

## Transportation Committee

Meeting date: October 14, 2013

For the Metropolitan Council meeting of October 23, 2013

---

**Subject:** Approval of Amendment to the 2013 Unified Planning Work Program (UPWP) for the Twin Cities Metropolitan Area

**District(s), Member(s):** All

**Policy/Legal Reference:** MAP-21

**Staff Prepared/Presented:** Arlene McCarthy, Director, 651-602-1755

Amy Vennewitz, Dep. Dir. Finance & Planning, 651-602-1058

Connie Kozlak, Mgr. Systems Planning, 651-602-1720

Elaine Koutsoukos, Senior Planner, 651-602-1717

**Division/Department:** Metropolitan Transportation Service (MTS)

---

### Proposed Action

That the Metropolitan Council amend the 2013 Unified Planning Work Program (UPWP) for the Twin Cities Metropolitan Area to allow reallocation of \$195,000 from staff salaries and other consultant items to the Regional Solicitation Evaluation Study.

### Background

The Unified Planning Work Program (UPWP) includes activities required by federal regulation that address planning priorities of the metropolitan area. The document identifies budgeted expenditures, funding sources, and allocation of staff resources for a variety of transportation planning activities.

One of the studies in the 2013 UPWP is the Regional Solicitation Evaluation Study. When the 2013 UPWP was adopted, this study was anticipated to begin in late 2012, and consulting funds were budgeted in Activity B based on this estimated timeline. However, the study did not begin until early in 2013. In addition, the project scope is being increased to hold additional meetings with the project management team, steering committee, TAB, and the Council's Transportation Committee for increased review and input into the process.

### Rationale

The proposed 2013 UPWP amendment modifies the budget to fully fund the Regional Solicitation Evaluation Study. Unused consultant funds will be transferred from Activity C to Activity B, and funds originally budgeted for 2013 salaries are also available for this contract, due to staff vacancies, which resulted in salary savings.

### Funding

In October 2012 the Metropolitan Council adopted a \$5,260,495 budget in the 2013 Unified Planning Work Program. The total funding is not changing. The budget will be amended to reallocate funding from the Planning Program Support & Administration activity and the Comprehensive & Land Transportation Planning activity to the TIP Development and Management activity to cover the Regional Solicitation Evaluation Study. An amended budget is attached.

## **Known Support / Opposition**

There is no known opposition. TAB supports this amendment (TAB Action Transmittal No. 2013-38).

## 2013 Unified Planning Work Program – Amendment, October 2013

	Staff Weeks 2013	Salary Cost	Consult- ant Cost	Overhead & Expenses	Total Cost	UPWP Federal	Local Met C	Local MAC	MnDOT	Total
A Planning Program Support & Admin	288	\$545,204		\$718,678	\$1,353,075	\$1,082,460	\$270,615			\$1,353,075
B TIP Development & Management	53	\$89,774	\$245,000	\$60,599	\$273,846	\$219,077	\$54,769			\$273,846
C Comprehensive & Land Transp Planning	643	\$1,098,711	\$590,000	\$664,460	\$2,385,504	\$1,908,403	\$477,101			\$2,385,504
D Research & Travel Forecasting	125	\$237,482	\$390,000	\$160,304	\$787,786	\$374,229	\$93,557		\$320,000	\$787,786
E Operations and Management	81	\$171,572		\$115,814	\$287,387	\$229,909	\$57,477			\$287,387
<b>Federally Funded</b>	1,190	\$2,231,936	\$1,135,807	\$1,719,855	\$5,087,598	\$3,814,078	\$953,520	\$0	\$320,000	\$5,087,598
F Aviation Transportation Planning	58	\$103,221		\$69,676	\$172,897		\$63,316	\$109,581		\$172,897
<b>Locally Funded</b>	58	\$103,221	\$0	\$69,676	\$172,897	\$0	\$63,316	\$109,581	\$0	\$172,897
<b>Total</b>	1,248	\$2,335,157	\$1,135,807	\$1,789,531	\$5,260,495	\$3,814,078	\$1,016,836	\$109,581	\$320,000	\$5,260,495

Note: Amendment increases consulting in Activity B by \$195,000 and decreases consulting in Activity C by \$105,807 and salary cost in Activity A by \$89,193.