



243 High Street Room 026
Morgantown, WV 26505
(304) 291-9571
www.plantgether.org

Agenda

Policy Board Meeting
Monongalia County BOE Building
1751 Earl Core Road
Morgantown WV
January 19, 2023

6:00 PM

1. Call To Order
2. Public Comment Period
3. Executive Directors Review
4. Approval of Minutes
5. Election of Officers
6. Committee Reports
 - a. Citizens Advisory Committee
 - b. Finance Committee
 - c. Executive Director
7. Audit
8. Draft On-Call Consultant RFQ
9. Draft Downtown Micro-Simulation Study Scope of Work
10. Draft FY 2023-2024 Unified Planning Work Program
11. Other Business
12. Meeting Adjournment



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Memorandum

Date: January 12, 2023
To: Policy Board Members
From: Bill Austin, AICP
Subject: January 19, 2023 Policy Board Meeting Agenda Items

This memorandum is to inform you of the items under consideration in the January 2023 Policy Board Agenda.

-Election of Officers-The Officer Nominating Committee appointed by Chairman Justice has nominated Mr. Kelly for Chairman, Delegate Statler for Vice Chairman and Mayor Lewis for Treasurer.

-Audit-Please find enclosed in the Agenda packet the MPO's 2022 Audit. The MPO's auditor found no issues with the MPO's operations. MPO Staff respectfully recommends the acceptance of the MPO's 2022 Audit by the Policy Board.

-Draft On Call Consultant RFQ-As you may recall the MPO released a version of this document last year. After some interested parties expressed concerns with the structure of this RFQ the MPO decided to end that solicitation. The primary difference between the RFQ included in this agenda packet and the previous RFQ is that the current RFQ provides that MPO Staff can only review the cost information under consideration after the firm or firms are selected as on call consultants. The draft document reflects the recommendations of the TTAC and CAC. Staff is requesting that the Policy Board authorize the release of this revised document.

-Downtown Traffic Simulation Study Scope of Work-Please find included in the agenda packet a draft Scope of Work for the Downtown Morgantown Traffic Simulation Study. The MPO's Metropolitan Transportation Plan identifies numerous projects for the downtown area. These projects include potentially closing Grumbein's Island, upgrades and or relocation of Willey Street, improvements to University Avenue, and an evaluation of the one-way street pairs in downtown. Other issues the Study can assist in addressing include pedestrian safety and parking. The combination of potential projects in downtown identified in the Metropolitan Transportation Plan has made the Downtown Traffic Simulation Study a high priority for the MPO.

In working with WVDOH the MPO has identified that the Downtown Traffic Simulation Study will be funded utilizing a portion of the MPO's designated Surface Transportation Block Grant funding. MPO staff is working with WVDOH to identify the exact process for implementing the Study. The current recommendation is that WVDOH contract for the Study consultant with a steering committee that includes representation from the MPO including at least one representative of the Policy Board. We would appreciate any comments or improvements the Policy Board may have on the Traffic Simulation Study Scope of Work. The draft document reflects the recommendations of the TTAC and

CAC. The Policy Board will be presented with a contract for approval outlining the process for this Study prior to it's initiation.

-Draft 2023 Unified Planning Work Program-Please find enclosed in the Agenda packet a draft of the MPO's 2023 Unified Planning Work Program (UPWP). Work in the draft UPWP includes oversight of the Downtown Traffic Study, oversight of the Greenbag Road Design Study, initial implementation of the pedestrian/cyclist data collection initiative, and normal MPO operations including enhanced outreach. MPO Staff also intends to perform an areawide charging station study. We would greatly appreciate any ideas the Policy Board may have on this last item.

The draft UPWP proposes a 4% cost of living increase for primary MPO Staff along with enhanced pay for the MPO's shared employee upon completion of their probationary period. The draft UPWP proposes the same local match (\$35,000 split between the City of Morgantown and Monongalia County) as last year. We anticipate additional funding being available once the WVDOH has evaluated the recently released 2020 Census data. If the MPO proposes to do additional work outside of the work outlined in this draft document to utilize any additional funding we would need more local match.

We would greatly appreciate the Policy Board's review of the draft UPWP. All comments or suggestions you may have for improvement of the UPWP are welcome. This document will be presented to the Policy Board for adoption at the March meeting.



POLICY BOARD MEETING

Monongalia County Commission Chamber

November 17, 2022, 6 PM

Virtual Meeting Link:

<https://morgantownmonongaliampo.my.webex.com/meet/baustin>

Members Present:

Chair Ron Justice – WVU, Vice-Chair Mike Kelly – Board of Education. Treasurer Mayor Patricia Lewis – Town of Granville, Commissioner Jeffery Arnett – Monongalia County, Recorder Steve Blinco – Westover, Commissioner Tom Bloom – Monongalia County, Mr. Brian Carr – WV DOH, Councilperson Joe Abu-Ghannam – City of Morgantown, Councilperson Kawecki – City of Morgantown, Mayor Bob Lucci – City of Westover, Commissioner Sean Sikora – Monongalia County

MPO Director: Bill Austin, AICP

1. Call to Order

With a quorum present, Chairman Justice called the meeting of the Morgantown Monongalia Metropolitan Planning Organization (MMMPO) Policy Board to order at 6:00 PM.

Chairman Justice welcomed new board members: Mayor Bob Lucci and Councilperson Joe Abu-Ghannam.

2. Public Comment

No Public Comments

3. Approval of Minutes

Chairman Justice noted that the minutes for the last meeting were included in the agenda packet. Commissioner Bloom moved to approve the minutes as presented; seconded by Mayor Lewis. With no discussion, the motion was approved unanimously.

4. Committee Report

a. Citizens Advisory Committee

Mr. Abildso, the Chair of the Citizens Advisory Committee, noted that the committee reviewed and recommended approved of the TIP amendments and the safety performance measures. The committee had a discussion about opportunities to use federal funding to improve pedestrian and bicycle facility on local streets.

The committee also suggested developing a local safety performance measure focusing on the number of crashes in the area. Mr. Abildso noted that Mr. Sneckenberger left the committee after more than a decade of serving on the committee. The CAC expressed appreciation to Mr. Sneckenberger.

b. Finance Committee

Mayor Lewis briefed the Board on the financial report:

At the beginning of August, the balance was \$67,037.84. The expenditures were \$26,123.34 with three deposits of \$26,283.67, leaving a balance of \$67,198.17 at the end of August.

At the beginning of September, the balance was \$67,198.17. The expenditures were \$29,265.68 with one deposit of \$19,002.65, leaving a balance of \$56,935.14 at the end of September.

At the beginning of October, the balance was \$56,935.14. The expenditures were \$18,594.56 with two deposits of \$26,263.67, leaving a balance of \$64,604.25 at the end of October.

Commissioner Sean Sikora moved to approve the finance report as presented; seconded by Recorder Blinco. With no discussion, the motion was unanimously approved.

c. Executive Director

Mr. Austin noted that Jessica Moberly left the MPO. The MPO is considering two qualified candidates to fill Jessica's position.

Mr. Austin noted that the MPO has been awarded a Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) grant to complete the design of the improvements identified in the MPO's Study of Greenbag Road and to study the feasibility of constructing a multi-purpose path parallel to Greenbag Road. The Federal Highway Administration awarded the MMMPO the full \$4.2 million requested for this project.

Mr. Austin noted that the MPO has been discussing with WV DOH and FHWA to decide if the MPO should be the direct recipient of this grant or the MPO should contract with WV DOH in administrating the grant and implementing the project. After the discussion, the MPO staff recommend contracting with DOH. The main reason is that working with WV DOH will expediate the project and gain a better opportunity to apply another RAISE grant for the

construction of the project. The MPO can set the deadline for getting the study completed and make arrangements to ensure that there is sufficient local input for the project design.

Mr. Austin noted that the MPO developed a draft process for applying for federal funding through the MPO. Mr. Austin noted that the most recent transportation bill provides for MPO's under 200,000 in population to potentially have the authority to allocate funding from the Carbon Reduction Program (CRP) and the Surface Transportation Block Grant Program (STBG). Two memorandums prepared by Staff on this topic. One memorandum identifies types of projects that can be funded through these programs and the percentage of the project cost that would be eligible through the programs. The second memorandum outlines a draft proposal review process for applicants who apply to the MPO for funding.

Mr. Austin noted that the purpose of developing a project selection process is to inform the state that we are ready to have an informed discussion and to make recommendations. The MPO is ready to have a deliberative process to identify viable project for the grant in a transparent way.

Chairman Justice noted that the process will allow local entities to get access to the federal funds for their transportation projects in an expediated way. Mr. Justice asked about the redesigning the intersection of Smithtown Rd and US 19 project and the Willey Street corridor improvement project.

Mr. Austin noted that the MPO will prepare letters to WV DOH to recommend the two projects for the funding under CRP and/or STBG. Mr. Austin noted that Willey Street will be included in the Downtown Traffic Study recommended in the MPO's Metropolitan Transportation Plan.

Mr. Carr noted that the WV DOH has not finalize its plan for funding allocation. DOH will need to decide the amount of matching funds that will able available across the state.

Commissioner Bloom noted that the Holland Ave in Westover is a high priority in the region, especially the pedestrian access to the bus depot of Mountain Line Transit. Mr. Austin noted that the project is eligible for multiple funding sources including suballocated funds.

Mr. Austin noted that MPO is considering joining the Morgantown Area Partnership – Chamber of Commerce. Councilperson Kawecky noted that he would appreciate more information regarding the obligations and benefits of joining the chamber.

5. TIP Amendment

Mr. Austin noted that the only TIP Amendment is to add the Greenbag Rd design project funded by the RAISE grant as discussed earlier.

Mr. Kelly moved to adopt the TIP Amendment; seconded by Mayor Lewis. With no discussion, the motion passed unanimously.

