

**METROPOLITAN TRANSPORTATION
PLANNING SERVICES CONTRACT**

COLUMBUS, GEORGIA

FHWA METROPOLITAN PLANNING PROGRAM

**PLANNING (PL) FUNDS
FISCAL YEAR (FY) 2021**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER 20.205
FEDERAL-AID PARTICIPATING PROJECT**

PI Number 0017157-PLN

Enter Contract ID # Here

Federal Share 80%	\$274,277.28
<u>Local Match Share 20%</u>	<u>\$68,569.32</u>
Total Contract Cost	\$342,846.60

METROPOLITAN TRANSPORTATION PLANNING SERVICES CONTRACT

**Between the
DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA
ONE GEORGIA CENTER,
600 WEST PEACHTREE STREET, NW
ATLANTA, GEORGIA 30308
and the
COLUMBUS CONSOLIDATED GOVERNMENT**

THIS AGREEMENT is made and entered into this _____ day of _____, 20____, by and between the DEPARTMENT OF TRANSPORTATION, an agency of the State of Georgia, hereinafter called the "DEPARTMENT", and the **COLUMBUS CONSOLIDATED GOVERNMENT**, organized and existing under the laws of the State of Georgia, hereinafter called the "DESIGNATED AGENCY".

WHEREAS, the DEPARTMENT is recognized by the United States Department of Transportation as the agency responsible for cooperative, comprehensive, continuing transportation planning pursuant to the provisions of Fixing America's Surface Transportation Act (FAST Act) of 2015, 23 U. S. C. Section 134, the Federal Transit Act, 49 U.S.C. Section 5303; and relevant amendments and subsequent legislation pertaining thereto; and

WHEREAS, the DEPARTMENT is authorized under O.C.G.A. § 32-2-2(7) to "accept and use federal funds...; and to do all things necessary, proper, or expedient to achieve compliance with the provision and requirements of all applicable federal-aid acts and programs"; and

WHEREAS, the DEPARTMENT is responsible for developing a workable formula for distributing the apportionment of planning funds pursuant to 23 U.S.C § 104 (d); and

WHEREAS, the DESIGNATED AGENCY is an approved metropolitan planning organization responsible for carrying out the transportation planning process in its urbanized area in accordance with 23 U.S.C. § 134; and

WHEREAS, the DESIGNATED AGENCY has developed its Unified Planning Work Program for Fiscal Year 2021, which describes its transportation planning priorities for Fiscal Year 2021 that are funded by FHWA-PL and FTA 5303 planning funds; and

WHEREAS, the DEPARTMENT desires to participate jointly with the DESIGNATED AGENCY to perform certain services, which will consist of providing the DESIGNATED AGENCY with information for the continuing transportation planning process as set forth in **Exhibit D, “Work Program, Fiscal Year 2021”**(hereinafter referred to as the "PROJECT").

NOW THEREFORE, for and in consideration of the mutual promises, covenants and contracts contained herein, and other good and valuable consideration as set out hereinafter, it is agreed by and between the DEPARTMENT and the DESIGNATED AGENCY that:

ARTICLE I SCOPE AND PROCEDURES

The scope and procedure of the PROJECT shall be that stated in the Work Program, which is affixed to this Agreement under the label of **Exhibit D**, entitled "Work Program, Fiscal Year 2021", the same as if fully set forth herein. The DESIGNATED AGENCY shall perform or cause to be performed the services to accomplish the PROJECT, the work for which is set forth in the aforementioned **Exhibit D, “Work Program, Fiscal Year 2021”**.

The DESIGNATED AGENCY shall perform the PROJECT activities and shall do so under such control and supervision by the DEPARTMENT as the DEPARTMENT may deem appropriate.

The DEPARTMENT shall perform the services incumbent upon it as stated in **Exhibit D, “Work Program, Fiscal Year 2021”**.

ARTICLE II EMPLOYMENT OF DEPARTMENT'S PERSONNEL

The DESIGNATED AGENCY shall not employ any person or persons in the employ of the DEPARTMENT for any work required by the terms of this Agreement, without the written permission of the DEPARTMENT except as may otherwise be provided for herein.

ARTICLE III REVIEW OF WORK

Authorized representatives for the DEPARTMENT and the Federal Government may at all reasonable times review and inspect the PROJECT activities and data collected under this Agreement and amendments thereto. All reports, drawings, studies, specifications, estimates, maps, and

computations, prepared by or for the DESIGNATED AGENCY, shall be made available to authorized representatives of the DEPARTMENT and representatives of the Federal Government for inspection and review at all reasonable times. Acceptance shall not relieve the DESIGNATED AGENCY of its professional obligation to correct, at its own expense, any of its errors in the work.

ARTICLE IV

AUTHORIZATION AND APPROVAL

TIME IS OF THE ESSENCE TO THIS AGREEMENT. The DESIGNATED AGENCY shall initiate the work as described in Article I, Scope and Procedures, on July 1, 2020. The work outlined therein shall be completed no later than June 30, 2021. The work shall be carried on expeditiously and in accordance with the work schedule as set forth in **Exhibit F, "Schedule"**, attached hereto and incorporated by reference.

ARTICLE V

RESPONSIBILITY FOR CLAIMS AND LIABILITY

The DESIGNATED AGENCY shall be responsible for any and all damages to property or persons and shall save harmless the DEPARTMENT, its officers, agents and employees from all suits, claims, actions, or damages of any nature whatsoever resulting from the negligence of the DESIGNATED AGENCY in the performance of work under this Agreement.

ARTICLE VI

COMPENSATION

A. Total Cost

1. The DEPARTMENT and the DESIGNATED AGENCY agree that the total estimated allowable cost for the completion of the PROJECT, as shown in **Exhibit E, "Budget Estimate, Federal Fiscal Year 2021"**, attached hereto and incorporated herein by reference, is Three Hundred Forty-Two Thousand, Eight Hundred Forty-Six Dollars and Sixty Cents (\$342,846.60). It is agreed that the amount which the DEPARTMENT shall be obligated to pay is eighty percent (80%) of total cost, which represents the Federal Share of the cost of the PROJECT up to Two Hundred Seventy-Four Thousand, Two Hundred Seventy-Seven Dollars and Twenty-Eight Cents (\$274,277.28). However, if the sum total of the actual allowable cost for the PROJECT is less than the total estimated allowable cost, then it is further agreed that the DEPARTMENT shall be obligated to pay only the

80% Federal Share of the actual allowable cost incurred. In no event shall the DEPARTMENT be obligated to pay more than the maximum Federal Share of \$274,277.28. In no event shall the DEPARTMENT be required to pay the Federal Share, if the Federal Share is not provided to the DEPARTMENT by the Federal Highway Administration.

2. The DESIGNATED AGENCY shall be obligated to pay twenty percent (20%) of the total allowable cost, which represents the Local Match rate of the cost of the PROJECT up to Sixty-Eight Thousand, Five Hundred Sixty-Nine Dollars and Thirty-Two Cents (\$68,569.32). However, if the sum total of the actual allowable cost for the PROJECT is less than the total estimated allowable cost, the DESIGNATED AGENCY shall pay a 20% Local Match rate of the actual allowable cost incurred. In no event shall the DESIGNATED AGENCY be obligated to pay more than the maximum Local Match of the Federal Share (\$68,569.32). Any portion of the Local Match may consist of “soft” match and/or “in-kind” services as referenced in Title 23, Part 420, Subchapter E of the Code of Federal Regulations (“C.F.R.”), “Planning and Research Program Administration”, and 2 C.F.R., Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”, and all other relevant sections of Federal law, Federal regulations and Federal guidance applicable to the subject, as appropriate, in lieu of a traditional cash match. The Local Match sum total of any traditional cash match and any “soft” match and/or “in-kind” services must constitute 20% of the cost of the PROJECT up to \$69,779.00 or a 20% match rate of the allowable cost incurred.

B. Allowable Costs

Allowable costs shall include both direct and indirect costs incurred by the DESIGNATED AGENCY, which is provided for in **Exhibit E, “Budget Estimate, Federal Fiscal Year 2021”**, “and subject to the maximum limitation prescribed in Subsection A of Article VI and the limitations outlined below:

1. Direct Cost

The DEPARTMENT shall pay to the DESIGNATED AGENCY for the performance of this Agreement an amount equal to such direct costs as are incurred by the DESIGNATED AGENCY and are chargeable to the PROJECT under generally accepted accounting principles and as allowed in 2 C.F.R. Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”, and not prohibited by the laws of the State of Georgia, including salaries and wages, and the cost of travel, and other miscellaneous direct costs incurred by the DESIGNATED AGENCY. As specified in Article X, the validity of the direct costs may be verified from the cost records of the DESIGNATED AGENCY by authorized representatives of the DEPARTMENT and the Federal Government as the work progresses, and in any event, before final settlement of the DESIGNATED AGENCY’S costs under the terms of this Agreement or amendments hereto.

The cost of any nonexpendable tools, instruments, or equipment used in the execution and performance of the PROJECT shall not be an allowable direct cost when such items are of the nature and kind of tools, instruments or equipment normally and generally used in an office or laboratory, provided however that the cost of data processing equipment shall be an allowable expense when such expenditure complies with the provisions of 2 C.F.R. § 200 (“Uniform Grant Guidance”) and is specifically detailed in **Exhibit D, “Work Program, Fiscal Year 2021”**, and **Exhibit E, “Budget Estimate, Federal Fiscal Year 2021”**, of this Agreement. If at any time during the duration of the useful life of the PROJECT’s data processing equipment the DESIGNATED AGENCY fails to utilize such equipment for the purpose of accomplishing the PROJECT the DEPARTMENT at its discretion may require the DESIGNATED AGENCY to remit to the DEPARTMENT 100% of the DEPARTMENT’S Federal and State Share of the fair market value, if any, of such equipment. For the purpose of this Article, the fair market value shall be deemed to be the value of the equipment as determined by an appraisal conducted as soon as feasible after such withdrawal or misuse

occurs or the actual proceeds from the public sale of such equipment, whichever is approved by the DEPARTMENT.

The rate of compensation for work performed on the PROJECT by a professional staff member or employee of the DESIGNATED AGENCY shall not exceed the salary rate that is applicable to said person's other activities for the DESIGNATED AGENCY. Charges for salaries and wages of the individuals will be supported by time and attendance and payroll distribution records. Premiums pay for overtime, extra-pay shifts, and multi-shift work are not reimbursable under this Agreement unless such costs are included in **Exhibit E, "Budget Estimate, Federal Fiscal Year 2021"**, or unless such costs have been given prior written approval by the DEPARTMENT.

No expense for travel outside the State of Georgia shall be an allowable direct cost under this Agreement unless such travel is listed in **Exhibit E, "Budget Estimate, Federal Fiscal Year 2021"**, or approved in advance by the DEPARTMENT. Staff from the DESIGNATED AGENCY seeking travel approval should submit the details for the requested travel expenses to the DEPARTMENT in advance and must include information on how the travel request will benefit the transportation planning process of the DESIGNATED AGENCY. In addition, all expenses for food, fuel, mileage, and lodging accommodations incurred from travel within or outside of the State of Georgia shall be limited to the currently approved amounts posted on the United States General Services Administration (GSA) website for the corresponding geographic location.

2. Indirect Costs

The DEPARTMENT shall reimburse the DESIGNATED AGENCY for such indirect costs as are properly chargeable to the PROJECT under generally accepted accounting principles and as allowed in 2 C.F.R. Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards", and not prohibited by the laws of the State of Georgia. Fringe benefits shall be reimbursed at a provisional overhead rate of **53.25%** of the amount paid as direct salaries and wages to persons employed by the DESIGNATED AGENCY on the PROJECT. Indirect Personnel cost shall be reimbursed at a provisional overhead rate of **55.36%** of the amount paid as direct salaries, wages and fringe benefits to persons employed by the DESIGNATED AGENCY that are chargeable to the PROJECT. Upon completion of the PROJECT, the

DEPARTMENT will determine final payment for indirect costs by audit of the DESIGNATED AGENCY'S accounts to establish the actual allowable overhead rate experienced during the period of performance of this Agreement. The DESIGNATED AGENCY understands and agrees that the DEPARTMENT may accept, in lieu of its own audit, a federal audit or, an audit by an independent accountant or accounting firm. The audit of an independent accountant or accounting firm shall be made and reported in accordance with audit requirements, 2 C.F.R. Part 200. The DESIGNATED AGENCY shall ensure that the independent accountant or accounting firm shall make available upon request to authorized representatives of the DEPARTMENT all audit work papers pertaining to this AGREEMENT to determine said final payment for indirect costs.

In the event the DESIGNATED AGENCY'S actual allowable overhead rate during the period of this Agreement is less than the provisional overhead rate established herein, the DESIGNATED AGENCY shall reimburse the DEPARTMENT the difference between the indirect cost actually paid and the actual allowable indirect cost as determined by the final audit in accordance with the provisions of this Article.

The DESIGNATED AGENCY further agrees that the decision of the DEPARTMENT in the establishment of the actual allowable overhead rate for final payment of indirect costs shall be final.

The validity of these indirect cost payments may be verified from the indirect cost records of the DESIGNATED AGENCY by authorized representatives of the DEPARTMENT and the Federal Government as the work progresses and in any event before final settlement of the DESIGNATED AGENCY'S costs under this Agreement, or amendments hereto.

ARTICLE VII

SUBSTANTIAL CHANGES

If, prior to the satisfactory completion of the services, under this Agreement, the DEPARTMENT materially changes the scope, character, complexity, or duration of the services from those required under the basic Agreement, a supplemental agreement may be executed between the parties. Minor changes that do not involve compensation in the Scope and Procedure, extension of the term, or changes in the goals and objectives of the PROJECT may be made by written notification of such change by either party with written approval of the other party.

ARTICLE VIII
PARTIAL PAYMENT

The DESIGNATED AGENCY shall submit to the DEPARTMENT itemized vouchers showing, in reasonable detail, the actual allowable costs per work element, incurred by the DESIGNATED AGENCY on the PROJECT for the voucher period. A summary of the cost breakdown and work progress for each work element shall accompany each voucher. Upon the basis of its review of such vouchers, the DEPARTMENT may, at the request of the DESIGNATED AGENCY, make payment to the DESIGNATED AGENCY as the work progresses but not more often than four times during the fiscal year. The vouchers shall be numbered consecutively, and subsequent vouchers shall be submitted every three months, but no later than forty-five (45) days after the end of each quarter, until the PROJECT is completed. Payment shall be made in the amount of sums earned less previous partial payments.

ARTICLE IX
FINAL PAYMENT

IT IS FURTHER AGREED that upon satisfactory completion by the DESIGNATED AGENCY and acceptance by the DEPARTMENT of the work described in Article I of this Agreement, the DESIGNATED AGENCY shall submit to the DEPARTMENT a written submission for final payment not more than forty-five (45) days after the completion date of the PROJECT. Upon receipt of any final written submission by the DESIGNATED AGENCY, the DEPARTMENT shall pay the DESIGNATED AGENCY a sum equal to one hundred percent (100%) of the allowable cost set forth herein less the total of all previous partial payments, paid or in the process of payment.

The DESIGNATED AGENCY agrees that acceptance of this final payment shall be in full and final settlement of all claims arising against the DEPARTMENT for work done, materials furnished, costs incurred, or otherwise arising out of the Agreement and shall release the DEPARTMENT from any and all further claims of whatever nature, whether known or unknown for and on account of said Agreement, and for any and all work done, and labor and materials furnished, in connection with same.

ARTICLE X
MAINTENANCE OF CONTRACT COST RECORDS

The DESIGNATED AGENCY shall maintain all books, documents, papers, accounting records, and other evidence pertaining to costs incurred on the PROJECT and shall make material available at all reasonable times during this period of the Agreement, and for three years from the date of final payment under the Agreement, for inspection by the DEPARTMENT, and the Federal Highway Administration and any reviewing agencies, and copies thereof shall be furnished upon request.

The DESIGNATED AGENCY shall certify that items of equipment included in direct costs have been excluded from the indirect costs.

The DESIGNATED AGENCY agrees that the provisions of this Article shall be included in any contracts it may make with any subcontractor, assignee, or transferee.

ARTICLE XI

SUBCONTRACTS, ASSIGNMENT, OR TRANSFER RESTRICTIONS

The DESIGNATED AGENCY agrees not to assign, sublet, or transfer any or all of its interest in the Agreement without prior written approval of the DEPARTMENT and the Federal Highway Administration. The DESIGNATED AGENCY also agrees that all subcontracts shall be subject to the provisions contained in this Agreement. The DESIGNATED AGENCY also agrees that any subcontracts exceeding Ten Thousand Dollars (\$10,000) in cost shall contain all the required provisions of this Agreement. All consultants hired by the DESIGNATED AGENCY shall be on the DEPARTMENT'S pre-qualified consultants list.

ARTICLE XII

USE OF DOCUMENTS

The DESIGNATED AGENCY agrees that all reports, drawings, studies, specifications, estimates, maps, computations, and other data, prepared by or for it under the terms of this Agreement shall be made available to the DEPARTMENT and the Federal Highway Administration at all reasonable times during the period of the Agreement and upon termination or completion of the work. The DEPARTMENT shall have the right to use the same without restriction or limitation and without compensation to the DESIGNATED AGENCY other than that provided for in this Agreement.

ARTICLE XIII

TERMINATION

The DEPARTMENT reserves the right to terminate this Agreement at any time for just cause, or for any cause, upon 30 days written notice to the DESIGNATED AGENCY, notwithstanding any just claims by the DESIGNATED AGENCY for payment of services rendered prior to the date of termination.

Should the work under this Agreement be terminated by the DEPARTMENT pursuant to this Article, final payment to the DESIGNATED AGENCY shall be made in the amount of sums earned, less previous partial payments. Any work elements that are incomplete by the termination date shall be reimbursed based upon the percentage of work completed for said work element(s).

ARTICLE XIV
PUBLISHED REPORTS

It is agreed that articles, papers, bulletins, data, studies, statistics, interim or final reports, oral transmittals or any other materials reporting the plans, progress, analyses, results, or findings of work conducted under this Agreement shall not be presented publicly or published without prior written approval by the DEPARTMENT.

It is further agreed that all published reports shall include a disclaimer provision on the cover or title page in the following form:

"The opinions, findings, and conclusions in this publication are those of the author(s) and not necessarily reflect the official views or policies of those of the Department of Transportation, State of Georgia, or the Federal Highway Administration. This publication does not constitute a standard, specification, or regulation."

All reports published by the DESIGNATED AGENCY shall contain a credit reference to the Federal Highway Administration such as:

"Prepared in cooperation with the Department of Transportation, State of Georgia, and the Federal Highway Administration."

It is further agreed that any information concerning the PROJECT, its conduct, results or data gathered or processed shall not be released other than as required under the Georgia Open Records Act, O.C.G.A. § 50-18-70, *et seq.* Any request directed to the DESIGNATED AGENCY pursuant to the Georgia Open Records Act, for documents or information that are either received or maintained by the DESIGNATED AGENCY in the performance of the work under this Contract, for or on behalf of the DEPARTMENT, shall be released pursuant to the provisions of the Act. Further, the DESIGNATED AGENCY agrees to consult with the DEPARTMENT prior to releasing the requested documents, where required by the DEPARTMENT.

**ARTICLE XV
COPYRIGHTING**

The DESIGNATED AGENCY shall be free to copyright material developed under this Agreement with the provisions that the DEPARTMENT and the Federal Highway Administration reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, the work for government purposes.

**ARTICLE XVI
COVENANT AGAINST CONTINGENT FEES**

The DESIGNATED AGENCY shall comply with all relevant federal, state and local laws. The DESIGNATED AGENCY warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the DESIGNATED AGENCY, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the DESIGNATED AGENCY, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the DEPARTMENT shall have the right to annul this Agreement without liability or, at its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

**ARTICLE XVII
CONTRACT DISPUTES**

This Agreement shall be deemed to have been executed in Fulton County, Georgia, and all questions of interpretation and construction shall be governed by the laws of the State of Georgia.

**ARTICLE XVIII
COMPLIANCE WITH APPLICABLE LAW**

- A. The undersigned certify that the provisions of the Official Code of Georgia Annotated (“O.C.G.A.”), Sections 45-10-20 through 45-10-28, relating to conflict of interest, have been complied with in full.

