



**Pennsylvania Turnpike Commission
Total Reconstruction & Widening Project
Milepost 320-326
Design Roundtable (DR)
FINAL Working Principles**

The Working Principles detail numerous policies and procedures by which the Design Roundtable will work and govern itself.

I. Introduction

This project is for the full depth total roadway reconstruction of six miles of the Pennsylvania Turnpike from Milepost 320 to 326. Upon completion of this project, the existing four-lane facility with a 10 foot median and 12 foot shoulders will be converted into a six-lane facility with three - 12 foot travel lanes east and westbound, a 26 foot median, and 12 foot shoulders.

This project also includes the replacement of two overhead bridges, seven mainline bridges, lengthening of culverts, construction of noise barriers and the construction of storm water management facilities and other drainage improvements at various locations throughout the project limits. The project team will utilize the input of the DR throughout the final design phase.

II. Purpose

The purpose of the DR is to achieve the following goals:

- To encourage two-way dialogue
- To share accurate, timely project information
- To listen to each others' input/concerns
- To work together on design improvements, enhancements and/or mitigation within the criteria set up by the regulatory agencies

III. Role of the DR

The role of the DR is an advisory body – *not a policy-setting or decision-making body*. The input and recommendations the DR provides to the PTC is for their consideration.

IV. Individual DR Roles

1. Group Representative

The primary role of each group representative is

- To represent their group and their group's interest

- To attend roundtable discussions that pertain to their group's interests (Attendance is not required, but welcome, at each roundtable discussion.)
- To recognize the financial and plan constraints of the initiative
- To maintain flexibility and perspective; be willing to learn and compromise
- To focus comments and concerns in the DR work sessions, not in the media
- Be courteous and considerate of the interests and input of other DR representatives
- To contribute relevant technical background and knowledge
- To relay information from the design roundtable back to their group
- To have a secondary representative available to attend in your absence

2. *Facilitator*

The facilitator is responsible for managing the group's agenda, keeping the DR on task, ensuring that all representatives are heard and encouraging representatives to identify issues and offer solutions. In addition, the facilitator will participate as noted below:

- The facilitator will provide technical data prepared by others to DR members.
- The facilitator will be assisted by members of the project team as necessary for technical support.
- The facilitator will contact each member via letter to announce the upcoming meeting date three weeks prior to the meeting date.
- The facilitator will prepare the agenda and distribute it with the invite letter.
- The facilitator will draft and distribute meeting summaries within two weeks after the conclusion of each meeting.
- Between meetings, the facilitator will be available to answer or direct to the appropriate person, questions of the representatives. Such questions and answers will be reviewed at subsequent DR meetings or added on as an addendum to meeting summaries.

3. *Recorder*

The recorder will capture key commentary and ideas generated by the participants throughout the meeting. This information will become a part

of the meeting summary and will be utilized as appropriate by the project team as the project design moves forward. Ideas and commentary, as determined appropriate should be captured on a flip chart to give individuals the opportunity to further clarify their comments, and to build upon ideas. Questions and answers should also be recorded to document the dialogue exchanged during the meeting, and to utilize as a resource for responding consistently to similar questions that may be asked at the public open house plans display. To encourage open discussion, the recorder will not include the names of individuals that are speaking. Final meeting summaries will be posted on the project web site.

4. *PTC Project Team*

Members of the project team will be responsible for the overall management and coordination of design/engineering activities, DR process, right of way acquisition plans, and the preparation of the final plans, specifications and estimates for the project. The team is also responsible for presenting accurate and up to date information to the DR concerning the project. This information may include but is not limited to: environmental findings, initial design concepts, criteria for assessment, and design standards.

5. *Guests by Request (or by Invitation)*

Special guests may be called on by the project team to assist with presentations to the DR since they have extensive knowledge of laws, ordinance and regulations.

6. *Unexpected Guests*

If someone other than an invited guest or designated DR participant attempts to attend the meeting, they will be allowed to attend in the role of observer only. Unexpected guests may request to be a part of the DR by submitting their written request to Lugene Keys, the DR Facilitator. The request will be added to the next DR meeting agenda for discussion.

V. Meetings

1. *Meeting Logistics*

The number of meetings will be determined by the DR members, project team and the facilitator based on the number of issues presented and the design schedule. The meetings will be held at the Vanguard School's Activity Center or another location, which accommodates the materials to

be presented and number of representatives at a date and time agreed to by the DR and project team. Meetings will be held on Thursday evenings and start promptly at 6:30 PM.

2. *Meeting Notification*

Representatives will receive a letter of invitation that clearly and succinctly states the purpose of the meeting and the date, time and location of the meeting. A meeting agenda will be included with the letter of invitation. The project team will require RSVP's from all representatives in advance of the meeting date.

3. *Meeting Format*

Meetings will be structured as "working sessions."

- Mapping of the project corridor set up for presentation reference and participant review (10 minutes for informal participant review at start of meeting).
- Interactive Presentation/Discussion (PowerPoint or boards developed to highlight problem areas) (90+ minutes)
- Identify Follow-Up Items, and/or items that will require further evaluation (10 minutes)
- Tentatively schedule (or announce plans for) the next meeting if warranted

4. *Media Relations*

Media inquiries pertaining to these meetings will be directed to the PTC Public Relations and Communications Office.

VI. Ground Rules

Representatives will act in a reasonable and courteous manner, will treat other representatives and the project team with respect and will assist the facilitator in discouraging disruptive behavior including:

- To attend roundtable discussions that pertain to their group's interests (Attendance is not required, but welcome, at each roundtable discussion.)
- Treat each member with courtesy and respect
- Agree or disagree with ideas, not with people
- Identify issues rather than taking "positions"
- Listen and consider the opinions of others
- Be brief and clear in your comments
- Concentrate on problem-solving, not fault-finding

- Try not to repeat what has already been said
- Seek common ground
- Have an enjoyable/rewarding experience
- Focus on discussion related to the meeting objectives
- Focus on providing thoughtful, well meaning input that results in the generating of ideas and solutions
- Be positive, respectful, and constructive
- If speaking to the media, each Representative agrees that any views he or she expresses will be attributed as his or her own opinion and are not that of the collective DR, the project team or the PTC.
- Individual Representatives should not speak for other members of the DR.

VII. Contact Information

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