



6 E Aspen Avenue, Suite 200
Flagstaff, AZ 86001
928-266-1293
www.metroplanflg.org

AGENDA

MetroPlan Technical Advisory Committee Meeting

1:30 pm to 3:30 pm

January 27, 2021

Join Zoom Meeting: <https://us02web.zoom.us/j/74739184308>

Meeting ID: 747 3918 4308

Dial-in: +1 408 638 0968 US

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting the MetroPlan Office at 928-266-1293. MetroPlan complies with Title VI of the Civil Rights Act of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin and LEP – Limited English Proficiency.) Requests should be made by contacting MetroPlan at 928-266-1293 as early as possible to allow time to arrange the accommodation.

Public Questions and Comments must be emailed to rosie.wear@metroplanflg.org prior to the meeting.

TECHNICAL ADVISORY COMMITTEE MEMBERS

- Nate Reisner, Chair, ADOT North Central District Development Engineer (for Audra Merrick, ADOT Flagstaff District Engineer)
- Nick Hall, Vice-Chair, Coconino County Assistant Engineer (for Christopher Tressler, Coconino County)
- Jason James, ADOT Transportation Planner
- Anne Dunno, NAIPTA Capital Program Manager
- Rick Barrett, City of Flagstaff Engineer
- Jess McNeely, Coconino County Community Development Assistant Director
- Dan Folke, City of Flagstaff Community Development Director
- Jeff Bauman, City of Flagstaff Transportation Manager
- Greg Mace, Northern Arizona University
- Ed Stillings, FHWA

METROPLAN STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, Planning Manager
- Rosie Wear, Business Manager



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I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

(At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.)

D. APPROVAL OF MINUTES

- [Minutes of Regular Meeting: November 18, 2020](#) (Pages 5-9)

II. CONSENT AGENDA

(Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board.)

III. GENERAL BUSINESS

A. Election of Officers

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board elect a Chair and Vice-Chair for the 2021 Technical Advisory Committee.

B. [TAC Annual Orientation and Conflict of Interest Statement](#) (Pages 11-16)

MetroPlan Staff: Jeff Meilbeck

Recommendation: This item is for discussion only.

C. [Grant Funding Update](#) (Pages 17-19)

MetroPlan Staff: Jeff Meilbeck

Recommendation: This item is for discussion only.

D. [Regional Transportation Plan Advisory Group and Procurement Update](#) (Pages 20-40)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the TAC support the release of the draft Request for Proposals (RFP) for the Regional Transportation Plan (RTP)

E. [TIP amendment](#) (Pages 41-50)

MetroPlan Staff: Dave Wessel

Recommendation: None. This item is for discussion only.

F. [Milton/180 CMP Update](#) (Pages 51-52)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

G. [Traffic Patterns During COVID-19](#) (Pages 53-54)

MetroPlan Staff: David Wessel/Brianna Fimbres

Recommendation: None. This item is for discussion only.

H. [Review the Draft Executive Board Agenda](#) (Pages 55-58)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

I. **Items from the Executive Director**

MetroPlan Staff: Jeff Meilbeck, Executive Director

J. **Future Agenda Items**

MetroPlan Staff: Jeff Meilbeck, Executive Director

Recommendation: Discuss items for future MetroPlan agendas.

IV. CLOSING BUSINESS

A. ITEMS FROM THE BOARD

(Board members may make general announcements, raise items of concern or report on current topics of interest to the Board. Items are not on the agenda, so discussion is limited and action not allowed.)

B. NEXT SCHEDULED TAC MEETING

1. February 24th, 2021 at 1:30 pm - Zoom

C. ADJOURN

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on January 25, 2021 at 2:00 pm in accordance with the statement filed by the Recording Secretary.

Dated this 25th Day of January 2021.

Rosie Wear, Business Manager



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MINUTES

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November 18, 2020

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Meeting ID: 747 3918 4308

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TECHNICAL ADVISORY COMMITTEE MEMBERS

- Nate Reisner, Chair, ADOT North Central District Development Engineer (for Audra Merrick, ADOT Flagstaff District Engineer)
- Nick Hall, Vice-Chair, Coconino County Assistant Engineer (for Christopher Tressler, Coconino County)
- John Wennes, ADOT Transportation Planner
- Anne Dunno, NAIPTA Capital Program Manager
- Rick Barrett, City of Flagstaff Engineer
- Jess McNeely, Coconino County Community Development Assistant Director
- Dan Folke, City of Flagstaff Community Development Director
- Jeff Bauman, City of Flagstaff Transportation Manager
- Greg Mace, Northern Arizona University
- Ed Stillings, FHWA

METROPLAN STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, MetroPlan Manager
- Rosie Wear, MetroPlan Specialist

Others in Attendance: Martin Ince (City of Flagstaff); Kelly Davis (NAU); Jennifer Henderson

I. PRELIMINARY GENERAL BUSINESS
A. CALL TO ORDER

Vice-Chair Nick Hall called the meeting to order at 1:32pm.

B. ROLL CALL - See above

C. PUBLIC COMMENT - None

(At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.)

D. APPROVAL OF MINUTES

- Minutes of Regular Meeting: September 23, 2020 (Page 6-10)

Motion: TAC member John Wennes made a motion to approve the September 23, 2020 meeting minutes without edits. TAC member Jeff Bauman seconded the motion. The motion was passed unanimously.

II. CONSENT AGENDA

(Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board.)

III. GENERAL BUSINESS

A. Federal Funding Update (Page 6-10)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. Staff will provide an update on the status of pending grant requests and opportunities.

Motion: This item was for discussion only.

Notes: None

B. CY2021 Calendar (Page 13-15)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the TAC adopt a meeting time and date calendar for 2021.

Motion: TAC member Anne Dunno made a motion to adopt a meeting time and date calendar for 2021. TAC member John Wennes seconded the motion. The motion was passed unanimously.

C. TIP Amendment for Bicycle and Pedestrian Projects (Page 16-23)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends that the TAC support a recommendation to award a \$50,000 competitive mini-grant to the City of Flagstaff for Bicycle and Pedestrian projects and support the related Transportation Improvement Program amendment.

Motion: TAC member Dan Folke made a motion to support a recommendation to award a \$50,000 competitive mini-grant to the City of Flagstaff for Bicycle and Pedestrian projects and support the related Transportation Improvement Program amendment. TAC member Anne Dunno seconded the motion. The motion was passed unanimously.

D. Regional Transportation Plan Update (Page 24-25)

MetroPlan Staff: Dave Wessel

Recommendation: None. This item is for information only.

Motion: This item was for discussion only.

E. Regional Transportation Model Update (Page 26-28)

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the TAC endorse the Regional Transportation Demand Model for use in regional transportation planning, corridor planning, multimodal planning, transportation impact analyses and limited intersection design applications.

Motion: TAC member Anne Dunno made a motion to endorse the Regional Transportation Demand Model. TAC member Jeff Bauman seconded the motion. The motion was passed unanimously.

F. FY21-22 TIP and UPWP Adoption Schedule (Page 29-30)

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the MetroPlan TAC endorses the adoption schedule for the FY 2022-2026 Transportation Improvement Program and FY 2022-23 Unified Planning Work Program.

Motion: TAC member Rick Barrett made a motion to endorse the adoption schedule for the FY 2022-2026 Transportation Improvement Program and FY 2022-23 Unified Planning Work Program. TAC member Anne Dunno seconded the motion. The motion was passed unanimously.

G. USDOT ATCMTD Grant Update (Page 31-35)

MetroPlan Staff: Dave Wessel

Recommendation: None. This item is for information only.

Motion: This item was for discussion only.

H. Financial Management Policy – Grant Pursuit (Page 36-37)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

Motion: This item was for discussion only.

I. Milton/180 CMP Update (Page 38)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

Motion: This item was for discussion only.

J. Future BUILD Grant Applications

(Page 39-42)

MetroPlan Staff: Dave Wessel

Recommendation: None. This item is for discussion only.

Motion: This item was for discussion only.

K. McConnell Improvement Project Update

(Page 43-47)

MetroPlan Staff: Jeff Meilbeck

Recommendation: No recommendation is being made. Staff from Mountain Line will provide an update on the McConnell Improvement Project.

Motion: This item was for discussion only.

L. Review the Draft Executive Board Agenda

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

Skipped in the interest of time.

M. Items from the Executive Director

MetroPlan Staff: Jeff Meilbeck, Executive Director

Skipped in the interest of time.

N. Future Agenda Items

MetroPlan Staff: Jeff Meilbeck, Executive Director

Recommendation: Discuss items for future MetroPlan agendas.

Skipped in the interest of time.

IV. CLOSING BUSINESS



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A. ITEMS FROM THE BOARD

(Board members may make general announcements, raise items of concern or report on current topics of interest to the Board. Items are not on the agenda, so discussion is limited and action not allowed.)

B. NEXT SCHEDULED TAC MEETING

1. January 27, 2021 at 1:30 pm - Zoom

C. ADJOURN

Vice-Chair Nick Hall adjourned the meeting at 3:33pm.