- B. It is further agreed that the DESIGNATED AGENCY shall comply with and shall require its subcontractors to comply with the regulations for compliance with Title VI of the Civil Rights Act of 1964 as amended, and 23 C.F.R. Part 200 as stated in **Appendix A, “Notice of Contractors, Compliance with Title VI of the Civil Rights Act of 1964”**, of this Agreement.
- C. It is further agreed that and certified by the DESIGNATED AGENCY that neither it nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department or agency, and is eligible to receive the Federal funding assistance provided for in this Agreement, as provided for in **Appendix B, “Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters”**.
- D. It is further agreed that and certified by the DESIGNATED AGENCY that the provisions of the O.C.G.A §§ 50-24-1 through 50-24-6, relating to the "Drug-Free Workplace Act", have been complied with in full as stated in **Appendix C, “Drug-Free Workplace Certificate”**.
- E. It is further agreed that and certified by the DESIGNATED AGENCY that the provisions of the O.C.G.A § 13-10-91, relating to the “Georgia Security and Immigration Compliance Act” have been complied with in full as stated in **Appendix D, “Georgia Security and Immigration Compliance Act Affidavit”**.
- F. It is further agreed and certified that, pursuant to O.C.G.A § 50-5-85, the DESIGNATED AGENCY is not currently engaged in and agrees that for the duration of this Agreement, it will not engage in a boycott of Israel.
- G. The covenants herein contained shall, except as otherwise provided, accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

ARTICLE XIX
AUDITS OF COST RECORDS

The DEPARTMENT shall have the right to perform an audit of all documents and records pertaining to costs incurred on this PROJECT for a period of three (3) years after the final payment under Article IX is made by the DEPARTMENT to the DESIGNATED AGENCY under this Agreement. If requested, the DESIGNATED AGENCY shall assist in making the result of the audit performed pursuant to 2 C.F.R. Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" available to the DEPARTMENT. To the extent such audit is applicable, the DEPARTMENT, in its sole discretion, may agree to accept the Single Audit in lieu of its audit as herein allowed. Further, the DESIGNATED AGENCY agrees to reimburse the DEPARTMENT for the DEPARTMENT's share of any and all costs disallowed as a result of either the Single Audit or by the audit allowed hereunder by the DEPARTMENT.

ARTICLE XX
INSURANCE

By execution of this agreement, the DESIGNATED AGENCY certifies to the DEPARTMENT that it and any subcontractors or consultants will maintain the following minimum amounts of insurance:

- A. Workmen's Compensation Insurance in accordance with the laws of the State of Georgia.
- B. Public Liability Insurance as follows:
 - 1. Each Occurrence Limit: \$1,000,000.00
 - 2. Personal Injury/Death Limit: \$1,000,000.00
 - 3. General Aggregate Limit: \$2,000,000.00
 - 4. Products/Completed Ops.: \$2,000,000.00
 - Aggregate Limit
 - 5. Automobile Liability Limit: \$1,000,000.00 (Combined Single Limit)
 - 6. Umbrella Liability: \$2,000,000.00

Insurance shall be maintained in full force and effect during the life of the contract, or amendments hereto, and shall protect the DESIGNATED AGENCY, its employees, agents and representatives from claims for damages, for personal injury, and death and for damages arising in any manner from the

negligent or wrongful acts or failures to act by DESIGNATED AGENCY, its employees, agents, or representatives in the performance of the work covered by the contract, or amendments hereto.

IN WITNESS WHEREOF, said parties have hereunto set their hands and affixed their seals the day and year above first written.

**GEORGIA DEPARTMENT OF
TRANSPORTATION**

**COLUMBUS CONSOLIDATED
GOVERNMENT**

Commissioner

Executive Director (SEAL)

ATTEST:

IN THE PRESENCE OF:

Treasurer

Witness

Signed, Sealed and Delivered

This ____ day of _____, _____
in the presence of:

NOTARY PUBLIC

I attest that the corporate seal attached to this Document is in fact the seal of the Corporation executing this Document does in fact occupy the official position indicated and is duly authorized to execute such document on behalf of this Corporation.

ATTEST:

Federal Employee Tax No.

**EXHIBIT A
CERTIFICATION OF DESIGNATED AGENCY**

I hereby certify that I am the _____ and duly authorized representative of the **Columbus Consolidated Government**, whose address is **P.O. Box 1340, Columbus, Georgia 31902-1340**, and that neither I nor the entity I here represent has:

- (a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above commission to solicit or secure the Agreement.
- (b) Agreed, as an express or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out the Agreement, or
- (c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above commission) any fee, contribution, donation, or consideration of any kind, or in connection with, procuring or carrying out the Agreement; except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Georgia Department of Transportation and the Federal Highway Administration, U.S. Department of Transportation, in connection with the Agreement involving participation of Federal-Aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

(Date)

Signature of Authorized Representative

Type or Print Name

EXHIBIT B
CERTIFICATION OF DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

I hereby certify that I am the COMMISSIONER of the Department of Transportation of the State of Georgia, and that the above **Columbus Consolidated Government** in **Exhibit A**, or its representative has not been required, directly, or indirectly, as an express or implied condition in connection with obtaining or carrying out this Agreement to:

- (a) Employ or retain, or agree to employ or retain, any firm or person, or
- (b) pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished the Federal Highway Administration, U. S. Department of Transportation, in connection with this Agreement involving participation of Federal-Aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

(Date)

Commissioner

EXHIBIT C
Federal Award Identification
Required Elements

Federal Award Identification:

1. Sub-recipient Name: COLUMBUS CONSOLIDATED GOVERNMENT
2. Sub-recipient's DUNS Number (Data Universal Numbering System, required under 2 C.F.R. § 200.32):
3. Federal Award Identification Number: 0017157
4. Federal Award Date (2 CFR 200.39, date when the federal award is signed by the federal awarding agency): **TBD**
5. Sub-award Period of Performance start and end date: July 1, 2020 – June 30, 2021
6. Amount of federal funds obligated by this action: \$274,277.28
7. Total amount of the federal funds obligated to sub-recipient: \$274,277.28
8. Total Amount of the federal award: \$274,277.28
9. Federal Award Project Description (as required under the Federal Funding Accountability and Transparency Act): Metropolitan Transportation Planning Services Contract for FY 2021
10. Name of Federal Awarding Agency: Federal Highway Administration, Pass-through entity: Georgia Department of Transportation's Office of Planning, contact information for the awarding official: FHWA Georgia Division, 61 Forsyth Street, Suite 17T100, Atlanta, GA 30303
11. CFDA Number and Name: 20.205
12. Is this a Research and Development Project? NO
13. Indirect cost rate if used (2C.F.R. § 200.414): N/A

EXHIBIT D

WORK PROGRAM/NAME OF STUDY

FISCAL YEAR 2021

COLUMBUS-PHENIX CITY TRANSPORTATION STUDY

UNIFIED PLANNING WORK PROGRAM

FY 2021



Prepared by

The Columbus-Phenix City Metropolitan Planning Organization

(April 24, 2020)

**COLUMBUS-PHENIX CITY
METROPOLITAN PLANNING ORGANIZATION (MPO)**

**FY 2021
UNIFIED PLANNING WORK PROGRAM**

View this document at <http://www.columbusga.org/Planning>

For Information regarding this document, please contact
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Columbus-Phenix City Transportation Study
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Columbus, Georgia 31902
Telephone: 706-225-3938
FAX: 706-653-4534
Email: ltemples@columbusga.org

Date adopted: April 24, 2020

The Unified Planning Work Program (UPWP) was prepared as a cooperative effort of the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration, the Alabama Department of Transportation, the Georgia Department of Transportation, and local participating governments, in partial fulfillment of requirements in Title 23 USC 134 and 135, amended by the FAST Act, Sections 1201 and 1202, December 2015. The contents of this document do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

The Columbus-Phenix City MPO complies with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which states that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” In addition to Title VI, there are other Nondiscrimination statutes that afford legal protection. These statutes include the following: Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 USC 324) (sex), Age Discrimination Act of 1975 (age), and Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act of 1990 (disability).

**RESOLUTION
COLUMBUS-PHENIX CITY TRANSPORTATION STUDY
POLICY COMMITTEE**

FISCAL YEAR 2021 UNIFIED PLANNING WORK PROGRAM

WHEREAS the Columbus-Phenix City Metropolitan Planning Organization (MPO) has been designated by the Governors of the States of Alabama and Georgia as the recipient of Columbus-Phenix City Urbanized Area (UZA) and Metropolitan Planning Area (MPA) funds, and who is responsible, together with the States of Alabama and Georgia, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR Parts 51, and 93; and

WHEREAS the U.S. Department of Transportation requires all urbanized areas, as established by the U.S. Bureau of the Census, doing area-wide urban transportation planning, to submit a Unified Planning Work Program (UPWP) as a condition for meeting the provisions by Title 23 USC 134 and the relevant citations above, and that the draft UPWP will be subject to UZA and MPA boundary changes required by the U.S. 2010 Census; and

WHEREAS the UPWP is consistent with all plans, goals, and objectives of the MPO, and reflects changes in program emphasis and funding availability; and

WHEREAS the MPO has made efforts (as required by Federal Transit Administration) to obtain the participation of private transit operators in the development and implementation of transit-related projects in the UPWP; and

WHEREAS a UPWP that is developed with funds provided by 23 USC 134 must be consistent with all applicable provisions of 23 CFR 450.104 and 308; and

WHEREAS the Columbus Department of Planning, the Georgia Department of Transportation, and the Alabama Department of Transportation have reviewed the organization and activities of the planning process and found them to be in conformance with the requirements of the laws and regulations; now

THEREFORE, BE IT RESOLVED that the Columbus-Phenix City Transportation Study (C-PCTS) Policy Committee endorses the Unified Planning Work Program (UPWP) for Fiscal Year 2021; and

BE IT FURTHER RESOLVED that the C-PCTS Policy Committee finds that the requirements of Title 23 USC 134 and 23 CFR 450 regarding urban transportation planning have been met and authorizes its chairman to execute a joint certification of this fact with the Georgia Department of Transportation, the Alabama Department of Transportation, the Federal Transit Administration, and the Federal Highway Administration.

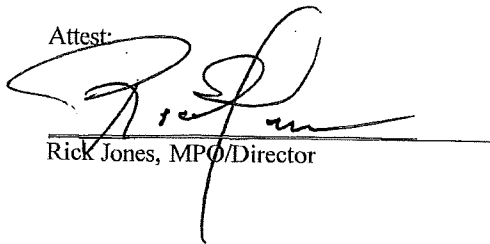


Mayor B.H. "Skip" Henderson, III, Chairman
Policy Committee

April 24, 2020

Date

Attest:



Rick Jones, MPO/Director

**RESOLUTION
COLUMBUS-PHENIX CITY TRANSPORTATION STUDY
POLICY COMMITTEE**

FISCAL YEAR 2021 UNIFIED PLANNING WORK PROGRAM

WHEREAS the Columbus-Phenix City Metropolitan Planning Organization (MPO) has been designated by the Governors of the States of Alabama and Georgia as the recipient of Columbus-Phenix City Urbanized Area (UZA) and Metropolitan Planning Area (MPA) funds, and who is responsible, together with the States of Alabama and Georgia, for implementing the applicable provisions of 23 USC 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR Parts 51, and 93; and

WHEREAS the U.S. Department of Transportation requires all urbanized areas, as established by the U.S. Bureau of the Census, doing area-wide urban transportation planning, to submit a Unified Planning Work Program (UPWP) as a condition for meeting the provisions by Title 23 USC 134 and the relevant citations above, and that the draft UPWP will be subject to UZA and MPA boundary changes required by the U.S. 2010 Census; and

WHEREAS the UPWP is consistent with all plans, goals, and objectives of the MPO, and reflects changes in program emphasis and funding availability; and

WHEREAS the MPO has made efforts (as required by Federal Transit Administration) to obtain the participation of private transit operators in the development and implementation of transit-related projects in the UPWP; and

WHEREAS a UPWP that is developed with funds provided by 23 USC 134 must be consistent with all applicable provisions of 23 CFR 450.104 and 308; and

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BE IT FURTHER RESOLVED that the C-PCTS Policy Committee finds that the requirements of Title 23 USC 134 and 23 CFR 450 regarding urban transportation planning have been met and authorizes its chairman to execute a joint certification of this fact with the Georgia Department of Transportation, the Alabama Department of Transportation, the Federal Transit Administration, and the Federal Highway Administration.

Mayor B.H. "Skip" Henderson, III, Chairman
Policy Committee

Date

Attest

Rick Jones, MPO/Planning Director

METROPOLITAN PLANNING ORGANIZATION COMMITTEES

POLICY COMMITTEE

VOTING: Mayor B.H. “Skip” Henderson, III, Columbus – Chair
Mayor Eddie Lowe, Phenix City – Vice-Chair
Lisa Sandt, Lee Russell County of Governments, PEX
Gerald Douglas, Chairman, Cusseta-Chattahoochee Commission
Bill English, Chairman, Lee County Commission
Rosa Evans, Director of METRA, Columbus
Steve Graben, PE, Southeast Regional Engineer, Alabama DOT
Jonnell Carol Minefee, Chairman, Citizens Advisory Committee
Rick Jones, Director of Planning, Columbus
Gentry Lee, Chairman, Russell County Commission
Russell McMurry, Commissioner, Georgia DOT
Lynn Westmoreland, Georgia State Transportation Board

ADVISORY: Moises Marrero, Division Administrator, FHWA, Georgia
Mark D. Bartlett, PE, Division Administrator, FHWA, Alabama
D.E. (Ed) Phillips, Jr. PE, State Local Transportation Engineer – Alabama DOT
Michael Presley, PE, District Engineer, Georgia DOT
Radney Simpson, Office of Planning, Georgia DOT

TECHNICAL COORDINATING COMMITTEE

VOTING: Rick Jones, Director of Planning, Columbus, Chair
Jim Adcock, Master Planner, Fort Benning
Matt Leverette, PE, Division Pre-Construction Engineer, Alabama DOT
Tom Bickel, Board of Commissioners, Chattahoochee County
Shawn Blakeney, PE, Russell County Engineer
Jacqueline R. Williams, Transportation Planning Specialist, Georgia DOT
Jim Livingston, Executive Director, River Valley Regional Commission
Kevin Khoo, PE, Traffic Engineer, Columbus
Felton Grant, Transportation Planning Coordinator, Columbus
Justin Hardee, PE, Lee County Engineer
Pam Hodge, Deputy City Manager, Columbus
Amber Clark, Director, Columbus Airport
Wallace Hunter, City Manager, Phenix City
Ramsey Ashmore, PE, Montgomery Area Traffic Engineer, Alabama DOT
Angel Moore, PE, City Engineer, Phenix City
Adam Smith, PE, Pre-Construction Engineer, Georgia DOT
Ena Riveria, METRA, Columbus

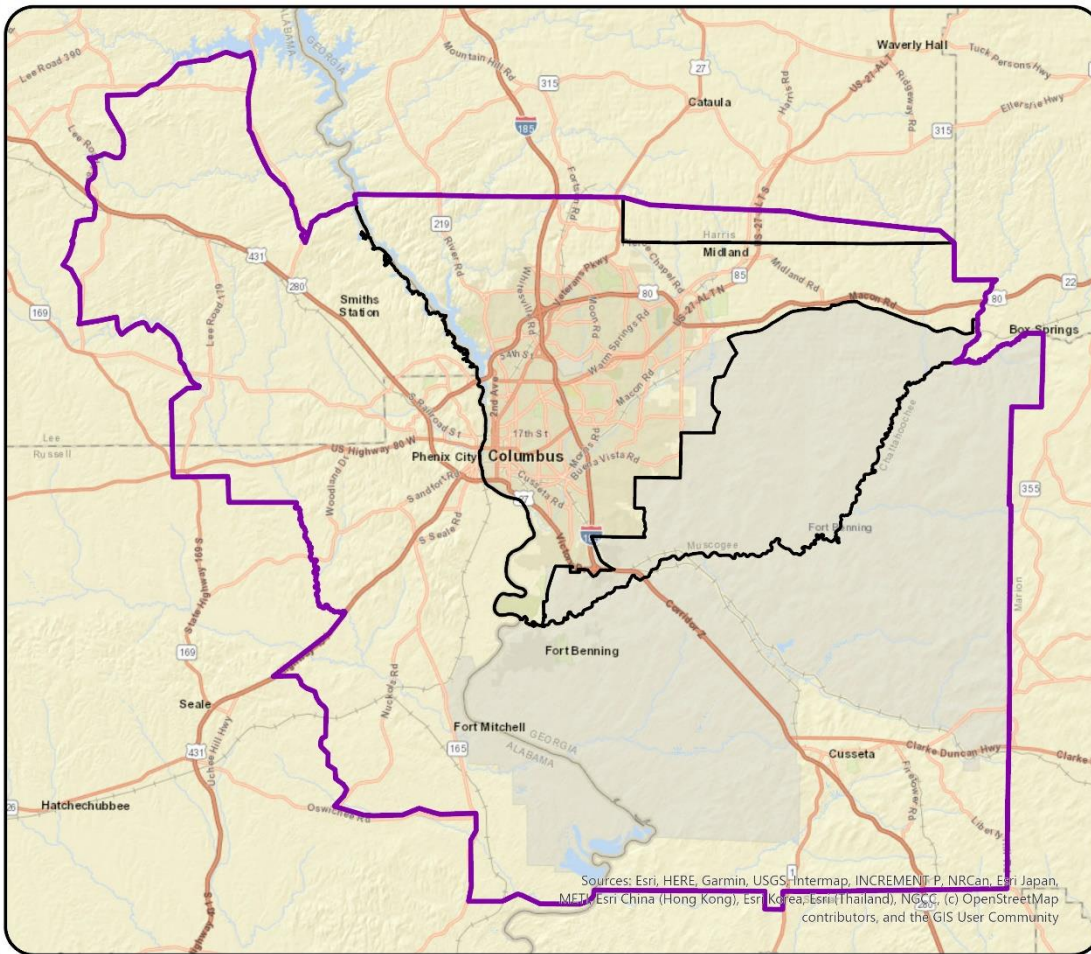
ADVISORY: Larry Alexander, Federal Highway Administration, Alabama
Josh Kervin, PE, Southeast Region Pre-Construction Engineer, Alabama DOT
Carol Comer, Multi-modal Planning Division, Georgia DOT
Andrew Edwards, Planning Team Leader, and FHWA, Georgia
Michael Hora, PE, Asst. State Local Transportation Engineer – Planning, Alabama DOT
Jonnell Carol Minefee, Chairman, Citizens Advisory Committee
Olivia Lewis, Federal Highway Administration, Georgia
Harland Smith, District Planning & Programming Coordinator, Georgia DOT
Tim Toomy, PE, Area Engineer, Georgia DOT
Nicole Spivey, FTA – Georgia

CITIZENS ADVISORY COMMITTEE

VOTING: Jonnell Carol Minefee, Columbus – Columbus- Chair
Sally Bork Lasseter, Columbus – Vice Chair
Oree Crittendon, Columbus
Wanda Jenkins, Columbus
Daisy Linton, Russell County
Patrick McHenry, Columbus
Annie C. Mazyck, Freight Community
Mike See – Columbus

ADVISORY: Rick Jones, Director of Planning - Secretary
Herbert Hill, Muscogee County School District
Steve Vaughn, Civil Engineer Operations & Maintenance, Fort Benning
Steven Dewitt, METRA
Vincent Crosse, Columbus Chamber of Commerce
Vacant, Chairman, Phenix City Chamber of Commerce

Columbus - Phenix City Metropolitan Planning Organization



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



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INTRODUCTION

A. OVERVIEW OF THE TRANSPORTATION PLANNING PROCESS

As the Metropolitan Planning Organization (MPO) for the Columbus-Phenix City Metropolitan Area, Columbus-Phenix City Transportation Study (C-PCTS) is the lead agency responsible for administering and coordinating the activities of participants carrying out the required tasks of the transportation planning process. Participants in the transportation planning process include the C-PCTS, the Policy Coordinating Committee (PCC), the Citizen Advisory Committee (CAC), the Technical Coordinating Committee (TCC), public transit operators including METRA and PEX, counties, local officials, private citizens, and the U.S. Department of Transportation (U.S.DOT).

B. PUBLIC INVOLVEMENT

In the FAST Act, the metropolitan and statewide transportation planning processes are continued and enhanced to incorporate performance goals, measures, and targets into the process of identifying needed transportation improvements and project selection. Public involvement remains a hallmark of the planning process. Transportation planning must also comply with the Americans with Disabilities Act (ADA). MPO Staff along with Columbus' Engineering Department will update the ADA Transition Plan as needed. To provide a framework through which the citizens of the community can participate in an advisory capacity in the planning and programming of transportation, citizen participation is required.

