



DRAFT
STATEMENT OF WORK
DRAFT 4

CALENDAR YEAR
2015 & 2016

December 15, 2014

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INTRODUCTION

The Statement of Work (SOW) prepared in lieu of a Unified Planning Work Program¹ sets forth the total planning activities to be undertaken by the Columbus Area Metropolitan Planning Organization (CAMPO or MPO) during the fiscal year. The fiscal year of CAMPO runs from January through December to coincide with the fiscal year of the City of Columbus. This work program covers two years.

CAMPO is comprised of a Policy Board and a Technical Advisory Committee. They were created on October 21st 2003.

The Policy Board is comprised of elected officials from the City of Columbus, Bartholomew County, and the presidents of the Columbus and Bartholomew County Plan Commission. The Technical Advisory Committee is composed of senior officials from various agencies, departments, public transportation providers and boards involved in transportation affairs. CAMPO staff is assisted by various City, Town, and County departments.

The Statement of Work serves as a guide to the total planning effort by describing who will perform the work and the work that will be accomplished. This Statement of Work establishes programs to eliminate duplication of effort; inter-relates transportation planning, land-use planning, and other elements of the comprehensive planning process; and provides a basis for federal and state funding.

This Statement of Work was prepared by the Columbus Area Metropolitan Planning Organization in cooperation with the City of Columbus, Bartholomew County, Indiana Department of Transportation, and the Federal Highway Administration.

¹ TITLE 23, Sec. 450.308 (b)

In areas not designated as TMAs, the MPO, in cooperation with the State and transit operators, with the approval of the FHWA and the FTA, may prepare a simplified statement of work in lieu of a UPWP that describes who will perform the work and the work that will be accomplished using Federal funds.

CAMPO POLICY BOARD

The CAMPO Policy Board consists of seven voting members and two ex-officio members. Each board member may appoint an alternate with the approval of the Board.

VOTING MEMBERS

City of Columbus

- Kristen Brown, Mayor
- Ryan Brand, City Council representative
- Roger Lang, City Plan Commission representative

Bartholomew County

- Jorge Morales, Bartholomew County Council representative
- Zack Ellison, County Plan Commission representative
- Rick Flohr, County Commissioner representative

Indiana Department of Transportation (INDOT)

- Anthony McClellan, Deputy Commissioner, INDOT Seymour District

NON-VOTING EX-OFFICIO MEMBERS

- Anthony Greep, Federal Transit Administration representative
- Michelle Allen, Federal Highway Administration representative

TECHNICAL COMMITTEE

The Technical Committee has sixteen (17) members.

1. Danny Hollander, County Engineer, Bartholomew County
2. Beth Fizel, City Engineer, City of Columbus
3. Jon Rohde, Columbus Chief of Police
4. Jeff Bergman, Planning Director, Columbus / Bartholomew
5. Brian Payne, Director, Columbus Regional Airport
6. Cindy Setser, Transit Coordinator, ColumBUS Transit
7. Keith Reeves, Utilities Director, City of Columbus
8. Jeff Lucas, GIS Coordinator, Columbus / Bartholomew
9. Mark Jones, Director, Columbus Parks & Recreation
10. Vacant, Transportation Director, Bartholomew County School Corp.
11. Emmanuel Nsonwu, Transportation Planner, INDOT Office of Asset Planning and Management
12. Brian Jones, INDOT Office of Transit
13. Jim Ude, Planner, INDOT Seymour District
14. Ron Hoffman, President, Edinburgh Town Council
15. Vacant, Freight Carrier Representative
16. Michelle Allen, FHWA Planning / Environmental Specialist (non-voting)
17. Tony Greep, FTA Program Specialist (non-voting)

2015 & 2016 STATEMENT OF WORK

ADMINISTRATION

Goal: To administer the Transportation Planning Process.

Description: The MPO will participate in administrating and facilitating the continuing, cooperative, and comprehensive Transportation Planning Process. MPO Staff will provide support to the Technical Advisory Committee and Policy Board; as well as providing the necessary data and information to the Technical Advisory Committee, Policy Board, elected officials, and citizens for their review and understanding of transportation related issues. The MPO will attend Federal, State and Indiana MPO Council sponsored and related transportation meetings, training, conferences and seminars.

