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### **Technical Coordinating Committee**

WEDNESDAY, MAY 29, 2019, 10:00 O'CLOCK AM, 2nd FLOOR CITY COUNCIL MEETING ROOM, MUNICIPAL BUILDING, 190 CHURCH STREET NE, CLEVELAND, TN

#### **AGENDA**

**1. Call TCC meeting to order**

**2. Approval of meeting minutes— March 6, 2019** p. 3

**3. New Business**

**A. Consider draft 2020-2023 Transportation Improvement Program (TIP) for submittal to State and Federal agencies** p. 10

**B. Receive draft of new Unified Planning Work Program (UPWP) as submitted for State and Federal agency review** p. 13

**C. 2019 Multimodal Access Grant** p. 18

**D. On-call Transportation Planning Assistance Contract with WSP-USA** p. 21

**E. BUILD Grant application for Inman Street** p. 22

**4. Old Business---none**

**5. Comments by federal, state, local agencies**

**6. MPO Coordinator/staff comments** p. 24

**7. Public comments**

**8. Next regular MPO meeting date is Wednesday, July 10, 2019 at 10 a.m.**

## 9. Adjourn



**Kevin Brooks, CHAIRMAN**  
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## **Cleveland Urban Area MPO Technical Coordinating Committee**

WEDNESDAY, MARCH 6, 2019, 10:00 O'CLOCK AM, 2nd FLOOR CITY COUNCIL MEETING ROOM, MUNICIPAL BUILDING, 190 CHURCH STREET NE, CLEVELAND, TN

### **TCC Minutes**

#### **1. TCC meeting called to order- 10:00 am**

City of Cleveland Public Works Director, Tommy Myers called the meeting to order, asked everyone to sign in and called the roll. Those in attendance were; Tommy Myers- City of Cleveland, Greg Thomas- City of Cleveland/MPO, Christi Long- City of Cleveland, Andrea Noel- TDOT, Mary Lynn Brown- SETHRA, Brian Beck- City of Cleveland, Bently Thomas- Bradley County, Ted Smith- SETHRA, Kwabena Aboagye (KB), TDOT, Sara Elmore- TDOT, Chad Reese-SETD/SEPRO, and Tim Siniard- Cleveland Daily Banner

#### **2. Approval of meeting minutes— January 9, 2019**

Tommy Myers asked for approval of the minutes from January 9, 2019. Brian Beck made the motion and was seconded by Ted Smith. Motion was approved unanimously.

#### **3. New Business**

- A. Evaluate changes needed for the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP) for Performance Measure, PM 2 (infrastructure condition) and Performance Measure PM 3 (congestion reduction, system reliability, freight movement, economic vitality)**

MPO Coordinator Greg Thomas explained the following; The MPO previously made changes to the 2040 RTP and the 2017-2020 TIP to incorporate performance measure language. The timelines for the PM1 Safety performance measure was met but there still are some changes need to support the PM2 infrastructure condition and PM3 system performance (the MPO has agreed to support the TDOT targets for PM2 and PM3).

Proposed addenda to the TIP and RTP to incorporate changes for PM2 and PM 3 follow this memo. These documents described the performance measures, the adopted targets, and the types of projects that the MPO could pursue to support the target. Projects in the current RTP and TIP that support the targets are also noted. These addenda are being shared for the MPO Executive Board and TCC to be aware of them and offer any comments that you may have but these can be handled administratively since no formal amendment to the RTP or TIP is required.

There was no action needed for this. It was informational only.

#### **B. Receive project ideas from MPO member jurisdictions and transit provider for consideration in 2020-2023 Transportation Improvement Program (TIP)**

MPO Coordinator Greg Thomas explained the 2020-2023 TIP schedule as follows:

The 2020-2023 TIP schedule is as follows:

**Dec 2018 – Apr 2019---Request Program and Project information from transit providers and MPO member jurisdictions; Receive Project Cost Estimation Tool from TDOT**

**February 2019--- Receive Inflation Rate from TDOT Programming & Scheduling for YOE revenues & expenditures and system-level cost/revenue for O&M**

