



**Pueblo Area Council of Governments**

**Metropolitan Planning Organization (MPO)**

**Transportation Planning Region (TPR)**

# **Unified Planning Work Program**

**FY 2020**

**FY 2021**

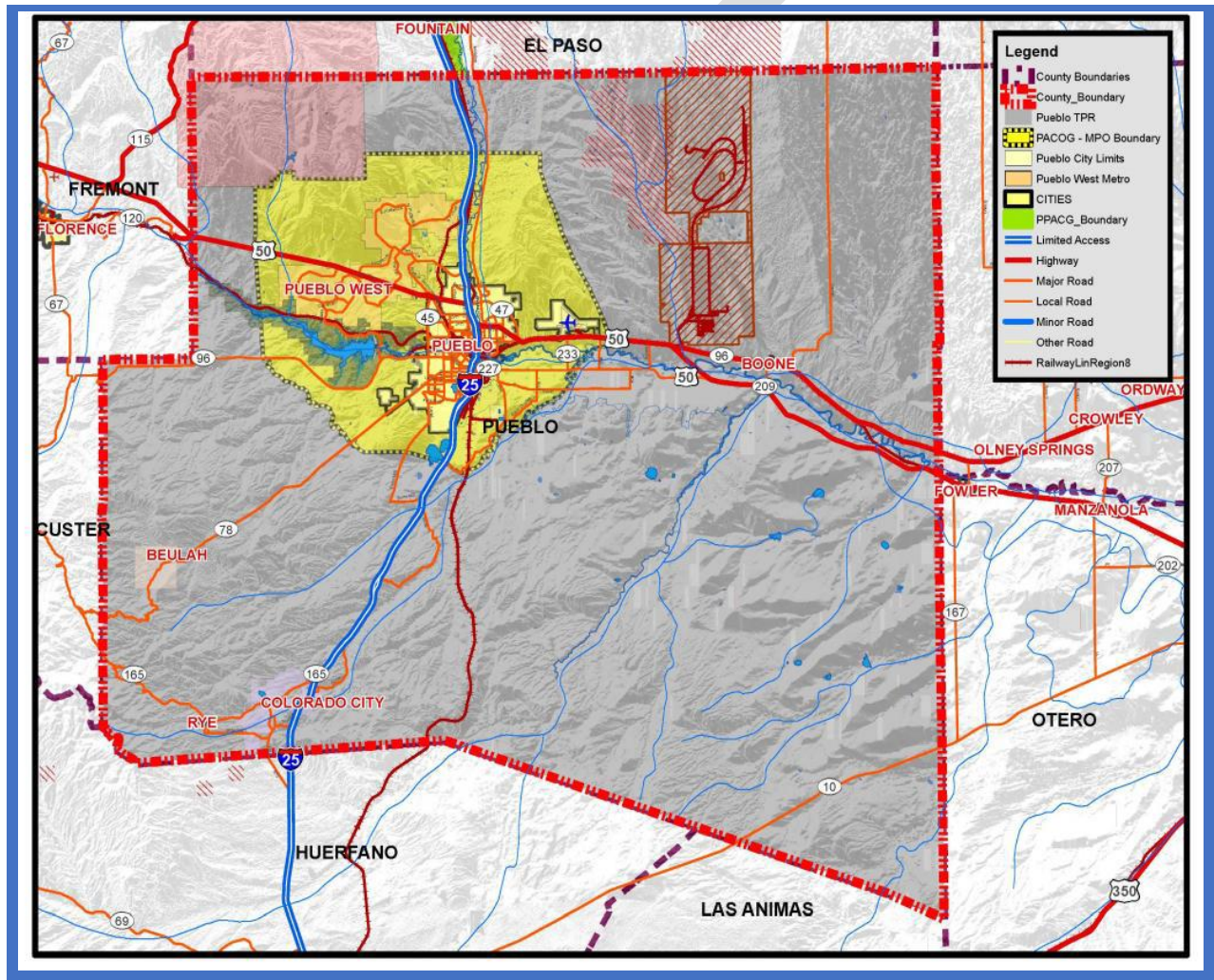
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FIGURE 1 – PACOG PLANNING AREA



## INTRODUCTION

The Consolidated Planning Grant Scope of Work for FFY-2020 is based on the PACOG FY 2020-2021 Unified Planning Work Program (UPWP) adopted. Amendments to the FY 2020-2021 UPWP may be made anytime by PACOG resolution. The FFY2021 will be amended if needed in September 2020 to reflect the FY 2021 SOW.

