Progress Report
This document summarizes major activities conducted during the above-referenced activity period and activities planned for next period.

Summary of Activities in January 2018
During the month of January 2018, notice to proceed was issues to the consultant project team and a project kick-off meeting was held on January 12, 2018. At this meeting, project goals were reviewed, a detailed project schedule was developed, and the critical path activities were identified.

Prior to the kick-off meeting, crash data was requested from VDOT; the majority of that data was received and is being reviewed.

Additional tasks which began during the month of January were:
- Determining locations for additional intersection turning movement counts
- Data Collection which included:
  - Development of the field video data collection tool
  - Research of ongoing and upcoming roadway improvements by reviewing the VDOT project website and Loudoun County applications
  - Compilation of available vehicle volume data
- Preparation of a base and informational map
- Investigation of the functional classification differences between VDOT and Loudoun County classifications
- Preparation for guard rail assessment

Activities Expected to Occur During February 2018
During the month of February 2018, the consultant project team expects to proceed with additional vehicle turn movement counts, finalize the video tool, participate in a discussion with VDOT pertaining to Pole Mounted Speed Display (PMSD) locations and the status of the current VDOT initiatives, finalize speed data collection locations, continue development of data and information maps, and continue with bi-weekly progress meetings.
**Issues or Challenges Identified this Period**
No issues or challenges were identified during January 2018.

**Project Schedule Status**
Task 1 – Kick-off, Project Management, and Progress Meetings = **approximately 25% complete**
Task 2 – Data Collection & Preliminary Analysis = **approximately 15% complete**
Task 3 – Engineering Assessment of Existing Conditions = **approximately 1% complete**
Task 4 – Kick-off Meeting with Technical Advisory Committee and RSA Team = no activity per project schedule
Task 5 – Field Roadway Safety Audit = no activity per project schedule
Task 6 – Post-Field Safety Analysis = no activity per project schedule
Task 7 – Summarize Findings and Recommendations = no activity per project schedule
Task 8 – Present Findings, Refine Recommendations, Develop Cost Estimates = no activity per project schedule
Task 9 – Draft and Final Report = no activity per project schedule
Task 10 – Board of Supervisors and Additional Stakeholder Meetings = no activity per project schedule
Task 11 – Additional Communication Support = no activity per project schedule
Optional Services = no activity per project schedule

**Project Contact Information:**

[www.loudoun.gov/Route621](http://www.loudoun.gov/Route621)

EMR@loudoun.gov