**Feb 2019 – May 2019-- Non-Attainment and Maintenance Areas provide IAC with TIP project list for comment**

**Apr 1 – May 15, 2019-- Receive State Projects and anticipated State funds to program**

**May 16 – May 31, 2019--- Submit Draft TIP to TDOT for Review (30 business day review)**

**May 17 – Jul 15, 2019-- TDOT reviews MPOs' draft TIPs**

**Jun 28 – Jul 15, 2019--- Receive TDOT comments and revise TIP based on comments**

**Jul 15 – Jul 29, 2019--- Submit Draft TIP to TDOT for submission to FHWA/FTA; TDOT submits Draft TIP to FHWA/FTA (20 business day review)**

**July 18 – Sept 12, 2019--- FHWA/FTA reviews MPOs' draft TIPs**

**Aug 29 – Sept 12, 2019-- Receive FHWA/FTA comments and revise TIP based on comments**

**Sept - Oct 2019--- Obtain Public Comment/Executive Board Approval based on Participation Plan**

**Nov 9, 2019--- Deadline for Submitting Final Approved Copies of TIP to TDOT;**

**Nov 10 – Dec 15, 2019--- TDOT submits Rural STIP and MPO TIPs to FHWA/FTA for approval**

**Nov 15 – Jan 15, 2020--- FHWA/FTA Review Period (20 business days)**

**Jan 15, 2020--- FHWA/FTA Approval of STIP**

**Yearlong Amendments to TIP as required**

Letters were sent on January 29, 2019 to each of the Cleveland MPO member jurisdictions (Cleveland, Bradley County, McMinn County, Charleston, and Calhoun) and SETHRA/CUATS to solicit projects for possible inclusion in the TIP. The letters asked that the member jurisdictions submit projects by the March 6, 2019 MPO meeting.

As of March 2, 2019, only the City of Cleveland has submitted project ideas and these are as follows:

3R Improvements (includes pedestrian and drainage improvements) on Central Avenue, 17th Street and 20<sup>th</sup> Street, Norman Chapel Road

Gaut Street Area Multi-modal Improvements

25<sup>th</sup> Street and Peerless Road Multi-modal Improvements

Adkisson Drive widening and roundabout at Norman Chapel Road

20<sup>th</sup> Street/ Michigan Avenue Road intersection

Downtown Traffic Study

Traffic Signal System Upgrades (Keith Street and Paul Huff Parkway)

There was no action needed on this. It was informational only.

**C. Receive transportation planning study input from MPO member jurisdictions and transit provider for consideration in development of the new Unified Planning Work Program (UPWP)**

MPO Coordinator Greg Thomas told the TCC Board: In the January 9, 2019 MPO and TCC meetings the schedule and process for updating the meeting was shared with the MPO and TCC. A letter went to the MPO's member jurisdictions and transit provider in January of 2019 asking for input on work tasks to be included in the UPWP. A meeting was held with CUATS staff and transportation

planning consultants WSP to address, among other things, items that could become part of the new UPWP. We are working toward a mid-March 2019 completion of a draft UPWP that would be shared with TDOT.

A preliminary list of work tasks for the 2020-2022 UPWP is shown below. In developing this list, MPO staff has kept in mind the furtherance of the PM1, PM2, and PM3 performance measures to support safety, system maintenance, and system performance. Input is still being received and some modification may still be made based upon the transportation planning needs identified and the necessity of managing the transportation planning work flow within available resources.

### **TASK 1.0 ADMINISTRATION**

- Update PPP to incorporate more use of digital media and improved outreach, especially to EJ communities
- Update Memorandum of Understanding among Cleveland, Bradley County and SETHRA for operation of the Cleveland Urban Area Transit System
- Continue MPO administrative tasks such as budgeting, payroll, preparation of meeting agendas and minutes, preparation of advertisements, preparation of reimbursement requests and related reports, administration of MPO website, etc.
- Develop and maintain a listing of transportation planning work tasks for future inclusion within the UPWP based upon a continuing, cooperative, and comprehensive planning process

