



## AGENDA ITEM 4 C

**FY 2016/17 – 2017/18 UNIFIED PLANNING WORK PROGRAM (UPWP)  
AMENDMENTS**

TYPE OF ITEM: Consent

**STATEMENT OF ISSUE**

Amendments are necessary to the current UPWP to cover expenses from FY 2016/17 and make funds available to the new FY 2018/19 – FY 2019/20 UPWP as well as add an expansion of work for the Midtown Transportation Plan. Those amendments are as follows:

**FY 2016/17 budget:** add \$50,000 in FTA Section 5305(d) funds to cover all expenses related to this grant. The budget is proposed to be amended as follows:

FY 2016/17 UPWP Task	Original Budget				Amended Budget*			
	FTA Sec. 5305(d)	State Match	Local Match	Total	FTA Sec. 5305(d)	State Match	Local Match	Total
Task 1.0 - Administration	\$ 30,000	\$ 3,750	\$ 3,750	\$ 37,500	\$ 30,000	\$ 3,750	\$ 3,750	\$ 37,500
Task 2.0 - Data Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 3.0 - UPWP	\$ 20,000	\$ 2,500	\$ 2,500	\$ 25,000	\$ 20,000	\$ 2,500	\$ 2,500	\$ 25,000
Task 4.0 - TIP	\$ 15,000	\$ 1,875	\$ 1,875	\$ 18,750	<b>\$ 32,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 40,000</b>
Task 5.0 - LRTP	\$ 19,500	\$ 2,438	\$ 2,438	\$ 24,375	<b>\$ 34,196</b>	<b>\$ 4,275</b>	<b>\$ 4,275</b>	<b>\$ 42,745</b>
Task 6.0 - Public Involvement	\$ 12,000	\$ 1,500	\$ 1,500	\$ 15,000	\$ 12,000	\$ 1,500	\$ 1,500	\$ 15,000
Task 7.0 - Systems Planning								
7.4 - TD	\$ 2,000	\$ 250	\$ 250	\$ 2,500	\$ 2,000	\$ 250	\$ 250	\$ 2,500
7.5 - Mobility Management	\$ 10,405	\$ 1,301	\$ 1,301	\$ 13,006	<b>\$ 14,240</b>	<b>\$ 1,780</b>	<b>\$ 1,780</b>	<b>\$ 17,800</b>
Task 8.0 - Regional Coord.	\$ 20,000	\$ 2,500	\$ 2,500	\$ 25,000	<b>\$ 34,469</b>	<b>\$ 4,309</b>	<b>\$ 4,309</b>	<b>\$ 43,086</b>
	<b>\$ 128,905</b>	<b>\$ 16,113</b>	<b>\$ 16,113</b>	<b>\$ 161,131</b>	<b>\$ 178,905</b>	<b>\$ 22,363</b>	<b>\$ 22,363</b>	<b>\$ 223,631</b>

\*Amended Tasks in bold

**FY 2017/18 budget:** deobligate (similar to a carryforward) \$191,000 in PL, SU, SA, and CM funds to make those funds available for FY 2018/19 that begins July 1. The funds are proposed to be deobligated as follows:

TASK	ELEMENT	FHWA											
		PL			SU			SA			CM		
		Original	Deobligation	New Balance	Original	Deobligation	New Balance	Original	Deobligation	New Balance	Original	Deobligation	New Balance
1.0	Admin	\$331,124	\$117,600	\$213,523									
2.0	Data/Safety	\$20,872	\$3,600	\$17,272									
3.0	LRP	\$84,030	\$64,800	\$19,230									
4.0	SRP	\$52,485	\$0	\$52,485									
5.0	Mobility Planning	\$53,296	\$0	\$53,296	\$562,000	\$507,000	\$55,000				\$446,966	\$242,700	\$204,266
6.0	Public Inv.	\$88,557	\$5,000	\$83,557									
7.0	Special Proj.	\$228,936	\$0	\$228,936	\$555,948	\$365,198	\$190,750	\$211,552	\$48,292	\$163,260			
	TOTAL	\$859,301	\$191,000	\$668,300	\$1,117,948	\$872,198	\$245,750	\$211,552	\$48,292	\$163,260	\$446,966	\$242,700	\$204,266

PL funds are our normal operating funds. SU, SA and CM funds are used for larger studies such as the Southwest Area Transportation Plan (SU), the Midtown Transportation Plan (SA) and the Congestion Management Plan update (CA).