6. Highway Safety Performance Measures

Mr. Austin noted that a copy of Highway Safety Performance Measures is included in the agenda package. The MPO prepared a memorandum to summarize the WV DOH progress toward meeting safety goals. The MPO is required to annually adopt the measures. TTAC and CAC have recommended the approval of these goals. Mr. Austin noted that as suggested by the CAC, the MPO will develop a local measure focusing on the number of crashes in the MPO area.

Commissioner Bloom moved to adopt the performance measures as presented; seconded by Mr. Kelly. With no discussion, the motion passed unanimously.

7. Draft FY 2023 Meeting Calendar

Mr. Austin noted that a draft meeting schedule for 2023 has been included in the agenda package. The schedule is being presented to the committee to identify any potential conflicts. If there are any conflicts, the MPO will adjust the schedule accordingly.

8. Draft Process for evaluating proposed projects for Carbon Reduction and Surface Transportation Block grant funding

This item has been discussed under the Executive Director Report session.

9. Input on projects to be included in the FY 2023-2024 Unified Planning Work Program

Mr. Austin noted that MPO staff is beginning work to develop the MPO's work program for the upcoming year. One item the MPO is considering is a detailed traffic modeling study for downtown Morgantown as identified in the recently adopted Metropolitan Transportation Plan (MTP). As noted in the MTP issues to be addressed in this study include the evaluation of alternatives for Grumbein's Island, downtown traffic operations including an evaluation of street pairs as well as the operation of the Don Knott's Boulevard on the Waterfront and Willey Street.

The MPO will also work on crash report to track the number of crashes in the area. The data will be used in the MPO performance measures evaluation.

Mr. Carr noted that the downtown traffic study may be eligible for multiple funding sources. He noted that the DOH cannot guarantee to fund all the projects included in the MPO's UPWP.

This is an informational item. No action is needed.

10. Appointment of Officer Nominating Committee

Chairman Justice noted that the MPO will form a committee to nominate the MPO's officials for the next year. Any board member interested in joining the nominating committee can contact him or the Executive Director.

11. Other Business

Chairman Justice expressed his appreciation for the pedestrian infrastructure improvement on University Ave near WVU law school and the progress that has been made on the pedestrian crossing project on Patteson Dr.

Chairman Justice noted that the allocation process for the third round of earmark funds has started. He encouraged the MPO keep tracking on various channels of funding for implementing the transportation projects in the area.

Recorder Blinco raised the concern about a sink hole at the formal Texas Roadhouse parking lot. He noted that the hole has increased its size and may impact the Mon Blvd in near future. The sinking may be caused by complicated issues and require a significant amount of funding for repairing. Mr. Austin noted that the MPO will explore potential funding resources for the issue.

Councilperson Abu-Ghannam expressed his appreciation for the opportunity to serve on this board.

12. Meeting Adjournment

The meeting adjourned at 7:01 PM.

Morgantown - Mon County Trans. Planning Org.
 Checking Account
 As of November 30, 2022

2:58 PM
 01/10/2023
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Centra-Checking (voucher checks)								64,604.25
Check	11/15/2022	9488	American Planning Association	B Austin	√	Dues and Subscriptions (Dues and	-614.00	63,990.25
Check	11/15/2022	9489	Dominion Post	TIP	√	Public Notices	-55.32	63,934.93
Check	11/15/2022	9490	Fringe Benefits Management Company		√	Salary	-348.54	63,586.39
Check	11/15/2022	9491	J. William B. Austin	Travel Expenses AMPO Conference	√	Salary	-782.07	62,804.32
Check	11/15/2022	9492	Jing Zhang	AQ Training Parkersburg Overnight		Travel & Ent (Travel and Entertainm	-347.02	62,457.30
Check	11/15/2022	9493	Public Employees Insurance Agency		√	Salary	-2,210.74	60,246.56
Check	11/15/2022	9494	Retiree Health Benefit Trust Fund		√	Salary	-140.00	60,106.56
Check	11/15/2022	9495	Service Plus		√	Accounting (Accounting Fees)	-173.40	59,933.16
Check	11/15/2022	9496	Stantec Consulting Service	Assistance with SS4A Grant App	√	Consulting (Consulting Expense)	-1,079.00	58,854.16
Check	11/15/2022	6061	J. William B. Austin	Electronic Transfer	√	Salary	-2,616.76	56,237.40
Check	11/15/2022	6062	Jing Zhang	Electronic Transfer	√	Salary	-1,581.18	54,656.22
Check	11/15/2022	6063	ICMA. Retirement Corp		√	Salary	-1,716.99	52,939.23
Check	11/15/2022	941	IRS	Electronic Transfer	√	Salary	-1,417.78	51,521.45
Check	11/30/2022	9497	Centra Bank - Mastercard	\$150 ad, \$864.14 Travel, sftware	√	Travel (Travel)	-1,069.95	50,451.50
Check	11/30/2022	9499	Jing Zhang	Online TIP database reimburse		Computer Software	-58.00	50,393.50
Check	11/30/2022	9500	West TV	Nov, PB Meeting	√	Public Notices	-450.00	49,943.50
Check	11/30/2022	9498	Fringe Benefits Management Company		√	Salary	-342.54	49,600.96
Check	11/30/2022	9501	WV Board of Risk & Insurance Management		√	Administrative Overhead	-1,578.00	48,022.96
Check	11/30/2022	6064	J. William B. Austin	Electronic Transfer	√	Salary	-2,616.77	45,406.19
Check	11/30/2022	6065	Jing Zhang	Electronic Transfer	√	Salary	-1,581.18	43,825.01
Check	11/30/2022	6066	ICMA. Retirement Corp		√	Salary	-1,716.99	42,108.02
Check	11/30/2022	941	IRS	Electronic Transfer		Salary	-1,417.76	40,690.26
Check	11/30/2022	11302	WV Dept of Tax and Revenue	Electronic Transfer	√	Salary	-572.00	40,118.26
Total Centra-Checking (voucher checks)								40,118.26

TOTAL

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Centra-Checking (voucher checks)								
Deposi	12/01/2022		WVDOH	Deposit	√	PL Funds (Funds)	16,970.56	40,118.26
Check	12/15/2022	9502	Caliper Corporation	Model Softward		Computer Software	-1,500.00	57,088.82
Check	12/15/2022	9503	Public Employees Insurance Agency		√	Salary	-2,210.74	53,378.08
Check	12/15/2022	9504	Retiree Health Benefit Trust Fund		√	Salary	-140.00	53,238.08
Check	12/15/2022	9505	Service Plus		√	Accounting (Accounting Fees)	-178.36	53,059.72
Check	12/15/2022	6067	J. William B. Austin	Electronic Transfer	√	Salary	-2,616.76	50,442.96
Check	12/15/2022	6068	Jing Zhang	Electronic Transfer	√	Salary	-1,581.19	48,861.77
Check	12/15/2022	6069	ICMA. Retirement Corp		√	Salary	-1,716.99	47,144.78
Check	12/15/2022	941	IRS	Electronic Transfer	√	Salary	-1,417.76	45,727.02
Check	12/30/2022	9506	Balestra Harr and Scherer CPA	2022 Audit		Accounting (Accounting Fees)	-3,100.00	42,627.02
Check	12/30/2022	9507	Centra Bank - Mastercard			Computer Software	-92.16	42,534.86
Check	12/30/2022	9508	Encova Insurance			Insurance (Insurance)	-934.00	41,600.86
Check	12/30/2022	9509	Fringe Benefits Management Company			Salary	-342.54	41,258.32
Check	12/30/2022	6072	J. William B. Austin	Electronic Transfer	√	Salary	-2,616.76	38,641.56
Check	12/30/2022	6073	Jing Zhang	Electronic Transfer	√	Salary	-1,581.18	37,060.38
Check	12/30/2022	6074	ICMA. Retirement Corp			Salary	-1,716.99	35,343.39
Check	12/30/2022	941	IRS	Electronic Transfer	√	Salary	-1,417.76	33,925.63
Check	12/30/2022	12302	WV Dept of Tax and Revenue	Electronic Transfer		Salary	-572.00	<u>33,353.63</u>
Total Centra-Checking (voucher checks)								

