Hall, Executive Director, Salisbury/Wicomico MPO.

4. Engineering Consultant - Rummel, Klepper & Kahl, LLP ("RK&K") is the project engineering consultant and will be responsible for the following:

- Assist Project Manager as requested;
- Perform requested research;
- Develop SPM for Stage 2 Scope of Work, Budget and Schedule;
- Review and comment on Step 1 submissions;
- Review and comment on FRA comments and suggestions;
- Review and opine on prior downstate passenger service studies;
- Participate in Step 1 stake holder informational meeting; and
- Attend monthly team and FRA meetings.

Mark Tudor will lead the RK&K team.

Schedule

The DTC’s schedule for completing the Diamond State Line Step 1 Deliverables is as follows:

Activity	Start	Completion	Actual Completion	Status
Study Team Selection	1.2.24	3.1.24	3.1.24	Completed
Prepare and submit (CID) Program Step 1 Grant Overview	1.2.24	2.29.24	1.24.24	Completed
Submission FRA Review and approval (CID) Program Stage 1 Grant Overview	2.29.24	3.10.24	3.15.24	Completed
Grant Fund Release	3.1.24	5.31.24	4.1.24	Completed
DeIDOT Encumbrance of Grant Funds	6.1.24	7.1.24	7.1.24	Completed
Consultant Selection	5.15.24	6.30.24	6.1.24	Completed
Prepare Mini-PMP and Submit	4.1.24	5.15.24	5.22.24	Completed
FRA Comments Mini-PMP Review and Response	5.15.24	6.30.24	7.1.24	Completed
Create and post relevant existing Planning and Development Materials	4.1.24	8.1.24		
Stakeholder Step 1 Informational Workshop Scheduling	7.1.24	9.1.24	7.15.24	Completed.
(Subtasks 2.2 to 2.4) Stage 1 Submission: a) Budget, b) Schedule, and Scope of Work	7.1.24	9.30.24		
Submit SDP (Subtasks 2.2 to 2.4) Draft to FRA.	10.14.24	10.14.24		
Review and respond to FRA comments on draft SOW, budget, and schedule	11.14.24	12.14.24		
Final submission of SOW, budget, and schedule for FRA approval	12.14.24	1.15.25		
Grant Closeout	1.4.25	3.15.25		

Budget –

The Diamond State Line Step 1 budget for developing the SDP SOW, Schedule, and Budget is as follows:

Line Item	Task Description	Team Member	Estimated Hours	Estimated Cost
1	Administration and Management	DTC/ WILMAPCO	300	\$0
		Consultant	200	\$14,480
2	Identification of Existing Planning and Development Materials	DTC/ WILMAPCO	40	\$0
		Consultant	10	\$20,122
3	CID Grant Process and Step 1 Presentation and Workshop with Agency Partners	DTC/ WILMAPCO	10	\$0
		Consultant	20	\$10,520
4	Step 1 Team Informational Workshop for Step 1 Stakeholders Preparation	DTC/ WILMAPCO	10	\$0
		Consultant	20	\$17,214
4	Step 1 Team Informational Workshop for Step 1 Stakeholders Attendance	DTC/ WILMAPCO	100	\$0
		Consultant	20	\$13,581
5	Step 1 Team Informational Workshop for Step 1 Stakeholders Information Review	DTC/ WILMAPCO	40	\$0
		Consultant	112	\$20,154
6	SDP (Step 2) Prepare Statement of Work	DTC/ WILMAPCO	75	\$0
		Consultant	25	\$12,969
7	SDP (Step 2) Prepare Project Schedule	DTC/ WILMAPCO	75	\$0
		Consultant	25	\$12,624
8	SDP (Step 2) Prepare Project Budget	DTC/ WILMAPCO	75	\$0
		Consultant	25	\$11,094
9	SDP (Step 2) Prepare and Submit SOW, Project Schedule, and Project Budget	DTC/ WILMAPCO	75	\$0
		Consultant	40	\$13,235
10	SDP (Step 2) Review and Respond to FRA Comments on SOW, Project Schedule, and Project Budget	DTC/ WILMAPCO	45	\$0
		Consultant	35	\$12,585
11	Final Report Submission	DTC/ WILMAPCO	35	\$0
		Consultant	15	\$16,907
12	Grant Closeout	DTC/ WILMAPCO	45	\$0
		Consultant	15	\$3,978

Communication Protocol

DTC's Diamond State Line communication protocol has the Project Manager serving as the project communication hub. The Project Manager will communicate directly with team members and the FRA and ensure all communications and submissions are properly distributed.

Finance Manager and Grant Manager will communicate directly with FRA regarding funding and finance matters with copies of all correspondence, emails, and submissions going to the Project Manager.

The Deputy Project Manager will schedule and run a series of monthly internal team meetings until Step 1 is completed. The monthly meetings will review compliance with the schedule and budget with the Project Team.

The Diamond State Line correspondence, transmission, agreements, reports; and images will be maintained on DelDOT's company document storage site that will be accessible by only DTC/DelDOT team members due to companywide security access restrictions. Team information will be backed-up each day by DelDOT.

WILMAPCO will establish and maintain a public access web site for documents not subject to legal and/or FOIA restrictions. The public and all team members will have access to the site.

Risk Management

Diamond State Line Step 1 activities represent a low risk level with QC/QA, budget, and control of process being the most important aspect of risk management. The DTC Project Manager and Grant Partner WILMAPCO will assume responsibility for risk management. Since all documents will flow through this management team, the partners will review all documents for compliance with the grant program, schedule maintenance, and budget status. The management team will discuss project status and trends at monthly team meetings and FRA meetings. Redundant review of budget will be performed by DTC/DelDOT Finance Department.