### Organization, Management & Funding

The general objectives of the FFY2020-2021 UPWP are to:

1. Assist all participating agencies in achieving applicable comprehensive planning goals and in fulfilling the statutory requirements of FAST-Act and associated planning regulations adopted by the FHWA and FTA.
2. Assist all participating agencies in fulfilling their continuing responsibilities to the community including, but not limited to,
3. Using the products of the transportation planning process as a major contribution to other comprehensive planning activities and providing the mechanisms for the continued integration of transportation planning with land use and other comprehensive planning.
4. Updating and revising basic transportation planning, regional socioeconomic, environmental, land use, and transportation system operating data using applicable GIS or other technologies for these systems.
5. Modifying developed plans and programs as warranted by changes in travel patterns or urban conditions and translating plans into action programs for project implementation.
6. Carry out specific transportation planning functions required for the continued certification of the Pueblo area urban transportation planning process including the biennial development and annual refinement of the UPWP, the annual development of the TIP, and updates to financial forecast to the Long Range Transportation Plan (LRTP) to the horizon of 2045.

## WORK ELEMENT 1810 PROGRAM ADMINISTRATION & COORDINATION (\$138,515)

Objective - To manage, support, improve, adapt, administer, and coordinate the cooperative, continuous, and comprehensive transportation planning process as required by FAST Act.

### **1811 - AGREEMENTS AND BYLAWS**

Products/Actions:

- Complete and execute planning partner memorandum of understandings, as needed, to implement the transportation planning process.
- Assist in updating bylaws as necessary resulting in changes as approved by the PACOG Board identified in the Reorganization Study conducted in FY 2016/17. Includes possible restructuring

the Technical Advisory Commission (TAC) widening membership to include other stakeholders (ie, Trucking, Rail,).

- Assist in maintaining required materials as necessary. (ie. Agendas, Minutes, Financial Records, etc.).

### **1812 - UNIFIED PLANNING WORK PROGRAM**

Products/Actions:

- Mid-Year progress report.
- Complete year-end report for FY2019.
- Amend 2020- 2021 UPWP as needed.
- Review and modify the format of the UPWP as needed.
- 

### **1813 - BUDGET AND FINANCIAL MANAGEMENT**

Products/Actions:

- CDOT monthly Metropolitan Transportation Planning reimbursements.
- Prepare MPO Budget for PACOG Board adoption.
- Prepare Sub-Delegation Budget and Appropriation Ordinances for City of Pueblo
- Prepare for and participate in PACOG audit(s) if required under Single Audit Requirements.
- Tract monthly expenses for each work element.

### **1814 - STAFF AND PROFESSIONAL DEVELOPMENT**

Products/Actions:

- Actively participate in Statewide training and educational meetings hosted by CDOT/FHWA/FTA and other organizations within the State.
- Make applicable transportation planning training available to staff, committee members, and member agency partners.
- Develop, implement and conduct an orientation program for new committee members.
- Staff Training on Travel Demand Model, TransCAD general held OUT-OF-STATE,
- Staff Training course conducted by Nation Highway Institute or National Transit Institute or National Highway Institute general are OUT-OF-STATE.
- Staff Attendance at Transportation Research Board's Annual Meeting or Transportation Research sponsored conferences held in Washington D.C. (OUT-OF-STATE).
- Staff participation in AMPO's Annual Conference and/or AMPO sponsored conference generally held OUT-OF-STATE.

### **1815 - PUBLIC INVOLVEMENT ACTIVITIES**

Products/Activities:

- Project specific public involvement.
- Review and update the Public Participation Plan (PPP) as needed.
- Amend Title VI and LEP Policy as needed.

- Issue press releases and advisories related to transportation planning and projects in the region.
- Develop and expand a stakeholder’s contact list for notification of planning activities.
- Maintain MPO website with current activities.
- Work collaboratively with local, state and federal officials and agencies to help achieve established transportation goals and objectives.
- Actively participate in meetings and planning sessions of various public and private stakeholder groups that have direct or indirect involvement in transportation planning, land use planning, economic development, community development, infrastructure development.

### ***1816 MPO COMMITTEE MEETINGS***

Products/Actions:

- 10-12 PACOG Board meetings annually.
- 10-12 CAC/TAC Committee meetings annually.
- Participate in local committee’s (ie., ADA,PACE, Sustainability)

### ***1817 - MISCELLANEOUS ADMINISTRATIVE ACTIVITIES***

Products/Actions:

- Perform the routine administrative, personnel, contractual and management activities and tasks necessary to maintain and support a viable long-range transportation planning process.
- Procure, upgrade and/or maintain computer systems, software and equipment required to carry out an efficient and effective transportation planning process.