The MPO will be cognizant of the needs of the public through the Citizens Advisory Committee (CAC) and the public at large by following these guidelines:

- There will be a 30 day comment period before planning documents are adopted;
- There will be a one week notice given before public meetings to approve the Transportation Plan and the Transportation Improvement Program (TIP) using the Local Government television channel, local newspaper ads, advertising, mailings and posted signs;
- A comprehensive public involvement document will be produced, which will be available to the public along with all planning documents;
- Public involvement will be reviewed using various statistical evaluations.

C. METROPOLITAN PLANNING PROCESS

In 1964, the State Governors of Georgia and Alabama appointed the Columbus Department of Planning as the Metropolitan Planning Organization (MPO) for the Columbus-Phenix City Metropolitan Area. The Columbus-Phenix City MPO is a Transportation Management Area (TMA) with a population of greater than 200,000 based on Census Information. Map 1 identifies the urban area served by the MPO.

The Transportation Planning Division, which is located within the Department of Planning, serves as the planning and technical staff for the MPO. The MPO carries out its work activities by utilizing three committees: the Citizens Advisory Committee (CAC), the Technical Coordinating Committee (TCC), and the Policy Coordinating Committee (PCC). All transportation-planning activities identified in the UPWP address concerns and comments received from committee representatives during the document development and review process to ensure that transportation planning accomplishes the goals and objectives established for the area.

The Alabama Highway Department was re-designated as the Alabama Department of Transportation (ALDOT) in 1993 to provide a balanced and coordinated multi-modal transportation program and system for the state. ALDOT is responsible for the development of the state transportation plan, and coordinates statewide rail, waterway, highway, bikeway and transit planning activities.

The Georgia Department of Transportation (GDOT) was formed by legislature in 1973 to serve all of the citizens of Georgia through the efficient design, construction and maintenance of the state's transportation system. GDOT is organized into nine divisions: Administration, Local Grants, Engineering, Intermodal, Construction, Permits & Operations, P3/Program Delivery, Finance, and Planning.

D. COMMITTEE POLICIES

The Policy Committee is at the top of the organization, provides policy guidelines, and approves the work of the other committees. The Technical Coordinating Committee provides technical support and guidelines. The Citizen Advisory Committee is an important link between citizens and the MPO.

The Transportation Planning Division is the staff to the MPO committees. This Division collects information, analyzes it, and presents it to all the committees. Outlined below are the functions of each committee.

The **Policy Coordinating Committee (PCC)** performs the following duties for transportation planning.

1. Formulates goals and objectives for transportation planning in the Columbus-Phenix City urbanized area;
2. Provides governmental support to planning programs and assures cooperation between different offices;
3. Reviews, amends, and adopts transportation plans and programs;
4. Evaluates progress towards implementation of projects and, if needed, reschedules priorities;
5. Approves the Unified Planning Work Program;

The **Technical Coordinating Committee (TCC)** is a committee of public and private sector transportation specialists. This committee deals with the technical activities necessary in the transportation planning process.

1. Collects, maintains, and analyzes data for transportation planning;
2. Prepares transportation plan and advises the Policy Committee on changes in the plan and programs;
3. Evaluates transportation system improvements and recommends changes to decision makers in the government;
4. Prepares the Unified Planning Work Program and the Transportation Improvement Program with the MPO staff.

The **Citizen Advisory Committee (CAC)** is an important link for two-way communication between the citizens and the transportation professionals. This committee conveys the needs of the citizens to the planners and explains the plans and programs to the citizens. The Citizen Advisory Committee has the following responsibilities.

1. Reviews current year transportation improvements and recommends a Unified Planning Work Program for the next year;
2. Makes transportation recommendations to the Policy Committee and the Technical Coordinating Committee;
3. Reviews policy and procedure matters and make appropriate recommendations to the Policy Committee and the Technical Coordinating Committee;
4. Assesses public opinion through opinion polls and interviews and conveys to the Policy and the Technical Committees the needs of the public.

E. ENVIRONMENTAL JUSTICE

Recent federal guidelines on environmental justice have focused attention on the need to incorporate environmental justice principals into transportation planning processes and products. In 1994, *Executive Order 12898: Federal Actions to Address Environmental Justice (EJ) in Minority Populations and Low-Income Populations* recognized that the impacts of federal programs and activities may raise questions of fairness to affected groups. The Executive Order requires any agency receiving federal funding to:

“conduct its programs, policies, and activities that substantially affect human health or the environment, in a manner that ensures that such programs, policies, and activities do not have the effect of excluding persons (including populations) from participation in, denying persons (including populations) the benefits of, or subjecting persons (including populations) to discrimination under such programs, policies, and activities, because of their race, color, or national origin.”

The Executive Order supports a longstanding policy to actively ensure nondiscrimination and avoid negative environmental impacts in federally funded activities. Title VI of the Civil Rights Act of 1964 prohibits discriminatory practices in programs receiving federal funds. The National Environmental Policy Act (NEPA) requires the disclosure of the environmental effects of proposed federal actions that significantly affect the quality of human health. The 1994 Executive Order on Environmental Justice reinforces and focuses these two laws by requiring the disclosure of the environmental benefits and burdens of federal actions on those groups protected under Title VI. In 1997, the U. S. Department of Transportation issued its *DOT Order to Address Environmental Justice in Minority Populations and Low- Income Populations* to summarize and expand upon the requirements of the Executive Order.

According to the federal guidance, the groups that must be addressed as part of the environmental justice include African-Americans, Hispanics, Asian Americans, Native American Indians and persons whose household income is at or below the U.S. poverty guidelines. The Fixing America's Surface Transportation (FAST) Act, transportation bill also requires that statewide planning processes be consistent with Title VI.

Executive Order 12898, Sec. 2-2

The Columbus-Phenix City MPO will comply with all requirements of Title VI programs, processes, and procedures.

The MPO completed the Title VI Plan in 2019 and the document will updated it as needed.
www.columbusga.gov/Planning/pdfs/TitleVI.pdf

The City of Columbus completed a Title VI Plan for the City in September 2017.

METRA updated the Title VI Plan in 2019: <https://www.columbusga.gov/pdfs/FTA-TitleVI.pdf>

FIXING AMERICA'S SURFACE TRANSPORTATION ACT (FAST Act)

On December 4, 2015, President Barack Obama signed into law the Fixing America's Surface Transportation Act, or "FAST Act". It is the first law enacted in over ten years that provides long-term funding certainty for surface transportation, meaning States and local governments can move forward with critical transportation projects. The FAST Act largely maintains current program structures and funding shares between highways and transit. It is a down payment for building a 21st century transportation system, increasing funding by 11 percent over five years. The law also makes changes and reforms to many Federal transportation programs, including streamlining the approval processes for new transportation projects, providing new safety tools, and establishing new programs to advance critical freight projects. The FAST Act provisions are outlined below:

PROJECT DELIVERY: The FAST Act adopted a number of Administration proposals to further speed the permitting processes while still projecting environmental and historic treasures and codifying the online system to track projects and interagency coordination processes.

FREIGHT: The FAST Act would establish both formula and discretionary grant programs to fund critical transportation projects that would benefit freight movement. The Act emphasizes the importance of Federal coordination to focus local governments on the needs of freight transportation providers.

INNOVATIVE FINANCE BUREAU: The FAST Act establishes a new National Surface Transportation and Innovative Finance Bureau within the Department to serve as a one-stop shop for state and local governments to receive federal funding, financing or technical assistance. This builds on the work of the Department's Build America Transportation Investment Center and provides additional tools to improve coordination across the Department to promote innovative finance mechanisms. The Bureau is also tasked with the responsibility to drive efficiency in the permitting process.

TIFIA: The TIFIA Loan program provides important financing options for large projects and public-private partnerships. The FAST Act includes organizational changes that will provide an opportunity for important structural improvements with the potential to accelerate the delivery of innovative finance projects.

SAFETY: The FAST Act includes authority sought by the Administration to prohibit rental car companies from knowingly renting vehicles that are subject to safety recalls. It also increased maximum fines against non-compliant auto manufactures from \$35 million to \$105 million. The law also will help bolster the Department's safety oversight of transit agencies and streamlines the Federal truck and bus safety grant programs, giving more flexibility to States to improve safety in these areas.

TRANSIT: The FAST Act includes a number of positive provisions, including reinstating the popular bus discretionary grant program and strengthening the Buy America requirements that promote domestic manufacturing through vehicle and truck purchases.

LADDERS OF OPPORTUNITY: The FAST Act includes a number of items that strengthens workforce training and improve regional planning. Notably, FAST Act makes Transit Oriented Development (TOD) expenses eligible for funding under highway and rail credit programs. TOD promotes dense commercial and residential development near transit hubs in an effort to shore up transit ridership and promote walk-able, sustainable land use.

Planning Factors

The MPO develops the UPWP to provide comprehensive, cooperative and continuing transportation planning (known as the “3-C Process”) for the Columbus-Phenix City area. The FAST Act requires that the metropolitan planning process consider and analyze the following ten factors for each planning activity. *The ten planning activity factors with C-PCTS’s associated goals and objectives are shown below and are integrated into the UPWP task elements.*

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency while promoting consistency among transportation improvements and state and local planned growth and economic development patterns.

Goal: A globally competitive, diversified economy that protects and enhances our natural environment:

Metrics:

- Number of demolished structures during construction of transportation projects (addressed within the TIP work element - 4.12 and Special Transportation Studies & Projects – 4-13). *TIA Project – Intersection Improvements along Buena Vista Road (Columbus Spider Web Network) – During the ROW phase, ten (10) structures were demolished. Two (2), maybe three (3) structures to be demolished once the ROW phase is completed.*
- Acres of agricultural land or vacant properties converted to another use (addressed in the Work Element: 3.4 & 3.1). *8.8 acres of vacant properties that were converted to another use.*
- Number of rezoning cases that negatively affect the transportation network (addressed in the Work Element: 3.4). *Staff has completed twenty-one (21) traffic analysis for the rezoning cases with zero (0) cases that effected the transportation network.*
 - Objective 1: Support diverse, emerging and sustainable industries.
 - Objective 2: Emphasize public/private partnerships resulting in increased regional investment.
 - Objective 3: Accentuate the utilization and expansion of our existing transportation and infrastructure advantages.
 - Objective 4: Promote growth that protects and enhances the environment.
 - Objective 5: Support efforts to improve the workforce of the region to accommodate growth in emerging industries.
 - Objective 6: Improve overall quality of life to attract businesses and residents.
- Increase the safety of the transportation system for motorized and non-motorized users.

Goal: A safe transportation system: On December 16, 2019, the Columbus-Phenix City Transportation Study (C-PCTS) MPO Policy Committee adopted the Georgia Department of Transportation (GDOT) and the Alabama Department of Transportation (ALDOT) Safety Performance Management Targets for 2020. The Safety Targets are adopted are a yearly basis. The Safety Targets will be addressed in Task 2.1, 3.4, 4.1, 4.5, 4.11, 4.12, 4.13, and 6.1.

Metrics:

- Number of automobile collisions per year – (January 31, 2019 to January 1, 2020 (Georgia) – 9,013 with 18 fatalities. Data received from GEARS & Columbus Police Department and Harris County Sheriff’s Department)
- Number of bike crashes & fatalities per year - (2019 Georgia) – 18 bicycle crashes with no fatalities. Data received from GEARS & Columbus Police Department)
- Number of pedestrian fatalities per year – January 31, 2019 to January 1, 2020 (Georgia) – 9 fatalities. Data received from GEARS & Columbus Police Department)

- Objective 1: Locate the top five (5) most dangerous intersections. *MPO Staff continues to work with the Law Enforcement Offices and the Engineering Departments of the counties / cities within the MPO region to locate the top five most dangerous intersections. These intersections may be funded through the MPO or with local funds.*
 - Objective 2: Continue to educate drivers and bicyclists-pedestrians about safely sharing the road.
 - Objective 3: *MPO Staff will work with the Transit agencies on incorporating incident data for Safety Planning.*

- Increase the security of the transportation system for motorized and non-motorized users.

Goal: A secure transportation system:

Metrics:

 - Improve the safety of transit facilities including stops and vehicles. *METRA currently has camera's on all buses and is currently discussing ways to improve security on the bus stops.*
 - Support the development of regional preparedness and evacuation planning.

- Increase the accessibility and mobility of people and for freight:

Goal: An accessible transportation system:

Metrics:

 - Dial-A-Ride ridership per year. *METRA transports 60,000 riders annually (about 200 per day).*
 - Average Truck Speed on the National Highway System
 - Objective 1: Strive to integrate local, regional, and national transportation systems to facilitate movement of people and freight between modes. *The MPO's Citizen's Advisory Committee has a member from the Freight Community to help the MPO with the needs of the freight community.*
 - Objective 2: Support freight facilities connecting the region to national and global markets. *MPO Staff is working with GDOT on several roadways that are heavily traveled with freight (i.e. J.R. Allen Parkway/Beaver Run Road, Williams Road, Veteran's Parkway). The MPO currently has a consultant performing a study on the J.R. Allen Parkway/Beaver Run Road to see how this major thoroughfare can be improved.*
 - Objective 3: Enhance connectivity between housing, jobs, services, and educational facilities.
 - Objective 4: Continue to improve system accessibility for people with special transportation needs, including persons with disabilities, the elderly, and the young and low-income populations. Increase ADA compliance with intersection improvements. *MPO Staff continues to work with the Cities of Columbus (Georgia) and Phenix City (Alabama) on implementing projects identified in the ADA Compliance Documents for each city.*
 - Objective 5: Encourage land use policy that supports access for disabled persons, efficient mass transit, and non-motorized travel.

- Objective 3: Increase access, expansion and improve the reliability of public mass transit
- Promote efficient system management and operation.

Goal: An efficient transportation system:

Metrics:

 - Level of Travel Time Reliability (LOTTR)
 - Peak Hour Travel Time Ratio (PHTTR)
 - Truck Travel Time Reliability (TTTR)
 - Objective 1: *June 19, 2018, the Columbus-Phenix City Transportation Study (C-PCTS) MPO Policy Committee adopted the Georgia Department of Transportation (GDOT) Travel Time Targets and on August 21, 2018, the MPO Policy Committee adopted the Alabama Department of Transportation (ALDOT) Travel Time Targets for 2018. The Travel Time Targets will be addressed in Task 2.1, 3.4, 4.1, 4.5, 4.11, 4.12, and 4.13*
- Emphasize the preservation of the existing transportation system.

Goal: Maximize transportation system:

Metrics:

 - Number of rezoning cases that do not have a negative impact on the transportation system. (Addressed within Work Element – 3.4). *Staff has completed twenty-one (21) traffic analysis for the rezoning cases with zero (0) cases that do not affect the transportation network.*
 - Number of completed projects or projects under design and/or construction that increase capacity without widening the road:
 - Objective 1: Promote projects that increase capacity and safety without widening. *The Buena Vista Road Diverging Diamond Interchange (TIA) project will increase capacity and safety without widening the roadway / bridge. GDOT is in the process of designing a Diverging Diamond Interchange, which will replace the current interchange on Bradley Park Drive in Columbus.*
 - Objective 2: Promote multi-modal transportation that diverts travel demand off single occupancy automobile trips.
- Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of the surface transportation.

Metrics:

 - Gallons of storm water diverted off roadways and land use changes.
 - Staff will work with architectural / engineering firm contracted to design the project on reducing storm water impacts for all road projects. Creating watersheds, detention ponds, etc, can control storm water. *Staff continues to work with the engineering firm (Heath-Lineback) on the design for the Infantry Road/Follow Me Trail Extension on watersheds located along the new road.*
- Enhance travel and tourism.

Metrics:

 - Number of visitors to Columbus and surrounding counties/cities.
 - Objective 1: Encourage the use of the Fall Line Trace. *The MPO Staff is working with the City of Columbus' Parks & Recreation Department on new signage for the Fall Line Trace, the River Walk and updating the Park and Ride locations.*

- Objective 2: Congestion Mitigation during events.
- Objective 3: Identify funds for the Environmental Impact Study for the High Speed Rail Project.
- Objective 4: Completion of the Mott's Green Plaza – *The design for this project is complete and will go out to bid for construction in early spring of 2020.*
- Objective 5: Completion of the Dragonfly Trails – *MPO Staff is working with the City of Columbus and local organizations on identifying locations for additional trails within the City.*

PLANNING FACTORS MATRIX

Planning Emphasis Areas – FHWA

The Federal Highway Administration and Federal Transit Administration has encouraged the inclusion of the three Planning Emphasis Areas (PEAs) in the UPWP as these are considered U.S. DOT Secretarial priorities and avenues for continuous improvement for Metropolitan Transportation Planning.

The Columbus-Phenix City MPO is making it a priority to focus on connectivity and the need for a truly multimodal system. The MPO Staff is working with local groups on new multi-use trails that are being constructed in Columbus.

The performance measures align with the FAST Act goal areas and evaluate projects by purpose and scale. The Columbus-Phenix City MPO is currently establishing additional performance targets and will work with ALDOT, GDOT and FHWA (Georgia & Alabama).

1. Performance Based Planning and Programming: The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of the performance outcomes of the transportation system.

Performance measures and indicators will be developed and tracked as the plans are updated.

- *On January 16, 2018, the Columbus-Phenix City Transportation Study (C-PCTS) MPO Policy Committee adopted the Georgia Department of Transportation (GDOT) and the Alabama Department of Transportation (ALDOT) Safety Performance Management Targets. The MPO Policy Committee adopted the GDOT and ALDOT's 2019 Safety Targets on January 15, 2019 and the 2020 Safety Targets (GDOT & ALDOT) on December 16, 2019.*
- *On September 13, 2018, the MPO Policy Committee adopted GDOT's Transit Targets and ALDOT's Bridge and Pavement Targets.*
- *On June 19, 2018, the MPO Policy Committee adopted GDOT's Bridge, Pavement and Travel Time Performance Targets.*
- *On August 21, 2018, the MPO Policy Committee adopted ALDOT's Travel Time Performance Targets and the Transit Targets.*

a. Land Use and Preservation:

- The City of Columbus adopted the complete streets criteria. MPO staff will collaborate with the city to ensure compliance.
- Acres of agricultural land or vacant property converted to another use. *There was 18.1 acres of agricultural land and vacant property converted to another use.*
- MPO staff is currently tracking number of converted properties that negatively affect the transportation network. *Staff has completed twenty-one (21) traffic analysis for the rezoning cases with zero (0) cases that effect the transportation network.*
- Number of vacant or blighted buildings demolished due to MPO projects. MPO staff is currently tracking number of demolishing due to MPO or City projects.

b. Pedestrian and Bicycle System:

- Number of pedestrian/bicycle improvement projects completed (safe street crossings, pedestrian signals).
- Linkages to existing or planned public transit nodes. Number of projects that incorporate existing bus stops as a component of the design. *The MPO will incorporate bus stops into all transportation improvement projects during the design phase.*
- Miles of on street bike lanes created (tracked by GIS Division for the City of Columbus). *Currently the City of Columbus has a little over six (6) miles of street bike lanes.*
- Miles of sidewalks created (currently tracked by GIS Division)
- Percentage of workers commuting by bike (Data Source: American Community Survey).
- Percentage of workers commuting by walking (Data Source: American Community Survey).

c. Road Safety: *MPO Staff will utilize GEARS on determining where to improve and / or add road / pedestrian / bicycle facilities.*

- Traffic crash data to include number of injuries, fatalities.
- Intersection improvements based on crash data.
- Number of bike fatalities per year.
- Number of pedestrian fatalities per year.

Data to be collected from Georgia Electronic Accident Reporting System (GEARS) and the Critical Analysis Reporting Environment (CARE).

2. Models of Regional Planning Cooperation: Promote cooperation and coordination across MPO Boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.

- Define which seats/members cooperating agencies and subcommittees must fill. The subcommittees must constitute representatives within the MPO boundaries and shall be key stakeholders from each region.
- To ensure regional access, MPO committee meetings to be conducted at different locations within the MPO.
- Identify funds for the Environmental Impact Study for the High Speed Rail Project.

3. Access to Essential Services/Ladders of Opportunity: Access to essential services in which the transportation planning process identifies transportation connectivity gaps and solutions to address those gaps.

a. Sidewalks / Multi-Use Paths

- Identify funds and locations to construct sidewalks that will connect neighborhoods and public places. Staff is working with local community groups on new sidewalks / multiuse paths.
- Implement projects identified in the Alternative Transportation Plan.