ANNUAL DOCUMENTS

Goal: To gather data for and prepare all required documents.

Description: The MPO will research, prepare, and submit various transportation technical planning documents as required by law, in particular the Code of Federal Regulations Title 23. These documents represent the core products of the MPO:

- The Statement of Work
- Quarterly Progress Reports
- Annual Completion Report
- The Transportation Improvement Program
- 25 Year Transportation Plan (every fifth year)
- other reports as required

PLANNING SUPPORT

Goal: To provide technical planning support in the form of data and information collection and analysis regarding transportation issues relevant to the planning area.

Description: In order to produce the required annual documents and work program specific products, the MPO must collect and analyze data and information from various sources. This includes but is not limited to the following (in no particular order):

- Traffic count data
- HPMS counts
- Travel demand model data
- Transit data
- Accident and safety data
- Census and other demographic data
- National, state, and local legislation, regulations, and ordinances
- Public opinion
- Funding levels, programs, and trends
- Local, state and national planning documents
- Geographic and spatially related data

In order to accomplish the task of planning support, the MPO will use staff capacity; work with other departments and the Technical Advisory Committee, as well as purchase capacity and knowledge as needed. The output of the planning process can be found in multiple forms. This includes data within the City / County GIS System, in annual standard products, in work program specific products, and / or on file in the MPO office.

2015 & 2016 WORK PROGRAM SPECIFIC PRODUCTS

In addition to the standard annual products listed above, the following products will be produced as a part of this work program:

COLUMBUS TRANSIT ROUTE IMPLEMENTATION

The ColumBUS Transit system had a route study completed in 2014. The ridership and survey data were very helpful, but the final route designs have not been embraced by CAMPO, the Transit Advisory Committee, or the Transit staff. As such, the final product still needs work. ColumBUS Transit 2015 budget is sufficient to support a 5th fixed route. This route will go out west on SR 46.

There are numerous steps that are needed to implement new routes. First, the route changes need to be beneficial, and that requires some analysis with regard to directness, coverage of high-demand areas and destinations, frequency and good stop locations, to name a few. Public input should be gathered on numerous potential route options. The new routes should be tested at peak and off-peak hours to make sure they can meet the schedule. Stops need identified, including wheelchair-friendly stops, schedules and maps need designed and printed. Route signs and shelters should be moved. Existing users need substantial notice of the new routes; for many riders, this is their only mode of transportation, and often they will need coaching to know how to get where they are going. Outreach to programs whose clients use the system is very important so they can be aware of the change well before it happens. Buses must be purchased, painted, signed, fare boxed, drivers hired, arrangements made for any use of private property. This may require some professional advice. Implementing the new route out west we hope to do in the first 2 months of 2015, and the other route changes by the end of 2015 is the goal.

RAILROAD / SR46 TRAFFIC STUDY

The Louisville & Indiana Railroad is substantially increasing train traffic over the next few years from 2 to up to 17 trains/day. This will substantially increase delays and back-ups along SR46. An traffic analysis which looks at the level of delays, the economic impact of the delays, some options to mitigate the delays with new infrastructure, a bridge, rail relocation, driver notification, route detours that might include new interchanges or new river crossings, and associated cost/benefit analysis would give us a start to consideration solutions to a problem we know will be impactful to our city and citizens.

Technical Committee members have suggested this may cost up to \$150,000 for a consultant-led study, and that we should partner with INDOT on this as much as possible. This is a high priority for both the Technical Committee and Policy Board members. CAMPO has had initial discussions with INDOT, and will be meeting with INDOT to coordinate and cooperate on this work. CAMPO expects to begin the coordination meetings in early 2015. The development of the Travel Demand Model

(see below) is expected to be completed near the end of 2015, at which point, the traffic analysis and scenario planning for this project gains a very useful tool, so this project will begin in earnest in late 2015, and go into 2016.

