

**GREENVILLE URBAN AREA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COORDINATING COMMITTEE (TCC) MEETING**

Wednesday, October 18, 2017, at 1:30 p.m.
Greenville City Hall, Room # 337
Actions to be taken in bold italics

1) Approval of Agenda; approve

Chair to read aloud Ethics Awareness and Conflict of Interest reminder

ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER--Does any Board member have any known conflict of interest with respect to any matters coming before the Board today? If so, please identify the conflict and refrain from any participation in the particular matter involved

2) Approval of Minutes of August 8, 2017 Meeting (Attachment 1); approve (pg. 3-9)

3) Public Comment Period

4) New Business / Action Items:

- a) Self-Certification of Greenville Urban Area MPO Transportation Planning Process for FY19 (Attachment 4a) – Resolution No. 2017-05-GUAMPO; ***Recommended for TAC Adoption (pg. 10-14)***
- b) FY19 Unified Planning Work Program (UPWP) (Attachment 4b) -- Resolution No. 2017-06-GUAMPO; ***Recommended for TAC Adoption (pg. 15-36)***
- c) Greenville Urban Area MPO Local Prioritization Process (Attachment 4c) -- Resolution No. 2017-07-GUAMPO; ***Recommended for TAC Adoption (pg.37-44)***
- d) Request for Proposals (RFP) for professional services to update the Metropolitan Transportation Plan (MTP) and selection of Steering Committee (Attachment 4d) -- ***Discuss (pg. 45-84)***
- e) Greenville Urban Area MPO’s Public Involvement Plan (PIP) update (Attachment 4e) – ***Discuss (pg. 85-105)***
- f) Discuss preliminary 2018 TCC and TAC meeting schedule (Attachment 4g) -- ***Discuss (pg. 106)***

5) Other discussion items

- a) Election of Chair and Vice-Chair for TCC and TAC in 2018
- b) Reminder of 2018 Ethics filings (SEI) for TAC members
- c) NCDOT Project Report
 - a. Resurfacing
 - b. 10th Street Connector
 - c. Southwest Bypass
 - d. Laurie Ellis Road/Boyd St
 - e. Ayden Elementary turn lane
- d) MPO Project Report
 - a. Active Transportation Plan
 - b. Travel Demand Model Update
 - c. Southwest Bypass Corridor Land Use Plan
 - d. Prioritization 5.0
 - e. Review of counts from local greenway counters
- e) Legislative Update

6) *Upcoming MPO Meeting Schedule (Greenville City Hall, Room 337, at 1:30pm)

- TCC Meetings – April 4, 2018; June 27, 2018; September 12, 2018; October 31, 2018
- TAC Meetings - November 8, 2017

**Meeting dates subject to change based on agenda item 4f, or should the respective Committee Chairs call for a meeting.*

7) Items for future consideration

8) Adjourn

GREENVILLE URBAN AREA MPO'S TITLE VI NOTICE TO PUBLIC

U.S. Department of Justice regulations, 28 Code of Federal Regulations, Section 42.405, Public Dissemination of Title VI Information, require recipients of Federal financial assistance to publish or broadcast program information in the news media. Advertisements must state that the program is an equal opportunity program and/or indicate that Federal law prohibits discrimination. Additionally, reasonable steps shall be taken to publish information in languages understood by the population eligible to be served or likely to be directly affected by transportation projects.

The Greenville Urban Area MPO hereby gives public notice that it's the policy of the MPO to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, Executive Order 13166 *Improving Access to Services for Persons with Limited English Proficiency*, and related nondiscrimination statutes and regulations in all programs and services. It is the MPO's policy that no person in the United States shall, on the grounds of race, color, sex, age, income status, national origin, or disabilities be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activities, or services for which the MPO receives Federal financial assistance.

Any person who believes they have been mistreated by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the Greenville Urban Area MPO. Any such complaint must be in writing or in person to the City of Greenville, Public Works--Engineering, MPO Title VI Coordinator, 1500 Beatty St, Greenville, NC 27834, within one hundred eighty (180) days following the date of the alleged discrimination occurrence. Title VI Discrimination Complaint forms may be obtained from the above address at no cost, or via internet at www.greenvillenc.gov.

GREENVILLE URBAN AREA MPO'S TÍTULO VI COMUNICACIÓN PÚBLICA

El Departamento de Justicia de regulaciones de EU, Código 28 de Regulaciones Federales, Sección 42.405, Difusión Pública del Título VI de la información, exigen que el beneficiario de la ayuda financiera del gobierno federal publique o difunda la información del programa a los medios de comunicación. Los anuncios deben indicar que el programa es un programa de igualdad de oportunidades y / o indicar que la ley federal prohíbe la discriminación. Además, deben tomarse pasos razonables para publicar la información en los idiomas de la población a la cual servirán, o que puedan ser directamente afectadas por los proyectos de transporte.

La Organización Metropolitana de Planificación de Greenville (Greenville Urban Area MPO) notifica públicamente que es política del MPO asegurar el pleno cumplimiento del Título VI del Acta de Derechos Civiles de 1964, la Ley de Restauración de Derechos Civiles de 1987, la Orden Ejecutiva 12898 Dirección Federal de Acciones para la Justicia Ambiental en Poblaciones minoritarias y poblaciones de bajos ingresos, la Orden Ejecutiva 13166 Mejorar el acceso a los Servicios para Personas con Inglés Limitado, y de los estatutos y reglamentos relacionados con la no discriminación en todos los programas y servicios. El MPO está comprometido a ofrecer oportunidades de participación significativa en sus programas, servicios y actividades a las minorías, poblaciones de bajos recursos y personas que no dominan bien el idioma Inglés. Además, reconocemos la necesidad de evaluar el potencial de impactos a estos grupos a través del proceso de toma de decisiones, así como la obligación de evitar, minimizar y mitigar impactos adversos en los que son desproporcionadamente altos. Es política del MPO que ninguna persona en los Estados Unidos, por motivos de raza, color, sexo, edad, nivel de ingresos, origen nacional o discapacidad sea excluido de la participación en, sea negado los beneficios de, o sea de otra manera sujeto a discriminación bajo cualquier programa, actividades o servicios para los que el MPO recibe asistencia financiera federal.

Cualquier persona que crea haber sido maltratada por una práctica discriminatoria ilegal en virtud del Título VI tiene derecho a presentar una queja formal con NCDOT. Cualquier queja debe ser por escrito o en persona con el Ciudad de Greenville, Public Works--Engineering, MPO Title VI Coordinator, 1500 Beatty St, Greenville, NC 27834, dentro de los ciento ochenta (180) días siguientes a la fecha en que ocurrió la supuesta discriminación. Los formatos de quejas por discriminación del Título VI pueden obtenerse en la Oficina de Public Works sin costo alguno o, a través de Internet en www.greenvillenc.gov.

**GREENVILLE URBAN AREA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COORDINATING COMMITTEE (TCC) MINUTES**

August 8, 2017

Members of the Technical Coordinating Committee met on the above date at 1:30 p.m. at City Hall in Conference Room 337. Mr. Kevin Mulligan, TCC Chairperson, called the meeting to order. The following attended the meeting:

Kevin Mulligan, Chair, City of Greenville
Scott Godefroy, City of Greenville
Lamont Jackson, City of Greenville
Rik DiCesare, City of Greenville
Thomas Weitnauer, City of Greenville
Ben Williams, Vice-Chair, Town of Winterville
Stephen Penn, Town of Winterville
James Rhodes, Pitt County
Jonas Hill, Pitt County
Michael Taylor, Pitt County
Stephen Smith, Town of Ayden
David Boyd, Village of Simpson
Jamie Heath, Mid-East RPO
Bill Marley, FHWA
Suzette Morales (Ogbon), NCDOT

OTHERS PRESENT:

Amanda Braddy, City of Greenville
Ryan Purtle, City of Greenville
Rick Owens, Pitt Community College

I. AGENDA

A motion was made by Mr. Rhodes to approve the agenda as presented. The motion was seconded by Mr. Godefroy and passed unanimously.

II. APPROVAL OF MINUTES OF MAY 31, 2017 MEETING

Mr. Rhodes made a motion to approve the May 31, 2017 meeting minutes as presented. Mayor Boyd seconded the motion. The motion passed unanimously.

III. PUBLIC COMMENT PERIOD

Mr. Rick Owens, Pitt Community College, gave the MPO an update with recent activity at Pitt Community College. Mr. Owens stated a traffic study was conducted in 2013. Since the completion of this study, new buildings have been added which has increased traffic flow. Mr. Owens indicated the potential need for a 4-way stop at the south side of Warren Drive/Reedy Branch Road. Mr. Owens indicated his desire for a 3-way stop at the crosswalk as well. Mr. Rhodes asked if Mr. Owens had made a request to NCDOT. Mr. Owens stated the request had been submitted. Mr. Purtle indicated he had spoken with Mr. Steve Hamilton and the information contained within the original study did not warrant the increased traffic calming measures. However, Mr. Purtle will make contact with Mr. Hamilton and provide him with the facility upgrades and request a new investigation into possible additional traffic calming measures.

IV. ELECTION OF TCC VICE-CHAIR

Mr. Purtle informed members that with the retirement of Mr. Alan Lilley, Town of Winterville, the

Vice-Chair role for TCC has been vacant. Mr. Purtle requested nominations for Vice-Chair. Mr. Godefroy nominated Mr. Ben Williams. The nomination was seconded by Mr. DiCesare. No further nominations were made. A vote was conducted and the nomination was carried unanimously.

V. NEW BUSINESS / ACTION ITEMS

A. Adopt 2018-2027 Metropolitan Transportation Improvement Program (MTIP)

Mr. Purtle reported on January 4, 2017, the North Carolina Department of Transportation (NCDOT) distributed the Draft 2018-2027 State Transportation Improvement Program (STIP) to all Metropolitan Planning Organizations (MPO). After conducting a public comment period, in August 2017 the NCDOT's Board of Transportation formally adopted the STIP. This MPO's portion of the STIP is known as the Metropolitan TIP (MTIP), or also the TIP.

The 2018-2027 MTIP is available on the City's web site. The MPO has completed a public comment period of at least 30 calendar days as outlined in the Public Involvement Plan (PIP). No public comments were received.

Staff has compared the Draft STIP with the adopted version, and has found no substantial changes; only minor changes to funding amounts and scheduling, likely due to updated project cost estimates.

A motion was made by Mr. Rhodes to recommend TAC adopt the 2018-2027 MTIP as presented. The motion was seconded by Mr. Godefroy and passed unanimously.

B. Modifications to the 2014-2040 Metropolitan Transportation Plan (MTP)

Mr. Purtle stated The 2014-2040 MTP was originally adopted on August 5, 2014, and updated on October 4, 2016. Recent developments in local transportation projects and the commitment by GUAMPO to providing safe and effective transportation to its citizens, has necessitated an update to the long range vision as presented in the MTP. As such the following projects are proposed for addition to the MTP:

Highway

- NC43/Charles Blvd, from Greenville Blvd to Bells Fork Rd – Modernize
- Firetower Rd, from Charles Blvd to include the Turnbury Drive and Bells Fork/Kittrell Drive (quadrant loop) – Capacity Improvements
- Evans St, from Red Banks Rd to 5th St – Modernize
- 14th St, Greenville Blvd to Elm St - Upgrade/Modernize
- US13/Dickinson Ave, from Memorial Dr to Davenport Farm Rd –Upgrade/ Modernize
- Thomas Langston Rd, from NC11 to Davenport Farm Rd – Upgrade/Modernize
- 10th St, from Oxford Rd to Evans St – Modernize
- NC43 South, from Worthington Rd to MPO Boundary (Lester Mills Rd)* –Upgrade
- NC33, from Blackjack-Simpson Rd to MPO Boundary – Upgrade*
- NC43, from US264 to the MPO Boundary – Upgrade*

**Project extends outside the MPO Boundary; MPO only be responsible for section within MPO*

Greenway/Bicycle/Pedestrian and other Local projects

- Worthington Rd, from Old Tar Rd to the Christ Covenant School on Worthington Rd
- Fork Swamp Canal Greenway, from Worthington Rd to Vernon White Rd

To adhere to the limitations established by the MTP's fiscal constraint requirements, the following projects are recommended for removal from the MTP:

- NC11, from US264 to US64 – Upgrade to Interstate
- NC903, from NC11 to the Greene Co. line - Modernization

These changes adhere to the limitations established by the MTP's fiscal constraint requirement.

MPO staff advertised a public comment period for at least 45 days, from July 3rd, 2017 to August 17th, 2017.

A motion was made by Mr. Williams to recommend adoption of the modifications to the MTP to TAC. The motion was seconded by Mr. Godefroy and passed unanimously.

C. Potential new projects and modifications to existing projects seeking Federal funding

Mr. Purtle informed members that NCDOT has prepared a draft timeline for the next 2-year project prioritization cycle. They refer to this as "prioritization 5.0" ("P5.0" for short), representing the 5th cycle that the State has implemented their transparent prioritization process, relying heavily on quantitative data.

In August/September of 2017, MPO's will be required to provide modifications of existing (previously submitted) projects and submit new candidate projects. New projects must be in the MPO's adopted long range plan, referred to as the Metropolitan Transportation Plan (MTP) or the MPO's adopted Comprehensive Transportation Plan Highway Map.

The following is a slightly refined version of the list of changes/new projects previously provided to TCC/TAC at the May/June 2017 MPO meetings. Changes have incorporated any direction staff has received.

Proposed/Potential NEW Projects

Highway

- NC 43/Charles Blvd, from Greenville Blvd to Bells Fork Rd – Access Management
 - Evans St, from Red Banks Rd to 5th St – Modernize
 - 14th St, Greenville Blvd to Elm St - Upgrade/Modernize
 - US 13/Dickinson Ave, from NC 11 (Memorial Dr) to Davenport Farm Rd –Upgrade/Modernize
 - Thomas Langston Rd, from NC 11 to Davenport Farm Rd – Upgrade/Modernize
 - 10th St, from Oxford Rd to Evans St – Modernize
 - NC 43 South, from Worthington Rd to MPO Boundary (Lester Mills Rd)*
 - NC 33, from Blackjack-Simpson Rd to MPO Boundary – Upgrade*
 - County Home Rd and Worthington Rd– Intersection Improvements
 - Stantonsburg Rd, from B's Barbeque Rd to NC 11 (Memorial Dr) -- Modernize
- If a project extends outside the MPO Boundary; MPO only be responsible for section within MPO*

Greenway/Bicycle/Pedestrian and other Local projects

- Worthington Rd, from Old Tar Rd to the Christ Covenant School on Worthington Rd –
- Fork Swamp Canal Greenway, from Worthington Rd to Vernon White Rd
- Juanita Ave, from Sunset Dr to Lee St
- City of Greenville Sidewalk Projects (Memorial Dr, Charles Blvd, Evans St, and Greenville Blvd)

The Regional list would have the following projects removed, since they are in the 5-year portion of the draft TIP, thereby being funded and not needing or subject to reprioritization:

- NC43, from Firetower Rd to Worthington Rd, widening and improvement (**Highway**)

- NC102 – Construct right turn lane on NC102 into Ayden Elementary School (**Highway**)
- Greenville signal system upgrade Citywide (**Highway**)
- NC 33, from NC 222 at Belvoir to US 264 bypass – Widening (**Highway**)

The Division list would have the following projects removed. Note that Right-of-Way and Utilities were the only phases scheduled in the first 5 years of the draft TIP, with construction scheduled in year 7. According to NCDOT's guidance, projects with either construction or Right-of-Way scheduled within the first 5 years of the TIP are not subject to reprioritization. Thus it can be removed from the MPO's project list.

Staff-recommended project deletions

1. Boyd Street – NC11 to Railroad Street (**Highway**)
 - Project is not subject to reprioritization (Under Construction)
2. Arlington Boulevard - NC43 (W. 5th) Street to Old Firetower Road (**Highway**)
 - Project proposed for removal from Prioritization
3. NC903 – NC11 to Greene County line (**Highway**)
 - Project proposed for removal from Prioritization
4. SR 1713 (Laurie Ellis Road Ext)– NC11 to Mill Street (**Highway**)
 - Project not subject to reprioritization (Under Construction)

MPO staff advertised a 30-day public comment period, starting on July 3, 2017. On August 3, 2017, MPO staff conducted a public input session at Sheppard Memorial Library.

A motion was made by Mr. Rhodes to recommend the project list to TAC for adoption. The motion was seconded by Mr. Godefroy and passed unanimously.

D. Discuss potential updates to the MPO's adopted prioritization process for transportation projects

Mr. Purtle began by stating an MPO must use a NCDOT-approved process for assigning local input points based on a combination of quantitative and qualitative data in accordance with the Strategic Transportation Investment State Law (Session Law 2013-183/House Bill 817).

If the MPO desires to make any modifications to their prioritization ranking process/formulas, they must first be submitted to NCDOT for their conditional approval. This is vetted by a review committee, and, if given, then final approval is considered after the public input process and consideration of comments for the modified point assignment/prioritization process.

For this MPO, there will be:

- a total of 1300 points that can be distributed over all modes for regional projects, and
- a total of 1300 points that can be distributed over all modes for division-level projects.

NCDOT emphasizes openness, transparency, and public input. NCDOT states that "public comments must be taken, listened, and incorporated into the final scoring".

"Each MPO/RPO methodology must contain at least one quantitative and one qualitative criteria from the above and no criteria can be less than 10% nor more than 50% of the total used to assign points."

The MPO adopted new criteria during the P4.0 cycle creating a more transparent and public friendly. It is the staff's recommendation that the MPO adopt the same methodology used during the P4.0 prioritization cycle.

It is NCDOT's intent that these criteria/weighting be able to be modified each prioritization cycle, should an MPO/RPO wish.

A motion was made by Mr. Taylor to approve the prioritization process as presented. The motion was seconded by Mr. DiCesare and passed unanimously.

E. Adoption of Greenville Urban Area MPO Comprehensive Transportation Plan (CTP)

Mr. Purtle stated in 2001, revisions were made to North Carolina General Statute 136-66.2 that were intended to expand current transportation planning in North Carolina to include consideration of non-roadway alternatives. The changes include the development of a Comprehensive Transportation Plan (CTP). The CTP is a long-term “wish-list” of recommended transportation improvements intended for an entire MPO planning area. It doesn't have a specific timeline, cost, or funding source. The plan is expected to be a living document that provides for inter- jurisdictional cooperation and planning. The CTP replaces the previously used thoroughfare plan model. The CTP shall be based on information such as population growth, economic conditions and prospects, and patterns of land development in and around municipalities. In the development of the CTP, consideration shall be given to all transportation modes including: street systems; transit alternatives; and bicycle, pedestrian, and operating strategies. The MPO may include projects in its CTP that are not included in a financially constrained plan (Long- Range Transportation Plan or LRTP) or are anticipated to be needed beyond the horizon year of a LRTP.

Each jurisdictional member of the MPO conducted a public hearing with regards to the Draft CTP Highway Map and a 30-day public comment period was conducted to allow for public review and comment.

The CTP was last amended on October 4, 2016. This plan includes the Highway Map only for the Greenville Urbanized Area. Development of a full CTP County wide is planned pending completion of the Travel Demand Model update.

A motion was made by Mr. Rhodes to recommend the CTP to TAC for adoption. The motion was seconded by Mr. DiCesare and passed unanimously.

F. Update committee on the MPO's Travel Demand Model update

Mr. Purtle stated the MPO's Travel Demand Model is required to be updated every 5 years, and must begin soon and be complete well in advance of updating the MPO's long-range plan (MTP) in 2019. Upon the completion of the Model update, development of a County-wide Comprehensive Transportation Plan (CTP) can begin. The MPO's portion of the CTP will be separate from the County's, but will be developed concurrently for continuity and best planning practice. The following items were included as requirements at the September 21st, 2016 TCC meeting:

Scope of the model update includes:

- Developing 2016 (2017 if possible) base year data for all zones
- Updating Census data, employment data, verifying number of households
- Use cell-phone collection technology to update internal-internal, internal-external, and external-external tripmatrices
- Use new info to isolate university trips
- Supplement data from 2006 external station survey, 1998 Greenville household survey, and 2003 Goldsboro household survey
- Recalibrate model components to new data

- Create new interim model years
- Update model network
- Expand model area to include entire County
- Validate initial model output

This update will provide more meaningful model output and bring it up to current standards. The biggest change to the model will be the possible addition of transit data to develop a transit level model within the larger Travel Demand Model. The NCDOT Transportation Planning Branch (TPB) has selected Stantec as the consultant. Staff will next meet with Stantec and TPB staff to develop a project scope. Upon completion of the scope the NCDOT will enter into a municipal agreement with the City of Greenville (as the lead planning agency) to outline how the project will be funded. NCDOT will pay for the project as the consultant submits invoices. The MPO will include that cost in its quarterly invoicing process and recoup 80% of the project cost (20% is locally funded and cost shared amongst MPO member jurisdictions). At project completion, once the MPO has received the full 80% reimbursement, 100% of the project cost will be paid to the NCDOT. A preliminary completion date of August 2018 has been identified with the TPB.

G. Discuss preliminary 2018 TCC and TAC meeting schedule

Mr. Purtle stated TCC and TAC meeting are typically scheduled quarterly at 1:30pm in the 3rd floor conference room at the City of Greenville City Hall. To adhere to member schedules, MPO staff is seeking direction as to the 2018 meeting schedule. In 2018 MPO staff has tentatively scheduled the below dates for the TCC and TAC meetings:

TCC	TAC
April 4, 2018	April 18, 2018
June 27, 2018	July 11, 2018
September 12, 2018	September 26, 2018
October 31, 2018	November 14, 2018

These potential dates were chosen with consideration of possible local government holiday schedules. Future meeting dates can be altered at each respective Committee meeting.

H. Active Transportation Plan update

Mr. Purtle informed the MPO the Active Transportation Plan (ATP) is in the final stage of completion. The Plan has been posted for review and public comment before being submitted for adoption. The Steering Committee for the ATP met for the fifth and final time on July 25, 2017. At that meeting Alta Planning and the Steering Committee discussed the document with regards to goals and implementation strategy. At the conclusion of that meeting the Steering Committee unanimously approved requesting the plan be respectively considered for adoption by Greenville, Winterville, Ayden, Simpson and Pitt County.

The MPO and Alta Planning will begin coordinating meetings with each jurisdictional member of the MPO to give a final presentation and submit the plan for adoption. Times and dates of the full Plan adoption are still to be determined.

VI. ANY OTHER DISCUSSION ITEMS

A. Election of new TAC Chairman and/or Vice-Chairman

Mr. Purtle stated with the resignation of Mayor Thomas a new TAC chair would need to be elected at the upcoming TAC meeting.

B. Region B Default Criteria Weighting Selection for P5.0

Mr. Purtle stated a Regional meeting was held to discuss changing the default criteria weighting selection for P5.0. The RPOs and MPOs in attendance did not have a unanimous vote to change the default criteria; therefore, the Region will continue to use default criteria.

C. UPWP 2018-2019

Mr. Purtle stated the UPWP is the grant program to State and Federal government that outlines expenditures within the MPO. The plan will be presented to TCC and TAC at their next meetings and projects will need to be identified to expend funds.

D. State Ethics Commission and State Board of Elections Merger Legislative Update

Mr. Purtle read the memo from the North Carolina State Board of Elections & Ethics Enforcement regarding the merger of the NC State Board of Elections and the NC State Ethics Commission.

VII. 2017 MPO MEETING SCHEDULE (all at Greenville City Hall Conference Room 337 at 1:30pm)

• **TCC**

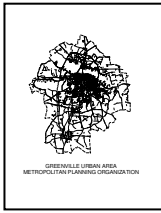
- October 18, 2017

• **TAC**

- August 23, 2017, and November 8, 2017

VIII. ADJOURN

With no other business or discussions, Mr. Godefroy made a motion to adjourn the meeting. A second was made by Mr. DiCesare and the meeting was adjourned.



Attachment 4a
Technical Coordinating Committee

Action Required

October 18, 2017

TO: Technical Coordinating Committee
FROM: Ryan Purtle, Transportation Planner
SUBJECT: Self-Certification of the Greenville Urban Area MPO's Transportation Planning Process

Purpose: To Self-Certify the MPO's transportation planning process.

Discussion: Since the Greenville Urban Area is under 200,000 in population, it is permissible for the MPO to "self-certify" by completing the attached Self Certification Checklist and providing it to NCDOT. In addition, it is necessary for TAC to adopt a resolution certifying that our planning process is in compliance with all applicable regulations.

The Self Certification Checklist has been reviewed by representatives of the Transportation Planning Branch of NCDOT and it has been determined that all information has been adequately addressed. Therefore, GUAMPO may "self-certify" the MPO planning process via this resolution

Action Needed: Request the TAC adopt Resolution 2017-05-GUAMPO.

Attachments: *Resolution 2017-05-GUAMPO*, and the Self-Certification Checklist

Metropolitan Self Certification

23 CFR 450.334

For all MPAs, concurrent with the submittal of the entire proposed TIP to the FHWA and the FTA as part of the STIP approval, the State and the MPO shall certify at least every four years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
 - (1) Encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between States and urbanized areas, while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes identified in this chapter; and
 - (2) Encourage the continued improvement and evolution of the metropolitan and statewide transportation planning processes by metropolitan planning organizations, State departments of transportation, and public transit operators as guided by the planning factors identified in subsection (h) and section 135(d).

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 part 93;

40 CFR part 93 - The purpose of this subpart is to implement section 176(c) of the Clean Air Act (CAA), as amended (42 U.S.C. 7401 *et seq.*), and the related requirements of 23 U.S.C. 109(j), with respect to the conformity of transportation plans, programs, and projects which are developed, funded, or approved by the United States Department of Transportation (DOT), and by metropolitan planning organizations (MPOs) or other recipients of funds under title 23 U.S.C. or the Federal Transit Laws (49 U.S.C. Chapter 53).

3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d–1) and 49 CFR part 21;

"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." Title VI bars intentional discrimination as well as disparate impact discrimination (i.e., a neutral policy or practice that has a disparate impact on protected groups).

The Environmental Justice (EJ) Orders further amplify Title VI by providing that "each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations."

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;

A person may not be excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance under this chapter because of race, color, creed, national origin, sex, or age.

5. Section 1101(b) of the SAFETEA-LU (Pub. L. 109–59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;

Section 1101(b) - Except to the extent that the Secretary determines otherwise, not less than 10 percent of the amounts made available for any program under titles I, III, and V of this Act and section 403 of title 23, United States Code, shall be expended through small business concerns owned and controlled by socially and economically disadvantaged individuals.

