



Pueblo Area Council of Governments

**Metropolitan Planning Organization (MPO)
Transportation Planning Region (TPR)**

CPG GRANT

SCOPE OF WORK

FFY 2022-2023

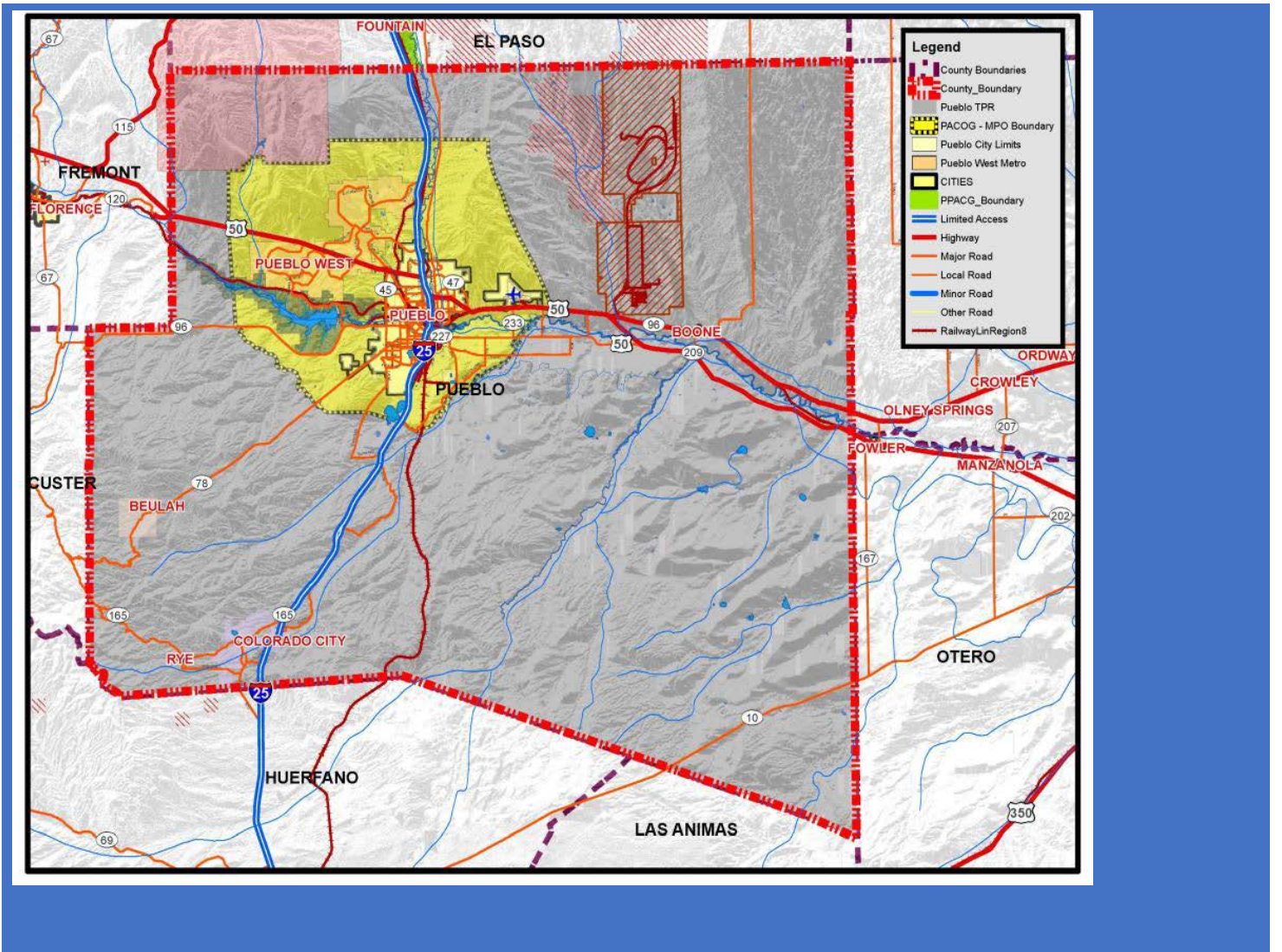
(OCT. 1, 2021 – SEPT. 30, 2022)

