
ODOT CONTEXT CLASSIFICATION GUIDE: PROJECT SCOPE SUMMARY

The following summarize the Context Classification Guide goals and scope of work. Each of the project group's roles and responsibilities, their anticipated members, and their authority in the development of the Ohio Department of Transportation's (ODOT) Statewide Context Classification Guide is also described in further detail.

PROJECT BACKGROUND

In 2022, the Office of Statewide Planning in Research benchmarked and drafted a context classification model that included definitions for various land use contexts in Ohio. The goal was to develop a model to gain insights on the current state of land use and how it can be used in planning efforts. Further work was completed to refine the model used to map land use context throughout 2023. Then, in 2024, ODOT formed working groups that included members from various offices within ODOT Central Office, as well as representation from MPOs and ODOT District Planning Engineers. This group's primary recommendation is to complete a Context Classification Guide so that ODOT can begin to introduce context sensitivity into various planning, project-planning, and decision-making processes.

PROJECT GOALS

The purpose of this project is to develop a new, comprehensive Context Classification Guide for the Ohio Department of Transportation. **The new guide will primarily serve as a supplemental resource to other ODOT guides related to project planning and design, including target speed and speed-setting.**

The Context Classification Guide will draw on best practices identified by the project team and will be tailored specifically to the needs of ODOT based on input gathered during the stakeholder engagement process conducted by the consultant. **The primary audience for the Guide is practitioners — ODOT staff and other agencies involved in statewide and local planning efforts and projects that impact the public right-of-way and would benefit from a more context-sensitive approach.** To ensure that the development of the Context Classification Guide is consistent with ODOT goals and policies, we anticipate a robust discussion to confirm the structure, content, and principles contained in the guide are consistent with ODOT's desired direction.

The proposed outline of the Context Classification Guide consists of the following components:

1. Introduction
2. Existing Best Practices
3. Defining Contexts in Ohio
4. Assigning a Context to a Project Area
5. Context and Target Speed
6. Context and Geometric Considerations
 - a. Example typical sections for all contexts
7. Context and Operational Considerations
8. Linking Context Classifications to Other ODOT Guides and Documents
 - a. L&D
 - b. MDG
 - c. PDP/PIP
 - d. OATS

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- e. [Additional documents identified by project team]
- 9. Emerging Uses for Context Classification
- 10. Context Assignment Tool

SCOPE OF WORK SUMMARY

Engagement

The goal of the engagement process is to educate stakeholders and technical advisory committee members on best practices, collect input on Ohio's specific needs, and understand the effects of context-sensitive guidance on these stakeholder's areas of expertise.

The Consulting Team will structure meetings to encourage interaction, maximize participation, and ensure every voice is heard. Quality input from partners and technical staff is instrumental in the planning process and will result in the most effective guide.

The Consulting team will prepare all meeting materials including agendas, presentations, engagement materials, and record meeting minutes. Three (3) meetings are anticipated for these major topic meetings. At each meeting, attendees present, major discussions, and participant feedback will be recorded for consideration in the final guide. After all engagement meetings have concluded, the consulting team will provide a memorandum summarizing the engagement process and outcomes.

Context Classification Guidance Development

Based on the draft outline, it is anticipated that the final guide will have 9 chapters, accompanied by a tool. The consulting team will consider existing best practices and the discussion and input from each engagement meeting, and with the ODOT project team's direction will develop new material necessary to cover Ohio-specific, context-sensitive guidance needs. The TAC will review each chapter as it is developed and provide feedback. The ODOT project team, consulting team, and TAC will meet in person to discuss the draft chapters, TAC feedback and comments, and resolve outstanding items or input from the engagement.

To support the guide's text content, the consulting team will develop exhibits such as figures, tables, sections for review by the TAC.

PROJECT TEAMS

ODOT Project Team

The ODOT Project Manager will provide direction to the Consultant Project Manager. In addition, they will coordinate key decision makers to participate in the Technical Advisory Committee (TAC). Once the project charter is drafted by the consulting team, the project team will ensure it is formally authorized by the Divisions of Planning and Engineering.

The ODOT project team will determine what portions of the engagement will be led by the consulting team versus led by the ODOT project team. During the draft guide review, any conflicting comments will be resolved by the project team or identified as topics to be worked through at the following TAC draft chapter review meetings.

Members:

Jeremy Thompson – Safety Program
Adam Koenig – Office of Roadway Engineering
Cait Harley – Safety Program & Active Transportation Manager

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Consulting Team

The consulting team's role will be to facilitate the engagement process and develop the draft guide at the direction of the ODOT project team. At the project kick off, the consulting team will prepare a project charter that authorizes the project and gives the TAC the authority to make decisions and give the final guide approval.

Throughout the engagement process, the consulting team will develop and provide the necessary materials for these meetings and lead the requested discussions. The consulting team will be responsible for daily administration of the project team, materials, presentations, schedules, notes, document preparation, digital files, and meeting summaries. Regular progress updates will also be provided by the consulting team to the ODOT Project Manager, identifying tasks that have been accomplished, project action items and those responsible for those action items, issues encountered, and how issues are being resolved.

Members:

TBD

Technical Advisory Committee

The role of the TAC is to provide technical feedback to the ODOT project team and consulting team throughout the development of the guide. The TAC will participate in all working sessions with the stakeholder group as well as all draft chapter review meetings. Responsibilities include providing input throughout the engagement process, ensuring that stakeholder feedback is considered in the development of the guide, and reviewing and commenting on the draft content. The TAC will be given authority through the project charter to approve the final Context Classification Guide.

Members:

Representatives from The Office of Roadway Engineering
Representatives from The Office of Transportation and Economic Development
Representatives from The Office of Environmental Services
Representatives from The Office of TSMO
Representatives from The Office of Diversity & Inclusion
Representatives from The Office of Data Governance
Representatives from The Office of Technical Services
Representatives from The Division of Chief Legal Counsel
Representatives from The Office of Statewide Planning & Research
Representative from ODOT Districts
Representatives from MPOs

Stakeholder Group

Stakeholders will participate in working sessions to discuss context classification guide uses and needs. During these working sessions the stakeholders (along with TAC members) will be asked to provide input based on their unique background and experiences. While the stakeholder will not review or approve the final guide, it is the responsibility of all other project groups to ensure that the stakeholder's input is documented and considered in the development of the guide.

Representatives from Local Public Agencies, such as:

- County Engineer's Association
- City of Cleveland
- City of Hilliard
- City of Gahanna