

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street, Omaha
(402) 444-6866

BOARD OF DIRECTORS MEETING
Thursday, October 31, 2019
1:30 p.m.

AGENDA

This meeting of the Metropolitan Area Planning Agency Board of Directors will be conducted in compliance with the Nebraska Statutes of the Open Meetings Act. For reference, the Open Meetings Act is posted on the wall of the Board Room.

- A. ROLL CALL / INTRODUCTIONS
- B. APPROVAL OF THE AGENDA (ACTION)
- C. BOARD MINUTES of the September 26, 2019 meeting. (ACTION)
- D. FINANCE COMMITTEE MINUTES of the October 23, 2019 meeting.
- E. AGENCY REPORTS & PRESENTATIONS – (INFORMATION)
 - 1. AGENCY REPORTS
 - a. Executive Director’s Report – Greg Youell
 - b. Community Development Update – Don Gross
 - c. Census Complete Count Committees Report – Jeff Spiehs
- F. PUBLIC COMMENTS – See Footnote
- G. DISCUSSION –
 - 1. COST RECOVERY PLAN – (INFORMATION)
Paul Johnson, Douglas County Emergency Management Director, will update the Board on an application to NEMA that includes a regional Cost Recovery Plan.
 - 2. 2020 CALENDAR DATES – (INFORMATION)
- H. OLD BUSINESS –
 - 1. APPROVAL OF AMENDMENT 11 TO THE LONG RANGE TRANSPORTATION PLAN (LRTP) – (ACTION)
 - 2. APPROVAL OF AMENDMENT 2 TO THE FY 2020 - 2025 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) – (ACTION)
 - 3. APPROVAL OF A CALL FOR PROJECTS FOR THE FY 2021 - 2026 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) – (ACTION)
- I. NEW BUSINESS
 - 1. NEW CONTRACTS / TASK ORDERS – (ACTION)
 - a. Toole Design Group, LLC - City of Council Bluffs 1st Avenue Transit Alternatives Analysis - \$199,987.38
 - b. NIROC Aerial Photography Project
 - i. Douglas County
 - ii. City of Omaha
 - iii. Sarpy County

2. TRAVEL – (ACTION)

The Board will consider approval of the Travel Authorization for 3 MAPA Staff Members and up to 4 Board Members to travel to Washington, D.C. for the NARC National Conference of Regions, February 9 - 12, 2020.

- a. [NARC - Washington DC - February 9-12, 2019 - up to 4 Board Members - \\$9,271.40](#)
- b. [NARC - Washington DC - February 9-12, 2019 - up to 3 Staff Members - \\$6,953.55](#)

3. AMENDMENT TO THE OPERATING BYLAWS FOR THE MAPA BOARD OF DIRECTORS – (ACTION)

The Board will consider approval of an amendment to the Operating Bylaws for the MAPA Board of Directors. This amendment would be to Article IV - Meetings and change the meeting frequency to the fourth Thursday of each month. Exceptions to this include the month of November, in which the Board of Directors does not meet and the month of December, in which the Board will meet on the second Thursday of the month.

J. ADDITIONAL BUSINESS –

K. ADJOURNMENT –

Future Meetings/Events:

Heartland 2050 Speaker's Series - Close the Gap: Expanding Housing Choices - Thursday, November 14, 2019 @ UNO Thompson Alumni Center

Finance Committee: Wednesday, December 4, 2019

H2050 Regional Planning Advisory Committee - Friday, December 5, 2019

Council of Officials Meeting & Luncheon - Thursday, December 12, 2019 @ MAPA

Board of Directors: Thursday, December 12, 2019

NARC National Conference of Regions – Washington, D.C. – February 9-12, 2020

Executive Session: The MAPA Board of Directors reserves the right to enter into an executive session in order to protect the public interest with respect to discussion regarding litigation and personnel.

* Individuals interested in addressing the MAPA Board of Directors during the Public Comment period about agenda items should identify themselves by name and address before speaking. Individuals interested in addressing the MAPA Board of Directors regarding nonagenda items must sign the request to speak list located in the Board Room prior to the beginning of the meeting.

Requests to speak may also be made to MAPA in writing by regular U.S. mail or email (mapa@mapacog.org) provided that requests are received by close of business on the day prior to the meeting. Speakers will be limited to three minutes. The presiding officer shall have authority to limit discussion or presentation by members and non-members of the Board of Directors or to take other appropriate actions necessary to conduct all business in an orderly manner.

Meeting Quorum: The presence of fifty percent (50%) of the total membership of the Board of Directors (5) at an officially called meeting shall constitute a quorum. (Articles of Interlocal Cooperation Agreement, Section 6.13)

The Board considered Consent Agenda items listed below for approval.

1. Finance Committee Minutes of the September 18, 2019 meeting.
2. Contract Payments – Wellcom – PMT #5 - \$1,212.01

MOTION by Duda, SECOND by Vinton to approve all items on the Consent Agenda.

AYES: Duda, Festersen, Hike, Kelly, Kindig, Schultz, Stothert, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

G. OLD BUSINESS –

1. Contract Payment – Emspace + Lovgren – CMAQ and Reduced Fare Program PMT #15 - \$70,508.17 – (Action)
The Board considered for approval contract payment #15 to Emspace + Lovgren for the CMAQ and Reduced Fare Program in the amount of \$70,508.17.

MOTION by Stothert, SECOND by Vinton to approve the contract #15 to Emspace + Lovgren – CMAQ and Reduced Fare Program

AYES: Duda, Festersen, Hike, Kelly, Kindig, Schultz, Stothert, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

2. Resolution 2020 – 03: FY 2020 – 2025 Transportation Improvement Program (TIP) Amendment #1 – (Action)
The Board considered for approval of FY 2020 – 2025 TIP Amendment #1, which includes changes to projects for the City of Omaha, The City of Bellevue, the City of La Vista, the City of Bennington, and the Papio-Missouri River NRD.

MOTION by Vinton, SECOND by Stothert to approve Resolution 2020-03: FY 2020-2025 TIP Amendment #1.

AYES: Duda, Festersen, Hike, Kelly, Kindig, Schultz, Stothert, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

3. 2040 Long Range Transportation Plan (LRTP) Amendment #11 to go to a 30 Day Public Comment Period – (Action)
The Board considered for approval the LRTP Amendment #11 to be released for a 30 Day Public Comment Period. This amendment includes a change to the City of Omaha's 168th Street – Center to Poppleton project.

MOTION by Stothert, SECOND by Duda to approve the 2040 LRTP Amendment #11 to be released for a 30 day public comment period.

AYES: Duda, Festersen, Hike, Kelly, Kindig, Schultz, Stothert, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

H. NEW BUSINESS

1. New Contracts / Tasks Orders – (Action)
 - a. MAPA On-Call Modeling Task Order with HDR
The Board considered for approval an On-Call Modeling Task Order with HDR to cover various calibration and validation updates to the MAPA travel demand forecasting model.

MOTION by Duda, SECOND by Hike to approve the On-Call Modeling Task Order with HDR.
AYES: Duda, Festersen, Hike, Kelly, Kindig, Schultz, Stothert, Vinton
NAYS: None.
ABSTAIN: None.
MOTION CARRIED.
 - b. Metro Drone Agreement not to exceed \$7,050.00
The Board considered for approval an agreement to provide drone services for Metro Transit. The agreement amount is not to exceed \$7,050.

MOTION by Duda, SECOND by Hike to approve the Metro Drone Agreement not to exceed \$7,050.

AYES: Duda, Festersen, Hike, Kelly, Kindig, Schultz, Stothert, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

- c. Nebraska Department of Economic Development Planning Assistance - \$189,971.10

The Board considered for approval a contract with the NDED for planning assistance in FY 2020 and 2021 in the amount of \$189,971.10.

MOTION by Duda, SECOND by Stothert to approve the contract with NDED for planning assistance in FY 20 – 21 in the amount of \$189,971.10.

AYES: Duda, Festersen, Hike, Kelly, Kindig, Schultz, Stothert, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

- d. Omaha Central South 24th Street Memorandum of Understanding

The Board considered for approval an MOU for the study along 24th Street from Mason Street to Cass Street. The project is funded through a Heartland 2050 mini-grant for up to \$100,000 of federal funds and at least 20% local cost-share to be provided by the City of Omaha.

MOTION by Duda, SECOND by Festersen to approve the Omaha Central South 24th Street MOU.

AYES: Duda, Festersen, Hike, Kelly, Kindig, Schultz, Stothert, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

2. 2020 Board Meeting Dates – (Information)

The Board discussed moving Board meetings to the fourth Thursday instead of the last Thursday of the month. The Board recommended this change for the 2020 calendar year.

- I. ADDITIONAL BUSINESS –

None.

- J. DISCUSSION – None.

- K. ADJOURNMENT

Chair Kindig adjourned the meeting at 2:25 p.m.

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, NE 68102-4328
Benefits & Finance Committee
October 24, 2019

The Metropolitan Area Planning Agency Benefits and Finance Committee met October 24, 2019, in the MAPA conference room. Patrick Bloomingdale called the meeting to order at 8:33 a.m.

ROLL CALL

Members Present

Patrick Bloomingdale Secretary/Treasurer
Steve Dethlefs, Washington County
Clare Duda, Douglas County
Don Kelly, Sarpy County
Janet McCartney, Cass County
Carol Vinton, Mills County

Staff Present

Natasha Barrett
Don Gross (arrived at 8:45 a.m.)
Amanda Morales
Greg Youell (present through item C2. Travel on agenda)

Members Absent

Justin Schultz, Pottawattamie County;

A. DISCUSSION

1. 2020 Calendar Dates

Mr. Youell present the calendar year 2020 meeting dates. The Committee requested physical copies of the meeting dates which were provided prior to the meeting adjourning. They also requested that calendar invites be emailed for Finance Committee meeting and Board meeting dates.

2. TIP Fee Update

Mr. Youell presented a summary of TIP Fees collected for FY 2019 projects and anticipated TIP fees for FY 2020 projects.

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments

- a. Economic Development Research Group PMT # 12 - \$18,436.412
- b. City of Omaha Public Works – PMT #1 - \$18,906.98
- c. Sarpy County GIS & Planning – PMT # 1 – \$20,922.31
- d. Sarpy County GIS & Planning – PMT # 1 – \$20,922.31
- e. Wellness Council of the Midlands – PMT #6 - \$1,036.11

Mr. Youell presented the contract payments for Finance Committee approval.

MOTION Kelly SECOND by Duda, to approve the contract payments as presented. MOTION CARRIED.

2. Contract Payments with Exceptions

- a. The New BLK – PMT # 4 - \$6,500.00
- b. Vireo - PMT # 5 – not to exceed \$9,500.00

Mr. Youell presented the contract payments with exceptions.

MOTION Vinton SECOND by McCartney, to approve the contract payments with exceptions once all necessary

documentation is received. MOTION CARRIED.

3. Officials Fund Year End Replenishment

- a. Replenishment of Officials Fund to \$15,000.00

Mr. Youell presented the annual replenishment of the official fund for FY 2020. Ms. Morales explained to the Committee how the available funds are calculated. \$9,965.11 are needed to replenish the fund to \$15,000 for the year.

MOTION Duda SECOND by Vinton, to approve the replenishment of Officials fund to \$15,000. MOTION CARRIED.

C. RECOMMENDATION TO THE BOARD

1. New Contracts/Task Orders

- a. Toole Design Group, LLC - City of Council Bluffs 1st Avenue Transit Alternatives Analysis- \$199,987.38
- b. NIROC Aerial Photography project
 - i. Douglas County
 - ii. City of Omaha
 - iii. Sarpy County

Mr. Youell presented the new contracts and Nebraska- Iowa Regional Orthophotography Consortium (NIROC) project summary. NIROC Aerial Photography project agenda items C.1.b.i., Douglas County and C.1.b.ii., City of Omaha were tabled until the documentation necessary to create the contracts is received. The Tool Design Group contract is effective October 31, 2019 through December 31, 2020. The Sarpy County, NIROC contract is for \$221,208.00 to be paid in four equal installments in years 2020, 2021, 2022, and 2023.

MOTION Duda SECOND by Dethlefs, to table the Douglas County and City of Omaha NIROC contracts and recommend that the Board of Directors approve the Toole Design Group and Sarpy County contracts, as presented. MOTION CARRIED.

2. Travel

- a. 4 MAPA Board Members - \$9,271.40
- b. 3 MAPA Staff Members- \$6,953.55

Mr. Youell presented the travel to Washington D.C. to attend the NARC National Conference of Regions in February 2020.

MOTION Duda SECOND by Vinton, to approve the travel as presented. MOTION CARRIED.

D. FINANCE COMMITTEE INFORMATION

1. MAPA Foundation Project Updates

- a. Blair RWHF
- b. Valley-Waterloo Rehabilitation Project

Mr. Gross presented the MAPA Foundation Project Updates.

2. MONTHLY FINANCIAL STATEMENTS (August)

- a. Bank Reconciliations (American National & Washington County) and Statements on Investments
- b. Receipts and Expenditures
- c. Schedule of Accounts Receivable/ Accounts Payable
- d. Preliminary Statement of Financial Position
- e. Preliminary Statements of Revenues and Expenditures

Ms. Morales presented the August financials.

3. New Projects/Activities

Mr. Gross presented the Community Development portion of the new projects/activities. Ms. Morales asked that the Committee look over the Transportation portion and if any questions arise to please contract MAPA staff.

Mr. Bloomingdale asked that if future agendas have information to be presented that they have a summary of that

information under the head, so the public is aware that something is being presented. For example, under the header New Projects/Activities list a. Transportation and Community Development Updates.

E. ADJOURNMENT

Mr. Bloomingdale motioned to adjourn the Finance Committee meeting at 9:12 a.m.

Valley-Waterloo Rehabilitation Project

9/30/2019

Category	INVOICE		PAYMENT			BUDGET					
	Invoices #	Date	Number	Amount	Date	Administration	Lead Inspection	Housing Management	NAHTF Housing Rehabilitation (87%)	Local Housing Rehabilitation (13%)	Total
Budget						\$ 25,000.00	\$ 15,000.00	\$ 25,000.00	\$ 250,000.00	\$ 37,500.00	\$ 352,500.00

Draw Number

Valley											
#1	MAPA Admin-01	1/25/2019	MAPA-VAL-01	\$500.00	1/25/2019			\$500.00			\$500.00
#1	MAPA Lead-01	2/5/2019	MAPA-VAL-01	\$1,000.00	2/5/2019		\$1,000.00				\$1,000.00
#2	MAPA Admin-04	6/6/2019	MAPA-VAL-01	\$586.40	6/6/2019			\$586.40			\$586.40
#2	J013638	6/6/2019	MAPA-VAL-01	\$ 7,330.00	6/6/2019				\$6,377.00	\$953.00	\$7,330.00
#3	MAPA Lead-03	7/11/2019	MAPA-VAL-02	\$ 1,000.00	7/11/2019		\$1,000.00				\$1,000.00
#3	MAPA Admin-05	7/11/2019	MAPA-VAL-02	\$ 500.00	7/11/2019			\$500.00			\$500.00
#3	MAPA Lead-03	7/11/2019	MAPA-VAL-03	\$ 1,000.00	7/11/2019		\$1,000.00				\$1,000.00
#3	MAPA Admin-05	7/11/2019	MAPA-VAL-03	\$ 500.00	7/11/2019			\$500.00			\$500.00
Waterloo											
#1	MAPA Admin-02	4/4/2019	MAPA-WAT-01	\$175.00	4/4/2019			\$175.00			\$175.00
#2	MAPA Admin-03	5/30/2019	MAPA-WAT-01	\$325.00	5/30/2019			\$325.00			\$325.00
#2	MAPA Admin-03	5/30/2019	MAPA-WAT-02	\$175.00	5/30/2019			\$175.00			\$175.00
#2	MAPA Admin-03	5/30/2019	MAPA-WAT-03	\$175.00	5/30/2019			\$175.00			\$175.00
#2	MAPA Lead-02	5/30/2019	MAPA-WAT-01	\$1,000.00	5/30/2019		\$1,000.00				\$1,000.00
#3	MAPA Admin-05	7/11/2019	MAPA-WAT-02	\$325.00	7/11/2019			\$325.00			\$325.00
#3	MAPA Lead-03	7/11/2019	MAPA-WAT-03	\$1,000.00	7/11/2019		\$1,000.00				\$1,000.00
#3	MAPA Admin-05	7/11/2019	MAPA-WAT-03	\$325.00	7/11/2019			\$325.00			\$325.00
#3	MAPA Lead-03	7/11/2019	MAPA-WAT-04	\$1,000.00	7/11/2019		\$1,000.00				\$1,000.00
#3	MAPA Admin-05	7/11/2019	MAPA-WAT-04	\$500.00	7/11/2019			\$500.00			\$500.00
#4	N/A (dated 8/30/2019	8/30/2019	MAPA-WAT-03	\$133.26	9/23/2019				\$116.26	\$17.00	\$133.26
Administration											
#1	#1603	1/31/2019	-	\$6,673.00	1/31/2019	\$6,673.00					\$6,673.00
#1	#2630	2/28/2019	-	\$1,273.24	2/28/2019	\$1,273.24					\$1,273.24
#2	#1687	6/19/2019	-	\$1,032.18	6/19/2019	\$1,032.18					\$1,032.18
#3	#1709	7/12/2019	-	\$1,896.29	7/12/2019	\$1,896.29					\$1,896.29

Total Draws	\$10,874.71	\$6,000.00	\$4,086.40	\$6,493.26	\$970.00	\$28,424.37
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Balance	\$ 14,125.29	\$ 9,000.00	\$ 20,913.60	\$ 243,506.74	\$ 36,530.00	\$ 324,075.63
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Blair RWHF 7/1/18 through:

9/30/2019

Revenues

<u>Source</u>	<u>Date</u>	<u>Projected</u>	<u>Received</u>
MAPA Foundation	9/10/2018	\$ 100,000.00	\$ 100,000.00
City of Blair	9/12/2018	\$ 250,000.00	\$ 250,000.00
Gateway Development Corporation	9/20/2018	\$ 10,000.00	\$ 10,000.00
Washington County Bank	9/25/2018	\$ 8,000.00	\$ 8,000.00
Nebraska Department of Economic Development	10/16/2018	\$ 351,450.00	\$ 351,450.00
Nebraska Investment Finance Authority	11/9/2018	\$ 250,000.00	\$ 250,000.00
Accrued Interest as of:	9/30/2019	\$ 10,560.00	\$ 6,706.98
Fees as of:	9/30/2019	\$ 5,000.00	\$ -
Totals		\$ 985,010.00	\$ 976,156.98

Expenditures

<u>Vendor</u>	<u>Date</u>	<u>Projected</u>	<u>Obligated</u>	<u>Unobligated</u>	<u>Expended</u>
Legal/Administrative	-				
+Drew Law Firm P.C.	3/11/2019	\$ 1,150.00			\$ 1,150.00
+Administration		\$ 12,704.17		\$ 12,709.17	
Bank Fees		\$ 7,500.00	\$ 7,500.00		\$ -
Loans		\$ 960,000.00	\$ 598,547.12		
+Draw # 1	2/28/2019				\$ 7,440.86
+Draw # 2	5/7/2018				\$ 117,184.09
+Draw # 3	7/8/2019				\$ 236,827.93
NIFA Inflationary Reservation		\$ 3,645.83	\$ 3,645.83		
Totals		\$ 985,000.00	\$ 609,692.95	\$ 12,709.17	\$ 362,602.88
				\$ 5.00	Bank Balance
				\$ 613,549.10	ICS Balance

CALENDAR MEETING DATES – 2020

Board of Directors (Thursdays - 1:30 p.m.) **Finance Committee** (Wednesdays - 8:30 a.m.)

January 23
February 27
March 26
April 23
May 28
June 25
July 23
August 27
September 24
October 22
November – No Meeting
December 10

January 15
February 19
March 18
April 15
May 20
June 17
July 15
August 19
September 16
October 14
November – No Meeting
December 2

TTAC (Fridays - 10:00 a.m.)

January 17
February 21
March 20
April 17
May 15
June 19
July 17
August 21
September 18
October 16
November – No Meeting
December 4

Council of Officials (Wednesdays)

March 11
June 18
October 7 Annual Meeting - Cass
December 10

RPA-18 (Wednesdays - 11:00 a.m.)

January 8	February 12	March 11
April 8	May 13	June 10
July 8	August 12	September 9
October 14	November 18	December 9

Holidays

New Year's Day	January 1
Martin Luther King Jr. Day	January 20
President's Day	February 17
Memorial Day	May 25
Independence Day	July 4
Labor Day	September 7
Columbus Day	October 12
Veteran's Day	November 11
Thanksgiving Day	November 26
Friday after Thanksgiving	November 27
Christmas Eve	December 24 – close at noon
Christmas Day	December 25

Coordinated Transit Committee (Wednesdays - 10:30 a.m.)

January 15
February 19
March 18
April 15
May 20
June 17
July 15
August 19
September 16
October 14
November 18
December – No Meeting

RPAC (1st Friday – 10:00 a.m.)

February 7

April 3

June 5

August 7

October 2

December 3 *Thursday instead of Friday due to conflicting TTAC meeting

7.6 REGIONALLY SIGNIFICANT TRANSPORTATION INVESTMENTS

The list of street and highway projects eligible for Federal aid funding following in this section is fiscally-constrained to reasonably available local, state, and federal revenues. Project costs take inflation into account and appear in year-of-expenditure dollars. Therefore, project costs for future years appear higher than what they would cost if constructed today. As is described in Section 7.3, federal funding levels were identified based on past trends within the Omaha-Council Bluffs region. Local revenues were identified based on local financial reports and identified operations & maintenance costs.

These projects listed in this LRTP are considered eligible for Federal-Aid funding by the MPO. Projects will be selected for Federal aid funding as they go through the MPO's project selection and prioritization process for the TIP, while some projects may be advanced using solely local funding sources. The following sections divide the projects between Regionally Significant Roadway & Trail Projects, Regionally Significant Transit Investments, and Illustrative Projects.

7.5.1— REGIONALLY SIGNIFICANT ROADWAY & TRAIL INVESTMENTS

The tables that follow this section include regionally significant roadway and trail projects identified from the 2035 Long Range Transportation Plan and the scenario planning process described earlier in this chapter. These investments represent the federal-aid eligible portion of this LRTP as the total funding for both local and state projects has been

The FY2016-2019 Transportation Improvement Program serves as the four-year implementation program of this plan. Projects identified in this TIP are included in the first band of projects within this project list.

A summary of the fiscally constrained Roadway & Trail program is included in Table 7.8 below.

TABLE 7.8
SUMMARY OF REGIONALLY SIGNIFICANT ROADWAY & TRAIL PROJECTS

	2016-2025 Short-Term	2026-2030	2031-2035	2036-2040	Total
Iowa	\$587,720	\$37,320	\$59,884	\$35,153	\$720,074
Nebraska	\$584,124	\$151,710	\$147,222	\$148,488	\$1,031,544
Total	\$1,171,844	\$189,030	\$207,106	\$183,641	\$1,751,621

(Figures in \$1,000s)

7.7 FISCAL CONSTRAINT OVERVIEW FOR ROADWAY & TRAIL PROJECTS

In order to demonstrate fiscal constraint of the projects and revenues identified in this chapter, MAPA has included Tables 7.13 (below) and 7.14 (next page). These tables correlate the anticipated federal-aid highway revenues, local revenues, and estimated project costs to summarize the analysis conducted within this chapter. The positive balances shown in Table 7.13 below demonstrates that the identified Federal-Aid program of projects is fiscally constrained. Balances in the short-term bucket reflects the inability to program funding by year for non-regional sources of federal funding.

Table 7.14 (next page) summarizes non-federal-aid revenue and expenditures identified within this plan. The maps that follow this section show identified Federal-Aid investments, non-federal-aid projects, and all projects together.