**Midtown Transportation Plan – Phase I:** The Phase I was originally scheduled to be completed in June. However, Phase I was completed and approved by the CRTPA Board in February. In order to initiate Phase II, which includes the public involvement and refinement of the alternatives, Task 7.0 - Special Projects must be amended to include a description of the work to be performed. The total cost of Phase II is estimated at \$190,000 and is primarily funded in FY 2018/19. No budget amendment for the projects is necessary since there were ample funds left over from Phase I. This amendment will allow for the immediate start of the Phase II.

Task 7.2 is proposed to be amended as follows:

7.2 Midtown Area Transportation Plan (Phase I) (~~June~~ April 2018)

*The Midtown Area Transportation Study will take a multi-modal approach to improving the transportation network in the area. The study will review the operating characteristics of several roadways including Thomasville Road, Monroe Street, North Meridian Road, North Calhoun and Gadsden Streets and East 6th and 7th Avenues. Building on the recently completed Thomasville Road Safety Study, the Midtown Study will also identify opportunities to improve the bicycle and pedestrian network as well as potential transit improvements. The study is anticipated to include several additional aspects including:*

- Development of alternative traffic flow patterns
- Identification of operations improvements
- Review of crash histories and potential countermeasures

- Development of short- and long-term improvements
- Investigate potential ITS improvements
- Review of potential ITS deployments

Midtown Area Transportation Plan (Phase II) (June 2019)

Phase II will present the results of Phase I to the public and seek to refine the identified alternatives based on the comments received. Anticipated work will include:

- Identification of stakeholders
- Stakeholder meetings
- Development/administration of surveys
- Refinement of Phase I alternatives
- Public meetings for presentation of refined alternatives
- Documentation of final Plan

**RECOMMENDED ACTION**

Approval

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**AMENDMENT TO THE  
METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

525-010-02  
POLICY PLANNING  
OGC – 5/16  
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Financial Project Nos.: <u>439323-1-14-01</u> <u>439323-1-14-02</u> <u>439323-1-14-03</u> <u>439323-1-14-04</u> (item-segment-phase-sequence)	Funds: (01)PL;(02)SU;(03)CM;(04) SA  Function: <u>615</u> Federal Award Project No.: <u>0020(054)</u> MPO DUNS No.: <u>831025601</u>	FLAIR Approp.: <u>088854</u>  FLAIR Obj.: <u>780000</u> Org. Code: <u>55032010330</u> Vendor No.: <u>F96000435042</u>
Contract No.: <u>G0D29</u> CFDA Number & Title: <u>20.205</u>		

THIS AMENDMENT TO THE METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Amendment) is made and entered into on this \_\_\_\_\_ day of May 2018, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 1074 Highway 90, Chipley, FL and the Capital Region Transportation Planning Agency (MPO), whose address is 300 South Adams Street, Tallahassee, FL, and whose Data Universal Numbering System (DUNS) Number is: 831025601 (collectively the "parties").

#### RECITALS

WHEREAS, the Department and the MPO on June 20, 2016 entered into a Metropolitan Planning Organization Agreement (Agreement), whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. Paragraph 4 of the Agreement is amended to reflect:

**Project Cost:** The total budgetary ceiling for the Project is \$1,839,101. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of Authorization" is issued by the Department. The total of all authorizations shall not exceed the annual budgetary ceiling established below and shall be completed within the term of this Agreement:

FINANCIAL PROJECT NO.	FISCAL YEAR	AMOUNT
<u>439323-1-14-01</u>	<u>2017</u>	<u>\$557,525.00</u>
<u>439323-1-14-01</u>	<u>2018</u>	<u>\$688,300.00</u>
<u>439323-1-14-02</u>	<u>2018</u>	<u>\$245,750.00</u>
<u>439323-1-14-03</u>	<u>2018</u>	<u>\$163,260.00</u>
<u>439323-1-14-04</u>	<u>2018</u>	<u>\$ 204,266.00</u>

2. Exhibit A (Scope of Work) of the Agreement is amended as follows: This amendment is more fully described in the attached UPWP Revision Form.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**AMENDMENT TO THE  
METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day, month and year set forth above.

MPO	Florida Department of Transportation
<u>Capital Region Transportation Agency</u> MPO Name	District Three
<u>Nick Maddox</u> Signatory (Printed or Typed)	<u>Phillip Gainer</u> Department of Transportation
_____ Signature	_____ Signature
<u>Chairman</u> Title	<u>District Three Secretary</u> Title
_____ Legal Review MPO	_____ Legal Review Department of Transportation