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STAFF REPORT

REPORT DATE: January 20, 2021
MEETING DATE: January 27, 2021
TO: Honorable Chair and Members of the TAC
FROM: Jeff Meilbeck, Executive Director
SUBJECT: Grant Funding Update

1. Recommendation:

i *None. Staff will provide an update on the status of pending grant requests and opportunities.*

2. Related Strategic Workplan Item

i *Secure at least \$2.1 Million in resources over the next 5 years in a manner that directly benefits member agencies (at least \$750,000 by June 30, 2021)*

3. Background

i *MetroPlan has been partnering with member agencies on a number of grant requests, and the purpose of this report is to provide an update and discuss next steps:*

5339/5307 Funding. *Mountain Line submitted a \$15 Million grant request to ADOT and a \$5,536,075 award was announced in December. This grant is intended to leverage the City of Flagstaff's Proposition 419 Bicycle and Pedestrian funding with an 80% match. The City of Flagstaff is aware of the need to budget 1,384,019 in FY 22 in order to draw down this award.*

Technology Grant. *MetroPlan has been working with the City of Flagstaff and ADOT to determine if an approximately \$3.5 Million grant should be pursued. Although there are many details to work out, preliminary agreements have been reached on roles, responsibilities and collaboration:*

- *MetroPlan is prepared to write a technology plan and submit the grant,*



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- *The City is considering providing local match and managing the grant,*
- *ADOT is considering providing in-kind match and supporting operations.*

As of this writing, the key question is whether or not the City is in a position to provide local match and commit to managing this grant. This is a City decision and MetroPlan is in a support role as the City continues their analysis and deliberations. If the City does choose to budget local match and commit to the project, MetroPlan will write a technology plan and prepare the grant for submittal.

Other Federal grants.

- **Better Utilizing Investments to Leverage Development (BUILD).** *The BUILD grant cycle is expected in late Spring and MetroPlan staff are working with member agencies to determine if a grant should be pursued.*
- **Infrastructure For Rebuilding America (INFRA).** *INFRA grants are available for nationally significant freight and highway projects that align with program goals including: safety, economic development, energy security, congestion management. MetroPlan staff are supporting member agencies and exploring project opportunities that might be appropriate.*
- **Consolidated Rail Infrastructure and Safety Improvements (CRISI).** *This program funds projects that improve the safety, efficiency, and reliability of intercity passenger and freight rail. MetroPlan staff are supporting member agencies and exploring project opportunities that might be appropriate.*

Federal COVID 19 Relief Funding:

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA): The State will receive \$181,584,878 through Surface Transportation Block Grant (STBG) funding. MetroPlan is working in partnership with other small urban Metropolitan Planning Organizations (MPO's) and rural Councils of Government (COG's) to represent our interests in receiving some of this distribution. Historically, STBG funds are distributed by formula. However, ADOT is not obligated to distribute funds to small urban and rural areas and has the prerogative of keeping the money for State priorities and in the Phoenix and Tucson metropolitan areas. MetroPlan is working with the State, primarily through the Rural Transportation Advocacy Council (RTAC), to make our case for an appropriate and equitable distribution of funds.

MetroPlan continues to monitor other developments and opportunities for federal funding as they unfold.



Flagstaff Metropolitan Planning Agency **Conflict of Interest Policy**

8.1 Purpose

The purpose of this conflict of interest policy is to satisfy Arizona conflict of interest laws and to protect this corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable Arizona and federal laws governing conflict of interest applicable to nonprofit organizations.

8.2 Definitions

8.2.1 Interested Person

Any Director, officer, employee, or member of a committee with powers delegated from the Board of Directors, who has a direct or indirect financial interest, as defined below, is an interested person.

8.2.2 Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

8.2.2.1 An ownership or investment interest in any entity with which the corporation has a transaction or arrangement;

8.2.2.2 A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement; or

8.2.2.3 A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Executive Board or a committee with delegated powers decides that a conflict of interest exists.

8.3 Procedures

8.3.1 Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Board and members of any committee with powers delegated by the Executive Board to consider the proposed transaction or arrangement.

8.3.2 Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Executive Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Executive Board or committee members shall decide if a conflict of interest exists.

8.3.3 Procedures for Addressing the Conflict of Interest

8.3.3.1 An interested person may make a presentation at the Executive Board or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

8.3.3.2 The chairperson of the Executive Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

8.3.3.3 After exercising due diligence, the Executive Board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

8.3.3.4 If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Board or committee shall determine by a majority vote of the disinterested Members or committee members whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

8.3.4 Violations of the Conflicts of Interest Policy

8.3.4.1 If the Executive Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the Member, officer, or employee of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

8.3.4.2 If, after hearing the Member's, officer's, or employee's response and after making further investigation as warranted by the circumstances, the Executive Board or committee determines the Member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

8.4 Records of Proceedings

The minutes of the Executive Board and all committees with delegated powers shall contain:

8.4.1 The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Board's or committee's decision as to whether a conflict of interest in fact existed.

8.4.2 The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

8.5 Compensation

8.5.1 A voting member of the Executive Board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that Member's compensation.

8.5.2 A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

8.5.3 No voting member of the Executive Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

8.6 Annual Statements

Each Executive Board director, officer and member of a committee with powers delegated by the Executive Board shall each annually sign a statement which affirms such person:

- (a) Has received a copy of the conflicts of interest policy;
- (b) Has read and understands the policy;
- (c) Has agreed to comply with the policy; and

- (d) Understands the corporation is non-profit and must engage in activities as set by the Master IGA.

8.7 Periodic Reviews

To ensure the corporation operates in a manner consistent with non-profit purposes, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

8.7.1 Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm’s length bargaining.

8.7.2 Whether partnerships, joint ventures, and arrangements with management organizations conform to the corporation’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further its purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

8.8 Use of Outside Experts

When conducting the periodic reviews as provided for in Section 8.7, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Executive Board of its responsibility for ensuring periodic reviews are conducted.

With my signature below, I affirm as a Flagstaff Metropolitan Planning Organization Executive Board/Technical Advisory Committee member that I:

- (a) Have received a copy of this conflict of interest policy;
- (b) Have read and understands the policy;
- (c) Have agreed to comply with the policy; and
- (d) Understand the corporation is non-profit and must engage in activities as set by the Master IGA.

Signed _____ **Date** _____



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STAFF REPORT

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MEETING DATE: January 27, 2021
TO: Honorable Chair and Members of the TAC
FROM: Jeff Meilbeck, Executive Director
SUBJECT: Grant Funding Update

1. Recommendation:

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MetroPlan continues to monitor other developments and opportunities for federal funding as they unfold.



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4. Fiscal Impact

i None. This item is for information only.

5. Alternatives

i None. This item is for information only.

6. Attachments

i None



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STAFF REPORT

REPORT DATE: January 20, 2021
MEETING DATE: January 27, 2021
TO: Honorable Chair and Members of the TAC
FROM: Jeff Meilbeck, Executive Director
SUBJECT: Regional Transportation Plan (RTP) Advisory Group and Procurement Update

1. Recommendation:

i Staff recommends the TAC support the release of the draft Request for Proposals (RFP) for the Regional Transportation Plan (RTP).

2. Related Strategic Workplan Item

i Initiate 20 year Regional Transportation Plan (RTP) process and have scope completed and team assembled by December 31, 2020

3. Background

i MetroPlan is mandated to produce a long-range regional transportation plan every 5 years. The last plan, Blueprint 2040, was adopted in May 2017. A typical plan can take up to 2 years to produce. To meet federal expectations, the plan must comply with 49 USC 5303(i). and “accomplish the objectives outlined by the MPO, the state, and the public transportation providers with respect to the development of the metropolitan area’s transportation network. This plan must identify how the metropolitan area will manage and operate a multi-modal transportation system (including transit, highway, bicycle, pedestrian, and accessible transportation) to meet the region’s economic, transportation, development and sustainability goals – among others – for a 20+-year planning horizon, while remaining fiscally constrained.”

Staff set a goal of December 31, 2020 to have a consultant team contracted and team assembled. However, the final scope of work and release date are on hold until early



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Spring 2021 to accommodate a more inclusive approach to planning. Specifically, staff are convening an advisory group to provide broader input on the planning effort. This advisory group will include economic development, sustainability, road maintenance, citizen-at-large and member agency interests. The advisory group is designed to provide a broader perspective than the Technical Advisory Committee and MetroPlan staff can provide on their own. Staff intention is to learn from the advisory group and to have the group involved in drafting the scope of work, reviewing the potential vendors, and providing input on the development of the RTP.

The TAC, Management Committee and Board were supportive of the effort to create an inclusive steering committee and considered the delay worth the investment of time.