TOTAL



REQUEST FOR PROPOSAL

DRAFT

Downtown Traffic Study

Released: N/A

Due Date: N/A

Morgantown Monongalia Metropolitan Planning Organization

243 High Street Room 026, Morgantown, WV 26505

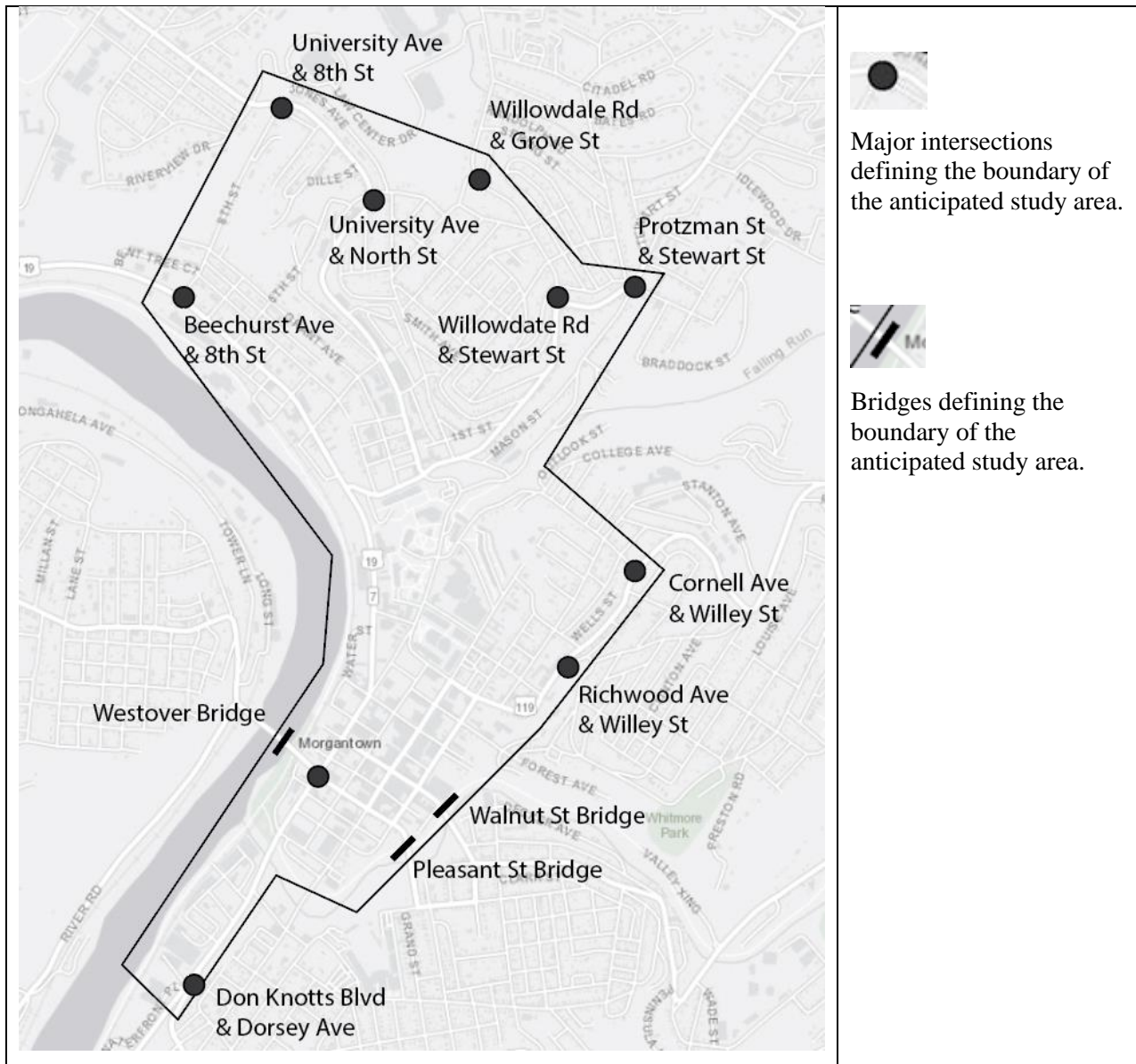
www.Plantgether.org

Request for Qualification Summary Page

1. RELEASE DATE N/A	2. DUE DATE N/A	3. INTERVIEW PERIOD N/A
4. TASK NAME Downtown Traffic Study		
5. CONTRACT AGENCY NAME AND ADDRESS Morgantown Monongalia Metropolitan Planning Organization 243 High Street Room 026 Morgantown, WV 26505		7. CONTACT INFORMATION Bill Austin, AICP, Executive Director Phone: 304-291-9571 Email: baustin@labyrinth.net 243 High Street Room 026 Morgantown, WV 26505
6. PARTNERING AGENCIES City of Morgantown, WV		8. FUNDING SOURCE FHWA, WV DOT, Monongalia County, City of Morgantown
9. SUPPLEMENTARY NOTES N/A		
10. SCOPE OF WORK ABSTRACT The goal of this project is to identify viable actions to improve vehicle, bicycle, pedestrian, transit, and freight traffic in the study area to support the development of downtown Morgantown and surrounding areas. The project is expected to evaluate the impact of different transportation scenarios on the vehicle, transit, pedestrian, and bicycle traffic in both current and future conditions. Those scenarios include, but are not limited to, the closure of Grumbein's Island to through traffic, the reconfiguration of Willey St, alternatives to the downtown one-way/two-way streets pairing, signal and lane assignment alternatives to improve transit safety and efficiency, lane assignment to include bicycle lanes, and signal alternatives to improve pedestrian safety and efficiencies, such as leading pedestrian interval and concurrent/exclusive phasing.		
11. UPWP FFY 2023-2024	12. PLANNING HORIZON 30 years	13. SCALE Subarea

I. Summary

The Morgantown Monongalia MPO is seeking the services of a qualified consulting firm to conduct a comprehensive traffic study in the Morgantown downtown area. The service will include data collection, analysis, public engagement, recommendations on alternatives and improvements, the development of an implementation plan, and a final report. The attached map depicts the anticipated study area.



II. Purpose of the Project

The goal of this project is to identify viable actions to improve vehicle, bicycle, pedestrian, transit, and freight traffic in the study area to support the development and redevelopment of Morgantown downtown and surrounding areas. The consultant should consider the following types of improvements:

- Vehicle traffic flow and safety, including access to parking, transit service (PRT), and bus.
- Pedestrian safety in the downtown area, including crosswalk, sidewalk, access to transit service (bus and PRT) and parking, and access to downtown business.
- Efficient and safe bicycle travel, including parking, signage, and traffic control.
- Transit efficiency and safety, including turning radius, stop areas, and intermodal connectivity.
- Commercial loading zones and freight traffic.
- Improve overall access to downtown business and anticipated development areas.

III. Scope of Services

Task 1. Data Collection

- Task 1.1 Vehicle turning movement, including heavy vehicles. At a minimum, turning movement counts at the following intersections will be required:

Core Downtown Area	Downtown Surrounding Area
○ Foundry St and High St	○ 8th St and Beechurst Ave
○ High St and Pleasant St	○ 8th St and University Ave
○ High St and Walnut St	○ 3rd St and Beechurst Ave
○ High St and Fayette St	○ 3rd St and University Ave
○ Spruce St and Pleasant St	○ Campus Dr and Beechurst Ave
○ Spruce and Walnut St	○ University Ave and Falling Run Rd
○ University Ave and Walnut St	○ University Ave and College Ave
○ University Ave and Pleasant St	○ Willey St and Richwood Ave / Prospect St
○ University Ave and Willey St	○ Stewart St and Willowdale Rd Stewart St and Protzman St
○ University Ave and Beechurst Ave/Fayette St	○ Don Knotts Blvd and Dorsey Ave
○ Willey St and Chestnut St	○ Campus Dr and University Ave and Stewart St
○ Willey St and High St	
○ Willey St and Spruce St	

- Task 1.2 Vehicle volume, including heavy vehicles. The consultant shall acquire or collect current and historic traffic in the downtown area (past 5 years).
- Task 1.3 Vehicle entry and exit. The consultant shall acquire or collect vehicle entry and exit data in the study area to understand how vehicle access, navigate through and leave the downtown area.
- Task 1.4 Pedestrian and bicycle traffic data. The consultant shall acquire or collect pedestrian and bicycle traffic data throughout the study area, including weekdays and weekends.
- Task 1.5 Crash data. The consultant shall acquire and review crash data in the past 5 years or a period that statistically significantly reflects current crash rates, including vehicles, pedestrians, and bicycles. MPO and the City of Morgantown can provide crash data.
- Task 1.6 Downtown parking data. The consultant shall acquire from the City of Morgantown or collect downtown parking data including on-street parking, off-street parking (on private property), and parking structure.
- Task 1.7 Street network geometric conditions. The consultant shall acquire or collect information on the physical conditions of the street network including street width, lane configuration, parking, sidewalks, crosswalk, traffic controls, street furniture, lighting, and other network-related information.
- Task 1.8 Downtown existing land use and future development in the Morgantown Comprehensive Plan.
- Task 1.9 Review existing plans relating to downtown Morgantown.

Task 2. Analysis

- Task 2.1 Traffic modeling. The consultant shall develop a full microsimulation (such as TransModeler) model for the study area suitable for evaluating different scenarios of future volume conditions as well as existing traffic volume. At a minimum, the analysis should cover delay, travel time, queue length, weaving movements, and level of service.
- Task 2.2 Traffic control. Evaluation of changes to existing controls at the intersections.
- Task 2.3 Traffic routing. Create multiple scenarios to compare different routing alternatives in the study area, including University Ave closure (Mountainlair segment) scenario analysis.
- Task 2.4 Lane Assignments - The potential reduction of or reassignment of travel lanes on multi-lane roads to improve vehicle and bicycle access.
- Task 2.5 Signal timing analysis to optimize traffic progression in the study area.

- Task 2.6 Transit safety and efficiency, including turning radius, signal, boarding, and disembarking areas.
- Task 2.7 Access analysis, including access to transit service, parking, business, and commercial loading areas.
- Task 2.8 Intermodal connectivity analysis, including connection among walking, driving, bicycling, buses, and PRT.

Task 3. Recommendations

- Task 3.1 Develop recommendations to achieve the study objectives outlined in Part 2 of this document.
- Task 3.2 Modify and refine recommendations based on stakeholder and community input.

Task 4. Study Administration

- Task 4. 1 Management of MMMPO kickoff and coordination meetings with stakeholders, including preparation of meeting minutes.
- Task 4. 2 A minimum of two (2) presentations at the MPO's Policy Board meeting. One (1) presentation on the data analysis and preliminary concepts and one (1) presentation to review the recommendations.
- Task 4. 3 A minimum of two (2) public engagement meetings. One (1) meeting to present key findings from data analysis and identifying community concerns and one (1) meeting on reviewing the recommendation and collecting community feedback.
- Task 4. 4 Monthly progress reports to the MMMPO, which will include the task accomplishments, minutes from meetings held, hard copies of all materials developed, status of deliverables, expected activities for the next period, issues for resolution, and the responsible party, and problems and their disposition from the previous period.
- Task 4. 5 Bi-weekly meeting (in person or virtually) with the MMMPO Executive Director to provide a progress update.
- Task 4. 6 Any other site or coordination meetings necessary to ensure study completion, such as stakeholder meetings and interest group meetings.

Task 5. Report.

- Task 5.1. The consultant shall prepare a comprehensive report including all information, analysis, recommendations, implementation plan, and stakeholder/public comments developed during the study process.