49 CFR 26 – (a) To ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs; (b) To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts; (c) To ensure that the Department's DBE program is narrowly tailored in accordance with applicable law; (d) To ensure that only firms that fully meet this part's eligibility standards are permitted to participate as DBEs; (e) To help remove barriers to the participation of DBEs in DOT-assisted contracts; (f) To assist the development of firms that can compete successfully in the marketplace outside the DBE program; and (g) To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

6. 23 CFR part 230; regarding implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;

23 CFR part 230 - This subpart is to prescribe the policies, procedures, and guides relative to the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts, except for those contracts awarded under 23 U.S.C. 117, and to the preparation and submission of reports pursuant thereto.

(a) Direct Federal and Federal-aid highway construction projects. It is the policy of the FHWA to require that all direct Federal and Federal-aid highway construction contracts include the same specific equal employment opportunity requirements. It is also the policy to require that all direct Federal and Federal-aid highway construction subcontracts of \$10,000 or more (not including contracts for supplying materials) include these same requirements. (b) Federal-aid highway construction projects. It is the policy of the FHWA to require full utilization of all available training and skill-improvement opportunities to assure the increased participation of minority groups and disadvantaged persons and women in all phases of the highway construction industry. Moreover, it is the policy of the Federal Highway Administration to encourage the provision of supportive services which will increase the effectiveness of approved on-the-job training programs conducted in connection with Federal-aid highway construction projects

7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;

42 U.S.C. 12101 - the eliminate discrimination against individuals with disabilities.

49 CFR part 27 - the intent of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) as amended, to the end that no otherwise qualified individual with a disability in the United States

shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. part 37 this part is to implement the transportation and related provisions of titles II and III of the Americans with Disabilities Act of 1990. No entity shall discriminate against an individual with a disability in connection with the provision of transportation service.... part 38 This part provides minimum guidelines and requirements for accessibility standards in part 37 of this title for transportation vehicles required to be accessible by the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. 1201 *et seq.*).

8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;

No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.

9. Section 324 of title 23 U.S.C., regarding the prohibition of discrimination based on gender; and

No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this title or carried on under this title.

10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

29 U.S.C. 794 - No otherwise qualified individual with a disability in the United States, as defined in section 705(20) of this title, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.

49 CFR part 27 - the intent of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) as amended, to the end that no otherwise qualified individual with a disability in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

RESOLUTION NO. 2017-05-GUAMPO
CERTIFYING THE GREENVILLE URBAN AREA METROPOLITAN PLANNING
ORGANIZATION'S TRANSPORTATION PLANNING PROCESS FOR FY 2018-2019

WHEREAS, the Transportation Advisory Committee has found that the Greenville Urban Area Metropolitan Planning Organization is conducting transportation planning in a continuous, cooperative, and comprehensive manner in accordance with 23 U.S.C. 134 and 49 U.S.C. 1607; and

WHEREAS, the Transportation Advisory Committee has found the Transportation Planning Process to be in full compliance with Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794; and

WHEREAS, the Transportation Advisory Committee has considered how the Transportation Planning Process will affect the involvement of Disadvantaged Business Enterprises in the FHWA and the FTA funded planning projects (Sec. 105 (f), Pub. L. 97-424, 96 Stat. 2100, 49 CFR part 23); and

WHEREAS, the Transportation Advisory Committee has considered how the Transportation Planning Process will affect the elderly and the disabled per the provision of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the U.S.D.O.T. implementing regulations; and

WHEREAS, the Transportation Plan has a planning horizon of at least 20 years and meets all the requirements for an adequate Transportation Plan;

NOW THEREFORE, BE IT RESOLVED that the Transportation Advisory Committee for the Greenville Urban Area hereby certifies the transportation planning process for the Greenville Urban Area Metropolitan Planning Organization.

Today, November 8, 2017.

Commissioner Charles Farley, Chairperson
Transportation Advisory Committee
Greenville Urban Area MPO

Amanda Braddy, Secretary



Attachment 4b

Technical Coordinating Committee

Action Required

October 18, 2017

TO: Technical Coordinating Committee
FROM: Ryan Purtle, Transportation Planner
SUBJECT: 2018-2019 Greenville Urban Area MPO Planning Work Program (PWP)

Purpose: Adopt the 2018-2019 Planning Work Program (PWP).

Discussion: The proposed PWP for the PL-funded planning activities was developed from information provided by representatives of the MPO's participating communities and coordinated with NCDOT's Transportation Planning Branch. The City of Greenville's Transit Manager provided information regarding future FTA-sponsored planning activities and needs.

MPO projects and special studies anticipated in the 2018-2019 period include:

- Travel Demand Model update (Task II-A-3, Transportation Modeling)
- Metropolitan Transportation Plan update (Task II-B-2, Regional Planning)
- Pitt County – CTP update assistance (Task II-B-2, Regional Planning)
- Greenville – Greenville Blvd. Alternatives Study (4-lane) (Task II-B-3, Special Studies)
- Commuter Rail Feasibility Study (Task II-B-3, Special Studies)
- Single Transit Provider Feasibility Study (Task II-B-3, Special Studies)
- NC43/Charles Blvd Corridor Study (Task II-B-3, Special Studies)

Furthermore, NCDOT has requested that a 5-year work plan be submitted and updated to keep NCDOT abreast of long-range planning issues. This requirement was initiated by NCDOT for the 2009-2010 planning period. Similar to last year's effort, this is based on information provided by representatives of the MPO's participating communities and will be submitted along with the PWP.

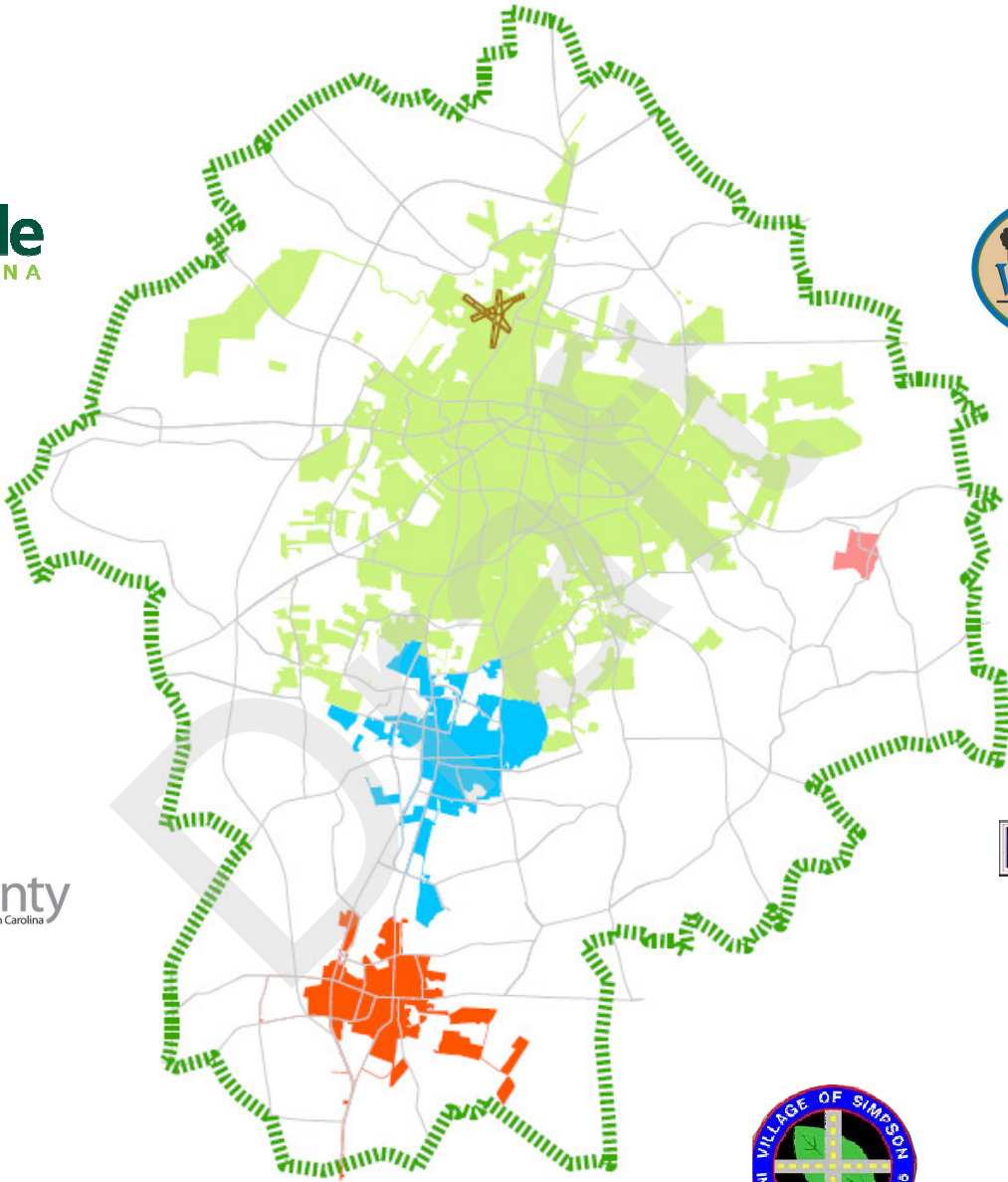
As good prudence, MPO-member jurisdictions should not over commit to planning projects in the first half of the fiscal year until funding has been committed by NCDOT.

Action Needed: TAC adopt Resolution 2017-06-GUAMPO.

Attachments:

Draft 2018-2019 PWP, a 5-year work plan, and *Resolution 2017-06-GUAMPO*.

THE GREENVILLE URBAN AREA MPO FY 2018-2019 UNIFIED PLANING WORK PROGRAM (UPWP)



Greenville Urban Area Metropolitan Planning Organization

Adopted: November 8, 2017

Greenville Urban Area Metropolitan Planning Organization UNIFIED PLANNING WORK PROGRAM (UPWP) -FY19

July 1, 2018 to June 30, 2019

Introduction

The Unified Planning Work Program (UPWP) outlines transportation planning tasks to be conducted during the fiscal year. The UPWP sets the budget for these items and identifies the funding sources. MPO staff is responsible for ensuring completion of the planning tasks identified in the UPWP. The MPO Staff and the North Carolina Department of Transportation are the responsible agencies for many of the tasks in the UPWP. Some planning tasks are carried out by outside consultants.

The categories for planning tasks in the UPWP are based on planning requirements contained in Federal legislation that authorizes transportation funding. The adopted Prospectus for Continuing Transportation Planning provides detailed descriptions for these tasks. The UPWP must be programmed according to the Prospectus.

Funding Summary FY 2018-2019 (Total funds programmed in PWP, including Transit funds)

Federal Highway Administration		\$717,600
Local Match		\$175,200
State Match (for Transit items)		\$4,200
Total		\$897,000

Program Summary for MPO Planning and Administration (PL Funds)

II-A Data and Planning Support	\$ 176,000	25.73%
II-B Planning Process	\$ 188,000	27.49%
<i>(II-B Special Study)</i>	<i>\$ 144,000</i>	<i>21.05%</i>
III-A Planning Work	\$ 32,000	4.68%
III-B Transp. Improvement Plan	\$ 36,000	5.26%
III-C Cvl Rgts. Cmp./Otr .Reg. Regs.	\$ 32,000	4.68%
III-D Statewide and Extra-Regional Planning	\$ 16,000	2.34%
III-E Management Ops, Program Support Admin	\$ 60,000	8.77%
TOTAL PL Funds	\$ 684,000	100.00%

GREENVILLE URBAN AREA MPO'S TITLE VI NOTICE TO PUBLIC

U.S. Department of Justice regulations, 28 Code of Federal Regulations, Section 42.405, Public Dissemination of Title VI Information, require recipients of Federal financial assistance to publish or broadcast program information in the news media. Advertisements must state that the program is an equal opportunity program and/or indicate that Federal law prohibits discrimination. Additionally, reasonable steps shall be taken to publish information in languages understood by the population eligible to be served or likely to be directly affected by transportation projects.

The Greenville Urban Area MPO hereby gives public notice that it's the policy of the MPO to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, Executive Order 13166 *Improving Access to Services for Persons with Limited English Proficiency*, and related nondiscrimination statutes and regulations in all programs and services. It is the MPO's policy that no person in the United States shall, on the grounds of race, color, sex, age, income status, national origin, or disabilities be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activities, or services for which the MPO receives Federal financial assistance.

Any person who believes they have been mistreated by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the Greenville Urban Area MPO. Any such complaint must be in writing or in person to the City of Greenville, Public Works--Engineering, MPO Title VI Coordinator, 1500 Beatty St, Greenville, NC 27834, within one hundred eighty (180) days following the date of the alleged discrimination occurrence. Title VI Discrimination Complaint forms may be obtained from the above address at no cost, or via internet at www.greenvillenc.gov.

GREENVILLE URBAN AREA MPO'S TÍTULO VI COMUNICACIÓN PÚBLICA

El Departamento de Justicia de regulaciones de EU, Código 28 de Regulaciones Federales, Sección 42.405, Difusión Pública del Título VI de la información, exigen que el beneficiario de la ayuda financiera del gobierno federal publique o difunda la información del programa a los medios de comunicación. Los anuncios deben indicar que el programa es un programa de igualdad de oportunidades y / o indicar que la ley federal prohíbe la discriminación. Además, deben tomarse pasos razonables para publicar la información en los idiomas de la población a la cual servirán, o que puedan ser directamente afectadas por los proyectos de transporte.

La Organización Metropolitana de Planificación de Greenville (Greenville Urban Area MPO) notifica públicamente que es política del MPO asegurar el pleno cumplimiento del Título VI del Acta de Derechos Civiles de 1964, la Ley de Restauración de Derechos Civiles de 1987, la Orden Ejecutiva 12898 Dirección Federal de Acciones para la Justicia Ambiental en Poblaciones minoritarias y poblaciones de bajos ingresos, la Orden Ejecutiva 13166 Mejorar el acceso a los Servicios para Personas con Inglés Limitado, y de los estatutos y reglamentos relacionados con la no discriminación en todos los programas y servicios. El MPO está comprometido a ofrecer oportunidades de participación significativa en sus programas, servicios y actividades a las minorías, poblaciones de bajos recursos y personas que no dominan bien el idioma Inglés. Además, reconocemos la necesidad de evaluar el potencial de impactos a estos grupos a través del proceso de toma de decisiones, así como la obligación de evitar, minimizar y mitigar impactos adversos en los que son desproporcionadamente altos. Es política del MPO que ninguna persona en los Estados Unidos, por motivos de raza, color, sexo, edad, nivel de ingresos, origen nacional o discapacidad sea excluido de la participación en, sea negado los beneficios de, o sea de otra manera sujeto a discriminación bajo cualquier programa, actividades o servicios para los que el MPO recibe asistencia financiera federal.

Cualquier persona que crea haber sido maltratada por una práctica discriminatoria ilegal en virtud del Título VI tiene derecho a presentar una queja formal con NCDOT. Cualquier queja debe ser por escrito o en persona con el Ciudad de Greenville, Public Works--Engineering, MPO Title VI Coordinator, 1500 Beatty St, Greenville, NC 27834, dentro de los ciento ochenta (180) días siguientes a la fecha en que ocurrió la supuesta discriminación. Los formatos de quejas por discriminación del Título VI pueden obtenerse en la Oficina de Public Works sin costo alguno o, o a través de Internet en www.greenvillenc.gov.

Explanation of Funding Sources in the UPWP

Overview

There are three major funding sources that make up the UPWP. All three of these sources come from the federal government and involve either local or state matching funds. The disbursement of all the funds is managed by the North Carolina Department of Transportation. All three of the funding sources are displayed in the UPWP that is approved by the Greenville Urban Area MPO.

Metropolitan Planning Funds

Commonly known as "PL" (short for Public Law) funds, these funds are the primary source of funding for MPO Planning and Administration. The MPO Lead Planning Agency and MPO staff administer the funds. The Federal Highway Administration provides 80% of the funding, and local governments of the Greenville Urban Area MPO provide the 20% local match. In some cases, funds are sub-allocated to other agencies to perform special studies. This is not a grant program, but rather a reimbursement program. In other words, valid expenditures for transportation planning are reimbursed at a rate of 80%. The MPO Staff submits quarterly invoices to the NCDOT for reimbursement.

The MPO uses the PL funds to carry out tasks identified in the Planning Work Program. Some of the funds are used to pay staff salaries for time spent on transportation planning activities and for administration of the MPO. Some of the funds are used to pay outside consultants for special planning studies. All planning activities and special studies conducted during the year must be a part of the approved Planning Work Program. Occasionally funds are reimbursed to other local agencies that complete tasks identified in the PWP.

State Planning and Research (SPR) Funds

Known as SPR funds, these funds are administered by the North Carolina Department of Transportation, Transportation Planning Branch. The funds are primarily used to pay NCDOT staff salaries for time spent on transportation planning for the Greenville Urban Area. The Federal Highway Administration provides 80% of the funds, and the State of North Carolina provides the remaining 20%. These are not shown as part of the UPWP.

Section 5303 Funds

These are funds from the Federal Transit Administration (FTA) that are designated exclusively for transit planning. The funds are currently administered by the City of Greenville as a Direct Recipient of federal transit funds. The funds are primarily used to pay staff salaries for time spent on transit planning. The FTA provides 80% of the funds. The state provides 10% and the City of Greenville provides 10%.

Greenville Urban Area Metropolitan Planning Organization

TRANSPORTATION ADVISORY COMMITTEE MEMBERS

*Kandie D. Smith, Mayor
City of Greenville*

CHAIR
*Charles Farley
Commissioner
Pitt County*

VICE-CHAIR
*Steve Tripp, Mayor
Town of Ayden*

*Doug Jackson, Mayor
Town of Winterville*

ALTERNATE: Tony Moore

*David C. Boyd, Jr., Mayor
Village of Simpson*

*Hugh Overholt
Board of Transportation
NCDOT*

*(non-voting)
John F. Sullivan III
Federal Highway Administration*

TECHNICAL COORDINATING COMMITTEE MEMBERS

*Kevin Mulligan
Director of Public Works
City of Greenville
Chair*

*Thomas Weitnauer
Director of Planning and
Community Development
City of Greenville*

*Lamont Jackson
Transit Manager
City of Greenville*

*Scott P.M. Godefroy, P.E.
City Engineer
City of Greenville*

*Richard DiCesare, P.E., PTOE
City Traffic Engineer
City of Greenville*

*Ann E. Wall
City Manager
City of Greenville*

*James Rhodes, AICP
Planning Director
Pitt County*

*Jonas Hill
Planner
Pitt County*

*Ben Williams
Asst. Town Manager
Town of Winterville
Vice-Chair*

*Terri Parker
Town Manager
Town of Winterville*

*Steven Harrell
Town Manager
Town of Ayden*

*Stephen Smith
Community & Economic Planner
Town of Ayden*

*David C. Boyd, Jr.
Mayor
Village of Simpson*

*John Rouse, PE
Division Engineer
NCDOT*

*Steve Hamilton, PE
Division Traffic Engineer
NCDOT*

*Michael Taylor
Assistant County Manager
Pitt Area Transit*

*Suzette Morales (Ogbon), EI
Greenville MPO Coordinator
Transportation Planning Branch
NCDOT*

*Haywood Daughtry, PE, CPM
Eastern Region Mobility & Safety
Field Operations Engineer
NCDOT*

*Jeff Cabaniss, PE
Division Planning Engineer
NCDOT*

*Kevin Richards
Planning Director
Mid-East Commission*

*William Bagnell
Associate Vice Chancellor
Campus Operations
East Carolina University*

*(non-voting)--Bill Marley
Community Planner
Federal Highway Administration*

*(non-voting)—David Bender
Public Transportation Division
NCDOT*

*(non-voting)—Jamie Heath
Mid-East RPO*

Membership as of August 23, 2017

Greenville Urban Area 2018-2019 PWP Narrative

UPWP Overview

Greenville Urban Area Metropolitan Planning Organization PLANNING WORK PROGRAM (PWP) for FY19

July 1, 2018 to June 30, 2019

Introduction

The Unified Planning Work Program (UPWP) outlines transportation planning tasks to be conducted during the fiscal year. The UPWP sets the budget for these items and identifies the funding sources. MPO staff is responsible for ensuring completion of the planning tasks identified in the UPWP. The MPO Staff and the North Carolina Department of Transportation are the responsible agencies for many of the tasks in the UPWP. Some planning tasks are carried out by outside consultants.

The categories for planning tasks in the UPWP are based on planning requirements contained in Federal legislation that authorizes transportation funding. The adopted Prospectus for Continuing Transportation Planning provides detailed descriptions for these tasks. The UPWP must be programmed according to the Prospectus.

This Unified Planning Work Program (UPWP) for the Greenville Urban Area Metropolitan Planning Organization (MPO) documents the transportation planning activities and related tasks to be accomplished during the federal fiscal year 2018-2019 (from July 1, 2018 through June 30, 2019). The goal of the MPO is to ensure a continuing, cooperative, and comprehensive ("3-C") approach for transportation planning for the metropolitan area, both short and long-range, with proper coordination among:

- Local and regional MPO member governments and agencies
- North Carolina Department of Transportation (NCDOT)
- Federal Highway Administration (FHWA), and
- Federal Transit Administration (FTA)

This document outlines metropolitan planning requirements and issues; then presents a work program of planning activities to address them during the fiscal years 2018-2019.

Federal Requirements

SAFETEA-LU in concert with the Clean Air Act as Amended, envisions a transportation system that maximizes mobility and accessibility and protects the human and natural environments. This is achieved through a Continuing, Cooperative, and Comprehensive (3-C) transportation planning process that results in a long-range plan and short-range program of projects.

A metropolitan planning organization is required to develop a long-range plan and a short-range transportation improvement program that provide for the development and integrated management and operation of transportation systems and facilities (including accessible pedestrian walkways and bicycle transportation facilities) that will function as an intermodal transportation system for the planning area and as an integral part of the intermodal transportation system for North Carolina. The federally-required major components that feed into the development of the long range plan and short range program are listed below.

Metropolitan Planning Factors & Federal Requirements

The Moving Ahead for Progress in the 21st Century (MAP-21), federal transportation legislation passed by U.S. Congress and signed by the President in 2012, defines specific planning factors to be considered when developing transportation plans and programs in a metropolitan area. Current legislation calls for MPOs to conduct planning that:

- Supports the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
- Increases the safety of the transportation system for motorized and non-motorized users
- Increases the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility options available to people and for freight
- Protects and enhances the environment, promotes energy conservation, and improves quality of life, and promotes consistency between transportation improvements and state and local planned growth and economic development patterns
- Enhances the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promotes efficient system management and operation
- Emphasizes the preservation of the existing transportation system

These factors are addressed through various work program tasks selected for fiscal year 2015-2016.

Public Participation and Title VI

Federal legislation requires MPOs to include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including the Metropolitan Transportation Plan, the short-term Transportation Improvement Program, and the annual Unified Planning Work Program. Effective public involvement will result in opportunities for the public to participate in the planning process.

The Greenville Urban Area MPO's Public Involvement Plan (PIP) requires that the draft Planning Work Program (PWP) is reviewed by the Technical Coordinating Committee (TCC). The TCC meetings are open to the public and public comments can be provided. The TCC then endorses a draft PWP and forwards the document to the TAC. The draft PWP is then reviewed by the TAC and, if in agreement, a motion for adoption is considered for TAC approval. Upon TAC approval, the PWP is then forwarded on to the State and FHWA/FTA.

All MPO plans and programs must comply with the public involvement provisions of Title VI:

"No person in the United States shall, on the grounds of race, color, sex, age, national origin, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and any other related non-discrimination Civil Rights laws and authorities under any program or activity receiving federal financial assistance." The MPO has an adopted Title VI plan that provides further analysis.

Metropolitan Transportation Plan

The Greenville Urban Area MPO is responsible for developing the Metropolitan Transportation Plan. The Metropolitan Transportation Plan (MTP) includes the following:

- Identification of transportation facilities (including major roadways, transit, multimodal and intermodal facilities and intermodal connectors) that function as an integrated metropolitan transportation system
- A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities
- A financial plan that demonstrates how the adopted transportation plan can be implemented
- Operations and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods
- Capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure and provide for multimodal capacity increases based on regional priorities and needs.
- Proposed transportation and transit enhancement activities.

The metropolitan Transportation Improvement Program (TIP) must include the following:

- A priority list of proposed federally supported projects and strategies to be carried out within the TIP period
- A financial plan that demonstrates how the TIP can be implemented
- Descriptions of each project in the TIP

Air Quality Conformity Process

Currently, the Greenville MPO area is considered in attainment of the National Ambient Air Quality Standards. Should the Greenville Urban Area Metropolitan Planning Organization (GUAMPO) become designated as non-attainment for air quality, and become required to make conformity determination on its Transportation Plan, the following shall apply: the North Carolina Department of Transportation (NCDOT) would assist the MPO in making a conformity determination by performing a systems level conformity analysis on the highway portion of the fiscally constrained long range transportation plan (LRTP). The Metropolitan Transportation Improvement Program is a subset of the Transportation Plan and is therefore covered by the conformity analysis.

II-A Data and Planning Support

This section covers data and processes used to support transportation planning related to transportation infrastructure.

II-A-1 Networks and Support Systems

- **Traffic Volume Counts**
 - **Vehicle Miles of Travel (VMT)**
 - **Street System Changes**
 - **Traffic Crashes**
 - **Transit System Data**
 - **Air Travel**
 - **Central Area Parking Inventory**
 - **Bike/Ped Facilities Inventory**
 - **Collection of Network Data**
 - **Capacity Deficiency Analysis**
 - **Mapping**
-
- The Greenville Urban Area MPO will create and maintain spatial data, metadata, and data catalog created from Python script (inclusive of member governments municipal boundaries, zoning, facilities, physical and environmental features, orthophotography, etc.) for the MPO planning area and immediately adjacent areas.
 - AADT mapping and analysis in support of planning needs. Update the GIS Street Database as needed.
 - Perform both tube and turning movement counts using in-house and contracted resources throughout the urban area for ongoing transportation planning purposes. Purchase of transportation data-collection equipment, including those devices using radar, magnetic detection, motion sensor technology, and/or greenway/pedestrian/bicycle counters.
 - Conduct parking inventory, establish count areas, Prepare field procedures / personnel as necessary. On and off street parking data collection may include parking policies, ownership and rates.
 - Review VMT data provided by NCDOT as needed. Receive countywide estimates and review as needed.
 - Update local street centerline GIS data. MPO geographical area will be updated as needed, with metadata verified or created.
 - Update GIS data for fixed routes, deviated fixed routes, service areas, and ridership for transit providers in the region.
 - Maintain the project inventory geospatial and tabular data related to transit, bike, pedestrian, and other travel modes' changes in CTP projects, Priority Needs List projects, LRTP, and STIP/MTIP projects.
 - Maintain a GIS inventory of existing data from local, state, and federal partners related to bicycle and pedestrian transportation facilities. Obtain updated sidewalk, bike facility, and greenways data from local partners. Continue collection of missing attributes or data for those data sets in need of updating or creation.