Advisory Group

An Advisory Group charter and calendar are attached and the members are as follows:

Name	Affiliation/Topic Area
<i>Nicole Antonopoulos</i>	<i>City of Flagstaff/Sustainability</i>
<i>Art Babbott</i>	<i>Citizen at Large/Transportation</i>
<i>Joe Galli</i>	<i>Chamber of Commerce/Business</i>
<i>Heidi Hanson</i>	<i>City of Flagstaff/Economic Development</i>
<i>Joshua Meyer</i>	<i>NAU/Transportation</i>
<i>Kate Morley</i>	<i>Mountain Line/Transit</i>
<i>Charlie Odegaard</i>	<i>Citizen at Large/Transportation</i>
<i>Scott Overton</i>	<i>City of Flagstaff/Street Maintenance</i>
<i>Brian Petersen</i>	<i>Citizen at Large/Sustainability</i>

Procurement Process

MetroPlan staff intend to release the Request for Proposals (RFP) and are requesting TAC endorsement of the overall approach. The RFP is still being fine-tuned, and staff continue to take input. However, staff are close to releasing the RFP and would like the support of the MetroPlan TAC in that approach.

4. Fiscal Impact

i MetroPlan budgeted \$250,000 for this project.



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5. Alternatives

- i** 1. *Approve the RFP for release (recommended). This alternative is recommended because updating the RTP is a core function of MetroPlan, an update is due, and outside expertise is needed to complete the project.*
- 2. *Delay the approval of the RFP for release. This alternative would slow down the release of the RFP and would allow time for more consideration.*
- 3. *Deny the approval of the RFP for release. This alternative would prevent MetroPlan from hiring a consultant. The RTP would need to be completed with in-house resources. In order to develop in-house capacity, additional staff and technology would be needed. This alternative is not recommended because it would be unlikely that we could hire staff to provide the depth of service that a consultant can offer, and the plan is only updated once every 5 years. Also, most RTP's for small and mid-sized Metropolitan Planning Organizations like MetroPlan are completed by outside consultants.*

6. Attachments

- i** *Advisory Group Draft Charter and Meeting List*
Draft Request for Proposals (RFP)

Regional Transportation Plan (RTP)
Executive Director Advisory Group
Charter

Vision:

The region will adopt a 30 year transportation plan (Transpo 2050) that meets economic development and environmental objectives¹.

Mission:

To advise the MetroPlan Executive Director on how to balance the requirements of voter approved propositions with environmental and economic priorities and reflect these solutions in the Transpo 2050 Plan.

Approach:

- Establish a small group of economic development, environmental, government and business leaders² who will:
 - Commit mental energy towards achieving our vision and mission
 - Advocate for their own perspectives while listening carefully to other perspectives
 - Ensure that priority projects are included in the Transpo 2050 plan
 - Make recommendations that meet both environmental and economic development needs.
 - Author a Transpo 2050 Introductory Letter that summarizes the findings and recommendations of the Advisory Group.

Time-Commitment

- 7 meetings of 90-minute duration between January 2021 and January 2022
- Commitment may be extended for 3 additional meetings in 2022 with approval of group; however, group will be dissolved on or before June 30, 2022
- Reading between meetings
- Act as a communication liaison with other groups or organizations on which you serve

Authority

The Advisory Group is advisory to the MetroPlan Executive Director

¹ Definitions to be determined at April 28, 2021 meeting

² May include ADOT, Chamber of Commerce, COF, County, ECoNA, Flag 40, Citizen Representatives, NAIPTA (Mountain Line), and NAU

Advisory Group Meetings and Tentative Agendas

Kick-Off Meeting – January 27, 2021: 90 minutes

- Introductions and reason for serving (Roundtable)
- Review findings of stakeholder interviews (Meilbeck)
- Overview of Regional Transportation Plan and Timeline – What is it? (Meilbeck)
- Review, modify and agree to charter, calendar and tentative agenda (Meilbeck)
- Review draft scope of work for RFP (if time allows).

February 24, 2021 Meeting: 90 minutes

- Review draft scope of work and provide feedback before Request for Proposals (RFP) to hire a planning consultant is formally released.

April 28, 2021 Meeting: 90 minutes

- Review short list of proposals from top scoring consultant(s) and provide feedback
- Define economic development and environmental objectives

June 23, 2021 Meeting: 90 Minutes

- Receive update from executive director and consulting team and provide feedback on proposed consulting team timeframe and approach.

August 25, 2021: 90 Minutes

- Receive update from executive director and consulting team and provide feedback on the proposed public participation process.

October 27, 2021: 90 Minutes

- Review draft of Transpo 2050 Plan and provide feedback on document
- Review draft of Transpo 2050 Introductory letter and provide feedback

January 26, 2022: 90 Minutes

- Review final draft of Transpo 2050 Plan and provide feedback
- Finalize Transpo 2050 Introductory letter and approve for publishing
- Determine if additional meetings are needed through June 2022.



NOTICE OF REQUEST FOR PROPOSALS
For
Flagstaff Metropolitan Planning Organization (MetroPlan)
2045 REGIONAL TRANSPORTATION PLAN

Issued: TBD

Submittals Due: TBD

DRAFT

REQUEST FOR PROPOSALS
MetroPlan
2045 REGIONAL TRANSPORTATION PLAN

The Flagstaff Metropolitan Planning Organization (herein referred to as MetroPlan) invites qualified consultants to respond to the Request for Proposals (RFP) to provide professional services for the 2045 Regional Transportation Plan (herein referred to as the Plan).

Response to Request for Proposals will be received until (date), at the MetroPlan office, 6 East Aspen Suite 200, Flagstaff Arizona 86001

Any proposal received after 2:00 pm local time on the **above stated date** will be returned unopened. Submittals must conform to the prepared Scope of Work within the RFP available at www.metroplanflg.org or by request made to the MetroPlan office at rosie.wear@metroplanflg.org

The proposal envelope shall indicate the name and address of respondent, and shall be addressed to MetroPlan, 6 East Aspen Suite 200, Flagstaff, AZ 86001. Please include on the outside of the envelope: **Request for Proposals: MetroPlan 2045 Regional Transportation Plan Update.**

Rosie Wear, Business Manager

INTRODUCTION

MetroPlan, the Flagstaff metropolitan planning organization, is seeking consulting services to produce a mandated update to the Regional Transportation Plan (RTP). The consultant will assist the MPO in preparing background data and analysis, crafting performance metrics, developing and evaluating alternatives, engaging the public and producing the policies and programs for the new RTP. The last update was adopted in 2017.

The primary deliverable products for the RTP Update shall include the following:

- Project Administration
- Public Engagement
- Plan Preparation
- Final Plan

Success on the RTP will be measured as followed:

- Excellent Project Administration
- Documentation of Current Socioeconomic and Transportation Conditions
- Validation and Update of Regional Travel Demand Model using 2019 Data
- Completing Equity and Accessibility Analysis
- Project 2045 Metrics based on two different design models:
 - Current land use plan assumptions.
 - Sustainable model emphasizing Transportation Demand Management (TDM) land use and transportation facility and system design including bike, pedestrian and transit modes and a focus on trip reduction.
- Providing a robust public engagement experience that is compelling, well-attended, educational, delivers actionable information, and “reports out”.

BACKGROUND

The 2017 Update to the RTP identified \$250 Million in projects and resulted in 3 ballot initiatives being sent to voters: Prop 419 for general transportation, Prop 420 for a Lone Tree railroad overpass, and Prop 421 for transit service improvements. Two of those initiatives passed, but the transit funding was not approved by voters. As a result of these 2018 ballot box decisions, the 2022 RTP update may be more about “how” than “what”. In other words, the region is clear on the projects that need to be completed and has a commitment to voters to deliver. However, the design, relative modal emphasis of the projects, and program schedule need further exploration in light of recent policy developments

In addition to the passage of funding propositions in 2018, the City of Flagstaff recently declared a climate emergency and seeks to achieve carbon neutrality by 2030. MetroPlan is positioned to support this effort through our RTP. One way MetroPlan can provide support is to clearly communicate to decision makers and the public the effectiveness of various transportation design strategies in meeting mobility, accessibility and climate action goals.

TASKS:

Task 1. Project Administration

1.1 Kick-off Meeting

Conduct a kick-off meeting to review the scope, project schedule, public involvement plan, and deliverables.

1.2 Ongoing Project Management

Consultant will provide a Project Management Plan that specifies and commits to maintaining regular communication with the MetroPlan project manager, takes ownership of keeping follow-up items rolling forward, and provides a written status report and invoice on a monthly basis.

1.3 MetroPlan Committee Involvement

Schedule and conduct weekly project meetings with the MetroPlan project manager, and monthly meetings with the Advisory Group, Technical Advisory Committee and Management Committee. MetroPlan staff will engage the Executive Board regarding the RTP,

1.4 Public Engagement and Communication Plan (Defined further in Task 5)

Develop a robust public engagement and communication plan and schedule of public meetings. Provide leadership in developing content for, promoting attendance at, and synthesizing information from each public engagement effort. Consultant will use IAP2 standards to recommend engagement levels for various groups, document direction provided from staff, advisory group, TAC and Executive Board, and manage process in a manner consistent with direction provided (see Task 5).