TABLE 7.13
MAPA FEDERAL-AID FISCAL CONSTRAINT OVERVIEW (IN \$1,000S)

	Short-Term 2016-2025	Medium Term 2026-2030	Long Term		Total
			2031-2035	2036-2040	
Iowa Federal-Aid	\$521,243	\$36,861	\$18,830	\$19,207	\$596,141
Nebraska Federal-Aid	\$350,598	\$126,811	\$130,614	\$134,533	\$722,472
Sub-Total	\$871,841	\$163,672	\$149,444	\$153,740	\$1,318,613
Iowa Match	\$81,364	\$7,464	\$23,423	\$15,946	\$128,197
Nebraska Match	\$246,689	\$28,759	\$16,608	\$13,955	\$306,011
Sub-Total	\$328,053	\$36,223	\$40,031	\$29,901	\$434,208
Iowa Total	\$602,607	\$44,325	\$59,884	\$35,153	\$741,969
Nebraska Total	\$597,287	\$157,153	\$147,222	\$148,488	\$1,050,150
Total Revenues	\$1,199,894	\$201,478	\$207,106	\$183,641	\$1,792,119

	Short-Term 2016-2025	Medium Term 2026-2030	Long Term		Total
			2031-2035	2036-2040	
Federal-Aid - IA	\$587,717	\$37,320	\$59,884	\$35,153	\$720,074
Federal-Aid - NE	\$584,124	\$151,710	\$147,222	\$148,488	\$1,031,544
Sub Total	\$1,171,841	\$189,030	\$207,106	\$183,641	\$1,751,618

	Short-Term 2016-2025	Medium Term 2026-2030	Long Term		Total
			2031-2035	2036-2040	
Iowa Balance	\$14,890	\$7,005	\$0	\$0	\$21,895
Nebraska Balance	\$13,163	\$5,443	\$0	\$0	\$36,626
Regional Balance	\$28,053	\$12,448	\$0	\$0	\$58,521

Nebraska Short-Term Projects | FY 2016-2025

TIP ID	Lead Agency	Project Name	Improvement Location	Project Cost (FY2016-2025)	Total Project Cost
2015-048	Bellevue	36th Street Phase N-370 - Sheridan	36th St - N-370 to Sheridan	\$16,707,000	\$16,707,000
2015-050	Bellevue	36th Street Phase II	Sheridan to Platteview Rd	\$9,911,130	\$9,911,130
2015-046	Bennington	156th Street	Bennington	\$2,208,750	\$2,929,446
2015-039	Douglas	180th Street (Phase 1)	HWS Cleveland Blvd to Blondo St and Blondo St .25 mile East and West to 180th St	\$28,520,000	\$31,185,000
2016-037	La Vista	Applewood Creek Trail	From Giles Road north along Applewood Creek between Giles and Harrison	\$163,000	\$1,830,500
2016-038	MAPA	Heartland B-Cycle Expansion	Various locations throughout the City of Omaha	\$1,162,909	\$1,162,909
2015-021	Metro	Metro Rolling Stock	Metro Transit service area	\$3,052,500	\$4,466,250
2015-139	Metro	Bus Rapid Transit	Along Dodge/Farnham corridor, from Westroads Mall	\$2,232,500	\$36,012,500
2015-005	NDOT	I-680/US-6 Interchange DMS	Along I-680/US-6 in Omaha. Begin R.P. – 2.29	\$712,000	\$760,000
2015-006	NDOT	N-370: US-75 West, Bellevue	N-370 sections from 1.6 mi east of 72nd Street east 3.15 mi	\$5,474,000	\$5,670,000
2015-008	NDOT	I-80/680 'Q'-'L' CD Rds, Omaha (WB)	WB I-80 CD roads and ramps in the I-80/I-680 interchange area in Omaha. Begin R.P. – 444.23	\$4,197,000	\$4,237,000
2015-015	NDOT	US-75: Plattsmouth - Bellevue, North of Platte River	US-75 from Platte River bridge, north 3.1 miles. Begin R.P. – 76.30	\$32,016,000	\$32,016,000
2015-023	NDOT	I-80: 24th Street - 13th Street	I-80 from 24th Street to 10th Street. Begin R.P. – 453.37	\$13,446,000	\$13,446,000
2015-024	NDOT	Platte River Bridges East of Yutan	On Highway N-92, two bridges over the Platte River 1.5 and 1.8 miles east of Yutan. Begin R.P. – 462.56	\$947,000	\$962,000
2015-025	NDOT	Schramm Park South	N-31, 4.2 miles south of Schramm Park Recreational Area. Begin R.P. – 4.18	\$1,870,000	\$1,925,000
2015-026	NDOT	Giles Road Interchange Ramps	I-80 ramps at Giles Road interchange. Begin R.P – 442.0	\$2,483,000	\$2,541,000
2015-027	NDOT	Jct N-31/N-36 Intersection Improvements	Junction of Highways N-31 and N-36. Begin R.P. – 30.93	\$2,092,000	\$2,092,000
2015-028	NDOT	Elkhorn River West	On N-36 from Old Highway 275/Reicmuth Road, east to just west of the Elkhorn River	\$5,234,000	\$5,234,000
2015-029	NDOT	N-64 at SE Jct US-275 - Omaha	N-64 (W Maple Road) at junction of US-275 east to Ramblewood Drive/Elkhorn Drive. Begin R.P. – 59.21	\$3,250,000	\$3,360,000
2015-034	NDOT	N-92: Platte River East Structures	Nebraska Highway 92 (W Center Road) at the Platte River. Begin R.P. – 463.30	\$715,000	\$740,000
2015-036	NDOT	EB I-80 at I-680	EB I-80 at interchange with I-680. Begin R.P. – 445.74	\$1,342,000	\$1,342,000
2015-037	NDOT	Ralston Viaduct	N-85/BNSF viaduct in Ralston. Begin R.P. – 4.02	\$10,125,000	\$10,505,000
2015-068	NDOT	N-133: Thomas Creek Bridge North (SB)	On southbound lanes of N-133 from just north of Thomas Creek crossing, north 0.12 miles. Begin R.P. – 5.94	\$532,000	\$534,000
2016-001	NDOT	I-480: Bancroft - Dewey	On I-480, from 0.1 miles north of I-80/US-75, north to miles south of Harney Street. Begin R.P. – 0.50	\$6,692,000	\$6,700,000
2016-002	NDOT	N-31: Schramm Park - US-6	On N-31 from near Schramm Park entrance to south junction with US-6	\$5,088,000	\$5,088,000
2016-003	NDOT	US-275: Waterloo Viaduct	On US-275 from Valley to viaduct at Waterloo. Begin R.P. – 165.74	\$7,570,000	\$7,570,000
2016-004	NDOT	US-275: West Papillion Creek Bridge West	On US-275 from 1.6 mile east of the west limits of Omaha to east of West Papillion Creek bridge. Begin R.P. – 176.33	\$1,556,000	\$1,556,000
2016-005	NDOT	I-680: Fort Street to Missouri River	On I-680 from near Fort Street northeast to Missouri River Bridge. Begin R.P. – 6.04	\$155,000	\$155,000
2016-006	NDOT	I-80/I-480 Bridges	I-80 bridges at I-480 Interchange. Begin R.P. – 451.00	\$4,800,000	\$4,800,000
2016-007	NDOT	I-80/I-480/US-75 Interchange	I-80 and I-480 bridges at I-80/I-480/US-75 Interchange. Begin R.P. – 452.98	\$12,970,000	\$12,970,000
2016-008	NDOT	I-480: 20th Street - Missouri River Bridges (EB)	On eastbound I-480 (including ramps) from 20th Street to the Missouri River. Begin R.P. – 2.95	\$8,600,000	\$8,600,000
2016-009	NDOT	I-480: 20th Street - Missouri River Bridges (WB)	On westbound I-480 (including ramps) from 20th Street to the Missouri River. Begin R.P. – 2.95	\$9,350,000	\$9,350,000
2016-010	NDOT	N-31 Bridges North of N-36	On N-31, approximately 0.7 miles and 5.2 miles north of N-36. Begin R.P. – 31.75	\$2,271,000	\$2,271,000
2016-011	NDOT	US-75: J Street & Gilmore Ave Bridge (SB)	Viaduct on US-75 at Gilmore/Union Pacific Rail Road and bridge at J Street. Begin R.P. – 85.80	\$2,619,000	\$2,619,000
2016-012	NDOT	US-75: Off Ramp to N-64 (NB)	On northbound US-75 off-ramp to N-64 (Cuming Street). Begin R.P. – 91.09	\$258,000	\$258,000
2016-013	NDOT	US-75: Big Papillion Creek, Bellevue	On US-75 over Big Papillion Creek, approximately 0.3 miles south of Bellevue. Being R.P. – 80.03	\$250,000	\$250,000
2016-014	NDOT	District 2 CCTV Cameras	On I-680, at three (3) locations in the Omaha area. Begin R.P. – 9.94	\$131,000	\$136,000
2016-015	NDOT	US-75 Fiber-Optic	Along US-75 from Fort Crook Road to south Junction with I-480	\$755,000	\$759,000
2016-016	NDOT	US-6 Fiber-Optic	Along US-6 from N-31 to Westroads Mall Road in Omah	\$922,000	\$922,000
2016-017	NDOT	I-80/I-480/I-680 Barriers, Omaha	Along I-80, I-480, and I-680 bridge locations in Omaha	\$864,000	\$864,000
2016-018	NDOT	I-80, N-31, N-370, & N-50 Ramps	I-80 interchange ramps at N-31, N-370, and N-50	\$710,000	\$710,000
2016-019	NDOT	US-275: 25th Street - 23rd Street	On US-275 from 1/2 block west of 25th Street to 1/2 block east of 23rd Street. Begin R.P. – 189.14	\$1,668,000	\$1,668,000
2016-020	NDOT	I-680: Mormon Bridge Painting	On I-680 at Mormon Bridge over Missouri River. Begin R.P. – 13.43	\$12,412,000	\$12,412,000
2016-021	NDOT	I-680: Mormon Bridge Deck Overlay	On I-680 at Mormon Bridge over Missouri River. Begin R.P. – 13.43	\$1,610,000	\$1,610,000
2016-022	NDOT	US-75 Bridge Approaches, Bellevue	US-75 bridges approaches from approximately 0.3 miles south Bellevue, north to Chandler Road. Begin R.P. – 80.03	\$1,643,000	\$1,643,000
2016-023	NDOT	24th Street Interstate Bridge	On 24th Street over I-80. Begin R.P. – 453.37	\$460,000	\$460,000
2016-024	NDOT	N-31: Elkhorn Viaduct	On N-31, viaduct over Park/Papio/Union Pacific Railroad approximately 0.7 miles south of N-64. Begin R.P. – 24.40	\$4,500,000	\$4,500,000
2016-025	NDOT	I-680: West Center Road Bridge	On I-680 at West Center Road. Begin R.P. – 0.83	\$1,520,000	\$1,520,000
2016-026	NDOT	I-80: I-480 to 24th Street	On I-80 from I-480 to 24th Street. Begin R.P. – 453.01	\$6,762,000	\$6,762,000
2016-027	NDOT	N-370: I-80 to Bellevue	On N-370 from I-80 to NB US-75 ramp terminal in Bellevue. Begin R.P. – 4.19	\$500,000	\$500,000
2016-028	NDOT	District 2 I-80 Fiber-Optic	Along I-80 from near Mahoney interchange east to the Iowa State line. Begin R.P. – 426.90	\$2,426,000	\$2,426,000
2016-029	NDOT	District 2 I-680 Fiber-Optic	Along I-680 in Omaha	\$1,300,000	\$1,300,000
2016-030	NDOT	District 2 I-480 Fiber-Optic	Along I-480 in Omaha	\$467,000	\$467,000
2016-031	NDOT	US-75: Dynamic Message Signs, Omaha	Along northbound and southbound US-75 from approximately J Street to west of F Street in Omaha. Begin R.P. – 87.33	\$688,000	\$688,000
2016-032	NDOT	District 2 DMS	Along I-80, US-75, and US-34 in District 2. Begin R.P. – 428.92	\$2,065,000	\$2,065,000
2016-033	NDOT	District 2 CCTV Camera Towers	At eleven locations along I-80, I-680, US-75, US-34, and N-370 in District 2	\$485,000	\$485,000
2017-030	NDOT	US-6 Bridges at I-680	Bridge repair and overlay	\$4,500,000	\$4,500,000
2017-002	NDOT	N-36 Resurfacing	N-133 East	\$4,142,000	\$4,142,000
2017-003	NDOT	N-50 Concrete Repair	N-370 - Omaha	\$8,303,000	\$8,303,000
2017-005	NDOT	I-80/480/US-75 Br Painting	I-80/480/US-75 Br	\$6,343,000	\$6,343,000

Nebraska Short-Term Projects | FY 2016-2025

TIP ID	Lead Agency	Project Name	Improvement Location	Project Cost (FY2016-2025)	Total Project Cost
2017-008	NDOT	N-64 Concrete Repair	W Maple Rd, Military - Cuming	\$3,684,000	\$3,684,000
2017-029	NDOT	I-680: I-80 to Fort Street	I-80 - Fort St	\$2,576,000	\$2,576,000
2018-002	NDOT	West Maple Rd	156th - 108th	\$13,273,000	\$13,273,000
2018-003	NDOT	N-64 (West Maple Road)	Ramblewood to 156th St in Omaha	\$9,658,000	\$9,658,000
2018-006	NDOT	N-370/150th St	N-370/ 150th St intersection, and south on 150th St to Shepard St in Sarpy Co	\$1,290,000	\$1,290,000
2018-007	NDOT	N-370 66th - 60th St Intersections	At the intersections with 66th and 60th Streets near Papillion	\$648,000	\$648,000
2018-012	NDOT	Military Ave Rehabilitation	Military Ave, Fort St - 90th St	\$2,273,000	\$2,273,000
2018-031	NDOT	Waterloo Viaduct Surfacing	Waterloo Viaduct	\$2,226,000	\$2,226,000
2019-001	NDOT	I-80 Rehabilitation	N-66 - N-50	\$1,213,000	\$1,213,000
2019-004	NDOT	W Branch Papillion Creek Bridge Repair	W Branch Papillion Creek Bridge	\$1,256,000	\$1,256,000
2019-006	NDOT	Omaha FY-2019 Municipal Resurfacing	In Omaha	\$400,000	\$400,000
2019-007	NDOT	Omaha FY-2020 Municipal Resurfacing	In Omaha	\$400,000	\$400,000
2019-012	NDOT	N-85 Resurfacing	Giles Rd - Harrison St, La Vista	\$1,043,000	\$1,043,000
2019-013	NDOT	I-80 Repair	13th St - Iowa Line	\$166,000	\$166,000
2019-014	NDOT	N-50/Platteview Road Intersection	N-50/Platteview Rd, Springfield	\$879,000	\$879,000
2019-015	NDOT	I-480 Bridges Repair	I-480 Bridges In Omaha	\$358,000	\$358,000
2019-016	NDOT	I-480 Creighton Area Bridges Repair	I-480 Creighton Area Bridges	\$2,146,000	\$2,146,000
2019-017	NDOT	US-75 Creighton Area Bridges Repair	US-75 Creighton Area Bridges	\$4,262,000	\$4,262,000
2019-019	NDOT	US-6/150th St Bridge Lengthening	US-6/150th St Bridge	\$312,000	\$312,000
2019-020	NDOT	N-370 Fiber Optics & Warning Beacons	N-370 - Douglas County Line	\$344,000	\$344,000
2015-001	Omaha	North Downtown Riverfront Pedestrian Bridge	10th and Fahey Drive	\$5,848,500	\$6,558,500
2015-013	Omaha	Omaha Signal Infrastructure - Phases A & B	Various Locations Throughout City	\$8,562,970	\$8,562,970
2015-016	Omaha	Omaha ATMS Central System Software	Citywide	\$655,000	\$1,573,750
2015-017	Omaha	Omaha Signal Network - System Management	Various locations throughout the City of Omaha	\$500,000	\$500,000
2015-040	Omaha	156th Street Phase Two	Pepperwood Dr. to Corby St.	\$27,391,990	\$28,634,550
2015-044	Omaha	Q Street Bridge	Q St. between 26th St. and 27th St.	\$15,408,750	\$16,870,750
2015-051	Omaha	108th Street	Madison St to Q Street	\$9,240,940	\$9,655,940
2015-052	Omaha	168th Street	West Center Rd to Pacific	\$15,000,000	\$15,000,000
2015-053	Omaha	114th Street	Burke to Pacific St	\$4,583,750	\$5,556,250
2015-054	Omaha	168th Street	West Center Rd to Q Street	\$15,764,050	\$15,764,050
2015-065	Omaha	24th Street Road Diet	From L Street to Leavenworth Street.	\$3,395,000	\$3,395,000
2015-132	Omaha	132nd at West Center Road Safety Project	132nd Street from Kingswood to Arbor Plaza and West Center Road from 133rd Plaza to 130th Ave	\$2,001,000	\$2,313,500
2015-157	Omaha	Omaha Signal Infrastructure - Phase B	Various Locations Throughout City	\$0	\$0
2015-158	Omaha	Omaha Signal Infrastructure - Phase C	Various Locations Throughout City	\$0	\$0
2015-159	Omaha	Omaha Signal Infrastructure - Phase D	Various Locations Throughout City	\$1,448,750	\$1,448,750
2016-045	Omaha	Omaha Resurfacing Program	Various locations throughout the City of Omaha	\$12,000,000	\$12,000,000
2015-010	Papillion	Schram Road 84th Street to 90th Street	Schram Road 84th Street to 90th Street	\$437,500	\$5,522,500
2015-041	PMRNRD	Western Douglas County Trail Phase 2	City of Valley to Village of Waterloo	\$2,224,910	\$2,543,228
2015-042	PMRNRD	Western Douglas County Trail Phase 1	City of Valley to Twin Rivers YMCA	\$3,224,655	\$3,586,055
2015-058	Sarpy	132nd and Giles	132nd and Giles Road	\$2,585,000	\$3,057,713
2015-062	Sarpy	66th and Giles	Harrison St. to 400ft. South of Giles Road and Giles Road from 69th St. to 66th St.	\$1,233,750	\$11,761,250
2015-138	Valley	Valley D.C. Safe Routes to School	Portion of Meigs Street in Valley, NE	\$225,000	\$270,000
N/A	Douglas County	180th St. Phase II	Blondo St to Maple St	\$9,852,000	\$11,331,250
N/A	Douglas County	Q St	192nd St to N-31	\$7,251,234	\$7,251,234
N/A	NDOT	I-680	I-680 / US-6 Bridges	\$3,700,000	\$3,700,000
N/A	Omaha	Citywide Resurfacing	Various Locations throughout City of Omaha	\$6,227,000	\$6,227,000
N/A	Omaha	Citywide Resurfacing	Various Locations throughout City of Omaha	\$3,313,000	\$3,313,000
N/A	Omaha	120th Street	Stonegate Dr to Fort St	\$10,732,500	\$12,510,720
N/A	Omaha	180th St	West Dodge Road to HWS Cleveland Blvd	\$3,641,400	\$3,641,400
N/A	Omaha	Industrial Road	132nd St to 144th St	\$11,803,338	\$11,803,338
N/A	Papillion	Schram Rd	84th St to 90th St	\$5,556,517	\$5,556,517
N/A	Sarpy County	66th Street	66th & Giles Intersection	\$8,422,000	\$12,076,250
N/A	Sarpy County	New I-80 Interchange	At 180th Street	\$36,414,000	\$36,414,000
N/A	Sarpy County	Harrison St	168th - 156th St	\$13,684,381	\$13,684,381
N/A	Sarpy County	Platteview Rd	36th - 27th St	\$7,640,429	\$7,640,429
Total				\$584,124,103	\$655,072,010

FY2020-2025 Amendment 2 - Proposed

Effective Date

10/31/2019

ONEDOT STIP Approval Date

Revisions

Lead Agency	Project Name	Description	Date Added
Document Revision			
		the FY2020 Nebraska STBG beginning balance is increased from \$33,009,000 to \$41,200,000 to account for projects not obligated in FY2019 based on the end of fiscal year balance provided by NDOT	10/02/2019
Funding Increase			
Omaha	168th Street - West Center Road to Pacific Street	\$4,100,000 of STBG-MAPA funding programmed in FY2020 for UTIL-CON-CE; project name corrected from "West Center Road to Poppleton Street" to "West Center Road to Pacific Street"	09/17/2019
Omaha	Omaha Signal Infrastructure Phase B1	\$750,680 of STBG-State funding is programmed in FY2021 for UTIL-CON-CE	10/23/2019
Omaha	Omaha Signal Infrastructure Phase B3	\$88,730 of STBG-State funding is programmed in FY2020 for PE-NEPA-FD and \$2,920,650 of STBG-State funding is programmed in FY2022 for UTIL-CON-CE	10/23/2019
Omaha	Omaha Signal Infrastructure Phase B2	\$2,537,600 of STBG-State is programmed in FY2021 for UTIL-CON-CE and \$9,640 of STBG-State is programmed in FY2020 for PE-NEPA-FD	10/23/2019
Funding Source Change			
Bellevue	36th Street Phase I N-370 - Sheridan	\$12,640,000 of STBG-MAPA funding is programmed in FY2020 for UTIL-CON-CE, increased from \$7,563,000; the FY2020 UTIL-CON-CE (AC) and FY2024 AC Conversion phases are removed from the TIP	10/02/2019
Project Added - New			
Metro	Digital Displays	\$660,102 of 5339 funding is programmed in FY2020 for Computer Hardware - 11.42.07	10/18/2019

Fiscal Year 2021 Heartland 2050 Mini-Grant Application

Application for mini grant funding for fiscal year 2021 within the MAPA Metropolitan Planning and Regional Planning Affiliation regions.

Heartland 2050 and the Metropolitan Area Planning Agency (MAPA) for the Omaha-Council Bluffs Metropolitan Statistical Area announces the Heartland 2050 (H2050) Mini-Grant Program. This \$330,000 annual program provides local jurisdictions with technical and financial assistance to support local governments in their efforts to create livable communities and support the Heartland 2050 vision.

The Heartland 2050 Mini-Grant Program will be administered as a set-aside of MAPA's Regional Surface Transportation Block Grant (STBG) Program funding. Approximately \$330,000 of STBG MAPA funding will be allocated to project within the MAPA Transportation Management Area (TMA) for planning and implementation of projects related to transportation as part of the FY2018 Transportation Improvement Program (TIP). Communities in Douglas, Sarpy, and the urbanized portion of Pottawattamie County will be eligible to submit applications for this mini-grant opportunity. Eligible projects identified by Heartland 2050 Implementation Committees included corridor studies and other community plans and policies that support compact development and transportation options for residents of the H2050 region.

This program serves as a mechanism to move the Heartland 2050 Vision forward. The Vision focuses on six goals to improve our quality of life and create a long-term vision in harmony with our people, places and resources:

- ☐ Economic Development
- ☐ Education
- ☐ Health and Safety
- ☐ Housing and Development
- ☐ Infrastructure
- ☐ Natural Resources

Heartland 2050's Guiding Principles create overarching themes used to guide the vision goals, and strategies and actions included in the Heartland 2050 Action Plan.

- ☐ Equity
- ☐ Inclusivity
- ☐ Efficiency
- ☐ Local Control/Regional Benefit

* Required

Untitled Section

Untitled Section

Program Goals

The Heartland 2050 Mini-Grant Program aims to:

1. Support local outreach and engagement efforts that promote broader stakeholder involvement.
2. Promote alternative or multi-model travel choices through collaborative planning strategies.
3. Encourage coordination of land use plans with existing or planned regional transportation infrastructure.
4. Promote plans and projects that support and implement Heartland 2050 vision scenario and the Heartland Connections Regional Transit Vision and Bicycle-Pedestrian Plans.
5. Promote collaboration.
6. Improve access to jobs and education.

Project Eligibility

Assistance is available to municipalities, counties, townships, and multi-jurisdictional groups of local governments within the Metropolitan Area Planning Agency (MAPA) Metropolitan Planning Organization (MPO) Heartland 2050 encourages applications from two or more jurisdictions working together, within county boundaries. Non-profits or other organizations may serve as a partner agency, but a local government must be the project sponsor.

Eligible projects must include a strong emphasis on transportation. Applications could include but are not limited to:

- New and/or revised land use strategies
- Development of transit oriented local “visions” or plans
- Multi-jurisdictional coordination and planning with regard to any of the following: roads and highways, freight and logistics, biking, and walking, and local and regional transit
- Continuity of local streets in study area
- Public and stakeholder participation
- Site assessments to determine feasibility of transit oriented development projects
- Integration of walking, biking, traffic calming, and transit facilities into all areas of the region
- Expansion of multi-modal connections between town centers, employment centers and areas of concentrated poverty.
- Transportation planning for economic development, public and private partnerships, education, and/or workforce development activities.

Project applicants are required to provide a minimum 20% match. However, a greater percentage of local funding will only enhance the competitiveness of an application.

Application Process

Interested parties should submit an application from the project sponsor including applicant contact information, project description, type of assistance requested, estimated project cost, and local match. Interested parties should also include supplementary materials as appropriate to help describe the project.