### **WORK ELEMENT 1820 – DATA COLLECTION AND MANAGEMENT (\$89,931)**

Objective – to develop and maintain data necessary for informed decision making relating to the MPO transportation system.

### ***1821 – TRAFFIC COUNTING AND DATA MANAGEMENT***

Products/Actions:

- 
- Continue to obtain, update, convert, refine, and maintain traffic count data for the Pueblo area. This includes national highway system, state highway system, county and local roadways.
  - Continue traffic counting program to support transportation modeling and impacts on urban or non-urban areas.
  - Continue bike/pedestrian counting on trails within the Study area.

### ***1822-TRAFFIC CRASH MONITORING PROGRAM***

Products/Actions:

- Update and maintain crash databases.
- Analyze traffic and collision data for trends.
- Prepare projections and reports for planning uses.

- Publish Crash Summary Data annually with 5-years historical crash data.
- Improve geo-referencing process locations of crashes.

### **1823-DATABASE MANAGEMENT**

#### Products/Actions:

- Update MPO Databases and GIS layers as information becomes available.
- Prepare and maintain maps, records, booklets, etc. that summarize or depict the PACOG MPO census data.
- Conduct other census related work and activities necessary to support transportation planning.
- Provide current transportation planning materials and maps as requested by citizens and various agencies within the MPO region.

### **WORK ELEMENT 1830 – TRANSPORTATION PLANS, PERFORMANCE MEASURES, AND SCENARIO PLANNING (\$54,513)**

Objective – To review and amend as needed the approved Long-Range Transportation Plan, and implementation required performance measures.

### **1831 – METROPOLITAN TRANSPORTATION PLAN UPDATE**

#### Projects/Actions:

Work will begin updating the 2045 LRTP during FY 2019 – See Work Element 1845C  
This work element will stay in the SOW and UPWP for future updating as needed.

### **1832 – IMPLEMENTATION OF PERFORMANCE MEASURES**

#### Products/Actions:

- Continue to evaluate performance measures consistent with CDOT's measures and signed MOU's on performance measures.
- Coordinate with CDOT's implementation of performance measures as agreed to in the MOU's completed.
- Amend performance measures as needed to be consistent with state-wide measures or develop local performance measures.
- Report annually on Goals of the established measures.

### **1833– TRAVEL DEMAND MODEL**

#### Products/Actions:

- Continue to run project scenarios based on projects identified in the 2040 LRTP.
- Continue to refine the TDM developed in 2015 as new social/economic data becomes available.
- Update local transportation system data to reflect changes to the future transportation network as modified by local or county government actions.
- Work with the chosen Consultant of running scenarios for the updating of the Long Range Transportation Plan.

## **WORK ELEMENT 1840 SHORT RANGE PLANNING AND PROGRAMS (238,542)**

Objective – These are intended to be planning activities that will be completed annually or completed in a specific FFY of the UPWP.

### ***1841 – TRANSPORTATION IMPROVEMENT PROGRAM***

To prepare the Transportation Improvement Program to ensure that all expected funding sources are accurately accounted for and programmed, consistent with policies to ensure adoption by PACOG, CDOT, FHWA and FTA.

Products/Actions:

- Plan, organize and facilitate the updating of the TIP on an annual basis and apply fiscal constraint to a proposed projects list. Validate or modify the list of programmed projects to be executed in subsequent years of the adopted TIP.
- Prepare, coordinate, and distribute required administrative modifications and amendments to the adopted TIP following a review of compliance/progress verification, along with submittal of corresponding request for inclusion in the State Transportation Improvement Program (STIP).
- Produce and distribute an annual list of projects obligated the prior FFY within 90 days of end of the Federal Fiscal Year.
- In conjunction with the amendment and update of the FY2020-2023 Transportation Improvement Program (TIP), MPO Annual Certification of the Planning Process (23 CFR 450.334 & CFR 613.100).
- Continue to develop and implement an internal project tracking system or similar project/mapping management system for visualization of projects and locations for TIP projects as well as Capital Improvement Projects for each agency.
- In accordance with state and federal requirements and policies, analyze the potential environmental and environmental justice impacts of proposed projects.
- Development of CDOT 6-year Project Improvement Program above the requested 4 year financial constraint TIP.