Task 2. Document Current Socioeconomic and Transportation Conditions

2.1 Collect and Analyze Socioeconomic Data

The consultant will utilize and evaluate any US Census, State, Local or other socioeconomic and land use data as applicable.

2.2 Research and develop trip generation rates in response to COVID 19.

Develop 1 to 3 credible methodologies for trip generation rates and make a recommendation with justification on which methodology to use in model forecasting. Review with staff, steering committee and TAC and get consensus to move forward with a specific methodology prior to moving on to other tasks.

Task 3: Validation and Update of Traffic Forecast Model using 2019 Data

3.1 Update as needed

The consultant will review the MetroPlan 2017 base year model which is being calibrated and finalized in Winter 2020 and discuss with MetroPlan staff where updates and additional work is needed. MetroPlan staff are expected to begin the process of updating the model with 2019 data and will require some level of assistance, to be determined, from the RTP consultant.

- Maintain a TransCAD license (agency or consultant) or other capability to edit MetroPlan travel demand model inputs and run the regional transportation demand model
- Modify the base data files to represent the various desired planning scenarios (e.g., network, demographic, etc.)

Task 4: Project 2045 Costs and Performance Metrics based on two different scenarios:

- Current land use plan assumptions.
- Sustainable model emphasizing Transportation Demand Management (TDM) land use and transportation facility and system design including bike, pedestrian and transit modes and a focus on trip reduction.

4.1 Project 2045 Costs (Construction and Operating) and Performance Metrics based on the current land use plan

- The consultant will review current land use plans and work with MetroPlan staff to develop a 2045 scenario using the regional transportation demand model.
- The consultant will develop a programming sequence for the current land use plan scenario for roads, pedestrians, bikes and transit. This work will include a conceptual budget on how the complete program of projects would be funded and implemented. This scenario will be fiscally constrained using existing and reasonably forecasted local, state and federal revenues.
- As part of this work, the consultant will validate costs of construction and ongoing operating and maintenance costs to confirm adequacy of funding levels and identify discrepancies, if any.
- Since some local funds sunset in 2041, the consultant will work with stakeholders to identify reasonably available revenues for the period 2041 to 2045 for streets, highways, pedestrians, bicycles and transit. This work will include:
 - Developing and recommending a methodology for local revenue assumptions 2021 through 2045.
 - Reviewing with staff, advisory group, Executive Board and TAC and get consensus to move forward with a specific methodology prior to moving on to other tasks. Questions to be answered include:
 - Will we assume ongoing extensions of existing local revenue sources at flat levels as currently approved by voters?
 - Will we assume that all local revenue sources are not renewed on their pending sunset dates?
 - Will we use a combination of the above methods?

- The consultant will develop metrics of system performance including, but not limited to, Vehicle Miles Traveled (VMT), greenhouse gas emissions, travel times in key corridors, economic impacts and other metrics informed by the expertise of the consultant and the input of the steering committee and TAC.

4.2 Project 2045 Costs (Construction and Operating) and Performance Metrics based on the current land use plan

- The consultant will develop adaptations of Proposition 419 and 420 projects to include elements like dedicated bus lanes, protected bike lanes and a range of travel demand management measures such as tele-commuting policies to change mode-share.
- The consultant will work with MetroPlan staff to adequately represent the impacts of these mode shift strategies in the regional transportation model.
- The consultant will develop a programming sequence for the sustainability scenario for roads, pedestrians, bikes and transit. This work will include a conceptual budget on how the complete program of projects would be funded and implemented. This scenario will be fiscally constrained using existing and reasonably forecasted local, state and federal revenues.
- As part of this work, the consultant will validate costs of construction and ongoing operating and maintenance costs to confirm adequacy of funding levels and identify discrepancies, if any.
- Since some local funds sunset in 2041, the consultant will work with stakeholders to identify reasonably available revenues for the period 2041 to 2045 for streets, highways, pedestrians, bicycles and transit. This work will include:
 - Developing and recommending a methodology for local revenue assumptions 2021 through 2045.
 - Reviewing with staff, advisory group, Executive Board and TAC and get consensus to move forward with a specific methodology prior to moving on to other tasks. Questions to be answered include:
 - Will we assume ongoing extensions of existing local revenue sources at flat levels as currently approved by voters?
 - Will we assume that all local revenue sources are not renewed on their pending sunset dates?
 - Will we use a combination of the above methods?
- The consultant will develop metrics of system performance including, but not limited to, Vehicle Miles Traveled (VMT), greenhouse gas emissions, travel times in key corridors, economic impacts and other metrics informed by the expertise of the consultant and the input of the steering committee and TAC.

NOTE: Assumption is that existing fiscally constrained local revenues and historic federal funding revenues are utilized for both scenarios. Additional conceptual projects based on conservatively attainable additional federal funds will be discussed through the process.

Task 5: Provide a robust public engagement experience that is compelling, well-attended, educational, delivers actionable information, and “reports out”.

- 5.1 Develop a communication “brand” so that the purpose, vision and approach for the RTP is conveyed in a way that community members can easily understand.**
- We want the community to understand what we are doing, why we are doing it, how they can engage and why it matters. For example, the program might be branded as “Transpo 2045 – Creating the Finest Transportation System in the Country”. In other words, we need a clean, concise, consistent way to communicate to the public our goals, vision, approach, how they can be involved, and the significance of the project.
- 5.2 Consider tools and options for a robust public engagement experience and get approval for approach from the MetroPlan project manager.**
- Share recommendations with the advisory group as requested by the project manager and refine the tools and approach so that there is buy-in from the steering committee.
- 5.3 Apply the results of work completed in Tasks 1 through 5 and create a public engagement tool which demonstrates choices and the metric impacts of those choices.**
- For example, as a public participant chooses wider roads and reduced automobile travel times, emissions may increase. Conversely, as a public participant chooses grade separated bike lanes and policy disincentives to automobile traffic, economic performance may be reduced. Create a graphically engaging and educational system which shows transportation and policy choices and the impacts and trade-offs of these choices.
- 5.4 Create a public engagement tool that helps define what it means to have “The finest transportation system in the country”.**
- (Note: MetroPlan’s vision is “To create the finest transportation system in the Country” and we need more insight into what that description means to the community.)
- 5.5 Provide disclaimer that the Sustainability Plan is a technical and not a legal analysis.**
- The local propositions were approved for specific projects and the ability to modify those projects needs to be considered separately by the community and is beyond the scope of the RTP.
- 5.6 Provide a mechanism for aggregating and synthesizing public participation inputs so the results can be reported out in meaningful ways.**
- There are least two and probably additional ways to share this data:
 - 1) Explain the rigorous nature of transportation planning analysis and why various choices result in various outcomes. For example, explain how planners calculate with credibility the impacts of bike lanes on

VMT reduction and the subsequent impacts on economic activity. In other words, explain why conclusions being drawn are credible and defensible.

- 2) Synthesize the range of responses of public input in a manner that policy makers and the general public can understand. For example, provide an aggregate response of all answers, a focus on weighted outliers, and an expert analysis of reading “between the data points” to arrive at what seems to be a consensus or majority perspective of the public.

5.7 Provide program, schedule and communication tools for reporting out the final RTP and what was learned from the technical planning and public engagement effort.

- The purpose is to ensure that the information gleaned from the planning effort is widely available and strategically shared with critical groups including elected bodies, appointed commissions, media contacts, stakeholders and advisory group. This work will include drafting a press release, a published final plan, developing a PowerPoint presentation, and conducting outreach in partnership with MetroPlan staff.

Task 6: Policy Development, Recommendation and Alternatives (Policy Plan)

The consultant will synthesize the results of the planning, financial, performance and public engagement inputs and develop a policy recommendation for the RTP. This policy recommendation (Policy Plan) will address the inherent conflict between the “current land use” and “sustainability” scenarios and recommend a policy framework for moving forward. This Policy Plan will make a case for why a particular policy approach is being recommended and provide alternative policy scenarios with pros and cons of each. For example, if the Policy Plan recommends maximizing opportunities for a sustainable transportation system, the resulting economic development, environmental impact, and impacts on the transportation system, would need to be identified. Further, the Policy Plan would need to tie to other policies it is attempting to support, i.e., climate emergency.

The Policy Plan would also have to provide at least one other viable alternative for implementing the RTP. For example, if the sustainability approach is recommended, the viable alternative might be a modified traditional land use plan. This alternative would also need the economic development, environmental impact, and impacts on the transportation system identified and would need to be based in other local policy such as economic development, voter approval of ballot initiatives, etc.

Please note that MetroPlan has no expectation for what the Policy Plan recommends, i.e., current land-use, sustainability or a hybrid. However, MetroPlan staff do expect that the Policy Plan captures and synthesizes the universe of inputs gleaned throughout the planning process and makes a cogent case for whatever Policy Plan is put forth for consideration by the MetroPlan Executive Board.