Applications will be reviewed by a joint committee comprised of MAPA Project Selection Committee and Regional Planning Advisory Committee (RPAC) members. The recommendations of this committee will be reviewed and recommended by the Transportation Technical Advisory Committee and RPAC to the MAPA Policy Board for final approval and incorporation into the Transportation Improvement Program (TIP). Applicants will be provided with program selection and evaluation criteria in the application form.

FY2021 Proposed Program Timeline	
October 31, 2019	Program Announcement and Call for Proposals
January 3, 2020	Applications Due
February 3- March 2, 2020	Public Comment
April 24, 2020	Notification of Awards - MAPA Board

Contact Information & Resources

Questions and requests for additional information may be directed to:

Karna Loewenstein, Communications and Outreach Manager 402-444-6866 ext 225,

kloewenstein@mapacog.org

Mike Helgerson, Transportation and Data Manager 402-444-6866 ext. 224, mhelgerson@mapacog.org

Please review the following documents to assist with the development of your application:

Heartland 2050 Vision: http://heartland2050.org/wp-content/uploads/2017/06/h2050_vision_combo2.pdf

Heartland 2050 Action Plan: <http://heartland2050.org/action-plan/>

Close the Gap Plan: <http://heartland2050.org/vision/what-were-doing/>

Close the Gap - Connecting Talent to Work: http://heartland2050.org/wp-content/uploads/2018/09/MAPA_TransportationWhitePaper.pdf

MAPA Bike and Pedestrian Plan: <http://mapacog.org/reports/regional-bicycle-and-pedestrian-plan/>

Primary Applicant Information

Please provide the following contact information for your agency.

1. Applicant (Local Government) *

2. Primary Point of Contact *

3. Department *

4. Phone Number *

5. Mailing Address *

6. Email Address *

Additional Applicant (If Applying Jointly)

Please skip this section if your agency is applying on its own

7. Additional Applicant (Local Government)

8. Point of Contact

9. Department

10. Phone Number

11. Address

12. Email Address

Project information**13. Project Name ***

14. Please Describe the Geographic Boundaries of Your Project *

15. Project Area Map (Optional)

Files submitted:

16. Project type **Mark only one oval.*☐

Small Area Plan

☐

Active Transportation Study

☐

Corridor Study

☐

Other:

17. What are the overall objectives of your project? *

18. Please explain how you plan to implement your project. *

Project Cost & Community Contribution

19. **Estimated Total Project Cost (\$)** *

20. **H2050 Mini-Grant Funding Request (\$)** *

21. **Local Match (Minimum 20%) (\$)** *

22. **Please describe the role your agency's staff will play in facilitating this project.**

Alignment with Heartland 2050

Locally planned projects that benefit the region are a critical part of implementing the H2050 Regional Vision. The sections below help demonstrate the alignment of your community's plans with the Heartland 2050 vision.

23. **Is this project aligned with your community's comprehensive plan or another local plan?** *

Mark only one oval.

☐ Yes

☐ No

24. **If yes, please describe your project's alignment with these plans.** *

25. **Is this project identified in MAPA's Regional Bicycle-Pedestrian Plan?**

Mark only one oval.

☐ Yes

☐ NO

26. If yes, please describe how it is identified.

H2050 Action Plan

Developed by the Heartland 2050 Implementation Committees, the Action Plan lists a series of desired outcomes and the steps needed to achieve them. Please use the space below to describe how your project relates to elements of the H2050 Action Plan.

Action Plan is Available Here: http://heartland2050.org/wp-content/uploads/2017/08/H2050-Action-Plan_October.pdf

27. Please indicate how H2050 Action Plan Outcomes, Strategies or Action Steps are related to your project. *

Heartland 2050 Guiding Principles

Heartland 2050's Guiding Principles were used to develop the goals, strategies, and action steps in the Action Plan. Projects must demonstrate their relationship to one or more of these principles (Equity, Efficiency, Inclusivity, and Local Control/Regional Benefit).

More information about these principles is available in the H2050 Vision Document, available here: http://heartland2050.org/wp-content/uploads/2017/06/h2050_vision_combo2.pdf

28. Equity

29. Efficiency

30. Inclusivity

31. Local Control & Regional Benefit

32. Please explain how this project will improve access to employment, education, and/or health care, if applicable.

Regional Significance

33. Please describe the regional significance of this project. Why is this project important to undertake right now? *

34. Is this project a multi-jurisdictional or collaborative effort? *

Mark only one oval.

- ☐ Yes
- ☐ No

35. If yes, indicate partners and respective responsibilities.

Powered by



TAP-MAPA Project Selection

Guidance Document for Regional Transportation Alternatives Program Funding
FY2021-2026 Transportation Improvement Program

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Schedule for TAP-MAPA Project Selection

Call for FY 2024 Projects	October 31, 2019
Submittal Deadline for STP-MAPA Applications	January 10, 2020
Preliminary Eligibility Screening of Applications	January 17, 2020
Individual Project Applications Scored	January 24, 2020
Publication of Applications & Public Involvement	January 24, 2020
Project Selection Workshop	February 21, 2020
Publication of Selected Project List	March 6, 2020
Appeals Hearing	March 13, 2020
Incorporation into Draft FY2021-2026 MAPA TIP	March-April 2020
TTAC Approval of Draft FY2021-2026 MAPA TIP	May 2020
MAPA Board of Directors Approval of Draft FY2021-2026 MAPA TIP	May 2020
State Review & Public Comment Period	May-June 2020
TTAC Approval of Final FY2021-2026 MAPA TIP	June 2020
MAPA Board of Directors Approval of Final FY2021-2026 MAPA TIP	June 2020
Distribution of Final TIP to State & Federal Partners	July 2020

1) Eligibility of Projects

This project selection methodology applies only to those projects that are seeking to be funded via MAPA's annual Transportation Alternatives Program (TAP) apportionment. This methodology does not apply to other federal funding source or class and should not be utilized by jurisdictions seeking funding from any other source.

Federal Eligibility Requirements

The Fixing America's Surface Transportation Act (FAST) maintained the following activities as eligible projects for funding under the Transportation Alternatives Program (TAP):

1. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.).
2. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
3. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users
4. Construction of turnouts, overlooks, and viewing areas.
5. Community improvement activities, which include but are not limited to:
 - a. inventory, control, or removal of outdoor advertising;
 - b. historic preservation and rehabilitation of historic transportation facilities;
 - c. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
 - d. archaeological activities relating to impacts from implementation of a transportation project eligible under title 23.
6. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to-
 - a. address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329 of title 23; or
 - b. reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
7. The recreational trails program under section 206 of title 23
8. The safe routes to school program eligible projects and activities listed at section 1404(f) of the SAFETEA-LU:
 - a. Infrastructure-related projects.
 - b. Noninfrastructure-related activities.
 - c. Safe Routes to School coordinator.
9. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Per the requirements of the FAST Act, Transportation Alternatives Program funds cannot be used for the following activities:

1. State or MPO administrative purposes, except for SRTS administration, and administrative costs of the State permitted for RTP set-aside funds.
2. Promotional activities, except as permitted under the SRTS.
3. General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.
4. Routine maintenance and operations.

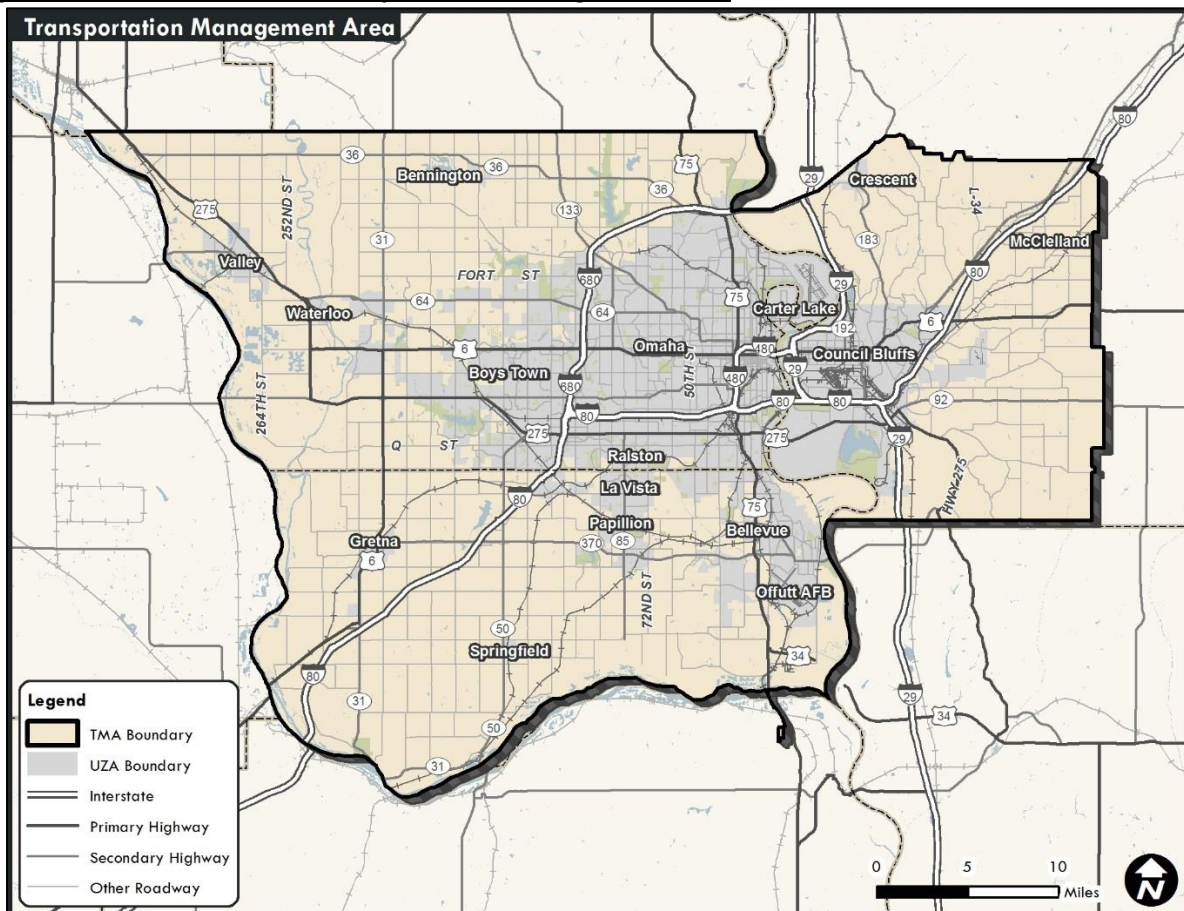
Additional Eligibility Requirements for TAP Funding

In addition to the above eligibility standards, projects seeking TAP-MAPA funding must meet the following minimum eligibility requirements:

1. Project must be listed in the MAPA 2040 Long Range Transportation Plan as required by the FAST Act.
2. Minimum match of 20 percent local (non-federal) funding as required by the FAST Act.
3. Projects must be submitted by local public agencies (LPAs) (including school districts) in the MAPA Transportation Management Area (MAPA TMA). The TMA encompasses Douglas and Sarpy Counties in Nebraska and the urbanized area surrounding Council Bluffs in Pottawattamie County, Iowa.

Failure to meet any of the above criteria will result in immediate disqualification of the submitted project for TAP-MAPA funding.

Figure 1: MAP of the MAPA Transportation Management Area



2) MAPA Transportation Alternatives Program Committee (TAP-C)

Membership

Transportation alternatives projects in the MAPA TMA are subject to the review and approval of the MAPA Transportation Alternatives Program Committee (TAP-C). TAP-C is an eighteen member stakeholder committee of the Transportation Technical Advisory Committee (TTAC) that includes planners, engineers, advocates, and other staff from local and state jurisdictions. Membership of the Transportation Alternatives Program Committee includes members of the larger MAPA TTAC and outside organizations and representatives. Appointments to the Transportation Alternatives Program Committee are reviewed and approved by the Transportation Technical Advisory Committee

TAP-C membership was formalized through the adoption of bylaws in late 2013 with review and approval by TTAC and the MAPA Board of Directors. Organizations and individuals currently represented on the TAP Committee are as follows:

- City of Omaha Public Works
- City of Omaha Planning
- City of Omaha Parks
- City of Council Bluffs
- City of Bellevue
- City of Springfield
- City of La Vista
- City of Papillion
- Douglas County
- Sarpy County
- Papio-Missouri River Natural Resources District (PMNRD)
- Metro Transit
- Nebraska Department of Transportation (NDOT)
- Iowa Department of Transportation (IDOT)
- Douglas County Health Department
- Transportation Advocates (ModeShift Omaha)
- Public Health Advocate (Live Well Omaha)
- Public Representative

TAP-C membership will be reevaluated to determine turnover strategies for the membership of any rotating positions that are identified.

3) Project Submission Guidelines

Jurisdictions submitting applications must abide by the timeline listed in this guidance document. Applications for three project types have been created in order to evaluate each project class. Jurisdictions must select a project category and prepare the required documentation to the best of their abilities.

The final application for a TAP-MAPA project may include a one-page narrative of the project that may include details outside those requested in the application forms. This one page narrative should be submitted in Times New Roman 12pt font with one (1) inch margins. Additional pages or documentation will not be considered in the final scoring of the application.

Project applications for FY 2025 TAP-MAPA funding should be submitted no later than 4:30pm on January 18, 2019 to:

MAPA Project Selection
Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, NE 68102

Project applications and questions concerning this process may also be emailed to mapa@mapacog.org.

Evaluation of Project Applications

Following an initial eligibility determination, project applications are evaluated and scored by MAPA staff based upon their particular project type and the information supplied. MAPA staff will recommend a prioritization of projects to TAP-C for approval at the Final Selection Workshop. Projects selected during this workshop will be incorporated into the Draft FY2021 MAPA Transportation Improvement Program as allowed by fiscal constraint.

The Draft MAPA TIP is then presented to and voted on by the MAPA TTAC and MAPA Board of Directors. After approval of the draft and the duration of the public comment period, the TIP is again presented to TTAC and the Board of Directors as a final document. Once the final TIP is approved it is submitted to MAPA's state and federal partners for approval and inclusion in the State Transportation Improvement Programs (STIPs).

Project Selection Process and Funding Implementation

The implementation year, or year 1, of the TIP is the fiscal year during which funding for a project of project phase can be obligated. In addition to ranking projects based on criteria, projects will also be evaluated based on each project's timeline of implementation and fiscal constraint within the TIP.

Each project that will be programmed in the TIP must submit an attainable timeline, will be ranked by MAPA staff, and approved by the TAP Committee before it will be placed in the TIP. The TAP Committee will have flexibility in selecting projects that are deemed to be a higher priority to the committee. Projects will be allowed to present an argument for implementation before the TAP Committee if the project sponsor wishes to challenge the points total or scoring of the project. No project will be allowed to move into the implementation year unless the project timeline has been approved by the TAP Committee, TTAC, and MAPA's Board of Directors.

Transportation Improvement Program (TIP) Fee

Beginning July 1, 2018, MAPA collects a "TIP Fee" for federal-aid projects in the Transportation Improvement Program (TIP) funded through the regional Surface Transportation Block Grant Program (STBG) and the regional Transportation Alternatives Program (TAP). These funding sources are identified in the TIP as STBG-MAPA and TAP-MAPA, respectively. The fee will be collected from members that are within the Transportation Management Area (TMA), also referred to as the Metropolitan Planning Organization (MPO). The amount of the TIP fee and the specific federal funding programs for which the fee is required shall be identified in the TIP annually and approved by the Board of Directors.

The TIP fee applies to all project phases programmed in the implementation year of the TIP. The implementation year refers to the first year of the TIP program, which begins on October 1 of each year. Total obligations for implementation year projects will be identified by end of year reports from the Nebraska and Iowa Departments of Transportation. Invoices for TIP fees will be issued no later than November 30th of the following fiscal year. Therefore, TIP fees related to obligations in FY2020 will be

assessed by November 2020. Failure to pay the TIP fee could result in project removal from the TIP or reprogramming to an illustrative year of the TIP program.

The TIP fee shall apply to projects included in the TIP that are part of the Federal-aid swap in Iowa. The amount of the TIP fee assessed shall be the ratios identified in sections 2.3.5.1 and 2.3.5.2 toward the federal funds swapped for the local project. For example, if a local jurisdiction swaps \$1 million in federal funds for state funds, then the TIP fee would be \$10,000, or 1%, of \$1 million.

The Executive Director shall have the ability to provide payment terms of up to 2 years of the assessed TIP fee. Any adjustments to the payment terms beyond 2 years or change in the assessed amount shall be presented to the MAPA Board of Directors for approval.

The TIP fee does not apply to projects utilizing other funding sources that are included in the TIP (State projects, transit projects, HSIP/TSIP, CMAQ, etc.). STBG-MAPA and TAP-MAPA projects with total project costs less than \$100,000 and all planning studies shall be exempt from the TIP fee.

The amount of the TIP fee shall be one percent (1%) of the federal funds on a project up to \$10,000,000. Projects with more than \$10,000,000 of federal funding will be assessed one percent (1%) of the first \$10,000,000 and one-half percent (0.5%) for the amount over \$10,000,000.

The TIP fee must be paid with non-federal funds according to federal matching requirements. The TIP Fee is not an eligible cost for Federal aid or Swap reimbursement.

A) Prioritization Model for Regional TAP Funding

General Overview

The Transportation Alternatives Program Committee has identified the need for the construction of additional alternative transportation facilities throughout the region. Eligible construction activities under the Fixing America's Surface Transportation law are noted in Section 1 of this Policy Guide.

As a part of its Regional Bicycle Pedestrian Plan, MAPA developed a prioritization tool to evaluate and select TAP projects for the region. The Transportation Alternatives Program Committee identified new criteria and variables that are appropriate measures to prioritize TAP funding for the Omaha-Council Bluffs region. A summary of the revised TAP criteria and variables is shown below:

Table 1: Overview of FY2021 Transportation Alternatives Program (TAP) Criteria

Factor	Weight	Selection Criteria	Data Source	Buffer (if applicable)
Support	5	Local Match %	Project Application	–
		Multi-Jurisdictional/ Partnerships	Project Application and Documentation	–
Safety	7	Physical Separation of Proposed Facility	Project Application and MAPA Review	–
		Density of Pedestrian Crashes (Pedestrian Crashes (2011-2013)/Route Length)	NDOR Highway Safety Improvement Database; INTRANS Crash Database	–
		Posted Speed Limit	Project Application and MAPA Review	–
		Future Traffic Volume (ADT)	MAPA Travel Demand Model	Volume within Project Corridor
Demand	6	Population density within 1/2 mile	MAPA Land Use Activity Allocation Model (LUAAM)	1/2 Mile
		Employment density within 1/2 mile	MAPA Land Use Activity Allocation Model (LUAAM)	1/2 Mile
		Proximity to Schools (Including Universities)	INFOGROUP data and MAPA Review	1/4 Mile
Connectivity	9	Level of Transit Service	Metro Transit	1/4 Mile
		Connectivity to Existing Facilities	MAPA Regional Bicycle-Pedestrian Master Plan	1/4 Mile
		Connectivity to MAPA Priority Corridors	MAPA Project Selection Committee (ProSeCom)	1/4 Mile
Equity	6	Proximity to Environmental Justice Areas	MAPA Transportation Improvement Program (TIP)	Within EJ Area; partially within EJ area
		Community Access to a Vehicle (% No Vehicle Households)	2012 American Community Survey	1/2 Mile

Scaling of Scores for Selection Variables

Scaling of criteria variables allows the characteristics of projects to be compared directly. Many variables were scaled based on whether they satisfied a particular criteria (e.g. connecting to a priority corridor). For these kinds of variables, projects which do satisfy the criteria will be scaled to a value of ten (10); conversely, projects which did not satisfy the criteria will be scaled to a value of zero (0).

In order to account for the wide ranges of values that can be expected for other types of variables, the TAP-C elected to use two methods of proportional scaling to directly compare projects. This method of scaling directly compares a project's "raw" value to the distribution of other values from the other projects being considered. The formulas for this method of scaling is shown below:

$$\text{Proportionate Scaling} = 10 * \frac{\text{Project Value} - \text{Minimum}}{\text{Maximum} - \text{Minimum}}$$

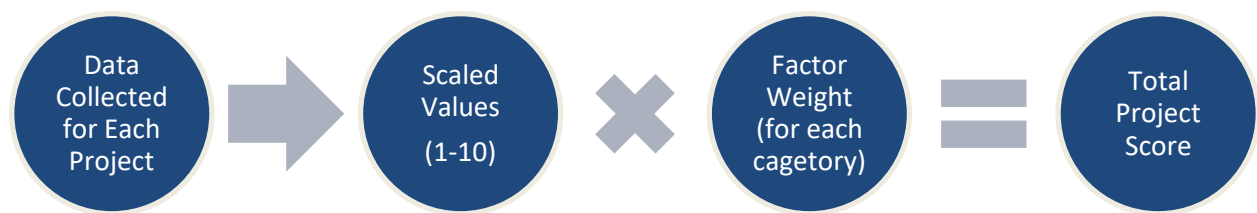
Proportionate scaling is useful for when a higher "raw" value is preferred (e.g. employment density) but where the range of values for a set of projects could be very broad and difficult to compare directly. Proportional scaling allows projects that far exceed the other comparison projects to receive a greater share of the points.

Weighting of Factors

Factors weights are based on stakeholder input through the Regional Bicycle Pedestrian Plan and the development of initial TAP criteria for the MAPA region in 2013. These weights establish the relative priority given to various measures and characteristics of a TAP project.

Ultimately, these weights are utilized to calculate a projects total score. The scaled values for each variable are multiplied by the factor weight for that category to provide a total score for that factor. This process is illustrated in Figure 3 below.

Figure 3: Overview of the Scoring Process for TAP Projects



The total scores calculated through this process will be presented to the TAP-C for review and discussion. Because the factor weights differ, a project's score in categories may vary greatly and still rank high among its peer projects. Ultimately, programming recommendations are made by the TAP-C and the Transportation Technical Advisory Committee (TTAC) to the MAPA Board of Directors.

B) Overview of Criteria for Construction & Infrastructure Projects

A detailed discussion of the criteria and variables summarized in Table 1 is included within this section. MAPA has included a discussion of the intent behind each measure, the data source utilized for each criteria, and the method of scaling applied within the TAP Prioritization Model.

Support (Weight = 5)

Percentage of Local Match

While there is a minimum requirement of 20 percent local match for Federal-Aid projects, MAPA encourages submitting jurisdictions to take a greater stake in their projects. MAPA will calculate the percentage local match for a project based on the information submitted in the project application. For projects which exceed 30% local match, the percentage value of match for that project will be used as the data.

Data Source: Project Application

Method of Scaling: Proportional

Multi-Jurisdictional Projects & Partnerships

The TAP-C identified funding diversity and partnerships as important measures of community support for a project. Project sponsors will be asked to identify and document funding partnerships in the project application through letters of support. MAPA will tabulate the number of supporting agencies and organizations submitted with the application

Data Source: Project Application

Method of Scaling: Proportional

Safety (Weight = 7)

Physical Separation of Proposed Facility

The level of protection afforded by a particular infrastructure improvement quantifies the impact that a project will have on the safety of cyclists, pedestrians, and motorists. The TAP-C quantified this “Conflict Factor” based on the level of physical separation between motorized vehicles and non-motorized modes of transportation. Physical separation will be measured with high, medium, and low values based on the matrix illustrated in Table 2 below.