IV. Evaluation Criteria

Criteria		Description	Maximum Score (Total 100 Points)
Qualifications (35 Points)	<i>Firm</i>	A brief overview of firm qualifications to perform this type of work.	5 Points
	<i>Team Members</i>	An introduction of key staff members who will work directly on this project, identifying their roles and availability for this project.	10 Points
	<i>Experience</i>	An annotated listing of applicable projects completed by team members, and a brief description of how the experience from each project can contribute to the work.	10 Points
	<i>Uniqueness</i>	A statement of unique reasons the consultant should be selected.	10 Points
Approach to Project (55 Points)	<i>Specificity</i>	The proposal identifies approaches that are specifically tailored to address the tasks in the project.	30 Points
	<i>Innovativeness</i>	The proposal identifies innovations in data collection, analysis, and potential improvements that will creatively accomplish the work.	20 Points
	<i>Timeline</i>	The appropriateness of the proposed schedule, benchmarks, and priorities to illustrate command of the scope and priorities of the project.	5 Points
Overall Quality (10 Points)	<i>Understanding</i>	The proposal shows a clear understanding of the scope of work for this project.	5 Points
	<i>Clarity</i>	The proposal is concise, well-organized, and directly addresses the point of issues.	5 Points

V. Notes

Preference will be given to consultants who demonstrated their ability to:

- Use innovative technologies to collect and analyze traffic data. The consultant should use cost-effective methods in data collection, such as cellphone data, automatic counts, video recordings, manual counts, third-party data, and possibly a combination of methods.
- Communicate effectively with communities. The consultant should demonstrate their ability to use community-friendly ways to communicate analysis outcomes and recommendations, for example using graphics, animations, and interactive tools.
- Synchronize complex transportation factors to support long-term downtown development and regional goals. The study needs to address the need from multiple aspects including downtown development, traffic efficiency, pedestrian/bicycle safety, freight movement, transit accessibility, and regional mobility. Recommendations need to take a balanced approach to address these needs.
- Compare the pros and cons of various scenarios for different modes of transportation. The major emphasis of this study is to evaluate the impact of different transportation scenarios on vehicular, transit, pedestrian, and bicycle traffic in both current and future conditions. Those scenarios include the closure of Grumbein's Island, the reconfiguration of Willey St, alternatives for the downtown one-way/two-way street pairing, signal and lane assignment alternatives to improve transit safety and efficiency, lane assignment to include bicycle lanes, and signal alternatives to improve pedestrian safety and efficiencies, such as leading pedestrian interval and concurrent/exclusive phasing.
- The study needs to consider the impact of recent Beechurst Corridor reconstruction, including the redesign of Campus Dr and Beechurst Ave intersection.

The expected length of this study period is 18 – 24 months. However, a shorter study period with no compromise on the study quality is desired.

After the final report preparation and presentation, all working documents (electronic and hard copy) used in the development of the study shall become the property of the Morgantown Monongalia MPO and shall be delivered to the MPO.

The Consultant shall not assign the contract or subcontract any portion of the work without the written consent of the MMMPO.

VI. Submittals

Each proposal shall follow the format described as following:

1. Transmittal letter that will include the name, title, address, and phone number of the primary consultant contact for the proposal.
2. Statement of Qualifications.
 - a. Qualification summary of the company;
 - b. Qualification summary of and list of the staff intended for the project;
 - c. Description of similar projects.
3. References. Descriptions of up to three similar assignments completed by the project manager. Include the name of the client, contact person, and telephone number.
4. Project approach.
 - a. Provide a scope of work.
 - b. Provide a list of tasks to fulfill the scope of work in the subsection above, with details on the tools and strategies that will be used in the study.
 - c. Provide a project schedule.
5. A discussion of proposed additions or modifications to the work scope is included in this request.

Applicant must submit three (3) hard copies. One copy shall also be emailed in a PDF format. Submittals may be delivered or mailed to:

Bill Austin, AICP, Executive Director

243 High Street Room 026

Morgantown, WV 26505

Phone: 304-291-9571

Email: baustin@planttogether.org

DRAFT

UNIFIED PLANNING WORK PROGRAM

FISCAL YEAR 2023 – 2024



Adopted:

Amended:

Monongalia County Courthouse
243 High Street Room 026
Morgantown, WV 26505
(304) 291-9571 phone
(304) 291-9573 fax

DRAFT

INTRODUCTION

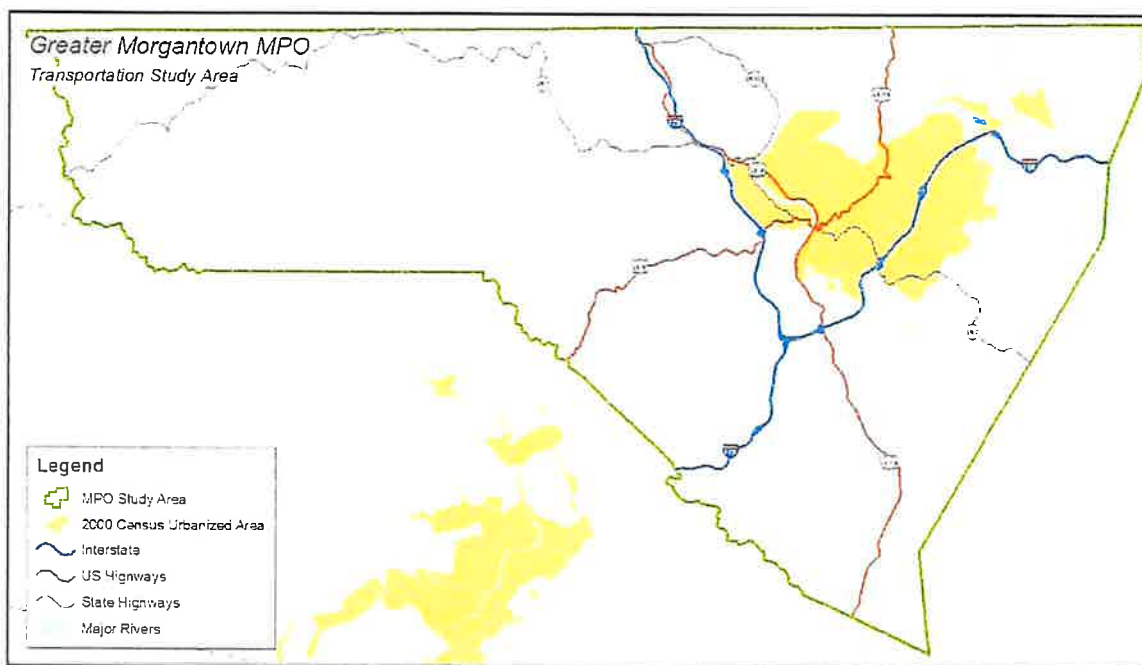
In accordance with Federal Regulations, this document outlines the budget for the Morgantown Monongalia MPO for Fiscal Year 2023-2024, which begins July 1, 2023. In addition to identifying the funding sources for work to be performed in the upcoming year, it also fulfills the requirement that the MPO provide a summary of the work the MPO has performed in the previous fiscal year.

STUDY AREA

The Morgantown Monongalia MPO covers Monongalia County including the municipalities of Blacksville, Granville, Morgantown, Star City, and Westover.

The MPO's Policy Board includes representatives from:

1. Monongalia County (pays one half of any local match requirements) - three county commissioners
2. City of Morgantown (pays one half of any local match requirements) - three council members
3. City of Westover — one elected representative
4. Town of Star City — one elected representative
5. Town of Granville — one elected representative
6. Town of Blacksville — one representative
7. Mountain Line Transit Authority — one representative
8. Monongalia County Board of Education — one representative
9. West Virginia University — one representative
10. West Virginia Department of Transportation — MPO liaison



Accomplishments

During Fiscal Year 2022-2023 the Morgantown Monongalia MPO staff worked with the West Virginia Department of Transportation and the area's local governments to improve transportation in the region. The MPO's efforts were focused on the implementation of the area's 2050 Long Range Transportation Plan. Please find below a short description of these activities.

The primary focus of the MPO during the fiscal year was working to develop grant applications for several projects. MPO Staff prepared and submitted an application for a Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) grant to complete the design of the unprogrammed portions of Greenbag Road. This effort was successful. MPO Staff also prepared a Safe Streets for All grant application for improvements to Willey Street and a corridor including S. High Street and Dorsey Avenue. The results of this application are unknown at this time.

Other work performed by MPO Staff during FY 2022-2023, included:

Development of an RFQ for consultant(s) to serve in an "on-call" to perform studies and other tasks such as data collection as needed. Staff also prepared an RFQ for a consultant to develop a microsimulation model of the downtown area in accordance with the recommendations of the recently adopted Metropolitan Transportation Plan (MTP).

MPO Staff also worked to keep the University Avenue/Collins Ferry Road intersection improvement project and the Greenbag Road, Beechurst Avenue, West Run, Van Voorhis Road corridor projects moving forward. Staff also worked to keep the MPO Policy Board informed of the construction process for the Mileground Widening project.

In addition to project work MPO staff, performed several duties to maintain traffic related databases these databases include an annual traffic count program and an accident database. The 2019 traffic counts were taken in April and October to allow for the development of peak period factors. The accident database was updated using additional data available from the WVDOH. It should be noted that, due to the decline in traffic attributable to the COVID 19 pandemic, the MPO did not have traffic counts taken in 2020. To account for 2020 the MPO's database will be updated using counts taken by WVDOH. Staff also initiated the creation of a subcommittee of the Technical Advisory Committee to advise staff on the creation of a bicycle and pedestrian count database.

The MPO has been working to implement the Regional Transportation Demand Management program. During FY 2014-2015 MPO staff, working with Mountain Lines Mobility Coordinator instituted a coordinated advertising campaign and a redefined incentive package for new van pools. The momentum from this effort continued in FY 2019-2020 when there were two ongoing vanpools. Since that time the initial funding for the program has been expended. MPO Staff successfully sought funding for the continuation of this initiative in FY 2020-21. To date 17 vanpools have been started by this program with 12 of them still operating after the expiration of the MPO's subsidy.