Task 7: Completing Equity and Accessibility Analysis

The consultant will analyze Title VI and Environmental Justice population segments and

document in the final Plan. Develop and apply an accessibility analysis for all surface transportation modes in each scenario using the MetroPlan regional transportation model and filter those results against Title VI communities and 2nd home communities.

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WRITTEN QUESTIONS

Questions regarding this RFP must be received **in writing** no later than 5:00 PM local time on the date that is **10 business days** after the issuance date of the RFP. Questions of significance to all respondents may require an amendment to this RFP, which may also require adjustments to the schedule. Verbal statements or instructions shall not constitute an amendment to the RFP.

Inquiries may be made to:

Jeff Meilbeck, MetroPlan Executive Director, 928-220-2272
Or via Email: jeff.meilbeck@metroplanflg.org

PREPARATION

Proposals shall consist of no more than ten (10) double-sided 8 ½ x 11 pages including the front and back cover, using not less than type size 11 font. Proposals should provide a concise description of the consultant's qualifications, team members, project approach, project schedule, and a detailed cost proposal, by task, to deliver the proposed work under the RFP.

All costs incurred for proposal preparation, presentation, or contract negotiations are the responsibility of the consultant. MetroPlan will not pay for any information solicited or received.

SUBMITTALS

One (1) electronic copy (flash drive) and twelve (12) bound printed copies of the complete response to RFP to be received no later than 2:00 pm local time on **DATE TBD**. The response to the RFP should be addressed to:

MetroPlan
6 East Aspen Suite 200
Flagstaff, AZ 86001

Submitted proposals become the property of MetroPlan and will not be returned.

LATE PROPOSALS

Any proposal received after 2:00 PM local time on **(date)** will not be considered.

REVIEW PROCESS

A review committee comprised of MetroPlan staff, RTP Steering Committee and/or MetroPlan TAC members will evaluate responses to the RFP for this project. The following evaluation criteria will be used by MetroPlan's evaluation committee:

1. Specific experience of the consultant in a project of this type – 20
2. Experience of the proposed project team and availability within current and anticipated work load for this project – 20
3. Proposed project approach, particularly for tasks 4, 5 and 6. -- 30
4. Proposed schedule – 5
5. Overall quality of the response to RFP evidencing interest in the project – 10
6. Cost proposal – 15

After evaluation of the responses to the RFP, a shortlist of up to three (3) consultants will be determined based upon the ranking of the Review Committee members. A presentation/interview session with the shortlisted consultants *may* comprise the second half of the evaluation/selection process.

If presentations/interviews are conducted, candidates will be required to demonstrate their understanding and familiarity with the scope, location, and other aspects of this project. Criteria upon which the presentation/interview of each firm will be evaluated, with weighting for each criterion, are as follows:

1. Understanding of existing conditions and project information – 25%
2. Identification of key issues – 25%
3. Appropriate approaches for the project – 25%
4. Demonstrated Experience and capabilities in development of similar studies – 25%

The evaluation committee members will individually evaluate the presentation/interview of each of the candidate firms and rank them according to the aforementioned criteria. The evaluation committee will formulate a consensus ranking and generate a recommendation to the MetroPlan Executive Director. The MetroPlan Executive Director will consider the Committee's recommendation and approve initiation of contract negotiations. The MetroPlan Executive Director will meet with the top ranked consultant for the purposes of negotiating a contract. If negotiations are successful, the MetroPlan Executive Director will present a draft contract to the MetroPlan Board of Directors for consideration of approval, rejection or modification. Any such contract may be reviewed with input requested from the RTP Advisory Group, the Technical Advisory Committee and the Management Committee before it goes to the MetroPlan Executive Board. If negotiations are unsuccessful, the MetroPlan Executive Director will terminate negotiation efforts with the top ranked consultant and open negotiations with the next highest ranked consultant, and so on. This process will continue until negotiations are successful, or until this RFP is terminated. The MetroPlan Executive Board reserves the right to reject any and all proposals, or any part thereof; to accept any proposal or any part thereof; or to waive any informalities when it is deemed to be in MetroPlan's best interest.

RESPONSIBILITIES/COMPLIANCE

The consultant shall comply with the Title VI Civil Rights Act of 1964, and Title 49, Code of Federal Regulations, Part 21.

The consultant shall comply with MAP-21, FAST Act, and applicable federal requirements (see appendices A & B).

PROPOSAL REFERENCES

Proposal shall include contact information and references for the lead staff and firm submitting the RFP.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by written notice received at any time prior to the award.

FUNDING

MetroPlan is a designated Metropolitan Planning Organization (MPO) for the Flagstaff, AZ Urbanized Area, and has available FTA Section 5305(d), FHWA Planning (PL), Statewide Planning Research (SPR), and Surface Transportation Program Block Grant (STPBG) funds in accordance with federal and state allocations. In support of the Plan, MetroPlan has budgeted these funds for planning activities as identified in accordance with the MetroPlan Unified Planning Work Program.

DRAFT

RFP SCHEDULE

February, 2021 MetroPlan Executive Board approval to advertise, consultant selection, and initiate contract negotiations

March, 2021 RFP Posted

March, 2021 Responses to RFPs due by 2:00 pm

April 2021 Responses to RFPs reviewed and ranked

April 2021 Presentations/ Interviews may be conducted as determined by selection committee

April 2021 Contract negotiations

May 2021 MetroPlan Technical Advisory Committee final contract review (optional)

May 2021 MetroPlan Management Committee final contract review (optional)

June 2021 Consideration of MetroPlan Executive Board.

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Appendix A

General Assurances

Each respondent to this RFP agrees that it shall abide by the following General Assurances that are binding on MetroPlan as a recipient of Federal funds. In addition, if awarded the Project, the successful party will also require all of its subcontractors, of any tier, to abide by these General Assurances as well. In the General Assurances, the obligations for MetroPlan refer to it either by its name or as "Recipient".

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda and/or guidance, the Recipient hereby gives assurances that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its *Federal Aid Highway Program*.

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all *Federal Aid Highway Program* and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"MetroPlan, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252.42

U.S.C. §§ 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to a construct a facility or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.

The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

9. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, *MetroPlan* also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing *Federal Highway Administration or Arizona Department of Transportation* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the *Federal Highway Administration or Arizona Department of Transportation*. You must keep records, reports, and submit the material for review upon request to *Federal Highway Administration, Arizona Department of Transportation*, or its designee in timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

MetroPlan gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal Highway Administration and Arizona Department of Transportation*. This ASSURANCE is binding on Arizona, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the *Federal Aid Highway Program* the person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.



METROPLAN

GREATER † FLAGSTAFF

6 E Aspen Avenue, Suite 200
Flagstaff, AZ 86001
928-266-1293
www.metroplanflg.org

STAFF REPORT

REPORT DATE: January 19, 2021
MEETING DATE: January 27, 2021
TO: Honorable Chair and Members of the TAC
FROM: David Wessel, Planning Manager
SUBJECT: TIP Amendment Reflecting COVID-Budget Changes

1. Recommendation:

i Staff recommends that the TAC support an amendment to the Transportation Improvement Program (TIP) to adjust City, County and State programs to reflect program changes induced by COVID-related budget reductions.

2. Related Strategic Workplan Item

i MetroPlan is focused:

- Adopts clearly delineated objectives
- Provides ambitious and credible solutions
- Strategically plans for political and financial realities and possibilities

3. Background

i MetroPlan adopted its mandated, 5-year program of projects, or TIP, in June, 2020. The TIP identifies transportation projects for which federal funds will be used and projects on roads of regional significance regardless of funding source. Typically, this document reflects the draft capital improvement programs adopted by its member agencies that they will formally adopt later that month. 2020 was unusual. All agencies immediately reviewed their draft programs against budget reductions induced by the COVID pandemic and made changes to their capital programs late in 2020. This eventuality was communicated to the



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Board at the June adoption meeting. Because of these delays and changes, federal approval of the TIP lagged and is anticipated for late January 2021. State and Federal approval of the local TIP for inclusion in the Statewide TIP (STIP) is required before federal funds may be expended on a project.

This amendment reflects those adjustments to member agencies' capital programs. Some projects were reduced in scope. Some increased in funding. Many others were deferred to later years in the program. Projects for which changes are submitted are highlighted in yellow on the attached tables.