### **TASK 2.0 REGIONAL AND SUBAREA TRANSPORTATION PLANNING**

- Participate in TDOT's I-75 Corridor Study
- Participate in local, regional, and national organizations, activities, and events focused on land use and transportation planning
- Work with Cleveland officials to review and further analyze citizen concerns about traffic congestion that were expressed in recent surveys
- Evaluate the needs for connectivity between SR 312 (Harrison Pike) and APD-40, given recent transportation improvements and expected growth
- Develop comprehensive approach to safety planning, based on review of best practices among small MPOs

- Update the Traffic Analysis Zone (TAZ) boundaries used in the regional travel demand model in advance of the 2020 Census.
- Make modifications to the regional travel demand model to enhance the MPO's ability to use it to evaluate smaller-scale changes
- Provide planning information to local jurisdictions preparing grant applications for transportation projects and/or programs

### **TASK 3.0 TRANSPORTATION IMPROVEMENT PROGRAM**

- Develop and adopt the FY2021-FY2023 TIP
- Continuously maintain the adopted TIP in response to changing conditions affecting project implementation
- Work with TDOT on development and implementation of an electronically-based TIP (E-TIP)

### **TASK 4.0 MULTIMODAL PLANNING**

- Work with school system to plan sidewalks as needed within student walk zones and along bus routes
- Develop a plan for CUATS to transition from flag-stop to fixed-stop service, including recommended stop locations.
- Evaluate needs and make recommendations for CUATS transit vehicle parking
- Continue to work cooperatively with MPO member jurisdictions, neighborhood organizations, BikeWalk Cleveland, the Health Department, etc., to implement walkability strategies such as those identified in the Connect Cleveland Walkability Action Plan
- Continue to participate in the ADA transition planning process

### **TASK 5.0 TRANSPORTATION DATA**

- Work with TDOT to review traffic count stations and make changes/additions where appropriate

- Collect updated boarding/alighting data for riders of the Cleveland Urban Area Transit System
- Continue collection of count data for cyclists and pedestrians
- Evaluate methods and recommend an ongoing process for the City of Cleveland to collect data for a pavement management system

#### **D. Consideration of transportation planning agreement between TDOT, the transit provider and the MPO**

MPO Coordinator Greg Thomas informed the TCC TDOT is asking that each of the MPOs enter a planning agreement with TDOT and the transit provider(s) within the MPO. The agreement spell out how the MPO planning process will be carried out in compliance with the various laws and regulations that come into play, and what the responsibilities of each party are in the MPO planning process. A January 11, 2019 draft of the agreement from TDOT is attached. This is the second draft that the MPOs have received for review and it has been substantially revised from the first draft which received considerable comments from MPO staff.

Some comments on the January 11, 2019 draft are:

Article 3 Paragraph D---- delete this provision from the planning agreement with the Cleveland MPO since it does not apply and would potentially cause confusion.

Article 4 Paragraphs B and C--- transit agencies should be referred to as “participating agency” rather than “participating jurisdiction”

Article 4 Paragraph E--- is the intent to refer to the State Long Range Transportation Plan or the STIP?

Article 6 Paragraph I --- approval of revenue forecasts and year-of-expenditure cost estimates is by MPO Executive Board

Article 12 insert “developed, reviewed, and approved” in front of “interstates, freeways, and arterials ....”

Signature Page--- "Cleveland Urban Area Metropolitan Planning Organization" is the organization name. The signatory for the MPO is the Chair of the MPO Executive Board.

**4. Old Business- None**

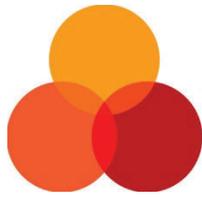
**5. Comments by Federal, State & Local Agencies- None**

**6. MPO Coordinator/ Staff Comments- None**

**7. Public Comments- None**

**8. Next Regular Meeting: Wednesday, May 1, 2019 at 10 am**

**9. Adjourned Meeting at 10:40 am**



**MEMORANDUM**

**TO:** MPO Executive Board members

**FROM:** Greg Thomas, AICP, MPO Coordinator

**DATE:** May 24, 2019

**SUBJECT:** 2020-2023 TIP

I distributed the May 23, 2019 DRAFT 2020-2023 Transportation Improvement Program (TIP) to you by email on May 24, 2019. The TIP document is about 90 pages long so I did not include it in your MPO meeting packet but I did include the one-page TIP project list. Please let me know by May 29, 2019 if you have any comments. The TIP/STIP adoption schedule shown below indicates that we need to submit the draft to TDOT by May 31, 2019. Thanks!