“COMPLETE NETWORK” PLAN

Taking terminology from the “Complete Streets” campaign, but taking a much broader view, we would like to create a Complete transportation Network plan of roads, bikeways, and transit routes, etc. that optimize the movement, safety, health and quality of life, and do so most cost effectively.

TRAVEL DEMAND MODEL - \$130,000 (2013/14 FUNDS)

One of the most valued tools for good long-range planning is the Travel Demand Model (TDM) – a computer simulation of people and goods movement useful for predicting future travel needs, and for testing different scenarios of infrastructure, development patterns, and multi-modal transportation options to determine the optimum use of transportation funds to meet the vision of the region. This project started in November of 2014, and will be paid for by 2013 & 2014 encumbered funds. It is expected to be completed in late 2015.

MULTI-MODAL SCENARIO PLANNING

In addition to the model development, using the model to study multiple scenarios using scenario-planning techniques will lead us to a set of multi-modal transportation network options from which the community will choose the option that best meets their vision for Columbus. This is a long-term project that will likely require consulting services.

This portion of the Transportation Plan development will be in early 2016 after the development of the Travel Model. There will be a number of public input sessions to get a vision of what we want Columbus to look like in 25 years and what development do we expect to happen.

The 2014 CAMPO Review Report recommended that CAMPO use scenario planning to develop the MTP as promoted in MAP-21.

25-YEAR TRANSPORTATION PLAN

The current Metropolitan Transportation Plan covers the time period 2012 – 2037. A major update is required by end of 2016, after which updates will take place every five years. After the “Complete Network” planning effort, a long-term transportation plan should fall easily out of that work via the many planning scenarios and policies that resulted. Transportation Plan development does need to be a very public process with many public meetings.

GO SAFE COLUMBUS

Safety is paramount. Traffic accidents kill over 30,000 people in the U.S. annually, and it is the biggest killer of people ages 14-43. We are in a hurry, and we are in urban areas

where things we need are generally close, and should be reachable by gentler modes of transportation than fast cars. In Sweden, they have a “Vision Zero” campaign that is attempting to have no deaths by traffic accident. One of the policies is a maximum urban speed of 30km/hr, which is under 20mph. This makes cars far less lethal, at about a 15% death rate rather than 85% at 40mph.

We have built a website that now needs to be filled with content, and we have developed a logo to begin a campaign. There is a committee organized by Healthy Communities called the Active Transportation Outreach Team that has supported and provided input on this effort.

The 2014 CAMPO Review Report states a need for CAMPO to evaluate crash data annually and work jointly with all member jurisdictions to conduct safety audits at high crash locations and program intersection improvement projects.

FHWA/FTA PLANNING EMPHASIS AREAS

Every year, FHWA and FTA develop Planning Emphasis Areas (PEAs) for which all MPOs in the state are to work on during that year. The PEAs for 2015 are in development at this time, but these often require substantial time and effort and often require consultant support.

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

A PEA for 2010 was ITS, which is the use of technology to improve traffic flow and solve other transportation-related problems. For example, providing signal preemption for transit buses, so they get a head start or do not get behind schedule is considered an ITS solution. Signal timing or signal camera technology are other ITS solutions.

CAMPO hired a consultant to complete this ITS plan in 2011. The CAMPO Review Report recommends the implementation of the 2011 ITS Plan be included in the SOW for CY 2015-2016. As such, CAMPO intends to move on this project as well and most likely incorporate some of these projects into the TIP and 25-year Transportation Plan being developed in 2016.

Revenues & Expenses – 2015

REVENUES		EXPENSES		
FEDERAL FUNDS (80%)		DIRECT EXPENSES		
FHWA 2015 PL Funds & 5303	\$154,626	Personel		
carryover from 2013 PL Funds	\$67,740	Salary		\$58,939
2013 STP (PO#0013808798)	\$5,878	PERF @	12.25%	\$8,370
2014 Encumber (PO#0015800823)	\$70,000	FICA @	7.65%	\$4,509
Total	\$298,244	Insurance		\$11,364
		Sum		\$83,182
LOCAL MATCH (20%)		Items		
Columbus	\$67,105	Fuel & auto maintenance		\$1,198
Bartholomew County	\$7,456	Office supplies & misc supplies		\$1,075
Total	\$74,561	Travel Expenses		\$1,500
		Training & professional conferences		\$2,150
		Legal ads, printing & postage, phone		\$1,620
		Legal services		\$1,500
		Office Rent		\$3,000
		Software & peripherals		\$24,500
		Dues and Subscriptions		\$1,300
		Travel Demand Model		\$130,000
		Consultant Fees		\$121,780
Total Revenues	\$372,805	Total Expenses		\$372,805