4. TAC and Management Committee Discussion

i Pending

5. Fiscal Impact

i *There is little or no impact to MetroPlan resources except for staff time. There is little or no impact to the federal resources allocated to the state. However, state and local resources available to match those funds in the near-term were affected resulting in projects being deferred.*

6. Alternatives

- i**
- 1) *Approve the TIP amendment. This alternative would be consistent with MetroPlan's strategic plan and prior actions of the Board. **Recommended***
 - 2) *Do not amend the TIP. This alternative fails to recognize the fiscal realities being experienced by our member agencies and risks agencies being denied authorization to obligate and expend federal funds.*

7. Attachments

i Amended TIP tables

Table 1. Arizona Department of Transportation: Tentative 5-Year Highway Construction Program

Sponsor	Proj ID	Project name - location - description	Fund	Project cost	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total 2021-2025
ADOT	55214	West Flagstaff TI Overpass EB/WB I-40 at Route 66 (MP 191-192) Bridge replacement	NHPP	\$ 10,804,000	\$7,000,000	\$450,000					\$ 450,000
ADOT COF	19816	Butler Ave TI/Fourth St Overpass @ I-40 I-40 at Butler/Fourth (MP 198-200) Bridge rehabilitation and replacement	NHPP City	\$ 17,052,062	\$ 8,197,418 \$8,854,644						\$ 17,052,062
ADOT	7863	B40 Rio de Flag Bridge Route 66 from Humphreys to Sitgreaves Bridge replacement	NHPP	\$ 8,057,000	\$ 1,579,000	\$ 6,478,000					\$ 6,478,000
ADOT	8319	B40/US 180 Turn Lanes Humphreys St from Route 66 to Aspen Construct NB and SB turn lanes	NHPP	\$ 1,000,000	\$ 700,000	\$ 1,340,000					\$ 300,000
TOTALS					\$ 26,331,062	\$ 8,268,000					\$ 24,280,062

Phase Codes: s = study; d = design; r = right-of-way; c = construction; u = utilities

Table 2. FMPO proposed and unfunded projects on Arizona Department of Transportation system

<i>Sponsor</i>	<i>Proj ID</i>	<i>Project name - location - description</i>	<i>Fund</i>	<i>Project cost</i>	<i>FY 2019</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024</i>	<i>FY 2025</i>	<i>Total 2021-2025</i>
ADOT	100578	Lone Tree/I-40 Traffic Interchange I-40 at MP196.5 New interchange	STP	\$ 117,666,000			-- ILLUSTRATIVE PROJECT ONLY --			\$ 117,666,000	\$ 117,666,000
										dc	
TOTALS										\$ 117,666,000	\$ 117,666,000

Phase Codes: s = study; d = design; r = right-of-way; c = construction; u = utilities

Table 3. FMPO Surface Transportation Block Grant (STBG) projects											
Updated December 28, 2020											
<i>Sponsor</i>	<i>Proj ID</i>	<i>Project name - location - description</i>	<i>Fund</i>	<i>Project cost</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024</i>	<i>FY 2025</i>	<i>Total 2021-2025</i>
FMPO	100120	General administration and planning See Unified Planning Work Program	STBG Local	\$ 456,566	\$ 430,542	\$ 407,769 \$ 26,042					\$ 430,542
FMPO	100120	General administration and planning See Unified Planning Work Program	STBG Local	\$ 456,566			\$ 430,542 \$ 26,042				\$ 430,542
FMPO	100120	General administration and planning See Unified Planning Work Program	STBG Local	\$ 456,566				\$ 430,542 \$ 26,042			\$ 430,542
FMPO	100120	General administration and planning See Unified Planning Work Program	STBG Local	\$ 456,566					\$ 430,542 \$ 26,042		\$ 430,542
FMPO	100120	General administration and planning See Unified Planning Work Program	STBG Local	\$ 456,566						\$ 430,542 \$ 26,042	\$ 430,542
City of Flagstaff	TBD	Missing Sidewalk Constuction Program Various federal-aid eligible and local roads HURF Exchange	STBG Local	\$ 400,000		\$ 50,000 \$ 267,000	\$ 83,000				\$ 50,000
COF	TBD	Advanced Transportation & Congestion Management Technology Deployment Major corridors Fiber optic cable, smart signals, research	STBG Local 5307	\$ 3,500,000						\$ 1,575,000 \$ 1,925,000	\$ 1,575,000
COF	TBD	Fourth Street Complete Street Corridor BUILD Grant* Fourth/Huntington to Fourth/Butler Bridge replacement, corridor widening, intersection	STBG Local 5307	\$ 24,086,817	\$ 6,367,491 \$6,878,004					\$ 7,111,479 \$ 3,529,843 \$ 200,000	\$ 7,111,479
TOTALS					\$ 13,676,037	\$ 750,811	\$ 539,584	\$ 456,584	\$ 456,584	\$ 14,797,906	\$ 10,889,189

Phase Codes: s = study; d = design; r = right-of-way; c = construction; u = utilities

* BUILD grant FY20 funds are budgeted local tax funds and secured or in process private development funds. ADOT funds for bridge replacement are budgeted and shown as STBG \$2.6M.

Actual source of other federal funds may change. FY24 illustrative year \$1.7M (county) and \$15.8M (city) are requested BUILD funds and will be advanced to FY20 and FY21 if awarded.

Table 4. Non-Federal Aid Projects on the Federal Aid System

Sponsor	Proj ID	Project name - location - description	Fund	Project cost	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total 2021-2025
COF		Lone Tree Railroad Overpass Butler Ave to Route 66 Construct new road and railroad overpass	420	\$ 29,853,275	\$ 5,853,275	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 10,000,000	\$ 24,000,000
					d	d	r	c	c	c	
COF		Lone Tree Road Widening Butler Ave to Pine Knoll Dr Road widening	419	\$ 1,468,000					\$ 1,468,000		\$ 1,468,000
									dc		
COF		Butler Ave / Fourth St Intersection Butler Ave and Fourth St Reconstruct/raise intersection	Trans	\$ 2,288,121		\$ 2,288,121					\$ 2,288,121
						dc					
COF		Butler Avenue Widening Herold Ranch Rd to Sinagua Heights Dr Road widening	419	\$ 7,840,000		\$ 500,000	\$ 2,420,000	\$ 2,364,000	\$ 1,056,000	\$ 1,500,000	\$ 7,840,000
					d	dc	c	c	c		
COF		Fourth Street Widening Sollere Dr to Sparrow Ave Road widening	Trans	\$ 1,909,344		\$ 1,359,344					\$ 1,359,344
					design 20	construct 21					
COF		Pedestrian-Bicycle-FUTS Projects Various Construct new facilities expenditures are approximate	419	\$ 10,000,000		\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 10,000,000
						c	c	c	c		
COF		West Route 66 Intersection Intersection to be determined Intersection reconstruction	419	\$ 2,785,000		\$ 585,000	\$ 850,000	\$ 1,350,000			\$ 2,785,000
						dc	c	c			
COF	100128	Country Club / Oakmont Intersection Country Club Dr and Oakmont Dr Intersection reconstruction	419	\$ 1,115,000				\$ 115,000	\$ 500,000	\$ 500,000	\$ 1,115,000
								d	c		
COF	TBD	Industrial Drive - Huntington to Purina Phase 3 Forest Meadows St to Yale St Construct new street	Trans	\$ 7,385,724	\$ 1,897,038	\$ 1,747,759					\$ 1,747,759
COF	100129	Beulah Boulevard Extension Forest Meadows St to Yale St Construct new street	Trans	\$ 8,578,847	\$ 71,826	\$ 8,024,666					\$ 8,024,666
CC	100582	Bellemont Roundabout/Shadow Mtn Rd Transwestern Rd to Alpine Dr Construct new roundabout, add shoulders	CC	\$ 4,500,000	\$ 1,000,000	\$ 2,700,000					\$ 2,700,000
					u	c					
CC	TBD	Ancient Trail Overlay/Shoulders Kachina Tr to Tonalea Tr Mill and overlay; add shoulders	CC	\$ 594,000				\$ 54,000	\$ 540,000		\$ 594,000
								d	c		
CC	100583	Kachina Trail Overlay Ancient Tr to Kona Tr Mill and overlay	CC	\$ 450,000			\$ 450,000				\$ 450,000
							c		d		
CC	100606	Stardust Lane Overlay/Shoulders Silver Saddle Rd to McGee Rd Mill and overlay; add shoulders	CC	\$ 2,195,000					\$ 2,195,000		\$ 2,195,000
									dc		
TOTALS					\$ 8,822,139	\$ 22,704,890	\$ 9,220,000	\$ 8,033,000	\$ 12,609,000	\$ 14,000,000	\$ 66,566,890

Phase Codes: s = study; d = design; r = right-of-way; c = construction; u = utilities

Table 5. FY2021-2025: Transit Projects within the FMPO-area
 updated: January 12, 2021