23 CFR 450.104 Subpart A – Transportation Planning & Programming – Definition

Unified Planning Work Program (UPWP) means a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

23 CFR 450.308 Funding for Transportation Planning and Unified Planning Work Programs

- (a) Funding provided under 23 U.S.C. 104(f), 49 U.S.C. 5305(d), 49 U.S.C. 5307, and 49 U.S.C. 5339 are available to MPO's to accomplish activities in this subpart. At the State's option, funds provided under 23 U.S.C. 104(b)(1) and (b)(3) and 23 U.S.C. 105 may also be provided to MPO's for metropolitan transportation planning. In addition, an MPO serving an urbanized area with a population over 200,000, as designated by the Bureau of the Census, may at its discretion use funds sub-allocated under 23 U.S.C. 133(d)(3)(E) for metropolitan transportation planning activities.
- (b) Metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title U.S.C. Chapter 53 shall be documented in a Unified Planning Work Program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.
- (c) Except as provided in paragraph (d) of this section, each MPO, in cooperation with the State(s) and public transportation operator(s), shall develop a UPWP that includes a discussion of the planning priorities facing the MPO. The UPWP shall identify work proposed for the next one or two-year period by major activity and task (including activities that address the planning factors in 450.306(a)), in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds.
- (d) With the prior approval of the State and the FHWA, and the FTA, an MPO in an area not designated as a TMA may prepare a simplified statement of work, in cooperation with the State(s) and the public transportation operator(s), in lieu of a UPWP. A simplified statement of work would include a description of the major activities to be performed during the next one or two-year period, who (e.g., State, MPO, public transportation operator, local government, or consultant) will perform the work, the resulting products, and a summary of the total amounts and sources of Federal and matching funds. If a simplified statement of work is used, it may be submitted as part of the State(s) planning work program, in accordance with 23 CFR part 420.
- (e) Arrangements may be made with the FHWA and the FTA to combine the UPWP or simplified statement of work with the work program(s) for other Federal planning funds.
- (f) Administrative requirements for UPWP's and simplified statements of work are contained in 23 CFR part 420 and FTA Circular C8100.1B (Program Guidance and Application Instructions for Metropolitan Planning Grants).

FISCAL YEAR 2021 UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) is the document that describes urban transportation planning activities to be undertaken in FY 2021. The report also identifies the funding source, budget amount, and time frame for the various planning activities. The UPWP organizes the work elements into five sections, which are described below.

Administration

- 1.2 Operations and Administration
- 1.3 Training and Employee Education
- 1.6 Unified Planning Work Program (UPWP)
- 1.7 Quarterly and Annual Reports for PL Funds

Public Involvement

- 2.1 Community Outreach and Education
- 2.2 Environmental Justice/Title VI
- 2.3 Public Participation Plan

Data Collection

- 3.1 Socio-Economic Data
- 3.4 Transportation Analysis, Models, and Surveys

System Planning

- 4.1 Congestion Management Process
- 4.4 Air Quality Technical Studies
- 4.5 Bike / Pedestrian Planning
- 4.7 Geographic Information System Development
- 4.11 Metropolitan Transportation Plan
- 4.12 Transportation Improvement Program
- 4.13 Special Transportation Studies and Projects

Transit Service Planning Activities

- 5.1 Preparation and Administration of Transit Grants
- 5.2 Disadvantaged Business Enterprise (DBE) Program
- 5.3 Transit Planning and Management Information System (MIS)
- 5.4 Training and Transit Conferences
- 5.5 Phenix City Transit Planning (LRCOG)

1-0 ADMINISTRATION

TASK # 1.2
Sub-element: Operations and Administration

➤ **OBJECTIVE**

To administer and operate the MPO transportation planning process by properly coordinating MPO functions with the Georgia and Alabama Departments of Transportation.

➤ **PREVIOUS WORK**

Staff attended and took notes for the follow C-PCTS MPO meetings: Policy Coordinating Committee (PCC) met January 15, March 19, April 16 and June 18, August 20, September 17, October 15, November 15, and December 16, 2019. The Technical Coordinating Committee met on January 10, March 14, April 16, and June 18, August 15, November 14, and December 12, 2019. The Citizens Advisory Committee (CAC) met on January 8, March 12, June 11, August 13, and November 12, 2019. MPO Staff recorded the meetings and transcribed the minutes. MPO/TIA project invoices were paid and submitted for reimbursement from GDOT on a monthly basis. These invoices include PE, purchases for ROW, and Construction.

➤ **PROJECT DESCRIPTION**

Provide staff support for all MPO meetings. This includes agendas, minutes, and mailings. Committees staffed include Transportation Planning staff, Policy Coordinating Committee (PCC), Technical Coordinating Committee (TCC), and Citizens Advisory Committee (CAC). MPO staff will review/pay invoices and send to GDOT for reimbursement.

➤ **PRODUCT**

Reports and documentation of meetings are available to GDOT and ALDOT if requested. MPO Staff will maintained all documents and website.

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FHWA (Georgia)	\$26,041.60
FHWA (Alabama)	\$ 9,171.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 6,510.40
PHENIX CITY	\$ 2,292.75
TOTAL	\$44,015.75

TASK # 1.3
Sub-element: Training and Employee Education

➤ **OBJECTIVE**

The purpose of this task is to develop and maintain the technical proficiency of the MPO staff. The goal of the task is to have a knowledgeable MPO staff that can provide proper guidance to the planning process.

➤ **PREVIOUS WORK**

- Staff attended the following webinars / workshops
- AASHTO CTPP PSAP Update on Small Geography Delineation Criteria & PSAP Participation – October 25, 2018
 - NPMRDS Quarterly Webinar – November 8, 2018
 - 2018 Georgia Freight Partnership (Macon, GA) – November 15, 2018
 - Going Places with Spatial Analysis (6 Week MOOC) – March 19, 2019.
 - GAMPO (Atlanta) – March 25, 2019
 - Vibrant & Connected Places – Columbus Chamber of Commerce – February 21, 2019
 - Georgia Healthy Communities Workshop – Columbus State University – January 9, 2019
 - 2020 Census Complete Count Training – Columbus Public Library – March 6, 2019
 - 2019 GDOT Data Workshop & Symposium – June 18, 2019
 - Talking Freight: The Impact of Emerging Technologies on Freight Transportation and Land Use Confirmation – July 17, 2019
 - America’s Transportation Infrastructure Act – August 19, 2019
 - AMPO Public Involvement Working Group Webinar – September 16, 2019
 - GIS Pro 2019 Conference – Hit the Road Jack / Identification of Roadways at Rick – September 29 & 30, 2019
 - GAMPO (Atlanta) – September 30, 2019

➤ **PROJECT DESCRIPTION**

The MPO staff will attend state and federal training conferences, statewide MPO meetings, and technical training seminars. Staff will attend American Planning Association (APA), Georgia Planning Association (GPA) and Georgia Association of Metropolitan Planning Organization (GAMPO), Association of Metropolitan Planning Organization (AMPO) conferences & meetings. Staff will attend all meetings required by ALDOT, GDOT, and FHWA.

➤ **PRODUCT**

Ongoing staff improvement and education.

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	C-PCTS
FUNDING SOURCE		AMOUNT	
FHWA (Georgia)		\$10,851.20	
FHWA (Alabama)		\$ 3,055.00	
COLUMBUS CONSOLIDATED GOVERNMENT		\$ 2,712.80	
PHENIX CITY		\$ 763.75	
TOTAL		\$17,382.75	

TASK # 1.6
Sub-element: Unified Planning Work Program (UPWP)

➤ **OBJECTIVE**

Prepare the FY 2022 Unified Planning Work Program (UPWP) describing the Columbus-Phenix City Transportation Planning work activities anticipated for the upcoming fiscal year.

➤ **PREVIOUS WORK**

MPO Staff presented the draft 2020 UPWP to the MPO Committees in January. After a 30-day comment period, the PCC Committee adopted the final document on March 19, 2019. Staff began work on the draft FY 2021 UPWP during the 2nd Quarter of FY 2020.

➤ **PROJECT DESCRIPTION**

The UPWP will describe task objectives, methodology, expected product, participants, schedule of activities, and funding sources. The Planning Factors and Planning Emphasis Areas are included in the transportation planning process as required by the FAST Act and FHWA. The MPO has adopted the targets set by GDOT and ALDOT for Safety, PM2 and PM3. The UPWP, TIP and the MTP will address these targets. The MPO committees will review the proposed UPWP and will recommend any change if necessary. The public will be involved through the Public Participation Plan and through the Citizens Advisory Committee. The Policy Coordinating Committee will approve and adopt the final document, after a 30-day comment period.

➤ **PRODUCT**

Draft and Final FY22 Unified Planning Work Program and amend the 2021 work program as necessary.

TARGET START AND END DATES	The 2022 Draft UPWP document will be generated in the 2 nd Quarter of the 2021 Fiscal Year with the final document adopted in 3rd Quarter of Fiscal year 2021.	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FHWA (Georgia)	\$10,851.20
FHWA (Alabama)	\$ 3,554.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 2,712.80
PHENIX CITY	\$ 888.50
TOTAL	\$18,006.50

TASK # 1.7

Sub-element: Quarterly and Annual Reports for PL Funds

➤ **OBJECTIVE**

Provide adequate administrative support to prepare, process, and track annual and quarterly grant documentation in support of the MPO's operating budget.

➤ **PREVIOUS WORK**

This is a continuing annual activity. The 1st, 2nd, and 3rd Quarterly Reimbursement Reports were completed for FY 2019 and submitted to GDOT, ALDOT, and FHWA. The MPO 4th Quarter Reimbursement Report and the Annual MPO Report for FY 2019 was completed in July 2019 and submitted to GDOT and FHWA. The 4th Quarter Reimbursement Request and the Annual MPO Report for ALDOT was completed in December 2019.

➤ **PROJECT DESCRIPTION**

The MPO will prepare the quarterly reports in a timely fashion and submit reimbursement requests to GDOT and ALDOT. The quarterly reports will describe the work completed during each ninety-daytime period. The 2021 Annual Performance Report will discuss the goals of each work element and describe the budgeted verses actual expenditures for the year.

➤ **PRODUCT**

Routine annual and quarterly progress reports and reimbursement requests.

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FHWA (Georgia)	\$ 6,507.50
FHWA (Alabama)	\$ 1,527.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 1,626.88
PHENIX CITY	\$ 381.75
TOTAL	\$10,043.13

2-0 PUBLIC INVOLVEMENT

TASK # 2.1

Sub-element: Community Outreach and Education

➤ **OBJECTIVE**

To provide information to the general public about the transportation planning process, to respond to requests for information from the public, and to foster meaningful public input into all transportation planning plans, programs, and projects. Community outreach will be included in the planning factors.

➤ **PREVIOUS WORK**

Staff attended the Mayor's Talk Forum on March 28 and June 20, and September 19, 2019. These meetings are open forum and the citizens ask questions regarding transportation projects, issues, and concerns. MPO Staff attending these meetings used the transportation documents (TIP, MTP, and CMP) to educate and gather input from the citizens. MPO Staff attended the Winterfield Community Meeting on January 14, 2019. (Winterfield meetings are located in a heavily populated minority and low-income area). Staff attended the Vibrant and Connected Public Meeting on April 3, 2019 at the Macon Road Public Library. Staff attended the opening of the 29th Street Playground in Columbus on April 26, 2019. Staff attended the Meeting of the Minds (Diversity and Inclusion) on May 29, 2019. Staff attended the 2020 Complete Count Meeting Spaces on August 29, 2019.

➤ **PROJECT DESCRIPTION**

The MPO will continue to use Facebook (3,392 followers) and the program Constant Contact - In-Touch (1,387 email addresses) to send out transportation related materials and information. The MPO will continue to meet with community leaders, freight shippers, providers of freight transportation services and other interested parties with a reasonable opportunity to comment on the MPO's documents. MPO documents are available on the website after approval from the Policy Committee and are available in the local libraries and government buildings. The MPO Staff will participate in community events to engage the community on transportation issues. Staff will utilize the City's Television Channel to advertise meetings and documents. Staff will distribute comment cards at all public meetings for feedback on transportation issues. Staff includes a Spanish-speaking planner who attends all public meetings in regards to transportation. Staff will utilize ADA accessible public building to hold public meetings. Staff identifies census tracts that have vulnerable populations and take special steps to meet the needs of these identified within these census tracts. Staff will implement all of the Performance Targets that apply in community outreach programs/meetings

➤ **PRODUCT**

Increased community outreach / education by attending the Winterfield Community meetings and the Mayor's Talk Forum. The MPO increased the email list by receiving completed Constant Contact applications that were handed out during these events.

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	C-PCTS
FUNDING SOURCE		AMOUNT	
FHWA (Georgia)		\$3,036.48	
FHWA (Alabama)		\$ 0.00	
COLUMBUS CONSOLIDATED GOVERNMENT		\$ 759.12	
PHENIX CITY		\$ 0.00	
TOTAL		\$3,795.60	

TASK # 2.2

Sub-element: Environmental Justice / Title VI

➤ **OBJECTIVE**

This task will include work efforts, which will help ensure the full, and fair participation by all potentially affected communities in the transportation decision-making process and prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations. Staff will incorporate the planning factors that could affect EJ communities.

➤ **PREVIOUS WORK**

Staff worked on and completed the 2019 Title VI Plan update for the MPO. MPO Staff assisted the transit agency (METRA – Columbus) on their 2020 Title VI Plan update.

➤ **PROJECT DESCRIPTION**

MPO representatives will be involved in as many community events as staff resources permit. MPO staff will make every effort to include the underserved communities in all transportation related projects. The use of unconventional public meetings and activities are examples of possible strategies to include these groups. MPO staff will continue to monitor land use on a regular basis to update EJ locations as needed. Staff will amend and update the ADA Transition Plan and Title VI Plan as needed. Staff will attend required Environmental Justice / Title VI meetings and certification requirements conducted by FHWA. Staff will continue to monitor and update Title VI/EJ locations.

➤ **PRODUCT**

Update Title VI locations, identify traditionally underserved groups, and involve in the transportation planning process.

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FHWA (Georgia)	\$3,036.48
FHWA (Alabama)	\$ 0.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 759.12
PHENIX CITY	\$ 0.00
TOTAL	\$3,795.60

TASK # 2.3
Sub-element: Public Participation Plan

➤ **OBJECTIVE**

Maintain and periodically update the Participation Plan. Evaluate the effectiveness of the Participation Plan and document the associated results in the Participation Plan.

➤ **PREVIOUS WORK**

MPO Staff worked on implementing the Public Participation Plan into the Long Range Update and on the City of Columbus' Comp Plan public meetings.

➤ **PROJECT DESCRIPTION**

Under the FAST Act, public involvement remains a hallmark of the planning process. Staff will engage the Citizen's Advisory Committee in development of the Public Participation Plan with emphasis on reaching communities traditionally underserved by transportation planning.

➤ **PRODUCT**

MPO Staff will continue to engage in community activities and to update and amend the Public Participation Plan as needed and required.

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FHWA (Georgia)	\$ 9,116.16
FHWA (Alabama)	\$ 1,550.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 2,279.04
PHENIX CITY	\$ 387.50
TOTAL	\$13,332.70

3-0 DATA COLLECTION

TASK # 3.1
Sub-element: Socio-Economic Data

➤ **OBJECTIVE**

Maintain a comprehensive, up-to-date socio-economic database for the transportation planning process. This work element will focus on maintaining and updating the socio-economic data needed for the travel demand model.

➤ **PREVIOUS WORK**

Staff continued to work with Census Bureau for 2020. This work includes gathering data on low to moderate-income areas in which to engage citizens and places to hold public meetings. Staff completed work on the Base Year and Future SE Data for Muscogee, Harris, Lee and Russell Counties for the 2045 MTP.

➤ **PROJECT DESCRIPTION**

The MPO is responsible for the review and evaluation of the basic economic and demographic data and analysis of the present plan projections. These analyses consider socio-economic data, transit surveillance data, land use data, and street and highway data. The forecasted socio-economic data will be developed with cooperation from the TCC/CAC using various planning tools, current land use, aerial photographs, land use plans, comprehensive plans, economic trends, socioeconomic trends, and other sources deemed necessary.

➤ **PRODUCT**

Detailed demographic information necessary to evaluate the planning process and to develop an updated MTP and current Transportation Improvement Program. The cooperative local database programs will result in highly accurate four-year land use inventories for use in planning updates.

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	
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FUNDING SOURCE	AMOUNT
FHWA (Georgia)	\$3,036.48
FHWA (Alabama)	\$1,550.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 759.12
PHENIX CITY	\$ 387.50
TOTAL	\$5,733.10

TASK # 3.4

Sub-element: Transportation Analysis, Models, and Surveys

➤ **OBJECTIVE**

Continue a program of collecting, synthesizing, organizing, and storing a variety of useful community data that are technically sound and relevant to the transportation process.

➤ **PREVIOUS WORK**

Staff completed the traffic analysis for 19 rezoning cases for FY 2019: REZN 01-19-0045, REZN 01-19-0095, REZN 01-19-0116, REZN 02-19-0163, REZN 02-19-0957, REZN 05-19-0955, REZN 05-19-0865, REZN 06-19-1137, REZN 06-19-1169, REZN 07-19-1304, REZN 07-19-1340, REZN 07-19-1358, REZN 08-19-1516, REZN 08-19-1542, REZN 11-19-2018, REZN 11-19-2019, REZN 12-19-2159, REZN 12-19-2203, REZN 12-19-2247, REZN 12-19-6903. Staff is monitoring the number of land use changes that affect the transportation network. 8.8 acres of agricultural / vacant properties that were converted to another use. Staff has traffic analysis for the rezoning cases with zero (0) effect on the transportation network.

➤ **PROJECT DESCRIPTION**

Staff will monitor bicycle traffic to determine the major routes that cyclists use within the transportation network and to identify possible bike lanes. Staff will track changes in housing units, school enrollment, employment and population, significant land use changes through the review of zoning cases, site plans, and subdivision plans. The traffic analysis is required to determine the impact on the transportation network due to a change in land use. The MPO will collect multiple data from federal, state and local agencies and other sources in order to maintain and develop GIS, traffic modeling, and transportation databases. Activity under this work element focuses on the socio-economic database needed to operate the GDOT traffic generation model. Staff will implement Performance Targets when conducting the traffic analysis for land use changes.

➤ **PRODUCT**

Maps, traffic analysis for rezoning cases and other documents will be prepared as needed.

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	C-PCTS
FUNDING SOURCE		AMOUNT	
FHWA (Georgia)		\$21,614.70	
FHWA (Alabama)		\$ 3,055.20	
COLUMBUS CONSOLIDATED GOVERNMENT		\$ 5,403.67	
PHENIX CITY		\$ 763.80	
TOTAL		\$30,837.37	

4-0 SYSTEM PLANNING

TASK # 4.1

Sub-element: Congestion Management Process

➤ **OBJECTIVE**

To develop management processes which provide for effective management of new and existing transportation systems using operational and management strategies.

➤ **PREVIOUS WORK**

Staff met with City Officials, GDOT Personnel and the owners of the property on Beaver Run Road / Gateway Boulevard / JR Allen Parkway on several occasions to discuss the possible retail development. This corridor is listed in the CMP and is a major west / east route through Columbus, GA and Phenix City, AL. Staff reviewed corridors outlined in the 2016 CMP to see if traffic patterns have changed on these corridors since the document was completed. The MPO utilized the CMP to determine if new projects are needed for the MTP update for 2045.

➤ **PROJECT DESCRIPTION**

The MPO is responsible for the development of CMP. The MPO staff uses the CMP to identify congestion on major arterials throughout the urban study area. Process performance monitoring and proposed strategies will be integrated into the C-PCTS transportation planning process using the management systems and the data generated by them to create a feedback loop that will aid in the evaluation of the transportation planning process. These areas of congestion may need some type of transportation improvements depending on the type of congestion. Staff will monitor the transportation network due to changes in land use. The Performance Targets adopted by the MPO will be utilized during the Congestion Management Update.

➤ **PRODUCT**

Optimize the efficiency of existing transportation facilities. Update the 2016 Congestion Management Process if needed.

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	Columbus MPO
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FUNDING SOURCE	AMOUNT
FHWA (Georgia)	\$18,168.96
FHWA (Alabama)	\$ 1,528.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 4,542.24
PHENIX CITY	\$ 382.00
TOTAL	\$24,621.20

TASK # 4.4
Sub-element: Air Quality Technical Studies

➤ **OBJECTIVE**

The MPO staff will coordinate with EPA and EPD concerning Federal Air Quality Requirements.

➤ **PREVIOUS WORK**

Due to the latest EPA ruling on National Ambient Air Quality Standards (October 26, 2015), MPO Staff removed all funding for this work element, however will continue to monitor the standards.

➤ **PROJECT DESCRIPTION**

The MPO staff will monitor changes and / or updates from EPA, EPD, and interagency committees concerning PM 2.5 and ozone. An Air Quality Conformity Report will be prepared if needed and required.

➤ **PRODUCT**

The MPO will develop plans and programs to ensure that transportation activities do not worsen air quality or interfere with the purpose of the SIP.