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MPO Staff continued work begun in 2013-2014 with the other MPO's across the State to develop an MPO Association to share best practices in transportation planning and to enhance coordination with WVDOT. The MPO Executive Director was the Chairman of WVAMPO in 2022. He was elected to the Board of the national Association of MPO's in 2022 and will not be eligible to serve as an officer of WVAMPO in 2023.

Operational initiatives undertaken during FY 2022-2023 included work to implement transportation performance measures as required by the FAST Act. With the addition of a part-time staff person shared with Monongalia County the MPO expanded its online presence to include several new platforms including Twitter, LinkedIn, a larger presence on Facebook and other social media. The presence of citizens at the MPO's Committee meetings grew with this effort. The new employee also worked to standardize the format of the MPO's letter head and other documents as well as beginning a quarterly MMMPO newsletter. Normal operations included MPO consideration of numerous TIP Amendments by the MPO's committees. MPO Staff also performed other normal administrative functions including financial management, staff technical support to the Pedestrian and Bicycle Board's, and other similar tasks.

FOCUS FOR FISCAL YEAR 2023-2024

Local initiatives:

Major initiatives to be under taken this year include:

The updated Metropolitan Transportation Plan calls for the development of a study of downtown Morgantown Traffic Operations. This Study is to analyze numerous scenarios for changing downtown's traffic patterns. Potential changes to be evaluated include the closing of "Grumbein's Island" to traffic, improvements to the operational capacity of Willey Street, evaluating the impact of eliminating the one-way street pairs (Spruce Street and High Street, Pleasant Street and Walnut Street) in downtown, and other potential improvements to the network including better coordination of the signal system. In FY 2022-23 the MPO developed an RFQ for a consultant to perform this work during FY 2023-24. This Study will be the largest single project undertaken by the MPO in FY 2023-24.

As recommended in the Metropolitan Transportation Plan, MPO Staff in FY 2020-21 investigated establishing an ongoing bicycle and pedestrian data collection program. Initial discussions of such a program indicate that collecting this data every two to three years at select locations will be adequate in the beginning of the program. These efforts will build on the recently completed Bicycle and Pedestrian Plan Update. Staff will finalize with the MPO's Committee's to determine the appropriate locations and time frame for these efforts. It is anticipated that the MPO's data collection effort will begin in FY 2023-24.

MPO Staff is also considering the development of a charging station plan for the area during FY 2023-2024. This will require the participation of the MPO's jurisdictions and partners including WVU and the Board of Education. It is anticipated that this plan will be developed in house by MMMPO Staff.

During FY 2019-2020 the MPO hired a part-time employee to expand its public outreach efforts as identified in the MPO's Public Involvement Policy. This staff person is responsible for developing a newsletter to be issued at least quarterly, website maintenance, and the MPO's social media presence. These efforts will continue in the upcoming Fiscal Year.

Other tasks:

The MPO will reinstitute the traffic count program once the travel situation becomes more reliable. The purpose of the program will be to update the annual traffic count database with counts taken for the MPO as well as counts taken by other local agencies. The first counts for this database were taken in April of 2011 and April 2012. This database provides the MPO with base data, which may be used to project the future growth of traffic, as well as to provide decision makers with complete information about the existing conditions in the area. This data will continue to be available to the public at large for use in developing business plans and other marketing efforts, and to the area's municipalities so they may evaluate the impact of proposed new development in the area. The traffic counts will be of use to the MPO in assessing the Long Range Transportation Plans model, as well as in identifying areas where operational improvements to the road network may be needed. The information will also be useful to

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the Division of Highways when planning operational improvements to the area's transportation facilities.

MPO Staff will work to implement the process for monitoring and reporting on the impact of transportation decision-making in the TIP and the Metropolitan Transportation Plan on the safety and operational performance of the transportation system in accordance with the performance planning requirements of the FAST Act and MAP 21. MPO Staff will continue to provide ongoing administrative functions including scheduling and staff meetings, preparation of minutes and other arrangements for the MPO's standing committee meetings. Staff will continue preparation of Transportation Improvement Program amendments, preparation of the budget, performance of human resource functions and intergovernmental relations and public involvement activities. Staff will also continue to provide technical assistance to area municipalities as well as the Bike Board and the Pedestrian Board. Staff will also review the MPO's Public Involvement Policy and the MPO's Bylaws to determine the need for an update to the provisions of those documents. Staff will also continue to work with the statewide MPO Association on issues common to all of the state's MPOs.

BUDGET ITEMS BY MAJOR CATEGORY

The Project codes used in this document refer to the work codes identified in the MPO's Prospectus.

II-A Continuing Transportation Planning Activities-Surveillance of Inventory Data

II-A-1 Traffic Counts- MPO will reinstitute the annual traffic count program as traffic resumes more normal patterns after the effects of the current pandemic are judged to be concluded. The initial program included 58 locations counted in the spring of 2012. As of the 2014 counts the MPO had 74 count locations around the urbanized portion of the County. As of 2019 the number of counts was reduced to approximately 58 due to budgetary constraints. The data collected includes daily directional traffic volumes, peak period traffic volumes and vehicle classification counts at selected locations. These counts supplement traffic counts taken every three years in the area by the Division of Highways they will be used both as base data for traffic modeling efforts and as information for decision-makers as they consider the impact of proposed development in the area. These counts will be performed by a consultant team already on contract with the State of West Virginia to perform these services. The MPO will also seek to augment these counts by upgrading traffic count technology to have the capability to collect data on both bicycle and pedestrian travel at selected locations and corridors.

II-A-4 Traffic Accidents-MPO Staff will continue to collect, quantify and locate traffic accident data as it becomes available.

II-A-10 Mapping- The MPO is using ArcGIS to work with Monongalia County to share data. This work will also include supplementing the County's recently acquired aerial photography with additional data.

II-B Long Range Transportation Plan Development

II-B-3 Model Update-The MPO regional travel demand model will be updated using data from the downtown micro-simulation study.

II-B-6-Community Goals and Objectives-The MPO will have a robust public involvement process to identify any new community goals and objectives since the last major update in 2022.

II-B-8 Deficiency Analysis-Ongoing efforts to identify deficient elements of the transportation network.

II-B-9 Highway Element-the highway element of the MTP will be updated to reflect changes proposed in the area's comprehensive plans on the network in the regional travel demand model and the recently developed transit plan as well as the bicycle and pedestrian plan.

II-B-10 Transit Element-The MPO will work with Mountain Line to incorporate recent changes in their operations into the overall Metropolitan Transportation Plan.

II-B-11 Bicycle and Pedestrian Planning- The MPO will incorporate new data into the Bicycle and Pedestrian Plan.

II-B-13 Collector Street Planning- MPO Staff will provide support to area municipalities in reviewing proposed development to ensure that the proposed collector streets are adequate. Staff will also review

proposals to ensure that the proposed connection between major arterials and collector streets are consistent with the capacity anticipated in the Long Range Transportation Plan.

II-B-16 Financial Planning- MPO Staff will continue to work for the development of funding streams for transportation in general and especially for implementing the Metropolitan Transportation Plan.

II-B-17 Congestion Management Strategies- MPO staff will review and coordinate with WVDOT/DOH on potential congestion mitigation strategies including ongoing TDM activities. MPO staff will also work with Mountain Line staff on the van pool program. MPO Staff will continue to provide information on operational improvements that may assist in the mitigation of congestion including an ongoing study of signalization improvements and the operation of the downtown Morgantown street network being conducted by the State.

III Administration

III-A Planning Work Program

MPO staff will monitor the revised Planning Work Program process to insure it is being adequately implemented. Staff will also develop the 2022 Planning Work Program.

III-B Transportation Improvement Program

MPO staff will update the Transportation Improvement Program (TIP) as needed. The MPO will work with WVDOH on updating the State Transportation Improvement Program operating procedures and updating the TIP to meet the revised procedures.

III-C-6 Public Involvement

The MPO will continue to televise Policy Board Meetings. Staff also anticipates increased public involvement activities associated with the downtown microsimulation study. The MPO will continue to distribute a newsletter and upgrade its online presence. Staff will also reach out to neighborhoods throughout the area to inform residents about the MPO and its activities.

III-C-7 Private Sector Participation-The MPO will seek to encourage private sector participation wherever possible with projects as they move forward. This effort will immediately focus on the implementation of the MPO's TDM Project and in freight planning.

III-C-8 Performance Measures-MAP 21 and the FAST Act require the States and MPOs to establish and report performance measures to ensure that transportation investments are addressing national, state, and local priorities for safety, air quality, system reliability and transit and highway asset management. The MPMPO will be establishing the performance measures for these facilities during the upcoming fiscal year. These performance measures will need to be reflected in the MPO's Metropolitan Transportation Plan and Transportation Improvement Program. This will be an ongoing task.

III-D-1 Transportation Enhancement Planning-MPO Staff will provide assistance with enhancement planning activities as requested by area agencies.

DRAFT Morgantown Monongalia MPO Operating Budget FY 2023-2024

Cost Allocation Rate Table	
All work performed outside program areas shall be charged at an hourly rate to cover actual expenses. Reimbursement/allocation rates are as follows:	
Position	Hourly Rate
Executive Director	\$ 65.47 Incl. benefits + Overhead
Planner II	\$ 44.04 Incl. benefits + Overhead
Shared Planner (50% MPO)	\$ 29.25 Includes benefits + Overhead
Additional Travel	US Gov Rate as adjusted
Note: The Director and the Planner II are salaried positions. Therefore, all holidays, vacation and sick leave benefits are included in the base wage rate. Hourly rate is calculated using a 2080 hour work year as the base line for full time employees. For the shared employe a 1,040 hour work year is used.	