Line #	Project Description	Fund Type	Current Year	2021	2022	2023	2024	2025	Local Cost **	Federal Cost	Total Cost
1	Operating Assistance, including Project Management	5307, including STIC	\$ 7,590,562	\$ 4,299,637	\$ 9,649,861	\$ 9,841,098	\$ 10,036,160	\$ 10,036,160	\$ 43,323,702	\$ 6,529,776	\$ 49,853,478
2	Operating Assistance CARES	5307 CARES	\$ 1,600,000	\$ 5,162,736					\$ -	\$ 6,762,736	\$ 6,762,736
3	Preventative Maintenance CARES	5307 CARES	\$ -	\$ 220,000	\$ 220,000				\$ -	\$ 440,000	\$ 440,000
4	Passenger Shelters, Signs, and Poles	5307, STBG State Flex	\$ 102,741	\$ 101,978	\$ 101,978	\$ 101,978	\$ 101,978	\$ 101,978	\$ 122,526	\$ 490,105	\$ 612,631
5	Technology Upgrades Package	5307 Small Urban	\$ -	\$ 445,726					\$ 89,145	\$ 356,581	\$ 445,726
6	First Last Mile Infrastructure (capital)	5307 Small Urban		\$ 6,920,094					\$ 1,384,019	\$ 5,536,075	\$ 6,920,094
7	High-Capacity Transit Route -Engineering and Environmental	5307	\$ 2,281,919						\$ 580,000	\$ 1,701,919	\$ 2,281,919
8	Building Construction - Office Remodel	5339	\$ 500,000						\$ 100,000	\$ 400,000	\$ 500,000
9	Downtown Connection Ctr - Acquire/Design/Construct	5307, 5339	\$ 6,827,938						\$ 1,365,588	\$ 5,462,350	\$ 6,827,938
10	Preventative Maintenance	STBG Local	\$ 353,750						\$ 70,750	\$ 283,000	\$ 353,750
11	Planning, Transportation Improvement Plan (CYMPO)	5307	\$ 264,000						\$ 44,000	\$ 220,000	\$ 264,000
12	Route 66/Kaspar Intersection - Design/Construction	5307, 5339	\$ 2,777,814						\$ 555,563	\$ 2,222,251	\$ 2,777,814
13	NAU Milton Rt 66 Campus Entry Study	5339	\$ 150,000						\$ 30,000	\$ 120,000	\$ 150,000
14	NAU McConnell Dr. and Sidewalk Multimodal Improv. - Design	5339	\$ 444,750						\$ 88,950	\$ 355,800	\$ 444,750
15	Replacement Paratransit Vehicles (2 Cutaway Buses)	5307	\$ 240,000						\$ 48,000	\$ 192,000	\$ 240,000
16	Downtown Connection Ctr - Construct	5339	\$ 31,138,260						\$ 15,463,260	\$ 15,675,000	\$ 31,138,260
17	Replacement Buses (Electric, total of 2)	5339	\$ 2,000,000						\$ 400,000	\$ 1,600,000	\$ 2,000,000
18	Kaspar Master Plan - Expansion of Maintenance Facility	5307	\$ 250,000						\$ 50,000	\$ 200,000	\$ 250,000
19	Bus Storage Facility (Campus Location)	5307, 5339	\$ 1,421,391						\$ 284,278	\$ 1,137,113	\$ 1,421,391
20	Human Trafficking Awareness and Public Safety Initiative	5312		\$ 109,515					\$ 21,903	\$ 87,612	\$ 109,515
21	Electrification Infrastructure	unfunded						\$ 2,000,000	\$ 400,000	\$ 1,600,000	\$ 2,000,000
22	Plans and Planning, non-operations (TOD, Corridor, Mobility/OnDemand Studies)	unfunded						\$ 890,485	\$ 178,097	\$ 712,388	\$ 890,485
23	Bus Support Equip - Fare Collection	unfunded						\$ 250,000	\$ 50,000	\$ 200,000	\$ 250,000
24	Acquisition of Property for NAIPTA Expansion	unfunded						\$ 2,500,000	\$ 500,000	\$ 2,000,000	\$ 2,500,000
25	NAU McConnell Dr Multimodal Improvements	unfunded						\$ 7,000,000	\$ 1,400,000	\$ 5,600,000	\$ 7,000,000
26	NAU - Milton Campus Entry	unfunded						\$ 3,500,000	\$ 700,000	\$ 2,800,000	\$ 3,500,000
27	Kaspar Master Plan - Remodel and Electrification	unfunded						\$ 6,000,000	\$ 1,200,000	\$ 4,800,000	\$ 6,000,000
28	Bus Storage Facility (Campus Location)	unfunded						\$ 16,638,328	\$ 3,327,666	\$ 13,310,662	\$ 16,638,328
29	CDL Training and Testing Facility	unfunded						\$ 1,000,000	\$ 200,000	\$ 800,000	\$ 1,000,000
30	High-Capacity Transit - Acquisition/Construction	unfunded						\$ 27,000,000	\$ 5,400,000	\$ 21,600,000	\$ 27,000,000
31	High-Capacity Transit - Fleet Expansion	unfunded						\$ 10,000,000	\$ 2,000,000	\$ 8,000,000	\$ 10,000,000
32	Route and Route Infrastructure Improvements (capital)	unfunded						\$ 6,400,000	\$ 1,280,000	\$ 5,120,000	\$ 6,400,000
33	Park n Ride Transit Center	unfunded						\$ 3,000,000	\$ 600,000	\$ 2,400,000	\$ 3,000,000
34	Replacement Buses (Hybrid/Electric, total of 12)	unfunded						\$ 12,000,000	\$ 2,400,000	\$ 9,600,000	\$ 12,000,000
35	Replacement Paratransit Vehicles (Cutaway Buses, total of 4)	unfunded						\$ 1,000,000	\$ 200,000	\$ 800,000	\$ 1,000,000
36	First Last Mile Infrastructure (capital)	unfunded						\$ 13,100,000	\$ 2,620,000	\$ 10,480,000	\$ 13,100,000
TOTAL ALL CATEGORIES			\$ 57,943,125	\$ 17,259,686	\$ 9,971,839	\$ 9,943,076	\$ 10,138,138	\$ 122,416,951	\$ 86,477,446	\$ 139,595,369	\$ 226,072,815

Fiscal Year is local fiscal year of July 1 thru June 30 to express year of obligation.
 **Local Match increases by an average of 2% annually. Local match is combination of City taxes and University IGA funds

Table 6. FTA Section 5310 transit projects within the FMPO area							
Updated March 18, 2020							
<i>Agency</i>	<i>FY - Award</i>	<i>Location</i>	<i>Project description</i>	<i>Fund type</i>	<i>Local cost</i>	<i>Federal cost</i>	<i>Total cost</i>
Civic Service Institute - NAU	2020	Small Urban	Senior Companion Program	5310 - Operating	\$ 15,000	\$ 15,000	\$ 30,000
NAIPTA	2020	Small Urban	ADA Plus	5310 - Operating	\$ 75,000	\$ 75,000	\$ 150,000
NAIPTA	2020	Small Urban	Taxi voucher program	5310 - Operating	\$ 45,000	\$ 45,000	\$ 90,000
NAIPTA	2020	Small Urban	Bus stop mobility program	5310 - Capital	\$ 15,000	\$ 60,000	\$ 75,000
NAIPTA	2020	Small Urban	Mobility management	5310 - Mblty mgmt	\$ 22,500	\$ 90,000	\$ 112,500
					\$ 172,500	\$ 285,000	\$ 457,500
	<i>FY - Pending</i>						
Civic Service Institute - NAU	2021	Small Urban	Senior Companion Program	5310 - Operating	\$ 40,000	\$ 40,000	\$ 80,000
Quality Connections, Inc	2021	Small Urban	Replacement mini-vans with ramp	5310 - Capital	\$ 10,230	\$ 37,200	\$ 47,430
Quality Connections, Inc	2021	Small Urban	Replacement mini-vans with ramp	5310 - Capital	\$ 10,230	\$ 37,200	\$ 47,430
NAIPTA	2021	Small Urban	Mobility management	5310 - Mblty mgmt	\$ 22,500	\$ 90,000	\$ 112,500
NAIPTA	2021	Small Urban	ADA Plus	5310 - Operating	\$ 115,943	\$ 115,943	\$ 231,886
NAIPTA	2021	Small Urban	Taxi voucher program	5310 - Operating	\$ 75,000	\$ 75,000	\$ 150,000
NAIPTA	2021	Small Urban	Bus stop mobility program	5310 - Capital	\$ 20,000	\$ 80,000	\$ 100,000
					\$ 293,903	\$ 475,343	\$ 769,246
TOTALS					\$ 466,403	\$ 760,343	\$ 1,226,746

Table 7. Safety projects with the FMPO area											
Sponsor	Proj ID	Project name - location - description	Fund	Project cost	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total 2021-2025
ADOT	100997	I-40 Variable Speed Signs/Operations I-40 from MP 186 to 206 Var speed limit signs/operations equip	HSIP	\$ 6,105,000	\$ 469,000	\$ 5,636,000					\$ 5,636,000
						d	c				
COF	101020	Fourth/Cedar/Lockett Roundabout Fourth St/Cedar Ave/Lockett Rd Reconstruct intersection as roundabout	HSIP Local	\$ 1,929,250	\$ 30,000	\$ 482,469 \$ 30,813	\$ 1,385,968				\$ 1,868,437 \$ 30,813
					ad	r	c				
TOTALS						\$ 6,149,282	\$ 1,385,968				\$ 7,535,250

Phase Codes: a = ADOT administration fee; s = study; d = design; r = right-of-way; c = construction; u = utilities