II-A-2 Travelers and Behavior

- **Dwelling Unit, Population and Employment Changes**
- **Collection of Base Year Data**
- **Travel Surveys**
- **Vehicle Occupancy Rates (Counts)**
- **Travel Time Studies**

- Updates of baseline data or census information that may be used in various transportation plans or planning activities. Identify and evaluate changes in population and development throughout the MPO. Obtain, identify, and analysis of Census data, local parcel, zoning, and tax data records.
- Collection of the following variables, by traffic zone: 1) population, 2) housing units, and 3) employment. Update GIS database used to maintain housing and land use information.
- Updates to the 2010 Census baseline population and dwelling unit data with pertinent American Community Survey variables as they become available. Including those related to Title VI issues and include data formerly in the Census Summary File 3 taken from the long form sample in 2000.
- Assist NCDOT TPB as needed with follow up or clarifications about travel behavior related to the survey.
- Vehicle occupancy rate and travel time studies, as needed.
- Conduct surveys to attain information such as origins and destinations, travel behavior, transit ridership, workplace commuting, etc. Purchase of wireless signaling/digital mobility data from consultants who can collect mobile device signals and develop meaningful location data, travel patterns, and transportation trends.

II-A-3 Transportation Modeling

- **Travel Model Update**
- **Forecast of Data to Horizon Year**
- **Forecast of Future Travel Patterns**
- **Financial Planning**

- Assist NCDOT TPB with model updates as needed. Update socioeconomic, roadway, and travel data. review the model for any network and coding inconsistencies. Database update and/or any other travel demand modeling work associated with keeping the model up-to-date. Some of this work to be performed by NCDOT's Transportation Planning Branch along with use of consultant effort. A consultant may purchase mobile device signal data to develop origin and destination data, along with identifying other travel patterns.
- Assist with model updates and scenario runs by coordinating and supplying data about the network as needed. Test alternative roadway network scenarios.
- Review major land use changes and modify the travel demand model's TAZ files accordingly.
- Assist NCDOT TPB and the model team as needed with follow up or clarifications about SE Data forecasts or travel patterns. Drafting of any required documentation.
- Maintain fiscal model of the 2014-2040 MTP. Develop project cost estimates and identify funding sources available throughout the forecast years for the LRTP. Identify new and alternative funding sources.
- Update ongoing research about funding sources and refinement of long-range financial plan as needed.
- Provide data and local support for creation and implementation of fiscal model for the 2019-2045 MTP update
- Create project-level cost estimates where SPOT, TIP, or other NCDOT-sanctioned estimates are not available.

Tasks within this category are related to the development of the MPO Long Range Transportation Plan and Comprehensive Transportation Plan. Federal regulations require each MPO to have a fiscally-constrained long range transportation plan looking out at least 20 years. The plan must be updated every five years. The MPO also participates in the development of Comprehensive Transportation Plan (CTP) for the region. The plan is developed jointly with NCDOT and reflects the vision and long term needs of the transportation system. In addition, the MPO is responsible for a number of ongoing long-range planning activities such as corridor studies, congestion management monitoring and air quality planning.

II-B Planning Process

II-B-1 Targeted Planning

- **Air Quality Planning/Conformity Analysis**
- **Alternative Fuels/Vehicles**
- **Hazard Mitigation and Disaster Planning**
- **Congestion Management Strategies**
- **Freight Movement/Mobility Planning**

- Develop strategies to address and manage congestion by increasing transportation system supply, reducing demand by application of alternative mode solutions and transportation system management strategies. Provide documentation of the process to be used in updating the MTP. Tasks also include planning strategies associated with Transportation Demand Management, Access Control and Management, Traffic Operations Improvements, Incident Management and Growth Management.
- Coordinate with private freight carriers in the region to identify major shipping lanes in and out of the region and potential projects where NCDOT/GUAMPO can facilitate cooperation; incorporate applicable projects into the MTP and prepare update of the freight element of the MTP. Identify freight movement deficiencies, priorities, and proposed improvement solutions and strategies.
- Participate in MAP-21 related training and workshops.
- Participate in FAST ACT related training and workshops to assist development of MTP and performance measures.
- Research/investigate/analyze/report on alternative fuel vehicles, advanced transportation technologies, infrastructure, fueling/recharging stations, related equipment, and alt fuels technology, including public transit and transportation corridors.
- Assist with conformity determination analysis, interagency consultation process, and coordination with State and Federal agencies in developing and maintaining mobile source emission inventories. Attending air quality-related trainings/briefings/coordination meetings.

II-B-2 Regional Planning

- **Community Goals and Objectives**
- **Highway Element of the CTP/MTP**
- **Transit Element of the CTP/MTP**
- **Bicycle and Pedestrian Element of CTP/MTP**
- **Airport/Air Travel Element of CTP/MTP**
- **Collector Street Element of CTP/MTP**
- **Rail, Waterway, or other Mode of the CTP/MTP**

- Assist NCDOT TPB as needed with follow up or clarifications about travel patterns.
- Establish regional goals, objectives, and policies.
- Work with stakeholders, NCDOT, etc to develop system plans, MTP/CTP updates.
- Work with NCDOT PTD to update 5-year capital plans (as needed) for MPO transit providers in the region and assist providers with any changes in federal or state funding programs.
- Funds in this task are also to reimburse Pitt County Staff for their work in development of the MPO's CTP
- Coordinate Bike/Ped projects. LPA staff will also provide coordination with "Safe Route to Schools" programs. Coordinate with Greenville Bicycle and Pedestrian Commission, sub-committees and other community organizations interested in non-motorized travel, develop agendas and presentations, respond to commission and community requests, research best practices for related policies, and perform related work. Coordinate updates and/or implementation of the
- Coordinate with the Pitt-Greenville Airport and Federal Aviation Administration on future airport needs and travel patterns; incorporate connections for passenger and freight needs coming to/leaving the airport into the MTP update.
- Mapping in support of TIP, Merger, Long Range Planning, Prioritization, and Complete Streets Subcommittee including project packet maps detailing existing and future land use, zoning, EJ demographics, planning context, and natural environment.
- Coordinate with private rail companies and ports in the region and potential projects where NCDOT/GUAMPO can facilitate cooperation.

II-B-3 Special Studies

- GUAMPO staff will assist sub grantee members with reporting requirements and maintain the budgets for projects funded through this UPWP category. Projects may be developed and/or amended as the year progresses.

o Greenville MPO Commuter Rail Feasibility Study

(\$50,000 Total -- \$40,000 Federal; \$10,000 Local)

Conduct a study on the feasibility of implementing commuter rail connecting Greenville to Wilmington, Charlotte and the Triangle Area by way of the existing commuter rail line in Wilson, NC. Study will develop strategies to utilize current commercial rail lines for public transportation purposes. Study will determine feasibility of the three destinations mentioned and any conflicts that might arise with those locations while recommending any additional commuter lines that may create a North-South connection line in eastern NC connecting Greenville, Morehead City and Wilmington. Study is to include identification of possible locations for a commuter rail hub. The study will also include cost estimates and development strategies to implement a commuter rail hub and line connecting Greenville providing an alternative mode of transportation to the Greenville Urbanized Area.

o Greenville Boulevard Study: Alternative Road/Traffic Improvements

(\$30,000 Total -- \$24,000 Federal; \$6,000 Local)

Conduct a study on the alternative improvements utilizing the existing right-of-way and/or minimizing effects on businesses along the corridor. NCDOT completed a feasibility study on the corridor but the recommendations do not garner local support as it would require significant right-of-way acquisition and severely impact the economic footprint along the corridor. This study would narrow down the improvement designs to those that can be completed within the right-of-way or with minimal acquisition limiting the impact on local businesses. The study would provide design alternatives and cost estimates to implement the improvements as well as suggest traffic calming techniques along this corridor.

o Single Transit Provider Feasibility Study

(\$50,000 Total -- \$40,000 Federal; \$10,000 Local)

Conduct a study on the feasibility of providing Greenville and Pitt County a single transit provider. Study will conduct analysis on each of the four transit providers (Vidant, ECU, PATS and GREAT) to determine possible reduction of redundancy amongst agencies by merging. The Study will determine service levels of a single, double or triple provider services and identify benefits on merging providers. Study will outline strategies and objectives exploring the possibility of a single Transit Authority organizational structure providing transit service to the entire county. The Study will include cost estimates, management and organizational strategies, route analysis and a financial plan discussing the fiscal benefits of a single provider and a possible fee structure.

o NC 43/ Charles Boulevard Corridor Land Use Plan

(\$50,000 Total -- \$40,000 Federal; \$10,000 Local)

Conduct a study of the NC 43/ Charles Boulevard corridor and its impacts to the surrounding area including reconfigured transportation facilities. Develop a small area/corridor plan with specific goals and objectives for maintaining optimum traffic circulation and to ensure appropriate development occurs along the corridor. The study area will encompass an approximate one-mile buffer on each side of the highway corridor with particular emphasis on intersections as well as any planned, new or realigned roadways.

III-A Unified Planning Work Program

This category relates to the preparation and monitoring of the MPO Unified Planning Work Program, and preparation of quarterly reports, the annual report, and requests for reimbursement. MAP-21 mandated performance measure reporting requirements are also a part of this work task-group.

III-A-1 Planning Work Program

- The Greenville Urban Area MPO will develop a Planning Work Program (PWP) with the guidance of the Technical Coordinating Committee (TCC) and MPO Board; Present the PWP for approval to the Transportation Advisory Committee and submit to the NCDOT Transportation Planning Branch.
- Actively manage the progress of consultants engaged in completing UPWP tasks.
- Develop the FY 5-year Planning Work Program Calendar.

III-A-2 Metrics and Performance Management

- Update the UPWP, MTP, etc. to address MAP-21 Performance Measure tracking and reporting.
- Prepare quarterly reports, the annual report, and requests for reimbursement.
- Work on establishing/developing/refinement/updating of performance measures/targets.
- Update plans (CTP/MTP/TIP), as required, to meet MAP21 performance measure requirements.

III-B Transportation Improvement Program

This category relates directly to the identification and prioritization of transportation improvement projects within the MPO area on an on-going basis, coordination of the MTIP with the STIP and SPOT processes, the development of the MTIP, and processing of MTIP amendments.

III-B-1 Prioritization

- Maintenance of a prioritized needs list (the SPOT list) of potential STIP projects across modes. Develop purpose and needs statements, as appropriate/needed.
- Work to update and improve local prioritization process for SPOT projects.
- Data, Maps and Resolutions for STIP Project Recommendations as needed.
- Attendance of any STIP- or SPOT-related meetings.
- Gathering and entry of data required for SPOT ranking of projects.
- Evaluate transportation projects. Review scoring methodology and score transportation projects, as requested by NCDOT.
- Attend SPOT-related workgroup/policy-development/planning workgroups or related meetings at a local, regional, or Statewide level.
- Meet/work with local government entities to assist with prioritization or project development/refinement.

III-B-2 Metropolitan TIP

- Work cooperatively with NCDOT and other partner agencies to review and comment on Draft STIP and Work cooperatively with NCDOT and other partner agencies to review final STIP and review and adopt the corresponding metropolitan area TIP.
- Review and refine schedules and descriptions for TIP projects in the Draft TIP.
- Coordinate meaningful public involvement in the TIP process and in review of the TIP.
- Review design issues for TIP Projects and provide comments to appropriate agencies.
- Participate in the environmental study process for TIP projects and provide an MPO representative on NEPA/404 Merger Teams.
- Monitor the public involvement process for TIP projects and ensure adequate community input; assist PDEA as requested.
- Continue participation in project-specific workgroup meetings, as needed.
- Continue to facilitate dialog between NCDOT and MPO-member communities.
- Continue to participate on scoping meetings, public input, and merger meetings
- Work associated with development or amendments to the TIP.

III-C. Civil Rights Compliance (Title VI) and Other Regulatory Requirements

Tasks within this category relate to the goal of integrating public involvement and context sensitivity into every aspect of the MPO transportation planning process.

III-C-1 Title VI Compliance

- Conduct ongoing analysis of all MPO planning activities for compliance with Title VI of the Civil Rights Act of 1964; 49 CFR part 21.
- Development and updates to Title VI and Limited English Proficiency Plans, and related tasks needed for compliance with associated Federal regulations.

III-C-2 Environmental Justice

- On a continuing basis, update maps used for transit planning with ACS data from the US Census, as available, to include Low-Mod Income, English as second language, elderly, young, and no-car populations.
- Program and/or specific project-related work regarding compliance with environmental justice goals and regulations.
- Development and updates to Title VI and Limited English Proficiency Plans, and related tasks needed for compliance with associated Federal regulations.

III-C-3 Minority Business Enterprise Planning

- Activities to encourage the participation of minority-owned business enterprises in contractual and supply opportunities on an ongoing basis.

III-C-4 Planning for the Elderly

- Provide efforts focusing on complying with the key provisions of the ADA. Plan transportation facilities and services that can be utilized by persons with limited mobility.
- Coordinate with community stakeholders to identify relevant aging issues.

III-C-5 Safety and Drug Control Planning

- Performing safety audits, developing safety/security improvements, and developing policies and planning for safety, security, and emergency preparedness issues.

III-C-6 Public Involvement

- Develop outreach efforts for effectively communicating with the community about transportation planning and projects **including all MTP/CTP/TIP-related outreach.**
- Update website, social media, and outreach materials to make them more useful, including translation of documents and materials as needed.
- Place advertisements in media outlets as required by Public Participation Plan.
- Respond to interview and data requests from the media & public.
- Ensure compliance with North Carolina general statutes regarding open meetings and public records.
- Support of Citizens' Advisory Committee for the MTP and related issues.
- Expand ability to provide data to member governments and the public.
- Update the Public Involvement Plan, as needed.

III-C-7 Private Sector Participation

- Activities to encourage private sector participation in planning and project activities.

III-D Statewide and Extra-Regional Planning

Tasks within this category relate to coordinating with State and Federal agencies involved in transportation planning activities on the regional, state, and national levels.

- Coordinate with other regional, state and federal agencies involved in transportation planning activities; monitor federal and state legislation.
- Coordinate with neighboring RPO's, transit-providers, and other agencies.
- Participate in the North Carolina Association of MPOs and attend ongoing statewide meetings to discuss transportation planning issues.
- Participate in working groups, subcommittees, or task forces associated with NCDOT or other government agencies or statewide or regional professional associations such as the Working Group for Roads and Transportation (WGRT) of the North Carolina Geographic Information Coordinating Council (NCGICC), NCSITE, NCURISA, NCAPA, Eastern Carolina MPO/RPO Coalition, et cetera.
- Attend regional, statewide, national, and/or other planning initiatives, meetings, or conferences.

III-E. Management and Operations

This category relates to the on-going administrative responsibilities related to the MPO, including support of both the Transportation Coordinating Committee and the Transportation Advisory Committee.

III-E Management Operations and Program Support Administration

- Provide direct support to the MPO Governing Board and Technical Coordinating Committee (TCC), including agenda preparation and circulation, preparation of minutes, and scheduling, notification, venue setup and breakdown, and facilitation of meetings.
 - Procure supplies related to transportation planning activities.
 - Support staff training and development.
 - Cover direct costs associated with MPO administration.
 - Maintain adequate files and records for the MPO.
 - Tracking the status of transportation projects, status reports to the TCC, TAC, and interested persons.
 - Staying up to date with transportation issues (RPOs, air quality, census, environmental justice, 'smart growth', etc.). Finding, researching, and disseminating relevant transportation information for local officials, public, and MPO members.
 - Staying up to date on transportation-related bills and regulations.
 - Presentations at local association meetings, regular briefings of legislators and local officials.
 - Consistent public/media information. Examples include press releases, web page updates etc.
 - Innovative and successful public involvement (two-way communication).
 - Grant writing.
 - Preparing press releases, web page updates, etc.
 - Presentations at local association meetings, regular briefings of legislators and local officials.
- This task provides for the Lead Planning Agency to perform necessary activities in order to continue a cooperative, comprehensive, and continuing transportation planning process for the urbanized area. Funds will allow for performance of required ongoing administrative and operational tasks to support MPO committees and reporting requirements.

FTA CODE	TASK CODE	TASK DESCRIPTION	MPO Planning and Admin - PL104			Transit Planning - 5303				Transit-SECTION 5307				Task Funding Summary			
			Local 20%	Federal 80%	TOTAL	Local (10%)	State (10%)	Federal (80%)	Fund Total	Local	State	FTA 80%	5307 Total	Local	State	Federal	TOTAL
	II-A	Data and Planning Support	\$ 44,000	\$ 176,000	\$ 220,000	\$0	\$0	\$0	\$0					\$ 44,000	\$0	\$ 176,000	\$ 220,000
44.24.00	II-A-1	Networks and Support Systems	\$ 2,000	\$ 8,000	\$ 10,000	\$0	\$0	\$0	\$0					\$ 2,000	\$0	\$ 8,000	\$ 10,000
44.23.01	II-A-2	Travelers and Behavior	\$ 2,000	\$ 8,000	\$ 10,000	\$0	\$0	\$0	\$0					\$ 2,000	\$0	\$ 8,000	\$ 10,000
44.23.02	II-A-3	Transportation Modeling	\$ 40,000	\$ 160,000	\$ 200,000	\$0	\$0	\$0	\$0					\$ 40,000	\$0	\$ 160,000	\$ 200,000
	II-B	Planning Process	\$ 83,000	\$ 332,000	\$ 415,000	\$200	\$200	\$1,600	\$2,000					\$ 83,200	\$200	\$ 333,600	\$ 417,000
44.23.02	II-B-1	Targeted Planning	\$ 2,000	\$ 8,000	\$ 10,000	\$0	\$0	\$0	\$0					\$ 2,000	\$0	\$ 8,000	\$ 10,000
44.23.01	II-B-2	Regional Planning (CTP, MTP, etc)	\$ 45,000	\$ 180,000	\$ 225,000	\$200	\$200	\$1,600	\$2,000					\$ 45,200	\$200	\$ 181,600	\$ 227,000
44.27.00	II-B-3	Special Studies	\$ -	\$ -	\$ -	\$0	\$0	\$0	\$0					\$ -	\$ -	\$ -	\$ -
		Commuter Rail Study	\$ 10,000	\$ 40,000	\$ 50,000	\$0	\$0	\$0	\$0					\$ 10,000	\$0	\$ 40,000	\$ 50,000
		Greenville Blvd Study (4-lane alt.)	\$ 6,000	\$ 24,000	\$ 30,000	\$0	\$0	\$0	\$0					\$ 6,000	\$0	\$ 24,000	\$ 30,000
		Eastern North Carolina Freight Study	\$ 10,000	\$ 40,000	\$ 50,000	\$0	\$0	\$0	\$0					\$ 10,000	\$0	\$ 40,000	\$ 50,000
		NC 43 Small Area Corridor Study	\$ 10,000	\$ 40,000	\$ 50,000	\$0	\$0	\$0	\$0					\$ 10,000	\$0	\$ 40,000	\$ 50,000
	III-A	Planning Work Program	\$ 8,000	\$ 32,000	\$ 40,000	\$0	\$0	\$0	\$0					\$ 8,000	\$0	\$ 32,000	\$ 40,000
44.21.00	III-A-1	Planning Work Program	\$ 4,000	\$ 16,000	\$ 20,000	\$0	\$0	\$0	\$0					\$ 4,000	\$0	\$ 16,000	\$ 20,000
44.24.00	III-A-2	Metrics and Performance Measures	\$ 4,000	\$ 16,000	\$ 20,000	\$0	\$0	\$0	\$0					\$ 4,000	\$0	\$ 16,000	\$ 20,000
	III-B	Transp. Improvement Plan	\$ 9,000	\$ 36,000	\$ 45,000	\$200	\$200	\$1,600	\$2,000					\$ 9,200	\$200	\$ 37,600	\$ 47,000
44.25.00	III-B-1	Prioritization	\$ 3,000	\$ 12,000	\$ 15,000	\$0	\$0	\$0	\$0					\$ 3,000	\$0	\$ 12,000	\$ 15,000
44.25.00	III-B-2	Metropolitan TIP	\$ 3,000	\$ 12,000	\$ 15,000	\$200	\$200	\$1,600	\$2,000					\$ 3,200	\$200	\$ 13,600	\$ 17,000
44.25.00	III-B-3	Merger/Project Development	\$ 3,000	\$ 12,000	\$ 15,000	\$0	\$0	\$0	\$0					\$ 3,000	\$0	\$ 12,000	\$ 15,000
	III-C	Cvl Rgts. Cmp./Otr .Reg. Reqs.	\$ 8,000	\$ 32,000	\$ 40,000	\$200	\$200	\$1,600	\$2,000					\$ 8,200	\$200	\$ 33,600	\$ 42,000
44.27.00	III-C-1	Title VI Compliance	\$ 2,000	\$ 8,000	\$ 10,000	\$0.0	\$0.0	\$0	\$0					\$ 2,000	\$0	\$ 8,000	\$ 10,000
44.27.00	III-C-2	Environmental Justice	\$ 2,000	\$ 8,000	\$ 10,000	\$0.0	\$0.0	\$0	\$0					\$ 2,000	\$0	\$ 8,000	\$ 10,000
44.27.00	III-C-3	Minority Business Enterprise Planning	\$0	\$0	\$0	\$0.0	\$0.0	\$0	\$0					\$0	\$0	\$0	\$0
44.27.00	III-C-4	Planning for the Elderly	\$0	\$0	\$0	\$0.0	\$0.0	\$0	\$0					\$0	\$0	\$0	\$0
44.27.00	III-C-5	Safety/Drug Control Planning	\$0	\$0	\$0	\$200.0	\$200.0	\$1,600	\$2,000					\$200	\$200	\$1,600	\$2,000
44.27.00	III-C-6	Public Involvement	\$4,000	\$16,000	\$20,000	\$0.0	\$0.0	\$0	\$0					\$4,000	\$0	\$16,000	\$20,000
44.27.00	III-C-7	Private Sector Participation	\$0	\$0	\$0	\$0.0	\$0.0	\$0	\$0					\$0	\$0	\$0	\$0
44.27.00	III-D	Statewide & Extra-Regional Planning	\$ 4,000	\$ 16,000	\$ 20,000	\$0.0	\$0.0	\$0	\$0					\$ 4,000	\$0	\$ 16,000	\$ 20,000
44.27.00	III-E	Management Ops, Program Suppt Admin	\$15,000	\$60,000	\$75,000	\$3,600.0	\$3,600.0	\$28,800	\$36,000	\$0.0	\$0.0	\$0	\$0	\$ 18,600	\$3,600	\$ 88,800	\$ 111,000
		TOTALS	\$ 171,000	\$ 684,000	\$ 855,000	\$4,200	\$4,200	\$33,600	\$42,000	\$0	\$0	\$0	\$0	\$175,200	\$4,200	\$717,600	\$897,000

**Greenville Urban Area MPO 2018-2019 PWP
Metropolitan Planning (PL) 23 U.S.C. 104(f) Funding Summary**

FTA CODE	TASK CODE	TASK DESCRIPTION	MPO Planning and Admin - PL		
			Highway / Transit		TOTAL
			Local 20%	Federal 80%	
	II-A	Data and Planning Support	\$ 44,000	\$ 176,000	\$ 220,000
44.24.00	II-A-1	Networks and Support Systems • Traffic Volume Counts • Vehicle Miles of Travel (VMT) • Street System Changes • Traffic Crashes • Transit System Data • Air Travel • Central Area Parking Inventory • Bike/Ped Facilities Inventory • Collection of Network Data • Capacity Deficiency Analysis • Mapping	\$ 2,000	\$ 8,000	\$ 10,000
44.23.01	II-A-2	Travelers and Behaviour • Dwelling Unit, Population and Employment Changes • Collection of Base Year Data • Travel Surveys • Vehicle Occupancy Rates (Counts) • Travel Time Studies	\$ 2,000	\$ 8,000	\$ 10,000
44.23.02	II-A-3	Transportation Modeling • Travel Model Update • Forecast of Data to Horizon Year • Forecast of Future Travel Patterns • Financial Planning	\$ 40,000	\$ 160,000	\$ 200,000
	II-B	Planning Process	\$ 83,000	\$ 332,000	\$ 415,000
44.23.02	II-B-1	Targeted Planning • Air Quality Planning/Conformity Analysis • Alternative Fuels/Vehicles • Hazard Mitigation and Disaster Planning • Congestion Management Strategies • Freight Movement/Mobility Planning	\$ 2,000	\$ 8,000	\$ 10,000
44.23.01	II-B-2	Regional Planning • Community Goals and Objectives • Highway Element of the CTP/MTP • Transit Element of the CTP/MTP • Bicycle and Pedestrian Element of CTP/MTP • Airport/Air Travel Element of CTP/MTP • Collector Street Element of CTP/MTP • Rail, Waterway, or other Mode of the CTP/MTP	\$ 45,000	\$ 180,000	\$ 225,000
44.27.00	II-B-3	Special Studies	\$ -	\$ -	\$ -
		Commuter Rail Study	\$ 10,000	\$ 40,000	\$ 50,000
		Greenville Blvd Study (4-lane alt.)	\$ 6,000	\$ 24,000	\$ 30,000
		Transit Feasability Study	\$ 10,000	\$ 40,000	\$ 50,000
		NC 43 Small Area Corridor Study	\$ 10,000	\$ 40,000	\$ 50,000
	III-A	Planning Work Program	\$ 8,000	\$ 32,000	\$ 40,000
44.21.00	III-A-1	Planning Work Program	\$ 4,000	\$ 16,000	\$ 20,000
44.24.00	III-A-2	Metrics and Performance Measures	\$ 4,000	\$ 16,000	\$ 20,000
	III-B	Transp. Improvement Plan	\$ 9,000	\$ 36,000	\$ 45,000
44.25.00	III-B-1	Prioritization	\$ 3,000	\$ 12,000	\$ 15,000
44.25.00	III-B-2	Metropolitan TIP	\$ 3,000	\$ 12,000	\$ 15,000
44.25.00	III-B-3	Merger/Project Development	\$ 3,000	\$ 12,000	\$ 15,000
	III-C	Cvl Rgts. Cmp./Otr .Reg. Reqs.	\$ 8,000	\$ 32,000	\$ 40,000
44.27.00	III-C-1	Title VI Compliance	\$ 2,000	\$ 8,000	\$ 10,000
44.27.00	III-C-2	Environmental Justice	\$ 2,000	\$ 8,000	\$ 10,000
44.27.00	III-C-3	Minority Business Enterprise Planning	\$ -	\$ -	\$ -
44.27.00	III-C-4	Planning for the Elderly	\$ -	\$ -	\$ -
44.27.00	III-C-5	Safety/Drug Control Planning	\$ -	\$ -	\$ -
44.27.00	III-C-6	Public Involvement	\$ 4,000	\$ 16,000	\$ 20,000
44.27.00	III-C-7	Private Sector Participation	\$ -	\$ -	\$ -
44.27.00	III-D	Statewide and Extra-Regional Planning	\$ 4,000	\$ 16,000	\$ 20,000
44.27.00	III-E	Management Ops, Program Support Admin	\$ 15,000	\$ 60,000	\$ 75,000
		TOTALS	\$ 171,000	\$ 684,000	\$ 855,000