### ***1842 – FEDERAL HIGHWAY FUNCTIONAL CLASSIFICATION REVIEW***

- In coordination with CDOT, review the existing Functional Classifications and update as necessary.

### ***1843 – REGIONAL AND STATEWIDE PLANNING PARTICIPATION***

Products/Actions:

- Regular participation in regional planning activities in cooperation with PACOG member entities.
- Regular attendance at State Transportation Advisory Committee (STAC) meetings.
- Review major annexation plans for transportation impacts.
- Evaluate development impacts which may require amendments to the adopted long-range transportation plan and/or Transportation Improvement Program.
- Review land use issues affecting the transportation system.



- Attendance at Transportation Commission (TC) meetings if necessary, to represent the interests of the PACOG MPO/TPR.
- Participation and support the Southwest Chieftain and Front Range Passenger Rail Commission.
- Participation in joint or coordinated planning studies conducted cooperatively by the four Front Range MPOs.
- Regular participation in statewide committees for special studies that may have impacts in the PACOG MPO area, (ie Freight, Rail, Intracity transit)

## **1844 – INVESTIGATION OF ESTABLISHING A RURAL TRANSPORTATION AUTHORITY (RTA) FOR THE PUEBLO AREA**

### Products/Actions:

- The PACOG creates an RTA Subcommittee with at least one representative from each of the governmental agencies interested in forming an RTA.
- The RTA Subcommittee would then prepare a draft RTA Structural Plan, including such issues as shareback, opt-out, administration, boundaries, revenue projections, etc. Some issues may be worked out later after project selection has been accomplished, but most should be available for review during the development of the RTA structure.
- The PACOG conducts one or more Regional Transportation Summits to review transportation data, the need for an RTA, the provisions in the draft RTA Structural Plan, potential projects, and other issues of interest. At a minimum, Transportation Summits will take place in in both the County and the City. The RTA subcommittee chair will lead these summits with support from summit sponsors and the MPO Manager.
- The RTA Subcommittee prepares a recommended RTA Vision based on input from the completed Transportation Summits & provisions in the adopted Strategic Action Plan for submittal to the PACOG. The RTA Vision is not intended to be a list of projects, but instead a statement and narrative that indicates what the RTA intends to accomplish in the development future of the Pueblo Region and how transportation investments can assist in the desired future.
- PACOG Board will review and make modifications if need be, and adopts RTA Vision developed by the subcommittee.
- The PACOG next identifies a Community Group to lead the regional effort to create an RTA. This identification is based on activity and support received from community groups that have been actively engaged in the various Transportation Summits and public information programs about the RTA.
- The selected Community Group creates an RTA Steering Committee comprised of interested leadership from throughout the Pueblo Area. This should be a relatively small group responsible for guiding the negotiations toward a final Intergovernmental Agreement (IGA) for participating governments as well as the final campaign. PACOG members can become members of this group, but the MPO staff itself is not officially represented on the RTA Steering Committee. The MPO staff moves to a purely technical and education support role once the RTA Steering Committee has been selected.
- A principal objective of the RTA Steering Committee will be to develop support of all local elected officials for the RTA. This is necessary to ensure approvals by all interested governments of the Intergovernmental Agreements establishing the terms and conditions for the RTA. A project list will also be included in the final IGA.

### MPO Role – Education & Technical Support

The MPO staff, will be responsible for logistical and technical assistance to the Sub-Committee and Transportation Summits. The MPO Administrator will also play a major role in the Transportation Summits. MPO staff will be a source for information and establishing the forum for public involvement. The MPO and Staff will not lobby for or against the establishing of an RTA.

MPO staff will be responsible for supplying transportation, and land use modeling results, information and data from the 2040/45 Regional Transportation Plan (and new info from the in-progress 2045 State-wide Transportation Plan), as well as new socio-economic data.

## **1845– GENERAL CONSULTANT SERVICES**

This element is developed as a placeholder for funding for consultant’s services to assist with planning activities, which provides flexibility to the MPO to use a portion of additional CPG funds at a later time. General consultant services. Planning contracts under consideration will be approved by PACOG by specific Resolution, FHWA/FTA.

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### **1845A -STATION LOCATION ALTERNATIVES EVALUATION – FOR FFY 2019 – CONSULTANT \$35,105.10**

#### **BACKGROUND**

This work was identified in the FY 2019 UPWP. The consultant was selected and there was a change in the staffing and delay occurred while the staffing situation at WSP was corrected. The MOU between the City of Pueblo, Pueblo County and PACOG has been executed. To date there has not been a start-up date established. This activity may possible still be completed in the FY 2019 UPWP.

