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Cleveland Urban Area MPO Metropolitan Planning Committee

WEDNESDAY, MAY 29, 2019, 11:00 O'CLOCK AM, 2nd FLOOR CITY COUNCIL MEETING ROOM, MUNICIPAL BUILDING, 190 CHURCH STREET NE, CLEVELAND, TN

MPO Minutes

1. MPO meeting called to order- 11:00 am

City of Cleveland Vice-Mayor Avery Johnson called the meeting to order, asked everyone to sign in and called the roll. Those in attendance were Greg Thomas- City of Cleveland/MPO, Andrea Noel- TDOT, Mary Lynn Brown- SETHRA, Ted Smith- SETHRA, Vice Mayor Avery Johnson- City of Cleveland, Sara Elmore-TDOT, Stacy Morrison – TDOT, Nancy Hirsch- TDOT, Valencia Cooper- TDOT, D. Mayor, Gary Davis- Bradley County, Jonathan Jobe – City of Cleveland (proxy for Cleveland Mayor Kevin Brooks) and Autumn Hughes- Cleveland Banner

2. Approval of meeting minutes— March 6, 2019

Vice-Mayor Johnson asked for approval of the minutes from March 6, 2019. Bradley County Mayor Gary Davis made the motion and was seconded by Jonathan Jobe. Motion was approved unanimously.

3. New Business

A. Consider draft of 20220-2023 Transportation Improvement Program (TIP) for submittal to State and Federal agencies

MPO Greg Thomas, distributed a memo on May 24, 2019 of the DRAFT 2020-2023 Transportation Improvement Program (TIP) by email to TCC/ MPO Board members. He asked for any comments from the MPO or TCC by May 29, 2019 and no comments were received. The TIP document is about 90 pages long so it wasn't included in the TCC/MPO packets but he did include the one-page TIP project list. The submittal date for the draft to TDOT is May 31, 2019.

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 & 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

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

Vice Mayor Avery Johnson made the motion for the 2020-2023 Transportation Improvement Program (TIP) (DRAFT) to be submitted to TDOT and was seconded by Mary Lynn Brown. Motion was approved unanimously.

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

MPO Greg Thomas explained that this was an informational item. He distributed the May 24, 2019 Memo for DRAFT 2020-2023 Unified Planning Working Program (UPWP) by email to Board members. The UPWP is about 40 pages so it's not included in the meeting packets. He did however have a summary of 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:

Transit boarding/alighting survey: \$30,000

C. 2019 Multimodal Access Grant

MPO, Greg Thomas told the TCC Board: 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
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Cleveland staff are inclined to pursue a sidewalk project on 25th 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 25th 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 also anticipating a Multi-modal Access Grant application from the City of Calhoun, TN for a sidewalk and drainage improvement on SR 163 Bowater Road serving the towns city hall, library, park, and post office.

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

Mayor Gary Davis made the motion for the 2019 Multimodal Access Grant for the Chairman to sign the letters of support for MPO member local governments and was seconded by Mary Lynn Brown. Motion was approved unanimously.

D. On Call Transportation Planning Assistance Contract with WSP-USA

MPO Coordinator Greg Thomas explained that 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.

Jonathan Jobe made the motion to approve the addition to the contract cap and was seconded by Mayor Gary Davis. Motion was approved unanimously.

E. BUILD Grant application for Inman Street

MPO Greg Thomas presented the BUILD Grant Letter of Interest add that will run in the April 26, 2019 paper.

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 , or Greg Thomas at 423-472-4551, 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 , and Greg Thomas, 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.

4. Old Business- None

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

6. MPO Coordinator/ Staff Comments-

MPO Greg Thomas presented a MEMO regarding including Cleveland on a TDOT directional sign at the I-75/24 split. He said he was asked what it would take to have Cleveland included on a TDOT directional sign just inside Tennessee at the I-75/24 split. He was informed that these signs are restricted by Federal and State policy to minimal amount of information needed for drivers to make a quick and safe decision on which way to travel. These signs are restricted to "Control Cities" which provides a cardinal direction.

7. Public Comments- None

8. Next Regular Meeting: Wednesday, July 10, 2019 at 11 am

9. Adjourned Meeting at 11:40 am