Proposed Line Item Fixed Operating Expenses				
Category	Consolidated Federal Planning Funds	WVDOT	City/CountyM PO/Other	Total Cost Allocation
Salaries*				
Director	\$ 83,307.33	\$ 10,413.42	\$ 10,413.42	\$ 104,134
Planner 2	\$ 47,635.33	\$ 5,954.42	\$ 5,954.42	\$ 59,544
Shared Planner	\$ 22,000.00	\$ 2,750.00	\$ 2,750.00	\$ 27,500
Benefits (see below)	\$ 62,918.91	\$ 7,864.86	\$ 7,864.86	\$ 78,649
Contracted/Capital Expenses				
Contracted Services	\$ 20,000.00	\$ 2,500.00	\$ 2,500.00	\$ 25,000
Consulting Services	\$ 16,000.00	\$ 2,000.00	\$ 2,000.00	\$ 20,000
Computer Equipment	\$ 6,400.00	\$ 800.00	\$ 800.00	\$ 8,000
Software	\$ 4,000.00	\$ 500.00	\$ 500.00	\$ 5,000
Public Notices/Publishing	\$ 3,200.00	\$ 400.00	\$ 400.00	\$ 4,000
Overhead				
Travel & Training	\$ 12,000.00	\$ 1,500.00	\$ 1,500.00	\$ 15,000
Utilities (phone, internet, web site)	\$ 800.00	\$ 100.00	\$ 100.00	\$ 1,000
Copier lease, supplies, postage	\$ 1,200.00	\$ 150.00	\$ 150.00	\$ 1,500
Total	\$ 279,461.57	\$ 34,932.70	\$ 34,932.70	\$ 349,327

Proposes 4% COLA for Exec. Director and Planner II

Employee Benefit Expenditure Detail				
(Calculated on Total Wages = \$192,752)				
Description	Consolidated Federal Planning Funds	WVDOT	City/County/ Other	Total Cost Allocation
FICA (6.2%)	\$ 9,482.44	\$ 1,185.31	\$ 1,185.31	\$ 11,853.06
Worker's Compensation (2.3%)	\$ 3,517.68	\$ 439.71	\$ 439.71	\$ 4,397.10
Medicare (1.45%)	\$ 2,217.67	\$ 277.21	\$ 277.21	\$ 2,772.09
Retirement (12.0%)	\$ 18,353.12	\$ 2,294.14	\$ 2,294.14	\$ 22,941.40
Health Insurance 2023 + 10%	\$ 26,948.00	\$ 3,368.50	\$ 3,368.50	\$ 33,685.00
Dental & Vision Insurance (2019 rates+\$500 contingency)	\$ 2,400.00	\$ 300.00	\$ 300.00	\$ 3,000.00
Total Employee Benefit Package				\$ 78,648.64



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

D. Alan Reed, P.E.
State Highway Engineer

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

January 5, 2023

Mr. J. William B. Austin
Executive Director
Morgantown Monongalia Metropolitan
Planning Organization
243 High Street, Room 110
Morgantown, West Virginia 26501

Dear Mr. Austin:

Thank you for your letter dated December 8, 2022, regarding the \$4.2 million RAISE grant for the design and engineering of improvements to segments of Greenbag Road and the feasibility study for the construction of an off-road multi-purpose path along this corridor. Congratulations on receiving this grant to improve transportation in your community.

Per your request in the letter, the West Virginia Department of Transportation, Division of Highways (WVDOT/DOH), will gladly represent the Morgantown/Monongalia Metropolitan Organization (MMMPO) as the recipient of this \$4.2 million RAISE grant project. The WVDOT/DOH will work with the MMMPO to establish a working agreement to ensure that the MMMPO's concerns and proposed improvements along Greenbag Road are fully addressed.

Thank you for your efforts in securing vital funds to enhance transportation in West Virginia. We look forward to working with you on this matter. If you have any further questions, please contact Mr. Perry Keller, Chief Economic Development Officer for the Department of Transportation at (304) 414-6925 or by email at Perry.J.Keller@wv.gov.

Sincerely,

A handwritten signature in blue ink that reads "Jimmy Wriston, P.E.".

Jimmy Wriston, P.E.
Secretary of Transportation/
Commissioner of Highways

JW:Cm



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION**

1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444

Jimmy Wriston, P.E.
Secretary of Transportation
Commissioner of Highways

December 8, 2022

Mr. J. William B. Austin
Executive Director
Morgantown Monongalia Metropolitan
Planning Organization
243 High Street, Room 110
Morgantown, West Virginia 26501

Dear Mr. Austin:

Thank you for your letter dated November 30, 2022, regarding the potential use of Metropolitan Planning Organization (MPO) sub-allocation of Carbon Reduction Program (CRP) funds under the Infrastructure Investment and Jobs Act (IIJA) for the Smittown Road Intersection Project (U331-119/00 11.80 00 22). The new IIJA is providing highway funding for a variety of matters that are providing to be very beneficial for West Virginia.

Per discussion with our Traffic Engineering and Programming staff and at your request, we will utilize the Morgantown area CRP funds for the engineering phase of this project. At this time, the Right of Way and Construction phases for the Smittown Road Intersection Project are currently being funded utilizing Highway Safety Improvement Program (HSIP) funds. Since this is considered a safety project, the engineering phase is eligible for 100% federal funding under the CRP.

Again, thank you for writing and sharing your interest in utilizing IIJA CRP funds for what appears to be a very appropriate use of these CRP funds for your region. If you have any further questions regarding this matter, please contact Mr. Chris Kinsey in our Programming Division at (304) 414-6926 or by email at Chris.J.Kinsey@wv.gov.

Sincerely,

A handwritten signature in blue ink that reads "Jimmy Wriston, P.E.".

Jimmy Wriston, P.E.
Secretary of Transportation/
Commissioner of Highways

JW:Cm



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION**

1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444

Jimmy Wriston, P.E.
Secretary of Transportation
Commissioner of Highways

December 9, 2022

Mr. J. William B. Austin
Executive Director
Morgantown Monongalia Metropolitan
Planning Organization
243 High Street, Room 110
Morgantown, West Virginia 26501

Dear Mr. Austin:

Thank you for your letter dated November 30, 2022, regarding the potential use of Metropolitan Planning Organization (MPO) sub-allocation Surface Transportation Block Grant Program (STBG) funds under the Infrastructure Investment and Jobs Act (IIJA) for the Downtown Morgantown Traffic Study. The new IIJA is providing highway funding for a variety of matters that are proving to be very beneficial for West Virginia.

STBG sub-allocated funds for the proposed "Downtown Morgantown Traffic Study" seems to be an appropriate use of these funds. At this time, we will be happy to utilize up to \$400,000 of the Morgantown/Monongalia MPO sub-allocated STBG funds for this worthwhile Morgantown downtown traffic study. Unfortunately, the West Virginia Division of Highways will not be able to provide any matching funds at this time, so the remainder of the estimated \$500,000 study cost will have to come from local or other sources. It should be noted that this funding source is typically utilized to deliver the paving program.

Again, thank you for writing and sharing your interest in utilizing IIJA STBG funds for what appears to be a very appropriate study for use of these STBG funds for your region. Please contact Mr. Chris Kinsey within our Programming Division at (304) 414-6926 or by email at Chris.J.Kinsey@wv.gov to program this project.

Sincerely,

A handwritten signature in blue ink that reads "Jimmy Wriston, P.E.".

Jimmy Wriston, P.E.
Secretary of Transportation/
Commissioner of Highways

JW:Cm



bhm cpa group, inc.
CERTIFIED PUBLIC ACCOUNTANTS

MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION

REGULAR AUDIT

For the Year Ended June 30, 2022
Fiscal Year Audited Under GAGAS: 2022

MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION
YEAR ENDED JUNE 30, 2022

BOARD OFFICERS

<u>Name</u>	<u>Representing</u>
Ron Justice, Chairman	West Virginia University
Michael Kelly, Vice Chairman	Monongalia County Board of Education
Mayor Patricia Lewis, Treasurer	Granville
Bill Austin, Secretary	MPO Executive Director
Mayor Bill Kawecki	City of Morgantown
Dave Harshbarger	City of Morgantown
Jennifer Selin	City of Morgantown
Sean Sikora	Monongalia County Commission
Jeff Arnett	Monongalia County Commission
Tom Bloom	Monongalia County Commission
Steve Blinco	Town of Star City
Steve Solomon	City of Westover
Joe Statler	Town of Blacksville
Dave Bruffy	Mountain Line Transportation
Brian Carr	West Virginia Department of Transportation

MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION
YEAR ENDED JUNE 30, 2022

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Independent Auditor's Report

Morgantown Monongalia Metropolitan Planning Organization
243 High Street, Room 110
Morgantown, West Virginia 26508

To the Members of the Organization:

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of the governmental activities of the Morgantown Monongalia Metropolitan Planning Organization, Monongah County, West Virginia (the Organization), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, of the Morgantown Monongalia Metropolitan Planning Organization, Monongah County, West Virginia as of June 30, 2022, for the year then ended in accordance with the accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Morgantown Monongalia Metropolitan Planning Organization, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the *management's discussion and analysis*, and schedules post-employment benefit liabilities and other post-employment benefit contributions be presented to supplement the basic financial statements.

Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The Organization has omitted the management's discussion and analysis. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Organization's basic financial statements.

The introductory section presents additional analysis and is not a required part of the basic financial statements.

We did not subject the introductory section to the auditing procedures applied in our audit of the basic financial statements and, accordingly, we express no opinion or any other assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issuedⁱ our report dated December 2, 2022, on our consideration of the Organization's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.