Table 2: Matrix of Physical Separation for Bicycle and Pedestrian Facilities

Conflict Factor	Bicycle Infrastructure	Pedestrian Infrastructure	Points
Physically Separated Facilities	Cycletracks, protected bike lanes, bike lanes buffered by parking, grade separated crossings	Pedestrian safety barriers, grade separated crossings,	3
Buffered Facilities & Intersection Improvements	Bicycle boulevards, on-street buffered bike lanes, multi-use trails, bike boxes, new signalized bicycle crossing	Curb extensions, mid-block crossings, new signalized pedestrian crossings, pedestrian countdown signals	2
On-Street Facilities	Bike lanes, wide curb lanes, sharrows, share the road signage	Pedestrian sidepaths, Safe Routes to School signage	1

Data Source: Project Application
Method of Scaling: Proportional

Density of Pedestrian Crashes (2016-2018)

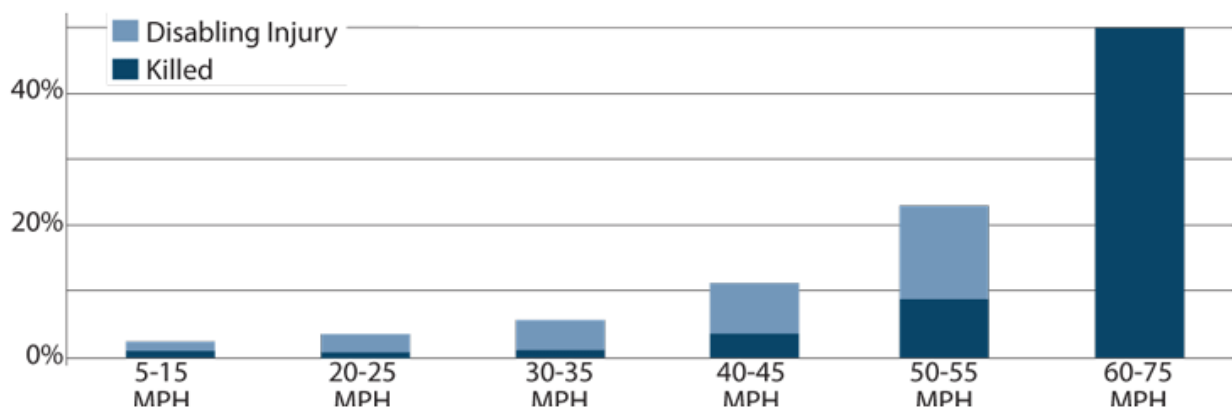
The number of pedestrian crashes occurring at a project's location allows the TAP-C to quantify the safety risks to both motorists and users of non-motorized vehicles as well. The total number of pedestrian crashes for three years along a project route will be calculated in ArcGIS using the crash databases from state partners. This crash total will be converted to a measure of crash density by dividing the total number of crashes by the project's length (in miles).

Data Source: State Crash Databases (NDOR Highway Safety Improvement Database; Iowa DOT SAVER Database)
Method of Scaling: Proportional

Posted Speed Limit

Cyclists and pedestrians are at the greatest risk for injury and death when an accident occurs where speed limits are high. FHWA has collected data on these risks and these risks are illustrated in Figure 4 below.

Figure 4: Risk of Disabling Injury and Death for Cyclists in Traffic Accidents with Motor Vehicles



MAPA will identify the average speed limit for the proposed facility based on either 1) the proposed route or 2) a parallel route that makes a similar connection (in the case of trails or other off-street facilities). The values in Table 3 will be assigned to projects based on the identified speed limit for a project:

Table 3: Risk of Pedestrian and Cyclist Fatality in Traffic Accidents by Speed Limit

	15 MPH and Under	20-25 MPH	30-35 MPH	40-45 MPH	50-55 MPH
Risk of Fatality	0%	.76%	1.52%	3.81%	8%

Data Source: Project Application & MAPA Review
Method of Scaling: Proportional

Future Traffic Volume

In order to estimate the value of safety improvements in the future, estimates of future Average Annual Daily Traffic (AADT) along project routes will be considered in the prioritization process. MAPA will

utilize its Travel Demand Model to estimate AADT on either 1) the proposed route or 2) a parallel route that makes a similar connection (in the case of trails or other off-street facilities)

Data Source: MAPA Travel Demand Model

Method of Scaling: Proportional

Demand (Weight = 6)

Population Density

The density of population along a project's route is a good indicator of demand for a project and the potential for usage of a facility. MAPA will calculate the average population density within one-half (1/2) mile of a project corridor in ArcGIS using the population estimates utilized in MAPA's Land Use Activity Allocation Model.

Data Source: MAPA LUAAM (based on 2010 Census population)

Method of Scaling: Proportional

Employment Density

The density of employment along a project's route is another indicator of demand for a project and its connection to job centers and other areas of activity. MAPA will calculate the average employment density within one-half (1/2) mile of a project corridor in ArcGIS using the population estimates utilized in MAPA's Land Use Activity Allocation Model.

Data Source: MAPA LUAAM (based on INFOGROUP database)

Method of Scaling: Proportional

Proximity to Schools

Schools are important generators and attractors of bicycle and pedestrian activity. The total number of school facilities (including universities) within one-quarter (1/4) mile of a project corridor will be tabulated for each project.

Data Source: MAPA GIS Database (based on INFOGROUP and county databases)

Method of Scaling: Proportional

Connectivity (Weight = 9)

Enhancing connectivity within the multimodal transportation network is a critical goal of the 2040 MAPA LRTP. The TAP-C identified investments that make connections between modes and activity centers within the MAPA region as key priorities of the program.

Level of Transit Service

The second metric of connectivity is Transit Connectivity. The TAP-C determined that alternative transportation projects occurring along corridors with a high frequency of transit service provide important multimodal connections for the region. The level of transit service for a particular project will be measured by accounting for the total number of bus trips scheduled to provide service within 1/4 mile of the project's location on an average weekday. This measurement accounts for both the number of bus lines intersecting the project area and the frequency of transit service on each of those lines.

Access to transit routes will be measured at the following types of existing facilities: transit centers, park and ride lots, transit stops, or new facilities proposed for completion prior to 2021.

Data Source: Metro Transit
Method of Scaling: Proportional

Connectivity to Existing Facilities

The TAP-C noted that leveraging investments in the existing multi-modal transportation network is an important priority of MAPA's TAP program. MAPA has compiled a GIS database of existing bicycle facilities (including trails, bike lanes, and other on-street facilities) as a part of its Regional Bicycle-Pedestrian Master Plan. Projects will receive the maximum scaled value (10 points) if there are existing bikeway and recreational trail facilities within one-quarter (1/4) mile of the project route.

Data Source: MAPA GIS Database (based on Regional Bike-Ped Master Plan)
Method of Scaling: Full Points or No Points

Connectivity to MAPA Priority Corridors

The priority corridors shown in Figure 5 (next page) were identified by the MAPA Project Selection Committee (ProSeCom) to be the most important transportation facilities that support the movement and access of people and goods in the MAPA Region. These corridors also represent key activity centers within the MAPA region and are important connections in the multi-modal transportation network. Projects will receive the maximum scaled value (10 points) if it is located within one-quarter (1/4) mile of an identified priority corridor.

Data Source: MAPA GIS Database (based on Project Selection Committee Criteria)
Method of Scaling: Full Points or No Points

Equity (Weight =6)

Accessibility for Environmental Justice Populations

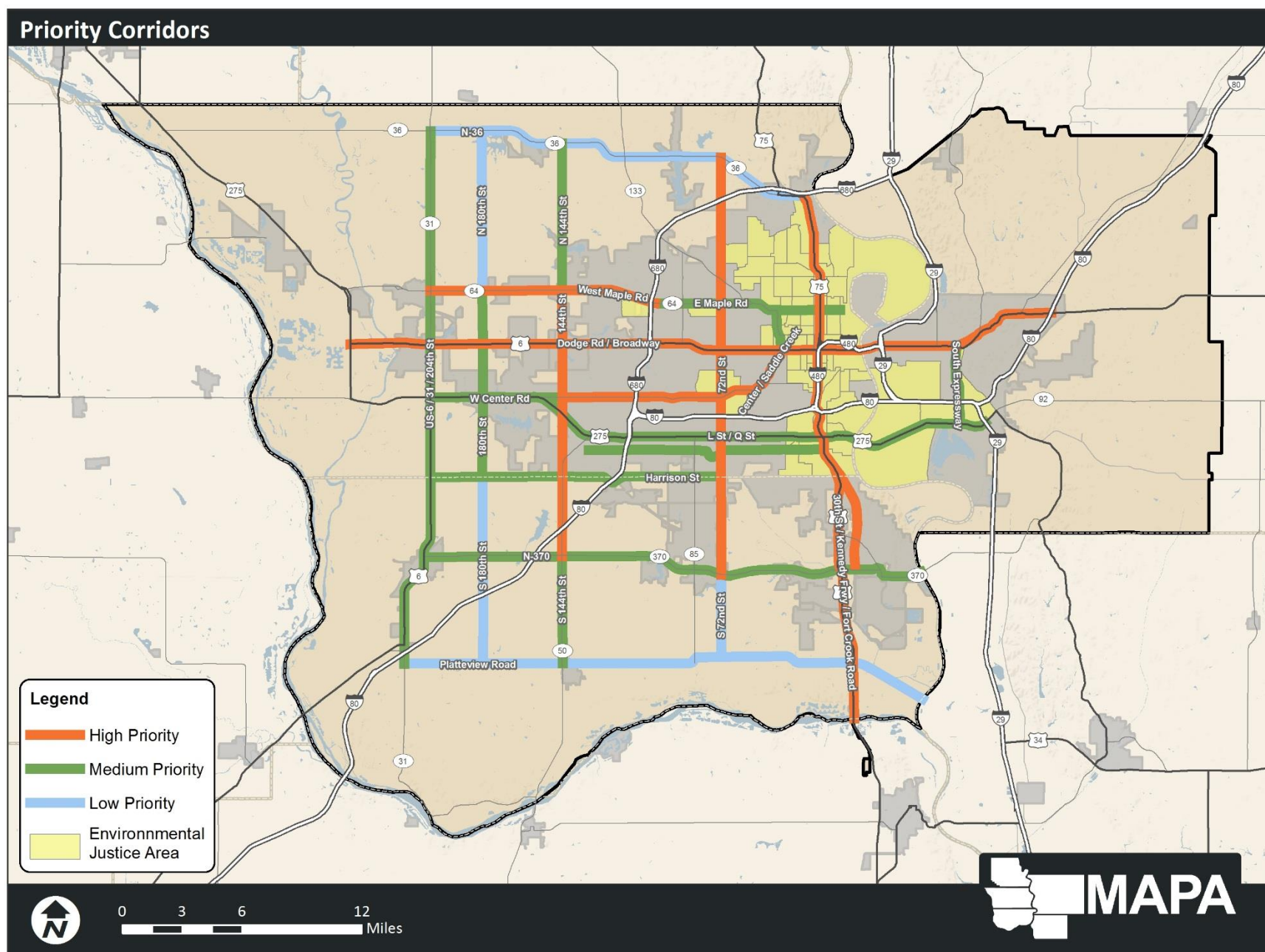
Projects that invest in areas with disproportionately high-minority and low income populations will receive additional consideration through this process. Areas of high-minority concentration, low income concentration and those areas that are both high-minority and low income are shown in Figure 5 (next page). These areas were identified by an analysis of socioeconomic data conducted by MAPA which was accepted by the MAPA Policy Board. The allocation of points under this metric is based on the location of projects in relation to Environmental Justice areas, describe in Table 4 below.

Table 4: Distribution of Points for Proximity to Environmental Justice Areas

Location	Points
Completely Within EJ Areas	2
Partially within EJ Area	1
Completely Outside EJ Area	0

Data Source: MAPA GIS Database (based on approved EJ Areas)
Method of Scaling: Proportional

Figure 5: MAPA Regional Priority Corridors



Community Access to a Vehicle

Access to an automobile is varied across the MAPA region. In order to prioritize investments in areas where bicycle and pedestrian investments can have the greatest impact, the TAP-C noted that the percentage of households with no access to a vehicle should be calculated. The average percentage of non-vehicle households within one-half (1/2) mile of a project corridor will be calculated for each project.

Data Source: American Community Survey (ACS)

Method of Scaling: Proportional

C) Overview of Criteria for Non-Infrastructure Projects

General Guidelines

The Transportation Alternatives Program Committee determined that non-infrastructure investments are an important aspect of meeting MAPA's LRTP goals related to complete streets and mode shift. Education initiatives focused on modes of travel other than private single-occupancy vehicles such as walking, bicycling, and Safe Routes to Schools were identified as the primary needs of the MAPA region.

Eligible construction activities under the Fixing America's Surface Transportation law are noted in Section 1 of this Policy Guide. Notable differences from previous transportation authorization bills include the ineligibility of bicycle or pedestrian safety education for adults.

The TAP-C does not anticipate many applications for non-infrastructure projects at present. As such, no quantitative measures for efficacy or need have been developed at this time. Applicants interested in applying for TAP funding for non-infrastructure projects should submit a narrative proposal not to exceed seven (7) pages in length. Narratives should be organized to address the key priority areas identified by the TAP-C below:

Accessibility for Environmental Justice Populations

Projects that invest in areas with disproportionately high-minority and low income populations will receive additional consideration through this process. Areas of high-minority concentration, low income concentration and those areas that are both high-minority and low income are shown on the MAPA Priority Corridors Map (included in this Policy Guide). These areas were identified by an analysis of socioeconomic data conducted by MAPA which was accepted by the MAPA Policy Board. The allocation of points under this metric is based on description of the project activities in relation to Environmental Justice areas. Projects which take place at facilities within an environmental justice area or has clear benefits for environmental justice populations will be recognized and prioritized by the TAP-C.

Comprehensiveness

The Transportation Alternatives Program Committee determined that the comprehensiveness of the education programs offered was a key factor in the evaluation of potential projects. In order to have the greatest impact, points are allocated based on the comprehensiveness of the content delivered by the proposed education program. Projects which address both bicycling and walking safety education are more favorable than those that only focus on one mode.

Need for the Proposed Project

As resources for bicycle safety education and Safe Routes to School activities are limited, the TAP-C wanted to ensure that there was little or no duplication between programs across the

region. The need for the proposed project is quantified based on the geographic reach of the project and whether a similar program has been offered recently. A brief description of the project's impact and its relationship to other education programs in the region will be provided by applicants. Projects which enhance educational opportunities available to residents within the community are more favorable than those that duplicate existing services and programs

Percentage of Local Match

While there is a minimum requirement of 20 percent local match for Federal-Aid projects, MAPA encourages submitting jurisdictions to take a greater stake in their projects. Projects with a non-federal share of funding over 30% are more favorable than those meeting minimum matching requirements.

School District Impacts

Safe Routes to School education activities were identified by the Transportation Alternatives Program Committee as an important activity to encourage within the MAPA region. In order to encourage regionally significant education programs, the TAP-C felt non-infrastructure projects should promote collaboration within and between school districts in the region. Projects that engage multiple school districts and/or multiple school facilities are more favorable than those targeted at a single school facility.

Educational Materials

In order to ensure that high quality education programs are implemented throughout the region, the TAP-C determined that source of educational materials for proposed projects was an important factor to consider. Projects which will utilize best practices from national organizations such as the League of American Bicyclist, the Alliance for Walking & Biking, or an equivalent organization will receive priority over those that do not identify the source of educational materials.

4) Project Application Form

FY2021 Transportation Alternatives Program (TAP) Application

Metropolitan Area Planning Agency (MAPA)

FY2021 Transportation Alternatives Program (TAP) Application

General Information

Applicant:
Mailing Address:
City: **State:** **Zip Code:**
Staff Contact: **Phone:**

Type of Applicant:

If "Other", please specify

Project Information

Project Title:

Project Description: Please provide details about the proposed facility including the project's location, the length of the project, and type of work proposed

Please select one of the follow eligible activities that corresponds to the proposed project

Please Select:

1 Trails & Bicycles

- 1.1 | Facilities for pedestrians and bicycles including safe routes for non-drivers
- 1.2 | Conversion and use of abandoned railway corridors

2 Scenic & Historic

- 2.1 | Construction of turnouts, overlooks, and viewing areas
- 2.2 | Inventory, control, or removal of outdoor advertising
- 2.3 | Historic Preservation and rehabilitation of historic transportation facilities
- 2.4 | Archaeological activities relating to impacts from another eligible activity

3 Safe Routes to School (SRTS)

- 3.1 | Infrastructure (sidewalks, trails, signals, addressing K-8 need)
- 3.2 | Non-infrastructure (public awareness, education, training, etc.)

4 Environmental

- 4.1 | Vegetation management practices in the transportation right-of-way
- 4.2 | Highway-related stormwater management
- 4.3 | Reduction of vehicle-caused wildlife mortality or restoration of habitat connectivity

FY2021 Transportation Alternatives Program (TAP) Application

Funds Requested (\$1,000s)	Federal	State	Local	Total
PE/NEPA/Final Design				0
ROW				0
Utilities/Construction/CE				0
Total	0	0	0	0

Please identify funding partners contributing non-federal match to the project (letters of support/documentation required)

Safety & Security

Which of the following facilities (if any) are included in the design of this project?

Bicycle Facilities		Pedestrian Facilities	
Cycletrack(s)		Pedestrian Safety Barrier(s)	
Bike Lane(s) Buffered by Parking		Grade Separated Crossing(s)	
Grade-Separated Crossing(s)		Curb Extensions	
Bicycle Boulevard Implementation		New, Signalized Pedestrian Crossing(s)	
On-Street Buffered Bike Lane(s)		Mid-Block Crossing(s)	
Multi-Use Recreational Trails		Pedestrian Sidepath(s)	
New, Signalized Bike Crossing(s)		Safe Routes to School Signage	
Painted Bike Lane(s)			
Widened Curb Lane(s)			
Painted Sharrows			
"Share the Road" Signage			
Wayfinding Signage			

What is the average speed limit along the project route (in mph)?

Cultural & Historical Resources

Is this project located within a designated scenic or historic byway corridor?

If so, has the project been endorsed by appropriate byway board?

Does this project improve or affect any historic transportation facilities?

If yes, please describe:

Application Checklist

Please note whether the following items are attached to this application submission

Complete Transportation Alternatives Program Application

Project Locational Map

Project locational map should show the limits of the project, and the projects relationship to other roadways or transportation facilities.

Completed DR-530 Form*

Completed DR-53 Form* (Probable Class of NEPA Action Form)

Documentation (Letters of Support) from Funding Partners

* Nebraska projects only, both forms are available from the NDOR at the link below

<http://www.transportation.nebraska.gov/gov-aff/lpa-guide-man.html>

Definitions

Access- is the ability to reach desired goods, services, activities and destinations (together called *opportunities*).

Four general factors affect physical accessibility:

1. *Mobility*, that is, physical movement. Mobility can be provided by walking, cycling, public transit, ridesharing, taxi, automobiles, trucks and other modes.
2. *Mobility substitutes*, such as telecommunications and delivery services. These can provide access to some types of goods and activities, particularly those involving information.
3. *Transportation system connectivity*, which refers to the directness of links and the density of connections in path or road network.
4. *Land use*, that is, the geographic distribution of activities and destinations. The dispersion of common destination increases the amount of mobility needed to access goods, services and activities, reducing accessibility.

Advance Construction- Advance construction and partial conversion of advance construction are cash flow management tools that allow states to begin projects with their own funds and only later convert these projects to Federal-aid. Advance construction allows a state to request and receive approval to construct Federal-aid projects in advance of the apportionment of authorized Federal-aid funds. Under normal circumstances, states "convert" advance-constructed projects to Federal aid at any time sufficient Federal-aid funds and obligation authority are available, and do so all at once. Under partial conversion, a state may obligate funds for advance-constructed projects in stages.

Alternative Transportation- Refers to modes of travel other than private single-occupancy vehicles such as walking, bicycling, carpooling, or transit.

Bicycle Signal- A bicycle signal is an electrically powered traffic control device that should only be used in combination with an existing conventional or hybrid signal. Bicycle signals are typically used to improve identified safety or operational problems involving bicycle facilities. Bicycle signal heads may be installed at signalized intersections to indicate bicycle signal phases and other bicycle-specific timing strategies. In the United States, bicycle signal heads typically use standard three-lens signal heads in green, yellow, and red lenses. Bicycle signals are typically used to provide guidance for bicyclists at intersections where they may have different needs from other road users (e.g., bicycle-only movements, leading bicycle intervals).

Bike Box- A bike box is a designated area at the head of a traffic lane at a signalized intersection that provides bicyclists with a safe and visible way to get ahead of queuing traffic during the red signal phase.

Bike lane- A Bicycle lane is defined as a portion of the roadway that has been designated by striping, signage, and pavement markings for the preferential or exclusive use of bicyclists.

Buffered Bike Lane- Buffered bike lanes are conventional bicycle lanes paired with a designated buffer space separating the bicycle lane from the adjacent motor vehicle travel lane and/or parking lane. A buffered bike lane is allowed as per MUTCD guidelines for buffered preferential lanes.

Cycle Track- A cycle track is an exclusive bike facility that combines the user experience of a separated path with the on-street infrastructure of a conventional bike lane. A cycle track is physically separated from motor traffic and distinct from the sidewalk. Cycle tracks have different forms but all share common elements—they provide space that is intended to be exclusively or primarily used for bicycles, and are separated from motor vehicle travel lanes, parking lanes, and sidewalks. In situations where on-street parking is allowed cycle tracks are located to the curb-side of the parking (in contrast to bike lanes). Cycle tracks may be one-way or two-way, and may be at street level, at sidewalk level, or at an intermediate level. If at sidewalk level, a curb or median separates them from motor traffic, while different pavement color/texture separates the cycle track from the sidewalk. If at street level, they can be separated from motor traffic by raised medians, on-street parking, or bollards. By separating cyclists from motor traffic, cycle tracks can offer a higher level of security than bike lanes and are attractive to a wider spectrum of the public.

Description- A brief description of the project; should include location information, limits of construction, impacts, etc.

Eligible Applicants- Project applications may be submitted by eligible sponsors located within the MAPA Transportation Management Area (TMA), including: Douglas County and its cities, Sarpy County and its cities, the City of Council Bluffs, City of Crescent, City of McClelland, and Pottawattamie County (within the TMA Boundary), and other entities identified by the FAST Act.

Environmental Justice- The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

The three fundamental principles for Environmental Justice for US DOT programs are shown below:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Equity- Refers to the distribution of resources and opportunities. Transportation decisions can have significant equity impacts. Transportation represents a major portion of consumer, business and government expenditures. It consumes a significant portion of public resources, including taxes and public land. Transportation activities have external impacts (noise and air pollution, crash risk and barrier effects) that affect the quality of community and natural environments, and personal safety. Transport determines where people can live, shop, work, go to school and recreate, and their opportunities in life. Adequate mobility is essential for people to participate in society as citizens, employees, consumers and community members. It affects people's ability to obtain education, employment, medical service and other critical goods.

Equity impacts can be difficult to evaluate, in part because the word “equity” has several meanings, each with different implications. There are four general types of equity related to transportation:

1. *Egalitarianism*- This refers to treating everybody the same, regardless of who they are. For example, egalitarianism might be used to justify charging every passenger pay the same fare (regardless of trip length), that each transit rider receive the same subsidy (regardless of income or need), that each resident pays the same amount or tax support transportation services (regardless of income or use), or that roads are unpriced.
2. *Horizontal Equity (also called “fairness”)*- This is concerned with the fairness of impact allocation between individuals and groups considered comparable in ability and need. Horizontal equity implies that consumers should “get what they pay for and pay for what they get,” unless a subsidy is specifically justified.
3. *Vertical Equity With Regard to Income and Social Class*- This focuses on the allocation of costs between income and social classes. According to this definition, transportation is most equitable if it provides the greatest benefit at the least cost to disadvantaged groups, therefore compensating for overall social inequity.
4. *Vertical Equity With Regard to Mobility Need and Ability*- This is a measure of how well an individual’s transportation needs are met compared with others in their community. It assumes that everyone should enjoy at least a basic level of access, even if people with special needs require extra resources and subsidies. Applying this concept requires establishing a standard of Basic Access. This tends to focus on two issues: access for people with disabilities, and support for transit and special mobility services.

Local Match- Local match is defined as the portion of total project cost to be covered by the local sponsoring jurisdiction or other non-federal contributor (i.e. the development community). For TAP-MAPA projects, the minimum match percentage is 20 percent.

MAPA 2040 LRTP- The MAPA 2040 Long Range Transportation Plan was finalized in 2015 and is the applicable long range transportation plan for the MAPA region. Capital Improvement projects must be listed in the MAPA 2040 LRTP in order to be eligible for TAP-MAPA funding.

Multi-modal Connectivity- Multi-modal connectivity refers to enhancing the opportunity to connect between various modes of transportation (i.e. automobile, bus, walking, cycling, etc.).

New Bike Lane/Path- New bike lanes or paths refer to the establishment (via on-street striping or separated facilities) of dedicated means of transportation for cyclists and other non-motorized modes of transportation.

PE/NEPA/Final Design- PE/NEPA/Final Design refers to the phase of a project per Federal guidelines. For applicable projects, the project sponsor must determine the anticipated budget for this phase when submitting an application for TAP-MAPA.