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FHWA (Georgia)	\$ 0.00
FHWA (Alabama)	\$ 0.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 0.00
PHENIX CITY	\$ 0.00
TOTAL	\$ 0.00

TASK # 4.5**Sub-element: Bicycle – Pedestrian Planning****➤ OBJECTIVE**

Continue to promote bicycling and pedestrian use in the community.

➤ PREVIOUS WORK

Staff attended monthly Bicycle Columbus meetings and responded to inquiries. Staff worked on updating the TA Application Process for Georgia and Alabama. The TA Application Process for Georgia and Alabama is completed and a call for projects was advertised. Staff attended the Georgia Walks Summit (Norcross & Peachtree Corners, GA) on March 7 & 8, 2019. Staff attended the Georgia Walks Summit conference call on August 5, 2019. Staff attended the 2020 Georgia Walks Summit – Brainstorming Session on August 12, 2019 in Columbus.

➤ PROJECT DESCRIPTION

Promote bicycling and walking within the MPO communities. Create and promote a safe and secure environment for all modes of transportation to include bicyclist and pedestrian facilities. Staff will implement the Performance Management Targets while promoting Bicycle / Pedestrian Planning. Staff will continue to work with local organizations and governments on new facilities.

“The Bicycle Friendly Community program provides a roadmap to improving conditions for bicycling and guidance to help make your community's vision for a better, bike-able community a reality.”

<http://bikeleague.org/community>

The MPO uses this designation and framework to advance its goals regarding multimodal transportation, travel and tourism, community engagement, and economic development.

➤ PRODUCT

Amend and update MPO Plans to include bicycle and pedestrian trails and bike lanes.

TARGET START AND END DATES

July 1, 2020 – June 30, 2021

LEAD AGENCY

C-PCTS

FUNDING SOURCE	AMOUNT
FHWA (Georgia)	\$ 18,432.17
FHWA (Alabama)	\$ 3,665.20
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 4,608.04
PHENIX CITY	\$ 916.30
TOTAL	\$ 27,621.71

TASK # 4.7
Sub-element: Geographic Information System Development

➤ **OBJECTIVE**

Maintain and update future and existing land use in GIS format. Further development of GIS systems in regards to the C-PCTS.

➤ **PREVIOUS WORK**

The MPO staff continued to update land use, accident data, and traffic count data (GA & AL) that staff will use in MPO planning documents and the C-PCTS mapping system.

- Staff updated the land use map to include changes due to rezoning cases for FY 2019.
- Staff updated the project map, as the following project was added:
 - P.I. No 100070663-Addition of Left Turn Lane on SR -165 at CR-24 in Alabama.
- Staff updated the project map, as the following projects were deleted:
 - P.I. No 100067444 – Resurface South Seale Road from SR 1 to the Bridge at SR-38
 - P.I. No 100067446 – Resurface 16th Avenue from SR-38 to Ingersol Court in Phenix City
 - P.I. No 100063103 – Replace Bridge on CR-427 BIN #1730 & Improvements on CR-296

➤ **PROJECT DESCRIPTION**

Under this work element, the MPO will continue to make use of GIS and develop compatible data layers (e.g. land use, and traffic volume map) for use in transportation planning. The MPO will also continue to update computer hardware and software for use in the C-PCTS related GIS and administrative applications.

➤ **PRODUCT**

Staff will incorporate land use changes, traffic volume maps, accident data and data from the bicycle app that will affect the transportation network.

TRANSPORTATION RELATED PLANNING ACTIVITIES	
ORGANIZATION	ACTIVITIES

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FHWA (Georgia)	\$18,873.90
FHWA (Alabama)	\$ 3,665.20
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 4,718.48
PHENIX CITY	\$ 916.30
TOTAL	\$28,173.88

TASK # 4.11
Sub-element: Metropolitan Transportation Plan

➤ **OBJECTIVE**

To amend and update the Metropolitan Transportation Plan (MTP) to reflect substantive changes in land use assumptions, development plans, and traffic estimates.

➤ **PREVIOUS WORK**

- Staff completed work on the Base-Year Socio-Economic Data for the 2045 MTP and the Future SE Data for Muscogee, Harris, Lee and Russell counties.
- Staff worked on updating and completing the MTP Chapters.
- MPO staff attended public meetings for the 2045 MTP on March 11, 12, & 14, 2019. Staff attended the final MTP Stakeholder Meeting on August 22, 2019.
- Staff completed the final networks for the transportation travel demand model.
- Staff completed project sheets with maps, accident information, and traffic counts.
- The Draft MTP for 2045 was presented to the MPO Committees and adopted by the PCC on November 15, 2019. The Final 2045 MTP was presented to the MPO Committees and adopted by the PCC on December 16, 2019.

➤ **PROJECT DESCRIPTION**

Staff will amend the plan as needed and required. Any recommended plan changes will presented to the MPO committees for their approval. Staff will consider planning strategies, such as safety, security and freight movement as well as bicycle and pedestrian planning when adding new projects. The adopted Performance Targets will be implement in the MTP update. Performance based measures and indicators will be set to evaluate C-PCTS planning efforts for both empirical measures such as reduction in accident severity and subjective measures such as progress made towards sustainability.

Amend and update the 2045 MTP as needed.

➤ **PRODUCT**

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	C-PCTS
FUNDING SOURCE		AMOUNT	
FHWA (Georgia)		\$ 33,421.85	
FHWA (Alabama)		\$ 4,284.55	
COLUMBUS CONSOLIDATED GOVERNMENT		\$ 8,355.46	
PHENIX CITY		\$ 1,071.13	
TOTAL		\$ 47,132.99	

Task 4.12

Sub-element: Transportation Improvement Program (TIP)

➤ **OBJECTIVE**

Develop the draft and final 2021-2024 TIP. Amend and update the TIP.

➤ **PREVIOUS WORK**

The 2018-2021 TIP was amended with the following changes/additions:

- Staff amended the 2018-2021 TIP to increase the CST funds for P.I. No 100059582 (Alabama Project) on June 18 & Oct 15, 2019.
- Staff amended the 2018-2021 TIP to delete the following project in Alabama – P.I. No 100067424 – June 18, 2019.
- Staff amended the 2018-2021 TIP on November 15, 2019 to delete the following projects in Alabama: P.I. No 100067444, P.I. No 100067446, P.I. No 100063103
- Staff amended the 2018-2021 TIP on December 16, 2019 to include P.I. No 100070663 (Alabama project).
- Staff amended the 2018-2021 TIP on June 18, 2019 to include P.I. 0016508 – (Cusseta-Chattahoochee County Project).

➤ **PROJECT DESCRIPTION**

The MPO will collect multi modal transportation data and prepare a 4-year implementation program. The program will be financially constrained and include public involvement throughout. Projects identified within the TIP will include the planning factors. The adopted Performance Management Targets will be applied on new projects.

➤ **PRODUCT**

Develop the FY 2022 – 2025 TIP if needed. Amend the FY 2021-2024 TIP as necessary.

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FHWA (Georgia)	\$20,831.00
FHWA (Alabama)	\$ 4,533.60
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 5,207.75
PHENIX CITY	\$ 1,133.40
TOTAL	\$31,705.75

TASK # 4.13

Sub-element: Special Transportation Studies & Projects

➤ **OBJECTIVE**

To allow the MPO to respond to unanticipated requests from citizen requests, study committees, and local governmental entities for the purpose of analyzing transportation problems and recommending solutions.

➤ **PREVIOUS WORK**

Staff worked with GDOT and the Consulting Firms on the T-SPLOST Projects for Columbus; Buena Vista Road Spider Web (February 1, March 1, April 5, May 3, July 5, August 2, Sept 6, Oct 4, Nov 1, and Dec 6, 2019). Staff attended TIA Project Meetings with GDOT. Staff acquired all necessary right-of-ways for all local projects (TIA, Local and Federal funded projects). Staff attended conference calls with GDOT and the Consultants for the Mott’s Green Plaza and the Infantry Road-Extension of the Follow Me Trail (Z230) projects. Staff attended meetings with the City of Columbus’ Finance Department on the RFP’s for the two PL Studies on August 26, September 3, and September 19, 2019.

➤ **PROJECT DESCRIPTION**

The MPO will conduct transportation studies as needed to address unanticipated or technically complex problems not otherwise addressed in the routine work program. MPO staff will amend documents to include new studies. Transportation studies may require consultants to perform the work. Studies will include the adopted Performance Management Targets. MPO Staff will perform special transportation studies to include intersections studies, collect turn movements and traffic counts for the Columbus/Phenix City urban area.

➤ **PRODUCT**

The MPO staff will perform special transportation related studies as needed.

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FHWA (Georgia)	\$ 70,457.60
FHWA (Alabama)	\$ 49,544.80
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 17,614.40
PHENIX CITY	\$ 12,386.21
TOTAL	\$150,003.01

5-0 TRANSIT SERVICE PLANNING

TASK # 5.1

Sub-element: Preparation and Administration of Transit Grants

➤ **OBJECTIVE**

Apply and contract for transit planning and capital grants with the Federal Transit Administration (FTA), Georgia Department of Transportation (GDOT) and other transit funding sources. Coordinate transportation planning activities with the Metropolitan Planning Organization (MPO), Georgia Department of Transportation (GDOT), Federal Transit Administration (FTA), user agencies and transit stakeholders. Prepare and implement next year's UPWP, TIP, POP, and other program requirements that support transit in Columbus. Prepare special transit reports and programs that will enhance the quality of transit services in Columbus/Muscogee County service area.

➤ **PREVIOUS WORK**

5307, 5303, contracts with FTA, GDOT, DHR, TrAMS, ECHO and quarterly reports of activities. Transit section of the TIP, UPWP, Senior-Disabled Transportation Program, coordination with the Homeless Task Force, Regional Roundtable, Georgia Department of Labor, and DFACS and transit enhancement activities.

➤ **PROJECT DESCRIPTION**

When we receive the 49 USC Section 5307, 5303 allocations, METRA will prepare and submit the grant applications to FTA and GDOT for capital, planning and operating funds. Programmed activities will be managed, reported and at year-end closed out for audits. Transit planning work element activities will be carried out as described. Prepare and maintain monthly and quarterly records of activities and expenditures of transit planning activities, community outreach, community involvement, capital procurement, transit information and education. Implement the UPWP elements and the TIP (i.e., bus replacement schedule, financial plan, capital schedule, and annual element). Address transit-planning activities for the urbanized area of Columbus, Georgia. Perform other required activities to maintain METRA's eligibility for public grants and contracts (i.e., enhancements, safety and security, energy conservation). When appropriate, apply for supplemental transit grants that support public transit needs and programs.

➤ **PRODUCT**

Section 5307, 5303 financial reports of capital, planning and operation activities. Transit sections of the TIP and UPWP. Quarterly activity reports. Area wide cooperative and collaborative transit planning activities. Coordination with the MPO, GDOT, FTA, and other community agencies with transportation interests.

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	METRA
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FUNDING SOURCE	AMOUNT
FTA 5307	\$142,250.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 28,450.00
TOTAL	\$170,700.00

TASK # 5.2
Sub-element: Disadvantaged Business Enterprise (DBE) Program

➤ **OBJECTIVE**

To afford Disadvantaged Business Enterprises (DBE's) the opportunity to participate in the procurement contracts financed in whole or in part with federal and state funds. The Title VI update was completed in September 2019; the next update to be submitted is October 2022.

➤ **PREVIOUS WORK**

Administered FY20 DBE Program. Developed and advertised the FY20 DBE program update. Participate in the Unified DBE Program. Title VI program activities and monitoring as required.

➤ **PROJECT DESCRIPTION**

METRA will monitor the FY21 DBE program to ensure that the required participation is achieved in all FTA contracts. We will update and advertise the FY21 DBE program update. Coordinate DBE applications through GDOT as designated by the Unified DBE Program. METRA will monitor Title VI transit activities to ensure compliance with the regulations. The Title VI Transit and the DBE Program activities will be updated, advertised for comments, printed and forwarded to FTA for final review and approval. Monitor the Small Business Component of the DBE Program.

➤ **PRODUCT**

Quarterly DBE Program Reports. DBE Program Update. Computation of the DBE share in the USDOT funded procurement. Monitor contracts for Title VI compliance.

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	METRA
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FUNDING SOURCE	AMOUNT
FTA 5307	\$12,750.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 2,550.00
TOTAL	\$15,300.00

TASK # 5.3

Sub-element: Transit Planning and Management Information System

➤ **OBJECTIVE**

Maintain and update the long and short-range transit planning objectives and strategies. Maintain transit and para-transit data that may be needed to work effectively with the MPO and other agencies with transportation interests in Columbus/Muscogee County. Maintain financial, operating, and capital data and reports. Develop and utilize report data to analyze the effectiveness of service delivery, existing and proposed routes, and to plan for future transit needs. Maintain transit demographic, survey, historical, and anecdotal data. Provide data for route adjustments as needed to improve operations. Provide transit planning information and project development support in transportation planning meetings. Encourage welfare to work, reverse commute activities. Encourage energy conservation; encourage the use of high occupancy vehicles, and making full use of public transportation. Increase public awareness of community wide advantages of public transit. Utilize ITS strategies as funding permits.

➤ **PREVIOUS WORK**

General Fare-box Information data (revenue and rider-ship), National Transportation Data Section 15 reports, Georgia Transit Fact Book reports, Metropolitan Transportation Plan, TIP, and annual report, and special projects. Participation in community forums, information sessions, public speaking, community meetings and schools. Interactions with agencies that are stakeholders in public transportation. Instrumental in the development of the Anti-Idling Resolution for heavy-duty vehicles and research on alternative cleaner fuels such as hybrid buses. Instrumental in promoting public transit as an alternative to driving personal vehicles. METRA works on Alternative Transportation Plans providing data for public forums, and agencies.

➤ **PROJECT DESCRIPTION**

Compilation of daily, weekly, monthly, quarterly, and annual reports of route performance and revenue. Preparation of FTA Triennial Review, MPO Certification, MIS reports, NTD report data, and other reports required to maintain the efficiency of the public transportation services. Coordination with the MPO report data, and other reports required to maintain the efficiency of the public transportation services. Coordination with the MPO on allocation, reports, project selection/prioritization. Participation in public meetings and forums. Continue dialogues with area agencies and community groups to provide information on transit routes and programs, identify deficiencies, and outline service changes as needed. Continue participation in the Clean Air Task Force. Participate in the process of reviewing and rewriting the City's Hazard Mitigation Plan, which is required by FEMA to continue to make our city eligible for federal disaster reimbursement funding as well as future funding. Bike to work day and other alternative transportation initiatives will be coordinated. Support programs that encourage biking, walking, and transit use. Community wide transit information and coordination (i.e., Communities in Motion Day). Daily review of GFI information for consistency and effectiveness. Participation in the long and short-range transportation planning to secure a seamless system of transportation – inclusive of all modes of transportation. Provide park and ride locations that benefit public transportation. Work with groups with Limited English Proficiency. Coordinated public transit and high need focus (i.e., homeless, battered abused individuals, rehabilitated offenders and disabled military personnel in Public Partnerships. METRA will continue a comprehensive review of services to insure transit facilities remain positive and viable. METRA has collaborated with the State Clean Air Campaign to promote a sustainable clean environment. Implement facets of the Transit Assessment system analysis looking at current and future transit needs funded by TSPLOST – GDOT.

➤ **PRODUCT**

Transit MIS reports, Bus Route Analysis, Revenue and Rider-ship Analysis, GFI reports, NTD Monthly Safety Report, Section 15 NTD Annual Data Report, Georgia Transit Fact Book Annual Report, Quarterly 5307 Federal Financial Report, Quarterly 5307 Milestone Report, Quarterly 5303 Federal Financial Report, Quarterly 5303 Milestone Report, Weekly Recap Report, and Weekly Budget Report.

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	METRA
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FUNDING SOURCE	AMOUNT
FTA 5307	\$ 86,750.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 17,350.00
TOTAL	\$104,100.00

TASK # 5.4**Sub-element: Training and Transit Conferences****➤ OBJECTIVE**

To keep the staff knowledgeable and aware of the current transit technologies, information, transit activities, regulations, and the required guidelines.

➤ PREVIOUS WORK

Staff attended professional training sessions, workshops, and conferences (i.e., NTD Section 15, Transportation Planning, DBE, and PSR Workshop, Contracts and Procurement, TrAMS).

➤ PROJECT DESCRIPTION

METRA staff will attend professional transit meetings and other mandated meetings for professional development and improvement. Staff will participate in relevant transit and air quality training to keep abreast of the latest technical information. Staff will keep abreast of the newest developments in equipment, service delivery, safety and security, transit amenities, enhancement activities, fuel-efficient vehicles, contracts, regulations, and public information, and information that enhances the ability to communicate with special needs populations (i.e., disabled customers, ESL English as Second Language persons).

➤ PRODUCT

Study guides, handouts, pertinent workshops or training course materials, innovative work strategies, and ways to improve service delivery. Training is continuous and ongoing.

**TARGET START
AND END DATES**July 1, 2020 to June 30,
2021**LEAD AGENCY**

METRA

FUNDING SOURCE**AMOUNT**

FTA 5307

\$ 8,250.00

COLUMBUS CONSOLIDATED GOVERNMENT

\$ 1,650.00

TOTAL**\$ 9,900.00**

TASK # 5.5

Sub-element: Phenix City Transit Planning (LRCOG)

➤ **OBJECTIVE**

To apply and administer Federal transit grants for capital and operating expenses. Administration will cover monthly and quarterly analysis and reporting of expenditures, revenues, capital procurement, to maintain eligibility for federal grants. Alternate sources of revenues will be identified. The coordination/consolidation of services in the community will be maximized with emphasis placed on developing services to meet the needs of transportation consumers. The development and maintenance of public/private partnership will continue to provide efficient delivery of services in a cost efficient manner.

➤ **PREVIOUS WORK**

Administration of Federal Transit Grants to Provide Transit Service for Phenix City, AL. Transit Operators are voting members of the Policy Coordinating Committee as per the FAST Act.

➤ **PROJECT DESCRIPTION**

Grant and reports will be completed in a timely manner with continued review of alternate funding sources. The coordination/consolidation of services will continue to be a priority. Technical assistance and marketing services will be provided to the public for increased awareness and maximum services.

➤ **PRODUCT**

Financial reports of monthly expenditure on capital, operating, and planning projects.

TARGET START AND END DATES	July 1, 2020 to June 30, 2021	LEAD AGENCY	Phenix City, Lee/Russell Council of Governments
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FUNDING SOURCE	AMOUNT
PL-FHWA/FTA	\$24,281.49
PHENIX CITY	\$ 6,070.37
TOTAL	\$30,351.86

TRANSIT SERVICE PLANNING
Georgia Section

TASK # 5.3 Transit Planning and Management Information System

Sub-element: 44.21.00: Program Support and Administration

*Coordinate transportation-planning activities with local, state, and federal entities such as the Metropolitan Planning Organization (MPO), Georgia Department of Transportation (GDOT), Federal Transit Administration (FTA), user agencies and transit stakeholders. Prepare and implement next year's Columbus, Georgia section of the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), Program of Projects (POP), capital and planning grants, other program requirements that support transit in Columbus. Prepare special transit reports and programs that will enhance the quality of transit services in Columbus/Muscogee County. *Coordinated activities with the Department of Human Resources, the MPO, and the Regional Planning Organization for the purpose of providing public transportation to customers. *Apply and contact for transit capital grants with the Federal Transit Administration (FTA), Georgia Department of Transportation (GDOT), and other transit funding sources.

*The Georgia Section of the UPWP approved by 3-C Planning Process of Metropolitan Planning Organization (MPO), transit capital and planning contracts. *METRA's Paratransit Transportation Program and public/private non-emergency transportation agencies. *FY2020 5303 GDOT Planning and 5307 FTA Capital contracts. *METRA is participating in GDOT's Group TAM plan mandated by FTA. *METRA is currently working with GDOT to develop a PTASP (Public Transportation Agency Safety Plan). METRA attended PTASP webinars on July 11 and July 31, 2019.

