

Transportation Committee

Meeting date: February 24, 2014

For the Metropolitan Council meeting of February 26, 2014

Subject: Approval of Amendment to the 2014 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 Services (MTS)

Proposed Action

That the Metropolitan Council amend the 2014 Unified Planning Work Program (UPWP) for the Twin Cities Metropolitan Area to add \$400,000 to the budget for ongoing consulting studies and provide a complete work program.

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.

Studies identified in the 2014 UPWP were specific studies known by June 2013. Additional studies have been specifically identified for carryover or new and are being amended into the 2014 UPWP.

Rationale

The Regional Solicitation Evaluation schedule lengthened to accommodate increased input and review from stakeholders in the recommendations. By extending the schedule for the evaluation, the time to develop a new solicitation based on the evaluation's recommendations is shortened significantly. Consultant assistance is needed for developing the new solicitation with technical expertise on a short timeline.

The Travel Behavior Inventory is ongoing and completion revised from 2013 to 2014. Previously budgeted UPWP funds were expended except for the 10 percent retainage. The retainage amount budgeted in 2013 will be paid in 2014 when the TBI is completed.

The Travel Behavior Over Time Study is a three-year study which began in 2013. The study budget is spread over three years, with \$50,000 budgeted in 2013. Just under \$25,000 was expended in 2013, and the amendment will add the \$25,000 unspent budgeted funds into 2014.

The Highway Transitway Corridor Study is being amended into the product list as a continuing study. No additional funds need to be amended into the budget for this study.

The table on the following page summarized the requested changes.

Task	Study	Status	Budget Recommendation
B	Regional Solicitation	Continue consulting contract that began in 2013 and amend the Regional Solicitation consulting contract to develop the Regional Solicitation Application	Add \$355,000
C	Highway Transitway Corridor Study	Ongoing consulting study. Study not mentioned in the 2014 UPWP.	No additional funding requested.
D	Travel Behavior Inventory	Study not completed in 2013. Retainage of 10% (\$20,000) was withheld from consultant payment until the study is completed.	Add \$20,000 into 2014 budget
D	Travel Behavior Over Time Study (3-year study)	The budgeted amount for the first year of the study was not fully expended in 2013. \$25,000 was unspent in 2013.	Add \$25,000 into 2014 budget.

Funding

The proposed 2014 UPWP amendment modifies the budget to fully fund the Regional Solicitation Evaluation Study and the Regional Solicitation Application development, completion of the Travel Behavior Inventory, and continuation of the Travel Behavior Over Time Study. Additional UPWP funds and local match are added to the consultant costs in Tasks B and D in the budget (see attached budget).

Known Support / Opposition

There is no known opposition. TAB supports this amendment (TAB Action Transmittal No. 2014-13).

Transportation Advisory Board
of the Metropolitan Council of the Twin Cities

ACTION TRANSMITTAL No. 2014-13

DATE: February 19, 2014
TO: Transportation Advisory Board
PREPARED BY: Elaine Koutsoukos, Senior Planner (651-602-1717)
Amy Vennewitz, Deputy Director (651-602-1058)
Connie Kozlak, Manager, Systems Planning (651-602-1720)
SUBJECT: Amendment to 2014 UPWP
MOTION: Recommend adoption of Amendment to the 2014 Unified Planning Work Program (UPWP) for the Twin Cities Metropolitan Area.

BACKGROUND AND PURPOSE OF ACTION: 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.

Studies identified in the 2014 UPWP were specific studies known by June 2013. Additional studies have been specifically identified for carryover or new and are being amended into the 2014 UPWP.

The Regional Solicitation Evaluation schedule lengthened to accommodate increased input and review from stakeholders in the recommendations. By extending the schedule for the evaluation, the time to develop a new solicitation based on the evaluation's recommendations is shortened significantly. Consultant assistance is needed for developing the new solicitation with technical expertise on a short timeline.

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The following table summarizes the requested changes:

Task	Study	Status	Budget Recommendation
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D	Travel Behavior Over Time Study (3-year study)	The budgeted amount for the first year of the study was not fully expended in 2013. \$25,000 was unspent in 2013.	Add \$25,000 into 2014 budget.

In summary, the proposed 2014 UPWP amendment modifies the budget to fully fund the Regional Solicitation Evaluation Study and the Regional Solicitation Application development, completion of the Travel Behavior Inventory, and continuation of the Travel Behavior Over Time Study. Additional consultant funds will be added to Tasks B and and D in the budget (see attached budget).