Pedestrian Countdown Signal- The countdown signal displays flashing numbers that count down the time remaining until the end of the flashing “DON’T WALK” (FDW) interval. The countdown

display, which can start at the onset of either the WALK or the FDW display, reaches zero and blanks out at the onset of the steady “DON’T WALK” (DW) display. When the countdown starts at the beginning of the FDW, the duration of the countdown is approximately equal to the pedestrian clearance interval for the crosswalk (the duration may vary according to local signal timing practice).

Pedestrian Signal- Pedestrian signals are special types of traffic signal indications installed for the exclusive purpose of controlling pedestrian traffic. They are frequently installed at signalized intersections when engineering analysis shows that the vehicular signals cannot adequately accommodate the pedestrians using the intersection.

Public Health Impacts- Public health impacts refer to the manner and consequences a project incurs on the general public’s health. For example, a project that would enhance public health could offer multi-modal connections that encourage active transportation.

Raised or Depressed Barrier Medians- Raised or depressed barrier medians refer to the separation of a transportation facility by an island, Jersey barrier, or other means of separation.

ROW- Right of Way (ROW) refers to a project development phase during which land is purchased by a sponsoring jurisdiction. The sponsor jurisdiction is responsible for denoting the amount of funding requested for Right of Way acquisition during project development.

Sharrows- Shared Lane Markings (SLMs), or “sharrows,” are road markings used to indicate a shared lane environment for bicycles and automobiles. Among other benefits shared lane markings reinforce the legitimacy of bicycle traffic on the street and recommend proper bicyclist positioning. The shared lane marking is not a facility type, it is a pavement marking with a variety of uses to support a complete bikeway network. The MUTCD outlines guidance for shared lane markings in section 9C.07.

Share the Road Signage – Share the Road signage refers to signs placed along designated bike routes to remind and inform motorists that cyclists may be present. For project applications, this type of signage applies to “Bikes May Use Full Lane” signs that are often used in combination with painted sharrows. The MUTCD outlines guidance for the placement of these kinds of signage and other pavement markings.

Trail/Path (sometimes referred to Multi-use Trail/Path)- A bicycle path allows for two-way, off-street bicycle use. If a parallel pedestrian path is not provided, other non-motorized users are legally allowed to use a bicycle path. These facilities are frequently found in parks, along rivers, creeks, and in rail rights-of-way greenbelts or utility corridors where right-of-way exists and there are few intersections to create conflicts with motorized vehicles.

Transit Operation Features or Amenities- Transit operation features or amenities refer to enhancements that directly improve the operation or aesthetics of transit in the MAPA region.

Walkability- The measure of the overall walking and living conditions in an area; the extent to which the built environment is friendly to the presence of people walking, biking, living, shopping, visiting, enjoying or spending time in an area.

CONTRACT COVER PLATE

CONTRACT IDENTIFICATION

1. Contract Number:
2. Project: Council Bluffs 1st Avenue Transit Alternatives Analysis
3. Effective Date: October 31, 2019
4. Completion Date: December 31, 2020

CONTRACT PARTIES

5. Contractor Name and Address:

Toole Design Group, LLC
8484 Georgia Avenue
Suite 800
Silver Spring, MD 20910

6. The Planning Agency:

The Omaha-Council Bluffs Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, Nebraska 68102

ACCOUNTING DATA

7. Contract – \$199,987.38.

Allotted - \$159,989.90 FHWA PL Funds, CFDA Number 20.205

DATES OF SIGNING AND MAPA BOARD APPROVAL

8. Date of MAPA Board Approval -
9. Date of Contractor Approval
10. Legal Review -

AGREEMENT
FOR PROFESSIONAL SERVICES

THIS AGREEMENT entered into this 31st day of October, 2019 by and between Toole Design Group, LLC, 8484 Georgia Avenue, Suite 800, Silver Spring, MD 20910(hereinafter referred to as "the Contractor") and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska, 68102 (hereinafter referred to as "MAPA"), providing for professional services described herein and within the MAPA FY 2020 Unified Work Program (hereinafter referred to as the "FY 2020 Program").

NOW, THEREFORE, it is mutually understood and agreed by the parties hereto as follows:

1. EMPLOYMENT OF THE CONTRACTOR

The Contractor agrees to undertake certain transportation planning activities identified in Section 134 of Title 23 United States Code and 23 CFR Part 420, subpart A and Part 450, subpart C, and incorporated into MAPA's FY 2020 Program. This Agreement shall be subject to all required provisions of the Iowa Department of Transportation ("Iowa DOT").

2. AREA COVERED

The study area will include transit alternatives running from downtown Omaha, roughly at North 19th Street to downtown Council Bluffs, roughly at North Broadway. However, the focus of the analysis described in the scoping document is in Council Bluffs, roughly one quarter mile to the north and south of 1st Avenue (between Avenue C and 5th Avenue) from the Missouri River to North Broadway. The study area may be expanded on an ad hoc basis to accommodate locations of opportunity – for example, the City-owned golf course to the west of the study area. The study area may also be expanded to include key connections as part of the Multimodal Corridor Access Study portion of the project.

3. SCOPE OF SERVICES

- A. The Contractor shall do, perform, and carry out the duties stated herein and in accordance with the negotiated scope of work and fee proposals included as Exhibit I, entitled Council Bluffs 1st Avenue Transit Alternatives Analysis Scope of Work.
- B. MAPA staff shall be represented on any stakeholder committee assigned to this study.
- C. The Contractor shall develop progress reports documenting their work activities and studies undertaken under the terms of this Agreement. These reports shall be of a quality suitable for publication, but will not ordinarily be intended for wide distribution. The documents shall be written in a style and form suitable for a technical audience rather than the mass public. Such reports shall contain the following information:
 - 1. Activities completed in the quarter.

2. Percentage completion.
 3. Number of hours completed by employee by activity for the quarter.
 4. Activities to be completed next quarter.
 5. Any existing or expected concerns about completed the activities included in the scope.
- D. The aforementioned reports shall be prepared for no less than the work activities specifically cited within Section 3, Scope of Services. The remaining work activities within the FY 2020 Program may be documented in a single report or additional reports as is mutually agreeable to MAPA and the Contractor.
- E. The Contractor will cooperate with MAPA in the preparation of information and reports to meet, in a timely manner, the requirements of Iowa DOT. MAPA will be provided a copy of data and reports developed as a result of this Agreement.

4. PERSONNEL

- A. The Contractor represents that it has, or will secure all personnel required in performing the services under this Agreement without exceeding the project budget. Such personnel will not have any other financial interest pertaining to work covered by this Agreement.
- B. All of the services required hereunder shall be performed by the Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and authorized under state and local law to perform such services.
- C. All subcontracted services covered by this Agreement shall be reviewed and approved prior to contracting by MAPA and Iowa DOT.

5. TIME OF PERFORMANCE

The Contractor agrees to perform the services of this Agreement as outlined in the negotiated Scope of Services and stated herein, within the time of this Agreement. The agreement shall cover work performed beginning October 31, 2019, and ending no later than December 31, 2020.

6. COMPENSATION

Contingent upon receipt of Federal Highway Administration (FHWA) PL funds from Iowa DOT under Agreement Project No. 17239, MAPA agrees to pay for the services rendered by the Contractor under the terms of this Agreement, compensation on a cost reimbursement basis for costs incurred and to include direct costs not to exceed in any event \$199,987.38 less independent audit and inspection fees, unless acceptable compliance with 23CFR 200 can be substituted.

(Exhibit I)

Payments for work under this agreement will be made based on actual costs up to a Maximum-Not-To-Exceed amount identified in the preceding paragraph. Actual costs include direct labor costs, direct non-labor costs, and overhead costs.

A. Direct Labor Costs are the earnings that individuals receive for the time they are working directly on the project.

a. Hourly Rates: For hourly employees, the hourly earnings rate shall be their employee's straight time hourly rate for the pay period in which the work was performed. If overtime hours are worked on this project, the premium pay portion of those hours is not allowable as a direct labor cost. For salaried employees, the hourly earnings rate shall be their actual hourly rate as recorded in the Contractor's accounting books of record.

b. Time Reports: The hours charged to the project must be supported by adequate time distribution records that clearly indicate the distribution of hours to all projects/activities on a daily basis for the entire pay period. Time reports must provide a clear identifying link to the projects: such as project description, project number, pertinent work phase, dates of service, and the individual's name and position. There must be an adequate system of internal controls in place to ensure that time charges are correct and have the appropriate supervisory approval.

B. Direct Non-Labor Costs: These costs include all necessary, actual, and allowable costs related to completing the work under the agreement, including but not limited to: meals, lodging, mileage, subject to the limitations outlined below; communication costs; reproduction and printing costs; special equipment and materials required for the project; special insurance premiums if required solely for this agreement; and such other allowable items. Purchases of such items must follow federal funding procurement process. Meal and lodging expenses shall not exceed IRS published per diem rates for the region. Alcoholic beverages are not considered to be an allowable expense and are not reimbursable.

A non-labor cost charged as a direct cost cannot be included in the Contractor's overhead rate. If for reasons of practicality, the consultant is treating a direct non-labor cost category, in its entirety, as an overhead cost, then costs from that category are not eligible to be billed to this project as a direct expense.

Contractor shall submit to the Planning Agency an invoice or billing itemizing all direct non-labor costs claimed for work under this agreement, and all supporting receipts or invoices.

7. ACCOUNTING RECORDS

- A. The Contractor shall establish and maintain accounts for the project in accordance with applicable provisions of 2 CFR, Subtitle A, Chapter 2, Part 200, Subpart F.
- B. Expenditures shall be in conformance with the standards for allowability of costs and the contract cost principles and procedures set forth in 2 CFR 200.
- C. The Contractor shall establish and maintain separate accounts for expenditures under Iowa DOT Agreement Project No. 17239.
- D. If necessary, the Federal award information needed for the SEFA includes:

Federal Grantor: US Department of Transportation - Federal Highway Administration

Pass-Through Grantor: Omaha-Council Bluffs Metropolitan Area Planning Agency

Program Title: Highway Planning and Construction (Federal-Aid Highway Program)

CFDA Number: 20.205

Accounting Contract Number: 21292

- E. The Contractor shall maintain an accurate cost-keeping system as to all costs incurred in connection with the subject of this Agreement and shall produce for examination books of account, bills, invoices and other vouchers, or certified copies thereof if originals are lost, at such reasonable time and place as may be designated by MAPA, IDOT or a designated Federal representative and shall permit extracts and copies thereof to be made during the period and for three (3) years after the final Iowa DOT-MAPA audit is completed, resolved and closed.
- F. The Contractor shall at all times afford a representative of MAPA, Iowa DOT, FHWA, or any authorized representative of the Federal government, reasonable facilities for examination and audits of the cost account records, shall make such returns and reports to a representative as may be required, shall produce and exhibit such books, accounts, documents and property as the representative may desire to inspect, and shall in all things aid the representative in the performance of audit duties.
- G. If any amount paid by MAPA to the Contractor under this Agreement is found to be ineligible for reimbursement from the sponsoring federal agency, the Contractor shall pay such amount back to MAPA.

8. SUBMISSION OF VOUCHERS/INVOICES

- A. The Contractor may submit monthly, but no less than quarterly, documented invoices of costs incurred for the work elements and work activities that were previously identified in Sections 3A and 3E of this Agreement. Said reports shall account for the expenditure of Federal and the Contractor shares, shall indicate work program percentage completion, and shall contain a statement of the Contractor's estimate of the percentage of work completed and be signed by a responsible representative of the Contractor certifying that all of the items herein are true and correct for the work performed under the terms of this Agreement. Final payment shall be made upon determination by MAPA and Iowa DOT that all requirements hereunder have been completed, which determination shall not be unreasonably withheld. Promptly after receipt of the Contractor's invoices, and following receipt of funds from Iowa DOT under Agreement Project No. 17239, MAPA shall make payment thereon to the Contractor. MAPA may withhold ten percent (10%) of the total compensation pending a final audit of this Agreement, 120 days from the end date of this agreement.
- B. All invoices shall be taken from the books of account kept by the Contractor and the Contractor shall have available copies of payroll distribution, receipted bills or other documents reasonably required by MAPA. The Contractor shall use actual labor rates for billing purposes.

- C. The Contractor shall have available a listing of all the Contractor personnel positions that may be selected or assigned to the work contemplated herein. Said listing shall indicate the title or classification and salary range of each such position. It is agreed that employees of the Contractor, whose time is directly assignable to this FY 2020 Program, shall keep and sign a time record showing the work element and work activity of the FY 2020 Program, date and hours worked, and title of position.
- D. It is understood that reimbursement for out-of-state (other than Nebraska, Iowa and Kansas City) travel costs, will not be requested unless written prior approval for such travel has been given by MAPA and the State. The rate of reimbursement will be that allowed by the State for travel by its own employees.
- E. If the FHWA notifies MAPA that a cost item (as identified in the cost circulars and regulations identified herein) paid to the Contractor under this Agreement is not eligible for funding by the FHWA, then the Contractor shall reimburse to MAPA the amount of the ineligible cost item.

9. TERMINATION OF AGREEMENT FOR CAUSE

- A. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Agreement, or refuse to accept changes required by Iowa DOT, MAPA shall thereupon have the right to terminate this Agreement by giving at least five (5) business days' prior written notice to the Contractor of such termination and specifying the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings and reports prepared by the Contractor shall be made available to MAPA, and the Contractor shall be entitled to receive compensation for all expenses incurred or obligated on all work mutually agreed to be satisfactorily completed through the effective date of termination.
- B. The above also applies when the Agreement may be terminated because of circumstances beyond the control of MAPA or the Contractor.

10. CHANGES

The Contractor or MAPA may, from time to time, request changes in the Scope of Services set forth in this Agreement, which are to be performed by the Contractor. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between MAPA and the Contractor, and subject to the approval of the Iowa DOT, shall be incorporated in written amendments to this Agreement and duly executed by authorized officials of the Parties.

11. PROHIBITED INTEREST

- A. No member of or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or to any benefit arising there from.
- B. No member, officer, or employee of MAPA or of a local governing public body during their tenure or one (1) year thereafter shall have any financial interest, direct or indirect, in this Agreement or the proceeds thereof.

12. ASSIGNABILITY

Neither the Contractor nor MAPA shall assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written mutual consent.

13. CLAIMS

Both parties indemnify, save and hold harmless the other party, and all its agents and employees of and from any and all claims, demands, actions or causes of action of whatever nature or character to the extent arising out of, or by reason of, the work to be performed by either party. Each party further agrees to defend, at its own sole cost and expense, any action or proceeding commenced for the purpose of asserting any such claim of whatever character to the extent arising as a result of its actions. Parties shall not be required to provide legal defense to the other party for claims arising out of professional negligence. Each party agrees to cooperate in the defense or settlement negotiation of such claim, action, or proceeding. It is further agreed that any and all employees of either party while engaged in the performance of any work or service required or provided for herein to be performed by that party, shall not be considered employees of the other party, and that any and all claims that may or might arise under the Worker's Compensation Act of the State of Iowa or any other applicable workers' compensation law on behalf of said employees, while so engaged, and any and all claims made by any third parties as a consequence of any act or omission on the part of said employees, shall in no way be the obligation or responsibility of the other party.

14. INTEREST OF THE CONTRACTOR

The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required to be performed under this Agreement. The Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed.

15. IDENTIFICATION OF DOCUMENTS

- A. All reports, maps, and other documents completed as part of this Agreement, other than documents completed exclusively for internal use within MAPA, shall carry the following notation

on the front cover or a title page (or, in the case of maps in the same block) containing the name of MAPA, the Contractor and the following:

"The preparation of this report, document, etc. was financed in part through a Federal grant from the Department of Transportation under the Transportation Planning Program authorized under Section 134 of Title 23 United States Code."

Together with the date (month and year) the document was prepared.

- B. Originals of all documents including computer tapes, tracings, drawings, estimates, specifications, field notes, investigations, studies, etc., as instruments of service under terms of this Agreement are to be the joint property of the political jurisdiction and governmental agencies participating in the transportation planning process. Copies of said documents will be made available to such participants upon request at costs of such reproduction.

16. PUBLICATION OR RELEASE OF INFORMATION

- A. Papers, interim reports, forms or other material which are a part of the work under this Agreement shall not be copyrighted without written approval of Iowa DOT and FHWA.
- B. Either party to the Agreement may initiate a request for publication of the final or interim reports, or any portions thereof.
- C. Publication by either party shall give credit to the other party and to the FHWA. However, if Iowa DOT or FHWA does not wish to subscribe to the findings or conclusions of the study the following statement shall be included on the credit sheet: "The opinions, findings and conclusions expressed in this publication are those of the authors and not necessarily those of Iowa DOT or the Federal Highway Administration."
- D. In the event of failure of agreement between Iowa DOT and the Contractor relative to the publication of any reports during the period of the Agreement, each party reserves the right to publish independently, in which event the nonoccurrence of the other party shall be set forth, if requested.
- E. Both written and oral releases are considered to be within the context of publication. However, there is no intention to limit discussion of the study with participants in the Transportation Planning Program, small technical groups or lectures to employees or students. Lectures to other groups which describe the plans are permissible.
- F. Neither party shall publish nor otherwise disclose, nor permit to be disclosed or published, the results of the investigation herein contemplated, during the period of the Agreement, without notifying the other party.
- G. When the scheduled time for presentation of a paper does not permit formal review and approval of a complete report, abstracts may be used for notification of intent to present a paper based on the study. Such presentation must protect the interest of the other party by the inclusion of a statement in the paper and in presentation to the effect that the paper had not been reviewed by the State.

17. NONDISCRIMINATION

- A. Both Parties agree that in accordance with the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. § 48-1101 to 48-1126, they will not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to hire, tenure, terms, conditions, or privileges of employment because of the age, race, color, religion, sex, disability, or national origin of the employee or applicant. None of the Parties shall, in the performance of this Agreement, discriminate or permit discrimination in violation of federal or state laws or local ordinances.
- B. The Contractor agrees to comply with the requirements of Title VI of the Civil Rights Act of 1964.
- C. The Contractor further agrees to comply with any and all requirements of the U. S. Department of Transportation and the Federal Highway Administration regarding equal employment opportunity and nondiscrimination.

18. MINORITY BUSINESS ENTERPRISE

In connection with the performance of this Agreement, the Contractor will cooperate with the project sponsor in meeting commitments and goals with regard to the maximum utilization of minority business enterprises and will use its best efforts to ensure that minority business enterprises shall have the maximum practicable opportunity to compete for subcontract work under this Agreement to the extent allowable by law.

19. RESIDENCY VERIFICATION

Pursuant to Neb. Rev. Stat. § 4-114 et seq., each party shall use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

20. APPLICABLE LAW AND VENUE

Parties to this Agreement shall conform to all existing and applicable city ordinances, resolutions, state and local laws, federal laws, and all existing and applicable rules and regulations. Nebraska law will govern the terms and the performance under this Agreement.

21. ENTIRE AGREEMENT

This Agreement contains the entire agreement of the Parties. The provisions of this Agreement may not be explained, supplemented, or qualified through evidence of trade usage or prior course

of dealings. No representations were made or relied upon by either Party other than those that are expressly set forth herein. No agent, employee or other representative of either Party is empowered to alter any of the terms hereof except as provided herein.

22. DRUG FREE POLICY

The Contractor shall have an acceptable and current drug-free workplace policy.

23. PUBLIC BENEFITS

With regard to Neb. Rev. Stat. §§ 4-108 – 113, neither Party is an individual or sole proprietorship. Therefore, neither Party is subject to the public benefits attestation and related requirements of Neb. Rev. Stat. §§ 4-108 – 113.

24. INDEPENDENT CONTRACTOR

It is agreed that nothing contained herein is intended or should be construed in any manner as creating or establishing a partnership or joint venture between the Parties. Any and all acts that either Party or its personnel, employees, agents, contractors, or servants, perform pursuant to the terms of this Agreement shall be undertaken as independent contractors and not as employees of the other. The Parties shall, except as provided herein, act in their individual capacities and not as agents, employees, partners, joint ventures or associates of the other. An employee or agent of one shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. None of the Parties nor its personnel, employees, agents, contractors, or servants shall be entitled to any benefits of the other. The Parties shall not provide any insurance coverage to the other or their employees including, but not limited to, workers' compensation insurance. Each Party shall pay all wages, salaries and other amounts due its employees and shall be responsible for all reports, obligations, and payments pertaining to social security taxation, income tax withholding, workers' compensation, unemployment compensation, group insurance coverage, collective bargaining agreements or any other such similar matters. Neither Party shall have any authority to bind the other by or with any contract or agreement, nor to impose any liability upon the other. All acts and contracts of each shall be in its own name and not in the name of the other, unless otherwise provided herein.

25. COPELAND "ANTI-KICKBACK" ACT (18 U.S.C. 874 and 40 U.S.C. 276c)

The Contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

26. DAVIS-BACON ACT, as amended (40 U.S.C. 276a to a-7)

The Contractor and subcontractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

27. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 327-333)

The Contractor and subcontractors shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

28. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

Any performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

29. DEBARMENT AND SUSPENSION (E.O.s 12549 and 12689)

The Contractor and all subcontractors assert the organization or individuals are not listed on the government-wide Excluded Parties List System, in accordance with the OMB guidelines at 2 CFR part 180 that implement E.O.s 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549.[69 FR 26281, May 11, 2004, as amended at 70 FR 51879, Aug. 31, 2005]

IN WITNESS WHEREOF, the parties have hereto caused this Agreement to be executed by their proper officers and representatives.

**OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY**

Attest: _____

by _____ DATE: _____

TOOLE DESIGN GROUP, LLC

Attest: _____

by _____ DATE: _____
Authorized Official

Title of Authorized Official

APPROVED AS TO LEGAL FORM

DATE _____, 20____

Signed _____
MAPA Legal Counsel



MAPA

Fee for Profit Percentage Worksheet

Project Name: Council Bluffs 1st Avenue Transit Alts **Consultant:** Toole Design
Project Number: **Prepared By:** Adam Wood, Toole Design
Control Number: **Date:** 9/6/2019

<u>Weight</u>	<u>Factor</u>	
35	Relative Difficulty -	The extent to which the Consultant applies knowledge, experience, technical skills, and independent judgment
	<u>Fee</u>	<u>Qualifier</u>
<input type="checkbox"/>	0.10	Standard process and solutions
<input type="checkbox"/>	0.11	
<input type="checkbox"/>	0.12	
<input type="checkbox"/>	0.13	
<input checked="" type="checkbox"/>	0.14	
<input type="checkbox"/>	0.15	Unique process and solutions
25	Size of Contract -	The larger the contract maximum compensation, the smaller the net fee percentage
	<u>Fee</u>	<u>Qualifier</u>
<input type="checkbox"/>	0.10	More than \$1,000,000
<input type="checkbox"/>	0.11	Less than \$1,000,000
<input type="checkbox"/>	0.12	Less than \$750,000
<input type="checkbox"/>	0.13	Less than \$500,000
<input checked="" type="checkbox"/>	0.14	Less than \$300,000
<input type="checkbox"/>	0.15	Less than \$100,000
15	Period of Performance -	the longer the contract duration, the smaller the net fee percentage
	<u>Fee</u>	<u>Qualifier</u>
<input type="checkbox"/>	0.10	More than 24 months
<input type="checkbox"/>	0.11	18-24 months
<input checked="" type="checkbox"/>	0.12	12-18 months
<input type="checkbox"/>	0.13	9-12 months
<input type="checkbox"/>	0.14	6-9 months
<input type="checkbox"/>	0.15	Less than 6 months
15	Assistance and Overview by MAPA Staff -	the increased number of deliverables and reviews, the smaller the net fee percentage
	<u>Fee</u>	<u>Qualifier</u>
<input type="checkbox"/>	0.10	Requires close review and assistance by MAPA
<input type="checkbox"/>	0.11	
<input type="checkbox"/>	0.12	
<input type="checkbox"/>	0.13	
<input checked="" type="checkbox"/>	0.14	
<input type="checkbox"/>	0.15	Limited review and assistance needed by MAPA
10	Subcontracting -	the more work subcontracted, the smaller the net fee percentage
	<u>Fee</u>	<u>Qualifier</u>
<input checked="" type="checkbox"/>	0.10	More than 30% of job
<input type="checkbox"/>	0.11	Less than 25% of job
<input type="checkbox"/>	0.12	Less than 20% of job
<input type="checkbox"/>	0.13	Less than 15% of job
<input type="checkbox"/>	0.14	Less than 10% of job
<input type="checkbox"/>	0.15	Less than 5% of job

Fixed Fee Total = 13.30

Council Bluffs 1st Avenue Transit Alternatives Analysis

Scope of Work

October 22, 2019

Background

The Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA), in partnership with the City of Council Bluffs (The City), is interested in contracting with Toole Design and Cambridge Systematics (The Consultant) to study transit alternatives in the 1st Avenue Corridor. This document contains scope elements and budget estimates, developed in collaboration with MAPA and the City, that collectively form a project that meets study objectives and can be completed within budget.