*Develop the annual POP and advertise in the local media for a minimum 30 days. If significant POP changes are required, we will advertise with changes. Develop Georgia Section of the UPWP for approval by 3-C Planning Process of the MPO. Develop planning and program documents in coordination with the MPO and transit related agencies. The documents include the Congestion Management Plan (CMP), Alternative Transportation Plan (ATP), Metropolitan Transportation Plan (MTP), Transit Development Program (TDP), Regional Transit Administrative Committee Report (RTACR), and the Passenger Rail Commission. *METRA will continue coordination with the River Valley (16 County Regional Planning Commission) by attending meetings and working to provide coordinated transportation with other transportation providers. Continue to transition customers into METRA's paratransit transportation program to those customers that are eligible for this service. Encourage persons with disabilities to use the fixed route buses as often as feasible and benefit from the Paratransit Incentive Program (PIP). *METRA will prepare and submit the grant applications to FTA and GDOT requesting capital and planning funds. Program activities will be managed, reported and closed out at end of fiscal year. Transit planning work element activities will be carried out as described. Prepare and maintain monthly and quarterly records of activities and expenditures of transit planning activities, community outreach, community involvement, capital procurement, transit information and education. Implement the UPWP elements and the TIP (i.e., bus replacement schedule, financial plan, capital schedule, and annual element). Address transit-planning activities for the urbanized area of Columbus, Georgia. Perform other required activities to maintain METRA's eligibility for public grants and contracts (i.e., enhancements, safety, security, and energy conservation). Implement supplemental transit grants that support public transit needs and programs (i.e., TIA State Transit Program). *METRA staff will implement the performance targets for transit.

*FY 2021 Georgia POP, UPWP, and TIP, other reports and contracts that support transit services. Develop Triennial certification response package and support documents. Develop Georgia Transit section of the MPO certification package. Survey of transit customers and citizens for impacts, comments, and recommendations for current and future service. *Coordinated transportation with other transportation providers, night transportation funded by

➤ **PRODUCT**

TSPLOST grant. *FY 2021 GDOT 5303/FTA 5307 Capital Assistance and Georgia DOT TIA/TSPLOST.

TARGET START AND END DATES	July 1, 2020 – June 30, 2021	LEAD AGENCY	METRA Transit System Columbus, Georgia
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FUNDING SOURCE	AMOUNT
FTA 5303	\$69,021.31
STATE 5303 MATCH	\$ 8,627.67
LOCAL	\$ 8,627.68
TOTAL	\$86,276.66

TASK # 5.3 Transit Planning and Management Information System
Sub-element: 44.25.00: Transportation Improvement Program (TIP) Georgia Transit Section

➤ **OBJECTIVE**

Develop the TIP data and report based on allocation, local matching funds, state matching funds, and local requirements. The TIP is a prioritized listing/program of transportation projects covering a period of four years that is developed and formally adopted by the MPO as part of the metropolitan transportation planning process, consistent with the Metropolitan Transportation Plan (MTP), and required for projects to be eligible for funding under Title 23 of the U.S. Code and 49 U.S.C. Chapter 53.

➤ **PREVIOUS WORK**

MPO amended the 2018-2021 through the approval of the MPO committees which METRA is a voting member.

➤ **PROJECT DESCRIPTION**

Submit the Georgia Transit section of the TIP and Financial Plan to the full MPO for approval by the 3-C planning committees (Citizens Advisory Committee – CAC, Technical Coordinating Committee – TCC, and the Policy Coordinating Committee – PCC. METRA staff is a voting member of the TCC and the PCC and a non-voting member on the CAC.

➤ **PRODUCT**

FY 2021-2024 TIP, Financial Plan and all support documentation

TARGET START AND END DATES	Develop the draft Georgia Section of the FY 2021-2024 TIP	LEAD AGENCY	METRA Transit System Columbus, Georgia
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FUNDING SOURCE	AMOUNT
FTA 5303	\$39,162.61
STATE 5303 MATCH	\$ 4,895.32
LOCAL	\$ 4,895.33
TOTAL	\$48,953.26

EXHIBIT 4

SECTION 5303 BUDGET INFORMATION

Technical Classifications*

UPWP Task #	Activity Line Item (ALI) Code	Description	Estimated Project Cost
5.3	44.21.00	Program Support and Administration	\$86,276.66
5.3	44.25.00	Transportation Improvement Program (TIP) Georgia Transit Section	\$48,953.26
		Total Project Cost (100%)	\$135,230.00

FUND ALLOCATIONS

Federal Share (80%)	\$108,184.00
MPO Share (10%)	\$13,523.00
State Share (10%)	\$13,523.00
Total Project Cost (100%)	\$135,230.00

FY 2021 SOURCE OF FUNDS

FISCAL YEAR 2021 SOURCE OF FUNDS (TRANSIT ONLY)

April 10, 2020

WORK ELEMENTS	GEORGIA											ALABAMA				GRAND TOTAL
	SPR (GADOT)		PL (MPO)			SEC 5303 (METRA)			SEC 5307 (METRA)			SPR (ALDOT)		*PL (MPO)		
	FHWA	GADOT MATCH	FHWA	GADOT MATCH	COL. MATCH	FTA	GADOT MATCH	COL. MATCH	FTA	GADOT MATCH	COL. MATCH	FHWA	ALDOT MATCH	FHWA	P.C. MATCH	
ADMINISTRATION																
1.2 Operations and Administration																
1.3 Training and Employee Education																
1.6 Unified Planning Work Program																
1.7 Quarterly and Annual Reports																
Subtotal	0.00	0.00	0.00	0.00	0.00							0.00	0.00	0.00	0.00	0.00
PUBLIC INVOLVEMENT																
2.1 Community Outreach/Education																
2.2 Environmental Justice/Title VI																
2.3 Public Involvement Plan																
Subtotal	0.00	0.00	0.00	0.00	0.00							0.00	0.00	0.00	0.00	0.00
DATA COLLECTION																
3.1 Socio-Economic Data																
3.4 Trans. Analysis, Models & Surveys																
Subtotal	0.00	0.00	0.00	0.00	0.00							0.00	0.00	0.00	0.00	0.00
SYSTEM PLANNING																
4.1 Congestion Management																
4.2 Air Quality Technical Studies																
4.5 Bicycle - Pedestrian Planning																
4.7 GIS Development																
4.11 Metropolitan Transportation Plan																
4.12 Trans. Improvement Program																
4.13 Special Trans. Studies & Projects																
Subtotal	0.00	0.00	0.00	0.00	0.00							0.00	0.00	0.00	0.00	0.00
TRANSIT SERVICE PLANNING																
5.1 Prepare & Administer Grants									142,250.00	0.00	28,450.00					170,700.00
5.2 DBE									12,750.00	0.00	2,550.00					15,300.00
5.3 Transit MIS						0.00	121,707.00	13,523.00	86,750.00	0.00	17,350.00					239,330.00
5.4 Training & Conferences									8,250.00	0.00	1,650.00					9,900.00
5.5 Phenix City Transit Planning														\$24,281.49	6,070.37	30,351.86
Subtotal			0.00	0.00	0.00	0.00	121,707.00	13,523.00	250,000.00	0.00	50,000.00			24,281.49	6,070.37	465,581.86
GRAND TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	121,707.00	13,523.00	250,000.00	0.00	50,000.00			24,281.49	6,070.37	465,581.86

ALABAMA PLANNING STUDIES

SPONSOR	DESCRIPTION
ALDOT	Statewide Bicycle and Pedestrian Plan https://www.dot.state.al.us/tpmpweb/mp/BicyclePedestrianPlan/index.html
ALDOT	Statewide Freight Plan https://www.dot.state.al.us/tpmpweb/mp/freightPlanning.html
ALDOT	Statewide Transportation Plan https://www.dot.state.al.us/tpmpweb/mp/swtp.html
ALDOT	Alabama Statewide Airport System Plan (Aviation's Plan)
ALDOT	Transit Statewide Management Plan
ALDOT	2014 Alabama State Rail Plan

APPENDIX

PL FUNDED SPECIAL STUDIES FY 2019

TASK # PL Funded Studies

Sub-element: P.I. #0016424-PLN - Special Transportation Studies – 2nd Avenue Streetscape Study

➤ **OBJECTIVE**

To determine if a streetscape is possible along this major arterial, the MPO will advertise a RFP to conduct a study.

➤ **PROJECT DESCRIPTION**

The purpose of this study is to develop a streetscape plan for the Second (2nd) Avenue Corridor to enhance the safety, comfort, wayfinding, and visual experience of pedestrians, bicyclists, and motorists. The limits of the study will be from Manchester Expressway / JR Allen US 280 to 18th Street. The Scope of Work should include landscaping, hardscape, benches, intersection improvements (crosswalks), streetlights, traffic-calming measures, and to identify Utilities and cost associated with each element. The Second (2nd) Avenue Corridor is the Gateway into downtown Columbus, averages 21,000 vehicles per day, and has limited Right-of-Way.

➤ **PRODUCT**

Completed streetscape study.

TARGET START AND END DATES	December 2018 – August 2020	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FHWA (Georgia)	\$160,000.00
FHWA (Alabama)	\$ 0.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 40,000.00
PHENIX CITY	\$ 0.00
TOTAL	\$200,000.00

Project Status: The MPO Staff presented the 2nd Avenue PL contract to the Columbus Consolidated Government City Council on November 27, 2018 and the executed documents were returned to the MPO in January 2019. MPO Staff completed a draft RFP and is currently under review by FHWA & GDOT. The Finance Department with the City of Columbus is currently processing the RFP for advertising (March 8, 2019). The RFP closed for advertisement on April 12, 2019. The Evaluation Committee had their first meeting with the Columbus Consolidated Government’s Finance Committee on April 29, 2019 to receive the proposals from five (5)

Consulting Firms. The committee was asked to study the proposals and to make notes of any items that needed clarification. The Committee had its first Evaluation meeting on May 13, 2019 to discuss the proposals. The committee completed the evaluation process on July 22, 2019. The City's Finance Department released the evaluation results on August 1, 2019 with the project being awarded to AECOM Consulting Firm after several negotiation meetings on the cost proposal. C-PCTS MPO and AECOM had a kick off meeting on November 13, 2019. Below is a timeline of events for all dates leading up to award of project.

The following events took place after receipt of the proposal.

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	04/29/19	The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the project manager provided an overview. Proposals were distributed to each committee member to review.
2 nd Evaluation Meeting	05/13/19	The Evaluation Committee discussed each proposal and determined clarifications were required.
Clarifications Requested	06/05/19	Requests for clarifications were forwarded to the firms.
Clarifications Received	07/01/19	Clarification responses were received and forwarded to the Evaluation Committee.
Evaluation Forms Sent	07/08/19	Evaluation forms were forwarded to the voting committee members.
Evaluation Forms Returned	07/26/19	Evaluation forms were completed and returned to Purchasing for compilation of results.
Evaluation Results	08/01/19	Evaluation results were forwarded to the committee.
Award Recommendation	08/20/19	The voting committee unanimously recommended award to AECOM Technical Services, Inc. (AECOM), the high-rated firm.
Cost Proposal Requested	08/20/19	The Purchasing Division requested a cost proposal from AECOM.
Cost Proposal Received	08/22/19	AECOM emailed their proposed cost to provide the services. The cost proposal was forwarded to the Evaluation Committee and it was determined that negotiations were required.
Negotiation Letter	08/23/19	The Purchasing Division requested negotiations of the proposed cost and tasks from AECOM.
Negotiation Response	08/27/19	AECOM emailed their negotiation response. The document was forwarded to the Evaluation Committee and it was determined that clarifications were required.
Clarification of Negotiation	09/03/19	The Purchasing Division requested clarification from AECOM.

Clarification Response	09/04/19	AECOM emailed their clarification responses. The document was forwarded to the Evaluation Committee and it was determined that a negotiation meeting was necessary.
Negotiation Meeting Request	09/10/19	The Purchasing Division requested a negotiation meeting with AECOM.
Negotiation Meeting	09/19/19	The Purchasing Division, Evaluation Committee and AECOM representatives meet to discuss the clarification items of 09/03/19.
Final Negotiation	09/24/19	AECOM submitted their clarifications and negotiated components of their cost proposal.
Committee Recommendation	10/01/19	The voting committee members unanimously accepted the final negotiations of AECOM Technical Services, Inc. and elected to proceed with the award recommendation.

TASK # PL Funded Studies

Sub-element: P.I. #0016425-PLN - Special Transportation Studies – US 80/JR Allen Parkway

➤ **OBJECTIVE**

The MPO will advertise a RFP to conduct a study that will determine how to alleviate the congestion along this heavily traveled roadway.

➤ **PROJECT DESCRIPTION**

The purpose of this study is examine the interchanges along this route to determine how we can alleviate the congestion along this corridor. The Scope of work will need to address the interchanges at Schomburg Road / Blackmon Road, Moon Road, Veteran’s Parkway, I-185, and River Road. The Scope of Work should also include if a third (3rd) lane is needed in both directions due to the 2016 AADT counts. The limits of this study will be from Manchester Expressway to the Georgia State Line.

➤ **PRODUCT**

Completed corridor study.

TARGET START AND END DATES	December 2018 – August 2020	LEAD AGENCY	C-PCTS
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FUNDING SOURCE	AMOUNT
FHWA (Georgia)	\$160,000.00
FHWA (Alabama)	\$ 0.00
COLUMBUS CONSOLIDATED GOVERNMENT	\$ 40,000.00
PHENIX CITY	\$ 0.00
TOTAL	\$200,000.00

Project Status: The MPO Staff presented the US 80/J.R. Allen Parkway Corridor Study PL contract to the Columbus Consolidated Government City Council on November 27, 2018 and the executed documents were returned to the MPO in January 2019. MPO Staff completed a draft RFP and is currently under review by FHWA & GDOT. The Finance Department with the City of Columbus is currently processing the RFP for advertising (March 8, 2019). The RFP closed for advertisement on April 12, 2019. The Evaluation Committee had their first meeting with the Columbus Consolidated Government’s Finance Committee on April 29, 2019 to receive the proposals from six (6) Consulting Firms. The committee was asked to study the proposals and to

make notes of any items that needed clarification. After several evaluation meetings, the project was awarded to Stantec Consulting Services, Inc. The C-PCTS MPO and Stantec had a kick off meeting on Thursday, January 16, 2020. Please see timeline below for all dates leading up to award of project.

The following events took place after receipt of the proposal.

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	04/29/19	The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the project manager provided an overview. Proposals were distributed to each committee member to review.
1 st Evaluation Meeting	05/13/19	The Evaluation Committee discussed each proposal and determined clarifications were required. Additionally, the firms needed to be made aware that GDOT was currently installing ramp meters along J.R. Allen Parkway.
Additional Information Provided & Clarifications Requested	06/17/19	Additional information was provided to all firms regarding the installation of ramp meters along J. R. Allen Parkway by GDOT, and clarification was requested from (3) firms.
Clarifications Received	06/25/19	Clarification responses were received and forwarded to the Evaluation Committee.
Evaluation Forms Sent	07/08/19	Evaluation forms were forwarded to the voting committee members.
Evaluation Forms Returned	07/28/19	Evaluation forms were completed and returned to Purchasing for compilation of results.
Evaluation Results	08/07/19	Evaluation results were forwarded to the committee.
Shortlist	08/08/19	The voting committee unanimously elected to shortlist the three (3) highest-ranking firms.
Presentations/Interviews	08/26/19	Two (2) of the highest-ranking firms provided presentations via Skype, followed by a question/answer session. There was a misunderstanding regarding the format of the presentation; therefore, the third (3 rd) firm did not provide a presentation. In the spirit of fairness, it was decided to reschedule the presentation for the third (3 rd) firm.
Presentation/Interview	09/03/19	The third (3 rd) highest-ranking firm provided a presentation via Skype, followed by a question/answer session.
Evaluation Ballot	09/05/19	The voting committee voted on the three (3) short-listed firms and unanimously recommended award to Stantec Consulting Services, Inc.
Cost Proposal Requested	09/17/19	A cost proposal was requested from Stantec Consulting Services, Inc.

Response to Cost Proposal Request	09/18/19	Stantec Consulting Services, Inc. requested a negotiation meeting before providing a cost proposal.
Cost Proposal Meeting	10/01/19	A cost proposal meeting was held with Stantec Consulting Services, Inc.
Cost Proposal Received	10/11/19	As a result of the 10/01/19 meeting, Stantec Consulting Services, Inc. emailed their proposed cost to provide the services. The cost proposal was forwarded to the Evaluation Committee and it was determined that negotiations were required.
Negotiation Letter	10/24/19	The Purchasing Division requested negotiations of the cost proposal submitted by Stantec Consulting Services, Inc.
Negotiation Response	10/25/19	Stantec Consulting Services, Inc. emailed their negotiation response. The document was forwarded to the Evaluation Committee.
Committee Recommendation	10/28/19	The voting committee members unanimously accepted the final negotiations of Stantec Consulting Services, Inc. and elected to proceed with the award recommendation.

MPO COMMITTEE BYLAWS

COLUMBUS-PHENIX CITY TRANSPORTATION STUDY

POLICY COMMITTEE

By-Laws

(Last Amended: March 2015)

ARTICLE I

Name

The name of the organization shall be the Policy Committee for the Columbus-Phenix City Transportation Study.

ARTICLE II

Composition

The Policy Committee shall be composed of officials of participating governmental jurisdictions. Membership shall be determined by organization position with the following positions being members:

Voting Members

Mayor - Columbus, Georgia - Committee Chair
Mayor - Phenix City, Alabama - Committee Vice-Chair
Chairman of County Commission - Russell County, Alabama
Chairman of County Commission - Lee County, Alabama
Commissioner - Georgia Department of Transportation
Representative - District 3, Georgia State Transportation Board
Southeast Region Engineer - Alabama Department of Transportation
Project Director - Columbus, Phenix City Transportation Study
Chairman – Citizen’s Advisory Committee
Chairman of County Commission – Chattahoochee County, Georgia
Transit Manager – METRA - Columbus, Georgia
Transit Manager – PEX – Phenix City, Alabama

Advisory Members (Non-Voting)

Division Administrator - Federal Highway Administration, Alabama
Division Administrator - Federal Highway Administration, Georgia
Intermodal Planning Engineer - Federal Highway Administration, Georgia
Branch Chief, Office of Planning - Georgia Department of Transportation
District III Engineer - Georgia Department of Transportation
Assistant Bureau Chief Metropolitan Planning & Transit - Alabama Department of
Transportation
Commanding General - Fort Benning, Georgia
Others as determined by the Chairman

ARTICLE III

Duties

The Policy Committee is the body responsible for review and approval of the Columbus-Phenix City Transportation Study and all aspects including goals, objectives, plans, and programs developed by the Study.

The Policy Committee has the responsibility for insuring that the Study is kept up-to-date, that timely reports are made to inform the public of progress of the Study, that a complete multi modal work program is developed for all aspects of the Study and that the respective agencies, jurisdictions, or commissions are kept informed of Study progress.

The Policy Committee shall serve as a liaison representative between governmental units in the study area in order to obtain optimum cooperation of all governmental units in providing information and in implementing various elements of the plan.

The Policy Committee shall have the authority to determine and alter from time to time the membership of the Technical Coordinating Committee (TCC).

The Policy Committee shall have the authority to determine and alter from time to time the membership of the Citizen's Advisory Committee (CAC) with the intended purpose of providing a broad cross-section of citizen participation.

ARTICLE IV

Organization

The Policy Committee shall elect a chairperson and vice chairperson from among its voting members. Such election shall be by a majority of that voting membership.

Elections shall take place on the first meeting of the calendar year providing there is a majority of the voting members present.

An officer may succeed himself with no limitation of number of terms, except that such term will not continue in the event an officer becomes ineligible for membership on the Policy Committee.

The term of office shall be one year, from January to January or until such time new officers are elected.

The chairperson or vice chairperson may be removed from office by a vote of the majority of all voting members of the Policy Committee.

ARTICLE V

Duties of the Chairperson

The chairperson shall preside at all meetings of the Policy Committee.

The chairperson shall authenticate by signature all resolutions adopted by the Policy Committee.

The chairperson shall serve as chief policy advocate for the Committee.

The chairperson shall represent the Committee as hearings, conferences, and other events as required or designate another member of the Committee and/or the Project Director to serve in his place.

ARTICLE VI

Project Director

The Project Director shall be appointed by the Policy Committee but shall be the chief executive of the primary agency responsible for the planning activities of the Columbus-Phenix City Transportation Study.

The Project Director shall serve as Secretary of the Policy Committee and chairperson of the Technical Coordinating Committee and shall coordinate all activities of the Columbus-Phenix City Transportation Study.

ARTICLE VII

Meetings

The Policy Committee shall meet monthly on the third (3rd) Tuesday unless otherwise specified.

The Policy Committee shall meet at least twice each year or as development dictates for the purpose of reviewing the plan and actions which may materially affect the plan and its implementation.

In order for business to be transacted there must be a recognized quorum of voting members or their alternates and such quorum consists of a majority.

All voting members shall designate alternatives, who shall in the event of a member's absence, serve in the member's place.

ARTICLE VIII

Rules of Order

The Policy Committee shall conduct business as prescribed in Robert's Rules of Order Revised in all areas unless prescribed otherwise by these by-laws.

