



STATEMENT OF WORK

**CALENDAR YEAR
2013 & 2014**

November 30, 2012

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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
- Jim Lienhoop, President, City Council
- Roger Lang, President, City Plan Commission

Bartholomew County

- Larry Fisher, Bartholomew County Council
- Zack Ellison, President, County Plan Commission
- Paul Franke, County Commissioners

Indiana Department of Transportation (INDOT)

- Ryan Gallagher, Interim Deputy Commissioner, INDOT Seymour District

NON-VOTING EX-OFFICIO MEMBERS

- Reginald Arkell, Federal Transit Administration Representative
- Michelle Allen, Federal Highway Administration Representative

TECHNICAL COMMITTEE

The Technical Committee has sixteen (16) members.

- Danny Hollander, County Engineer, Bartholomew County
- David Hayward, City Engineer, City of Columbus
- Jason Maddix, Columbus Chief of Police
- Jeff Bergman, Planning Director, Columbus / Bartholomew
- Brian Payne, Director, Columbus Regional Airport
- Cindy Setser, Transit Coordinator, ColumBUS Transit
- Keith Reeves, Utilities Director, City of Columbus
- Jeff Lucas, GIS Coordinator, Columbus / Bartholomew
- Jamie Brinegar, Assistant Director, Columbus Parks & Recreation
- Vacant, Transportation Director, Bartholomew County School Corp.
- Emmanuel Nsonwu, MPO Coordinator, INDOT Office of LPA / MPO & Grant Administration
- Brian Jones, INDOT Office of Transit
- Michelle Allen, FHWA Planning / Environmental Specialist
- Ron Hoffman, President, Edinburgh Town Council
- Vacant, Freight Carrier Representative
- Jim Ude, Planner, INDOT Seymour District

2013 & 2014 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.

2013 & 2014 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 EXPANSION & IMPROVEMENT PLAN

The ColumBUS Transit system will have finished its Comprehensive Operational Analysis and will have route changes and route expansions to implement. This will require substantial planning resources to make happen. These plans are likely to be incrementally implemented over the entire 2013 year. The MPO will provide time and expertise to this effort, along with looking for additional federal, state and local funding sources.

BIKE / PEDESTRIAN - INFRASTRUCTURE SCENARIOS & INVENTORY

BIKE & PED PLAN UPDATE

Columbus has created a City of Columbus Bike and Pedestrian Plan and a Safe Routes to School Plan. These plans are the starting blocks for the continued improvement and expansion of the Bike and Pedestrian Plan. As noted in the Plan,

“It is anticipated that this plan will require revisions and modifications as projects are implemented and as conditions change. This plan should be reviewed and updated as related plans, transportation projects, and facility needs evolve.” (Bike & Ped Plan, p 7)

Columbus has been designated as a Bicycle-Friendly Community at the Bronze level. There are Silver, Gold and Platinum levels as well. This update will provide project lists and descriptions that might meet each of these higher levels.

GIS PEDESTRIAN FACILITY INVENTORY

In addition, this plan will create a GIS inventory of pedestrian facilities, their condition, level of service and the quality of the pedestrian environment.

“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

One of the most valued tools for good long-range planning is the Travel Demand Model (TDM) – a computer simulator 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 will have started in 2012; this effort requires substantial data collection along with modeling expertise. This model will be completed in mid-2013 and be usable by MPO staff for modeling future travel needs and analyzing alternative solutions to localized travel problems.

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 require consulting services and a substantial investment of time and MPO budget in 2013. By October of 2013, the Complete Network Plan should be completed with a set of policies and projects and their effects on movement, health, safety, land-use and quality of life.

TRANSPORTATION PLAN UPDATE

The current Metropolitan Transportation Plan covers the time period 2012 – 2037. A major update is planned in 2015, 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, and we expect that the Complete Network project will have already amassed a public following which the Transportation Plan will continue.

DOWNTOWN PARKING PLAN

Parking supply and policy, especially in a downtown, have substantial effects on parking costs, mode choice, and downtown economic vitality. The city now owns two parking garages, Cummins is building another, and is bringing 1500 new employees downtown in 2013. The MPO will have completed an initial study and plan for the downtown by the end of 2012. The MPO will continue to take some leadership regarding the implementation of parking garage plans and the adjustment of those plans as the office, residential, and retail buildings open and parking practices change.

STATE STREET CORRIDOR STUDY

The State Street corridor extends approximately 2 miles through the City of Columbus. State Street itself is also State Road 46, and features a total of 5 lanes of traffic. The properties adjacent to State Street feature a mixture of residential, commercial, industrial, and institutional uses. This area is aging and is not drawing new development. This study will review existing property, planning and transportation features, provide a market analysis, work with INDOT, property owners, and meet with the public to create a land-use plan and streetscape that will fulfill the city’s comprehensive plan to improve the economic viability of the area. Walkability, Transit-Oriented Development (TOD), and mixed-use will be important objectives in this study.

COLUMBUS TRANSPORTATION SAFETY TEAM

The MPO will lead and staff a team of community leaders and stakeholders focusing on transportation safety. This will include people from nearly every city department, county departments, school officials, elected officials, and health and safety community leaders. This group will look at all modes of travel and concern themselves with the vulnerable users such as bikes, pedestrians and transit users. This Team will look at other communities around the nation and world that have successfully reduced crash-related injuries. They may help lead a campaign for safer travel habits for all modes. The Team will be a community wide effort that is led by the MPO, Planning staff and Healthy Communities.

