



Timothy McLaughlin
Chair
Paul Agnello
FAMPO Administrator

FAMPO RESOLUTION 19-31

AUTHORIZING STAFF TO EXECUTE A CONTRACT WITH CAMBRIDGE SYSTEMATICS FOR THE FISCAL YEAR 2020 UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the Fredericksburg Area Metropolitan Planning Organization (FAMPO) develops its annual work plan and budget in the form of the Unified Planning Work Program (UPWP); and

WHEREAS, the adoption of the Fiscal Year 2020 (FY2020) UPWP is required before the FY-20 fiscal year begins; and

WHEREAS, new Map-21/FAST Act requirements for performance-based planning and programming as well as new guidance for Air Quality Conformity Analysis and Freight Planning require that several updates be made to the FAMPO UPWP to satisfy federal requirements; and

WHEREAS, working with Cambridge Systematics, a FAMPO on-call consultant, staff has completed a defined Task Order to assist staff with meeting Map-21/FAST Act requirements for the UPWP at a cost of \$34,788, to be completed by June 2019 using either FY-19/FY-20 FAMPO PL or FY-19/FY-20 FAMPO 5303 funding; and

NOW, THEREFORE, BE IT RESOLVED that the Fredericksburg Area Metropolitan Planning Organization hereby authorizes staff to execute the attached task order with Cambridge Systematics and complete the work described therein.

Adopted by the Policy Committee at its meeting on March 18, 2019.

Timothy McLaughlin, Chair
Fredericksburg Area Metropolitan Planning Organization
Policy Committee

Memorandum

TO: Paul Agnello, FAMPO

FROM: David Jackson, Rich Denbow, Jay Evans, CS

DATE: March 8, 2019

RE: Task Order – FY 2020 UPWP Support

Objectives

The objectives of this task order include the following:

- Support FAMPO through the process of development, review, and adoption of the FY 2020 Unified Planning Work Program (UPWP) consistent with MAP-21 and FAST Act requirements and guidance; and
- Throughout the development effort, provide expert advice, best practice research, and ongoing staff support to address questions and comments from planning partners and stakeholders.

This work will build on a prior CS team task order providing MAP-21/FAST Act performance management support through target setting and metropolitan planning requirement support for the 2045 CLRP and 2045 CLRP Update.

Scope of Work

Background

MAP-21 made significant changes to the scope of the statewide and metropolitan planning process, notably the introduction of “a performance-driven, outcome-based approach to planning.” This entails modifying statewide and metropolitan transportation planning processes to “provide for the establishment and use of a performance-based approach to transportation decision-making to support the national goals described in 23 U.S.C. Section 150(b) and the general purposes [for public transportation] described in 49 U.S.C. 5301.” Associated with these changes are new requirements for Metropolitan Planning Organizations (MPOs) within UPWPs to clearly document how metropolitan transportation planning activities using funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 support the overall requirements detailed in both MAP-21 and the FAST Act.

FAMPO’s UPWP supports ongoing work in the areas of short-range and long-range transportation planning, land use planning, congestion management, public participation, corridor planning and

other special projects. Prior to spending funds on transportation planning activities, all MPOs are required to annually adopt what is called a Unified Planning Work Program (UPWP). The purpose of the UPWP is to identify:

- The transportation planning work activities to be carried out during the fiscal year;
- The end products resulting from that work;
- The funding sources for each activity; and
- The agencies and/or organizations responsible for ensuring that the work is performed, and products delivered.

Work Activities

CS support of FAMPO to develop the FY 2020 UPWP will ensure consistency with the applicable details noted in the current FAMPO “3C” Planning Agreement with the Commonwealth, and all relevant requirements and guidance consistent with Federal code applicable to MAP-21 and the FAST Act.