The Parliamentarian shall be the Secretary of the Policy Committee.

ARTICLE IX

Amendments to By-Laws

These By-Laws may be amended by an affirmative vote of a simple majority of full voting membership of the committee. A By-Law change shall be presented for consideration at a regular meeting of the Committee; however, voting shall be deferred until the regular meeting following the meeting at which the By-Laws change was proposed.

COLUMBUS-PHENIX CITY TRANSPORTATION STUDY
TECHNICAL COORDINATING COMMITTEE

By-laws
(Last Amended, November 2003)

ARTICLE I

Name

The name of this organization shall be the Technical Coordinating Committee of the Columbus-Phenix City Transportation Study.

ARTICLE II

Composition

The Technical Coordinating Committee shall be composed of key staff members of participating governmental jurisdiction or a designated alternate of these members. Membership shall be based upon the organizational position held, with the following persons being members:

Voting Members

Columbus, Georgia
Director - Department of Planning - Committee Chair
Chief - Transportation Planning Division - Committee Vice Chair
Deputy City Manager
Chief - Traffic Engineering Division - Department of Engineering
Highway Coordinator - Department of Planning
Director - Department of Transportation (METRA)
Airport Manager
Executive Director – River Valley Regional Commission

Fort Benning, Georgia
Civil Engineer

Georgia Department of Transportation
Urban Transportation Planner, Office of Planning
District III Preconstruction Engineer

Phenix City, Alabama
City Manager

Phenix City, Alabama
City Engineer

Russell County, Alabama
County Engineer

Lee County, Alabama
County Engineer

Alabama Department of Transportation
Assistant Bureau Chief Metropolitan Planning & Transit
Preconstruction Engineer, Southeast Region

Chattahoochee County Commission

Advisory Members (Non-Voting)

Representative - District III, State Transportation Board, Georgia
Chairman - Columbus Airport Commission - Columbus, Georgia
Planning and Research Engineer - FHWA, Alabama Division
Urban Planning Engineer - FHWA, Georgia Division
Georgia Department of Transportation - Multi-modal Planner
Georgia Department of Transportation - District III Scheduling Engineer
Chairman – Citizen’s Advisory Committee
Inter-modal Planning Engineer - FHWA, Georgia Division
District 6 Engineer
Resident Engineer - Georgia Department of Transportation
Others as determined by the Chairman
 Lee-Russell Council of Governments
 County Planner - Hamilton, Georgia
 Cooperative Extension Service - Columbus, Georgia

ARTICLE III

Duties

The Technical Coordinating Committee shall prepare the Unified Planning Work Program, review all studies related to transportation with the Columbus-Phenix City Transportation Study area, and make recommendations to the Policy Committee and other agencies upon the work program and studies.

The Technical Coordinating Committee shall maintain inventories of current data used as input to the planning process.

The Technical Coordinating Committee shall review the status of several activities necessary to keep the study current and those activities necessary to update the study plan with timely reports made to the Policy Committee regarding such reviews.

The Technical Coordinating Committee shall make its reviews on the basis of technical sufficiency, accuracy, and completeness of such studies, plans and programs.

The Technical Coordinating Committee shall prepare for consideration by Policy Committee, an Annual Report that demonstrates to the general citizenry, the status of transportation in the Columbus-Phenix City Transportation Study area.

The Technical Coordinating Committee and participating agencies shall adopt and follow a specific work program and schedule of activities. If any agency identifies a need to deviate from the adopted work program or initiate any special studies that have any bearing on the present or proposed transportation system, it will be the responsibility of the respective Technical Coordinating Committee member to bring this to the attention of the full Technical Coordinating Committee for consideration, action, and/or information.

ARTICLE IV

Organization

The Director, Department of Planning, of which the Columbus-Phenix City Transportation Study comes under, shall be the chairperson of the Technical Coordinating Committee.

The Chief, Transportation Planning Division of the Columbus-Phenix City Transportation Study shall be the vice chairperson of the Technical Coordinating Committee.

The Chairperson shall appoint members to subcommittees, subject to Technical Coordinating Committee approval.

The Transportation Planning Division staff of the Department of Planning shall be the coordinating staff for the Columbus-Phenix City Transportation Study and the Technical Coordinating Committee

ARTICLE V

Duties of the Chairperson

The Chairperson shall preside at all meetings of the Technical Coordinating Committee.

The Chairperson shall authenticate by his signature, the minutes and resolutions adopted by the Technical Coordinating Committee.

The Chairperson, as required, shall represent the Technical Coordinating Committee at hearings, conferences, and other events or designate another member of the committee to serve in his place.

During the absence or disability of the Chairperson, or in the event that a vacancy occurs in the office of the Chairperson, the Vice Chairperson shall preside over meetings of the committee and shall exercise all of the duties of the Chairperson.

The Chairperson shall prepare the meeting agenda and distribute it to the Technical Coordinating Committee members no later than (1) week prior to any scheduled meeting. Members desiring on item to be included on a meeting agenda shall notify the chairperson no later than two (2) weeks prior to the meeting.

The Chairperson, as the Project Director of the Columbus-Phenix City Transportation Study and Director of the Columbus, Georgia Department of Planning, shall maintain necessary staff in the Department of Engineering in order to continually execute the planning responsibilities required to keep the study up to date.

ARTICLE VI

Meetings

The regular meeting date of the Technical Coordinating Committee shall be on Thursday of the second full week of the month, unless otherwise specified.

In order for business to be transacted, there must be at least six (6) voting members. A quorum for voting purposes exists when a simple majority is present.

In the event a regular voting question is brought up during a committee meeting and a quorum is not present, a vote will be taken (recording those voting for and against the question). At the next regular scheduled meeting, a vote will be taken whether approving or disapproving the minutes of the previous meeting (the minutes being sent to all members prior to the meeting) making the vote official. If the minutes are disapproved based on the decision voted on at the previous meeting, discussion of the question will be re-opened and voted on again.

If a quorum is not present again at the next regularly scheduled committee meeting, proxy cards will be sent to those who were not in attendance when the question was originally voted on to obtain their vote which will be entered in the minutes of the original meeting.

In the event an important question is known prior to a meeting and must be decided at that committee meeting, proxy cards will be mailed in advance of the meeting in order for those who cannot be present to send in his vote prior to the meeting. This method will be used only in extreme cases.

In the event an important question is brought up for the first time during a committee meeting when a quorum is not present, and a decision is needed immediately, the Chairperson will determine if proxy cards should be sent immediately following the meeting (as opposed to the procedure in paragraphs A and B) to those who were not in attendance to obtain their vote which will be entered in the minutes of the next meeting.

Membership on the Technical Coordinating Committee is by virtue of the expertise concurrent with the position held and as such, attendance is of the utmost importance. Therefore, the Chairperson to the Policy Committee for review and direction shall report more than three (3) un-excused absences of regular scheduled meetings by a member or his designated alternate during a calendar year.

ARTICLE VII

Rules of Order

The Technical Coordinating Committee shall conduct business as prescribed in Robert's Rules of Order Revised in all areas of parliamentary procedure unless prescribed otherwise by these by-laws.

The Parliamentarian shall be appointed by the Chairperson with the Technical Coordinating Committee approval.

ARTICLE VIII

Amendments to By-Laws

These by-laws may be amended by an affirmative vote of a simple majority of full voting membership of the committee. A by-law change shall be presented for consideration at a regular scheduled meeting of the committee; however, voting shall be deferred until the regular schedule meeting following the meeting at which the by-laws change was propose

COLUMBUS-PHENIX CITY TRANSPORTATION STUDY

CITIZEN ADVISORY COMMITTEE

By-Laws

(Last Amended, May 2016)

ARTICLE I

Name

The name of this Committee shall be the Citizen Advisory Committee (CAC) for the Columbus-Phenix City Transportation Study.

Origin: the Policy Committee of the Columbus-Phenix City Transportation Study creates The Citizen Advisory Committee.

Purpose: The purpose of the Citizen Advisory Committee is to advise the Policy Committee and Technical Coordinating Committee of the viewpoint of the citizenry of the Columbus-Phenix City Regional Area.

ARTICLE II

Composition

Membership shall consist of citizens or individuals from organizations within the region who reflect citizen's viewpoints. The Policy Committee or Citizen's Advisory Committee may appoint such other members whose knowledge and experience in the Region will provide the Policy Committee with a better understanding of the average citizen's point of view.

A membership subcommittee consisting of the Chairperson, Vice Chairperson and Secretary and will screen and recommend possible members of the Citizen's Advisory Committee. The membership of the Committee shall not exceed twenty-five (25) members.

ARTICLE III

Duties

Provide general advice to the Policy Committee and Technical Coordinating Committee concerning the citizen's viewpoint.

Review and participate in the various work elements as well as the future plans and systems as they are submitted to the Policy Committee.

Carry back the various data, discussions, and the decisions made by this and other Committees of the Columbus-Phenix City Transportation Study to the citizenry.

ARTICLE IV

Organization

The officers shall consist of a Chairperson, Vice Chairperson, and a Secretary.

The Chairperson and Vice Chairperson shall be elected annually by the membership of the Citizen's Advisory Committee at the regular June Meeting, to take office on July 1, to serve for a one year term, and not more than two consecutive terms. Vacancies in offices shall be filled by appointment by the chairperson, at the next regular meeting after the vacancy occurs for the unexpired term.

The Secretary shall be the Chief Transportation Planner of the Columbus-Phenix City Transportation Study.

ARTICLE V

Duties of Officers

Chairperson - To preside at all meetings of the Citizen's Advisory Committee and to call special meetings as needed.

Vice Chair - To perform the duties of the Chairperson in his absence.

In the absence of the Chairperson and the Vice Chairperson, the members present shall select a temporary Chairperson.

Secretary - To record the minutes and attendance, prepare required reports; notify members of meetings, and such other duties as required or directed by the Chairperson. Notice of meetings shall be mailed as least one week in advance of meeting date whenever practical.

ARTICLE VI

Meetings

1. The regular meeting date of the Citizen's Advisory Committee shall be on Tuesday of the second full week of the month at 3:00 p.m. at a place to be determined by the Chairperson. The meetings will be held every other month and the Chairperson shall call special meetings as may be required and as herein provided. Committee can review and approve minor revisions to documents by emails.

2. Subcommittees shall meet as determined by the Chairperson of said committee.
3. In order for business to be transacted, there must be at least seven (7) members, or one-third of the membership present, whichever is less, shall be constitute a quorum.
4. Any member who is absent without excuse for three consecutive meetings is removed from membership.

ARTICLE VII

Amendment of Article

These by-laws may be amended by an affirmative vote of a simple majority of full voting membership of the Committee. A by-law change may be presented for consideration at a regular scheduled meeting of the Committee; however, voting on a change shall be conducted at the next regular scheduled meeting.

**COLUMBUS-PHENIX CITY TRANSPORTATION STUDY
METROPOLITAN PLANNING ORGANIZATION
MEMORANDUM OF UNDERSTANDING**

METROPOLITAN PLANNING ORGANIZATION
MEMORANDUM OF UNDERSTANDING
FOR THE
COLUMBUS-PHENIX CITY TRANSPORTATION STUDY
BETWEEN

The Consolidated Government of Columbus, Georgia; the City of Phenix City, Alabama; the Counties of Lee and Russell, Alabama; Fort Benning, Georgia; Chattahoochee County, Georgia; Harris County, Georgia; the Alabama Department of Transportation and the Georgia Department of Transportation in cooperation with the U.S. Department of Transportation.

RELATIVE TO

The continuing, comprehensive, and cooperative urban transportation planning process known as the "Columbus-Phenix City Transportation Study" (C-PCTS).

1. **IT IS THE INTENTION OF THE PARTIES**, that the Columbus-Phenix City Transportation Study is to:
 1. Moving Ahead for Progress in the 21st Century (MAP-21) carries on the planning process which calls for continuous, comprehensive, and cooperative planning by the state and local governments as defined in Title 23 USC Section 134 and Section 5303 of the Federal Transit Act. The eight (8) SAFETEA-LU Planning Factors are retained in MAP-21 as the Scope of the Planning Process and results in plans and programs consistent with comprehensive planning development of the urbanized area.
 2. Update and revise the Columbus-Phenix City Multi-Modal Transportation Plan, to create a fiscally feasible transportation system that integrates thoroughfare development, public transportation, air facilities, rail systems, bicycle and pedestrian facilities and transportation enhancements; and reflects consideration of the area's comprehensive land-use plan and overall social, economic, environmental, energy conservation plans, goals and objectives.
 3. Create a functional relationship between transportation planning and the development of the cities and counties in the area.
 4. Maintain the data obtained in the original data collection phase of the study and any pertinent data collected thereafter on a current level so that existing and forthcoming recommendations may be evaluated and updated as necessary.
 5. Produce all documents and studies that are necessary to maintain a Certified Transportation Planning Process.

2. **IT IS FURTHER INTENDED** that the areas of responsibility of the aforementioned counties, municipalities, and government agencies shall lie within the Metropolitan Area Boundary established by the Policy Committee as the Columbus-Phenix City Transportation Study.

3. **IT IS FURTHER INTENDED**, that the Metropolitan Planning Organization (MPO) as designated by the Governors of Georgia and Alabama is the Columbus Department of Planning. With majority consent from the Columbus-Phenix City Policy Committee, the MPO shall have the primary responsibility for carrying out the urban transportation planning process and of developing the planning work program, transportation plan, and transportation improvement program.
4. **IT IS FURTHER INTENDED**, that the C-PCTS shall be coordinated by a project director, who shall be the Director of the Department of Planning or his designee; and the staff of the Transportation Planning Division of the Department of Planning shall serve, as the primary staff to the C-PCTS program and process. Additional staff resources may be provided, upon request, from the Technical Coordinating Committee (TCC) membership and existing staff resources of the participating agencies and governments. The Project Director shall coordinate all requests under the direction of the Policy Committee.
5. **IT IS FURTHER INTENDED**, that the C-PCTS Policy Committee shall continue to function to adopt appropriate goals, work programs, and plans; and to establish the need, form, and direction of future transportation improvements in the Columbus-Phenix City area. The Policy Committee shall be the MPO forum for cooperative decision making by principal elected and appointed officials of general purpose local government and intermodal transportation providers. The individuals representing the government jurisdictions involved in the C-PCTS planning process and other involved agencies shall comprise the Policy Committee Bylaws. The membership shall be enumerated in the Policy Committee Bylaws. The Policy Committee shall have the final authority in the matters of policy and plan adoption for the Columbus-Phenix City Transportation Study.
6. **IT IS FURTHER INTENDED**, that the committee known as the Technical Coordinating Committee (TCC) shall continue to function to assure the involvement of all operating departments, advisory agencies, and Multi-modal transportation providers concerned with, or affected by, the planning process and subsequent implementation of plans. The technical guidance and direction of the continuing Columbus-Phenix City Transportation Study shall be furnished by the TCC. The membership shall be enumerated in the Technical Coordinating Committee Bylaws.
7. **IT IS FURTHER INTENDED**, that the Citizens Advisory Committee (CAC) shall continue to function as a public information and involvement committee, and shall be representative of a cross-section of the communities. The CAC shall keep the Policy and the Technical Coordinating Committee informed of the communities perspective and shall provide information to the community about transportation policies and issues. The membership shall be enumerated in the Citizens Advisory Committee Bylaws.
8. **IT IS FURTHER INTENDED**, that the various committees meet at significant stages in the planning process in accordance with the bylaws adopted by each committee.

9. **IT IS FURTHER INTENDED**, that the Georgia Department of Transportation (GDOT), only to the extent that it may be bound by contracts which may hereafter be entered into, shall be responsible for the following:

1. Provide available maps, aerial photographs, charts, and records as deemed necessary to maintain the study.
2. Update and maintain travel simulation models for use in evaluating the metropolitan area's transportation needs. The models shall be the "official" C-PCTS models. The Department shall also provide the expertise and computer software for the above mentioned tasks.
3. Make periodic reviews and evaluations of projected transportation needs; and revisions, when necessary, of the Multi-modal transportation plan.
4. Aid the MPO in the preparation of planning oriented preliminary engineering, right-of-way, construction cost estimates, and certain transit, rail, aviation, and port records where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
5. Provide the local agencies with current information concerning the status of planning and implementation of projects in the Columbus-Phenix City Multi-modal Transportation Plan.
6. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analysis and define each agency's role in the development of the Major Investment Study (23 CFR 450.318).
7. Enter into a cooperative process and coordinate with MPO participants an understanding of the development and amendment process for the State Transportation Improvement Program (STIP).
8. Incorporate, with modification, the adopted C-PCTS Transportation Improvement Program into the State Transportation Improvement Program; and coordinate with the C-PCTS Transportation Plan in the development of the Statewide Transportation Plan.
9. Annually certify, concurrently with the C-PCTS MPO, to the FHWA and the FTA that the C-PCTS planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable Federal laws.
10. Provide various types of traffic count data.
11. Provide other assistance as mutually agreed upon.

10. **IT IS FURTHER INTENDED**, that the Alabama Department of Transportation, only to the extent that it may be bound by contracts which may hereafter be entered into, shall be responsible for the following:

1. Provide available maps, aerial photographs, charts, and records as deemed necessary to maintain the study.
2. Aid the MPO in preparation of planning-oriented preliminary engineering, right-of-way cost, and construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.

3. Provide the local agencies with current information concerning the status of planning and implementation of projects in the Columbus-Phenix City Multi-modal Transportation Plan.
 4. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analysis and define each agency's role in the development of the Major Investment Study (23 CFR 450.318).
 5. Incorporate, with modification, the adopted C-PCTS Transportation Improvement Program into the State Transportation Improvement Program; and coordinate with the C-PCTS Transportation Plan in the development of the Statewide Transportation Plan.
 6. Annually certify, concurrently with the C-PCTS MPO, to the FHWA and the FTA that the C-PCTS planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable Federal laws.
 7. Provide various types of traffic data.
 8. Provide other assistance as mutually agreed upon.
11. **IT IS FURTHER INTENDED**, that the Columbus Department of Planning/Metropolitan Planning Organization (MPO), only to the extent that it may be bound by contracts, which may hereafter be entered into, shall be responsible for the following:
1. Prepare planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
 2. Update and maintain maps showing existing and proposed land use, and make appraisals of actual land development in comparison with projections.
 3. Review zoning and subdivision request in accordance with the C-PCTS Transportation and Land Use Plans.
 4. Provide social and community development plans as may relate to transportation needs.
 5. Develop and maintain base and projected population, housing, employment, economic, vehicle and land use data by traffic zone and supply information as requested concerning special generators.
 6. Make recommendations for revisions of the Columbus-Phenix City Multi-modal Transportation Plan to conform to new planning goals, objectives, policies, or developments.
 7. Periodically review traffic zone boundaries and make appropriate recommendations to the Technical Coordinating Committee and cooperate with the Georgia Department of Transportation in revision of said boundaries.
 8. Provide available maps, aerial photographs, charts, records, and directories to the extent possible.
 9. Collect, analyze, and distribute traffic data such as traffic counts and accident rate to the public, governmental agencies, and other parties.
 10. Prepare and publish as necessary, a fiscally constrained 20 Year Multi-modal Transportation Plan that leads to the development of an integrated inter-modal

transportation system that facilitates the efficient movement of people and goods. The transportation plan shall be reviewed and updated at least every five (5) years.

11. Prepare and maintain a financially balanced Four (4) Year Multi-modal Transportation Improvement Program (TIP), which will be updated annually.
12. Prepare an annual Unified Planning Work Program (UPWP) to document planning activities to be performed in the next fiscal year, in sufficient detail to indicate who will perform the work, the schedule for completion, and the products that it will produce.
13. Prepare Georgia Department of Transportation Planning Contract for approval by Council of the Columbus Consolidated Government. Prepare transportation quarterly reports and submit reimbursement request to Georgia and Alabama Department's of Transportation. Prepare an annual Performance Report for the comparison of established goals in the Unified Planning Work Program and completed work elements.
14. Compile, maintain, and document data on existing water, air, motor freight, and rail terminals, and transfer facilities.
15. Prepare and publish as necessary a Public Involvement Plan, which documents how the MPO will provide complete information, timely public notices, full public access to key decisions, and support early and continuing involvement of the public in the development of plans and TIP's; and meets the criteria specified in 23 CFR Part 450.
16. Cooperate with the Alabama and Georgia Department's of Transportation in the development and implementation of the MAP-21 management systems and the traffic monitoring system (23 CFR Part 500). The MPO will have the lead responsibility in the development of the C-PCTS Congestion Management Process.
17. Ensure that the Congestion Management Process, the Public Transportation Management System, and the Inter-modal Management System shall, to the extent appropriate, be part of the metropolitan transportation planning process; and that the results of the six individual management systems shall be considered in the development of the transportation plan and TIP.
18. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analysis and define each agency's role in the development of the Major Investment Study (23 CFR 450.318).
19. Annually certify, concurrently with the Georgia Department of Transportation and the Alabama Department of Transportation, to the FHWA and the FTA that the C-PCTS planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable Federal laws.