REVENUES & EXPENSES – 2016

REVENUES		EXPENSES	
FEDERAL FUNDS (80%)		DIRECT EXPENSES	
FHWA 2016 PL Funds & 5303	\$154,000	Personel	
projected carryover from 2014	\$10,000	Salary	\$58,939
STP	\$30,000	PERF @	12.25% \$8,370
Total	\$194,000	FICA @	7.65% \$4,509
		Insurance	\$11,364
		Sum	\$83,182
LOCAL MATCH (20%)		Items	
Columbus	\$43,650	Fuel & auto maintenance	\$1,198
Bartholomew County	\$4,850	Office supplies & misc supplies	\$1,075
Total	\$48,500	Travel Expenses	\$2,500
		Training & professional conferences	\$2,500
		Legal ads, printing & postage, phone	\$1,620
		Legal services	\$1,625
		Office Rent	\$3,000
		Software & peripherals	\$24,500
		Dues and Subscriptions	\$1,300
		Consulting Fees	\$120,000
Total Revenues	\$242,500	Total Expenses	\$242,500

2 CFR 225 DIRECT COST CERTIFICATION

In accordance with 2 CFR 225, the Columbus Area Metropolitan Planning Organization (CAMPO) hereby certifies that the staff of CAMPO is employed solely for the function of transportation planning as required by 23 CFR for a Metropolitan Planning Organization. CAMPO does not have other functions or tasks outside of transportation planning and thus does not have indirect costs.

I declare that the foregoing is true and correct.

Government Unit: Columbus Area Metropolitan Planning Organization

Signature: Laurence C Brown

Name of Official: Laurence Brown

Title: Director

Date of Execution: Oct 31, 2014

ADOPTION RESOLUTION

RESOLUTION 2014 – 12

**RESOLUTION TO ADOPT STATEMENT OF WORK
FOR CALENDAR YEARS 2015 & 2016**

WHEREAS, the Columbus Area Metropolitan Planning Organization is the designated Metropolitan Planning Organization, responsible for transportation planning, in the Columbus and Bartholomew County area; and

WHEREAS, development of an annual STATEMENT OF WORK, in lieu of a Unified Planning Work Program, describing the MPO Board's projects using U.S. Department of Transportation funding is a requirement; and

WHEREAS, staff has developed a STATEMENT OF WORK for 2015 and 2016; and

NOW THEREFOR BE IT RESOLVED by the Policy Board of the Columbus Area Metropolitan Planning Organization that the presented STATEMENT OF WORK for calendar year 2013 and 2014 is hereby accepted and adopted.

Adopted on December 15, 2014

Zack Ellison, President

CAMPO Director, Laurence Brown

METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION

In accordance with 23 CFR 450.334, the Indiana Department of Transportation and the Columbus Area Metropolitan Planning Organization for the Columbus, Edinburgh, and Bartholomew County urbanized area hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. Section 5303, and 23 CFR Part 450;
- (2) In nonattainment and maintenance areas, Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d) and 40 CFR 93);
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity;
- (5) Section 1101(b) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (Pub. L. 109-59) regarding the involvement of Disadvantaged Business Enterprises in FHWA and FTA funded planning;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and USDOT implementing regulation;
- (8) Older Americans Act, as amended (42 U.S.C. 6101);
- (9) 23 U.S.C. 324, regarding prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 and 49 CFR Part 27, regarding discrimination against individuals with disabilities.

Columbus Area
Metropolitan Planning
Organization


Laurence Brown
Director, CAMPO

12/01/14
Date

Indiana
Department of
Transportation

Jason S. Wasson
Deputy Commissioner, INDOT

Date