**Greenville Urban Area MPO
FY 2018-2019 Planning Work Program
Transit Task Narrative**

1-	MPO					
2-	FTA Code	442100	442301	442500	442616	
3-	Task Code	III-E	II-B-2	III-B-2	III-C-5	Total
4-	Title of Planning Task	Program Support/Admin	Regional Planning (Transit Element of the MTP)	Transportation Improvement Program	Safety	
5-	Task Objective	Monitor and analyze the statistical and financial performance of the GREAT system so as to recommend improvements that will increase both the efficiency and effectiveness of the service provided.	Improve mobility	Develop transit needs	Maintain and improve system safety and security.	
6-	Tangible Product Expected	Prepare, publish and submit all monthly statistical and financial reports required by the local, state and federal governments. Prepare, publish and submit all recommendations for improving system performance to the appropriate governing body for review and approval.	The development of routes and schedules that can be incorporated into the LRTP.	List of transit needs	Safety meetings. Prepare and publish regular safety bulletins. Written reviews of safety related issues with recommendations for maintaining and improving safety and security in the future.	
7-	Expected Completion Date of Product(s)	6/30/2019	6/30/2019	6/30/2019	6/30/2019	
8-	Previous Work	Prepared, published and submitted all monthly statistical and financial reports required by the local, state and federal governments. Prepared, published and submitted all recommendations for improving system performance to the appropriate governing body for review and approval.	Evaluation of Short Range Transit Plan recommendations completed and preparations for service improvements were made.	2018-2027 STIP and TIP	Safety meetings. Prepared and published regular safety bulletins. Written reviews of safety related issues with recommendations for maintaining and improving safety and security in the future.	
9-	Prior FTA Funds	\$40,810	\$2,000		\$2,000	\$44,810
10-	Relationship To Other Activities					
11-	Agency Responsible for Task Completion	City of Greenville	City of Greenville	City of Greenville	City of Greenville	
12-	HPR - Highway - NCDOT 20%					
13-	HPR - Highway - FHWA 80%					
14-	Section 104 (f) PL Local 20%					
15-	Section 104 (f) PL FHWA 80%					
16-	Section 5303 Local 10%	\$3,600	\$200	\$200	\$200	\$4,200
17-	Section 5303 NCDOT 10%	\$3,600	\$200	\$200	\$200	\$4,200
18-	Section 5303 FTA 80%	\$28,800	\$1,600	\$1,600	\$1,600	\$33,600
	<i>Subtotal</i>	\$36,000	\$2,000	\$2,000	\$2,000	\$42,000
19-	Section 5307 Transit - Local 10%		\$0.00			\$0
20-	Section 5307 Transit - NCDOT 10%		\$0.00			\$0
21-	Section 5307 Transit - FTA 80%		\$0.00			\$0
	<i>Subtotal</i>		\$0.00			\$0
22-	Additional Funds - Local 100%					
	Grand total	\$36,000	\$2,000	\$2,000	\$2,000	\$42,000

Greenville Urban Area MPO 5-year Plan

Fiscal Year	UPWP	Metropolitan Transportation Plan (5-year cycle)	Travel Demand Model Update	Annual Certification of Planning Processes	UPWP	Prioritization Program	Metropolitan Transportation Improvement Program	Special Studies
2019	Development of FY 2020 UPWP. Manage quarterly invoicing procedures and amend as needed. Perform annual self-certification.	Continue to work on all elements of the MTP update to plan year 2045. Continue to work with TPB, members, FHWA and general public to produce document.	Complete 2045 Travel Demand Model update.	Required	Develop FY2020 PWP; adminster invoice process and amend current UPWP as needed	Complete P5.0	Draft MTIP Review	As Needed
2020	Development of FY 2021 UPWP. Manage quarterly invoicing procedures and amend as needed. Perform annual self-certification.	Have final approvals completed by all required agencies and committees. Complete adoption process and post plan to website and disperse hard copies to each MPO member.	Monitor and update as required	Required	Develop FY2021 PWP; adminster invoice process and amend current UPWP as needed	Begin P6.0	Adopt 2020-2029 MTIP	As Needed
2021	Development of FY 2022 UPWP. Manage quarterly invoicing procedures and amend as needed. Perform annual self-certification.	Monitor and revise as required to keep document updated.	Monitor and update as required	Required	Develop FY2022 PWP; adminster invoice process and amend current UPWP as needed	Complete P6.0	Draft MTIP Review	As Needed
2022	Development of FY 2023 UPWP. Manage quarterly invoicing procedures and amend as needed. Perform annual self-certification.	Monitor and revise as required to keep document updated.	Monitor and update as required	Required	Develop FY2023 PWP; adminster invoice process and amend current UPWP as needed	Begin P7.0	Adopt 2022-2031 MTIP	As Needed
2023	Development of FY 2024 UPWP. Manage quarterly invoicing procedures and amend as needed. Perform annual self-certification.	Monitor and revise as required to keep document updated.	Begin update of the Travel Demand model to horizon year of 2050	Required	Develop FY2024 PWP; adminster invoice process and amend current UPWP as needed	Complete 7.0	Darft MTIP Review	As Needed

Anticipated DBE Contracting Opportunities for FY 18-19

Name of MPO: Greenville Urban Area Metropolitan Planning Organization

Person Completing Form: Ryan Purtle

Telephone Number: 252-329-4476

Prospectus Task Code	Prospectus Description	Name of Agency Contracting Out	Type of Contracting Opportunity	Federal funds to be Contracted Out	Total Funds to be Contracted Out
None at this time					

RESOLUTION NO. 2017-06-GUAMPO

ADOPTING THE FY 2019 (2018-2019) UNIFIED PLANNING WORK PROGRAM OF THE GREENVILLE URBAN AREA METROPOLITAN PLANNING ORGANIZATION

WHEREAS, the Transportation Advisory Committee has found that the Metropolitan Planning Organization is conducting a continuing, cooperative, and comprehensive transportation planning program in order to insure that funds for transportation projects are effectively allocated to the Greenville Urban Area; and

WHEREAS, the City of Greenville has been designated as the recipient of Federal Transit Administration Metropolitan Planning Program Funds; and

WHEREAS, members of the Transportation Advisory Committee for the Greenville Urban Area agree that the Planning Work Program will effectively advance transportation planning for SFY 2019; and

WHEREAS, the Transportation Plan has a more than 20-year planning horizon and meets all the requirements for an adequate Transportation Plan; and

WHEREAS, the Transportation Advisory Committee for the Greenville Urban Area has certified the transportation planning process for SFY 2019 (2018-2019);

NOW THEREFORE, BE IT RESOLVED that the Transportation Advisory Committee for the Greenville Urban Area hereby approves, endorses, and adopts the Unified Planning Work Program for SFY 2019 (2018-2019) for the Greenville Urban Area Metropolitan Planning Organization.

Today, November 8, 2017.

Commissioner Charles Farley, Chairperson
Transportation Advisory Committee
Greenville Urban Area MPO

Amanda Braddy, Secretary

North Carolina
Pitt County

I, Amanda J. Braddy, Notary Public for said County and State certify that Charles Farley personally came before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and official seal, this the _____ day of _____ 2017.

Amanda J. Braddy, Notary Public

My commission Expires:_____



Attachment 4c

Technical Coordinating Committee

Action Required

October 18, 2018

TO: Technical Coordinating Committee
FROM: Ryan Purtle, Transportation Planner
SUBJECT: Adoption of the MPO's prioritization process for the 2017-2018 transportation projects submittal cycle.

Purpose: TCC recommend the TAC adopt the MPO's prioritization process for 2017-2018 project submission cycle.

Discussion: When assigning points to candidate projects submitted for NCDOT's funding consideration, the MPO uses a NCDOT-approved process for assigning local input points based on a combination of quantitative and qualitative data in accordance with the Strategic Transportation Investment State Law (Session Law 2013-183/House Bill 817).

If the MPO desires to make any modifications to their prioritization ranking process/formulas, they must first be submitted to NCDOT for their conditional approval. This is vetted by a review committee, and, if given, then final approval is considered after the public input process and consideration of comments for the modified point assignment/prioritization process. The attached draft prioritization process has received NCDOT's conditional approval.

For this MPO, there will be:

- a total of 1300 points that can be distributed over all modes for regional projects, and
- a total of 1300 points that can be distributed over all modes for division-level projects.

NCDOT emphasizes openness, transparency, and public input. NCDOT states that "public comments must be taken, listened, and incorporated into the final scoring".

"Each MPO/RPO methodology must contain at least one quantitative and one qualitative criteria from the above and no criteria can be less than 10% nor more than 50% of the total used to assign points."

Eligible Criteria	Quantitative	Qualitative
	Benefit-Cost	Project in adopted plan
	Safety	Environmental status
	Economic Competiveness	Identified as critical need
	Freight	Regionally significant to area
	Multimodal	Local support for project
	Pavement Condition	
	Lane Width/Shoulder Width	
	Accessibility/Connectivity	
	System Operational Efficiency (public transportation)	
	Vehicle Utilization (public transportation)	

MPO staff has developed a scoring methodology to prioritize projects across all modes of transportation.

It is NCDOT's intent that these criteria/weighting be able to be modified each prioritization cycle, should an MPO/RPO wish. The MPO must have and adopt a local methodology prior to April 1, 2018. The prioritization process has been developed in accordance with the NCDOT study on local methodologies, distributed July 2017. The MPO's draft process has received conditional approval by NCDOT.

There was a 30-day public comment period that started on October 2, 2017. Any public comments received will be attached to this agenda item.

Action Needed: TCC recommend the TAC adopt the draft prioritization process.

Attachments:

Any public comments received.

Draft prioritization process.

Greenville Urban Area Metropolitan Planning Organization's (GUAMPO) Prioritization Process

The following methodology has been developed by the Greenville Urban Area MPO for the purpose of determining regional priorities for transportation funding, as carried out through the State of North Carolina's Strategic Transportation Investments (STI) law and the associated Strategic Prioritization Office of Transportation (SPOT) Prioritization Process. This methodology is intended to incorporate both measurable, objective data and information about priorities from local jurisdictions, to ensure a process that is both data-driven and responsive to local needs.

This methodology has been developed to meet the requirements of Session Law 2012-84 (Senate Bill 890), which requires that MPOs and RPOs have a process including both quantitative and qualitative elements for determining project prioritization. The output of this process will generate a point assignment per project.

Criteria Development

Transportation projects are divided into highway, bicycle-pedestrian, rail, aviation and transit projects, and sorted based on eligible Strategic Transportation Investment categories. Each mode has a series of measurable criteria and weighting in each criteria category.

Quantitative criteria are based on measurable data available from local and state sources. Qualitative criteria are based on staff knowledge of local conditions, public comment and suggestions from TCC and TAC members. Data measurements were chosen based on TCC and TAC knowledge of evaluation measures.

Regional projects scored using Division Points

The STI law provides for the use of points from a lower-level project on a higher-level project. For example, Division Needs points may be used on a Regional Impact or Statewide Mobility project. The MPO may choose to do this for some projects that may have an improved chance of being funded in this manner.

Public Comment

Public input opportunities are available at all TCC and TAC meetings. All TCC and TAC meetings have designated public comment periods. The Greenville Urban Area MPO will advertise a minimum 10-day public comment period to solicit public input regarding the proposed prioritization process described within this document. This public involvement opportunity will be advertised in the local newspaper. Additionally, all TCC and TAC meetings are advertised and open to the public.

Public comment on the MPO prioritization process will be available according to the timeline shown below. The criteria will be presented at a scheduled TCC and TAC meeting so that residents can understand how the projects will be ranked and selected. The information will also be posted on the City of Greenville’s website and on the MPO home page, to assure wider dissemination of the points criteria.

TCC and TAC committees will consider public comments received in making points assignments for each project. The comments will be presented and discussed before committee action is taken regarding point assignment.

Action	Date*
Public input meeting and 30-day comment period on candidate projects	July/August 2017
Candidate projects identified by MPO	August, 2017
Draft MPO prioritization methodology conditionally approved by NCDOT	October, 2017
Advertise for public comments on prioritization methodology (this document)	October, 2017
TCC meeting to receive public comments, and recommend TAC adopt prioritization methodology	October, 2017
TAC meeting to receive public comments and adopt prioritization methodology.	November, 2017
10-day Public comment period to receive input on Regional projects preliminary point assignment	April, 2018
TCC meeting to recommend final point prioritization (for Regional projects)	June, 2018
TAC meeting to adopt final point prioritization (for Regional projects)	June, 2018
10-day Public comment period on Division Needs projects preliminary point assignment	September, 2018
	September, 2018

TCC meeting to recommend final point prioritization (for Division Needs projects)	
TAC meeting to adopt final point prioritization (for Division Needs projects)	September, 2018
Alternative scenario (depending upon availability of data, as released by NCDOT) Public comment period on both Regional and Division Needs projects preliminary point assignment	Potentially: April, 2018
Alternative scenario (depending upon availability of data, as released by NCDOT) TCC meeting to recommend final point prioritization for both Regional and Division Needs projects.	Potentially: June, 2018
Alternative scenario (depending upon availability of data, as released by NCDOT) TAC meeting to adopt final point prioritization for both Regional and Division Needs projects.	Potentially: June, 2018

**Actual dates depend upon the date NCDOT releases information to the public, and are presented here based upon the information available at the time this document was developed, and thus are subject to change.*

Scoring Criteria

The Greenville MPO will locally rank Regional and Division level projects according to the criteria and matrix below and assign local input points according to that rank. The maximum points a single project can receive cannot exceed 100.

STI Safety Score: a calculated scoring based on crash frequency and severity along a specified road section. The crashes are then normalized based on traffic volumes to establish rates. These rates are compared to statewide averages for similar facilities to determine how the road performs compared to its peers.

STI Connectivity Score: a calculated score based on increased mobility and/or access to destinations from improving/constructing a connection from one facility to another or connecting between different transportation modes.

Plan Consistency: a qualitative yes or no question to establish whether a proposed project is found in any currently adopted plan (Comprehensive Transportation Plan (CTP); Metropolitan Transportation Plan (MTP); or any locally adopted plan).

Multi-Modal Support: a qualitative yes or no question to establish whether a project incorporates and/or connects bicycle, pedestrian or transit accommodations.

Economic Development Support: a qualitative measure of a project’s support within the transportation network of local/regional economic development goals or objectives; or a connection of two or more economically significant areas or routes in the project vicinity that will support local/regional economic development goals or objectives. This category will assign points based on no support (0 points), moderate support (2 points), or significant support (4 points).

<u>Criteria</u>	0 Points	1 Points	2 Points	3 Points	4 Points
STI Safety	0-19	20-39	40-59	60-79	80 or above
STI Connectivity	0-19	20-39	40-59	60-79	80 or above
Plan Consistency	No, project not contained in an adopted plan				Yes, project is contained in an adopted plan
Multi-Modal Support	No, project does not include or connect any bicycle, pedestrian or transit facilities				Yes, project does not include or connect any bicycle, pedestrian or transit facilities
Economic Development Support	None		Moderate		Significant

Project Scoring Based on Ranking

The Greenville MPO has a total of 1,300 points to distribute to Regional Projects, and 1,300 points to Division Projects. Projects will be ranked using the above local scoring matrix. The top 11 Highway Projects and top 2 Non-Highway Projects based on the local scoring matrix will be assigned 100 local input points. Should the Regional or

Division Project's list not contain a Non-Highway project, the top 13 ranked Highway Projects will be assigned 100 local input points.

Should more than one project have the same score utilizing the local scoring matrix, those projects shall be ordered according to their total STI Quantitative score.

A project not entirely located within the MPO's planning boundary may only receive that amount of points correlating to the percent of the project that lies within the MPO. For example, a roadway project that is 20% within the MPO may only receive a maximum score of 20 points. In this case, the remaining points (80) will be distributed to other projects according to their rank. Any points remaining after the top 11 Highway Project and top 2 Non-Highway Projects, or top 13 Highway Projects should a Non-Highway Project not be available, shall be assigned to the next highest ranked project according to the local scoring matrix. If TAC moves to assign points in a manner not consistent with this process, those point assignment and rationale why will be publically documented and disclosed on the MPO website for public review. These preliminary point assignments will be distributed for public comment. Following the public comment period, the TCC/TAC will make the final point assignments, taking into consideration any public input received. If any additional changes are made to the point assignments, the reasons will be publicly documented and disclosed on the MPO's website.

Final scores and project ranking will be posted on the Greenville MPO home page after TAC consideration. The URL link to the Greenville Urban Area MPO's web page is <http://www.greenvillenc.gov/government/public-works/engineering/greenville-urban-area-metropolitan-planning-organization>

RESOLUTION NO. 2017-07-GUAMPO

**ADOPTING THE GREENVILLE URBAN AREA MPO LOCAL INPUT METHODOLOGY,
BASED ON THE NORTH CAROLINA STRATEGIC TRANSPORTATION INVESTMENT
LAW**

WHEREAS, the Strategic Investment Session Law 2012-84 requires NCDOT to approve MPOs and RPOs local input methodology; and

WHEREAS, according to the adopted law, the methodology will describe the MPO's ranking process for all modes of transportation that identifies at least one quantitative and one qualitative criteria to be used in the scoring process with the measures and the percentages assigned to each measure defined, described, and outlined; and

WHEREAS, NCDOT must conditionally approve each MPO's methodology by April 1, 2018; and

WHEREAS, the Greenville Urban Area Metropolitan Planning Organization has developed a local input methodology that has been conditionally approved by NCDOT, and has been reviewed by the Technical Coordinating Committee, and the committee recommends approval by the Transportation Advisory Committee (TAC);

NOW, THEREFORE, BE IT RESOLVED by the Transportation Advisory Committee of the Greenville Urban Area MPO that it does hereby adopt the attached local input methodology for assigning points to transportation projects.

Today, November 8, 2017.

Commissioner Charles Farley, Chairman
Transportation Advisory Committee
Greenville Urban Area

Amanda Braddy, Secretary



Attachment 4d

Technical Coordinating Committee

No Action Required

October 18, 2017

TO: Technical Coordinating Committee
FROM: Ryan Purtle, Transportation Planner
SUBJECT: RFP for professional services to update the Metropolitan Transportation Plan (MTP)

Purpose: Review the draft RFP for professional services to develop the 2045 Long Range Transportation Plan (LRTP), titled the 2045 Metropolitan Transportation Plan (MTP).

Discussion: The current Greenville Urban Area Metropolitan Planning Organization (MPO) LRTP is the 2014-2040 Metropolitan transportation Plan (MTP). The MPO is required by Federal regulations to have an adopted LRTP that is updated every 5-years. The MTP is a federally-mandated, long-term planning document detailing the transportation improvements and policies to be implemented in the MPO's planning area. Federal, State and local officials utilize the MTP to plan and develop the Greenville Urbanized Area's transportation network. The planned update will have a plan horizon of 2019-2045, titled 2045 MTP.

The last MTP update, completed in-house by former Transportation Planner Daryl Vreeland, was updated and adopted in August of 2014. Per Federal guidelines the MPO is required to adopt the next update by August 2019. After conferring with MPOs across the state, staff recommends that the MPO utilize a consultant for the update to the 2045 MTP and utilize staff to perform the 2050 update in 2024. Other state MPOs generally utilize consultants on an "every other update basis" utilizing a consultant for said update and then completing the following 5-year update in-house.

Utilizing a consultant, staff recommends a 12-14 month timeline for the consultant to complete the 2045 MTP. According to that timeline, staff recommends advertising and posting the RFP on November 10, 2017 for at least a 60-day period, with complete proposals due January 8, 2018. Upon receipt of the minimum amount of bids the MPO designated selection committee would publically meet and unseal bids for consideration. The Committee would have up to 30-days to select a consultant, upon which time the Committee will negotiate a scope of work and contract between the consultant and lead planning agency (LPA).

Action Needed: TCC recommend that the TAC request MPO staff to release the RFP and select a consultant according to the NCDOT professional services purchasing requirements; Advise staff regarding membership of the MPO consultant Selection Committee.

Attachments: Draft RFP for professional services to develop the 2045 MTP



Find yourself in good company

**CITY OF GREENVILLE,
NORTH CAROLINA
AS LEAD PLANNING AGENCY OF THE
GREENVILLE URBAN AREA METROPOLITAN PLANNING
ORGANIZATION (MPO)
Request for Proposal #:**

2045 Metropolitan Transportation Plan (MTP) Development

For the Greenville Urbanized Area

Date of Issue: November 8, 2017

Proposal Opening Date: January 8, 2017

At 2:00pm ET

Direct all inquiries concerning this RFP to:

Ryan Purtle

Transportation Planner/ MPO Coordinator

Greenville Urban Area Metropolitan Planning Organization

Email:RPurtle@Greenvillenc.gov

Phone: 252-329-4476



Find yourself in good company

CITY OF GREENVILLE, NORTH CAROLINA

Request for Proposal #

[Enter Proposal Number]


For internal State agency processing, including tabulation of proposals in the Interactive Purchasing System (IPS), please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your proposal.
Failure to do so may subject your proposal to rejection.**

ID Number:

Federal ID Number or Social Security Number

Vendor Name

 <p>CITY OF GREENVILLE, NORTH CAROLINA Greenville Urban Area Metropolitan Planning Organization 1500 Beatty Street Greenville, NC 27834</p>	<p>Refer <u>ALL</u> inquiries regarding this RFP to:</p> <p>Ryan Purtle Transportation Planner/MPO Coordinator (252) 329-4476 RPurtle@Greenvillenc.gov</p>	<p>Request for Proposal #</p>
		<p>Proposals will be publicly opened on: January 8, 2017</p>
		<p>Contract Type: Professional Services</p>
		<p>Description: 2045 Metropolitan Transportation Plan</p>
		<p>Using Agency: Greenville Urban Area MPO</p>
		<p>Requisition No.: None</p>

In compliance with this Request for Proposals, and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this proposal, the undersigned Vendor certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**Failure to execute/sign proposal prior to submittal shall render proposal invalid and it WILL BE REJECTED.
 Late proposals cannot be accepted.**

VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #10):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	FAX NUMBER:	
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	EMAIL:

Offer valid for at least 60 days from date of proposal opening, unless otherwise stated here: _____ days. After this time, any withdrawal of offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

ACCEPTANCE OF PROPOSAL

If any or all parts of this proposal are accepted by the State of North Carolina, an authorized representative of the City of Greenville shall affix his/her signature hereto and this document and all provisions of this Request For Proposal along with the Vendor proposal response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

<p>FOR CITY USE ONLY: Offer accepted and Contract awarded this ____ day of _____, 20____, as indicated on the attached certification, by _____</p> <p>(Authorized Representative of the City of Greenville)</p>	48
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1.0 PURPOSE AND BACKGROUND

The City of Greenville is located in Pitt County, North Carolina, in the eastern portion of the State. The MPO planning area is fully contained within Pitt County. The Greenville Metro Area has a population of approximately 177,220 residents (2016 US Census Metro Area estimate). This population is approximately a 5.4% increase in population over the year 2010 Metro Area population estimate of 168,148. The MPO anticipates this growth trend to continue in the future. It is estimated that the population of Pitt County could increase to 191,942 by 2036 (NC Office of State Budget and Management). The following jurisdictions are located within the MPO boundary: Town of Ayden, City of Greenville, Town of Winterville, Village of Simpson, and Pitt County (portion). The City of Greenville is designated as the Lead Planning Agency for the MPO. The planning area for the MPO and this master plan is indicated on this map: <http://www.greenvillenc.gov/home/showdocument?id=760>

Geographically, the City of Greenville is the county seat of Pitt County, NC. The county is approximately 90 miles from, Atlantic Beach, NC, and approximately 85 miles from the state capital, Raleigh, NC.

As Lead Planning Agency (LPA), the City of Greenville is seeking proposals from qualified and professional consulting firms to work with the City in development of an updated Metropolitan Transportation Plan (MTP) for the entire Greenville Urban Area Metropolitan Planning Organization (MPO). It is anticipated the project will get underway in early 2018. The following jurisdictions are located within the MPO boundary: Town of Ayden, City of Greenville, Town of Winterville, Village of Simpson, and Pitt County (portion). This Request for Proposal (RFP) describes the elements requested for inclusion in the proposal.

This Plan will be titled the 2045 Metropolitan Transportation Plan (MTP). The MTP is used by Federal, State and local transportation professionals to plan and develop a safe, efficient and integrated multimodal transportation network within the Greenville Urbanized Area.

The 2045 MTP is expected to:*

1. Update and replace the 2014-2040 MTP
2. Incorporate all other Greenville Urbanized Area adopted Plans.
3. Comply with 13 USC 134, 49 USC 53, 23 CFR Part 450, MAP-21, FAST ACT and all other Federal and State requirements.
4. Identify and analyze of current transportation facilities outlining deficiencies and future year recommendations to increase safety, connectivity and access as they relate Plan forecast year.
5. Describe and establish performance measures and targets for the current and plan year transportation network.
6. Establish and discuss environmental mitigation techniques
7. Study and discuss economic development and land-use factors as it pertains to the current and future year transportation network.
8. Operational and management strategies for congestion management and mobility as it pertains to the current and planned transportation network.
9. Establish congestion management and air quality conformance best practices
10. Establish a financial plan for implementation identifying public and private resources, additional financing strategies and ensuring estimated project costs and revenues are reported as year of expenditure values.

*the above list should be considered a minimum, with the expected Plan accomplishments exceeding the above list

Under the provisions of the North Carolina Public Records Law, all proposals, after opening, will become public information. Unless a specific note is made to the contrary in your proposal or a subsequent contract,

we will assume that your proposal conforms to the City of Greenville's specifications and an award to you will bind you to comply fully with all of the following General Conditions and Stipulations.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

2.0 GENERAL INFORMATION

The detailed requirements set forth in the Proposal Format are mandatory. Failure by any firm(s) to respond to a specific requirement may result in disqualification. The City reserves the right to accept or reject any or all proposals. Vendors are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City. Those proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations will not be processed. All costs incurred by the proposer associated with RFP preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of an agreement, shall be borne entirely and exclusively by the proposer.