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	2
INTRODUCTION	3
Financing, 2022 & 2023 Estimated Budgets	3
WORK ELEMENT 2210 Program Administration & Coordination (\$169,810)	5
<i>2211 - Agreements and Bylaws</i>	5
<i>2212 - Unified Planning Work Program</i>	5
<i>2213 - Budget and Financial Management</i>	5
<i>2214 - Staff and Professional Development</i>	5
<i>2215 - Public Involvement Activities</i>	6
<i>2216 MPO Committee Meetings</i>	6
<i>2217 - Miscellaneous Administrative Activities</i>	6
WORK ELEMENT 2220 – DATA COLLECTION AND MANAGEMENT (\$101,967)	6
<i>2221 – Traffic Counting and Data Management</i>	6
<i>2222-Traffic Crash Monitoring Program</i>	6
<i>2223-Database Management</i>	7
2220 Data Collection (\$201,967)	Error! Bookmark not defined.
2221 - Population and Land Use Data Collection	7
2222 - Traffic Counting Program/Traffic Crash Data and Highway Safety	7
<i>2223 – STATEWIDE TRAVEL SURVEY (\$100,000)</i>	8
WORK ELEMENT 2230 – TRANSPORTATION PLANS, PERFORMANCE MEASURES, GREEN HOUSE GAS REDUCTION, ACTIVE TRANSPORTATION, AND SCENARIO PLANNING (\$201,967)	8
<i>2231 – Metropolitan Transportation Plan</i>	8
<i>2232 – Implementation of Performance Measures</i>	8
<i>2233 – Travel Demand Model</i>	8
<i>2234 – Federal Highway Functional Classification Review</i>	9
<i>2235 – Transportation Improvement Program</i>	9
WORK ELEMENT 2240 SHORT RANGE PLANNING AND PROGRAMS (\$230,270)	9
<i>2241 – Area-wide highway safety plan (\$150,000)</i>	9
<i>2243 – Regional And Statewide Planning Participation</i>	11
<i>2245– General Consultant Services/On-Call(\$50,000)</i>	11

PACOG PLANNING AREA



INTRODUCTION

The Consolidated Planning Grant (CPG) Scope of Work for FFY-2019 is based on the PACOG FY 2022-2019 Unified Planning Work Program (UPWP) adopted. Amendments to the FY 2022-2023 to reflect the FY 2022 SOW will be adopted September 2021.

Organization, Management & Funding

The general objectives of the FFY2022-2023 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,
 - a) 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.
 - b) 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.
 - c) Modifying developed plans and programs as warranted by changes in travel patterns or urban conditions and translating plans into action programs for project implementation.
3. 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 as needed.

FINANCING, 2022 & 2023 ESTIMATED BUDGETS

Funds Source	Federal	Local Match-Cash	Local Match-In-Kind	Total Funds
<i>FY 2022-2023 CPG Contract</i>				
FY 2022 CPG	\$298,458	\$62,042	\$0	\$360,500
Contract Total	\$298,458	\$62,042	\$0	\$360,500
<i>FY 2022-2023 CPG Contract Amendment 1</i>				
Estimated Carry-over from FY 2020-2021 CPG	\$ 283,124	\$58,854	\$0	\$341,978
Contract Amendment Total	\$581,582	\$120,896	\$0	\$702,478

FY 2022-2023 CPG Contract Amendment 2

MPO Staff Payroll by Program	Administration	Data Base Management	Long Range On-Going Activities	Short Range Planning Projects	Total
MPO Manager	\$84,865	\$0	\$20,178	\$21,443	\$126,486
Sr Planner	\$27,497	\$9,374	\$47,497	\$9,374	\$93,742
Transportation Tech	\$9,987	\$56,593	\$0	\$0	\$66,580
AdministrativeTech	\$812	\$0	\$0	\$0	\$812
Total	\$123,160	\$65,967	\$67,675	\$30,817	\$287,620

Breakdown Program Work Elements

Total by Work Element	FFY2022	FFY2023
Program Administration & Coordination 2210	\$169,810	\$163,206
Data Collection and Management 2220	\$201,967	\$79,280
Transportation Plans, Performance Measures, and Scenario Planning 2230	\$72,175	\$65,000
Short Range Planning and Programs 2240	<u>\$230,817</u>	<u>\$52,000</u>
	\$674,769	\$359,486

Federal Share Consolidated Planning Grant (82.79%)

Local Share (17.21%)

MPO Program Expenses	Administration	Data Base Management	Long Range On-Going Activities	Short Range Planning Projects	Total
Federal	\$140,586	\$167,208	\$59,754	\$191,093	\$558,641
Local	\$29,224	\$34,759	\$12,421	\$39,724	<u>\$116,128</u>
Total Anticipated Cost for FFY 2022					\$674,769

This UPWP should pay down considerably this year.

WORK ELEMENT 2210 PROGRAM ADMINISTRATION & COORDINATION (\$169,810)

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

2211 - AGREEMENTS AND BYLAWS

Activities:

- 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 (i.e., Trucking, Rail,).
- Assist in maintaining required materials as necessary. (i.e.. Agendas, Minutes, Financial Records, etc.).