The Pueblo Station Area Plan is being proposed to determine the station area and trackage improvements that will be necessary to accommodate the re-instatement of passenger rail service into Pueblo. Amtrak and BNSF Railway (BNSF) have proposed connecting Pueblo to the Amtrak Southwest Chief by adding a through-car service from the SW Chief at La Junta, connecting westbound into Pueblo in the a.m. and eastbound from Pueblo back to La Junta in the p.m.

The Project Study Team will evaluate potential station sites within the study area. Three locations in the immediate vicinity of the Pueblo Union Depot have been identified. To identify additional sites, beyond the identified three, within the Pueblo area, criteria for site selection will be established within a site selection kickoff meeting. The purpose of this meeting will be to receive guidance from the client as to what factors are critical for selecting a viable station area site. The Project Study team will analyze the Pueblo area for sites meeting most, or all, of the established criteria and create an initial site matrix identifying potential additional sites. The additional sites in the Pueblo area will be vetted at a ½ day workshop with the Pueblo Area Council of Governments and other identified stakeholders. This workshop will provide a shortlist of no more than two sites (in addition to the previously identified three sites) that will be evaluated in more detail as proposed below.

The three previously identified options near Pueblo Union Depot are as follows: Option 1 is the existing Pueblo Union Depot facility. This is the facility that historically served as Pueblo’s passenger rail station for passengers arriving and departing Pueblo at a time in history when numerous passenger trains

served Pueblo. Option 2 is the building immediately to the west of the Depot that has been renovated for office space and could possibly be converted to serve as the passenger station. Option 3 is undeveloped property immediately to the northwest of Option 2. This location could possibly have a new passenger rail service station built at this site to serve the future passenger rail.

The goal of this task is to select up to two finalist sites that will be vetted further in Task 5 of the entire Pueblo Area Station Plan for selection of a single preferred alternative. In making recommendations as to a preferred site for the future rail station, the Project Study Team will evaluate: size of site, potential transit interface, passenger rail rider accessibility, street access, parking, fit within the community and neighborhood, planned uses for the adjacent areas, development, redevelopment, and adaptive reuse opportunities, pedestrian and bicycle access; impacts on railroad operations, proximity to other transportation modes and other relevant circumstances. The potential station sites (numbering to no more than five – including the three previously identified sites and up to two additional sites selected through the workshop) will be evaluated in detail through a second matrix process and will be ranked by the Project Team with input from representatives/officials of the community. The deliverable from this task will include the selection of two finalist site alternatives.

#### Projects/Actions

Meetings with stakeholders

Additional Site Selection matrix

Preferred Site Selection

Matrix

Mapping of potential sites/facilities

Technical memoranda describing the process utilized in vetting the various site alternatives

Technical memoranda describing the two finalist alternatives; transportation (rail, transit, parking, access) and land use

**Cost: Not to Exceed \$35,105.10 for the Site Assessment Portion**

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## ***1845B – METROPOLITAN TRANSPORTATION PLAN UPDATE - \$150,000***

### BACKGROUND

This activity started in FY 2019 and will continue through the Spring of 2020. It is anticipated with the extensive amount of work updating PACOG's Travel Demand Model in 2016-2016 there will be only minor updates to the 2045 Long Range Transportation Plan. This will include identifying the best process of establishing the Performance Measures and updated the Demographic and Employment type data.

#### Products/Actions:

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- The development of an RFP to assist PACOG and local stakeholders in the development of the 2045 update to PACOG's LRTP.
- The LRTP will use a performance-based planning process to provide for a system-level, data driven process to identify strategies and investments for the PACOG region.
- The LRTP will use 2045 as the horizon year and document the assessment of multimodal transportation facilities, services and policy needs over the next 20 years.