**Dec 2018 – Apr 2019---** Request Program and Project information from transit providers and MPO member jurisdictions; Receive Project Cost Estimation Tool from TDOT

**February 2019---** Receive Inflation Rate from TDOT Programming & Scheduling for YOY revenues & expenditures and system-level cost/revenue for O&M

**Feb 2019 – May 2019--** Non-Attainment and Maintenance Areas provide IAC with TIP project list for comment

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**Sept - Oct 2019---** Obtain Public Comment/Executive Board Approval based on Participation Plan

**Nov 9, 2019---** Deadline for Submitting Final Approved Copies of TIP to TDOT;

**Nov 10 – Dec 15, 2019--- TDOT submits Rural STIP and MPO TIPs to FHWA/FTA for approval**

**Nov 15 – Jan 15, 2020--- FHWA/FTA Review Period (20 business days)**

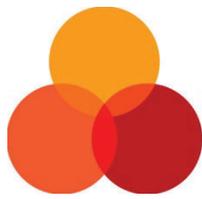
**Jan 15, 2020--- FHWA/FTA Approval of STIP**

**Yearlong Amendments to TIP as required**

## FY2020-2023 TIP PROJECTS

MPO PROJECTS			
2040 RTP ID#	TIP ID #	Project Name / Roadway	Type
94, 108	2013-01	20th Street/Michigan Avenue Road	Road Reconstruction
E+C	2013-05	Adkisson Drive widening and roundabout	Road Widening
Table 5-9	2017-05	Downtown Cleveland Traffic Study	Planning
Table 5-9	2017-06	Cleveland-Chattanooga Commute Hub	Transit
Table 5-9	2017-07	Cleveland Rideshare Program	Transit
Table 5-9	2017-08	Cleveland-Chattanooga Connecting Service	Transit
Table 5-9	2017-13	Gaut Street area sidewalks and bus stops	Bicycle/Pedestrian
Table 5-9	2017-01	Urban STBG Grouping	Grouping
Table 5-9	2017-02	Transit Operations	Grouping
Table 5-9	2017-03	Transit Capital Purchases	Grouping
Table 5-9	2018-01	Sidewalks on 25th St and Peerless Rd NW	Bicycle/Pedestrian
Table 5-9	2019-01	Paul Huff Pkwy. from Georgetown Rd. (SR 60) to N. Lee Hwy.	Road Resurfacing
Table 5-9	2019-02	Paul Huff Pkwy. - traffic signal upgrades from Georgetown Rd. (SR 60) to Michigan Ave. Rd. NE	Operational Improvements

STATE PROJECTS			
2040 RTP ID#	TIP ID #	Project Name / Roadway	Type
Table 5-9	06095	HSIP Grouping	Grouping
Table 5-9	06110	NHPP Grouping	Grouping
Table 5-9	06111	State STBG Grouping	Grouping
E+C	06001	SR-60 Widening	Road Widening
101	2017-09	I-75 North of SR-308	Extend Ramps
70	2017-10	SR-2 (US-11, N. Lee Highway)	Road Widening
86, 103	2017-11	SR-60 West of SR-306	Road Widening
105	2017-12	I-75 South of Exit 20 to Hamilton County Line	Road Widening



## MEMORANDUM

**TO:** MPO Executive Board and TCC members

**FROM:** Greg Thomas, AICP, MPO Coordinator

**DATE:** May 24, 2019

**SUBJECT:** 2020 UPWP

I distributed the May 24, 2019 DRAFT 2020 Unified Planning Work Program (UPWP) to you by email on May 24, 2019. The UPWP is a little under 40 pages long so I did not include it in your MPO meeting packet. However, I have summarized below what is to be done in each of the five work tasks in 2020-2021.

