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MEMO

MPO 1a

To: Mayor and Council Members

From: John Joiner

Date: January 24, 2014

Subject: Background Information: What is the Ames Area Metropolitan Planning Organization (AAMPO)?

The population of the Ames area passed 50,000 people in the 2000 census. Consequently, the federal government now recognizes Ames as a “metropolitan area” and the Ames Area Metropolitan Planning Organization (MPO) was formed. The AAMPO is required to provide transportation planning services for the cities of Ames and Gilbert, as well as nearby portions of Boone County and Story County.

Under an Administrative Services agreement, the City of Ames performs the staffing functions for the AAMPO. The AAMPO carries out planning functions in accordance with the requirements of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Iowa Department of Transportation (Iowa DOT). Federal funds are provided from these agencies for planning activities, as well as for street, trail, and transit projects. These federal allocations are typically made on an 80% federal and 20% local match basis. The local match typically is funded through Road Use Tax, General Obligation Bonds and CyRide funds, as appropriate.

Other than day-to-day staffing, there are two main bodies that govern the AAMPO:

The Transportation Policy Committee (TPC) – This is the governing body of the AAMPO and consists of elected officials from the member agencies.

The Transportation Technical Committee (TTC) – This is an advisory body for the TPC. It is comprised of technical staff from the member agencies.

There are three major work area requirements:

A **Long Range Transportation Plan (LRTP)** is required to be established and updated every five years. This is a fiscally constrained document that guides AAMPO’s activities and projects.

A **Transportation Planning Work Program (TPWP)** is required to be submitted annually. This lays out the anticipated planning activities during the coming fiscal year.

A **Transportation Improvements Program (TIP)** is also required to be submitted annually. This document plans how federal project funds will be used over the next four years. Each fiscal year this typically includes one street project and one trail project, as well as transit related projects and operational activities.

In addition, staff needs to reach out to the public following the **Public Participation Plan**, which is reviewed annually by staff. For more information on the AAMPO, please visit the following web page: <http://www.cityofames.org/index.aspx?page=211>.

**AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)
TRANSPORTATION POLICY COMMITTEE ACTION FORM**

**SUBJECT: ENGINEERING SERVICES CONTRACT FOR 2040 LONG RANGE
TRANSPORTATION PLAN UPDATE**

BACKGROUND:

The Ames Area Metropolitan Planning Organization (AAMPO) is required to prepare an updated Long-Range Transportation Plan every five years. The next update is due for completion by October 1, 2015.

The overall purpose of the Long Range Transportation Plan (LRTP) is to identify a vision for transportation that is integrally linked with the adopted Land Use Policy Plan and Urban Fringe Plan. It will describe how transportation services will evolve over a 25-year period. The attached Scope of Services identifies each of the major tasks involved with the plan development, as well as the subtasks, which identify the work activity in greater detail.

As part of developing the plan, transportation data regarding mapping, traffic, transit, biking, and pedestrians will be gathered. The AAMPO Policy Committee will oversee development of the plan. The AAMPO Technical Committee will guide development of the plan, while staff will act as administrator for the MPO. The Goals and Objectives for the plan update will expand on the ones developed in the 2010 Plan, updated as necessary based on citizen input received during the public participation process and feedback received since the adoption of the 2010 plan. The updated Goals and Objectives will then be presented to the Policy Committee and will serve as the basis for decision making as projects are analyzed.

Opportunities for public participation in the process will be provided through several avenues. Numerous public meetings will be held to gather information regarding the community's transportation needs, including a design charrette process. There will be a Transportation Focus Group assembled that will advise the technical staff throughout the plan update. The Transportation Focus Group will be made up of a diverse group of public and private individuals from all parts of the Ames area representing various interests.

The focus group will include bicyclists, neighborhood associations, emergency service providers, CyRide (transit provider), business groups, ISU students and staff, industrial business representatives, and developers. A project web site will also be developed to engage the public and provide ongoing information about the Ames Area MPO and its transportation goals.

Base year transportation modeling for this plan will be done by Iowa Department of Transportation (Iowa DOT) in conjunction with the consultant and staff. Traffic and transit analyses will be included. This evaluation will also include all modes of travel, which includes the community's on-street and shared-use path systems as well as the potential of developing interconnections with a green-belt trail system. This also serves to bring an energy efficiency strategy into the planning process. **Bicycle and pedestrian level of service will be evaluated as part of this plan.**

The new plan will include both traditional elements and an emphasis on safety in accordance with state-of-the-practice planning measures and direction from national and local policy makers, as well as all required planning factors as specified in federal MAP-21 transportation legislation. A specific goal of this update will include a mode split step in the transportation model for transit, which involves an extensive on-board travel survey. A "mode split" takes a traditional "vehicle trip" model and converts it to "person trips", thereby allowing the model to estimate what mode (vehicle or transit) they would take when traveling through the Ames area. This then allows for greater accuracy when assessing impacts to the transportation system.

All of this will lead to the development and evaluation of a Universe of Alternatives for transportation improvements. Project concept plans will be drafted/updated for these improvements and each potential project will be checked to determine if it is financially feasible based upon year of expenditure dollars. The consultant will ultimately deliver the final report in both paper and electronic formats. All of this work will be completed within the next 21 months prior to October 1, 2015.