The information and proposed budget for the contractor selected for contract award will form the basis for negotiation of a contract. The City of Greenville reserves the right to issue a contract without further negotiation using the data contained in the RFP. Failure of a prospective contractor to accept this method of contract development will result in cancellation of the award.

Proposals shall not include the proposer's fee or cost estimate. Proposals will be evaluated solely based upon the criteria established within this RFP. The City of Greenville reserves the right to reject any or all Proposals, or any parts thereof, waive formalities, negotiate terms and conditions, and to select the consultant and service options that best meet the needs of the City and the Greenville Urbanized Area MPO. The project objective is to provide a blueprint for transportation network needs of the community. It is expected that all vendors will be able to furnish satisfactory evidence that they have the ability, experience, and capital to enable them to complete this project. Within thirty (30) days from receiving notice that the City of Greenville has awarded the contract, the firm awarded the contract shall submit to the City of Greenville an action plan and timetable for a proposed scope of services. City/MPO staff will not be conducting meetings with those consultants not selected.

The RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference.

2.1 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions, the City of Greenville's, acting as the LPA and on the behalf of the MPO, terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP, and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with in the instructions in Section 2.5 PROPOSAL QUESTIONS. If the City of Greenville determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The City of Greenville may also elect to leave open the possibility for later negotiation and amendment of specific

provisions of the Contract that have been addressed during the question and answer period. Other than through this process, the City of Greenville rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's proposal. This applies to any language appearing in or attached to the document as part of the Vendor's proposal that purports to vary any terms and conditions or Vendors' instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor's proposal shall constitute a firm offer. **By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's proposal as nonresponsive.**

If a Vendor desires modification of the terms and conditions of this solicitation, it is urged and cautioned to inquire during the question period, in accordance with the instructions in this RFP, about whether specific language proposed as a modification is acceptable to or will be considered by the City of Greenville. Identification of objections or exceptions to the City of Greenville's terms and conditions in the proposal itself shall not be allowed and shall be disregarded or the proposal rejected.

A Vendor may, however, include a separate page along with its proposal, titled "Request for Proposed Modifications to Terms and Conditions," and identify specific modifications that it requests the City of Greenville to consider. The City of Greenville will evaluate all proposals without regard to any proposed modifications. Once a proposal has been identified as the one for which an award recommendation has been made but prior to approval of the recommendation, the City of Greenville, in its sole and absolute discretion, may consider any proposed modifications attached to that proposal. Any modification(s) to the terms and condition agreed to by the City of Greenville will be identified in the Certification of Award. Any ambiguity, vagueness, inconsistency or conflict, either internal to such modification(s) or arising when read in conjunction with other portions of the Contract, shall be construed strictly in favor of the City of Greenville. Only those proposed modifications identified in the award certification shall be part of the Contract, and the City of Greenville may ignore all proposed modifications, accept one or more and ignore others, accept all or, through negotiations after an award, agree to compromise language concerning one or more proposed modifications to be incorporated into a contract amendment. By executing and submitting its proposal in response to this RFP, Vendor understands and agrees that the City of Greenville may exercise its discretion not to consider any and all proposed modifications Vendor(s) may request and may accept Vendor's proposal under the terms and conditions of this RFP.

Contact with anyone working for or with the City of Greenville regarding this RFP other than the City of Greenville Contract Lead named on the face page of this RFP in the manner specified by this RFP shall constitute grounds for rejection of said Vendor's offer, at the City of Greenville's election.

2.2 RFP SCHEDULE

The table below shows the intended schedule for this RFP. The City of Greenville will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	City of Greenville	5:00pm November 8, 2017
Submit Written Questions	Vendor	5:00pm December 8, 2017
Provide Response to Questions	City of Greenville	5:00pm December 15, 2017
Submit Proposals	Vendor	2:00pm January 8,2018
Contract Award	City of Greenville	Within 30 days
Contract Effective Date	City of Greenville	TBD by City of Greenville and Awarded Vendor

2.3 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

Written questions shall be emailed to RPurtle@Greenvillenc.gov by the date and time specified above. Vendors should enter “RFP # [RFP Number]: Questions” as the subject for the email. Questions submittals should include a reference to the applicable RFP section and be submitted in a format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the City of Greenville’s, acting as the LPA and on the behalf of the MPO, response, and any additional terms deemed necessary by the City of Greenville will be posted in the form of an addendum to the Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any City of Greenville personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in an Addendum to this RFP.

2.4 PROPOSAL SUBMITTAL

Sealed proposals, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below, for furnishing and delivering those items or services as described herein.

Office Address of delivery by any method
PROPOSAL NUMBER: [Enter Proposal Number] Greenville Urban Area MPO 1500 Beatty Street Greenville, NC 27834

IMPORTANT NOTE: All proposals shall be physically delivered to the office address listed above on or before the proposal deadline in order to be considered timely, regardless of the method of delivery. **This is an absolute requirement.** All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service is entirely on the Vendor. It is the sole responsibility of the Vendor to have the proposal physically in this Office by the specified time and date of opening. The time of delivery will be marked on each proposal when received, and any proposal received after the proposal submission deadline will be rejected. Sealed proposals, subject to the conditions made a part hereof, will be received at the address indicated in the table in this Section, for furnishing and delivering the commodity as described herein.

Vendors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the agency’s purchasing office on the due date in time to meet the proposal deadline. All Vendors are urged to take the possibility of delay into account when submitting a proposal. **Attempts to submit a proposal via facsimile (FAX) machine, telephone or electronic means, including but not limited to email, in response to this RFP shall NOT be accepted.**

- a) Submit **two (4) signed, original executed** proposal responses, ten (10) photocopies, ten (10) un-redacted electronic copies on CD, DVD or flash drive and, if required, ten (10) redacted electronic

(Proprietary and Confidential Information Excluded) copies on CD, DVD or flash drive of your proposal simultaneously to the address identified in the table above.

- b) Submit your proposal in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the RFP number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor is submitting more than one (1) proposal, each proposal shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed proposal package.
- c) The electronic copies of your proposal must be provided on separate read-only CD's, DVD's or flash drives. The files on the discs **shall NOT** be password protected, shall be in .PDF or .XLS format, and shall be capable of being copied to other media including readable in Microsoft Word and/or Microsoft Excel.

Disc One must contain the entire Technical Proposal including any proprietary information and have the following label affixed to the disc: 1) Vendor name; (2) the RFP number; (3) the due date; and (4) the words "Disc One - Technical Proposal Non-Redacted."

Disc two, if required for confidentiality, must contain the Technical Proposal **excluding** any proprietary information identified as confidential and proprietary in accordance with Attachment A, Paragraph 11 of the Instructions to Vendors. The City of Greenville, in responding to public records requests, will release the information on this disc. It is the sole responsibility of the Vendor to ensure that this disc complies with the requirements of A, Paragraph 11 of the Instructions to Vendors. The following label must be affixed to the disc: (1) Vendor name; (2) the RFP number; (3) the due date; and (4) the words "Disc Three Technical Proposal- Redacted Copy".

2.5 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Vendor RFP responses shall include the following items and those attachments should be arranged in the following order:

- a) Cover Letter
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Firm History and Experience: Proposer is requested to define the overall structure of the firm to include the following:
 - 1. Brief overview of firm's history, primary line of business as well as specialty areas.
 - 2. A description of the firm's principal business location and any other service locations, including the primary office that will service the City. Proposer will indicate the office location that each staff member will be based from.
 - 3. Length of time providing services as described herein.
 - 4. Expected communication responsibilities.
 - 5. Discuss any impending changes in your organization that could impact the delivery of services.
 - 6. Disclose any conflicts or perceived conflicts of interest as well as what procedures your firm utilizes to identify and resolve conflicts of interest.
- d) Qualifications: Proposer is requested to provide a description of the proposed project team, staff qualifications, experience and credentials:

7. Description of service philosophy and what sets your company apart from other consulting firms.
 8. Describe similar projects successfully undertaken by your company.
 9. Introduce the project team by name with specific roles, qualifications, experience, present client load, distribution of responsibilities, and for each staff member state the anticipated percent of staff time that would be dedicated to this project.
 10. Describe detailed history of each proposed project team member identifying work history that is similar to the role as proposed by consulting firm. Identify similarities of team members' previous work history to the role proposed for this master planning effort.
 11. Project History Page (maximum of 5 pages, 1 per project): Proposer shall submit up to 5 pages of related project history, with one page dedicated to a single project showcasing similar projects as requested in this request for proposals. Each page shall detail:
 - i. Project title, location, project cost, and year completed; and
 - ii. Project Manager; and
 - iii. Percent of project completed by the proposer's firm; and
 - iv. Proposer firm's role(s) in development of the master plan; and
 - v. Client contact: phone number, email, and address; and Relevant staff from your firm: Identify key staff personnel, their role on that project, and indicate if they are proposed to have a role on the Greenville Urban Area MPO's planning project. If so, identify that proposed role.
 - vi. May include a small graphic of the cover page and/or relevant pages.
 12. Indicate current responsibilities of person designated to serve as lead contact for the City of Greenville.
 13. State level of organizational responsibility of key project staff members.
 14. Include certifications held by Proposer's personnel.
 15. Indicate back-up support capability.
- e) Scope of Services: As indicated above, please include a draft scope of services with a detailed explanation of services offered, provide a detailed report of work proposed to be accomplished by NCDOT and the work tasks to be accomplished by the consultant.
- f) References: Proposer is requested to provide a list of references with the RFP. Proposer may choose to use some, all, or none of the contacts mentioned in project history pages in item (d).11 above:
16. Provide the contact names and telephone numbers of five (5) references, preferably other municipalities, Counties, or MPO's.
 17. Include name of the client, address, telephone number, and name of main contact.
- g) Additional Information
18. Statement of Company Policy (for Personnel, Vacation, Sick Leave, Overtime, Pay Raise Policies, Travel and Subsistence Reimbursement, etc.)
 19. Chart of Accounts
 20. Financial Statements for the last fiscal year
 21. Overhead Audit – [http://audit.transportation.org/Documents/AudAcctgGuide2012\(SPG-complete\).pdf](http://audit.transportation.org/Documents/AudAcctgGuide2012(SPG-complete).pdf)
 22. Internal Control Questionnaire (ICQ), Certification of Final Indirect Costs letter (CCL) and Certification of Premium Overtime Policy must be completed each fiscal year and submitted with the overhead computation.

- h) Completed and signed version of EXECUTION PAGES, along with the body of the RFP (pages 2-20)¹, and signed receipt pages of any addenda released in conjunction with this RFP (if required to be returned).
- i) ATTACHMENT A: INSTRUCTIONS TO VENDORS
- j) ATTACHMENT B: NORTH CAROLINA GENERAL CONTRACT TERMS AND CONDITIONS
- k) Completed and signed version of ATTACHMENT C: LOCATION OF WORKERS UTILIZED BY VENDOR
- l) Completed and signed version of ATTACHMENT D: CERTIFICATION OF FINANCIAL CONDITION
- m) Completed and signed version of ATTACHMENT E: IRAN DIVESTMENT ACT CERTIFICATION
- n) ATTACHEMNT F: CERTIFICATE OF INSURANCE
- o) Completed and signed version of ATTACHMENT G: NCDOT FORM RS-2
- p) Completed and signed version of ATTACHMENT H: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR FEDERAL AID CONTRACTS
- q) Completed and signed version of ATTACHMENT I: CONFLICT OF INTEREST CERTIFICATION
- r) If not registered with NCDOT as a vendor, Completed and signed version of ATTACHMENT J: NCDOT VENDOR REGISTRATION FORM (W-9)

The purpose of the Proposal is to demonstrate the qualifications, service level, competence, and capacity of the firms seeking to become a consultant of record for the City of Greenville. The vendor's proposal should include a Technical Proposal which addresses all the points outlined here as required. Proposals should be held to no more than 40 pages in length; this includes resumes and inserts and be printed on standard 8.5" x 11" paper and be bound. Tab dividers, cover page, letters of commitment from subcontractors, NCDOT's form RS-2, NCDOT's vendor registration form (W-9), certificate of insurance, conflict of interest certification, Iran Divestment Act certification, and the certification regarding debarment, suspension, ineligibility and voluntary exclusion for federal aid contracts will not be counted toward page limit

2.8 ALTERNATE PROPOSALS

Vendor may submit alternate proposals for various methods or levels of service(s) or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s) addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: "Alternate Proposal # ___ [for 'name of Vendor']". Each proposal must be for a specific set of services and must include specific pricing. If a Vendor chooses to respond with various service offerings, each must be offered with a separate price and be contained in a separate proposal document. Each proposal must be complete and independent of other proposals offered.

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BAFO:** Best and Final Offer, submitted by a Vendor to alter its initial offer, made in response to a request by the issuing agency.
- b) **BUYER:** The employee of the State or Other Eligible Entity that places an order with the Vendor.
- c) **CONTRACT LEAD:** Representative of the City of Greenville, acting as the LPA and on the behalf of the MPO, who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City of Greenville and who will administer this contract for the City of Greenville.

¹ Remember to update this page number to equal the last page before Attachment A.

- d) **LPA:** Lead Planning Agency, The City of Greenville serves as the MPO's Lead Planning Agency
- e) **MPO:** Greenville Urban Area Metropolitan Planning Organization, regional transportation planning organization that is made up of elected officials and representatives from various local government agencies located within the Greenville urban area as well as representatives from the North Carolina Department of Transportation (NCDOT)
- f) **MTP:** Metropolitan Transportation Plan, a federally-mandated, long-term planning document detailing the transportation improvements and policies to be implemented in the MPO's planning area. This document is updated every 5 years.
- g) **QUALIFIED PROPOSAL:** A responsive proposal submitted by a responsible Vendor.
- h) **RFP:** Request for Proposal
- i) **STATE:** The State of North Carolina, including any of its sub-units recognized under North Carolina law.
- j) **STATE AGENCY:** Any of the more than 400 sub-units within the executive branch of the State, including its departments, boards, commissions, institutions of higher education and other institutions.
- k) **VENDOR:** Supplier, bidder, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Proposal.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

All qualified proposals will be evaluated and awards will be made to the Vendor(s) meeting the RFP requirements and achieving the highest and best final evaluation, based on the criteria described below.

While the intent of this RFP is to award a Contract to single Vendor, the City of Greenville reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the City of Greenville to do so.

The City of Greenville reserves the right to waive any minor informality or technicality in proposals received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

During the evaluation period—from the date proposals are opened through the date the contract is awarded—each Vendor submitting a proposal (including its representatives, sub-contractors and/or suppliers) is prohibited from having any communications with any person inside or outside the using agency, issuing agency, other government agency office, or body (including the purchaser named above, department secretary, agency head, members of the general assembly and/or governor's office), or private entity, if the communication refers to the content of Vendor's proposal or qualifications, the contents of another Vendor's proposal, another Vendor's qualifications or ability to perform the contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals and/or the award of the contract. A Vendor not in compliance with this provision shall be disqualified from contract award, unless it is determined in the City of Greenville's discretion that the communication was harmless, that it was made without intent to influence and that the best interest of the City of Greenville would not be served by the disqualification. A Vendor's proposal may be disqualified if its sub-contractor and supplier engage in any

of the foregoing communications during the time that the procurement is active (i.e., the issuance date of the procurement to the date of contract award). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFP or general inquiries directed to the purchaser regarding requirements of the RFP (prior to proposal submission) or the status of the contract award (after submission) are excepted from this provision.

3.3 PROPOSAL EVALUATION PROCESS

Proposals will be reviewed and evaluated by a Selection Committee comprised of staff members from the City of Greenville, Pitt County, the Towns of Winterville and Ayden, the Village of Simpson, the North Carolina Department of Transportation and the Federal Highway Administration. The Selection Committee shall review all Vendor responses to this RFP to confirm that they meet the specifications and requirements of the RFP.

The City of Greenville will conduct a One-Step evaluation of Proposals:

Proposals will be received from each responsive Vendor in a sealed envelope or package.

All proposals must be received by the issuing agency not later than the date and time specified on the cover sheet of this RFP.

At that date and time, the package containing the proposals from each responding firm will be opened publicly and the name of the Vendor and total cost offered will be announced. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor's pricing position.

At their option, the evaluators may request oral presentations or discussion with any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Proposals will generally be evaluated according to completeness, content, and experience with similar projects, ability of the Vendor and its staff, and cost. Specific evaluation criteria are listed in 3.4 EVALUATION CRITERIA, below.

Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the Selection Committee reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the City of Greenville, MPO and its municipal partners and the North Carolina Department of Transportation.

The City of Greenville reserves the right to reject all original offers and request one or more of the Vendors submitting proposals within a competitive range to submit a best and final offer (BAFO), based on discussions and negotiations with the City of Greenville, if the initial responses to the RFP have been evaluated and determined to be unsatisfactory.

Upon completion of the evaluation process, the City of Greenville will make Award(s) based on the evaluation and post the award(s) to IPS under the RFP number for this solicitation. Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the

selected proposal was deemed most advantageous and represented the best value to the City of Greenville, MPO and its municipal partners and the North Carolina Department of Transportation.

3.4 EVALUATION CRITERIA

The Selection Committee may choose to select a consultant just based upon scoring of the proposals, or they may narrow down the submissions to no more than three finalists and then request them to give a presentation to the selection committee. The selection committee's recommendation will be brought forward to TCC and TAC of the Greenville Urban MPO for approval before recommending to the City Council of Greenville, as the LPA, that the contract be awarded to the recommended firm

The chosen consultant will be expected to meet with the selected Steering Committee, NCDOT, FHWA and MPO staff. The consultant will develop a plan and schedule detailing proposed meetings and frequency sufficient to provide the consultant necessary guidance and gather information, ideas, to update them on findings, progress, and Plan development future steps. Furthermore, it is envisioned the selected consultant will make a brief PowerPoint presentation for MPO-staff use summarizing key points, features, improvements, and highlights of the Plan and development process.

The Selection Committee will evaluate proposals based on the factors outlined below which shall be applied to all eligible, responsive proposals in selecting the successful Vendor. Award of such a contract may be made without discussion with proposers after responses are received. Proposals should, therefore, be submitted on the most favorable terms. The City reserves the right to void the contract if the successful proposer cannot perform services specified by the proposer's response

All qualified proposals will be evaluated and award made based on considering the following criteria, to result in an award most advantageous to the Greenville Urban Area MPO and the City of Greenville as the LPA:

- 1) **(35%)** Past performance - Performance evaluation ranking from previous work (composed of the following sub measures)
 - a) Quality score of similar work – (20%)
 - b) Proposed schedule feasibility – (10%)
 - c) Responsiveness to RFQ score – (5%)
- 2) **(15%)** Project Manager – Predicted ability to manage project (composed of the following sub measures)
 - a) Demonstrated experience in projects of similar type – (10%)
 - b) Quality of resume – (5%)
- 3) **(15%)** Approach to project – Project understanding and innovation that provides cost or time savings, or increased data reliability
 - a) Level of understanding – (10%)
 - b) Process and public involvement innovation – (5%)
- 4) **(10%)** Capacity of the project team to do the work - Evaluation of the ability of the proposed team's personnel and other resources to perform the project on time -
 - a) Ability to adequately complete project in a timely manner – (10%)
- 5) **(20%)** Team's documented qualifications – Technical expertise: Unique resources that yield a relevant added value to the deliverable
 - a) Demonstrated overall experience for the project – (10%)
 - b) Demonstrated Long Range Plan development/updating experience – (10%)
- 6) **(5%)** Location of assigned staff to the Greenville Urban Area MPO Boundary. (to be scored as follows)
 - a) Within 99 miles – full 5%
 - b) 100-199 miles – 4%
 - c) 200-299 miles – 3%
 - d) 300-499 miles - 2%

- e) Greater than 500 miles – 1%

The relative merits of all proposals will be determined at the sole discretion of the Selection Committee. The successful candidate will be required to enter into a written agreement with the City of Greenville, as the Greenville Urban Area MPO LPA. This agreement will last for the period of time it is estimated to complete this study. The City of Greenville reserves the rights to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected. The City of Greenville will choose the proposal(s) that best fits its needs. The City and/or MPO will not conduct follow-up or debriefing interviews with those firms not selected at any stage of the selection process.

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT D: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this RFP, the City of Greenville may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the City of Greenville:

- Total cost to the City of Greenville
- Level of quality provided by the Vendor
- Process and performance capability across multiple jurisdictions
- Protection of the City of Greenville's information and intellectual property
- Availability of pertinent skills
- Ability to understand the City of Greenville's business requirements and internal operational culture
- Particular risk factors such as the security of the City of Greenville's information technology
- Relations with citizens and employees
- Contract enforcement jurisdictional issues

3.6 INTERPRETATION OF TERMS AND PHRASES

This Request for Proposal serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Proposal shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the Selection Committee will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the MPO's needs as described in the Request for Proposal. Except as specifically stated in the Request for Proposal, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the Selection Committee exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the City of Greenville to receive a better proposal, the Vendor is urged and cautioned to submit these items in the form of a question during the question and answer period in accordance with Section 2.4.

4.1 CONTRACT TERM

The Contract shall have an initial term based upon the duration of the Vendor’s proposed project schedule, in accordance with the federally mandated MPO adoption of the 2045 MTP, beginning on the date of contract award (the “Effective Date”). The Vendor shall begin work under the Contract within 30 days of the Effective Date.

4.2 PRICING

Price shall not be used as a factor in the evaluation, ranking, and selection phase. All price or cost related items which include, but are not limited to, cost proposals, direct salaries/wage rates, indirect cost rates, and other direct costs are prohibited from use in evaluation criteria. The total budget for the proposed 2045 Metropolitan Transportation Plan Development is \$175,000.

4.3 INVOICES

- a) The Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed.
- b) Invoices must be submitted to the following address: Greenville Urban Area MPO
Attn: Ryan Purtle, Transportation Planner
1500 Beatty Street
Greenville, NC 27834
- c) Invoices must be submitted to the Contract Lead in hard copy on the Contractor’s official letterhead stationery and must be identified by a unique invoice number. All invoice backup reports and spreadsheets must be provided in electronic format.
- d) Invoices must bear the correct contract number and purchase order number to ensure prompt payment. The Vendor’s failure to include the correct purchase order number may cause delay in payment.
- e) Invoices must include an accurate description of the work for which the invoice is being submitted, the invoice date, the period of time covered, the amount of fees due to the Vendor and the original signature of the Vendor’s project manager.

4.4 PAYMENT TERMS

The Vendor will be paid net thirty (30) calendar days after the Vendor’s invoice is approved by the Contract Lead.

4.5 FINANCIAL STABILITY

Each Vendor shall certify it is financially stable by completing the ATTACHMENT E: CERTIFICATION OF FINANCIAL CONDITION. The City of Greenville is requiring this certification to minimize potential issues from Contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the City of Greenville within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification.

4.6 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the MPO. Vendor shall provide information as to the qualifications and

experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person and contained within the proposal in the order outlined in Section 2.5.

4.7 REFERENCES

As stated in Section 2.5 (f), Vendors shall provide references for which your company has provided services of similar size and scope to that proposed herein. The Selection Committee may contact these users to determine the services provided are substantially similar in scope to those proposed herein and Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the proposal. These references shall be contained within the proposal in the order outlined in Section 2.5.

4.8 BACKGROUND CHECKS

Vendor and its personnel may be required to provide or undergo background checks at Vendor's expense prior to beginning work with the City of Greenville. As part of Vendor background the details below must be provided to the City of Greenville:

- a) Any **criminal felony conviction**, or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception, of Vendor, its officers or directors, or any of its employees or other personnel to provide services on this project, of which Vendor has knowledge or a statement that it is aware of none;
- b) Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Vendor of which it has knowledge or a statement it is aware of none;
- c) Any **regulatory sanctions** levied against Vendor or any of its officers, directors or its professional employees expected to provide services on this project by any state or federal regulatory agencies within the past three years or a statement that there are none. As used herein, the term "regulatory sanctions" includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;
- d) Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide services on this project by any state or federal regulatory agencies of which Vendor has knowledge or a statement that there are none.
- e) Any **civil litigation**, arbitration, proceeding, or judgments pending against Vendor during the three (3) years preceding submission of its proposal herein or a statement that there are none.

Vendor's responses to these requests shall be considered to be continuing representations, and Vendor's failure to notify the City of Greenville within thirty (30) days of any criminal litigation, investigation or proceeding involving Vendor or its then current officers, directors or persons providing services under this contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform services under this contract.

4.9 PERSONNEL

Vendor shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the Contract Lead. Vendor shall notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor's recommended substitute personnel. The Contract Lead will approve or disapprove the requested substitution in a timely manner. The City of Greenville, acting as the

LPA and on the behalf of the MPO, may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the Contract Lead may request acceptable substitute personnel or terminate the contract services provided by such personnel.

4.10 VENDOR'S REPRESENTATIONS

- a) Vendor warrants that qualified personnel shall provide services under this Contract in a professional manner. "Professional manner" means that the personnel performing the services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the City of Greenville under this Contract. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the City of Greenville. Names of any third party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).
- b) If any services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Vendor's proper performance, provision and delivery of the service and deliverables under this Contract, or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and Deliverables.
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

5.0 SCOPE OF WORK

The selected consultant shall furnish professional planning and engineering services, including labor, subcontractor participation, materials, supplies, equipment, travel and transportation, necessary to develop the Metropolitan Transportation Plan (MTP). Federal guidance with regards to best practices should be evaluated within the development process.

The Consultant team will coordinate with MPO staff and members in the development process for the 2045 MTP, including all public involvement activities needed during Plan development. Public Involvement techniques should meet the MPO's Public Involvement Plan at a minimum. The Consultant should also incorporate innovative techniques and multiple initiatives for public participation throughout the development process.

5.1 GENERAL

To aid the development process, a steering committee shall be formed from MPO staff, member jurisdictions and pertinent stakeholders. Upon selection of a consultant, the MPO will select and form the

Steering Committee and provide contact information to the Consultant. The Consultant should plan to also provide two presentations to the MPO's governing committees (Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC)) at the 50% completion mark and as a final presentation for plan adoption. Four total presentations to update the Steering Committee should be planned and coordinated between MPO staff, the Consultant and the Steering Committee.

The MPO will be updating their Travel Demand Model to the horizon year of 2045 in preparation for the 2045 MTP update. Completion of the model update is scheduled for August 2018. The Travel Demand model must be used in the development of the 2045 MTP as projects must be tested against the data contained within the model. Coordination to provide data from the model to the consultant prior to its completion shall be handled by MPO staff

The 2045 MTP will be a multi-modal plan and will include local, State and Federal highway systems; Greenville Area Transit, Pitt Area Transit, Vidant Medical Transit and ECU Transit; Pitt-Greenville Airport; commercial rail activity; Freight; bicycle and pedestrian facilities. This plan must be accepted and approved by the MPO, NC Department of Transportation and the Federal Highway Administration at completion.