### Task 1: MPO Administration and Coordination

1. Develop and oversee work schedules and study agreements, coordinate activities of the MPO Executive Board and TCC, and provide information upon request.
2. Develop and maintain agreements with appropriate parties of the planning process and update Prospectus and By-laws when needed, and any other amendments to bring the document(s) into compliance.
3. Participate in statewide and regional meetings in support of metropolitan planning activities, such as the Regional Freight Advisory Committee, Tennessee Model Users Group, and the Tennessee Walkability Learning Collaborative.
4. Update the Annual Title VI compliance report as needed.
5. Provide data and transportation planning assistance for transportation projects that enhance modal choice, including grant application development for competitive grant applications under various sources; e.g. BUILD Grants, Safe Routes to Schools, Transportation Alternatives, INFRA Grant, etc.
6. The TDOT Long Range Planning Division will work jointly with the MPO to establish the administrative and technical procedures required, prepare contractual agreements as

required, attend all study meetings, distribute special and annual reports and study documents, review and analyze individual transportation planning projects and studies, and undertake general administrative activities.

7. Encourage a cooperative and open transportation planning process through the participation of interested individuals, organizations, and local/state governments.

8. Prepare quarterly reports and billing invoices.

9. Make amendments to the FY2020-FY2021 UPWP as required.

10. Develop the FY2022-FY2023 Unified Planning Work Program.

11. Update Public Participation Plan (PPP) to incorporate more use of digital media and improved outreach, particularly to underserved and to environmental justice (EJ) communities.

12. Update Memorandum of Understanding (MOU) among Cleveland, Bradley County, and SETHRA for operation of the Cleveland Urban Area Transit System.

### **Anticipated Major Direct Expenses**

Consultant services for PPP update and implementation, MOU update, and other MPO administration support: \$18,000

### **Task 2: Regional & Subarea Transportation Planning**

1. Develop comprehensive safety planning approach that incorporates best practices regarding safety planning efforts among various small MPOs.

2. Update travel demand model (TDM) network and update to TransModeler platform to carry out subarea analysis and micro simulation.

3. Develop subarea simulation tool to conduct smaller scale modeling and analysis within region.

4. Undertake transportation needs assessment of connectivity between SR-312 (Harrison Pike) and APD-40, given recent transportation improvements and anticipated growth.

5. Evaluate regional congestion, identify bottlenecks, and develop operational strategies to improve congestion issues.
6. Develop and adopt update to the 2040 Regional Transportation Plan.
7. Participate in meetings and provide information to support TDOT's I-75 Corridor Study.
8. Participate in meetings and provide information to support the SR 60 Corridor Management Agreement.
9. Provide planning information and partner with City of Cleveland in their comprehensive planning efforts.
10. Provide planning information to local jurisdictions preparing grant applications for transportation projects and/or programs.

### **Anticipated Major Direct Expenses**

#### Consultant services

- o Support for safety planning assistance: \$10,000
- o TDM update: \$45,000
- o Support for bottleneck identification: \$15,000
- o Development of intersection simulation tool: \$30,000
- o Update to Regional Transportation Plan: \$200,000

TransModeler software: \$12,000 per year

### **Task 3: Transportation Improvement Program (TIP)**

1. Amend and adjust the FY2020-2023 TIP as needed.
2. Monitor projects that are programmed in the TIP to ensure proper funding and priorities are being met.
3. Publish the annual listing of projects for which federal funds have been obligated during the previous fiscal year.

4. Provide input to TDOT on project priorities for funding in the state's 3-Year Work Program.
5. Participate with TDOT in development, training and implementation of an electronically-based TIP (eTIP).
6. Review proposed projects by TDOT, local agencies, CUATS, and private developers for transportation and Title VI impacts and for RTP consistency.

#### **Anticipated Major Direct Expenses:**

Consultant services for TIP training and support, including eTIP: \$20,000

#### **Task 4: Multimodal Planning**

1. Enhance coordination with school system to plan for sidewalks within school zones and along bus routes.
2. Support development of ADA Transition Plans by local jurisdictions.
3. Conduct evaluation and develop recommendations for CUATS transit vehicle parking needs and priorities.
4. Conduct study and develop a plan for converting local transit service from flag-stop to fixed-stop service, including recommendations for stop locations, in cooperation with CUATS and local government engineers.
5. Update Coordinated Human Services-Public Transit Plan.
6. On-going support to CUATS for service planning efforts.