RELATIONSHIP TO REGIONAL POLICY: The UPWP is a federally required description and documentation of proposed transportation and transportation-related planning activities in the metropolitan area.

Committee Action: TAB adopted of an amendment to the 2014 Unified Planning Work Program (UPWP) for the Twin Cities Metropolitan Area increasing the budget for consulting funds for the Regional Solicitation, Travel Behavior Inventory, and Travel Behavior Over Time Study and adding the Highway Transitway Corridor Study to the product list.

ROUTING

TO	ACTION REQUESTED	DATE COMPLETED
Transportation Advisory Board	Review & Recommend	February 19, 2014
Metropolitan Council Transportation Committee	Review & Recommend	
Metropolitan Council	Review & Adopt	

METROPOLITAN COUNCIL
390 Robert Street North, St. Paul, Minnesota 55101-1805

RESOLUTION NO. 2014-43

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE MINNESOTA DEPARTMENT OF
TRANSPORTATION, FOR A CONSOLIDATED PLANNING GRANT
UNDER THE MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY
(MAP-21)

WHEREAS, the Secretary of Transportation is authorized to make grants for mass transportation projects and transportation planning; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs; and

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provisions of the Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act of 1991, as amended, the applicant give an assurance that it will comply with the Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, Title 23, U.S. Code requires that a continuing, comprehensive, and cooperative (3-C) transportation planning process be carried out between the state and local governments in urbanized areas; and

WHEREAS, the Metropolitan Council is eligible to receive Federal Highway Administration and Federal Transit Administration grant funds for the 2014 transportation planning work program.

NOW, THEREFORE, BE IT RESOLVED:

1. THAT the Regional Administrator is authorized to file an amended application with the Minnesota Department of Transportation, on behalf of the Metropolitan Council, for a consolidated planning grant to aid in financing the Council's 2014 transportation work program;
2. THAT the Metropolitan Council enter into an agreement with the State of Minnesota, Department of Transportation, for distribution of Federal Highway Administration and Federal Transit Administration Planning Funds;
3. THAT the Regional Administrator is hereby authorized to execute the State of Minnesota, Department of Transportation agreement(s) for Federal Highway Administration and Federal Transit Administration planning funds;
4. THAT the Regional Administrator is authorized to furnish such additional information as the Minnesota Department of Transportation or the U.S. Department of Transportation may require in connection with applications, projects, or agreements.

Adopted this _____ day of _____, 2014.

Susan Haigh, Chair

Emily Getty, Recording Secretary

2014 Unified Planning Work Program Budget - Amended Metropolitan Council - Metropolitan Transportation Services

	Staff Weeks 2014	Salary Cost	Consultant Cost	Overhead & Expenses	Total Cost	UPWP Federal	Local Met C	Local MAC	New Freedom	Total
A Planning Program Support & Admin	262	\$567,728		\$741,511	\$1,309,238	\$1,047,391	\$261,848			\$1,309,238
B TIP Development & Management	34	\$56,308	\$355,000	\$40,761	\$452,069	\$361,655	\$90,414			\$452,069
C Comprehensive & Land Transp PI	746	\$1,386,135	\$518,127	\$1,003,425	\$2,907,687	\$2,278,150	\$569,537		\$60,000	\$2,907,687
D Research & Travel Forecasting	90	\$174,125	\$271,000	\$126,050	\$571,175	\$456,940	\$105,235			\$562,175
E Operations & Management	19	\$29,441		\$21,312	\$50,753	\$40,602	\$10,151			\$50,753
Federally Funded	1,151	\$2,213,737	\$1,144,127	\$1,933,058	\$5,290,922	\$4,184,738	\$1,037,184	\$0	\$60,000	\$5,281,922
F Aviation Transportation Planning	58	\$106,604		\$77,171	\$183,775		\$67,308	\$116,468		\$183,775
Locally Funded	58	\$106,604	\$0	\$77,171	\$183,775	\$0	\$67,308	\$116,468	\$0	\$183,775
Total	1,209	\$2,320,341	\$1,144,127	\$2,010,229	\$5,474,697	\$4,184,738	\$1,104,492	\$116,468	\$60,000	\$5,465,697

Note: Amendment increases the consulting in Task B by \$355,000 and Task D by \$45,000.