

ACTION TRANSMITTAL No. 2016-43

DATE: July 8, 2016
TO: Transportation Advisory Board
FROM: Technical Advisory Committee Executive Committee
PREPARED BY: Katie White, Senior Planner (651-602-1716)
SUBJECT: 2016 Unified Planning Work Program Administrative Amendments
REQUESTED ACTION: MTS requests three administrative amendments to the 2016 Unified Planning Work Program (UPWP).
RECOMMENDED MOTION: That TAB adopt three amendments to the 2016 UPWP to add the following activities as described in detail below: (1) Gold Line Station Area Planning; (2) Spending on the Regional Highway System; and (3) TPP Engagement Work.

BACKGROUND AND PURPOSE OF ACTION: Every year the Unified Planning Work Program (UPWP) is recommended through the TAC and TAB committee structure before adoption by the Metropolitan Council and approval from MnDOT and the Federal Highway Administration. This document establishes activities that MTS will use federal planning funds for in the coming calendar year, including the titles of studies that will be undertaken. Activities in the UPWP can be unique consultant projects or ongoing work of the Council and MTS.

Since the UPWP is written six months before the year begins, occasionally work items emerge during the year that were not anticipated during its creation. MnDOT and FHWA require administrative amendments to document changes to the UPWP after it has been adopted.

The following changes are being requested as part of this action:

- 1) Gold Line Station Area Planning. In 2014 Metro Transit applied to US FTA for planning grant dollars to assist with Gold Line station area planning. In December 2015 they were awarded the funding. Metro Transit started the process of getting the funds into an RFP for this work and discovered that a UPWP amendment was a requirement due to the addition of federal dollars. There is a \$1 million federal share and \$300,000 local match through Washington County and CTIB applying for TOD Planning Grant funds. Metro Transit is managing this grant, and therefore there is no impact to the funding behind the UPWP.

Task B-1, page 11 of the UPWP will be modified to add “Gold Line Station Area Planning” under the “Products” heading. Gold Line activities are currently referenced in the UPWP.

- 2) Spending on the Regional Highway System. This work needs to conclude before the 2018 update of the 2040 TPP in order to create a document that best reflects the needs of the region. In the 2016 UPWP on page 5 we list a “Highway and A

Minor Operations and Maintenance Cost” work item for 2016. However since we do not list the same item as a “Product,” MnDOT and FHWA require that it needs to be added in that category.

When the 2016 UPWP was written it was assumed that there would be staffing capable of doing this work in house. However due to staff turnover a consultant study will be required, which means the projects needs to be listed in the “Products” section under Task B-5, page 14. There is no funding impact as a result of this change.

- 3) TPP Engagement Work. In order to prepare for the 2018 TPP update MTS is considering adding a consultant component for outreach activities. Before the 2015 TPP engagement was conducted in conjunction with the Thrive MSP 2040 effort, but there will be no opportunities to piggyback in 2018. MnDOT has shown success with using outside contracts for engagement on the SMTP, MnSHIP, and the I-94 study. Metro Transit is seeing success in non-staff outreach through the Better Bus Stops program. While this activity has not yet been fully scoped, a UPWP amendment is needed in order to begin the contracting process at the end of 2016. Now was deemed to be a good time to bring this amendment due to the other UPWP amendments under consideration.

Task B-1 will be modified to include “TPP Engagement” in the Product list on page 10. There is no funding impact as a result of this change.

RELATIONSHIP TO REGIONAL POLICY: The proposed administrative amendments to the UPWP are consistent with the *2040 Transportation Policy Plan*.

STAFF ANALYSIS: Federal law requires the adoption of a Unified Planning Work Program. MnDOT’s office of Transportation System Management and the local office of the Federal Highway Administration oversees the administration of federal transportation planning dollars, and has requested this action.

COMMITTEE COMMENTS AND ACTION: The Executive Committee of the Technical Advisory Committee approved this action for streamlined amendment.

ROUTING

TO	ACTION REQUESTED	DATE COMPLETED
Technical Advisory Committee – Executive Committee	Review & Recommend	6-23-2016
Transportation Advisory Board	Review & Recommend	
Transportation Committee	Review & Recommend	
Metropolitan Council	Review & Adopt	