LRTP Development Process:

Planning & Public Involvement Steps:

- Issues/Vision Workshop
- Compile Issues/Establish Vision
- Alternatives Development (Charrette)
- Evaluate Alternatives
- Alternative Evaluation Workshop
- Select Alternatives
- Create Draft 2040 Plan

Transportation Modeling Steps:

- Existing Land Use/Population/Employment
 - Develop 4-Step Model (Existing)
 1. Trip Generation
 2. Trip Distribution
 - 3. Mode Split/Mode Choice - New**
 4. Network Assignment
- Future Land Use/Population/Employment
 - 4-Step Model (Existing + Committed)

The planning and modeling efforts will run concurrently throughout the plan development.

Consultant Selection Process

Following the Federally mandated requirements, the consultant selection process began in August 2013 when a Request for Qualification (RFQ) Statements was solicited by AAMPO. AAMPO sent the request to all pre-qualified firms registered with the Iowa DOT as having transportation planning skills. Of the 47 firms, approximately 7 firms called or visited expressing interest. As a result of the RFQ, three teams submitted statements. Typically, 3 to 5 firms with an average score of 80 out of 100 points is asked to submit proposals. The scores for the RFQ process are as follows:

2040 LRTP: RFQ Scores						
Firm	AAMPO	Public Works	Iowa DOT	ISU	CyRide	Average
SRF	92	88	66	85	99	86.0
LSA	88	92	82	81	96	87.8
HDR	85	89	84	76	83	83.4

In August, a consultant Selection Team consisting of staff from AAMPO, Public Works, Iowa State University, CyRide, and Iowa DOT reviewed the statements and asked the three teams to submit proposals. The three teams were HDR Engineering Inc. (HDR), LSA Associates, Inc. (LSA), SRF Consulting Group, Inc. (SRF), all of which came for onsite interviews in September 2013. Similarly to the RFQ evaluation, any firm having an average score of approximately 80 out of 100 points is considered competent of performing the LRTP plan update.

2040 LRTP: RFP Scores						
Firm	AAMPO	Public Works	Iowa DOT	ISU	CyRide	Average
SRF	89	84	73	96	97	87.8
LSA	90	84	83	95	84	87.2
HDR	83	76	88	92	84	84.6

<u>Scoring Criteria:</u>	<u>Points</u>
Project Understanding:	10
Design Team:	10
Key Personnel:	15
Previous Experience:	20
Project Approach:	5
Responsiveness:	10
Ability to Perform Works:	15
Proposed Project Schedule:	15

Prior to making a final determination, the selection team discussed the strengths and weaknesses of each firm in great detail. Each respective firm had assembled a team of people with diverse areas of expertise, which made selecting any one firm very difficult. However, the selection team was tasked with picking the firm that had the strongest overall team in all areas of transportation planning, public involvement, and technical knowledge to get the best product for our community. **During the interviews, it was found that HDR was proposing a much**

stronger focus on the public engagement process than the other firms. This was very impressive and will be quite important in developing the best possible plan because all steps of the update rely heavily upon user (customer) input and feedback. **It should be noted that, per Federal requirements, cost cannot in any way be part of the selection process. Cost can only be determined after a firm is selected and staff enters into negotiations to define the scope and fee for the project.**

As a result of that process, the team of HDR out of the Omaha, Nebraska office, with HDR's other subcontractors were selected to prepare the plan. HDR had the strongest working knowledge of the Ames area, since they created the 2010 LRTP. **HDR is also set apart from the other firms based upon their outstanding public participation plan, experienced team members, and proven technical capabilities.** Being one of the larger planning and engineering firms, HDR can also pull from a national employment base of subject matter experts as needed to provide innovative and creative transportation solutions.

Staff negotiated a contract with HDR and a fee not to exceed \$499,301. The contract will run over the next two fiscal years. Federal planning funds distributed to the MPO will pay for 80% of the plan, which will total approximately \$399,441. MPO/Planning Funds have been programmed for approximately \$308,000 in FY13/14 and \$132,000 in FY14/15, which brings the total programmed federal funding to \$440,000. The City of Ames will need to provide an approximate local match of \$99,860. The budgeted amount shown in the 2013/14 CIP has \$80,000 from Road Use Tax (RUT) funds, leaving an additional \$19,860 to be funded. In December 2013, projected savings of \$84,500 from the Traffic Signal Program for Lincoln Way and Hayward Avenue were returned to the balance of the RUT fund. The additional \$19,860 could be financed from the balance of the RUT Fund.

ALTERNATIVES:

1. Recommend that the Ames City Council approve the Engineering Services Agreement to prepare the 2040 Long Range Transportation Plan with HDR Engineering Inc. of Omaha, NE in an amount not to exceed \$499,301.
2. Recommend that the Ames City Council not execute the agreement with HDR, and direct the AAMPO staff to pursue negotiations with one of the remaining qualified firms.
3. Direct AAMPO staff to reject all proposals and begin with a new solicitation for preparing the 2040 Long Range Transportation Plan.

ADMINISTRATOR'S RECOMMENDED ACTION:

By executing the professional service agreement with HDR, the community will be able to begin its process for visioning and planning for the next 25 years of transportation in Ames and meet the required deadline of October 2015 for approval of the final plan.

Therefore, it is the counsel of the Administrator that the AAMPO Policy Committee recommend that the Ames City Council approve the Engineering Services Agreement to prepare the 2040 Long Range Transportation Plan with HDR Engineering Inc. of Omaha, NE in an amount not to exceed \$499,301.