

NHO Consultation Scope and Schedule

Task	Responsible Party	Hours	Time	Year
Identify Funding	Ken Tatsuguchi Hwy-P	10	Nov-Dec 30	2020
Procure a contractor to assist with consultation, logistics, note taking, compiling the admin record	Will depend on where funding is coming from.	many	Jan 2-June 30, 2021	2021
Negotiate final scope and price		10	June 15-August 15	2021
Develop Work Plan	Consultant	10	June 15-August 15	2021
Monthly status meetings with HDOT (include writing meeting notes. (Estimate 2 years worth of meetings)	Consultant	72	Sept 1 and thereafter	2021
Prepare for consultation	Consultant			2021
Review other NHO consultation documents		4	Sept1-30	2021
Review HDOT Relationship Building Reports		2	Sept1-30	2021
Draft straw-man document to share with consulting parties. Included review and editing with team.		30	Sept1-30	2021
Develop proposed consultation list		12	Sept1-30	2021
Prepare consultation infrastructure (assume teleconferencing)				
Ensure reliable program is available (i.e. TEAMS)	No or minimal cost		Sept	2021
Phone conferencing, follow up calls		30	Sept 1 and thereafter	2021
Web page easily accessible to consulting parties where documents and comments are stored and accessed. Ensure logic for storage makes sense	Consultant	30	sept 20-Nov 20	2021
Prepare initial invite letters for NHOs (includes formatting for mail merge)	Consultant	24	30-Nov	2021
Meeting 1				

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Identify Funding	Ken Tatsuguchi Hwy-P	10	Nov-Dec 30	2020
Hold initial meeting via teleconference (includes prep time and assuming moderator and 4 people to manage different aspects of technology)	Consultant	30	15-Dec	2021
Allow 15 days after the meeting for additional comments.			30-Dec	
Arrange meetings with HDOT staff re: 106 protocols.	Consultant	40	30-Jan	2022
Revise and edit Straw man version to draft 2	Consultant	30	29-Feb	2022
Post to website and allow 30 days for comments	Consultant		30-Mar	2022
Meeting 2 Draft 2				
Prep for meeting 2 (if travel not allowed, this will be a teleconference)	consultant	10	30-Apr	2022
Hold 2nd round of meetings, In person and teleconference. 5 meetings x 4 hours plus 4 hours travel time. (If travel not allowed, this will be a teleconference)	consultant/DOT	40		
Travel Consultant (4 people)	consultant			
Travel DOT (4 people)				
vehicle (2)				
per diem				
hotel (?)			15-May	2020
Allow 15 days after the meeting for additional comments.	consultant		30-May	2022
revise and edit draft 2 to create draft 3	consultant	20	30-Jun	2022
Post draft 3 to website, allow 30 days for comments	consultant	5	30-Jul	2022

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Identify Funding	Ken Tatsuguchi Hwy-P	10	Nov-Dec 30	2020
Collect any comments and revise as appropriate	Consultant	10	30-Aug	2022
Meeting 3 Draft 3				
prep for meeting 3	consultant	10	30-Sep	
Meeting 3 to discuss Draft 3	consultant	30	30-Sep	2022
Allow 15 days after the meeting for additional comments.			15-Aug	
Revise and Edit Draft 3 to final	consultant	20	15-Sep	2022
One additional meeting (if necessary) (Estimate includes prep time and revisions)	consultant	40	15-Nov	2022
Post Final to Website	consultant	10	30-Nov	2022
Create training manual and video for HDOT on how to implement NHO consultation protocols.	consultant	20	30-Jan	2023
1 in-person training (?) Can be live on-line.	consultant	20	30-Jan	2023
Contingency Meeting	Consultant	40		
It Support		24		
Compile Admin record		100	throughout	2023
TOTAL		723		