BIKE BOULEVARD & CYCLOVIA / SUNDAY PARKWAYS

As Columbus continues to implement their Bicycle and Pedestrian Plan and Safe Routes to School Plan, and continues to build toward a Silver, Gold or Platinum Bike-Friendly Community, some of the initiatives that will move us in that direction are looking at higher levels of bike-friendly infrastructure like bike boulevards. These are city streets that are fitted with infrastructure treatments that discourage thru-car traffic, and encourage slow driving speeds, thus creating a nice bicycling environment.

On a far more temporary setting, Cyclovias and Sunday Parkways are where streets are temporarily closed completely to cars, and citizens and families can walk, bike, skate, skateboard, etc. up and down what are usually very busy streets to many great destinations without the fear of cars. These are hugely popular in many counties around the world, and are gaining favor in cities around the U.S..

TRAVEL DEMAND MANAGEMENT PROGRAMS

The MPO will begin working with community, corporate leadership to find ways to reduce the amount of single occupant vehicle commuting. These programs are called Travel Demand Management Programs. Sometimes there are Employer-based programs, because this reduced parking needs reduce costs and allow for expansion without land purchase, and improve the health of employees. Other public-private programs could include car-sharing, bike-sharing, and transit shuttle systems. TDM programs also have educational and economic-incentive programs.

REVENUES & EXPENSES - 2013

REVENUES		EXPENSES		
FEDERAL FUNDS (80%)		DIRECT EXPENSES		
FHWA PL Funds & 5303	\$193,572	Personel		
STP	\$5,978	Salary		\$56,375
Total	\$199,550	PERF @	12.25%	\$6,906
		FICA @	7.65%	\$4,313
		Insurance		\$11,364
		Sum		\$78,958
LOCAL MATCH (20%)		Items		
Columbus	\$44,899	Fuel & auto maintenance		\$1,198
Bartholomew County	\$4,989	Office supplies & misc supplies		\$1,075
Total	\$49,887	Travel Expenses		\$2,500
		Training & professional conferences		\$3,150
		Legal ads, printing & postage, phone		\$1,520
		Legal services		\$1,500
		Office Rent		\$3,000
		Software & peripherals		\$33,000
		Dues and Subscriptions		\$1,300
		Traffic Safety Team/Campaign		\$20,000
		Parkways & Transit Route Expand		\$50,000
		State Street Corridor Study		\$30,000
		Complete Network		\$22,236
Total Revenues	\$249,437	Total Expenses		\$249,437

REVENUES & EXPENSES - 2014

REVENUES		EXPENSES	
FEDERAL FUNDS (80%)		DIRECT EXPENSES	
FHWA 2014 PL Funds & 5303	\$193,572	Personel	
Rollover from 2012 PL Funds	\$70,000	Salary	\$59,000
Total	\$263,572	PERF @ 12.25%	\$7,228
		FICA @ 7.65%	\$4,514
		Insurance	\$22,728
		Sum	\$93,470
LOCAL MATCH (20%)		Items	
Columbus	\$59,304	Fuel & auto maintenance	\$1,198
Bartholomew County	\$6,589	Office supplies & misc supplies	\$1,075
Total	\$65,893	Travel Expenses	\$2,500
		Training & professional conferences	\$3,150
		Legal ads, printing & postage, phone	\$1,520
		Legal services	\$1,500
		Office Rent	\$3,000
		Software & peripherals	\$33,000
		Dues and Subscriptions	\$1,300
		Traffic Safety Team/Campaign	\$20,000
		Parkways & TDM Program	\$30,000
		Network & Transportation Plan	\$137,752
Total Revenues	\$329,465	Total Expenses	\$329,465

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, 2012

RESOLUTION 2012 – 12

**RESOLUTION TO ADOPT STATEMENT OF WORK
FOR CALENDAR YEARS 2013 & 2014**

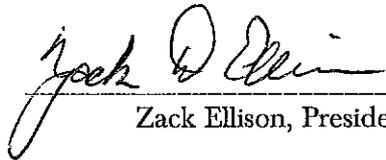
WHEREAS, the Columbus Area Metropolitan Planning Organization is the designated Metropolitan Planning Organization, responsible for transportation planning, in the Columbus and Bartholomew County area; and

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

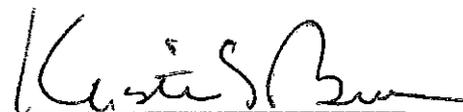
WHEREAS, staff has developed a STATEMENT OF WORK for 2013 and 2014; and

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 21, 2012



Zack Ellison, President



Mayor Kristen Brown, Secretary-Treasurer

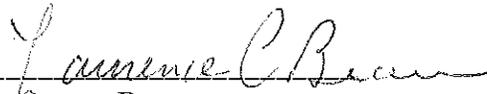
**METROPOLITAN TRANSPORTATION PLANNING
PROCESS CERTIFICATION**

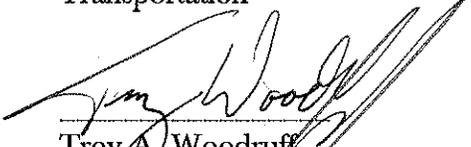
In accordance with 23 CFR 450.334, the Indiana Department of Transportation and the Columbus Area Metropolitan Planning Organization for the Columbus, Edinburgh, and Bartholomew County urbanized area hereby certify that the transportation planning process is addressing the major issues in the metropolitan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

Indiana
Department of
Transportation


Laurence Brown
Director, CAMPO


Troy A. Woodruff
Chief of Staff, INDOT

10/31/12
Date

11/1/12
Date