BOSTON REGION METROPOLITAN PLANNING ORGANIZATION



Stephanie Pollack, MassDOT Secretary and CEO and MPO Chair Karl H. Quackenbush, Executive Director, MPO Staff

WORK PROGRAM

MASSDOT DIVERSITY SERIES POSTERS: JANUARY 1 - DECEMBER 31, 2019

SEPTEMBER 20, 2018

Proposed Motion

The Boston Region Metropolitan Planning Organization (MPO) votes to approve this work program.

Project Identification

Unified Planning Work Program (UPWP) Classification

Not listed in federal fiscal year (FFY) 2019 UPWP

Project Number 74018

Client

Massachusetts Department of Transportation (MassDOT) *Client Supervisor:* Priscilla Jackson

Project Supervisors

Principal: Kate Parker-O'Toole *Manager:* Jane M. Gillis

Funding Source

Future MassDOT Contract

Schedule and Budget

Schedule: 12 months after work commences

Budget: \$10,000

Schedule and budget details are shown in Exhibits 1 and 2, respectively.

Relationship to MPO Work

This study is supported in full with non-MPO funding. Committing MPO staff to this project will not impinge on the quality or timeliness of MPO-funded work.

Background

The Central Transportation Planning Staff (CTPS) has supported MassDOT's diversity events by designing and producing posters for the series for more than 23 years. This work plan provides for continuation of these services for the period January 1, 2019, to December 31, 2019; and documents the projected tasks, products, schedule, and costs of producing diversity series posters or programs and flyers.

Objective(s)

The CTPS Graphics Group will design and produce a series of nine diversity posters and flyers during the above-cited 12-month period for MassDOT. Included in the series are the following topics: Black History; Martin Luther King Jr. Day; Woman's History; Asian/Pacific Islander Heritage; Gay, Lesbian, Bisexual, and Transgender Pride; Disability Awareness; Hispanic Heritage; Native American History; and Veterans Day.

Work Description

The CTPS Graphics Group will perform the following tasks in order to complete each diversity event poster:

Task 1 Research Topic

Research the national diversity topic and create appropriate design concepts.

Products of Task 1 Design sketches

Task 2 Design a Poster

Design a poster for the celebratory event recognizing the protected group being honored that month and based on the national theme selected by the committee.

Products of Task 2 Poster design

Task 3 Produce Final Posters

Print and mount final posters.

Products of Task 3

10 to 12 printed posters for display, four of which will be dry mounted

Task 4 Produce Flyers from Final Poster

Resize and rework final poster into 11"x17" format for flyer.

Products of Task 4

30 printed flyers for display on bulletin boards in the State Transportation Building

Exhibit 1 ESTIMATED SCHEDULE MassDOT Diversity Series Posters January 1 - December 31, 2019

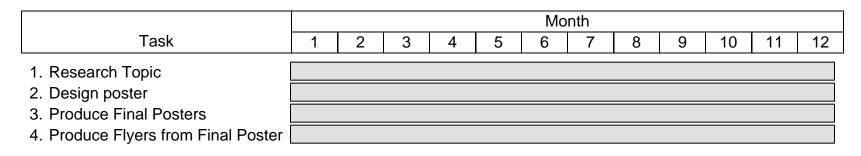


Exhibit 2 ESTIMATED COST MassDOT Diversity Series Posters January 1 - December 31, 2019

Direct Salary and Overhead					\$10,000
	Person-Weeks		Direct	Overhead	Total
Task	P-4	Total	Salary	(99.00%)	Cost
1. Research Topic	1.0	1.0	\$1,410	\$1,396	\$2,805
2. Design poster	2.1	2.1	\$2,911	\$2,882	\$5,793
3. Produce Final Posters	0.4	0.4	\$564	\$558	\$1,122
4. Produce Flyers from Final Poster	0.1	0.1	\$141	\$140	\$281
Total	3.6	3.6	\$5,025	\$4,975	\$10,000
Other Direct Costs					\$0
TOTAL COST					\$10,000

Funding