The task will initiate with a detailed review and research of the Draft FY 2019 amended UPWP and associated public and stakeholder comments. CS will work with FAMPO to determine the best approach to address these comments within the FY 2020 UPWP. The review will also include an assessment of the UPWPs consistency in organization and reference to MAP-21/FAST Act requirements for applicable metropolitan planning activities, including performance based planning and programming, freight planning, air quality conformity and interagency consultation, and the incorporation of new planning factors, as well as any initial applicable findings or corrective actions from the scheduled April 2019 FHWA certification review. This activity specifically will address VDOT comments on the Draft FY 2019 UPWP update, including:

- Demonstrating that all NHS, STP, or MG funds used for eligible planning and RD&T purposes are identified separately from SPR or PL funds in the UPWP consistent with 23 CFR 420.119,
- Highlight tasks or activities within the UPWP that are relevant to supporting the National Highway Freight Program and build from recent statewide freight planning activities required under the FAST Act, and
- Highlight within each task how it supports specific MAP-21 planning factors.

The results of this review will include recommendations to FAMPO staff on how to fully address applicable requirements within the FY 2020 UPWP.

To support the UPWP development effort, CS will also conduct a review and research of peer Virginia MPO UPWPs and best practices from other MPOs outside of Virginia that are similar to FAMPO (similar in region population, growth). As part of this review, CS will conduct a brief peer assessment and review of comparable MPO staffing needs and organizational structure. This activity will include a comparison of FAMPO staff size and resources with peer MPOs (peer MPOs will include 5 to 8 Transportation Management Association MPOs of similar size within Virginia and neighboring states). Peers will be MPOs of a similar size and responsibilities, within Virginia

and outside Virginia. The review will also compare UPWP budgets, providing breakdown of funds by category (Federal PL, FTA planning, STP, other, etc.) and a general overview on consultant use and types of consultant activity based on available national figures or research. CS will develop a brief memorandum summarizing the findings of this review as supporting documentation to the FY 2020 UPWP effort.

As directed, CS will support FAMPO in developing UPWP task narratives to support UPWP budget and task documentation as specified in Federal code and based on the best practice insights gathered by the peer MPO assessment. CS will regularly collaborate with FAMPO to complete a Draft FY 2020 UPWP by May 3, 2019 for FAMPO Committee review in May. Following Committee review, CS will continue to support FAMPO through public comment review during May, narrative and documentation revisions, and FY 2020 UPWP finalization, including Committee presentations to seek UPWP adoption during scheduled June meetings. Following adoption, CS will assist FAMPO in submitting all requested information to State within 21 days of FAMPO Policy Committee action.

Deliverables

- Complete Draft FY 2020 UPWP document by May 3, 2019.
- Respond to and address public and stakeholder comments throughout May and June and incorporate into the Final FY 2020 UPWP.
- Final FY 2020 UPWP document and associated presentations for Technical and Policy Committee discussion during scheduled May or June meetings.
- Summary memorandum highlighting the findings of the MPO peer UPWP assessment.
- CS will conduct regular bi-weekly conference calls (as necessary) with FAMPO staff to discuss progress, next steps, and deliverables status.
- In-person attendance and presentation at up to three meeting, including two meetings to adopt the FY 2020 UPWP as directed by FAMPO staff, including presentations to FAMPO Committees, and one potential review meeting with VDOT staff to address comments.

Staffing

Rich Denbow will serve as the task order manager. Jay Evans will serve as the Principal responsible for the work, with David Jackson serving as a senior advisor. Rich and David will be supported by experienced staff to deliver elements of the scope of work and attend meetings as requested by FAMPO.

Schedule

Following Notice to Proceed, CS will develop a detailed schedule and associated work plan to help ensure that the UPWP development process maintains progress toward an adopted FY 2020 UPWP by June 2019. The detailed schedule is presented in Figure 1.

Figure 1. FY 2020 UPWP Development Schedule

Task Order Activity	March	April	May	June
Draft 2019 UPWP Update Review				
Peer MPO Review				
UPWP Narrative Development and Refinement				
UPWP Review and Adoption				

Price Proposal

FIRM	Labor Hours	Labor Cost	Travel Cost	BUDGET
Cambridge Systematics, Inc.				
Task 1	179	\$33,893	\$895	\$34,788
TOTAL:	179	\$33,893	\$895	\$34,788