- Importantly, it will continue the "VISION" established in the previous plan update(2040) to provide a balanced transportation system that achieves optimum mobility and supports economic growth through improvements in multiple transportation modes.
- The 2045 LRTP update will look to implement new and innovative transportation system performance measures that de-emphasize traditional road "congestion" in lieu of broader desirable transportation outcomes. The update process will consider a wide range of social, mobility, freight, safety, infrastructure, environmental, energy, and economic factors reflected by the LRTP's Goals, Objectives (G&O) and Measures/Performance Measures (PM) to identify future transportation needs.
- The 2045 LRTP update will weigh and balance the cost of various transportation investments against anticipated future funding to ensure the 2045 LRTP update is a financially feasible plan for the PACOG Region over the next 25 years.
- The 2045 LRTP update will include long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods. In keeping with the intent and requirements of the MAP-21 and the FAST Act (or current transportation bill), and the requirements stipulated by the Federal Highway Administration ("FHWA"), the Federal Transit Administration ("FTA"), and the Colorado Department of Transportation (CDOT), this plan update will be multimodal in nature. It will include: public transportation; pedestrian facilities; bikeways; highways; air- and landside airport improvements, transportation system management and operations ("TSMO"); and freight transportation. The 2045 LRTP update will also include safety and security elements to meet the Federal requirements indicated in 23 CFR 450.
- The update will include a robust Public Involvement Plan ("PIP") to provide interested parties opportunities to participate in the 2045 LRTP update process. This update shall also be developed in consultation with Federal, State, and local agencies responsible for: land use management, natural resources, environmental protection, conservation, historic preservation and other cognizant agencies.
- The 2045 LRTP update will consider new and emerging technologies and services such as electrification, automation, and sharing.
- The overall update process and policy decisions will be guided by the PACOG Policy Board and its Transportation Advisory Commission.

Projects/Actions:

Completion on updating 25-year LRTP to coincide with the State-Wide LRTP for adoption in spring 2020.

## APPENDIX A

	Estimated <u>FY2020</u>	Estimated <u>FY2021</u>
<b>Direct Labor with Fringe*</b>		
MPO Manager	\$109,917	\$115,413
Transportation Planner	\$84,500	\$88,725
Transportation Tech.	\$62,788	\$65,927
Part Time -- Tech and Clerical	\$863	\$906
	<b>\$258,068</b>	<b>\$270,971</b>
<b>Direct Non-Labor</b>		
Subscriptions	\$250	\$250
Postage	\$500	\$500
Memberships Dues and Subscriptions	\$1,200	\$1,400
Telephone/Including Cell Phones	\$1,100	\$1,300
Printing and Publications	\$1,500	\$1,500
Advertising	\$2,500	\$1,200
Office Equipment & Other Operating Supplies	\$1,200	\$2,500
Office Supplies	\$1,500	\$1,000
Travel Training and Conferences	\$16,435	\$14,250
Registrations for Training and Conferences	\$5,200	\$4,200
PACOG Professional Accounting Services	\$5,600	\$5,700
Computer Equipment Capital Replacement	\$3,500	
<b>1810 Sub-Total</b>	<b>\$40,485</b>	<b>\$33,800</b>
Maintenance on MS2 Software in 1820	\$12,500	\$12,500
Traffic Count Supplies	\$747	\$750
Outside Contractor Traffic Counts	\$7,500	\$7,500
<b>1820 Subtotal</b>	<b>\$20,747</b>	<b>\$20,750</b>
Maintenance of TM Software in 1840	\$1,200	\$1,200
Professional Services	\$161,000	\$0
<b>1840 Sub-Total</b>	<b>\$162,200</b>	<b>\$1,200</b>
<b>Reserve for Professional Services/Reserve</b>	<b>\$40,000</b>	<b>\$30,000</b>
<b>CPG Program FY 2020 Budgeted Items w/carry-over</b>	<b>\$521,500</b>	<b>\$356,721</b>
<b>CPG FFY 2020 PL GRANT Amount</b>	<b>\$360,500</b>	<b>\$360,500</b>
<b>FY2019 Estimated Carry-Over to 2020</b>	<b>\$323,189</b>	
<b>FY2020 Estimated Carry-Over to 2021</b>	<b>\$162,189</b>	<b>\$162,189</b>

FINANCING, 2020 & 2021 BUDGETS

<b><i>FY 2020-2021 CPG Contract</i></b>				
FY 2020 CPG	\$298,458	\$62,042	\$0	\$360,500
<b>Contract Total</b>	<b>\$298,058</b>	<b>\$62,042</b>		<b>\$360,500</b>
<b><i>FY 2020-2021 CPG Contract Amendment 1</i></b>				
<b>Contract Amendment Total</b>				
<b><i>FY 2020-2021 CPG Contract Amendment 2</i></b>				
<b>Total Contracted Funds</b>	<b>\$298,058</b>	<b>\$62,042</b>	<b>\$0</b>	<b>\$360,500</b>