Scope Emphasis

The alternatives to be analyzed include:

- Streetcar on First Avenue (no BRT);
- BRT on Broadway (no streetcar);
- BRT on Broadway and streetcar on First Avenue
- BRT on First Avenue (no streetcar);
- Do nothing/No build (multi-use trail in First Avenue corridor).

The scope emphasis for this study is on the following elements:

- Multimodal connectivity to the corridor and assessment of existing bike/pedestrian infrastructure along key routes;
- How land use might change to complement transit; and
- Economic impacts associated with various levels of growth and development.

Study area

Consistent with the proposed study area map included in the RFQ documents on MAPA's website, the study area will include transit alternatives running from downtown Omaha, roughly at North 19th Street to downtown Council Bluffs, roughly at North Broadway. However, the focus of the analysis described in this scoping document is in Council Bluffs, roughly one quarter mile to the north and south of 1st Avenue (between Avenue C and 5th Avenue). The study area may be expanded on an ad hoc basis to accommodate locations of opportunity – for example, the City-owned golf course to the west of the study area. The study area may also be expanded to include key connections as part of the Multimodal Corridor Access Study portion of the project.

Budget

The calculated budget for the scope described on the following pages, including direct expenses, is \$199,987.38.

Scope of Work

Task 1: Project Management and Stakeholder Engagement

1.1 Detailed Workplan & Kickoff

The Consultant will prepare a detailed workplan that includes:

1. A refined project schedule that depicts the order of each task in this scope of work, internal deadlines and review periods, and preliminary dates or time periods for stakeholder and public engagement activities
2. An overview of Toole Design's data maintenance and file management structure and protocol
3. A Quality Assurance/Quality Control (QA/QC) plan outlining the timing and method for reviewing major deliverables before submission

The Consultant will host a conference call kickoff meeting with MAPA and City staff to review the workplan and seek feedback. This meeting will provide an opportunity for participants to identify opportunities and challenges and confirm the ultimate objectives of the project; agree on a process for handling communication and data transfer; and discuss the composition and objectives of the stakeholder committee.

1.2 Reporting and Project Management Team Coordination

The Consultant will prepare and submit monthly progress updates to MAPA and the City's Project Manager and will identify any potential issues or obstacles to completing tasks. Progress reports and invoices will be submitted via email each month.

This task will include time for general project administration including coordination with MAPA, the City, and other stakeholders. In addition, the Consultant will schedule a monthly conference call with MAPA and the City to provide updates on the project's status, discuss any outstanding project needs, and solicit feedback on the project. The Consultant will prepare brief agendas before each call and summary notes, next steps, and/or to-do lists afterwards. The Consultant anticipates that unscheduled calls may also be necessary to resolve unforeseen issues.

1.3 Project Information Content Generation

The Consultant will periodically prepare content at three key points during the project to coincide with the Multimodal Corridor Access Study, Transportation and Land Use Scenario Development, and Alternatives Analysis. The Consultant anticipates each status report being developed as PDF documents with simple but attractive formatting and containing four to eight pages of charts, infographics, text, and maps.

1.4 Online Interactive Map

The Consultant will prepare an online map to display existing conditions data, analysis output layers, alternatives, and bicycle and pedestrian infrastructure recommendations. This map will be updated at two or three key points during the project to display additional layers and remove outdated layers. In addition to displaying GIS layers, the map can also include images, charts, or descriptive text in a sidebar. Development of this supplementary descriptive content will occur as part of other tasks and will be determined by the budget for each of those tasks.

If desired, the map can be set up to collect stakeholder or broader public comments. This can be achieved by allowing people to vote or comment on features (e.g., lines representing priority bikeway projects) or provide opportunities to draw points or lines and assign a category or comment. Comments received will be collected and provided to MAPA and the City for further analysis and response.

1.5 Stakeholder Committee Meetings

To conserve project resources, the Consultant proposes three in-person meetings with stakeholders aligning with key milestones in the project (one of these to occur as part of the field review described below). In addition, the Consultant will participate in up to three additional stakeholder meetings via phone or web conference. The City will lead the stakeholder committee meetings, but the Consultant will prepare and give PowerPoint presentations, participate in discussions, and answer questions.

Task 2: Existing Context

2.1 Data Collection and Inventory of Existing Conditions

The Consultant will quickly and efficiently compile data on existing conditions in the study area. This effort will rely upon data that is readily available, including:

- From Urban Footprint
 - Existing land use, density, and development patterns
 - Employment and building area by type
 - Demographic data (age, race, income, etc.)
 - Building and property values
- From MAPA / The City / Metro Transit
 - Street data in GIS, including traffic volume, speed, street configuration, bikeway presence and type
 - Sidewalk inventory data in GIS
 - Utility locations
 - Existing transit ridership data
 - Existing trip origin and destination for auto and transit trips
 - Existing trip travel time data for auto and transit trips

The Consultant will prepare a map series within Urban Footprint's map template that summarizes this information. Additionally, the Consultant will compile relevant plans and studies, including the Comprehensive Plan, West Broadway Corridor Plan, West Broadway Urban Renewal Plan, and City Capital Improvement Program.

2.2 Field Review/Corridor Tour

The primary purposes of this work task are to acclimate the Consultant team to the nuances of the existing context, engage with select stakeholders, and collect information in support of the Multimodal Corridor Access Study work task.

A two-day Consultant visit to Council Bluffs to meet with City staff to discuss known challenges and opportunities, whether as part of in-person meetings or a staff-led corridor tour. During this visit, the Consultant will also participate in a stakeholder-focused walking tour (to be planned and organized by MAPA or the City). The Consultant will perform a high-level assessment of key barriers to walking and biking within the corridor, likely focusing on street intersections along Broadway. In this approach, the

Consultant will largely rely on existing data and sidewalk gap data being developed by the City and MAPA. This approach will lead to the identification of key issues and opportunities, but not a comprehensive inventory of field conditions. This visit will be scheduled to coincide with a stakeholder committee meeting, during which the Consultant will be able to introduce the project.

In order to complete the sidewalk assessment component of Priority Connections element within the Multimodal Corridor Access Study, it will likely be necessary for Consultant to perform additional field work as part of a later trip to the study area (to coincide with a stakeholder committee meeting).

Task 3: Multimodal Corridor Access Study

The Consultant understands that the City's priorities for this task include identifying and prioritizing the key barriers and opportunities for increasing walking and bicycling access to the 1st Avenue corridor and making connections to existing and planned multi-use trails. As such, the City is looking for priority connections to the corridor and an assessment of the suitability of existing infrastructure.

3.1 Multimodal Network Analysis

Since the study area has a gridded street network and a relatively complete sidewalk system, the focus on the analysis is on the impact of motor vehicle traffic on safety and comfort of people biking and walking. The key elements of this task include:

- **Existing Conditions Destination Analysis** – Using open-source GIS data and data collected earlier in the project to identify priority areas where people are most likely to walk and bike based on *current* population characteristics and destinations (this is sometimes referred to as a demand analysis). This analysis can include numerous factors, such as population density, employment density, proximity to transit, entertainment and service destinations, and elements of the regional trail system. This will inform investments that may occur as part of a “no build” scenario, or prior to major transit investments along the corridor.
- **Level of Traffic Stress** – The Consultant will begin by calculating the bicycling Level of Traffic Stress (LTS) for all streets within the study area to identify streets that are barriers to biking. This analysis uses motor vehicle speed, average daily traffic (ADT) volume, roadway configuration, and other variables to score a street as high or low stress for people biking. While designed to identify barriers to biking, this information can also be used to identify streets that are stressful to cross and therefore may be barriers to walking.
- **Crash Analysis** – Relatively few bicycle and pedestrian crashes have occurred within the corridor. However, the Consultant will receive and map crash data and perform a high-level review to identify correlations with LTS and intersection ratings.
- **Intersection and Crossing Analysis** – The key challenge to people walking to/from the 1st Avenue corridor will be crossing streets. The Consultant will use the LTS analysis results and field work to identify potentially-challenging intersections within a one-quarter mile radius of the corridor. The Consultant will develop a tailored rating system for key pedestrian crossings that accounts for the presence and suitability of marked crosswalks, curb ramps, signals, crossing distances, and pedestrian delay (based on data collected in Task 3.1). This rating system will reflect the values and priorities of stakeholders. The Consultant will then rate key intersections within this focus area.
- **Bike Access Analysis** – The Consultant will calculate a bikeshed for the 1st Avenue corridor based on the low-stress street and bikeway network identified through the LTS analysis. The

Consultant will re-run this analysis with priority projects to show improvements to the bikeshed that can result.

The selection of factors and degree of detail for each of the layers of analysis described above is dependent on the quality of available data and will be determined in consideration of the available budget for the task.

The culmination of this analysis will be illustrative maps that highlight the strengths and weaknesses of the existing pedestrian and bicycling network and highlight barriers to access and usage.

3.2 Priority Connections

Building upon the Multimodal Network Analysis and Alternatives Analysis, the Consultant will illustrate low-walkability/high-demand streets and intersections in order to identify priority connections for walkability and biking improvements that will improve access to the 1st Avenue corridor. Before finalizing connections, the Consultant will work with the City to establish a framework for bicycle and pedestrian access (e.g., an ideal spacing of high-comfort street crossings). For each priority connection, the Consultant will highlight gaps in the pedestrian and bicycling network, record the pavement condition and width for sidewalks (based on the MAPA/City sidewalk inventory GIS and data recorded in the field), assess the suitability of current infrastructure, and provide recommendations for linear and spot improvements. For key recommendations, the Consultant will provide high-level order of magnitude cost estimates.

Task 4: Transportation and Land Use Scenario Development

These scope elements directly address the City's core objectives. They focus on facilitating a discussion about the transportation and land use relationship through a scenario planning approach. More specifically, the Consultant can explore how changes to density, intensity and urban form can influence demand for high capacity transit and how changes in transit service can influence access to housing and employment and promote economic development.

4.1 Station Locations

Building on the existing conditions and preliminary analysis work and in consultation with MAPA and the City, the Consultant will identify potential station locations for each transit alternative. Station locations and spacing patterns will correspond to different technologies (BRT vs streetcar). This effort is intended to be very cursory and qualitative in nature.

4.2 Placetypes (Development Palette)

To facilitate the dialogue on different approaches to land use and urban form, this scope element focuses on "placetypes." Placetypes describe the growth potential or "DNA" of a place, including density, intensity, land use mix, and other attributes.

Urban Footprint includes a library of pre-existing placetypes for a variety of places (suburban residential, strip commercial, TOD, etc.). In consultation with the City and other stakeholders, the Consultant will select a palette of up to 12 placetypes to replicate both trend development patterns as well as more aspirational growth patterns. This effort will rely upon existing pre-existing placetypes within Urban Footprint's library, with modifications to density (dwelling units per acre) and intensity (floor area ratio). Additional customization (new placetypes, changes to land use mix or other attributes) will occur at additional cost.

4.3 Complementary Land Use Scenarios

The Consultant will build land use scenarios to complement each transit alternative using the station locations and placetypes developed in preceding tasks. Land use scenarios will vary by the type and location of placetypes assigned within the study area. The Consultant will develop one land use scenario for each transit alternative for a total of five scenarios.

Task 5: Alternatives Analysis

5.1 Growth and Development Impact

The Consultant will analyze and summarize metrics on the growth potential associated with each alternative based on outputs from Urban Footprint, including:

- Population
- Dwelling units by type (single family, multi-family)
- Employment by type
- Floor area by type (non-residential and residential)

As part of this analysis, the Consultant can develop information about development within the study area relative to the City and region as a whole to provide a very cursory market reality check.

5.2 Transit Demand and Use

The Consultant will analyze transit demand in the corridor for each of five transit alternatives and associated land use scenarios. Current and potential future demand for premium transit service (streetcar, BRT) along this corridor shall be assessed. This assessment shall include analysis of trip patterns, travel time savings, costs, and future development impacts.

As part of this task, the Consultant will modify and update the existing STOPS model for the region.

The existing STOPS model was built using version 2.01 of stops, it used GTFS files for 2017 to build the transit network, 2006-2010 Census journey-to-work data for trip flows, and on-board survey data from 2012 and transit boarding data from 2016 to calibrate the model. The Consultant will perform the following tasks to update the model.

- The Consultant will update the STOPS model from version 2.01 to the latest version 2.5;
- The Consultant will check that the Census journey-to-work data used by the model is up to date, and if it is not, the Consultant will update using the latest Census data; and
- The Consultant will recalibrate the model using the recent 2017 on-board survey data and any recent transit boarding counts that have been performed.

Using the updated STOPS model, the Consultant will model ridership for the five transit alternatives, including the development of operating characteristics (frequency and hours of operation) and complementary land use scenarios. Outputs of the model will be summarized in tabular and graphical formats for ease in interpreting the results.

5.3 Economic Impact

This task will help the city understand the potential for value capture in the study area associated with various levels of growth and development. Using data on existing and proposed square footage (derived from the placetype development characteristics) and historic occupancy rates and property and building values, the Consultant will provide estimates of economic value generated by each scenario.

Economic value is defined as the dollar value of new investment in the study area, which can be used to draw inferences about the potential for value capture. This could be an iterative process, by which the City can determine the optimal levels of density and intensity to make value capture a viable strategy.

5.4 Cost Estimates

This scope addresses cost estimates associated with each alternative. Using the operating assumptions developed in the ridership modeling task, the Consultant will develop conceptual, planning level cost estimates based on unit cost data for systems with comparable technologies, including alignments, stations, rolling stock and operation. Consideration of funding requirement and capacity to fund capital and operating expenses of alternatives shall be considered as part of the analysis.

5.5 Other

In addition to the specific performance measures described above, the Consultant will produce additional performance measures that are “built-in” to Urban Footprint’s standard analysis modules, including:

- Land consumption
- Energy consumption
- Water use
- Transit and walk accessibility
- Transportation demand (trips, VMT, mode share)
- Household and transportation costs
- Resilience (new growth susceptible to flooding, etc.)

The Consultant will report these measures, as-is, from Urban Footprint. Any customization or synthesis of these measures, or measures beyond these, will entail additional cost.

5.6 Recommendations

This scope element synthesizes the results of the preceding work into a set of recommendations that will help the City, MAPA and other stakeholders make informed decisions. This could include:

- Scenario performance: Which scenarios performed most favorably based on the performance measures.
- Growth and development: Desired land uses, density and intensity to support transit investment in the corridor.
- Multimodal network: Priority investments in walk, bike and bus service/infrastructure to support high capacity transit.
- Other considerations: Local context, preferences, appetite for proposed alternative, capacity for funding of capital and operating costs.

Task 6: Draft and Final Report

6.1 Draft Report

Based on feedback from MAPA, City staff, stakeholder committee members, and other stakeholders as identified in previous tasks, the Consultant will summarize the work performed under all of the above tasks into a draft report document. The Consultant envisions this report organized in three parts:

1. A graphic-rich executive summary that serves as the primary public-facing document and is largely based on reusing and updating the material developed in the Project Information Content Generation task
2. A technical report that includes details and supporting content, intended more for internal use by MAPA and the City

The draft report will be shared with MAPA and City staff for a first round of revisions, then shared with the stakeholder committee for input. The Consultant will work with MAPA and City staff to receive, inventory, and respond to stakeholder comments. The Consultant will prepare a revised draft report for public comment. At this stage, the Consultant will provide a presentation in Microsoft PowerPoint for the public meeting; this presentation can also be used by staff members to discuss the project in the future.

6.2 Final Report

After the public meeting, the Consultant will incorporate feedback on the revised draft report into the final report. The final plan document will be delivered in both PDF and an editable format (Microsoft Word or Adobe InDesign). The Consultant will provide hard copies as negotiated, although the Consultant finds that having our clients be responsible for printing is an easy way to conserve project resources. All graphic content will also be made available in PDF format as well as native format (Adobe Illustrator, Photoshop, or InDesign).

Finally, the Consultant will package and deliver to MAPA all data generated, analyzed, or refined over the course of this project. GIS data will be delivered in file geodatabase or shapefile format. The Consultant will provide editable map documents, preferably in QGIS format. QGIS is a free, open-source GIS platform.

Staffing Plan (CPFF)

Study

Project Name: 1st Avenue Corridor Study

Project Number:

Consultant: Cambridge Systematics

Control Number:

Consultant PM: Kevin Tilbury, 321-438-3229, ktilbury@camsys.com



LPA RC:

NDOT PC: Ex: Jane Smith, 402-479-0001, jane.smith@nebraska.gov

Date: September 18, 2019

#	Code	Classification	#	Code	Classification
1	PR	Principal	6	DES	Designer
2	PM	Program Manager	7	TECH	Technician
3	SENG	Sr. Engineer	8	ADM	Administrative
4	ENG	Engineer	9	UD1	Senior Planner / Modeler
5	SDES	Sr. Designer	10	UD2	Project Controller

Overhead Rate ^[1]
219.00%
Fee for Profit Rate ^[2]
13.00%
FCCM (if applicable)
%

BLENDING RATES TABLE

Template: T-WB-Generic (rev 06-11-2019) CPFF

Employee Name	Job Title & Certifications ^[3]	Current Actual Salary Rate/Hr ^[4]	% Assigned
Principal			
Paula Dowell	Principal	\$109.04	80%
Kimon Proussaloglou	Principal	\$115.48	20%
Blended Rate:		\$110.33	
Program Manager			
Kevin Tilbury	Senior Associate	\$70.19	75%
Jason Lemp	Senior Associate	\$56.54	25%
Blended Rate:		\$66.78	
Sr. Engineer			
Blended Rate:			
Engineer			
Blended Rate:			

BLENDED RATES TABLE

Template: T-WB-Generic (rev 06-11-2019) CPFF

Employee Name	Job Title & Certifications ^[3]	Current Actual Salary Rate/Hr ^[4]	% Assigned
Sr. Designer			
Will McKee	Creative Services Manager	\$46.35	100%
Blended Rate:		\$46.35	
Designer			
Angela Valenti	Designer	\$39.66	100%
Blended Rate:		\$39.66	
Technician			
Blended Rate:			
Administrative			
Blended Rate:			
Senior Planner / Modeler			
Sara Steinberger	Associate	\$37.50	50%
Haiyun Lin	Senior Professional	\$40.10	50%
Blended Rate:		\$38.80	
Project Controller			

BLENDED RATES TABLE

Template: T-WB-Generic (rev 06-11-2019) CPFF

Employee Name	Job Title & Certifications ^[3]	Current Actual Salary Rate/Hr ^[4]	% Assigned
Blended Rate:			

Consultant's Estimate of Hours

Study

Project Name: 1st Avenue Corridor Study

Project Number: _____

Consultant: Cambridge Systematics

Control Number: _____

Consultant PM: Kevin Tilbury, 321-438-3229, ktilybury@camsys.com

NDOT PC: _____

Date: September 18, 2019

TASKS	PERSONNEL CLASSIFICATIONS										
	PR	PM	SENG	ENG	SDES	DES	TECH	ADM	UD1	UD2	Total
1. Project Mgmt & Stakeholder Engagement		24									24
1. Detailed Workplan & Kickoff											
2. Reporting and PMT Coordination		8									8
3. Project Information Content Generation											
4. Online Interactive Map											
5. Stakeholder Committee Meetings		16									16
2. Existing Context		20							16		36
1. Data Collection and Inventory of Existing Conditions		8							16		24
2. Field Review / Corridor Tour		12									12
3. Multimodal Corridor Access Study											
1. Multimodal Network Analysis											
2. Priority Connections											
4. Trans and Land Use Scenario Development		34							66		100
1. Station Locations		4							4		8
2. Placetypes (Development Palette)		14							22		36
3. Complementary Land Use Scenarios		16							40		56
5. Alternatives Analysis	48	148							256		452
1. Growth and Development Impact		12							12		24
2. Transit Demand and Use	12	48							100		160
3. Economic Impact	36	52							100		188
4. Cost Estimates		12							24		36
5. Other		8							12		20
6. Recommendations		16							8		24
6. Draft and Final Report		8							8		16
1. Draft Report		6							6		12
2. Final Report		2							2		4
Total Days	6	29.3							43		79
Total Hours	48	234							346		628.0

Direct Expenses

Study

Project Name: 1st Avenue Corridor Study

Project Number: _____

Consultant: Cambridge Systematics

Control Number: _____

Consultant PM: Kevin Tilbury, 321-438-3229, ktilbury@camsys.com

NDOT PC: _____

Date: September 18, 2019

Subconsultants:			Amount
Subtotal			
Printing and Reproduction:	Qty	Unit Cost	Amount
Subtotal			
Mileage/Travel:	Qty	Unit Cost	Amount
Mileage/Travel: Roundtrip from Kansas City	360	\$0.580	\$208.80
Airfare: Nashville to Omaha	3	\$550.000	\$1,650.00
Rental Car & Fuel:		\$90.000	
Subtotal			\$1,858.80
Lodging/Meals:	Qty	Unit Cost	Amount
Motel - Standard Rate \$94+tax		\$110.00	
Motel - Omaha/Douglas Co. \$109+tax	4	\$125.00	\$500.00
Meals & Incidentals (Standard Rate)		\$55.00	
Meals & Incidentals (Omaha/Douglas Co.)	4	\$61.00	\$244.00
Subtotal			\$744.00
Other Miscellaneous Costs:	Qty	Unit Cost	Amount
Subtotal			
TOTAL DIRECT EXPENSES			\$2,602.80

Notes & Assumptions	Study
---------------------	-------

Study

Project Number: _____

Control Number: _____

LPA RC: _____

NDOT PC:

Date: September 18, 2019

Notes & Assumptions

[illegible]

Project Cost & Breakdown

Study

Project Name: 1st Avenue Corridor Study

Project Number: _____

Consultant: Cambridge Systematics

Control Number: _____

Consultant PM: Kevin Tilbury, 321-438-3229, ktilbury@camsys.com

NDOT PC: _____

Date: September 18, 2019

DIRECT LABOR COSTS			
Classification	Hours	Rate	Amount
Principal	48	\$110.33	\$5,295.84
Program Manager	234	\$66.78	\$15,626.52
Sr. Engineer			
Engineer			
Sr. Designer		\$46.35	
Designer		\$39.66	
Technician			
Administrative			
Senior Planner / Modeler	346	\$38.80	\$13,424.80
Project Controller			
	628	Subtotal	\$34,347.16

DIRECT EXPENSES	Amount
Subconsultants:	
Printing And Reproduction:	
Mileage/Travel:	\$1,858.80
Lodging/Meals:	\$744.00
Other Miscellaneous Costs:	
Subtotal	\$2,602.80

TOTAL PROJECT COSTS	Amount
Direct Labor Costs	\$34,347.16
Overhead @ 219.00%	\$75,220.28
Facility Capital Cost of Money (FCCM) @ (direct labor cost x FCCM%)	
Direct Expenses	\$2,602.80
Fee for Profit Rate @ 13.00%	\$14,243.77
TOTAL COST	\$126,414.01

LABOR COST BY MAJOR TASKS	Direct Labor	Overhead	Profit	Amount
1. Project Mgmt & Stakeholder Engagement	\$1,602.72	\$3,509.96	\$664.65	\$5,777.33
2. Existing Context	\$1,956.40	\$4,284.52	\$811.32	\$7,052.24
3. Multimodal Corridor Access Study				
4. Trans and Land Use Scenario Development	\$4,831.32	\$10,580.59	\$2,003.55	\$17,415.46
5. Alternatives Analysis	\$25,112.08	\$54,995.46	\$10,413.98	\$90,521.52
6. Draft and Final Report	\$844.64	\$1,849.76	\$350.27	\$3,044.67

	\$34,347.16	\$75,220.29	\$14,243.77	\$123,811.22

Staffing Plan (CPFF)

Study

Project Name: Council Bluffs 1st Avenue Transit Alts Analysis

Project Number:

Consultant: Toole Design Group, LLC

Control Number:

Consultant PM: Adam Wood, 608-663-8082 x402, awood@tooledesign.com



LPA RC:

NDOT PC: Ex: Jane Smith, 402-479-0001, jane.smith@nebraska.gov

Date: September 18, 2019

#	Code	Classification	#	Code	Classification
1	PR	Principal	6	ANL	Analyst
2	PM	Project Manager	7	GDES	Graphic Designer
3	SPLN	Sr. Planner	8	ADM	Administrative
4	PLN	Planner	9	UD1	User Defined 1
5	SANL	Sr. Analyst	10	UD2	User Defined 2

Overhead Rate ^[1]
163.31%
Fee for Profit Rate ^[2]
13.30%
FCCM (if applicable)
0.14%

BLENDING RATES TABLE

Template: T-WB-Generic (rev 06-11-2019) CPFF

Employee Name	Job Title & Certifications ^[3]	Current Actual Salary Rate/Hr ^[4]	% Assigned
Principal			
Ciara Schlichting	Director of Operations Midwestern US; AICP	\$73.62	10%
Kevin Luecke	Madison Office Director	\$53.53	90%
Blended Rate:		\$55.54	
Project Manager			
Adam Wood	Senior Planner; AICP	\$48.58	100%
Blended Rate:		\$48.58	
Sr. Planner			
Jessica Schoner	Senior Planner; PhD	\$45.97	50%
Trung Vo	Senior Planner; AICP	\$46.83	50%
Blended Rate:		\$46.40	
Planner			
Sonia Haeckel	Project Planner	\$38.60	40%
Evan Moorman	Planner	\$26.55	60%
Blended Rate:		\$31.37	

BLENDED RATES TABLE

Template: T-WB-Generic (rev 06-11-2019) CPFF

Employee Name	Job Title & Certifications ^[3]	Current Actual Salary Rate/Hr ^[4]	% Assigned
Sr. Analyst			
Tom Lin	Senior Data Analyst	\$40.32	50%
Spencer Gardner	Project Planner; AICP	\$41.22	50%
Blended Rate:		\$40.77	
Analyst			
Daniel Patterson	GIS Analyst	\$27.55	80%
Laura Krull	Planner; GIS Analyst	\$39.44	20%
Blended Rate:		\$29.93	
Graphic Designer			
Shailah Handy	Senior Graphic Designer	\$33.81	20%
Megan Seib	Graphic Designer	\$26.03	80%
Blended Rate:		\$27.59	
Administrative			
Blended Rate:			
User Defined 1			
Blended Rate:			
User Defined 2			

BLENDED RATES TABLE

Template: T-WB-Generic (rev 06-11-2019) CPFF

Employee Name	Job Title & Certifications ^[3]	Current Actual Salary Rate/Hr ^[4]	% Assigned
Blended Rate:			

Consultant's Estimate of Hours

Study

Project Name: Council Bluffs 1st Avenue Transit Alts Analysis

Project Number: _____

Consultant: Toole Design Group, LLC

Control Number: _____

Consultant PM: Adam Wood, 608-663-8082 x402, awood@tooledesign.com

NDOT PC: _____

Date: September 18, 2019

TASKS	PERSONNEL CLASSIFICATIONS										
	PR	PM	SPLN	PLN	SANL	ANL	GDES	ADM	UD1	UD2	Total
1. Project Mgmt & Stakeholder Engagement	4	80		4	6	30	48				172
1. Detailed Workplan & Kickoff		12									12
2. Reporting and PMT Coordination	4	24									28
3. Project Information Content Generation		6				6	48				60
4. Online Interactive Map		2			6	24					32
5. Stakeholder Committee Meetings											
a) In-Person		24		4							28
b) Web Meetings		12									12
2. Existing Context		24		4		14					42
1. Data Collection and Inventory of Existing Conditions		2				10					12
2. Field Review / Corridor Tour		22		4		4					30
3. Multimodal Corridor Access Study	5	40	28	40		56					169
1. Multimodal Network Analysis											
a) Existing Conditions Destination Analysis		4	4			16					24
b) Level of Traffic Stress		4	2			12					18
c) Crash Analysis		4	2	12		8					26
d) Intersection and Crossing Analysis		6	4	12							22
e) Bike Access Analysis	2	4	2			16					24
2. Priority Connections											
a) Connection Framework		4	2								6
b) Connection Identification		4	2	4		2					12
c) Connection Gaps and Recommendations	2	6	2	12		2					24
d) Cost Estimates	1	4	8								13
4. Trans and Land Use Scenario Development	2	16									18
1. Station Locations		2									2
2. Placetypes (Development Palette)		4									4
3. Complementary Land Use Scenarios	2	10									12
5. Alternatives Analysis	3	46	8								57
1. Growth and Development Impact		4									4
2. Transit Demand and Use	1	12	4								17
3. Economic Impact	2	16	4								22
4. Cost Estimates		4									4
5. Other		4									4
6. Recommendations		6									6
6. Draft and Final Report	6	28		56			56				146

TASKS	PERSONNEL CLASSIFICATIONS										
	PR	PM	SPLN	PLN	SANL	ANL	GDES	ADM	UD1	UD2	Total
1. Draft Report	4	16		40			40				100
2. Final Report	2	12		16			16				46
<i>Total Days</i>	<i>2.5</i>	<i>29.3</i>	<i>4.5</i>	<i>13</i>	<i>0.75</i>	<i>12.5</i>	<i>13</i>				<i>76</i>
Total Hours	20	234	36	104	6	100	104				604.0

Direct Expenses

Study

Project Name: Council Bluffs 1st Avenue Transit Alts Analysis

Project Number: _____

Consultant: Toole Design Group, LLC

Control Number: _____

Consultant PM: Adam Wood, 608-663-8082 x402, awood@tooledesign.com

NDOT PC: _____

Date: September 18, 2019

Subconsultants:			Amount
Cambridge Systematics			\$126,414.01
Subtotal			\$126,414.01
Printing and Reproduction:	Qty	Unit Cost	Amount
Subtotal			
Mileage/Travel:	Qty	Unit Cost	Amount
Mileage/Travel:		\$0.580	
Airfare: Madison to Omaha	3	\$545.000	\$1,635.00
Rental Car & Fuel:	7	\$90.000	\$630.00
Subtotal			\$2,265.00
Lodging/Meals:	Qty	Unit Cost	Amount
Motel - Standard Rate \$94+tax		\$110.00	
Motel - Omaha/Douglas Co. \$109+tax	5	\$125.00	\$625.00
Meals & Incidentals (Standard Rate)		\$55.00	
Meals & Incidentals (Omaha/Douglas Co.)	8	\$61.00	\$488.00
Subtotal			\$1,113.00
Other Miscellaneous Costs:	Qty	Unit Cost	Amount
Subtotal			
TOTAL DIRECT EXPENSES			\$129,792.01

Notes & Assumptions	Study
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Notes & Assumptions	Study
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Project Name: Council Bluffs 1st Avenue Transit Alts Analysis

Project Number: _____

Consultant: Toole Design Group, LLC

Control Number: _____

Consultant PM: Adam Wood, 608-663-8082 x402, awood@tooledesign.com

LPA RC: _____

NDOT PC: _____

Date: September 18, 2019

[illegible]

Project Cost & Breakdown

Study

Project Name: Council Bluffs 1st Avenue Transit Alts Analysis

Project Number: _____

Consultant: Toole Design Group, LLC

Control Number: _____

Consultant PM: Adam Wood, 608-663-8082 x402, awood@tooledesign.com

NDOT PC: _____

Date: September 18, 2019

DIRECT LABOR COSTS			
Classification	Hours	Rate	Amount
Principal	20	\$55.54	\$1,110.80
Project Manager	234	\$48.58	\$11,367.72
Sr. Planner	36	\$46.40	\$1,670.40
Planner	104	\$31.37	\$3,262.48
Sr. Analyst	6	\$40.77	\$244.62
Analyst	100	\$29.93	\$2,993.00
Graphic Designer	104	\$27.59	\$2,869.36
Administrative			
User Defined 1			
User Defined 2			
	604	Subtotal	\$23,518.38

DIRECT EXPENSES	Amount
Subconsultants:	\$126,414.01
Printing And Reproduction:	
Mileage/Travel:	\$2,265.00
Lodging/Meals:	\$1,113.00
Other Miscellaneous Costs:	
Subtotal	\$129,792.01

TOTAL PROJECT COSTS	Amount
Direct Labor Costs	\$23,518.38
Overhead @ 163.31%	\$38,407.87
Facility Capital Cost of Money (FCCM) @ 0.140% (direct labor cost x FCCM%)	\$32.93
Direct Expenses	\$129,792.01
Fee for Profit Rate @ 13.30%	\$8,236.19
TOTAL COST	\$199,987.38

LABOR COST BY MAJOR TASKS	Direct Labor	Overhead	Profit	Amount
1. Project Mgmt & Stakeholder Engagement	\$6,700.88	\$10,943.21	\$2,346.66	\$19,990.75
2. Existing Context	\$1,710.42	\$2,793.29	\$598.99	\$5,102.70
3. Multimodal Corridor Access Study	\$6,450.98	\$10,535.10	\$2,259.15	\$19,245.23
4. Trans and Land Use Scenario Development	\$888.36	\$1,450.78	\$311.11	\$2,650.25
5. Alternatives Analysis	\$2,772.50	\$4,527.77	\$970.94	\$8,271.21
6. Draft and Final Report	\$4,995.24	\$8,157.73	\$1,749.35	\$14,902.32

	\$23,518.38	\$38,407.88	\$8,236.20	\$70,162.46

AN AGREEMENT BETWEEN THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY, AND THE CITY OF OMAHA TO OBTAIN DIGITAL MAP PRODUCTS FOR THE REGION

THIS AGREEMENT made and entered into this ____ day of _____, 2019 by and between the Omaha-Council Bluffs Metropolitan Area Planning Agency (hereinafter called MAPA), and Douglas County.

WITNESSETH:

WHEREAS, a group of agencies from Eastern Nebraska and Western Iowa the Nebraska-Iowa Regional Orthophotography Consortium (hereinafter called the NI-ROC) and MAPA officials have mutually agreed the NI-ROC area will benefit from the mapping products to be obtained and have determined that such products can be acquired at a lower cost through a joint mapping effort than if acquired by individual agencies.

WHEREAS, the NI-ROC and MAPA officials have further determined that the mutual sharing of all products obtained under this Agreement, as well as other non-proprietary digital data already owned by NI-ROC members, benefits all NI-ROC agencies

NOW, THEREFORE, the parties do agree that:

I.
PURPOSE

The purpose of this Agreement is to provide for the funding and administration of a Mapping Project (hereinafter called the Project), the scope of which is outlined in Section III below. The project shall be undertaken by the firm of Pictometry, Inc.

II.
STEERING COMMITTEE

A Steering Committee shall be formed, which shall be made up of at least five representatives of the NI-ROC members, and which shall be responsible for guiding the conduct of the Project, and deciding whether to accept the finished products of the Project Contractor. The Steering Committee shall select a Project Manager from the MAPA staff who will be the point of contact between the Steering Committee and Pictometry, Inc. The Steering Committee will provide general direction relating to Project contract administration; such direction will be carried out by the Project Manager. The Steering Committee will provide staff resources necessary to review the Mapping Products and to distribute and install the products for NI-ROC members.

III.
SCOPE OF SERVICES

The scope of services to be performed or procured pursuant to this Agreement shall include obtaining aerial photography for portions of Douglas, Lancaster, Sarpy and Washington Counties in Nebraska and Pottawattamie County in Iowa. The Contractor will produce digital orthophotos, oblique imaging and other digital mapping products, as further specified in the Contract between MAPA and Pictometry, Inc., within the mapping area. Specific deliverables to Douglas County shall include: Reveal 1000 3 inch color ortho and oblique photo tiles (countywide), Reveal 1000 3 inch color orthophoto mosaic (MrSID), and Pictometry Connect (100 users).

IV. METHODS AND PROCEDURE

The work program developed by the Steering Committee shall be performed by Pictometry, Inc., who is recognized to have expertise in the field of this endeavor. MAPA shall enter into a contract with Pictometry, Inc. for completion of the contemplated work and consistent with the terms of this Agreement. MAPA's contract with Pictometry, Inc. will be reviewed and revised after MAPA and the NI-ROC members have executed respective Agreements. After completion of the Project by Pictometry, Inc. each party to this Agreement shall receive a copy of the Digital Mapping Products which may be used for whatever purpose they desire.

V. FEES, RECORDS, PAYMENT

MAPA shall make payment in response to the billings by Pictometry, Inc.

Pictometry, Inc. shall provide regular progress reports which shall be available to all NI-ROC members via the internet. An account of Project billings and payments by MAPA shall be made available to NI-ROC members upon request.

Douglas County shall pay MAPA a total amount of \$57,277 in NI-ROC funding. Payments will be made in two equal annual installments of \$26,138.50 on or before July 1 of each of the years 2020 and 2021, or by an accelerated method as mutually agreed upon by both parties. Payment will be made within 30 days of receipt of bill. Douglas County shall be permitted to seek separate Interlocal Agreements with its cities for reimbursement of a portion of its total payment amount to MAPA. Should other agencies determine that they will benefit from the Project and wish to share in the use of any of the products obtained under this Agreement, the payment amount required for Douglas County shall be reduced proportionately in relation to the payments of such outside agencies.

VI. FUTURE PROJECTS

MAPA, on behalf of the jurisdictions of NI-ROC, has entered into a multi-year agreement with Pictometry, Inc for the purpose of obtaining fixed pricing for up to 3 flights scheduled in 2018, 2020 and 2022. Douglas County shall participate in this project and not procure aerial photography services, including digital orthophotos, oblique imaging, and other digital mapping products, outside of this agreement for the years 2020 and 2022. In the event that Douglas County is unable to participate in such future projects in 2020 and 2022 due to lack of budgetary resources, Douglas County shall communicate such inability in writing to the Project Manager prior to image capture.

VII. ADMINISTRATION

Administration of the Project shall be the responsibility of MAPA. The Steering Committee shall review payment decisions made by MAPA before payment is made to Pictometry, Inc. Payment may be withheld if, in the opinion of the Steering Committee, Pictometry, Inc. has not properly performed or documented the services for which the billing has been made, or if said services are not within the approved scope of services.

VIII.
DURATION

This Agreement shall remain in full force and effective until which time the payment schedule in Section V has been fulfilled.

IX.
NON-DISCRIMINATION

The parties to this Agreement shall not, in the performance of this Agreement discriminate or permit discrimination in violation of federal or state laws or local ordinances because of race, color, sex, age, disability, political or religious opinions, affiliations or national origin.

X.
APPLICABLE LAW

Parties to this Agreement shall conform with all existing and applicable local ordinances, resolutions, state and local laws, federal laws, and all existing and applicable rules and regulations. Nebraska law will govern the terms and the performance under this Agreement.

XI.
STRICT COMPLIANCE

All provisions of this Agreement and each and every document that shall be attached shall be strictly complied with as written, and no substitution or change shall be made except upon written direction from an authorized representative.

XII.
MERGER

This Agreement shall not be merged into any other oral or written contract, lease or deed of any type. This is the complete and full agreement of the parties.

XIII.
MODIFICATION

This Agreement contains the entire agreement of the parties. No representations were made or relied upon by either party other than those that are expressly set forth herein. No agent, employee or other representative of either party is empowered to alter any of the terms hereof unless done in writing and signed by an authorized officer of the respective parties.

IX.
SAVINGS CLAUSE

It is understood and agreed by all parties hereto that if any part, term, condition, or provision of this Agreement is held to be illegal or in conflict with any law of the State of Nebraska or of the United States, the validity of the remaining parts, terms conditions, or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, condition, or provisions held to invalid.

In WITNESSETH WHEREOF, the parties hereto have caused this instrument to be signed and sealed by their duly authorized representative.

OMAHA-COUNCIL BLUFFS
METROPOLITAN AREA PLANNING AGENCY

ATTEST:

BY: _____
Date

BY: _____
Date

PRINT NAME _____

PRINT NAME _____

DOUGLAS COUNTY

ATTEST:

BY: _____
Date

BY: _____
Date

Position _____

PRINT NAME _____

PRINT NAME _____

AN AGREEMENT BETWEEN THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY, AND THE CITY OF OMAHA TO OBTAIN DIGITAL MAP PRODUCTS FOR THE REGION

THIS AGREEMENT made and entered into this _____ day of _____, 2019 by and between the Omaha-Council Bluffs Metropolitan Area Planning Agency (hereinafter called MAPA), and the City of Omaha.

WITNESSETH:

WHEREAS, a group of agencies from Eastern Nebraska and Western Iowa the Nebraska-Iowa Regional Orthophotography Consortium (hereinafter called the NI-ROC) and MAPA officials have mutually agreed the NI-ROC area will benefit from the mapping products to be obtained and have determined that such products can be acquired at a lower cost through a joint mapping effort than if acquired by individual agencies.

WHEREAS, the NI-ROC and MAPA officials have further determined that the mutual sharing of all products obtained under this Agreement, as well as other non-proprietary digital data already owned by NI-ROC members, benefits all NI-ROC agencies

NOW, THEREFORE, the parties do agree that:

I.
PURPOSE

The purpose of this Agreement is to provide for the funding and administration of a Mapping Project (hereinafter called the Project), the scope of which is outlined in Section III below. The project shall be undertaken by the firm of Pictometry, Inc.

II.
STEERING COMMITTEE

A Steering Committee shall be formed, which shall be made up of at least five representatives of the NI-ROC members, and which shall be responsible for guiding the conduct of the Project, and deciding whether to accept the finished products of the Project Contractor. The Steering Committee shall select a Project Manager from the MAPA staff who will be the point of contact between the Steering Committee and Pictometry, Inc. The Steering Committee will provide general direction relating to Project contract administration; such direction will be carried out by the Project Manager. The Steering Committee will provide staff resources necessary to review the Mapping Products and to distribute and install the products for NI-ROC members.

III.
SCOPE OF SERVICES

The scope of services to be performed or procured pursuant to this Agreement shall include obtaining aerial photography for portions of Douglas, Lancaster, Sarpy and Washington Counties in Nebraska and Pottawattamie County in Iowa. The Contractor will produce digital orthophotos, oblique imaging and other digital mapping products, as further specified in the Contract between MAPA and Pictometry, Inc., within the mapping area. Specific deliverables to the City of Omaha shall include: Reveal 1000 3 inch color ortho and oblique photo tiles (countywide), Reveal 1000 3 inch color orthophoto mosaic (MrSID), and Pictometry Connect (100 users).

IV.
METHODS AND PROCEDURE

The work program developed by the Steering Committee shall be performed by Pictometry, Inc., who is recognized to have expertise in the field of this endeavor. MAPA shall enter into a contract with Pictometry, Inc. for completion of the contemplated work and consistent with the terms of this Agreement. MAPA's contract with Pictometry, Inc. will be reviewed and revised after MAPA and the NI-ROC members have executed respective Agreements. After completion of the Project by Pictometry, Inc. each party to this Agreement shall receive a copy of the Digital Mapping Products which may be used for whatever purpose they desire.

V.
FEES, RECORDS, PAYMENT

MAPA shall make payment in response to the billings by Pictometry, Inc.

Pictometry, Inc. shall provide regular progress reports which shall be available to all NI-ROC members via the internet. An account of Project billings and payments by MAPA shall be made available to NI-ROC members upon request.

The City of Omaha shall pay MAPA a total amount of \$106,372 in NI-ROC funding. Payments will be made in two equal annual installments of \$53,186 on or before July 1 of each of the years 2020 and 2021, or by an accelerated method as mutually agreed upon by both parties. Payment will be made within 30 days of receipt of bill. Should other agencies determine that they will benefit from the Project and wish to share in the use of any of the products obtained under this Agreement, the payment amount required for the City of Omaha shall be reduced proportionately in relation to the payments of such outside agencies.

VI.
FUTURE PROJECTS

MAPA, on behalf of the jurisdictions of NI-ROC, has entered into a multi-year agreement with Pictometry, Inc for the purpose of obtaining fixed pricing for up to 3 flights scheduled in 2018, 2020 and 2022. The City of Omaha shall participate in this project and not procure aerial photography services, including digital orthophotos, oblique imaging, and other digital mapping products, outside of this agreement for the years 2020 and 2022. In the event that the City of Omaha is unable to participate in such future projects in 2020 and 2022 due to lack of budgetary resources, the City of Omaha shall communicate such inability in writing to the Project Manager prior to image capture.

VII.
ADMINISTRATION

Administration of the Project shall be the responsibility of MAPA. The Steering Committee shall review payment decisions made by MAPA before payment is made to Pictometry, Inc. Payment may be withheld if, in the opinion of the Steering Committee, Pictometry, Inc. has not properly performed or documented the services for which the billing has been made, or if said services are not within the approved scope of services.

VIII.

DURATION

This Agreement shall remain in full force and effective until which time the payment schedule in Section V has been fulfilled.

IX. NON-DISCRIMINATION

The parties to this Agreement shall not, in the performance of this Agreement discriminate or permit discrimination in violation of federal or state laws or local ordinances because of race, color, sex, age, disability, political or religious opinions, affiliations or national origin.

X. APPLICABLE LAW

Parties to this Agreement shall conform with all existing and applicable local ordinances, resolutions, state and local laws, federal laws, and all existing and applicable rules and regulations. Nebraska law will govern the terms and the performance under this Agreement.

XI. STRICT COMPLIANCE

All provisions of this Agreement and each and every document that shall be attached shall be strictly complied with as written, and no substitution or change shall be made except upon written direction from an authorized representative.

XII. MERGER

This Agreement shall not be merged into any other oral or written contract, lease or deed of any type. This is the complete and full agreement of the parties.

XIII. MODIFICATION

This Agreement contains the entire agreement of the parties. No representations were made or relied upon by either party other than those that are expressly set forth herein. No agent, employee or other representative of either party is empowered to alter any of the terms hereof unless done in writing and signed by an authorized officer of the respective parties.

IX. SAVINGS CLAUSE

It is understood and agreed by all parties hereto that if any part, term, condition, or provision of this Agreement is held to be illegal or in conflict with any law of the State of Nebraska or of the United States, the validity of the remaining parts, terms conditions, or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, condition, or provisions held to invalid.

In WITNESSETH WHEREOF, the parties hereto have caused this instrument to be signed and sealed by their duly authorized representative.

OMAHA-COUNCIL BLUFFS
METROPOLITAN AREA PLANNING AGENCY

ATTEST:

BY: _____
Date

BY: _____
Date

PRINT NAME _____

PRINT NAME _____

Executed this ____ day of December, 2019.

ATTEST:

CITY OF OMAHA:

CITY CLERK OF THE CITY OF OMAHA
APPROVED AS TO FORM:

MAYOR OF THE CITY OF OMAHA

CITY ATTORNEY

AN AGREEMENT BETWEEN THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY, AND SARPY COUNTY TO OBTAIN DIGITAL MAP PRODUCTS FOR THE REGION

THIS AGREEMENT made and entered into this day of , 2019 by and between the Omaha-Council Bluffs Metropolitan Area Planning Agency (hereinafter called MAPA), and Sarpy County.

WITNESSETH:

WHEREAS, a group of agencies from Eastern Nebraska and Western Iowa the Nebraska-Iowa Regional Orthophotography Consortium (hereinafter called the NI-ROC) and MAPA officials have mutually agreed the NI-ROC area will benefit from the mapping products to be obtained and have determined that such products can be acquired at a lower cost through a joint mapping effort than if acquired by individual agencies.

WHEREAS, the NI-ROC and MAPA officials have further determined that the mutual sharing of all products obtained under this Agreement, as well as other non-proprietary digital data already owned by NI-ROC members, benefits all NI-ROC agencies

NOW, THEREFORE, the parties do agree that:

I.
PURPOSE

The purpose of this Agreement is to provide for the funding and administration of a Mapping Project (hereinafter called the Project), the scope of which is outlined in Section III below. The project shall be undertaken by the firm of Pictometry, Inc.

II.
STEERING COMMITTEE

A Steering Committee shall be formed, which shall be made up of at least five representatives of the NI-ROC members, and which shall be responsible for guiding the conduct of the Project, and deciding whether to accept the finished products of the Project Contractor. The Steering Committee shall select a Project Manager from the MAPA staff who will be the point of contact between the Steering Committee and Pictometry, Inc. The Steering Committee will provide general direction relating to Project contract administration; such direction will be carried out by the Project Manager. The Steering Committee will provide staff resources necessary to review the Mapping Products and to distribute and install the products for NI-ROC members.