12. **IT IS FURTHER INTENDED**, that the Columbus Consolidated Government within its official jurisdiction be responsible for the following:

1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations, which could affect the C-PCTS program, will be coordinated with the Technical and Policy Committees.

2. When appropriate, provide funding for right-of-way acquisition and clearance that may be required for the C-PCTS construction projects and be the agent responsible for acquiring said right-of-way.
 3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way, and construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
 4. Prepare, maintain, and fund an annual budget for the MPO's operations.
13. **IT IS FURTHER INTENDED**, that Phenix City, Alabama within its official jurisdiction be responsible for the following:
1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations, which could affect the C-PCTS program, will be coordinated with the Technical and Policy Committees.
 2. Maintain records of accidents occurring on the roads and highways by location and description, and maintain these files on a current basis and provide the data to the MPO for analysis and reports.
 3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way, and construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
 4. When appropriate, provide funding for right-of-way acquisition and clearance that may be required for C-PCTS construction and be the agent responsible for acquiring said right-of-way.
14. **IT IS FURTHER INTENDED**, that Lee County, Alabama within its official jurisdiction be responsible for the following:
1. Assist the MPO with the gathering of planning, building, and land use information as it becomes necessary in order to update the plan for the study area.
 2. Maintain zoning ordinances, subdivision regulations and other ordinances relating to streets and highways.
 3. With assistance from the Alabama Department of Transportation, maintain records of accidents occurring on the roads and highways by location and description, and maintain these files on a current basis and provide the data to the MPO for analysis and reports.
 4. With assistance from the Alabama Department of Transportation, aid the MPO in developing preliminary engineering and right-of-way construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
 5. When appropriate, provide funding for right-of-way acquisition and/or construction of transportation improvements.
15. **IT IS FURTHER INTENDED**, that Russell County, Alabama within its official jurisdiction be responsible for the following:

1. Assist the MPO with the gathering of planning, building, and land use information as it becomes necessary in order to update the plan for the study area.
 2. Maintain zoning ordinances, subdivision regulations and other ordinances relating to streets and highways.
 3. With assistance from the Alabama Department of Transportation, maintain records of accidents occurring on the roads and highways by location and description, and maintain these files on a current basis and provide the data to the MPO for analysis and reports.
 4. With assistance from the Alabama Department of Transportation, aid the MPO in developing preliminary engineering and right-of-way construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
 5. When appropriate, provide funding for right-of-way acquisition and/or construction of transportation improvements.
16. **IT IS FURTHER INTENDED**, that Chattahoochee County, Georgia (The Unified Government of Cusseta-Chattahoochee County) within its official jurisdiction be responsible for the following:
1. Assist the MPO with the gathering of planning, building, and land use information as it becomes necessary in order to update the plan for the study area.
 2. Maintain zoning ordinances, subdivision regulations and other ordinances relating to streets and highways.
 3. With assistance from the Georgia Department of Transportation, maintain records of accidents occurring on the roads and highways by location and description, and maintain these files on a current basis and provide the data to the MPO for analysis and reports.
 4. With assistance from the Georgia Department of Transportation, aid the MPO in developing preliminary engineering and right-of-way construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
 5. When appropriate, provide funding for right-of-way acquisition and/or construction of transportation improvements.
17. **IT IS FURTHER INTENDED**, that Harris County, Georgia within its official jurisdiction be responsible for the following:
1. Assist the MPO with the gathering of planning, building, and land use information as it becomes necessary in order to update the plan for the study area.
 2. Maintain zoning ordinances, subdivision regulations and other ordinances relating to streets and highways.
 3. With assistance from the Georgia Department of Transportation, maintain records of accidents occurring on the roads and highways by location and description, and maintain these files on a current basis and provide the data to the MPO for analysis and reports.

4. With assistance from the Georgia Department of Transportation, aid the MPO in developing preliminary engineering and right-of-way construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
 5. When appropriate, provide funding for right-of-way acquisition and/or construction of transportation improvements.
18. **IT IS FURTHER INTENDED**, that Fort Benning, Georgia either provide or assist the MPO Staff in gathering information and data relating to the planning process as may be necessary to insure that Fort Benning is adequately served by the C-PCTS. Such data includes but is not limited to employment, traffic, population and major streets or gate changes.
19. **IT IS FURTHER INTENDED**, that METRA, Columbus' public transportation provider and PEX, Phenix City's public transportation provider shall:
1. Make available to the Columbus Department of Planning any records, documents or information necessary to accomplish the transit department's planning objectives and the development of the Columbus-Phenix City Multi-modal Transportation Plan and the TIP.
 2. Coordinate with the MPO and Alabama and Georgia Department's of Transportation in the development of the Public Transportation Management System and the Inter-modal Management System.
 3. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analysis and define each agency's role in the development of the Major Investment Study (23 CFR 450.318).
20. **IT IS FURTHER INTENDED**, that:
1. The Study shall be a continuing, comprehensive, cooperative nature and that all planning decisions shall be reflective of and responsive to the needs and desires of the local communities as well as the programs and requirements of the Alabama Department of Transportation, the Georgia Department of Transportation and the U.S. Department of Transportation.
 2. A reappraisal shall be made of the Study whenever there is a significant change in the community's goals and objectives, land use patterns, or travel characteristics or at least once every five (5) years.
 3. The participating agencies shall cooperate in all phases of the Study. Adequate and competent personnel shall be assigned to insure development of adequate and reliable data.
 4. All parties to this agreement shall have access to all information developed by the other agencies, including the right to make duplication thereof.

This document is a Memorandum of Understanding expressing the present intentions of the parties. Nothing contained herein shall require the undertaking of any act, project, study,

analysis, or any other activity by any party until a contract for such activity is executed. Nor shall this document require the expenditure of any funds by any party until a contract authorizing such expenditure is executed.

However, nothing contained herein shall be construed to prohibit any party's undertaking any act, project, study, analysis, or any other activity, which the party is required by law or contract to undertake as part of any other program which fulfills some function shown herein as intended to be performed by the party undertaking such act, project, study, and analysis, or other activity.

In witness whereof, the parties hereto have executed this Memorandum of Understanding, this 3rd day of June 2014.

Columbus Consolidated Government, Columbus, Georgia


Mayor


Witness


Notary Public

EXECUTION AUTHORIZED

By Resolution No. 73-14


Clerk of Council



City of Phenix City, Alabama

Eddie N. Lowe
Mayor

Charles S.
Witness

Jackie W. Sanders
Notary Public

JACKIE D. SANDERS
Notary Public, AL State at Large
My Commission Expires June 02, 2014

Lee County, Alabama

Bill English

Commission - Chairman

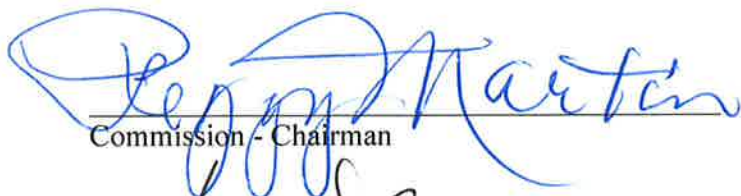
Patrick Hand

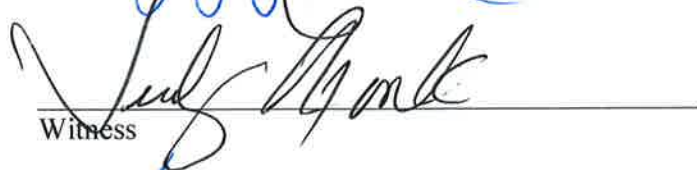
Witness

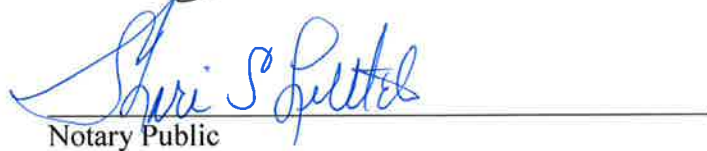
Joey Roger Hundley
Notary Public



Russell County, Alabama


Commission - Chairman


Witness


Notary Public

MY COMMISSION EXPIRES **MAY 31, 2015**

The Unified Government of Cusseta-Chattahoochee County, Georgia

Donald Moore
Commission - Chairman *✓*

Suzanne Woa
Witness

Lisa
Notary Public



Harris County, Georgia

J. Harry Lange
Commission - Chairman

[Signature]
Witness

Betty S Jarrett
Notary Public



Fort Benning, Georgia


Garrison Commander


Witness


Notary Public

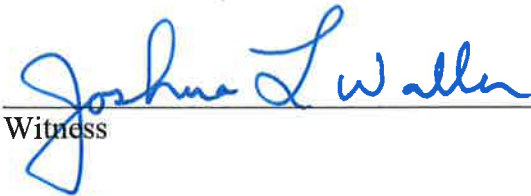


Recommended by:


Georgia Department of Transportation



Director of Planning



Witness




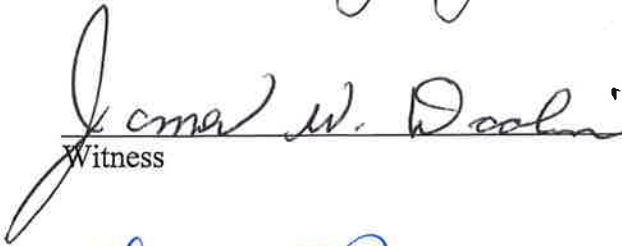
Notary Public



Recommended by:

Alabama Department of Transportation


Transportation Planning Engineer


Witness


Notary Public

**Donna Newman
Notary Public
State of Alabama
My Comm. Expires 8-5-2017**

Recommended by:

**Columbus Consolidated Government
Director, Department of Planning / Metropolitan Planning Organization**



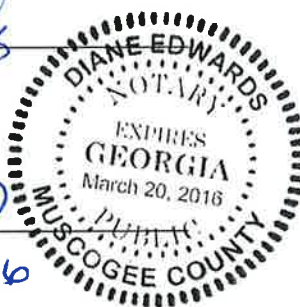
Director



Witness



Notary Public *exp 3/20/16*



58-1097948

FEIN Number

EXHIBIT E

BUDGET ESTIMATE

FISCAL YEAR 2021

FISCAL YEAR 2021 SOURCE OF FUNDS

April 10, 2020

*The FHWA PL and FTA Planning funds have been consolidated into PL category for Alabama

WORK ELEMENTS	GEORGIA											ALABAMA				GRAND TOTAL	
	SPR (GADOT)		PL (MPO)			SEC 5303 (METRA)			SEC 5307 (METRA)			SPR (ALDOT)		*PL (MPO)			
	FHWA	GADOT MATCH	FHWA	GADOT MATCH	COL. MATCH	FTA	GADOT MATCH	COL. MATCH	FTA	GADOT MATCH	COL. MATCH	FHWA	ALDOT MATCH	FHWA	P.C. MATCH		
ADMINISTRATION																	
1.2 Operations and Administration	0.00	0.00	26,041.60	0.00	6,510.40							0.00	0.00	9,171.00	2,292.75		44,015.75
1.3 Training and Employee Education	0.00	0.00	10,851.20	0.00	2,712.80							0.00	0.00	3,055.00	763.75		17,382.75
1.6 Unified Planning Work Program	0.00	0.00	10,851.20	0.00	2,712.80							0.00	0.00	3,554.00	888.50		18,006.50
1.7 Quarterly and Annual Reports	0.00	0.00	6,507.50	0.00	1,626.88							0.00	0.00	1,527.00	381.75		10,043.13
Subtotal	0.00	0.00	54,251.50	0.00	13,562.88							0.00	0.00	17,307.00	4,326.75		89,448.13
PUBLIC INVOLVEMENT																	
2.1 Community Outreach/Education	0.00	0.00	3,036.48	0.00	759.12							0.00	0.00	0.00	0.00		3,795.60
2.2 Environmental Justice/Title VI	0.00	0.00	3,036.48	0.00	759.12							0.00	0.00	0.00	0.00		3,795.60
2.3 Public Involvement Plan	0.00	0.00	9,116.16	0.00	2,279.04							0.00	0.00	1,550.00	387.50		13,332.70
Subtotal	0.00	0.00	15,189.12	0.00	3,797.28							0.00	0.00	1,550.00	387.50		20,923.90
DATA COLLECTION																	
3.1 Socio-Economic Data	0.00	0.00	3,036.48	0.00	759.12							0.00	0.00	1,550.00	387.50		5,733.10
3.4 Trans. Analysis, Models & Surveys	0.00	0.00	21,614.70	0.00	5,403.67							0.00	0.00	3,055.20	763.80		30,837.37
Subtotal	0.00	0.00	24,651.18	0.00	6,162.79							0.00	0.00	4,605.20	1,151.30		36,570.47
SYSTEM PLANNING																	
4.1 Congestion Management	0.00	0.00	18,168.96	0.00	4,542.24							0.00	0.00	1,528.00	382.00		24,621.20
4.2 Air Quality Technical Studies	0.00	0.00	0.00	0.00	0.00							0.00	0.00	0.00	0.00		0.00
4.5 Bicycle - Pedestrian Planning	0.00	0.00	18,432.17	0.00	4,608.04							0.00	0.00	3,665.20	916.30		27,621.71
4.7 GIS Development	0.00	0.00	18,873.90	0.00	4,718.48							0.00	0.00	3,665.20	916.30		28,173.88
4.11 Metropolitan Transportation Plan	0.00	0.00	33,421.85	0.00	8,355.46							0.00	0.00	4,284.55	1,071.13		47,132.99
4.12 Trans. Improvement Program	0.00	0.00	20,831.00	0.00	5,207.75							0.00	0.00	4,533.60	1,133.40		31,705.75
4.13 Special Trans. Studies & Projects	0.00	0.00	70,457.60	0.00	17,614.40							0.00	0.00	49,544.80	12,386.21		150,003.01
Subtotal	0.00	0.00	180,185.48	0.00	45,046.37							0.00	0.00	67,221.35	16,805.34		309,258.54
TRANSIT SERVICE PLANNING																	
5.1 Prepare & Administer Grants									142,250.00	0.00	28,450.00						170,700.00
5.2 DBE									12,750.00	0.00	2,550.00						15,300.00
5.3 Transit MIS						0.00	121,707.00	13,523.00	86,750.00	0.00	17,350.00						239,330.00
5.4 Training & Conferences									8,250.00	0.00	1,650.00						9,900.00
5.5 Phenix City Transit Planning														\$24,281.49	6,070.37		30,351.86
Subtotal			0.00	0.00	0.00	0.00	121,707.00	13,523.00	250,000.00	0.00	50,000.00			24,281.49	6,070.37		465,581.86
GRAND TOTAL	0.00	0.00	274,277.28	0.00	68,569.32	0.00	121,707.00	13,523.00	250,000.00	0.00	50,000.00	44,000.00	11,000.00	114,965.04	28,741.26		921,782.90

The SPR funds are used for Alabama DOT Staff only. They are not added to the Grand Total of PL funds allotted to the MPO

EXHIBIT F

SCHEDULE

FISCAL YEAR 2021

METROPOLITAN PLANNING FACTORS TO BE CONSIDERED IN THE 2021 UPWP

TASK	WORK ELEMENT	METROPOLITAN PLANNING FACTORS										
		1	2	3	4	5	6	7	8	9	10	11
1.0	PROGRAM SUPPORT AND ADMINISTRATION											
1.1	Program Coordination											
1.2	Operations and Administration											
1.3	Employee Training and Development					X	X	X		X	X	
1.4	Equipment and Supplies											
1.5	Contracts/Grants											
1.6	Unified Planning Work Program	X	X	X	X	X	X	X	X	X	X	X
2.0	PUBLIC INVOLVEMENT											
2.1	Community Outreach/Education	X	X	X	X	X	X	X	X		X	X
2.2	Environmental Justice/Title VI	X	X	X	X	X	X				X	X
2.3	Participation Plan	X	X	X	X	X	X	X	X		X	X
3.0	DATA COLLECTION											
3.1	Socio-Economic Data	X			X	X	X	X				
3.2	Land Use Monitoring	X				X	X	X		X		X
3.3	Air Quality Management					X						
3.4	Transportation Surveys, Models, and Analysis	X	X	X	X	X	X	X	X		X	
3.5	System Monitoring		X			X	X	X				
4.0	SYSTEM PLANNING											
4.1	Congestion Management		X			X	X	X	X		X	
4.2	Transit/Paratransit											
4.3	Intermodal Planning											
4.4	Air Quality Planning											
4.5	Bike/Ped	X	X	X	X	X	X				X	X
4.6	Model Development and Applications											
4.7	GIS Development and Applications	X	X	X	X	X	X	X	X	X	X	
4.8	Highway Planning											
4.9	ITS		X	X	X			X				
4.10	Freight Planning						X					
4.11	Long Range Plan	X	X	X	X	X	X	X	X	X	X	X
4.12	Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X	X
4.13	Special Studies	X	X	X	X	X	X	X	X	X	X	X

**APPENDIX A
NOTICE OF CONTRACTORS
COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACTS OF 1964
AS AMENDED BY THE CIVIL RIGHTS RESTORATION ACT OF 1987
FOR FEDERAL-AID CONTRACTS**

During the performance of this Contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

(1) **Compliance with Regulations:** The Contractor will comply with the Regulations of the U.S. Department of Transportation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (Title 49, Code of Federal Regulations, Part 21, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

(2) **Nondiscrimination:** The Contractor, with regard to the work performed by it after award and prior to completion of contract work, will not discriminate on the ground of race, color, national origin or sex in the selection and retention of subcontractors including procurement of materials and leases of equipment. The Contractor will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program, set forth in Appendix B of the Regulations. In addition, the Contractor will not participate either directly or indirectly in the discrimination prohibited by 23 CFR 200 (b).

(3) **Solicitations for Subcontracts, Including Procurement of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, national origin or sex.

(4) **Information and Reports:** The Contractor will provide all information and reports required by the Regulations, to permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the DEPARTMENT, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the DEPARTMENT shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to,

- (a) withholding of payments to the Contractor under the contract until the Contractor complies, and/or
- (b) cancellation, termination or suspension of the contract, in whole or in part.

(6) **Incorporation of Provisions:** The Contractor will include the provision of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. The Contractor will take such action with respect to any subcontract or procurement as the DEPARTMENT or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the State to enter into such litigation to protect the interests of the State, and in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B

CERTIFICATION FOR STATE REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

The **Columbus Consolidated Government**, as an Applicant for a Federal PL Fund grant or cooperative agreement, certifies to the best of its knowledge and belief, that its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
- (2) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- (4) Have not within a three year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

Where the State is unable to certify to any of the statements in this certification with respect to its principals, the State shall attach an explanation to this proposal.

THE COLUMBUS CONSOLIDATED GOVERNMENT CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEC. ARE APPLICABLE THERETO.

Authorized Official

Executive Director

Date

APPENDIX C

CERTIFICATION OF CONSULTANT

DRUG-FREE WORKPLACE

I hereby certify that I am a principal and duly authorized representative of **COLUMBUS CONSOLIDATED GOVERNMENT**, whose address is **P.O. Box 1340, Columbus, Georgia 31902-1340** and it is also certified that:

- (1) The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Work Place Act", have been complied with in full; and
- (2) A drug-free workplace will be provided for the consultant's employees during the performance of the contract; and
- (3) Each subcontractor, if any, hired by the DESIGNATED AGENCY shall be required to ensure that the subcontractor's employees are provided a drug-free workplace. The DESIGNATED AGENCY shall secure from that subcontractor the following written certification:

"As part of the subcontracting agreement with the **COLUMBUS CONSOLIDATED GOVERNMENT** certifies that a drug free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section 50-24-3", and

- (4) It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Date

Executive Director

APPENDIX D--GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Name of Contracting Entity: _____

Contract No. and Name: _____

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or entity which is contracting with the Georgia Department of Transportation has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the Georgia Department of Transportation within five (5) business days after any subcontractor is retained to perform such service.

E-Verify Company Identification Number

Signature of Authorized Officer or Agent

Date of Authorization

Printed Name of Authorized Officer or Agent

Name of Contractor

Title of Authorized Officer or Agent

Date

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 202__

Notary Public

[NOTARY SEAL]

My Commission Expires: _____