Table 8. Pavement preservation & Bridge Repair projects within the FMPO area

Sponsor	Proj ID	Project name - location - description	Fund	Project cost	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total 2021-2025
ADOT	100028	Riordan ATSFRR Overpass I-40 at BNSF tracks (MP 190) Construct scour retrofit	NHPP	\$300,000	\$300,000						\$0
ADOT	8804	A-1 Mountain TI Underpass I-40 Bridge 896 (MP 192) Design/construct bridge rehab	NHPP	\$6,841,000			\$6,200,000				\$6,200,000
ADOT	100241	I-17 Pavement Preservation SB County line to McConnell Dr bridge Pavement preservation	NHPP	\$36,286,000	\$386,000	\$35,900,000					\$35,900,000
ADOT	8162	I-40 Pavement Preservation I-17 to Walnut Canyon Rd Pavement preservation	NHPP	\$21,904,000	\$495,000	\$21,453,000					\$21,453,000
ADOT	100199	Cosnino Road TI Underpass I-40 at Cosnino Rd Bridge rehabilitation	NHPP	\$2,600,000				\$500,000		\$4,000,000	\$4,500,000
ADOT	8808	Winona TI Underpass I-40 at Townsend-Winona Rd Bridge rehabilitation	NHPP	\$5,300,000	\$5,300,000						\$0
ADOT	101004	SR89A to I-40B Pavement Rehab MP 402 to MP 403 Pavement preservation	NHPP	\$7,287,000	\$410,000	\$6,877,000					\$6,877,000
ADOT	100188	Airport Rd TI Underpass I-17 at J.W. Powell Blvd Bridge rehabilitation	NHPP	\$4,800,000		\$800,000		\$4,000,000			\$4,800,000
COF	TBD	Pavement Overlay varies	RRSS	varies	\$4,088,988	\$1,000,000	\$1,000,000	\$1,000,000	\$4,000,000	\$4,000,000	\$11,000,000
COF	TBD	Aztec Street Road reconstruction and utility replacement	RRSS	\$1,442,922	\$1,442,922						\$0
COF	TBD	West Flag Quadrant Repairs varies Pavement preservation	RRSS	\$4,974,914	\$4,574,914		\$400,000				\$400,000
COF	TBD	Coconino Estates All roads Street reconstruction	RRSS	\$13,495,023	\$4,877,423	\$6,128,400	\$2,489,200				\$8,617,600
CC		Kachina Trail Kona Trail to Tolani Trail Overlay					\$35,250				\$35,250
TOTALS					\$21,575,247	\$72,158,400	\$3,889,200	\$5,500,000		\$8,000,000	\$93,582,850

Phase Codes: s = study; d = design; r = right-of-way; c = construction; u = utilities



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STAFF REPORT

REPORT DATE: January 20, 2021
MEETING DATE: January 27, 2021
TO: Honorable Chair and Members of the TAC
FROM: Jeff Meilbeck, Executive Director
SUBJECT: Milton Corridor Master Plan Update

1. Recommendation:

i None. This item is for discussion only.

2. Related Strategic Workplan Item

i Participate in, review, and take formal action in support of -- or recommending adjustments to -- ADOT's Milton/Hwy 180 plan by June 30, 2021.

3. Background

i ADOT held a virtual open house on November 18, 2020 to gain public input on the Milton Road Corridor Master Plan (CMP). Going into the open house, the "No Build" alternative was the highest scoring alternative through the ADOT process. MetroPlan staff have been collaborating with ADOT, Mountain Line and City of Flagstaff on ADOT's planning effort.

At the December 2, 2020 MetroPlan Board meeting, MetroPlan recognized the need to support ADOT's efforts while they compile the results of the November 18th Open House. MetroPlan remains keenly interested in learning what ADOT's recommended alternative will be based on Open House input and is staying in close contact with ADOT's project manager. ADOT will be leading a meeting of project partners on January 28th from 1:00 PM to 4:00 PM to review results. The ADOT project manager has expressed interest in providing an update to the MetroPlan TAC on February 24th, and the MetroPlan Executive Board on March 3rd.



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Ultimately, MetroPlan’s goal is to meet the spirit of our Strategic WorkPlan measurable objective and “take formal action in support of – or recommending adjustments too – ADOT’s Milton/Highway 180 plan by June 30, 2021.”

4. Fiscal Impact

i *None at this time.*

5. Alternatives

i *None at this time.*

6. Attachments

i *Pending*



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STAFF REPORT

REPORT DATE: January 19, 2021
MEETING DATE: January 27, 2021
TO: Honorable Chair and Members of the TAC
FROM: Breanna Fimbres, Montoya Fellow
SUBJECT: The Pandemic's Effect on Travel Behavior

1. Recommendation:

i *None. This item is for information only.*

2. Related Strategic Workplan Item

i *MetroPlan is focused:*

- *Adopts clearly delineated objectives*
- *Provides ambitious and credible solutions*
- *Strategically plans for political and financial realities and possibilities*

3. Background

i *For the past 10 months of the pandemic, effects on travel behavior have been seen with potential for significant long-term impacts shifts. This presentation covers various trip types and attitudes related to the pandemic such as work from home, shopping and mode choice habits, attitude correlations, and impacts on disadvantaged populations. The presentation is intending to use qualitative and quantitative research to illustrate potential impacts in the region and nationwide.*

It is imperative that travel behavior impacts from the pandemic are communicated to municipal agencies to advise future planning and decision-making. Operating under pre-pandemic assumptions may be consequential and misdirect resources.



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4. Fiscal Impact

i None. This item is for information only.

5. Alternatives

i None. This item is for information only.

6. Attachments

i PowerPoint presentation, *The Pandemic's Effect on Travel Behavior*.

AGENDA

Executive Board Meeting 10:00 AM to Noon February 3, 2021

Join Zoom Meeting: <https://us02web.zoom.us/j/79199115652>
Meeting ID: 791 9911 5652
Dial-in: +1 408 638 0968US

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting MetroPlan via email at rosie.wear@metroplanflg.org. The MetroPlan complies with Title VI of the Civil Rights Act of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin and LEP – Limited English Proficiency.) Requests should be made by contacting the MetroPlan at 928-266-1293 as early as possible to allow time to arrange the accommodation. **A quorum of the TAC may be present.**

Public Questions and Comments must be emailed to rosie.wear@metroplanflg.org prior to the meeting.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the MetroPlan Executive Board and to the general public that, at this regular meeting, the MetroPlan Executive Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the MetroPlan Executive Board's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A).

EXECUTIVE BOARD MEMBERS

- Jim McCarthy, Flagstaff City Council, Interim Chair
- Matt Ryan, Coconino County Board of Supervisors, Interim Vice-Chair
- Jesse Thompson, Arizona State Transportation Board Member
- Steve Peru, Mountain Line Board of Directors
- Regina Salas, Flagstaff City Council
- Austin Aslan, Flagstaff City Council
- Becky Daggett, Flagstaff City Council (alternate)
- VACANT, Coconino County Board of Supervisors
- VACANT, Coconino County Board of Supervisors (alternate)

METROPLAN STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, Manager



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□Rosie Wear, Business Manager

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

(At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.)

D. APPROVAL OF MINUTES

- Minutes of Regular Meeting: December 2, 2020

II. CONSENT AGENDA

(Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board.)

III. GENERAL BUSINESS

A. Welcome New Board Members (Pages xx)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

B. Election of Officers (Pages xx)

MetroPlan Staff: Rosie Wear

Recommendation: Staff recommends the Board elect a Chair and Vice-Chair for the incoming Executive Board.

C. Annual Board Orientation and Conflict of Interest Statement (Pages xx)

MetroPlan Staff: Jeff Meilbeck



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Recommendation: Staff recommends the Board consider adopting a CY21 Board planning calendar.

D. Strategic Advance (Pages xx)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board consider the Strategic Advance.

E. FY21 Draft Public Calendar (Pages xx)

MetroPlan Staff: Rosie Wear

Recommendation: Staff recommends the Board consider adopting a CY21 Board planning calendar.

F. Grant Funding Update (Pages xx)

MetroPlan Staff: Jeff Meilbeck

Recommendation: This item is for discussion only.

G. Regional Transportation Plan Advisory Group and Procurement Update
(Pages xx)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Executive Board authorize the MetroPlan Executive Director to recruit, screen, and enter contract negotiations with qualified consultants for the 2045 Regional Transportation Plan.

H. Milton/180 Update (Pages xx)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

I. TIP Amendment (Pages xx)

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the Board amending the TIP.



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J. Items from the Executive Director

MetroPlan Staff: Jeff Meilbeck

1. Next Executive Board meeting – March 3rd, 2021

V: CLOSING BUSINESS

A. ITEMS FROM THE BOARD

(Board members may make general announcements, raise items of concern or report on current topics of interest to the Board. Items are not on the agenda, so discussion is limited and action not allowed.)

B. ADJOURN

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on xx 30, 2021 at xx:00 pm in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this xx Day of xx 2021.

Rosie Wear, MetroPlan Business Manager