The following MPO and local adopted plans and studies shall be utilized in development of the 2045 MTP:

- Greenville's long Range Land Use Plan: Horizons 2026
- Active Transportation Master Plan (ATP)
- Comprehensive Transportation Plan (CTP) Highway Map
- City of Greenville Short Range Transit Plan
- Public Involvement Plan (PIP)
- Title VI Plan
- Southwest Bypass Corridor Study
- Greenville Boulevard and Arlington Boulevard Feasibility Studies
- All local small area plans, studies or adopted documents

The primary City of Greenville staff, acting on behalf of the MPO, for this project are as follows:

- Kevin Mulligan, Director of Public Works, TCC Chairman
- Scott Godefroy, City Engineer
- Ryan Purtle, Transportation Planner

The Consultant shall furnish scope of services to develop the 2045 MTP that is creative with regards to approach, process and content. The development scope should ensure that the 2045 MTP is developed in accordance with Federal regulations and requirements as required in 13 USC 134, 49 USC 53, 23 CFR Part 450 and the FAST ACT. Innovative visualization and outreach techniques as a means to engage the public are an integral part of the development process and should be reflected as so in the scope.

The 2045 MTP shall assist the MPO in planning, developing and operating an innovative and integrated transportation network that will serve as a multi-modal system functioning to promote smart and sustainable mobility and development in the region.

5.2 OBJECTIVES

The 2045 MTP is expected to:*

1. Update and replace the 2014-2040 MTP

2. Incorporate all other Greenville Urbanized Area adopted Plans.
3. Comply with 13 USC 134, 49 USC 53, 23 CFR Part 450, MAP-21, FAST ACT and all other Federal and State requirements.
4. Utilize the MPO Travel Demand Model to identify transportation network deficiencies across all modes of transportation.
5. Identify and analyze of current transportation facilities outlining deficiencies and future year recommendations to increase safety, connectivity and access as they relate Plan forecast year.
6. Describe and establish performance measures and targets for the current and plan year transportation network.
7. Establish and discuss environmental mitigation techniques
8. Study and discuss economic development and land-use factors as it pertains to the current and future year transportation network.
9. Study and discussion of socio-economic and demographic conditions with population trends and land-use scenarios will be incorporated in an effort to utilize scenario planning for the 2045 Plan year.
10. Operational and management strategies for congestion management and mobility as it pertains to the current and planned transportation network.
11. Establish congestion management and air quality conformance best practices
12. Establish a financial plan for implementation identifying public and private resources, additional financing strategies and ensuring estimated project costs and revenues are reported as year of expenditure values.

**the above list should be considered a minimum, with the expected Plan accomplishments exceeding the above list of objectives.*

Deliverables at completion of the 2045 MTP shall at minimum include:**

1. Two (2) Final Plan presentations, one to each the Steering Committee and MPO Transportation Advisory Committee (TAC)
2. A copy of the Final Plan PowerPoint presentation for MPO use
3. Thirty (30) hard copies of the Final Plan, printed and bound in 8.5" x 11" format, tabbed, and 11" x 17" fan-folded pages inserted, as needed
4. Digital files including: a searchable PDF version of the Final Plan; Source images used in the Final Plan; all digital versions of materials used for public outreach and promotion
5. GIS shape files and layers formatted as described by the NCDOT's Transportation Planning Branch for use in the creation of the comprehensive Transportation Plan (CTP) mapping elements.

***Final deliverables shall be negotiated with the selected vendor as a part of the scope of service finalization.*

5.3 TASKS

As specified in Section 2.5, Vendors shall furnish a scope of services, listed by task item, required to produce a Federal and State compliant 2045 MTP that accomplishes and exceeds the objectives listed above. The selected vendor's scope of service provided within the proposal shall not be considered all encompassing. Once a vendor has been selected, the vendor, Selection Committee and primary staff, utilizing the vendors draft scope, will determine the full scope of the project and outline said scope as a part of the finalized contract.

5.4 PROJECT ORGANIZATION

Vendor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFP, and identify the responsibilities to be assigned to each person Vendor proposes to staff the work.

5.5 TECHNICAL APPROACH

Vendor's proposal shall include, in narrative, outline, and/or graph form the Vendor's approach to accomplishing the tasks outlined in the Scope of Work section of this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included.

5.6 ACCEPTANCE OF WORK

In the event acceptance criteria for any work or deliverables is not described in contract documents or work orders hereunder, the City of Greenville, as the LPA and on the behalf of the MPO, shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the City of Greenville shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation or testing, as applicable of the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any requirements, acceptance criteria or otherwise fail to conform to the contract, the City of Greenville may exercise any and all rights hereunder, including, for deliverables, such rights provided by the Uniform Commercial Code as adopted in North Carolina.

5.7 WARRANTIES

Vendor warrants to the City of Greenville, acting as the LPA and on the behalf of the MPO, that all items furnished will be new (unless otherwise specifically requested in this RFP), of good material and workmanship, and Vendor agrees to replace any items which fail to comply with the specifications by reason of defective material or workmanship under normal use, free of City of Greenville or MPO's negligence or accident for a minimum of 90 days from date of acceptance. Such replacement shall include transportation costs free of any charge to the City of Greenville. This statement is not intended to limit any additional coverage, which may normally be associated with a product. Vendor shall assign to the City of Greenville all third party warranties applicable to such deliverables. Vendor warrants that the City of Greenville and/or MPO has all rights necessary to utilize all deliverables for their intended purpose free from all third party claims.

6.0 CONTRACT ADMINISTRATION

6.1 PROJECT MANAGER AND CUSTOMER SERVICE

The Vendor shall designate and make available to the City of Greenville, acting as the LPA and on the behalf of the MPO, a project manager. The project manager shall be the City of Greenville's and/or MPOs point of contact for contract related issues and issues concerning performance, progress review, scheduling and service.

6.2 POST AWARD MANAGEMENT REVIEW MEETINGS

The Vendor, at the request of the contract lead, shall meet periodically monthly with the contract lead and Steering Committee for Project Review meetings. The purpose of these meetings will be to review project

progress reports, discuss Vendor and MPO performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

6.3 CONTINUOUS IMPROVEMENT

The City of Greenville, acting as the LPA and on the behalf of the MPO, encourages the Vendor to identify opportunities to reduce the total cost the MPO. A continuous improvement effort consisting of various ideas to enhance business efficiencies will be discussed at the periodic Business Review Meetings.

6.4 PERIODIC MONTHLY STATUS REPORTS

The Vendor shall provide periodic Management Reports to the designated Contract Lead on a monthly basis. This report shall include, at a minimum, information concerning the work accomplished during the reporting period; work to be accomplished during the subsequent reporting period; problems, real or anticipated, and notification of any significant deviation from previously agreed upon work plans and schedules. These reports shall be well organized and easy to read. The Vendor shall submit these reports electronically using Microsoft Excel and, as needed, either Microsoft PowerPoint or Microsoft Word. The Vendor shall submit the reports in a timely manner and on a regular schedule as agreed by the parties.

Within ten (10) business days of the award of the Contract the Vendor shall submit a final work plan and a sample report, both to the designated Contract Lead for approval.

6.5 DISPUTE RESOLUTION

The parties agree that it is in their mutual interest to resolve disputes informally. A claim by the Vendor shall be submitted in writing to the City of Greenville's, acting as the LPA and on the behalf of the MPO, Contract Lead for resolution. A claim by the Contract Lead shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. If a dispute cannot be resolved between the Parties within thirty (30) days after delivery of notice, either Party may elect to exercise any other remedies available under this Contract, or at law. This term shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.6 CONTRACT CHANGES

Contract changes, if any, over the life of the contract shall be implemented by contract amendments agreed to in writing by the City of Greenville, acting as the LPA and on the behalf of the MPO, and Vendor.

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Attachments to this RFP begin on the next page.

ATTACHMENT A: INSTRUCTIONS TO VENDORS

1. **READ, REVIEW AND COMPLY:** It shall be the Vendor's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein, regardless of whether appearing in these Instructions to Vendors or elsewhere in this RFP document.
2. **LATE PROPOSALS:** Late proposals, regardless of cause, will not be opened or considered, and will automatically be disqualified from further consideration. It shall be the Vendor's sole responsibility to ensure delivery at the designated office by the designated time.
3. **ACCEPTANCE AND REJECTION:** The City of Greenville, acting as the LPA and on the behalf of the MPO, reserves the right to reject any and all proposals, to waive any informality in proposals and, unless otherwise specified by the Vendor, to accept any item in the proposal. If either a unit price or an extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.
4. **BASIS FOR REJECTION:** Pursuant to 01 NCAC 05B .0501, the City of Greenville, acting as the LPA and on the behalf of the MPO, reserves the right to reject any and all offers, in whole or in part, by deeming the offer unsatisfactory as to quality or quantity, delivery, price or service offered, non-compliance with the requirements or intent of this solicitation, lack of competitiveness, error(s) in specifications or indications that revision would be advantageous to the MPO, cancellation or other changes in the intended project or any other determination that the proposed requirement is no longer needed, limitation or lack of available funds, circumstances that prevent determination of the best offer, or any other determination that rejection would be in the best interest of the MPO.
5. **EXECUTION:** Failure to sign EXECUTION PAGE in the indicated space will render proposal non-responsive, and it shall be rejected.
6. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this solicitation or those in any resulting contract, the order of precedence shall be (high to low) (1) any special terms and conditions specific to this RFP, including any negotiated terms; (2) requirements and specifications in Sections 4, 5 and 6 of this RFP; (3) North Carolina General Contract Terms and Conditions in ATTACHMENT B: NORTH CAROLINA GENERAL CONTRACT TERMS AND CONDITIONS; (4) Instructions in ATTACHMENT A: INSTRUCTIONS TO VENDORS; and (5) Vendor's Proposal.
7. **INFORMATION AND DESCRIPTIVE LITERATURE:** Vendor shall furnish all information requested and in the spaces provided in this document. Further, if required elsewhere in this proposal, each Vendor must submit with their proposal sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous proposal or available elsewhere will not satisfy this provision. Proposals that do not comply with these requirements shall be subject to rejection without further consideration.
8. **SUSTAINABILITY:** To support the sustainability efforts of the State of North Carolina we solicit your cooperation in this effort. Pursuant to Executive Order 156 (1999), it is desirable that all responses meet the following:
 - All copies of the proposal are printed double sided.
 - All submittals and copies are printed on recycled paper with a minimum post-consumer content of 30%.

- Unless absolutely necessary, all proposals and copies should minimize or eliminate use of non-recyclable or non-reusable materials such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Three-ringed binders, glued materials, paper clips, and staples are acceptable.
 - Materials should be submitted in a format which allows for easy removal, filing and/or recycling of paper and binder materials. Use of oversized paper is strongly discouraged unless necessary for clarity or legibility.
- 9. HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150 (1999), the City of Greenville invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
- 10. SMALL PROFESSIONAL SERVICES FIRMS (SPSF):** The City encourages the use of Small Professional Services Firms (SPSF). A firm certified as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and/or Women's Business Enterprise (WBE) automatically qualifies as an SPSF. Only firms certified by NCDOT qualify as a SPSF. North Carolina HUB-certified firms do not satisfy this requirement. The SPSF Program was developed to provide consulting opportunities for firms that meet the eligibility criteria to compete against other consulting firms that are comparably positioned in their industries. Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source. After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration. The firm, at the time the proposal is submitted, shall submit a listing of all known small professional services firms (SPSF) that will participate in the performance of the identified work. The participation of each SPSF shall be submitted on a separate Form RS 2. In the event the firm has no SPSF/sub consultant participation, the firm shall indicate this on the Form RS-2 by entering the word 'none' or the number 'zero' and the form shall be signed and submitted with the proposal.
- 11. RECIPROCAL PREFERENCE:** G.S. 143-59 establishes a reciprocal preference requirement to discourage other states from favoring their own resident Vendors by applying a percentage increase to the price of any proposal from a North Carolina resident Vendor. The "Principal Place of Business" is defined as that principal place from which the trade or business of the Vendor is directed or managed.
- 12. CONFIDENTIAL INFORMATION:** To the extent permitted by applicable statutes and rules, the City of Greenville will maintain confidential trade secrets that the Vendor does not wish disclosed. As a condition to confidential treatment, each page containing trade secret information shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Vendor, with specific trade secret information enclosed in boxes or similar indication. Cost information shall not be deemed confidential under any circumstances. Regardless of what a Vendor may label as a trade secret, the determination whether it is or is not entitled to protection will be determined in accordance with G.S. 132-1.2. Any material labeled as confidential constitutes a representation by the Vendor that it has made a reasonable effort in good faith to determine that such material is, in fact, a trade secret under G.S. 132-1.2. Vendors are urged and cautioned to limit the marking of information as a trade secret or as confidential so far as is possible.
- 13. PROTEST PROCEDURES:** When a Vendor wishes to protest a Contract resulting from this solicitation that is awarded by the Division of Purchase and Contract, or awarded by an agency in an awarded amount of at least \$25,000, a Vendor shall submit a written request addressed to the City of Greenville Purchasing Manager at the Greenville City Hall, 200 W. Fifth Street, Greenville, NC 27834. A protest request related to an award amount of less than \$25,000 shall be sent to the purchasing officer of the agency that issued the award. The protest request must be received in the proper office within thirty (30) consecutive calendar days from the date of the Contract award. Protest letters **shall** contain

specific grounds and reasons for the protest, how the protesting party was harmed by the award made and any documentation providing support for the protesting party's claims. **Note:** Contract award notices are sent only to the Vendor actually awarded the Contract, and not to every person or firm responding to a solicitation. Proposal status and Award notices are posted on the Internet at <https://www.ips.state.nc.us/ips/>. All protests will be handled pursuant to the North Carolina Administrative Code, 01 NCAC 05B .1519.

14. **MISCELLANEOUS:** Masculine pronouns shall be read to include feminine pronouns, and the singular of any word or phrase shall be read to include the plural and vice versa.
15. **COMMUNICATIONS BY VENDORS:** In submitting its proposal, the Vendor agrees not to discuss or otherwise reveal the contents of its proposal to any source, government or private, outside of the using or issuing agency until after the award of the Contract or cancellation of this RFP. All Vendors are forbidden from having any communications with the using or issuing agency, or any other representative of the City of Greenville or MPO concerning the solicitation, during the evaluation of the proposals (i.e., after the public opening of the proposals and before the award of the Contract), unless the City of Greenville or MPO directly contacts the Vendor(s) for purposes of seeking clarification or another reason permitted by the solicitation. A Vendor shall not: (a) transmit to the issuing and/or using agency any information commenting on the ability or qualifications of any other Vendor to provide the advertised good, equipment, commodity; (b) identify defects, errors and/or omissions in any other Vendor's proposal and/or prices at any time during the procurement process; and/or (c) engage in or attempt any other communication or conduct that could influence the evaluation and/or award of the Contract that is the subject of this RFP. Vendors not in compliance with this provision may be disqualified, at the option of the City of Greenville or MPO, from the Contract award. Only those communications with the using agency or issuing agency authorized by this RFP are permitted.
16. **TABULATIONS:** Proposal tabulations can be electronically retrieved at the Interactive Purchasing System (IPS), <https://www.ips.state.nc.us/ips/BidNumberSearch.aspx>. Click on the IPS BIDS icon, click on Search for Bid, enter the proposal number, and then search. Tabulations will normally be available at this website not later than one working day after the proposal opening. Lengthy or complex tabulations may be summarized, with other details not made available on IPS, and requests for additional details or information concerning such tabulations cannot be honored.
17. **VENDOR REGISTRATION AND SOLICITATION NOTIFICATION SYSTEM:** The North Carolina electronic Vendor Portal (eVP) allows Vendors to electronically register free with the State to receive electronic notification of current procurement opportunities for goods and services of potential interests to them available on the Interactive Purchasing System, as well as notifications of status changes to those solicitations. Online registration and other purchasing information is available at the following website <https://www.ips.state.nc.us/>.
18. **WITHDRAWAL OF PROPOSAL:** a Proposal may be withdrawn only in writing and actually received by the office issuing the RFP prior to the time for the opening of Proposals identified on the cover page of this RFP (or such later date included in an Addendum to the RFP). A withdrawal request must be on Vendor's letterhead and signed by an official of the Vendor authorized to make such request. Any withdrawal request made after the opening of Proposals shall be allowed only for good cause shown and in the sole discretion of the Division of Purchase and Contract.
19. **INFORMAL COMMENTS:** The City of Greenville, acting as the LPA and on the behalf of the MPO, shall not be bound by informal explanations, instructions or information given at any time by anyone on behalf of the City of Greenville or MPO during the competitive process or after award. The City of Greenville is bound only by information provided in this RFP and in formal Addenda issued through IPS.
20. **COST FOR PROPOSAL PREPARATION:** Any costs incurred by Vendor in preparing or submitting offers are the Vendor's sole responsibility; the City of Greenville will not reimburse any Vendor for any costs incurred prior to award.

21. **VENDOR'S REPRESENTATIVE:** Each Vendor shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.

22. **SUBCONTRACTING:** Unless expressly prohibited, a Vendor may propose to subcontract portions of the work to identified subcontractor(s), provided that its proposal clearly describe what work it plans to subcontract and that Vendor includes in its proposal all information regarding employees, business experience, and other information for each proposed subcontractor that is required to be provided for Vendor itself.

23. **INSPECTION AT VENDOR'S SITE:** The City of Greenville reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective Vendor prior to Contract award, and during the Contract term as necessary for the City of Greenville, acting as the LPA and on the behalf of the MPO, determination that such equipment/item, plant or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the Contract.

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ATTACHMENT B: NORTH CAROLINA GENERAL CONTRACT TERMS & CONDITIONS

1. **PERFORMANCE AND DEFAULT:** If, through any cause, Vendor shall fail to fulfill in timely and proper manner the obligations under this contract, the City of Greenville, acting as the LPA and on the behalf of the MPO, shall have the right to terminate this contract by giving written notice to the Vendor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items under this contract prepared by the Vendor shall, at the option of the City of Greenville and/or MPO, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any acceptable work completed on such materials. Notwithstanding, Vendor shall not be relieved of liability to the City of Greenville or MPO for damages sustained by the City of Greenville or MPO by virtue of any breach of this contract, and the City of Greenville may withhold any payment due the Vendor for the purpose of setoff until such time as the exact amount of damages due the City of Greenville or MPO from such breach can be determined. The City of Greenville reserves the right to require at any time a performance bond or other acceptable alternative performance guarantees from a Vendor without expense to the City of Greenville or MPO.

In case of default by the Vendor, the City of Greenville may procure the goods and services necessary to complete performance hereunder from other sources and hold the Vendor responsible for any excess cost occasioned thereby. In addition, in the event of default by the Vendor under this contract, or upon the Vendor filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against the Vendor, the City of Greenville or MPO may immediately cease doing business with the Vendor, immediately terminate this contract for cause, and may act to debar the Vendor from doing future business with the City of Greenville.

2. **GOVERNMENTAL RESTRICTIONS:** In the event any Governmental restrictions are imposed which necessitate alteration of the material, quality, workmanship or performance of the goods or services offered prior to their delivery, it shall be the responsibility of the Vendor to notify, in writing, the Contract Lead at once, indicating the specific regulation which required such alterations. The City of Greenville and/or MPO reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the Contract.
3. **AVAILABILITY OF FUNDS:** Any and all payments to the Vendor shall be dependent upon and subject to the availability of funds to the agency for the purpose set forth in this contract.
4. **TAXES:** Any applicable taxes shall be invoiced as a separate item.
- a. G.S. 143-59.1 bars the Secretary of Administration from entering into Contracts with Vendors if the Vendor or its affiliates meet one of the conditions of G.S. 105-164.8(b) and refuses to collect use tax on sales of tangible personal property to purchasers in North Carolina. Conditions under G.S. 105-164.8(b) include: (1) Maintenance of a retail establishment or office, (2) Presence of representatives in the State that solicit sales or transact business on behalf of the Vendor and (3) Systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. By execution of the proposal document the Vendor certifies that it and all of its affiliates, (if it has affiliates), collect(s) the appropriate taxes.
 - b. All agencies participating in this Contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the Vendor will be executed and returned by the using agency.
 - c. Prices offered are not to include any personal property taxes, nor any sales or use tax (or fees)

unless required by the North Carolina Department of Revenue.

5. **SITUS:** The place of this Contract, its situs and forum, shall be North Carolina, where all matters, whether sounding in Contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined.
6. **GOVERNING LAWS:** This Contract is made under and shall be governed, construed and enforced in accordance with the laws of the State of North Carolina, without regard to its conflict of laws rules.
7. **PAYMENT TERMS:** Payment terms are Net not later than 30 days after receipt of correct invoice or acceptance of goods, whichever is later. The using agency is responsible for all payments to the Vendor under the Contract. Payment by some agencies may be made by procurement card, if the Vendor accepts that card (Visa, MasterCard, etc.) from other customers, and it shall be accepted by the Vendor for payment under the same terms and conditions as any other method of payment accepted by the Vendor. If payment is made by procurement card, then payment may be processed immediately by the Vendor.
8. **AFFIRMATIVE ACTION:** The Vendor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.
9. **INTELLECTUAL PROPERTY INDEMNITY:** Vendor shall hold and save the City of Greenville and/or MPO, its officers, agents and employees, harmless from liability of any kind, including costs and expenses, resulting from infringement of the rights of any third party in any copyrighted material, patented or unpatented invention, articles, device or appliance delivered in connection with this contract.
10. **ADVERTISING:** Vendor agrees not to use the existence of this Contract or the name of the City of Greenville and/or MPO as part of any commercial advertising or marketing of products or services. A Vendor may inquire whether the City of Greenville or MPO is willing to act as a reference by providing factual information directly to other prospective customers.
11. **ACCESS TO PERSONS AND RECORDS:** During and after the term hereof, the contract lead, City of Greenville Auditor and any using agency's internal auditors shall have access to persons and records related to this Contract to verify accounts and data affecting fees or performance under the Contract, as provided in G.S. 143-49(9).
12. **ASSIGNMENT:** No assignment of the Vendor's obligations nor the Vendor's right to receive payment hereunder shall be permitted.

However, upon written request approved by the issuing purchasing authority and solely as a convenience to the Vendor, the City of Greenville may:

- a. Forward the Vendor's payment check directly to any person or entity designated by the Vendor, and
- b. Include any person or entity designated by Vendor as a joint payee on the Vendor's payment check.

In no event shall such approval and action obligate the City of Greenville to anyone other than the Vendor and the Vendor shall remain responsible for fulfillment of all Contract obligations. Upon advance written request, the City of Greenville may, in its unfettered discretion, approve an assignment to the surviving entity of a merger, acquisition or corporate reorganization, if made as part of the transfer of all or substantially all of the Vendor's assets. Any purported assignment made in violation of this provision shall be void and a material breach of this Contract.

13. **INSURANCE:**

COVERAGE - During the term of the Contract, the Vendor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a minimum, the Vendor shall provide and maintain the following coverage and limits:

- a. **Worker's Compensation** - The Vendor shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$500,000.00, covering all of Vendor's employees who are engaged in any work under the Contract. If any work is sub-contracted, the Vendor shall require the sub-Contractor to provide the same coverage for any of his employees engaged in any work under the Contract.
- b. **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability.)
- c. **Automobile** - Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles, used in connection with the Contract. The minimum combined single limit shall be \$250,000.00 bodily injury and property damage; \$250,000.00 uninsured/under insured motorist; and \$2,500.00 medical payment.

REQUIREMENTS - Providing and maintaining adequate insurance coverage is a material obligation of the Vendor and is of the essence of this Contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Vendor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the Vendor shall not be interpreted as limiting the Vendor's liability and obligations under the Contract.

14. **GENERAL INDEMNITY:** The Vendor shall hold and save the City of Greenville and/or MPO, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Vendor in the performance of this Contract and that are attributable to the negligence or intentionally tortious acts of the Vendor provided that the Vendor is notified in writing within 30 days that the City of Greenville has knowledge of such claims. The Vendor represents and warrants that it shall make no claim of any kind or nature against the City of Greenville or MPO's agents who are involved in the delivery or processing of Vendor goods or services to the City of Greenville and/or MPO. The representation and warranty in the preceding sentence shall survive the termination or expiration of this Contract.

15. **INDEPENDENT CONTRACTOR:** Vendor shall be considered to be an independent contractor and as

such shall be wholly responsible for the work to be performed and for the supervision of its employees. Vendor represents that it has, or will secure at its own expense, all personnel required in performing the services under this contract. Such employees shall not be employees of, or have any individual contractual relationship with the City of Greenville or MPO.

16. **KEY PERSONNEL:** Vendor shall not substitute key personnel assigned to the performance of this contract without prior written approval by the City of Greenville's assigned Contract Lead. The individuals designated as key personnel for purposes of this contract are those specified in the RFP and persons identified in Vendor's proposal.
17. **SUBCONTRACTING:** Work proposed to be performed under this contract by the Vendor or its employees shall not be subcontracted without prior written approval of the City of Greenville's assigned Contract Administrator. Unless otherwise indicated, acceptance of a Vendor's proposal shall include approval to use the subcontractor(s) that have been specified therein in accordance with paragraph 20 of Attachment A: Instructions to Vendor.
18. **TERMINATION FOR CONVENIENCE:** The City of Greenville may terminate this contract at any time by providing 90 days' notice in writing from the City of Greenville to the Vendor. In that event, all finished or unfinished deliverable items prepared by the Vendor under this contract shall, at the option of the City of Greenville, become its property. If the contract is terminated by the City of Greenville as provided in this section, the City of Greenville shall pay for services satisfactorily completed by the Vendor, less any payment or compensation previously made.
19. **CONFIDENTIALITY:** Any City of Greenville and/or MPO information, data, instruments, documents, studies or reports given to or prepared or assembled by or provided to the Vendor under this contract shall be kept as confidential, used only for the purpose(s) required to perform this contract and not divulged or made available to any individual or organization without the prior written approval of the City of Greenville and/or MPO.
20. **CARE OF PROPERTY:** The Vendor agrees that it shall be responsible for the proper custody and care of any property furnished it by the City of Greenville and/or MPO for use in connection with the performance of this contract or purchased by or for the City of Greenville and/or MPO for this contract, and Vendor will reimburse the City of Greenville for loss or damage of such property while in Vendor's custody.
21. **PROPERTY RIGHTS:** All deliverable items and materials produced for or as a result of this contract shall become the property of the City of Greenville and MPO, and Vendor hereby assigns all ownership rights in such deliverables, including all intellectual property rights, to the City of Greenville and MPO; provided, however, that as to any preexisting works imbedded in such deliverables, Vendor hereby grants the City of Greenville and MPO a fully-paid, perpetual license to copy, distribute and adapt the preexisting works.
22. **OUTSOURCING:** Any Vendor or subcontractor providing call or contact center services to the State of North Carolina shall disclose to inbound callers the location from which the call or contact center services are being provided.