#### **Anticipated Major Direct Expenses**

Consultant services

- o General transit planning support: \$20,000
- o CHSPTP update: \$10,000
- o Plan for CUATS flag-stop conversion: \$10,000

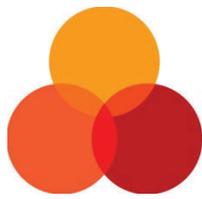
#### **Task 5: Data Collection**

1. Work with TDOT to review traffic count stations and make changes or additions where appropriate.
2. TDOT will provide special traffic counts requested by the MPO for planning and design. Project-specific traffic counts will be conducted by the City of Cleveland and Bradley County.
3. TDOT will maintain crash data for the MPO area and will furnish high-hazard listings and other safety data as required.
4. Continue collection of count data for bicyclists and pedestrians.
5. Collect updated boarding/alighting data for riders of the Cleveland Urban Area Transit System (CUATS).
6. TDOT and/or the MPO will conduct special travel time studies as needed.
7. Coordinate with TDOT for the on-going monitoring of federally-required performance measures and targets established by the MPO, TDOT, and transit operators, including upcoming Public Transportation Agency Safety Plan (PTASP) requirements.

### **Anticipated Major Direct Expenses**

Consultant services:

- o Transit boarding/alighting survey: \$30,000



## MEMORANDUM

**TO:** MPO Executive Board members

**FROM:** Greg Thomas, AICP, MPO Coordinator

**DATE:** May 23, 2019

**SUBJECT:** 2019 Multi-modal Access Grant

TDOT'S Multi-modal Access Grant program provides 95% funding for eligible multi-modal improvements on State routes. State project costs shall not exceed \$950,000. Cities and counties are eligible to apply. For any project to receive funding, a Notice of Intent to Apply must be submitted to TDOT prior to Friday, June 28, 2019 at 3:00 p.m. ET. The types of projects that are eligible include the following:

- Pedestrian crossing improvements, including signage, signalization, median pedestrian refuge islands and crosswalks
- Shoulders
- Sidewalks
- Bicycle lanes (on-road facility delineated with pavement markings and signs)
- Improvements that address requirements of the Americans with Disabilities Act
- Shared-use paths located within the transportation corridor. Shared-use paths (pedestrian plus bicycle traffic) must be a minimum of 10-feet wide.
- Pedestrian-scale lighting (will not rank highly as a standalone project, but eligible as a project component)
- Transit stop amenities
- Road diets or traffic calming measures that enhance bicycle and/or pedestrian safety
- Separated bicycle facilities
- Park and ride facilities for carpooling or access to transit
- Utility relocation (eligible as a project component **only** if located on private property or as part of an urban revitalization plan)

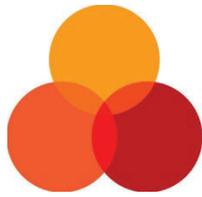
The evaluation criteria include the following:

Criteria	Guidance	Maximum Points
Does project address location with history of bicycle and/or pedestrian crashes?	Document how this project will improve an unsafe condition and enhance pedestrian or bicyclist safety by noting, as appropriate, police reports, school reports, a road safety audit report, existing conditions, photos, etc.	30
Will the project contribute to an integrated transportation system linking a variety of activity centers such as transit, residential neighborhoods, low-income housing, medical centers, schools, retail, parks, & employment centers?	Demonstrate how the proposed project will link the community's desired trip origins and destinations. A map showing the connections between the various activity centers/residential areas, etc. is advised. If your City/County has fixed route transit service, be sure to demonstrate how the project will address connectivity between modes of transportation. Cities/Counties without fixed route transit will not be penalized, but should show connectivity between a variety of activity centers.	25
Is this project identified in State and/or Local Plans? Is there coordination between local governmental agencies in regard to this project?	Examples of plans include but are not limited to: local neighborhood or community plans, comprehensive plans, corridor studies, major thoroughfare plans, MPO plans, TDOT Long Range Plan, TDOT Bicycle and Pedestrian Plan, etc. Applicants are encouraged to include supporting documents (or relevant pages) that show inclusion of the project in state and/or local plans and any coordination efforts between local governmental agencies.	20
Is there a likelihood the project will be ready for construction within 24 months of an executed contract based on readiness demonstrated?	What level of preliminary engineering has been completed? Note any anticipated delays, ex. utility relocations, ROW issues, etc. Does the applicant have a history of completing TDOT Local Programs projects within schedule?	15
Will the proposed project support economic development? Will it serve economically disadvantaged populations?	Please explain how this project will aid economic development in the community? How does the project serve a transportation need for economically disadvantaged populations?	10