BHM CPA Group, Inc
Huntington, West Virginia
December 2, 2022

**MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION**

**STATEMENT OF NET POSITION
JUNE 30, 2022**

	Governmental Activities
Assets	
Current Assets:	
Equity in Pooled Cash and Cash Equivalents	\$ 2,705
Capital Assets:	
Equipment and Furniture	51,806
Accumulated Depreciation	(48,396)
Total Capital Assets Net of Depreciation	3,410
Non-Current Assets:	
Net OPEB Asset	939
Total Assets	7,054
Deferred Outflows	
OPEB Related	16,095
Total Assets and Deferred Outflows	23,149
Liabilities	
Current Liabilities:	
Accounts Payable	4,785
Payroll Liability	1,604
Total Liabilities	6,389
Deferred Inflows	
OPEB Related	33,071
Net Position	
Net Position:	
Net Investment in Capital Assets	3,410
Unrestricted	(19,721)
Total Net Position	(16,311)
Total Liabilities, Deferred Inflows and Net Position	\$ 23,149

The notes to the basic financial statements are an integral part of this statement.

**MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION**

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022**

	Program Revenues		Net (Expenses) Revenues Changes in Net Position
	Expenses	Operating Grants and Contributions	Governmental Activities
Governmental Activities			
Transportation Planning	\$ 506,227	\$ 472,007	\$ (34,220)
Total Governmental Activities	\$ 506,227	\$ 472,007	(34,220)
Change in Net Position			(34,220)
Net Position Beginning of Year, Restated			17,909
Net Position End of Year			\$ (16,311)

The notes to the basic financial statements are an integral part of this statement.

**MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION**

**BALANCE SHEET
GENERAL FUND
JUNE 30, 2022**

	<u>General Fund</u>
Assets	
Equity in Pooled Cash and Cash Equivalents	\$ 2,705
Total Assets	<u>2,705</u>
Liabilities	
Accounts Payable	4,785
Payroll Liability	1,604
Total Liabilities	<u>6,389</u>
Fund Balances	
Unassigned	<u>(3,684)</u>
Total Liabilities and Fund Balance	<u>\$ 2,705</u>

The notes to the basic financial statements are an integral part of this statement.

**MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION**

**RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE TO
NET POSITION OF GOVERNMENTAL ACTIVITIES
JUNE 30, 2022**

Total Governmental Fund Balances \$ (3,684)

*Amounts reported for governmental activities in the
Statement of Net Position are different because:*

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. These assets consist of:

Depreciable capital assets	51,806	
Accumulated depreciation	<u>(48,396)</u>	
Total capital assets		3,410

Certain long-term liabilities and the deferred inflows and outflows related to OPEB are not required to be reported in the funds but are required to be reported at the government wide level

Deferred Outflows - OPEB	16,095	
Net OPEB Asset	939	
Deferred Inflows - OPEB	<u>(33,071)</u>	
Total OPEB		<u>(16,037)</u>

Net Position of Governmental Activities \$ (16,311)

The notes to the basic financial statements are an integral part of this statement.

**MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE
GENERAL FUND
JUNE 30, 2022**

	General Fund
Revenues	
Grants PL Funds	\$ 422,572
MPO (City)	17,500
Other Income	31,935
Total Receipts	472,007
 Expenditures	
Salaries and Related Expenditures	230,021
Equipment and Internet	2,481
Public Notices	623
Travel	6,355
Professional Services	257,487
Administrative Overhead	8,658
Total Disbursements	505,625
Excess (Deficiency) of Revenues Over Expenditures	(33,618)
Fund Balances Beginning of Year	29,934
Fund Balances End of Year	\$ (3,684)

The notes to the basic financial statements are an integral part of this statement.

**MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGE IN FUND BALANCE OF GOVERNMENTAL FUND
TO THE STATEMENT OF ACTIVITIES
JUNE 30, 2022**

Net Change in Fund Balance - Governmental Fund \$ (33,618)

*Amounts reported for governmental activities in the
Statement of Activities are different because:*

Capital outlays are reported as expenditures in the governmental fund. However, in the Statement of Activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

Depreciation expense (602)

Change in Net Position of Governmental Activities \$ (34,220)

The notes to the basic financial statements are an integral part of this statement.

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2022

NOTE 1 - ORGANIZATION

The Morgantown Monongalia Metropolitan Planning Organization (the Organization) is organized to fulfill the requirements governing urban transportation planning under Federal Highway Administration title 23 CFR, Part 450, subpart C. and Federal Transportation Administration program regulations title 49 CFR, part 613, subpart A to implement 23 U.S.C. 134 and Section 8 of the Federal Transit Act.

The Board of the Morgantown Monongalia Metropolitan Planning Organization consists of three Monongalia County Commissioners, three officials from the City of Morgantown, an official from the Town of Blacksville, an official from the Town of Granville, an official from the Town of Star City, an official from the City of Westover, an official from the Monongalia County Board of Education, an official of the Mountain Line Transit Authority, an official from West Virginia University, and an official from the West Virginia Department of Transportation.

Statewide and metropolitan transportation planning processes are governed by Federal law (23 USC 134 and 135). Applicable state and local laws are required if federal highway or transit funds are used for transportation investments. Federal planning regulations are codified in 23 CFR 450.

Presently, most metropolitan planning organizations have no authority to raise revenues (e.g., levy taxes) on their own; rather, they are designed to allow local officials to collaboratively decide how available federal and non-federal transportation funds should be spent in urbanized areas. The funding for the operations of the metropolitan planning organization agency itself comes from a combination of federal transportation funds and required matching funds from state and local governments.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Organization prepares its financial statements in accordance with accounting principles generally accepted in the United States of America as applied to governmental units. The Governmental Accounting Standards Board is the accepted standard setting body for establishing governmental accounting and financial reporting principles. Significant accounting policies of the metropolitan planning organization are described below.

Government-Wide and Governmental Fund Financial Statements – The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the government.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Indirect expenses have been included as part of program expenses on the statement of activities. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not properly included among program revenues are reported as general revenue.

The Organization has only one governmental fund (General Fund) which is supported primarily by intergovernmental revenues. There are no business-type activities at the Organization.

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2022

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus and Basis of Accounting – The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Organization considers revenues to be available, if they are collected within 90 days after the end of the current fiscal year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Grants and similar items are recognized as revenue in the fund financial statements as soon as all eligibility requirements imposed by the provider have been met and the resources become available.

Fund Accounting – The accounts of the Organization are organized on the basis of funds or groups of accounts, each of which is considered a separate accounting entity. The Organization has one fund (General Fund). The operations of the fund are accounted for by providing a separate set of self-balancing accounts, which comprise its assets and deferred outflows of resources, liabilities and deferred inflows of resources, fund balance, revenues and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in the fund based upon the purposes of which they are to be spent and the means by which spending activities are controlled.

The fund in this report is reported under the following broad fund category:

- 1) General Fund

Government-wide – The Government-wide is the general operating fund of the Organization. It is used to account for all financial resources.

Revenues – Non-Exchange Transactions – Non-exchange transactions, in which the Organization receives value without directly giving value in return, include grants and donations. On an accrual basis, revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted, matching requirements, in which the Organization must provide local resources to be used for those specific purposes, and expenditure requirements, in which the resources are provided to the Organization on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must be available before it can be recognized.

Expenses/Expenditures – On an accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable.

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2022

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital Assets – The Organization capitalizes at cost purchased property and equipment (See Note 4) costing \$500 and greater and with a useful life greater than one year. Capital assets are depreciated using the straight-line method over the following estimated useful lives less any salvage value:

<u>Description</u>	<u>Estimated Lives</u>
Furniture and Equipment	5 years

Restricted Fund Balance – In the fund financial statements, governmental funds report restrictions of fund balance for amounts that are legally restricted by outside parties for use for a specific purpose or are not available for expenditure in the government fund balance sheet. Unreserved fund balance indicates that portion of fund equity, which is available for spending in future periods. If restricted and unrestricted assets are available for the same purpose, then restricted assets will be used before unrestricted assets.

Net Position – Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources. Investments in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. Restricted net position would consist of monies and other resources, which are restricted to satisfy debt service requirements as specified in debt agreements.

Cash and Cash Equivalents – The investment and deposit of the Organization’s monies are governed by the provisions of the West Virginia Code. In accordance with these statutes, only banks located in West Virginia and domestic building and loan associations are eligible to hold public deposits. The statutes also permit the Organization to invest its monies in certificates of deposits, savings accounts, money market accounts, and obligations of the United States government and certain agencies thereof. The Organization may also enter into repurchase agreements with any eligible depository or any eligible dealer who is a member of the National Association of Securities Dealers for a period not exceeding 30 days.

The Organization is prohibited from investing in any financial instruments, contract, or obligation whose value or return is based upon or linked to another asset or index, or both, separate from the financial instruments, contracts, or obligation itself (commonly known as a “derivative”). The Organization is also prohibited from investing in reverse purchase agreements. Public depositories must give security for all public funds on deposit. These institutions may either specifically collateralize individual accounts in excess of amounts insured by the Federal Deposit Insurance Corporation (FDIC), or may pledge a pool of government securities valued at least 105 percent of the total value of public monies on deposit at the institution or may deposit surety company bonds which when executed shall be for an amount in excess of collateral requirements. Repurchase agreements must be secured by the specific government securities upon which the repurchase agreements are based. These securities must be obligations or of guaranteed by the United States and must mature or be redeemable within 5 years of the date of the related repurchase agreement. The market value of the securities subject to a repurchase agreement must exceed the value of the principal by 2 percent and be marked to market daily. State law does not require security for public deposits and investments to be maintained in the Organization’s name.

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2022

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Income Taxes – The Organization is exempt from federal income tax under §501(c) (1) of the Internal Revenue Code of 1954.

Use of Estimates – The preparation of financial statements in conformity with auditing standards generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Budgets - Budgets for the general and special revenue fund are prepared annually on a modified accrual method by the staff and approved by the Organization. Budgets are reviewed on an ongoing basis and amendments are proposed as necessary. The amendments are approved by the Policy Board.

Pensions - The Organization does not participate in the West Virginia Consolidated Retirement System.

