



Technology Planning Toolkit Organizational Document

Project Team

A multi-discipline project team made up of representatives from PEDS, RCOC, and IT has been assembled for the purpose of guiding the development of the Technology Planning Toolkit. The TPT Project Team will select the consultant(s) and review and approve the consultant(s) work.

The Project Team will also establish the TPT Advisory Committee.

Roles and Responsibilities for the Project Team

Planning & Economic Development Services Division:

- Participate on the TPT Project Team.
- Schedule and host TPT Project Team meetings
- Administer the contract and approve the payment of invoices.
- Assist in contacting local government representatives if necessary.
- Post TPT status reports on the county web site.
- Post the final TPT reports on the county web site.
- Provide countywide Geographic Information Systems (GIS) data at no cost to the consultant for use in this contract.
- After the conclusion of the contract, establish a "photo imaging lab" that would provide assistance to government agencies and road agencies in planning and designing road projects.
- Develop and distribution an education and outreach program to share the results of the study with stakeholders. This would include a PowerPoint slide show and document that describes the TPT.

Road Commission for Oakland County:

- Participate on the TPT Project Team.
- Assist in contacting municipal engineers for street information.
- Provide the Master Right-Of-Way Plans for all roads by CVT.
- Provide available county road information from applicable RCOC GIS layers.
- Provide copies of original road design plans for any county road built from 1920 to present.
- Provide access to 2005 photos of all roads from RCOC RoadView digital photolog files.
- Provide current and historical road data for all county roads (traffic counts, speed limits, signs, traffic signals, non-motorized paths, no. of lanes, pavement width, etc).

Information Technology Department:

- Participate on the TPT Project Team.
- Assist in contacting local government representatives if necessary.
- Post TPT status reports on the Wireless Oakland web site.
- Post the final TPT reports on the Wireless Oakland web site.



Advisory Committee

The TPT Advisory Committee's function is to provide valuable insight and knowledge on specific aspects of the project to assist the TPT Project Team decision making. TPT Advisory Committee members will also serve as a liaison to their organization and/or community's citizens, boards, and commissioners.

Roles and Responsibilities

- Attend six to eight Advisory Committee meetings over the duration of the project.
- Attend additional Advisory Committee meetings if needed to enable the project to proceed on schedule.
- Act as a project liaison to their organization and/or community's citizens, boards and commissioners.
- Be able to tap local staff, boards, and commissions for input and assistance.
- Provide input and direction to county and consultant staff working on project tasks.
- Be a willing and knowledgeable spokesperson that understands the process and purpose of the project.
- Be committed to a proactive approach to planning that empowers residents and officials to have control of their community's future.

Benefits of Participation

- Be in a position to proactively plan for your community's future.
- Increase your local ability to influence the development of transportation facilities.
- Have access to county planning staff and consultants.
- Have the opportunity to work with other local communities that share similar concerns.
- Participate in an innovative community outreach and education program.

Advisory Committee Composition and Size

The Advisory Committee is intended to function as an effective working group. It will be important for members to attend all of the Advisory Committee meetings. The Committee will be composed of a representative from PEDS, RCOC, IT, the Oakland County Business Roundtable, MDOT, and Local Community representatives. Recommended member list:

Bret Rasegan, Oakland County Planning & Economic Development Services (PEDS)

Brian Blaesing, Road Commission for Oakland County (RCOC)

Scott Oppman, Oakland County Department of Information Technology (IT)

Sue Datta, Michigan Department of Transportation (MDOT)

Robert Hagedorn, Oakland County Business Roundtable

Ed Gardiner, City of Farmington Hills

Mark Miller, City of Troy

Jim Schafer, City of Madison Heights

Bob Vallina, Waterford Township

Aaron Oppenheimer, Village of Holly

Arthur Schufflebarger, Village of Milford

Barbara McBeth, City of Novi