Cleveland staff are inclined to pursue a sidewalk project on 25<sup>th</sup> Street, connecting with the one currently funded at Peerless Road, for several reasons. FHWA and TDOT prepared the *2016 Tennessee Bicycle and Pedestrian Safety Assessment Cleveland, Tennessee* in response to concerns about safety of bicyclists and pedestrians on SR 60 25<sup>th</sup> Street, and that is the highest point value for project scoring. Other scoring criteria like contribution to an integrated

transportation system and identification in other plans could be answered favorably. The project could be completed in existing ROW and that would help with the time factor.

Staff is seeking authorization for the MPO Chairman to sign letters of support for project applications by MPO member jurisdictions.



**MEMORANDUM**

**TO:** MPO Executive Board and TCC members

**FROM:** Greg Thomas, AICP, MPO Coordinator

**DATE:** May 24, 2019

**SUBJECT:** On-call transportation planning contract

Cleveland has maintained an on-call transportation planning contract with WSP-USA and its predecessor Parsons-Brinkerhoff. The firm continues to provide high quality transportation planning services in a timely manner. Periodically it is necessary to add to the cap in the contract in order to extend our access to those planning services. The existing contract is substantially expended and there is considerable work remaining for which consultant help is necessary. Staff has submitted contract addendum number nine to the City for approval, adding \$100,000 to the contract cap.



## INVITATION TO SUBMIT A LETTER OF INTEREST

The City of Cleveland is seeking a Letter of Interest from professional consulting landscape architecture, and/or architecture, and/or engineering firms that have demonstrated ability in preparing Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grant applications (formerly the Transportation Investment Generating Economic Recovery (TIGER) program. The City of Cleveland's recent Downtown Revitalization Plan process includes a road diet and streetscaping along its Inman Street Corridor and an associated extension of its Greenway system into the downtown. Through the BUILD grant, the City is seeking funding for the completion of the NEPA Phase, the Design Phase, R.O.W. Phase, Utility Relocation, and Construction Phases for these Inman Street and Greenway improvements. This solicitation of Letters of Interest is for the completion of a competitive BUILD grant application on the City's behalf.

The highly competitive BUILD or 2019 FHWA Equivalent grant program supports innovative projects, including multi-modal and multi-jurisdictional projects, which are difficult to fund through traditional federal programs. The FHWA Grant 2019 application requires the development of a Benefit-Cost Analysis.

All firms must be pre-qualified or have a completed pre-qualification form filed with the Tennessee department of Transportation by the deadline for letters of interest.

It is intended that the City of Cleveland and the firm would enter a project specific contract for the BUILD grant application. The intended procurement method is through competitive negotiation and a lump sum contract would be entered for the funding application. Contingent upon the award of funding, a subsequent solicitation for professional services would occur for the project phases described below.