If, after award of a contract, the contractor wishes to relocate or outsource any portion of the work to a location outside the United States, or to contract with a subcontractor for the performance of any work, which subcontractor and nature of the work has not previously been disclosed to the City of Greenville in writing, prior written approval must be obtained from the State agency responsible for the contract.

Vendor shall give notice to the using agency of any relocation of the Vendor, employees of the Vendor, subcontractors of the Vendor, or other persons performing services under a City of Greenville contract to a location outside of the United States.

23. COMPLIANCE WITH LAWS: Vendor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business and its performance in accordance with this contract, including those of federal, state, and local agencies having jurisdiction and/or authority.

24. ENTIRE AGREEMENT: This RFP and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. This RFP, any addenda thereto, and the Vendor's proposal are incorporated herein by reference as though set forth verbatim.

All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

25. AMENDMENTS: This contract may be amended only by a written amendment duly executed by the City of Greenville, as the LPA and on the behalf of the MPO, and the Vendor. The NC Division of Purchase and Contract shall give prior approval to any amendment to a contract awarded through that office.

26. WAIVER: The failure to enforce or the waiver by the City of Greenville of any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

27. FORCE MAJEURE: Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

28. SOVEREIGN IMMUNITY: Notwithstanding any other term or provision in this contract, nothing herein is intended nor shall be interpreted as waiving any claim or defense based on the principle of sovereign immunity that otherwise would be available to the City of Greenville under applicable law.

This Space is Intentionally Left Blank

ATTACHMENT C: LOCATION OF WORKERS UTILIZED BY VENDOR

In accordance with NC General Statute 143-59.4, the Vendor shall detail the location(s) at which performance will occur, as well as the manner in which it intends to utilize resources or workers outside of the United States in the performance of this Contract. The City of Greenville will evaluate the additional risks, costs, and other factors associated with such utilization prior to making an award. Please complete items a, b, and c below.

a) **Will any work under this Contract be performed outside the United States?** YES NO

If the Vendor answered “YES” above, Vendor must complete items 1 and 2 below:

- 1. List the location(s) outside the United States where work under this Contract will be performed by the Vendor, any sub-Contractors, employees, or other persons performing work under the Contract:

- 2. Describe the corporate structure and location of corporate employees and activities of the Vendor, its affiliates or any other sub-Contractors that will perform work outside the U.S.:

b) **The Vendor agrees to provide notice, in writing to the City of Greenville, of the relocation of the Vendor, employees of the Vendor, sub-Contractors of the Vendor, or other persons performing services under the Contract outside of the United States** YES NO

NOTE: All Vendor or sub-Contractor personnel providing call or contact center services to the State of North Carolina under the Contract **shall** disclose to inbound callers the location from which the call or contact center services are being provided.

c) **Identify all U.S. locations at which performance will occur:**

This Space is Intentionally Left Blank

[This Attachment may be modified or deleted]

ATTACHMENT D: CERTIFICATION OF FINANCIAL CONDITION

Name of Vendor: _____

The undersigned hereby certifies that: [check all applicable boxes]

The Vendor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: _____

The Vendor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.

The Vendor is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.

The Vendor is not the subject of any current litigation or findings of noncompliance under federal or state law.

The Vendor has not been the subject of any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements of this Contract.

He or she is authorized to make the foregoing statements on behalf of the Vendor.

Note: This is a continuing certification and Vendor shall notify the Contract Lead within 15 days of any material change to any of the representations made herein.

If any one or more of the foregoing boxes is NOT checked, Vendor shall explain the reason in the space below:



Signature Date

Printed Name Title

[This Certification must be signed by an individual authorized to speak for the Vendor]

ATTACHMENT E: IRAN DIVESTMENT ACT CERTIFICATION

CERTIFICATION OF ELIGIBILITY Under the Iran Divestment Act

As provided in G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 *et seq.** requires that each Vendor, prior to contracting with the State certify, and the undersigned on behalf of the Vendor does hereby certify, to the following:

1. that the Vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
2. that the Vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and
3. that the undersigned is authorized by the Vendor to make this Certification.

Vendor: _____

By: _____

Signature	Date
_____	_____
Printed Name	Title

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>, which will be updated every 180 days. For questions about the Department of State Treasurer's Iran Divestment Policy, please contact Meryl Murtagh at Meryl.Murtagh@nctreasurer.com or

(919) 814-3852.

* Note: Enacted by Session Law 2015-118 as G.S. 143C-55 *et seq.*, but renumbered for codification at the direction of the Revisor of Statutes.

ATTACHMENT G: NCDOT FORM RS-2

**PRIME CONSULTANT
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL**

TIP No. and/or Type of Work (Limited Services)

(Consultant/Firm Name and Federal Tax Id)

<i>SERVICE / ITEM DESCRIPTION</i>		<i>Anticipated Utilization</i>
TOTAL UTILIZATION:		
RECOMMENDED BY:		
CONSULTANT:		
*BY:		
TITLE:		<input type="text"/>
SPSF Status:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**“PRIME CONCONSULTANT” (FORM RS-2)
RACE AND GENDER NEUTRAL**

Instructions for completing the Form RS-2:

1. Complete a Prime Consultant Form RS-2 for the prime consultant firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Enter Service/Item Description – describe work to be performed by the Prime Firm
5. Enter Anticipated Utilization – Insert dollar value or percent of work to the Prime Firm
6. *Signature of the Prime Consultant **is required** on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
7. Complete “SPSF Status” section - Check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

ATTACHMENT H: CERTIFICATION OF DEBARMENT, SUSPENSION, INELIGIBILITY, ETC...

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION FOR FEDERAL AID CONTRACTS**

(Compliance with 49CFR, Part 29)

I hereby certify that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into contract by any federal agency, or any department, agency, or political subdivision of any State and will immediately notify the City of Greenville and the Greenville Urban Area MPO of any such actions.

Name of Consultant / Firm _____

By: _____ Date _____
Signature of Authorized Representative

Title: _____

Instructions for Certification

1. By signing and submitting this certification with the proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted. If at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms 'covered transaction', 'debarred', 'suspended', 'ineligible', 'lower tier covered transaction', 'participant', 'person', 'primary covered transaction', 'principal', 'proposal', and 'voluntarily excluded', as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

<http://www.gpo.gov/fdsys/granule/CFR-2004-title49-vol1/CFR-2004-title49-vol1-part29/content-detail.html>

ATTACHMENT I: CERTIFICATION OF CONFLICT OF INTERESTS

**CONFLICT OF INTEREST CERTIFICATION FOR
CONSULTANTS/CONTRACTORS**

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the MPO, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the MPO should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

For purposes of determining any possible conflict of interest, all firms, must disclose if any Greenville Urban Area Metropolitan Planning Organization Board Members, Employee(s), Advisory Committee Member(s), of if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a MPO employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

Yes _____ No _____

Name(s) _____ Position(s) _____

Name(s)	Position(s)

I realize that violation of the above mentioned standards could result in the termination of my work for the City of Greenville and the MPO.

DATE: _____ SIGNATURE: _____

Company: _____ NAME: _____

(Typed or Printed)

Address: _____ TITLE: _____

PHONE NO: _____ E-MA _____

ATTACHMENT J: NCDOT VENDOR REGISTRATION FORM, W-9

SUBSTITUTE FORM W-9

**VENDOR REGISTRATION FORM
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

Pursuant to Internal Revenue Service (IRS) Regulations, vendors must furnish their Taxpayer Identification Number (TIN) to the State. If this number is not provided, you may be subject to a 20% withholding on each payment. To avoid this 20% withholding and to insure that accurate tax information is reported to the Internal Revenue Service and the State, please use this form to provide the requested information exactly as it appears on file with the IRS.

**INDIVIDUAL AND SOLE PROPRIETOR: ENTER NAME AS SHOWN ON SOCIAL SECURITY CARD
CORPORATION OR PARTNERSHIP : ENTER YOUR LEGAL BUSINESS NAME**

NAME: _____

MAILING ADDRESS: STREET/PO BOX: _____

CITY, STATE, ZIP: _____

DBA / TRADE NAME (IF APPLICABLE): _____

BUSINESS DESIGNATION: INDIVIDUAL (use Social Security No.) SOLE PROPRIETER (use SS No. or Fed ID No.)
 CORPORATION (use Federal ID No.) PARTNERSHIP (use Federal ID No.)
 ESTATE/TRUST (use Federal ID no.) STATE OR LOCAL GOV'T. (use Federal ID No.)
 OTHER / SPECIFY _____

SOCIAL SECURITY NO. _____ - _____ - _____ (Social Security #)

OR

FED.EMPLOYER IDENTIFICATION NO. _____ - _____ - _____ (Employer Identification #)

COMPLETE THIS SECTION IF PAYMENTS ARE MADE TO AN ADDRESS OTHER THAN THE ONE LISTED ABOVE:

REMIT TO ADDRESS: STREET / PO BOX: _____
CITY, STATE, ZIP: _____

Participation in this section is voluntary. You are not required to complete this section to become a registered vendor. The information below will in no way affect the vendor registration process and its sole purpose is to collect statistical data on those vendors doing business with NCDOT. If you choose to participate, circle the answer that best fits your firm's group definition.

What is your firm's ethnicity? (Prefer Not To Answer, African American, Native American, Caucasian American, Asian American, Hispanic American, Asian-Indian American, Other: _____)

What is your firm's gender? (Prefer Not to Answer, Male, Female) **Disabled-Owned Business?** (Prefer Not to Answer, Yes, No)

IRS Certification

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification and
- 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- 3. I am a U.S. person (including a U.S. resident alien).

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding. For complete certification instructions please see IRS FORM W-9 at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

NAME (Print or Type)

TITLE (Print or Type)

SIGNATURE

DATE

PHONE NUMBER

To avoid payment delays, completed forms should be returned promptly to:

**NC Department of Transportation
Fiscal/Commercial Accounts
1514 Mail Service Center
Raleigh, North Carolina 27699-1514**

PHONE (919) 733-3624 FAX (919) 715-3700



Attachment 4e

Technical Coordinating Committee

No Action Required

October 18, 2017

TO: Technical Coordinating Committee
FROM: Ryan Purtle, Transportation Planner
SUBJECT: Review of proposed update to the Greenville Urban Area MPO's Public Involvement Policy (PIP)

Purpose: Review the updated Draft of the Greenville Metropolitan Planning Organization's (MPO) Public Involvement Plan (PIP).

Discussion: The Greenville Urban Area Metropolitan Planning Organization (MPO) is required by Federal regulations to maintain a policy on public involvement. The MPO last adopted updates to the current Public Involvement Plan (PIP) in December 2008. Staff reviewed the current policy in place and has updated according to recent legislation with additional changes based on staff recommendations.

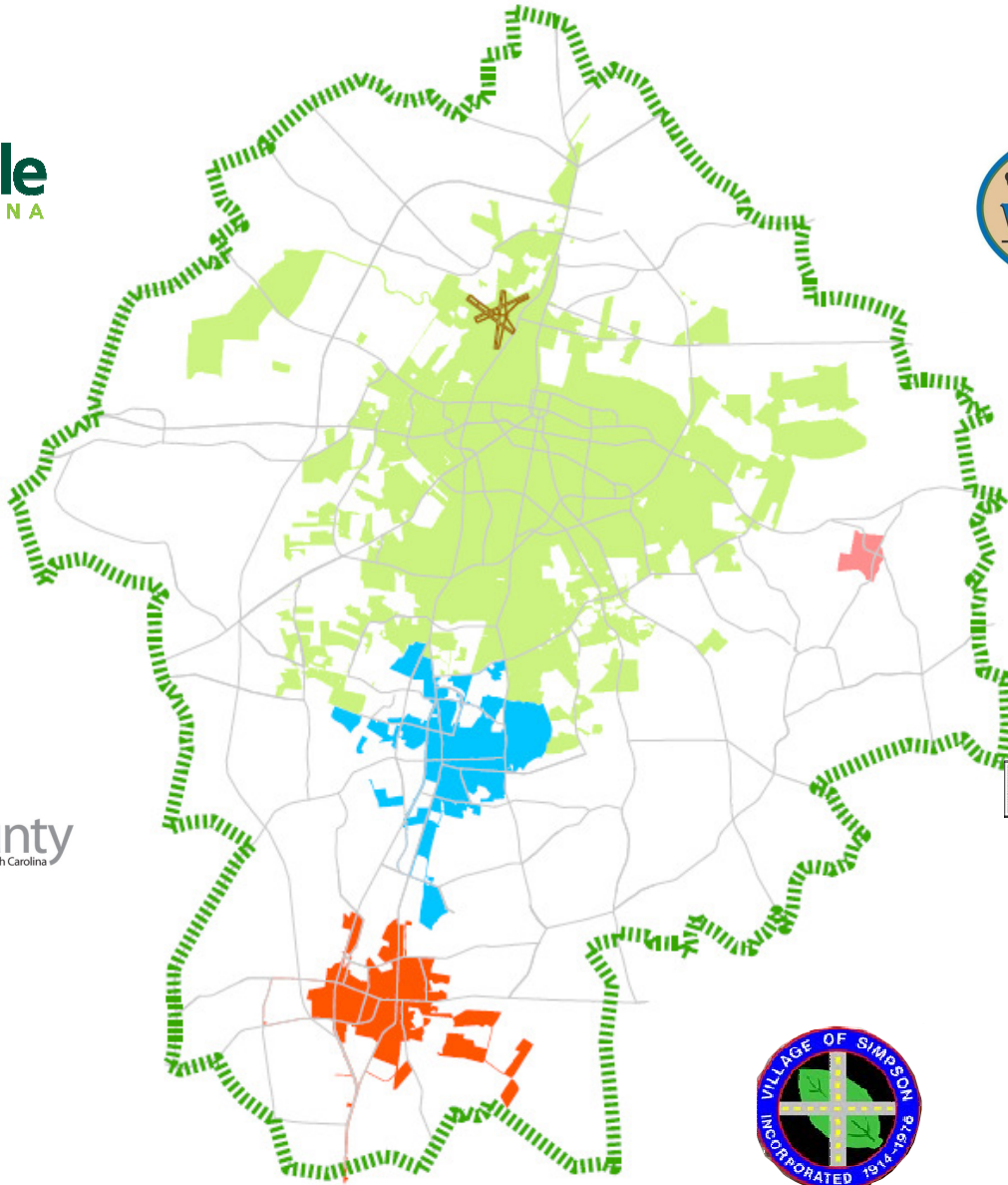
The purpose of the Plan is to provide guidelines for establishing and maintaining optimum public involvement in the transportation planning process. The Plan incorporates current public involvement objectives, policies, and techniques. It is critical for the MPO as part of its public involvement process to provide complete information, timely public notice, and support continuing involvement of the public in the development of plans and programs.

According to the current PIP any updates must be brought before the TCC and TAC before being considered for public comment. At this time no action is required but staff requests TCC and TAC members review the policy and provide note of any recommendations they may have for inclusion in the update. Any comments received from members shall be included in the update, with consideration given to Federal and State regulations. Staff proposes to hold a public comment period of no less than 45-days from January 1, 2018 to February 15, 2018. Any public comments received during this period shall be included in the update. Upon completion of the public comment period, staff shall finalize the plan and submit for TCC and TAC review and adoption during the meeting cycle immediately following to the conclusion of the comment period.

Action Needed: Review and discuss the Draft Public Involvement Plan (PIP)

Attachments: Draft Public Involvement Plan (PIP)

THE GREENVILLE URBAN AREA MPO PUBLIC INVOLVEMENT PLAN (PIP)



Greenville Urban Area Metropolitan Planning Organization

Adopted: TBD

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PUBLIC INVOLVEMENT PLAN

Executive Summary

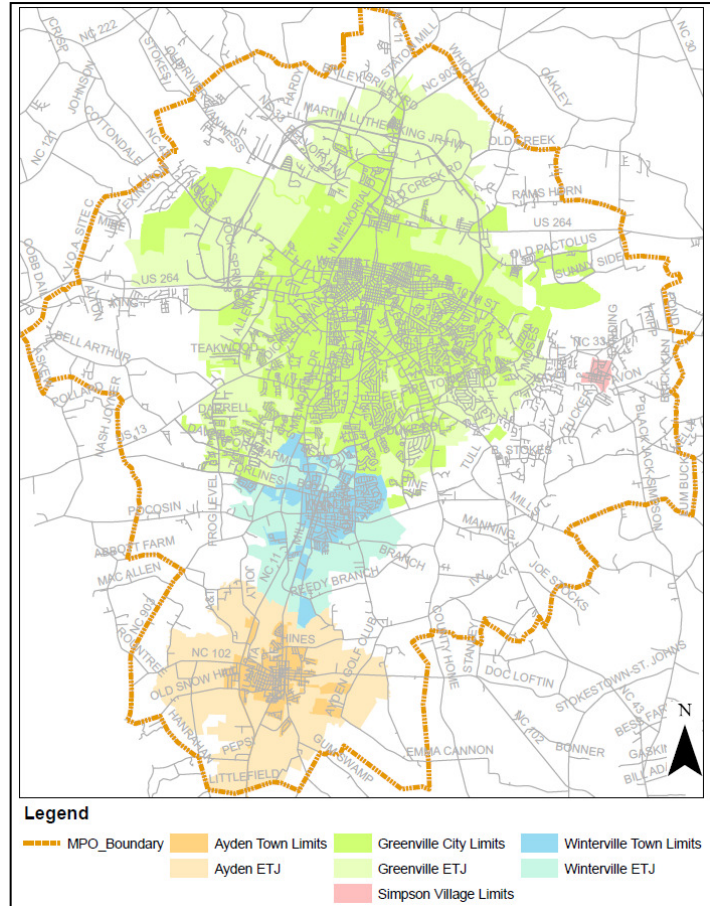
The Greenville Urban Area Metropolitan Planning Organization (GUAMPO) is the federally designated transportation planning organization for the Greenville urbanized area. GUAMPO is located in Eastern North Carolina along the Tar River and includes the City of Greenville, the Towns of Winterville and Ayden, the Village of Simpson, and unincorporated areas of Pitt County with an approximate population of 132,000.

In partnership with the residents of its many and diverse communities, the mission of the Greenville Urban Area MPO is to influence the expenditure of funds providing a regional transportation system that ensures the safe and efficient mobility of people and goods, optimizes transit opportunities, and enhances our community's environmental and economic well-being.

As the Greenville urbanized area continues to experience growth, the MPO plays a critically important role in our community, enabling interested persons to speak with a unified voice to their state and federal legislators about transportation needs, and insuring tax dollars are applied according to the greatest needs and desires of the community. To accomplish this, the MPO places special emphasis on providing equal access to transportation planning choices through its public involvement process.

The Greenville Urban Area Metropolitan Planning Organization (GUAMPO) created this Public Involvement Plan (PIP) to provide guidelines for establishing and maintaining optimum public involvement in the transportation planning process. Exemplary public involvement begins early in the planning process and continues throughout each of the planning stages, helping to avoid, minimize, and mitigate project impacts while providing the best engineering solutions. Contained herein are the MPO's current public involvement objectives, policies, and techniques.

This PIP is reviewed periodically, at least every two years, to ensure our planning process provides full and open access to all segments of the population serviced by the MPO, and undergoes a full update every five years to incorporate new and innovative outreach techniques. Contained herein are the MPO's current public involvement objectives, policies, and techniques.



The public's comments are always welcome! This document is available on the MPO website at http://www.greenvillenc.gov/departments/public_works_dept/information/default.aspx?id=510 or call 252-329-4476 for a copy, or you may visit the City of Greenville's Public Works Department at 1500 Beatty Street and pick up a copy.

Purpose & Goals

The awareness and involvement of interested persons in governmental processes are integral to successful transportation planning. The Public Involvement Plan (PIP) of the Greenville Urban Area MPO sets forth specific measures to heighten citizen education and responsiveness.

Public involvement helps avoid, minimize, and mitigate project impacts while providing the best engineering solutions. Therefore, to be effective, it is important that government agencies understand a given community's values and, it is equally important for the community to understand the tradeoffs and constraints associated with project planning.

This mutual understanding can only be achieved through early, frequent and continuous communication. When the public is engaged in the process, their insight helps assure projects suit community needs, simultaneously complementing the movement of people and goods. This Plan identifies the methods the Greenville Urban Area MPO currently uses and will implement in the future to optimize public participation in developing transportation projects.

The goals of this policy are to:

- **Inform** the public of transportation meetings, events, projects and objectives.
- **Educate** the public regarding the role of transportation planning and the decision-making process.
- **Involve** the public by providing as many possible involvement opportunities in the transportation planning process and decision-making.
- **Reach out** to all communities in the planning area to educate, inform and involve.
- **Improve** the public involvement process by reviewing this policy yearly for potential improvements and every years in accordance with federal law.

Federal Requirements for Public Participation

There are several laws and regulations that have been established by the Federal government to ensure the transportation planning process remains open and in the public interest. The following is a list of federal legislation and regulations that guide the public participation process:

Fixing America's Surface Transportation Act (FAST Act) (PL 114-94) emphasizes participation by interested parties in the transportation plan:

- A In General: Each metropolitan planning organization shall provide citizens, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs), representatives of users of

public transportation, representatives of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.

B Contents of Participation Plan:

(1) A participation plan shall:

- (a) be developed in consultation with all interested parties; and
- (b) provide that all interested parties have reasonable opportunities to comment on the contents on the transportation plan.

C Method:

(1) In carrying out subparagraph A, the metropolitan planning organization shall, to the maximum extent practicable:

- (a) hold any public meetings at convenient and accessible locations and times;
- (b) employ visualization techniques to describe plans; and
- (c) make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information under subparagraph A.

National Environmental Policy Act: The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) regulations implementing the National Environmental Policy Act (NEPA) of 1969 (as amended) outline requirements to go through an environmental review process for implementing projects from a TIP. NEPA has its own set of public participation requirements for review period and notification of interested parties on a project basis. These requirements are not a substitute for earlier participation at the planning and programming stages.

Americans with Disabilities Act of 1990: The Americans with Disabilities Act (ADA) of 1990 encourages the participation of people with disabilities in the development and improvement of transportation and paratransit plans and JUMPO Public Participation Plan 3 services. Also in accordance with ADA guidelines, all meetings conducted by the MPO will take place at locations which are accessible facilities so as to accommodate persons with mobility limitations.

Title VI – Environmental Justice: Title VI of the Civil Rights Act of 1967 sets standards which authoritatively outlawed discrimination in the conduct of all Federal activities. The term Environmental Justice (EJ) was created by people concerned that everyone within the United States deserves equal protection under the country’s laws. A 1994 Presidential Executive Order directed every Federal agency to make Environmental Justice (EJ) part of its mission by identifying and addressing the effects of all programs, policies, and activities on “minority populations and low-income population.” The U.S. Department of Transportation (DOT) issued its DOT Order to Address Environmental Justice in Minority Population and Low-income Population in 1997. The DOT Order accomplishes this goal by involving the potentially affected public in developing transportation projects that fit harmoniously within their communities without sacrificing safety and mobility.

FTA Circular 9030.1E Chapter 5, Section 6C: Federal transit law and joint FHWA/FTA planning regulations governing the metropolitan planning process require a locality to include the public and solicit comment when the locality develops its metropolitan long-range (twenty-

year) transportation plan and its (four-year) metropolitan TIP. Accordingly, FTA has determined that when a recipient follows the procedures of the public involvement process outlined in the FHWA/FTA planning regulations, the recipient satisfies the public participation requirements associated with development of the Programming of Projects (POP) that recipients of Section 5307 funds must meet.

SAFETEA-LU: As mandated in SAFETEA-LU and other supporting Federal regulations, Metropolitan Planning Organizations (MPO) must establish, periodically review and update public involvement processes. These processes should assure early and continued public awareness of and access to the transportation decision-making process. The planning regulations contain a number of performance standards for public involvement, including:

- Providing reasonable public access to technical and policy information used in the development of plans and Transportation Improvement Programs (TIP)
- Requiring adequate public notice of public involvement activities and time for public review and comment at key decision points
- Demonstrating explicit consideration and response to public input received during the planning and program development processes
- The use of visualization techniques
- Ensuring that all documents are available in an electronic format.

In addition to the Federal and State regulations, this Public Involvement Plan shall:

- be developed in consultation with all interested parties; and
- provide that all interested parties have reasonable opportunities to comment on the contents of any and all MPO transportation plans.

In carrying out the responsibilities and elements of the Public Involvement Plan, the Greenville Urban Area MPO, to the maximum extent possible, shall:

- hold any public meetings at convenient and accessible locations and times;
- employ visualization techniques to describe plans;
- make public information available in electronically accessible format and means, such as the World Wide Web, to afford reasonable opportunity for consideration of public information.

Public Involvement Opportunities

The Greenville Urban Area Metropolitan Planning Organization

GUAMPO is governed by the Transportation Advisory Committee (TAC) and the Technical Coordinating Committee (TCC), which serves as an advisory group to the TAC. Details concerning membership of these committees are available in Appendix B.

Meetings of the TAC and TCC are open to the public, and meeting agendas and minutes are public record and can be accessed. Past minutes and agendas are available upon request from the LPA, the MPO's web site or the City of Greenville's Public Works Department located at 1500 Beatty Street, Greenville, NC 27834.

Each TCC and TAC meeting shall include a public comment period in accordance with the MPO's public comment policy as outlined below:

The TCC and TAC hereby establish a public comment policy as follows:

- The TCC and TAC shall have an open formal public comment period during each meeting at the determination of the chairperson. Public comment shall occur as established in this policy.
- The Public Comment Period is a period reserved for comments by the public. A total of 30 minutes is allocated. The allowable duration of each speaker's time shall be determined by the chairpersons of the TCC and TAC, recommended not to exceed three (3) minutes per speaker.

The TCC and TAC meetings shall be advertised in the *Daily Reflector* newspaper a minimum of five (5) calendar days prior to the meeting. If an interpreter is needed for deaf or hearing impaired citizens, please call 252-329-4522 (voice) or 252-329-4060 (TDD) no later than two business days prior to the meeting. All MPO meetings are held at a location accessible to people with disabilities and special provisions can be made for anyone with disabilities who wish to participate.