2212 - UNIFIED PLANNING WORK PROGRAM

Activities:

- Mid-Year progress report.
- Complete year-end report for FY2021.
- Amend 2022 - 2023 UPWP as needed.
- Review and modify the format of the UPWP as needed.

2213 - BUDGET AND FINANCIAL MANAGEMENT

Activities:

- 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.

2214 - STAFF AND PROFESSIONAL DEVELOPMENT

Activities:

- 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 staff training and transition plan for the MPO during the next 2-3-year period.
- Develop, implement, and conduct an orientation program for new committee members.
- Staff Training on Travel Demand Model, TransCAD (OUT/IN STATE).
- Staff Training courses conducted by Nation Highway Institute or National Transit Institute (OUT/IN STATE).
- Staff Attendance at Transportation Research Board's Annual Meeting (OUT/IN STATE).
- Staff participation in AMPO's Annual Conference, AMPO's Technical Conference (OUT/IN STATE).
- Staff attendance/participation in Transportation Research Boards working groups. (OUT/IN STATE).

2215 - 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.
- 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.

2216 MPO COMMITTEE MEETINGS

Activities:

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

2217 - MISCELLANEOUS ADMINISTRATIVE ACTIVITIES

Activities:

- 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 2220 – DATA COLLECTION AND MANAGEMENT (\$201,967)

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

2221 – TRAFFIC COUNTING AND DATA MANAGEMENT

Activities:

- 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.

2222-TRAFFIC CRASH MONITORING PROGRAM

Activities:

- 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.

2223-DATABASE MANAGEMENT

Activities:

- 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.
- Establish an Area Wide Pavement Condition Rating System and Collect Base Data for Inventory and Performance Measures.

2221 - POPULATION AND LAND USE DATA COLLECTION

Activities:

- 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.

2222 - TRAFFIC COUNTING PROGRAM/TRAFFIC CRASH DATA AND HIGHWAY SAFETY

Activities:

- Continue count cycle to be included in five-year counts included in the base data for the MS2 software.
- Contract counts outside of City in include in five-year count database
- Develop and distribute 2015 Traffic Flow Maps
- Develop and distribute 2016 Traffic Flow Maps
- Provide traffic count reports to CDOT in format compatible with the national HPMS Database.
- Continue count pedestrians and bicycles for Pueblo Regional Trail System and the Pueblo West Trail System.
- Download and maintenance of State of Colorado crash data and as time permits, review, verify, and attempt to resolve data discrepancies to improve accuracy.
- Merge crash data into the MS2 crash data software which will allow for the development of summary reports and maps with crash data to assist planning partners in identifying potential safety improvement projects. Obtain, update, convert, refine, and maintain surface roadway systems data for the Pueblo area. This includes national highway system, state highway system, county and local roadways.
- Obtain, update, convert, refine, and maintain Pueblo Transit systems data for the Pueblo area. This includes updating of route and stop location changes.
- Maintain ArcGIS applications to current versions utilized throughout the PACOG area to insure accessibility of transportation related GIS data.

- Obtain, update, convert, refine, and maintain non-motorized transportation systems data for the Pueblo area. This includes bike routes, regional trail systems, designated mountain bike trails, and future bike and trails planning.
- Update local transportation system data to reflect changes to the future transportation network as modified by local or county government actions.
- Convert graphics from various planning documents, utilizing GIS software, to analyze the consistency between the LRTP and proposed developments.
- *2223 – STATEWIDE TRAVEL SURVEY (\$100,000)*

Activities:

Participate in the Statewide Travel Demand Survey.

WORK ELEMENT 2230 – TRANSPORTATION PLANS, PERFORMANCE MEASURES, GREEN HOUSE GAS REDUCTION, ACTIVE TRANSPORTATION, AND SCENARIO PLANNING (\$72,175)

Monitor the adopted 2045 PACOG LRTP for compliance and make amendments as necessary.

2231 – METROPOLITAN TRANSPORTATION PLAN

Activities:

- 2045 LRTP Implementation
- 2040 LRTP Implementation
- Ongoing updating and maintenance of a 6-year capital plan of projects for inclusion into the TIP.
- Monitor the approved 2045 LRTP and make amendments where significant changes have been identified.
- Coordinate with CDOT's implementation of GHG Emissions as final rule making is completed and implementation of .
- Review local plans for consistency with the LRTP.

2232 – IMPLEMENTATION OF PERFORMANCE MEASURES

Activities:

- Develop baseline performance measures consistent with CDOT's measures.
- Coordinate with CDOT's implementation of performance measures as final rule making is completed.
- Amend performance measures as needed to be consistent with state-wide measures.
- Report annually on Goals of the established measures.

2233 – TRAVEL DEMAND MODEL

Activities:

- 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.

- Supply CDOT with Data from Model runs that contain “Regionally Significantly” projects to be used in Moves III to Report Green House Gas Emissions.