The factors that will be considered in evaluation of proposals are:

1. Ability and relevant expertise of the firm's personnel to be used in performing the service.
2. Demonstrated ability to formulate a Benefit-Cost Analysis
3. Past experience in writing BUILD/TIGER specific and/or equivalent grant applications
4. Qualifications and availability of staff
5. Demonstrated ability to meet schedules without compromising quality

The Letter of Interest should be limited to no more than 15 pages and should include the following qualifications information:

- 1) Introductory cover letter
- 2) Resumes of key personnel expected to be involved in the project
- 3) Past experience in writing and preparing BUILD/TIGER Grant Applications

The consultant professional services that are being selected under this invitation are the following:

- 1) 2019 BUILD grant funding application preparation and submittal prior to July 15, 2019 deadline
- 2) Assess and perform work for anticipated NEPA that is feasible prior to BUILD grant application

If the BUILD grant is awarded, then a solicitation for the following professional services would occur:

- 3) Remaining NEPA Phase Services
- 4) Design Phase Services
- 5) Right-of-Way Phase Services
- 6) Utility Relocation Phase Services
- 7) Construction Phase - Construction, Engineering and Inspection Services (CEI).

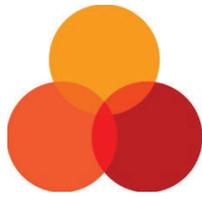
The City of Cleveland hereby notifies all firms that disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of age, race, color, religion, national origin, sex or disability. No Disadvantaged Business Enterprise (DBE) goal has been set for this project. However, the use of DBE or minority/women owned firms is encouraged.

The City of Cleveland is an equal opportunity affirmative action employer, drug-free with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability or military service. Specific questions should be directed to Jonathan Jobe at 423-479-1913 [jjobe@clevelandtn.gov](mailto:jjobe@clevelandtn.gov) , or Greg Thomas at 423-472-4551, [gthomas@clevelandtn.gov](mailto:gthomas@clevelandtn.gov) .

Interested firms should submit (1) hard copy Letter of Interest to: Mr. Joe Fivas, City Manager, City of Cleveland, by 10:00 a.m. ET on May 9, 2019. The mailing address is P.O. Box 1519, Cleveland, TN 37364-1519 and the physical address is 190 Church Street NE, Cleveland, TN 37311. Interested firms should also submit (1) electronic copy of the Letter of Interest to Jonathan Jobe [jjobe@clevelandtn.gov](mailto:jjobe@clevelandtn.gov) , and Greg Thomas, [gthomas@clevelandtn.gov](mailto:gthomas@clevelandtn.gov) by 10:00 a.m. ET on May 9, 2019. Interested firms should be available for interviews if contacted by the City's reviewers to schedule an interview. Interviews will be scheduled from the time of submittal until 5:00 p.m. ET on May 10, 2019.

To legal department:

Please publish this notice one (1) time on Friday, April 26, 2019. Bill the City of Cleveland, Accounts Payable, Attn: Lavinia Johnson



**MEMORANDUM**

**TO:** MPO Executive Board members

**FROM:** Greg Thomas, AICP, MPO Coordinator

**DATE:** March 12, 2019

**SUBJECT:** including Cleveland on TDOT directional sign at I-75/I-24 split

I was asked to investigate what it would take to have Cleveland included on the I-75/I-24 directional sign just inside Tennessee on I-75N. What I learned was that such signs at directional interchanges, interchanges of two or more interstates, are restricted by Federal and State policy to a minimal amount of information needed for drivers to quickly and safely identify which way that they need to go under circumstances where a wrong decision is not easily corrected. These signs are restricted to the route shield, cardinal direction, and one “control city” of national or regional significance.

The American Association of State Highway Transportation Officials (AASHTO) has published the list of control cities for each route at the following link <https://traffic.transportation.org/interstate-control-cities/>. For I-75 the control cities include Miami, Naples, Tampa, Lake City, Valdosta, Macon, Atlanta, Marietta, Chattanooga, Knoxville, Lexington, Cincinnati, Dayton, Toledo, Detroit, Flint, Saginaw, Sault Ste Marie. For I-24 the control cities include Chattanooga, Nashville, Clarksville, Paducah. In addition to Cleveland, some other significant cities are not designated as control cities along these routes, e.g. Ft. Myers FL (I-75), Sarasota FL (I-75), and Murfreesboro TN (I-24).

My conclusion is that this directional sign is a regulated traffic control device and that a request to TDOT to add Cleveland probably would not be approved since Cleveland is not designated as a “control city” for I-75. That being said, the need for strategies to bring additional attention to Cleveland from I-75 travelers and others is something that MPO leadership could bring to the attention of economic development officials.