Transportation Advisory Committee (TAC)

The Transportation Advisory Committee serves as a forum for cooperative transportation planning decision making for the Metropolitan Planning Organization. They approve all federal aid transportation funds in the metropolitan area. The Transportation Advisory Committee has the responsibility for keeping the public informed of the status and requirements of the transportation planning process; assist in the dissemination and clarification of its decisions, inclinations, and policies; and ensures meaningful citizen participation in the transportation planning process. The TAC is comprised of elected officials from each MPO member and a member of the NCDOT Board of Transportation.

Technical Coordinating Committee (TCC)

The Technical Coordinating Committee is responsible for providing technical assistance and advice to the Transportation Advisory Committee. The Technical Coordinating Committee provides the general review, guidance, and coordination of the transportation planning process for the planning area and has the responsibility for making recommendations to the Transportation Advisory Committee regarding any actions relating to the continuing transportation planning process.

The Transportation Technical Coordinating Committee is comprised of technical experts from local and state governmental agencies directly related to and concerned with the transportation planning process for the planning area. The membership shall include, but not be limited to, representatives from all of the jurisdictions of the Transportation Advisory Committee. The committee membership is flexible.

Ongoing Public Involvement Opportunities

Opportunities for public input include, but are not limited to, the following:

- **Planning Documents** - All documents, agendas, resolutions, meeting minutes, etc. adopted by the GUAMPO are kept at the City of Greenville Public Works Department (LPA) offices at 1500 Beatty Street, Greenville, NC. These documents will be made available for public review upon request and will be available on the MPO's web site.
- **Web Site** – The web site provides an ongoing opportunity for public comment via email and is an easy and convenient way for the public to be informed and involved in the transportation planning process. The website will be maintained and routinely updated by GUAMPO staff. The website contains the following information:
 - Available information on specific projects that are currently in the planning stages
 - Organization Chart of MPO members
 - Staff contacts
 - Publications
 - Information / Links to Area Highway Projects / Other Agencies
 - Links to allow the public to provide comment to any MPO-related matter.
 - MPO related documents such as: LRTP, ATP, PWP, MTIP, PIP, Local Area Plans/Studies
 - Meeting minutes & agendas
- **Fax comments to 252-329-4535**
- **Drop off comments in person to** - City of Greenville, Public Works Department, 1500 Beatty Street, Greenville, North Carolina, 27834. This may be done Monday-Friday, between 8:00 am through 5:00 pm.
- **Mail** - Comments may be mailed to City of Greenville, Public Works Department, 1500 Beatty Street, Greenville, North Carolina, 27834
- **Surveys** - Surveys are used to obtain general input from the public on transportation matters. They ask the public about transportation issues and concerns and some demographic information. Surveys are also used to gather specific technical data during planning studies. For example, the 2006 Origins and Destinations study surveyed people driving within the GUAMPO area about their travel habits.
- **Comment Forms** - Comment forms are used to solicit general public comments at open-house meetings and/or other public meetings. Comments may also be submitted on the GUAMPO website to solicit input regarding any current or future project. Comment forms can be either general or very specific in nature. A comment form may request general feelings about any aspect of transportation or to help identify preferred alignment alternatives considered during a corridor study.
- **Public Workshops** - Public Workshops are used to both present information and solicit public comment on a plan or issue being considered by GUAMPO. Public comments are recorded and a summary provided to the Transportation Advisory Committee. Public workshops include visual aids such as maps, aerial photographs, and drawings to facilitate public understanding and are typically held at ADA-complaint Sheppard Memorial Library.

- **Innovative Techniques** – GUAMPO shall utilize innovative techniques recommended by the public in an effort to engage all members of the public.

Response to Public Input

Public involvement may be documented in a variety of ways. Any comments received during a meeting of the GUAMPO's TCC or TAC will be included in the meeting minutes. Comments received during workshops, open houses, or presentations to civic organizations will be summarized, presented to the TCC and TAC, and kept on file. Results of surveys will be compiled, summarized, presented to the TCC and TAC, and kept on file.

Public comments may be included as appendices in formal documents or plans for which they were made.

Availability of MPO Planning Documents (PWP, MTP, ATP, MTIP, CTP, PIP,)

The MPO planning documents outlined in the *Major Planning Documents* section are available on the MPO website and at the following locations:

City of Greenville: Public Works Department, 1500 Beatty Street, Greenville, NC, 27834

Town of Winterville: Town Hall, 2571 Railroad Street, Winterville, NC 28590

Town of Ayden: Town Hall, 4061 East Avenue, Ayden, NC 28513

Village of Simpson: Town Hall, 2768 Thompson Street, Simpson, NC, 27879

Major Planning Documents

The Greenville Urban Area MPO continuously develops and updates several programs and plans associated with transportation alternatives and activities. In exercising its authority to guide the expenditure of federal and state transportation funds, it is critical for its public involvement process to provide complete information, timely public notice, and support continuing involvement of the public in developing plans and programs. Below is a listing of the primary planning documents developed by the Greenville Urban Area MPO with community input.

All public comment periods for major planning documents shall be advertised at least five days prior to opening in the *Daily Reflector* newspaper, and on all member jurisdiction websites.

Unified Planning Work Program (UPWP)

The UPWP is the Greenville Urban Area MPO's principal operating document. It describes the planning activities to be undertaken by the MPO during the upcoming fiscal year. The UPWP is updated every year. Although the UPWP portrays a one year program, planning activities are driven by long-range operational goals focused on economic vitality, environmental protection and transportation safety, accessibility, connectivity, efficiency, and maintenance.

In addition to the ongoing involvement opportunities, the public involvement opportunities for the UPWP are as follows:

- The Draft UPWP will be available for public review for at least 15 calendar days prior to its consideration for adoption by the TAC.
- The public may present comments during the public comment period at the regular TCC and TAC meetings.
- The final approved UPWP will be available on the MPO's web site.

Metropolitan Transportation Plan (MTP)

The MTP is a future "vision" of the community's transportation needs. The MTP is updated every five years to reflect the changing public interest and contains financially constrained transportation projects for upgrading the transportation infrastructure within the next twenty years. The Greenville Urban Area MPO uses the MTP to 1) estimate future needs and services for the highway network, 2) guide the expenditure of transportation funds, 3) ensure new transportation improvements meet community values, and 4) promote safe and efficient transportation services. Local and state planning officials use the MTP to select projects for inclusion in their work programs. Developers and planning firms use it to help develop land use proposals.

In addition to the ongoing involvement opportunities, the public involvement opportunities for the MTP are as follows:

- Public Outreach
 - Creation of an MTP Steering Committee
 - Public workshop
 - Public presentations
 - Dissemination of summaries and notifications via social media and public news agencies
- The draft MTP is presented for review and comments by TCC and public
- The draft MTP is presented for review and comments by TAC and public
- The draft MTP is updated as necessary, and made available for public comment for at least 30-calendar days.
- At the conclusion of the public comment period, the document(s) are again presented to the TCC along with a summary of public comments.
- The document(s) are presented to the TAC for their consideration and adoption.
- The Greenville Urban Area MPO shall provide for an additional public comment period of at least 10 calendar days if the final MTP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonable have foreseen from the public involvement efforts.*
- The final adopted version of the MTP shall be made available to the public and on the MPO's web site.

Active Transportation Master Plan (ATP)

Like the MTP, the ATP is a future "vision" of the community's transportation needs with a specific focus on bicycle and pedestrian facilities. The ATP is updated as needed to reflect the changing public interest. The ATP includes bicycle and pedestrian transportation projects, with cost estimates included, for upgrading bicycle and pedestrian transportation infrastructure. The Greenville Urban Area MPO uses the ATP to 1) estimate future needs and services for the bicycle and pedestrian network, 2) guide the expenditure of transportation funds, 3) ensure new transportation improvements meet community values, and 4) promote safe and efficient bicycle and pedestrian transportation services. Local and state planning officials use the ATP to select bicycle and pedestrian projects for inclusion in their work programs. Developers and planning firms use it to help develop land use proposals.

In addition to the ongoing involvement opportunities, the public involvement opportunities for the ATP are as follows:

- Public Outreach
 - Creation of an ATP Steering Committee
 - Public workshop
 - Public presentations
 - Dissemination of summaries and notifications via social media and public news agencies
- The Draft ATP is presented for review and comments by TCC and public
- The Draft ATP is presented for review and comments by TAC and public
- The Draft ATP is updated, as necessary and made available for public comment for at least 30-calendar days.
- At the conclusion of the public comment period, the Draft ATP is again presented to the TCC along with a summary of public comments.
- The Draft ATP is presented to the TAC for their consideration and adoption.
- The Greenville Urban Area MPO shall provide for an additional public comment period of at least 10 calendar days if the final MTP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.
- The final adopted version of the MTP shall be made available to the public and on the MPO's web site.

Transportation Improvement Program (TIP)

The TIP contains all transportation projects programmed for the upcoming seven-year period, including all regionally significant transportation projects regardless of funding source (such as transit, highway, rail, walkways, bicycle, enhancement projects, and etc.) within the Metropolitan Planning Organization boundary. It is revised bi-annually to incorporate those projects in the MTP and/or ATP having an ability to be funded within the ten-year period. Projects are grouped by roadway functional classification and indicate the year, fund source, and funding levels for each project phase within the ten year time frame covered by the TIP.

Updating the TIP is a 2-year process presenting many opportunities for public participation and input. The major steps involved are as follows:

Year 1:

- The MPO will conduct a public workshop and provide a 30-calendar day public comment period for submission comments and suggestions of transportation-related projects that the public would like to have included in the MPO's priority list.
- The MPO drafts a priority listing of projects for TCC and TAC review.
- The MPO TAC adopts the draft priority list; list is posted to MPO website
 - NCDOT may hold public meetings throughout the state for the State Transportation Improvement Program (STIP).

Year 2:

- NCDOT announces the availability of the draft State TIP.
- The MPO develops the draft MTIP (the local portion of the STIP) based on the draft STIP.
- The Draft MTIP will be available for public review for at least 10-calendar days prior to its consideration by the TCC.
- NCDOT conducts draft STIP Public Comment Meetings
- After the State adopts the STIP, the MPO adopts the local portion, also known as the MTIP.
 - If there are any major, substantial differences between the final MTIP and the draft MTIP that was advertised and reviewed by the public, the public will have an additional public comment period of 10 calendar days to submit comments relating to the final MTIP.
 - Comments received will be attached to the final adopted MTIP.

Comprehensive Transportation Plan (CTP)

The Comprehensive Transportation Plan (CTP) replaces the thoroughfare plan as the official document mutually adopted by local agencies (municipalities, MPO, RPO or county) and the Department of Transportation.

The CTP is a long-term “wish-list” of recommended transportation improvements. It doesn't have a specific timeline, cost, or funding source.

Previously, thoroughfare plans identified the existing and proposed highway network needed to handle existing and future traffic. The CTP is a multi-modal plan that identifies the entire existing and future transportation system, including highways, public transportation, rail, bicycle, and pedestrian facilities needed to serve the anticipated travel demand. The CTP is more environmentally and community friendly. It strengthens the connections between an area's transportation plan, adopted local land development plan, and community vision.

North Carolina General Statute 136-66.2 requires each MPO, with the cooperation of the NCDOT, to develop a Comprehensive Transportation Plan (CTP) serving present and anticipated travel demand in and around the MPO. The plan shall be based on the best information available including, but not limited to, population growth, economic conditions and prospects, and patterns of land development in and around the municipality, and shall provide for the safe and effective use of the transportation system.

The CTP is a series of 5 maps. Each map will be on the same base map with the same scale. The base map will contain the basic infrastructure for the area and will include the existing roadway system, rail lines, water features, and features significant to the area including but not limited to: county boundary, planning boundary, and surrounding city/town locations. The CTP map will include: Adoption Sheet, Highway Map, Public Transportation and Rail Map, Bicycle Map, and Pedestrian Map. Independently, the highway map, public transportation and rail map, and bicycle map offer insight into the future modal elements for an area. Together, the maps form an all-inclusive look at the transportation system.

The MPO may include projects in its CTP that are not included in a financially constrained plan (MTP or ATP) or are anticipated to be needed beyond the horizon year as required by 23 U.S.C. § 134.

The update process for CTP document(s) or individual maps therein is as follows:

- The Draft CTP is made available for public comment for at least 30-calendar days.
 - Public hearing(s), which may be held during each of the local jurisdictions regularly scheduled Council meeting. Should jurisdiction choose to hold a public hearing, this meeting shall be advertised in local print media, as well as in the MPO's web site.
- At the conclusion of the public comment period, the Draft CTP is presented to the TCC along with a summary of public comments.
- The document(s) are presented to the TAC for their consideration and adoption.
- The Greenville Urban Area MPO shall provide for an additional public comment period of at least 10-calendar days if the final CTP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonable have foreseen from the public involvement efforts.
- The document(s) are presented to NCDOT's Board of Transportation for adoption.

Public Involvement Plan (PIP)

To ensure all interested persons have the opportunity to comment, before adopting or amending the PIP, the MPO provides a public comment period of 45-days. The draft PIP is also posted on

the MPO's website. Those interested persons requesting a printed copy of the draft PIP may call 252-329-4476. Once the MPO approves the PIP it is placed on the MPO web site.

- Before it was adopted, this plan was available for public review and comment from January 8, 2018 through February 22, 2018. (at least 45 days)
Appendix A summarizes comments received during the specified public comment period.

The GUAMPO welcomes comments and public participation in the development of this plan. Comments will be kept on file and used to evaluate and revise public participation procedures in the future.

Please submit comments to:

The Greenville Urban Area MPO
c/o Greenville Public Works Department
1500 Beatty St.
Greenville, NC 27834
Fax: (252) 329-4535
Online:

http://www.greenvillenc.gov/departments/public_works_dept/information/default.aspx?id=510

The following summarizes the update process for the Public Involvement Plan:

- The Draft PIP is updated, as necessary and made available for public comment for at least 45-calendar days.
- At the conclusion of the public comment period, the Draft PIP is presented to the TCC along with a summary of public comments.
- The PIP is presented to the TAC for their consideration and adoption.
- The Greenville Urban Area MPO shall provide for an additional public comment period of at least 10-calendar days if the final PIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonable have foreseen from the public involvement efforts.

Modifications to Planning Documents

Occasionally, the need may arise which requires minor modifications to the MTIP, MTP, ATP, PWP, PIP, CTP, PWP, or other planning documents. Changes can be categorized in three ways: Administrative Modification, Minor Amendments, or Major Amendments.

- Administrative Modification, shall be for the purpose of correcting an administrative error or informational change; minor modifications to project descriptions, project cost, and/or funding source; adjustment of a project start and completion date.
 - These do not require a formal public involvement process.

- An administrative amendment may be accomplished at a MPO staff-level. Neither a formal amendment nor transmittal is required to accomplish this type of amendment.
- Administrative changes will be reported to the MPO as an informational item during regularly scheduled meetings.
- Minor Amendment, shall be considered to be minor in nature. Examples include small projects with few impacts, and technical/preliminary/exploratory studies.
 - These do not require a formal public involvement process outside the regular meeting structure of the MPO. Members of the TAC will represent residents in making decisions.
 - Residents may also attend and speak at each TAC meeting upon recognition by the TAC Chair, who may impose a reasonable time limit for speakers.
 - A minor amendment may be transmitted via a letter by the TAC chair. If the TAC chair is not available or otherwise cannot transmit the amendment by the required deadline, the TAC vice-chair may transmit the amendment.
- Major Amendment, shall be considered to be significant enough so as to require public review and comment. Examples include the addition or deletion of a regionally significant project or a substantial change in the design concept or design scope of a project included in the plan.
 - These types of amendments require a 10-calendar day formal public comment period. The comment period shall be advertised in the local newspaper and on the MPO's web site.

Disadvantaged Business Enterprise (DBE) Policy Statement

The Greenville Urban Area MPO shall not discriminate in any manner on the basis of race, color, sex or national origin, and shall take all reasonable steps to ensure that certified Disadvantaged Business Enterprises (DBE's) have the maximum opportunity to participate in the performance of contracts financed, in whole or in part, with financial assistance from the United States Department of Transportation (DOT), acting through such agencies as the North Carolina Department of Transportation (NCDOT) and the Federal Highway Administration (FHWA). The Greenville Urban Area MPO shall implement this DBE Policy in accordance with Part 26 of Title 49 of the Code of Federal Regulations entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Programs."

The policy of the Greenville Urban Area MPO is:

- To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
- To ensure that the DBE program is narrowly tailored in accordance with applicable federal, state and local laws;
- To ensure that only firms fully meeting the eligibility requirements of the DBE program are permitted to participate;
- To help create a level playing field on which DBEs can fairly compete for DOT-assisted contracts;
- To help remove barriers to the participation of DBEs in DOT-assisted contracts;
- To help and assist in the development of firms that can compete successfully in the marketplace outside of the DBE program; and
- To provide appropriate flexibility to establish and provide DBEs opportunities to participate in DOT-assisted contracts in accordance with applicable federal, state and local laws.

The Department will disseminate the policy to all MPO members. We will use the following methods to disseminate the policy:

- Inclusion in the Agenda package for regular TCC and TAC meetings for the policy's review and adoption.
- Publish it in the Public Involvement Plan
- Publish it on the MPO's web site as a part of the Public Involvement Plan.
- Hard copies are available to the public at the City of Greenville, Public Works Department, 1500 Beatty Street, Greenville, North Carolina, 27834

Contact

All questions and/or comments about the Greenville Urban Area MPO's DBE policy statement should be referred to the TCC Chairperson, City of Greenville, Public Works Department, 1500 Beatty Street, Greenville, North Carolina, 27834. Persons or firms interested in becoming certified as a DBE should contact the NCDOT Office of Contractual Services at 919-733-7174.

The NC Department of Transportation (NCDOT) serves as the certifying agency for all DBEs seeking work on GUAMPO-related contracts.

The NCDOT's Unified Certification Program, (UCP) is a "one-stop shopping" certification procedure that will eliminate the need for Disadvantaged Business Enterprise (DBE) firms to obtain certification from multiple agencies within the state. The firm can now apply one time with the NCDOT, and if approved, that certification is shared by all other federal recipients in the state, including the Greenville Urban Area MPO.

Firms must apply for certification as a DBE to NCDOT by completing the UCP application located on the NCDOT's Web site. Detailed instructions on how to become certified as a DBE under the UCP are listed on the site.

The NCDOT maintains a unified [DBE directory](#) that will contain all firms certified by the UCP, the information required by 49 CFR Part 26.31, and make it available to the public electronically, on the internet as well as in print.

Annual Obligations Listing Available To Public

NOTICE IS HEREBY GIVEN that the Greenville Urban Area Metropolitan Planning Organization's (MPO) Annual Obligation Listing is available to the public in compliance with federal mandates which require a listing of all projects that receive federal funds and are in the implementation phase of construction. The list was prepared by the North Carolina Department of Transportation (NCDOT) for the Greenville Urban Area Metropolitan Planning Organization and includes project names, locations, NCDOT item numbers, type of work to be performed, and funding levels.

Copies may be downloaded on the MPO's web site, or by writing to Ryan Purtle, Greenville Urban Area Metropolitan Planning Organization, 1500 Beatty Street, Greenville, North Carolina, 27834, or call (252)-329-4476.

List of Acronyms

ADA - Americans with Disabilities Act

ATP – Active Transportation Master Plan

CTP - Comprehensive Transportation Plan

DBE – Disadvantaged Business Enterprise

DOT – Department of Transportation

EJ – Environmental Justice

EPA - Environmental Protection Agency

FHWA – Federal Highway Administration

GIS - Geographical Information System

GUAMPO - Greenville Urban Area Metropolitan Planning Organization

LPA – Lead Planning Agency (The City of Greenville is the LPA for the MPO)

LRTP - Long Range Transportation Plan

MPA - Metropolitan Planning Area

MPO - Metropolitan Planning Organization

MTIP - Metropolitan Transportation Improvement Program

NCDOT - North Carolina Department of Transportation

PIP - Public Involvement Plan

PWP - Planning Work Program

TIP - Transportation Improvement Program

TAC - Transportation Advisory Committee

TCC - Technical Coordinating Committee

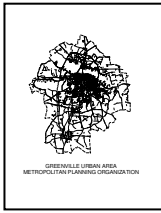
UCP - Unified Certification Program

Appendix A – Public Comments Received

There were no public comments received during the 45 day public comment period.

Appendix B – MPO Contact List

TCC Member Contact Info								
Name	Governmental Agency	Title	Phone #	Email	Address	City	State	Zip
Kevin Mulligan, Chair	City of Greenville	Public Works Director	(252)-329-4520	kmulligan@greenvillenc.gov	PO Box 7207	Greenville	NC	27835
Thomas Weitnauer	City of Greenville	Director of Planning	(252)-329-4511	weitnauer@greenvillenc.gov	PO Box 7207	Greenville	NC	27835
Rik DiCesare	City of Greenville	Traffic Engineer	(252)-329-4066	rdicesare@greenvillenc.gov	PO Box 7207	Greenville	NC	27835
Lamont Jackson	City of Greenville	Transit Manager	(252)-329-4047	lmjackson@greenvillenc.gov	PO Box 7207	Greenville	NC	27835
Scott Godefroy	City of Greenville	City Engineer	(252)-329-4525	sgodefroy@greenvillenc.gov	PO Box 7207	Greenville	NC	27835
Ann E. Wall	City of Greenville	City Manager	(252)-329-4432	awall@greenvillenc.gov	PO Box 7207	Greenville	NC	27835
James Rhodes	Pitt County	Planning Director	(252)-902-3250	jrhodes@pittcountync.gov	1717 West Fifth Street	Greenville	NC	27834
Jonas Hill	Pitt County	Planner	(252)-902-3279	jnhill@pittcountync.gov	1717 West Fifth Street	Greenville	NC	27834
Michael Taylor	Pitt Area Transit	Assistant County Manager	(252)-902-3805	michael.taylor@pittcountync.gov	1717 West Fifth Street	Greenville	NC	27834
Ben Williams, Vice-Chair	Town of Winterville	Assistant Town Manager	(252)-215-2420	ben.williams@wintervillenc.com	PO Box 1459	Winterville	NC	28590
Terri Parker	Town of Winterville	Town Manager	(252)-215-2341	terri.parker@wintervillenc.com	PO Box 1459	Winterville	NC	28590
Steven Harrell	Town of Ayden	Town Manager	(252)-481-5819	sharell@ayden.com	P O Box 219	Ayden	NC	28513
Stephen Smith	Town of Ayden	Community and Economic Planner	(252)-481-5827	ssmith@ayden.com	P O Box 219	Ayden	NC	28513
David Boyd	Village of Simpson	Mayor	(252)-757-1430	mayor.vos@suddenlinkmail.com	P O Box 10	Simpson	NC	27879
John Rouse	NCDOT	Division Engineer	(252)-439-2823	jwrouse@ncdot.gov	P O Box 1587	Greenville	NC	27835
Steve Hamilton	NCDOT	Division Traffic Engineer	(252)-439-2816	shamilton@ncdot.gov	P O Box 1587	Greenville	NC	27835
Suzette Morales	NCDOT	Transportation Engineer	(919)-707-0921	smorales@ncdot.gov	Mail Service Center 1554	Raleigh	NC	27699
Jeff Cabaniss	NCDOT	Division Planning Engineer	(252)-439-2836	jcabaniss@ncdot.gov	P O Box 1587	Greenville	NC	27835
Haywood Daughtry	NCDOT	E. Region Mobility & Safety Field Ops Eng	(252)-296-3541	hdaughtry@ncdot.gov	P O Box 3165	Wilson	NC	27895
Kevin Richards	Mid-East Commission	Planning Director	(252)-974-1823	krichards@mid-eastcom.org	P O Drawer 1787	Washington	NC	27889
William Bagnell	ECU	Associate Vice Chancellor Campus Ops.	(252)-328-6858	bagnellw@ecu.edu	1001 E 4th St	Greenville	NC	27858
NON VOTING TCC MEMBERS								
David Bender	NCDOT	Public Transportation Representative	(919)-707-4678	dpbender@ncdot.gov	Mail Service Center 1550	Raleigh	NC	27699
Bill Marley	Fed Hwy Admin	Community Planner	(919)-747-7028	bill.marley@fhwa.dot.gov	310 New Bern Ave, Suite 410	Raleigh	NC	27601
Jamie Heath	Mid-East Commission	Planner	(252)-974-1843	jheath@mid-eastcom.org	P O Drawer 1787	Washington	NC	27889
TAC Member Contact Info								
Kandie D. Smith	City of Greenville	Mayor	(252)-329-4422	ksmith@greenvillenc.gov	P.O. Box 7207	Greenville	NC	27835-7207
Doug Jackson	Town of Winterville	Mayor	(252)-756-2221	doug.jackson@wintervillenc.com	PO Box 1459	Winterville	NC	28590
Charles Farley, Chair	Pitt County	Commissioner	(252)-717-4873	charles.farley@pittcountync.gov	1717 West Fifth Street	Greenville	NC	27834
Steve Tripp, Vice-Chair	Town of Ayden	Mayor	(252)-481-5826	mayor@ayden.com	P O Box 219	Ayden	NC	28513
David Boyd	Village of Simpson	Mayor	(252)-757-1430	mayor.vos@suddenlinkmail.com	P O Box 10	Simpson	NC	27879
Hugh Overholt	NCDOT	Boardmember	(252)-672-5462	hovernholt@ncdot.gov	P.O. Box 189	Kinston	NC	28502
TAC Alternates -Member Contact Info								
Tony Moore	Town of Winterville	Councilman	(252)-321-6700	tony.moore@wintervillenc.gov	2590 Church St	Winterville	NC	28590
NON VOTING TAC MEMBERS								
John F. Sullivan, III	FHWA	Divison Admin. (non-voting)	(919)-747-7000	John.Sullivan@fhwa.dot.gov	310 New Bern Avenue, Suite 410	Raleigh	NC	27601-1418



Attachment 4f
Technical Coordinating Committee

No Action Required

October 18, 2017

TO: Technical Coordinating Committee
FROM: Ryan Purtle, Transportation Planner
SUBJECT: Finalization of potential meeting dates in 2018 of the TCC and TAC

Purpose: Finalization of potential dates for the 2018 TCC and TAC meeting cycle

Discussion: TCC and TAC meeting are typically scheduled quarterly at 1:30pm in the 3rd floor conference room at the City of Greenville City Hall. To adhere to member schedules, MPO staff is seeking direction as to the 2018 meeting schedule. In 2018, MPO staff has tentatively scheduled the below dates for the TCC and TAC meetings:

<u>TCC</u>	<u>TAC</u>
April 4, 2018	April 18, 2018
June 27, 2018	July 11, 2018
September 12, 2018	September 26, 2018
October 31, 2018	November 14, 2018

These potential dates were chosen with consideration to possible local government holiday schedules. Future meeting dates can be altered at each respective Committee meeting.

Action Needed: Finalize potential dates for the 2018 cycle of TCC and TAC meetings.