III.
SCOPE OF SERVICES

The scope of services to be performed or procured pursuant to this Agreement shall include obtaining aerial photography for portions of Douglas, Lancaster, Sarpy and Washington Counties in Nebraska and Pottawattamie County in Iowa. The Contractor will produce digital orthophotos, oblique imaging and other digital mapping products, as further specified in the Contract between MAPA and Pictometry, Inc., within the mapping area. Specific deliverables to Sarpy County shall include: 3 inch color orthophoto tiles (countywide), 3 inch color orthophoto mosaic (MrSID), and Pictometry Connect (100 users).

IV. METHODS AND PROCEDURE

The work program developed by the Steering Committee shall be performed by Pictometry, Inc., who is recognized to have expertise in the field of this endeavor. MAPA shall enter into a contract with Pictometry, Inc. for completion of the contemplated work and consistent with the terms of this Agreement. MAPA's contract with Pictometry, Inc. will be reviewed and revised after MAPA and the NI-ROC members have executed respective Agreements. After completion of the Project by Pictometry, Inc. each party to this Agreement shall receive a copy of the Digital Mapping Products which may be used for whatever purpose they desire.

V. FEES, RECORDS, PAYMENT

MAPA shall make payment in response to the billings by Pictometry, Inc.

Pictometry, Inc. shall provide regular progress reports which shall be available to all NI-ROC members via the internet. An account of Project billings and payments by MAPA shall be made available to NI-ROC members upon request.

Sarpy County shall pay MAPA a total amount of \$221,208.00 in NI-ROC funding. Payments will be made in four equal annual installments of \$55,302.00 on or before July 1 of each of the years 2020, 2021, 2022, and 2023 or by an accelerated method as mutually agreed upon by both parties. Payment will be made within 30 days of receipt of bill. Sarpy County shall be permitted to seek separate Interlocal Agreements with its cities for reimbursement of a portion of its total payment amount to MAPA. Should other agencies determine that they will benefit from the Project and wish to share in the use of any of the products obtained under this Agreement, the payment amount required for Sarpy County shall be reduced proportionately in relation to the payments of such outside agencies.

VI. FUTURE PROJECTS

MAPA, on behalf of the jurisdictions of NI-ROC, has entered into a multi-year agreement with Pictometry, Inc for the purpose of obtaining fixed pricing for up to 3 flights scheduled in 2018, 2020 and 2022. Sarpy County shall participate in this project and not procure aerial photography services, including digital orthophotos, oblique imaging, and other digital mapping products, outside of this agreement for the years 2020 and 2022. In the event that Sarpy County is unable to participate in such future projects in 2020 and 2022 due to lack of budgetary resources, Sarpy County shall communicate such inability in writing to the Project Manager prior to image capture.

VII. ADMINISTRATION

Administration of the Project shall be the responsibility of MAPA. The Steering Committee shall review payment decisions made by MAPA before payment is made to Pictometry, Inc. Payment may be withheld if, in the opinion of the Steering Committee, Pictometry, Inc. has not properly performed or documented the services for which the billing has been made, or if said services are not within the approved scope of services.

VIII.
DURATION

This Agreement shall remain in full force and effective until which time the payment schedule in Section V has been fulfilled.

IX.
NON-DISCRIMINATION

The parties to this Agreement shall not, in the performance of this Agreement discriminate or permit discrimination in violation of federal or state laws or local ordinances because of race, color, sex, age, disability, political or religious opinions, affiliations or national origin.

X.
APPLICABLE LAW

Parties to this Agreement shall conform with all existing and applicable local ordinances, resolutions, state and local laws, federal laws, and all existing and applicable rules and regulations. Nebraska law will govern the terms and the performance under this Agreement.

XI.
STRICT COMPLIANCE

All provisions of this Agreement and each and every document that shall be attached shall be strictly complied with as written, and no substitution or change shall be made except upon written direction from an authorized representative.

XII.
MERGER

This Agreement shall not be merged into any other oral or written contract, lease or deed of any type. This is the complete and full agreement of the parties.

XIII.
MODIFICATION

This Agreement contains the entire agreement of the parties. No representations were made or relied upon by either party other than those that are expressly set forth herein. No agent, employee or other representative of either party is empowered to alter any of the terms hereof unless done in writing and signed by an authorized officer of the respective parties.

IX.
SAVINGS CLAUSE

It is understood and agreed by all parties hereto that if any part, term, condition, or provision of this Agreement is held to be illegal or in conflict with any law of the State of Nebraska or of the United States, the validity of the remaining parts, terms conditions, or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, condition, or provisions held to invalid.

In WITNESSETH WHEREOF, the parties hereto have caused this instrument to be signed and sealed by their duly authorized representative.

OMAHA-COUNCIL BLUFFS
METROPOLITAN AREA PLANNING AGENCY

ATTEST:

BY: _____
Date

BY: _____
Date

PRINT NAME _____

PRINT NAME _____

SARPY COUNTY

ATTEST:

BY: _____
Date

BY: _____
Date

Position _____

PRINT NAME _____

PRINT NAME _____



TRAVEL AUTHORIZATION FORM

Person Traveling :	MAPA Board Member #1		
Dates of Travel:	February 9 - 12, 2020		
Departure Time:	6:00 a.m.	Return Time:	10:00 p.m.
Traveling to :	Washington, D.C.		
Purpose:	NARC National Conference of Regions		
Coding:	28000-01 19NDOT02		
Block Rate Deadline:	Unknown		
# Traveling:	6		

Estimated Travel Expenses:

Registration	\$600.00
Flights	\$350.00

Transp. Fares	\$100.00
Auto Rental	

Parking	\$50.00
Other	\$50.00

MAPA Vehicle Miles	10
MAPA Vehicle Mileage	\$5.45

Personal Vehicle Miles		Rate	\$0.545
Personal Vehicle Mileage	\$0.00		

<u>Per Diem:</u>	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$57.00	\$76.00			\$57.00
Breakfast	\$13.50	\$18.00	x	2	\$13.50
Lunch	\$14.25	\$19.00	x	2	\$14.25
Dinner	\$25.50	\$34.00	x	2	\$25.50
Incidental	\$3.75	\$5.00	x	2	\$3.75
Meals & Incidental					
Total	\$57.00	\$76.00	x	2	\$57.00
Lodging	\$249.00	\$249.00	x	2	
Taxes & Fees on Lodging	\$49.80	\$49.80	x	2	

Deduction for Meals Provided at Conferences _____

Total Lodging **\$896.40**

Total Meals and Incidentals **\$266.00**

Total Estimated Travel Expenses: **\$2,317.85**

Date Submitted:	by	Employee Traveling
Date Approved:	by	Department Director
Date Approved:	by	Executive Director
Date Approved:	by	Finance Committee Chair/Member (if amount is over \$1000)
Date Approved:	by	Board of Directors Chair/Member (if amount is over \$2000)

* See Notes on Page 2

- * If travel is outside the MAPA five-county region Travel Authorizations are to be approved in advance.
- * Attach meeting/conference information to this form prior to submission.
- * Receipts and the Travel Reconciliation Form are to be submitted upon your return along with a copy of the approved Travel Authorization form. If you need reimbursed you will also need to fill out and include the Expense Reimbursement Form.
- * Detailed meal receipts itemizing all food and drink must be obtained from vendor. A credit card receipt alone is not sufficient documentation.
- * Seat upgrade fees are not an allowable expense and will be at your own expense.
- * Meals provided at conferences need to be deducted from per diem table.
- * Alcohol is not allowable and will be at your own expense.
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- * Lunch is allowable on overnight travel, if you are required to leave before 11:00 AM or return after 2:00 PM.
- * Dinner is allowable on overnight travel, if you are required to leave before 5:00 PM or return after 7:00 PM.
- * Meals are not reimbursable if the employee eats within 20 miles of Omaha, unless during training or a business meeting is taking place during the meal.
- * Personal Mileage is eligible for reimbursement if MAPA vehicles are not available. If a vehicle is not available for each trip, staff members are responsible to ensure that agency vehicles are used for the longest trips.



TRAVEL AUTHORIZATION FORM

Person Traveling :	MAPA Board Member #2		
Dates of Travel:	February 9 - 12, 2020		
Departure Time:	6:00 a.m.	Return Time:	10:00 p.m.
Traveling to :	Washington, D.C.		
Purpose:	NARC National Conference of Regions		
Coding:	28000-01 19NDOT02		
Block Rate Deadline:	Unknown		
# Traveling:	6		

Estimated Travel Expenses:

Registration	\$600.00
Flights	\$350.00

Transp. Fares	\$100.00
Auto Rental	

Parking	\$50.00
Other	\$50.00

MAPA Vehicle Miles	10
MAPA Vehicle Mileage	\$5.45

Personal Vehicle Miles		Rate	\$0.545
Personal Vehicle Mileage	\$0.00		

<u>Per Diem:</u>	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$57.00	\$76.00			\$57.00
Breakfast	\$13.50	\$18.00	x	2	\$13.50
Lunch	\$14.25	\$19.00	x	2	\$14.25
Dinner	\$25.50	\$34.00	x	2	\$25.50
Incidental	\$3.75	\$5.00	x	2	\$3.75
Meals & Incidental					
Total	\$57.00	\$76.00	x	2	\$57.00
Lodging	\$249.00	\$249.00	x	2	
Taxes & Fees on Lodging	\$49.80	\$49.80	x	2	

Deduction for Meals Provided at Conferences _____

Total Lodging **\$896.40**

Total Meals and Incidentals **\$266.00**

Total Estimated Travel Expenses: **\$2,317.85**

Date Submitted:	by	Employee Traveling
Date Approved:	by	Department Director
Date Approved:	by	Executive Director
Date Approved:	by	Finance Committee Chair/Member (if amount is over \$1000)
Date Approved:	by	Board of Directors Chair/Member (if amount is over \$2000)

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- * Meals are not reimbursable if the employee eats within 20 miles of Omaha, unless during training or a business meeting is taking place during the meal.
- * Personal Mileage is eligible for reimbursement if MAPA vehicles are not available. If a vehicle is not available for each trip, staff members are responsible to ensure that agency vehicles are used for the longest trips.



TRAVEL AUTHORIZATION FORM

Person Traveling :	MAPA Board Member #3		
Dates of Travel:	February 9 - 12, 2020		
Departure Time:	6:00 a.m.	Return Time:	10:00 p.m.
Traveling to :	Washington, D.C.		
Purpose:	NARC National Conference of Regions		
Coding:	28000-01 19NDOT02		
Block Rate Deadline:	Unknown		
# Traveling:	6		

Estimated Travel Expenses:

Registration	\$600.00	Transp. Fares	\$100.00	Parking	\$50.00
Flights	\$350.00	Auto Rental		Other	\$50.00

MAPA Vehicle Miles	10	Personal Vehicle Miles		Rate	\$0.545
MAPA Vehicle Mileage	\$5.45	Personal Vehicle Mileage	\$0.00		

<u>Per Diem:</u>	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$57.00	\$76.00			\$57.00
Breakfast	\$13.50	\$18.00	x	2	\$13.50
Lunch	\$14.25	\$19.00	x	2	\$14.25
Dinner	\$25.50	\$34.00	x	2	\$25.50
Incidental	\$3.75	\$5.00	x	2	\$3.75
Meals & Incidental					
Total	\$57.00	\$76.00	x	2	\$57.00
Lodging	\$249.00	\$249.00	x	2	
Taxes & Fees on Lodging	\$49.80	\$49.80	x	2	

Deduction for Meals Provided at Conferences _____

Total Lodging	\$896.40	Total Meals and Incidentals	\$266.00
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Total Estimated Travel Expenses: **\$2,317.85**

Date Submitted:	by	Employee Traveling
Date Approved:	by	Department Director
Date Approved:	by	Executive Director
Date Approved:	by	Finance Committee Chair/Member (if amount is over \$1000)
Date Approved:	by	Board of Directors Chair/Member (if amount is over \$2000)

* See Notes on Page 2

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- * Detailed meal receipts itemizing all food and drink must be obtained from vendor. A credit card receipt alone is not sufficient documentation.
- * Seat upgrade fees are not an allowable expense and will be at your own expense.
- * Meals provided at conferences need to be deducted from per diem table.
- * Alcohol is not allowable and will be at your own expense.
- * Tip Maximum is 20% of before tax subtotal.
- * Lodging & Registration that exceed the discounted rate for block conference may be at your own expense if request was made after the deadline.
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- * Dinner is allowable on overnight travel, if you are required to leave before 5:00 PM or return after 7:00 PM.
- * Meals are not reimbursable if the employee eats within 20 miles of Omaha, unless during training or a business meeting is taking place during the meal.
- * Personal Mileage is eligible for reimbursement if MAPA vehicles are not available. If a vehicle is not available for each trip, staff members are responsible to ensure that agency vehicles are used for the longest trips.



TRAVEL AUTHORIZATION FORM

Person Traveling :	MAPA Board Member #4		
Dates of Travel:	February 9 - 12, 2020		
Departure Time:	6:00 a.m.	Return Time:	10:00 p.m.
Traveling to :	Washington, D.C.		
Purpose:	NARC National Conference of Regions		
Coding:	28000-01 19NDOT02		
Block Rate Deadline:	Unknown		
# Traveling:	6		

Estimated Travel Expenses:

Registration	\$600.00	Transp. Fares	\$100.00	Parking	\$50.00
Flights	\$350.00	Auto Rental		Other	\$50.00

MAPA Vehicle Miles	10	Personal Vehicle Miles		Rate	\$0.545
MAPA Vehicle Mileage	\$5.45	Personal Vehicle Mileage	\$0.00		

<u>Per Diem:</u>	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$57.00	\$76.00			\$57.00
Breakfast	\$13.50	\$18.00	x	2	\$13.50
Lunch	\$14.25	\$19.00	x	2	\$14.25
Dinner	\$25.50	\$34.00	x	2	\$25.50
Incidental	\$3.75	\$5.00	x	2	\$3.75
Meals & Incidental					
Total	\$57.00	\$76.00	x	2	\$57.00
Lodging	\$249.00	\$249.00	x	2	
Taxes & Fees on Lodging	\$49.80	\$49.80	x	2	

Deduction for Meals Provided at Conferences _____

Total Lodging	\$896.40	Total Meals and Incidentals	\$266.00
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Total Estimated Travel Expenses: **\$2,317.85**

Date Submitted:	by	Employee Traveling
Date Approved:	by	Department Director
Date Approved:	by	Executive Director
Date Approved:	by	Finance Committee Chair/Member (if amount is over \$1000)
Date Approved:	by	Board of Directors Chair/Member (if amount is over \$2000)

* See Notes on Page 2

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- * Seat upgrade fees are not an allowable expense and will be at your own expense.
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- * Alcohol is not allowable and will be at your own expense.
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TRAVEL AUTHORIZATION FORM

Person Traveling :	Greg Youell		
Dates of Travel:	February 9 - 12, 2020		
Departure Time:	6:00 a.m.	Return Time:	10:00 p.m.
Traveling to :	Washington, D.C.		
Purpose:	NARC National Conference of Regions		
Coding:	28000-01 19NDOT02		
Block Rate Deadline:	Unknown		
# Traveling:	6		

Estimated Travel Expenses:

Registration	\$600.00	Transp. Fares	\$100.00	Parking	\$50.00
Flights	\$350.00	Auto Rental		Other	\$50.00

MAPA Vehicle Miles	10	Personal Vehicle Miles		Rate	\$0.545
MAPA Vehicle Mileage	\$5.45	Personal Vehicle Mileage	\$0.00		

<u>Per Diem:</u>	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$57.00	\$76.00			\$57.00
Breakfast	\$13.50	\$18.00	x	2	\$13.50
Lunch	\$14.25	\$19.00	x	2	\$14.25
Dinner	\$25.50	\$34.00	x	2	\$25.50
Incidental	\$3.75	\$5.00	x	2	\$3.75
Meals & Incidental					
Total	\$57.00	\$76.00	x	2	\$57.00
Lodging	\$249.00	\$249.00	x	2	
Taxes & Fees on Lodging	\$49.80	\$49.80	x	2	

Deduction for Meals Provided at Conferences _____

Total Lodging	\$896.40	Total Meals and Incidentals	\$266.00
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Total Estimated Travel Expenses: **\$2,317.85**

Date Submitted:	by	Employee Traveling
Date Approved:	by	Department Director
Date Approved:	by	Executive Director
Date Approved:	by	Finance Committee Chair/Member (if amount is over \$1000)
Date Approved:	by	Board of Directors Chair/Member (if amount is over \$2000)

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- * Personal Mileage is eligible for reimbursement if MAPA vehicles are not available. If a vehicle is not available for each trip, staff members are responsible to ensure that agency vehicles are used for the longest trips.



TRAVEL AUTHORIZATION FORM

Person Traveling :	MAPA Staff Member #2		
Dates of Travel:	February 9 - 12, 2020		
Departure Time:	6:00 a.m.	Return Time:	10:00 p.m.
Traveling to :	Washington, D.C.		
Purpose:	NARC National Conference of Regions		
Coding:	28000-01 19NDOT02		
Block Rate Deadline:	Unknown		
# Traveling:	6		

Estimated Travel Expenses:

Registration	\$600.00	Transp. Fares	\$100.00	Parking	\$50.00
Flights	\$350.00	Auto Rental		Other	\$50.00

MAPA Vehicle Miles	10	Personal Vehicle Miles		Rate	\$0.545
MAPA Vehicle Mileage	\$5.45	Personal Vehicle Mileage	\$0.00		

<u>Per Diem:</u>	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$57.00	\$76.00			\$57.00
Breakfast	\$13.50	\$18.00	x	2	\$13.50
Lunch	\$14.25	\$19.00	x	2	\$14.25
Dinner	\$25.50	\$34.00	x	2	\$25.50
Incidental	\$3.75	\$5.00	x	2	\$3.75
Meals & Incidental					
Total	\$57.00	\$76.00	x	2	\$57.00
Lodging	\$249.00	\$249.00	x	2	
Taxes & Fees on Lodging	\$49.80	\$49.80	x	2	

Deduction for Meals Provided at Conferences _____

Total Lodging	\$896.40	Total Meals and Incidentals	\$266.00
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Total Estimated Travel Expenses: **\$2,317.85**

Date Submitted:	by	Employee Traveling
Date Approved:	by	Department Director
Date Approved:	by	Executive Director
Date Approved:	by	Finance Committee Chair/Member (if amount is over \$1000)
Date Approved:	by	Board of Directors Chair/Member (if amount is over \$2000)

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TRAVEL AUTHORIZATION FORM

Person Traveling :	MAPA Staff Member #3		
Dates of Travel:	February 9 - 12, 2020		
Departure Time:	6:00 a.m.	Return Time:	10:00 p.m.
Traveling to :	Washington, D.C.		
Purpose:	NARC National Conference of Regions		
Coding:	28000-01 19NDOT02		
Block Rate Deadline:	Unknown		
# Traveling:	6		

Estimated Travel Expenses:

Registration	\$600.00	Transp. Fares	\$100.00	Parking	\$50.00
Flights	\$350.00	Auto Rental		Other	\$50.00

MAPA Vehicle Miles	10	Personal Vehicle Miles		Rate	\$0.545
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Dinner	\$25.50	\$34.00	x	2	\$25.50
Incidental	\$3.75	\$5.00	x	2	\$3.75
Meals & Incidental					
Total	\$57.00	\$76.00	x	2	\$57.00
Lodging	\$249.00	\$249.00	x	2	
Taxes & Fees on Lodging	\$49.80	\$49.80	x	2	

Deduction for Meals Provided at Conferences _____

Total Lodging	\$896.40	Total Meals and Incidentals	\$266.00
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Total Estimated Travel Expenses: **\$2,317.85**

Date Submitted:	by	Employee Traveling
Date Approved:	by	Department Director
Date Approved:	by	Executive Director
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Date Approved:	by	Board of Directors Chair/Member (if amount is over \$2000)

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OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

OPERATING BYLAWS FOR THE
MAPA BOARD OF DIRECTORS

ARTICLE I.
AUTHORITY

SECTION 1.01 AUTHORITY. Pursuant to ARTICLE V., SECTION 5.16 of the Amended Articles of MAPA Interlocal Cooperation Agreement, the Board of Directors hereby adopts these Operating Bylaws for the MAPA Board of Directors. These Bylaws shall not conflict with or exceed the Amended Articles of MAPA Interlocal Cooperation Agreement.

ARTICLE II.
SUPERSESSON OF PREVIOUS BYLAWS

SECTION 2.01 SUPERSESSON OF PREVIOUS BYLAWS. Adoption of these Bylaws hereby supersedes and renders null and void all previous Bylaws of the Board of Directors of MAPA, but does not affect any other existing official actions by MAPA, special purpose Interlocal Cooperation Agreements or contracts between MAPA and other general or special purpose units of governments, boards, agencies, commissions or authorities.

ARTICLE III.
AMENDMENT OF BYLAWS

SECTION 3.01 REVIEW OF BYLAWS. The Board of Directors may provide for periodic review of these Bylaws to determine possible need for amendment.

SECTION 3.02 AMENDMENT OF BYLAWS. The Bylaws of the MAPA Board of Directors shall be amended by a simple majority vote of members present at duly constituted official meetings.

ARTICLE IV.
MEETINGS

SECTION 4.01 MEETINGS OF BOARD OF DIRECTORS. The regular official monthly meeting of the Board of Directors shall be held at 1:30 p.m. on the ~~last~~fourth Thursday of each month in the Board room of the MAPA offices. Exceptions to this include the month of November, in which the Board of Directors will not meet and the month of December, in which the Board of Directors will meet on the second Thursday of the month.—All Board of Directors meetings shall otherwise be governed by ARTICLE V. of the Amended Articles of MAPA Interlocal Cooperation Agreement.

ARTICLE V.
EXECUTIVE DIRECTOR

SECTION 5.01 APPOINTMENT. Pursuant to ARTICLE V., SECTION 5.16 of the Amended Articles of MAPA Interlocal Cooperation Agreement, the Board of Directors

shall appoint and fix compensation for a qualified professional planner as the Executive Director of MAPA.

SECTION 5.02 AUTHORIZATION OF DUTIES. Pursuant to ARTICLE V., SECTION 5.16 of the Amended Articles of MAPA Interlocal Cooperation Agreement, the Board of Directors hereby authorizes the Executive Director to implement and adhere to the Personnel Policy and Procedure Manual, the Administrative Procedures and other policies, program and directives approved by the Board of Directors.

SECTION 5.03 PERFORMANCE REVIEW. The Chairman of the Board of Directors shall at a minimum at least every two years appoint a committee to review the work performance of the Executive Director. The review committee shall report findings and recommendations to the Board of Directors.

ARTICLE VI. ADMINISTRATIVE AND PERSONNEL PROCEDURES

SECTION 6.01 ADMINISTRATIVE PROCEDURES. Pursuant to ARTICLE V., SECTION 5.16 of the Amended Articles of MAPA Interlocal Cooperation Agreement, the Board of Directors shall adopt official Administrative Procedures governing, but not limited to, administrative matters such as bidding, contracting, purchasing, disbursements, and travel regulations. The Board of Directors shall review and amend such adopted Administrative Procedures from time to time as deemed appropriate.

SECTION 6.02 PERSONNEL PROCEDURES. Pursuant to ARTICLE V., SECTION 5.16 of the Amended Articles of MAPA Interlocal Cooperation Agreement, the Board of Directors shall adopt official Personnel Procedures governing, but not limited to, personnel matters such as office hours, work time, compensation rates and terms, recruitment, hiring, job classification and descriptions, employee leave and benefit programs. The Board of Directors shall review and amend such adopted Personnel Procedures from time to time as deemed appropriate.

ARTICLE VII. SPECIAL PROJECTS AND STAFF

SECTION 7.01 SPECIAL PROJECTS. The Board of Directors may enter into special agreements or contracts for and undertake such special planning projects deemed by the Board of Directors to have potential special benefits for the MAPA region.

SECTION 7.02 SPECIAL PROJECT STAFF. The Board of Directors may hire special project staff personnel including an executive director and other necessary employees to carry out special planning projects undertaken by the Board of Directors. The Board of Directors may hire, fix their compensation and terminate employment of such special project staff personnel under conditions deemed appropriate by the Board of Directors. Such staff personnel shall report through the special project executive director to the Board of Directors or to the person designated by the Board of Directors. Other articles of these Bylaws or other regulations and procedures of MAPA regarding personnel shall not apply to special project personnel unless so stipulated by the Board of Directors.

Amended this ~~31st~~^{25th} day of ~~October~~^{June}, 20~~19~~⁰⁸

~~John Abbott~~Doug Kindig, Chairman, MAPA Board of Directors