2234 – FEDERAL HIGHWAY FUNCTIONAL CLASSIFICATION REVIEW

- In coordination with CDOT, review the existing Functional Classifications and update as necessary based on the new 2020 census data.

2235 – 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, and FHWA.

Activities:

- 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.
- 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.
- In conjunction with the amendment and update of the FY2022-2021 Transportation Improvement Program (TIP), MPO Annual Certification of the Planning Process (23 CFR 450.334 & CFR 613.100).
- Implement a project tracking system utilizing TELLUS or similar project/mapping management system for visualization of projects and locations.
- In accordance with state and federal requirements and policies, analyze the potential environmental and environmental justice impacts of proposed projects.

WORK ELEMENT 2240 SHORT RANGE PLANNING AND PROGRAMS (\$230,817)

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

2241 – AREA-WIDE HIGHWAY SAFETY PLAN (\$150,000)

The following is the Scope of Services for the development of the Area-Wide Local Roadway Safety Plan. Consultant may recommend additional actions or tasks as they deem appropriate based upon their experience for the Area-Wide consideration.

Task 1: Project Administration

Establish a Project Development Team (PDT) and maintain consistent communication through status meetings.

Task 2: Field Review and Data Collection

Meet with the Agencies to review the current roadway safety issues and traffic safety concerns Consultant will prepare a base map of locations of safety concerns. This will be the basis of identifying the potential safety projects. • Collect and review existing data, programs, policies, and activities and provide a summary of current efforts to address roadway safety – including identifying programs that have evidence of measurable success. • Examine the available countywide collision history and utilize MS2 Mapping System as a web-based tool for local agencies to gather data for their safety analysis. • Coordinate with the Local Agencies to obtain recent engineering studies that have been completed relating to roadway safety improvements, including traffic signal warrants, feasibility studies, and project study reports. • Key stakeholders will be asked to participate in the process and provide input.

Task 3: Safety Analysis

The objective of LRSP is not only to find counter measures for fixing existing safety problems, but also to make improvements necessary to address potential issues before they become a problem or create a hazard. A safety analysis will be conducted and may include the following considerations:

- Crash Factors
- Systemic Safety Analysis
- Priority Safety Strategies
- Infrastructure Safety Projects
- Behavioral Safety Strategies

Consultant will:

- Identify potential conflicts between vehicles, pedestrians, bicycles and equestrians
- Evaluate the Area-Wide intersections, crosswalks and traffic control devices
- Select priority locations for more detailed analysis.

Task 4: Counter Measures and Potential Improvement Identification The identification of the potential projects will be developed by examining the crash data and determining the appropriate countermeasures improvements to roadway segments. The countermeasures will include the “4 Es” of highway safety – engineering, enforcement, education, and emergency response. Specifically, consultant will:

- Develop potential projects that recognize the needs of all users of the transportation system.
- Provide recommendations for operational safety improvements
- Identify potential projects to improve roadway and traffic safety.
- Develop conceptual infrastructure improvements with quantifiable costs
- Calculate the B/C ratio for each identified project
- Analyze the feasibility of the identified projects and applicability for grant funding
- Compile the above information for each of the potential projects. This will allow the City and stakeholders prioritize these projects

Task 5: Final LRSP Report • Prepare a Draft LRSP to document the findings of the previous tasks and assist in circulating the Draft LRSP to identified stakeholders for review. • Attend up to two public meetings and present the Draft LRSP. • Respond to all comments and incorporate feedback received on the Draft LRSP into the Final LRSP. This document will guide the Area-Wide effort to improving transportation safety and reducing

the number of incidents and the severity of those incidents on our transportation systems. • Provide three (3) hard copies and an electronic copy (on flash drive) of the Final LRSP.

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, and FHWA.

Activities:

- 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.
- 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.
- In conjunction with the amendment and update of the FY2022-2021 Transportation Improvement Program (TIP), MPO Annual Certification of the Planning Process (23 CFR 450.334 & CFR 613.100).
- Implement a project tracking system utilizing TELLUS or similar project/mapping management system for visualization of projects and locations.
- In accordance with state and federal requirements and policies, analyze the potential environmental and environmental justice impacts of proposed projects.

2243 – REGIONAL AND STATEWIDE PLANNING PARTICIPATION

Activities:

- 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 North 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, (i.e. Freight, Rail, Intracity transit)

2245– GENERAL CONSULTANT SERVICES/ON-CALL (\$50,000)

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 later. General consultant services may be used for Long Range Transportation Plan activities, traffic count program, Travel Demand Modeling, Pavement Condition Rating or Planning studies. Planning contracts under consideration will be approved by CDOT and the PACOG Board by specific Resolution.