Other Post-Employment Benefit (OPEB) Liability - For purposes of measuring the net OPEB liability and deferred outflows/inflows of the resources related to OPEB expense, information about the fiduciary net position of the Board’s West Virginia Retiree Health Benefits Trust Fund (RHBT), and additions to/deductions from the RHBT’s fiduciary net position have been determined on the same basis as they are reported by the RHBT. RHBT recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 3 – DEPOSITS AND INVESTMENTS

Concentration of Credit Risk - Cash deposits were maintained in a checking account at United Bank. The deposit balance at June 30, 2022 was \$43,104 and the carrying amount was \$2,705. This amount was covered by the Federal Depository Insurance Corporation.

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2022 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets being depreciated:				
Equipment and Furniture	\$ 51,806	\$ -	\$ -	\$ 51,806
Machinery and equipment				
Less: accumulated depreciation	(47,794)	(602)	-	(48,396)
Total capital assets being depreciated, net	<u>\$ 4,012</u>	<u>\$ (602)</u>	<u>\$ -</u>	<u>\$ 3,410</u>

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2022

NOTE 4 – CAPITAL ASSETS (Continued)

Depreciation expense was charged to the funds of the Organization as follows:

Transportation Planning	\$ 602
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NOTE 5 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

The Organization prepares a yearly Unified Planning Work Program for the organization, which is reviewed by the participating agencies. Each task the Organization will undertake is included in this document along with the applicable budget for each identifying allowable expenditure and the source of funding.

NOTE 6 – RISK MANAGEMENT

The Organization is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries insurance with the West Virginia State Board of Risk for umbrella (general liability) insurance for these various risks.

Workers' Compensation Fund (WCF): West Virginia utilizes a single private insurance company, Brick Street Insurance, to provide workers' compensation coverage to all employees in the state. Other private insurance companies may begin to offer coverage to private sector employees beginning July 1, 2008, and to government employers July 1, 2010. For the most part, all employers in the State, including governmental entities, must have coverage. The cost of all coverage, as determined by Brick Street, is paid for by the employers. The WCF risk pool retains the risk related to the compensation of injured employees under this program.

NOTE 7 – CONTINGENCIES

The Organization receives a majority of its support from the West Virginia Department of Highways, the West Virginia Department of Transit, the City of Morgantown, and the Monongalia County Commission. Any significant reductions in the level of support from the West Virginia Department of Highways, the West Virginia Department of Transit, the City of Morgantown, and the Monongalia County Commission could have a material effect on the Organization's programs and activities.

NOTE 8 – EMPLOYEE 401K PLAN

A. Plan Descriptions, Contribution Information and Funding Policies

The employees of the Organization may elect to participate in a self-directed Deferred Compensation Program (IRS 457) provided through ICMA-RC.

The employees contributed \$28,759 to the Deferred Compensation Program for the year ended June 30, 2022, and the employer contributed \$22,402.

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2022

NOTE 9 – COMPENSATED ABSENCES

Compensated absences are those for which employees have a right to receive consideration for expected future absences. The amount of the liability is not considered to be material.

NOTE 10 - OTHER POST-EMPLOYMENT BENEFITS

General Information about the OPEB Plan

Plan description. The Board contributes to the West Virginia Postemployment Benefit Plan (the Plan), a cost-sharing, multiple-employer defined benefit postemployment healthcare plan. The financial activities of the Plan are accounted for in the West Virginia Retiree Health Benefit Trust Fund (RHBT), a fiduciary fund of the State of West Virginia. The Plan is administered by a combination of the West Virginia Public Employees Insurance Agency (PEIA) and the RHBT staff. Plan benefits are established and revised by PEIA and the RHBT management with approval of the Finance Board. The Finance Board is comprised of nine members. Finance Board members are appointed by the Governor, serve a term of four years and are eligible for reappointment. The State Department of Administration cabinet secretary serves as chairman of the Board. Four members represent labor, education, public employees and public retirees. The four remaining members represent the public at large. The Plan had approximately 43,000 policyholders and 63,000 covered lives at June 30, 2022. The RHBT audited financial statements and actuarial reports can be found on the PEIA website at www.peia.wv.gov. You can also submit your questions in writing to the West Virginia Public Employees Insurance Agency, 601 57th Street, SE, Suite 2, Charleston, WV 25304.

Benefits provided. The Plan provides medical and prescription drug insurance and life insurance. The medical and prescription drug insurance is provided through two options: 1) Self-Insured Preferred Provider Benefit Plan (primarily for non-Medicare-eligible retirees and spouses) and 2) External Managed Care Organizations (primarily for Medicare-eligible retirees and spouses).

Contributions. Paygo premiums are established by the Finance Board annually. All participating employers are required by statute to contribute this premium to the RHBT at the established rate for every active policyholder per month. The active premiums subsidized the retirees' health care by approximately \$150 million for both fiscal years ending June 30, 2021 and June 30, 2022. Contributions to the OPEB plan from the Organization were \$2,808 for the current fiscal year.

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At fiscal year-end, the Organization reported the liability shown below for its proportionate share of the net OPEB liability. The net OPEB liability, deferred inflows and deferred outflows of resources and OPEB expense were determined by an actuarial valuation date as of June 30, 2021, rolled forward to June 30, 2022, which is the measurement date. The Organization's proportion of the net OPEB liability was based on a projection of the Organization's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating governments, actuarially determined. NOTE: These amounts differ from the net OPEB liability reported on the Statement of Net Position due to rounding and changes to the allocation schedules: however the differences in these amounts are considered immaterial. At June 30, 2022, the Organization's proportion, and the change from its proportion measured as of June 30, 2021 are shown below.

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2022

NOTE 10 - OTHER POST-EMPLOYMENT BENEFITS (Continued)

	<u>OPEB</u>
Amount for proportionate share of net OPEB asset	\$939
Percentage for proportionate share of net OPEB liability	0.003158617%
Increase/(decrease)% from prior proportion measured	0.000811862%

For the year ended June 30, 2022, the Organization recognized the following OPEB expenses:

	<u>OPEB</u>
OPEB Expense	<u>\$11,698</u>

The Organization reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ 6,470
Differences between expected and actual earnings on plan investments	-	6,482
Changes in Assumptions	-	19,874
Changes in proportion and differences between government contributions and proportionate share of contributions	13,287	-
Reallocation of opt-out employer change in proportionate share	-	245
Contributions subsequent to the measurement date	2,808	-
	<u>\$16,095</u>	<u>\$33,071</u>

The amount reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30	
2023	\$(4,946)
2024	(4,946)
2025	(4,946)
2026	(4,946)

Actuarial Assumptions

The net OPEB liability was determined by an actuarial valuation as of June 30, 2021, rolled forward to June 30, 2022, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2022

NOTE 10 - OTHER POST-EMPLOYMENT BENEFITS (Continued)

<i>Inflation</i>	2.25%
<i>Salary increases</i>	Dependent upon pension system. Ranging from 2.75% to 5.18% including inflation
<i>Investment rate of return</i>	6.65%, net of OPEB plan investment expense, including inflation
<i>Discount rate</i>	6.65%
<i>Healthcare cost trend rates</i>	Trend rate for pre-Medicare per capita costs of 7.0% for plan year end 2022, 6.50% for plan year end 2023, decreasing by 0.25% each year thereafter, until ultimate trend rate of 4.25% is reached in plan year end 2032. Trend rate for Medicare per capita costs of 31.11% for plan year end 2022. 9.15% for plan year end 2023, 8.40% for plan year end 2024, decreasing gradually each year thereafter, until ultimate trend rate of 4.25% is reached in plan year end 2036.
<i>Mortality rates</i>	Rates were based on the RP-2000 Healthy Annuitant Mortality Table projected with Scale AA on a fully generational basis. Pre-Retirement: RP-2000 Non-Annuitant Mortality Table projected with Scale AA on a fully generational basis.

The actuarial assumptions used in the June 30, 2020 valuation were based on the results of an actuarial experience study for the period July 1, 2015 through June 30, 2020.

Investment Asset Allocation

The long-term rates of return on OPEB plan investments are determined using a building-block method in which estimates of expected future real rates of returns (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentages and by adding expected inflation. The strategic asset allocation consists of 55% equity, 15% fixed income, 10% private equity, 10% hedge fund and 10% real estate invested. Short-term assets used to pay current year benefits and expenses are invested with the WVBTI. Best estimates of long-term geometric rates are summarized in the following table:

Asset Class	Long-term Expected Real Rate of Return
Global Equity	4.8%
Core Plus Fixed Income	2.1%
Core Real Estate	4.1%
Hedge Fund	2.4%
Private Equity	6.8%

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2022

NOTE 10 - OTHER POST-EMPLOYMENT BENEFITS (Continued)

Discount Rate

The discount rate used to measure the OPEB liability was 6.65 percent. The projection of cash flows used to determine the discount rate assumed that contributions would be made at rates equal to the actuarially determined contribution rates, in accordance with prefunding and investment policies. The OPEB plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability. Discount rates are subject to change between measurement dates.

Sensitivity of the Organization's proportionate share of the net OPEB liability to changes in the discount rate.

The following chart presents the Organization's proportionate share of the net OPEB liability, as well as what the proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1 – percentage point lower or 1 – percentage point higher than the current rate:

	1% Decrease <u>5.65%</u>	Discount Rate <u>6.65%</u>	1% Increase <u>7.65%</u>
Net OPEB liability	<u>\$5,040</u>	<u>\$939</u>	<u>\$5,904</u>

Sensitivity of the Organization's proportionate share of the Net OPEB liability to changes in the healthcare cost trend rates.

The following chart presents the Organization's proportionate share of the net OPEB liability, as well as what the proportionate share of the net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 – percentage point lower or 1 – percentage point higher than the current healthcare cost trend rates described in the actuarial assumptions:

	1% Decrease <u> </u>	Healthcare Cost Trend Rate <u> </u>	1% Increase <u> </u>
Net OPEB liability	<u>\$6,935</u>	<u>\$939</u>	<u>(\$6,364)</u>

OPEB plan fiduciary net position

Detailed information about the OPEB plan's fiduciary net position is available in the separately issued financial report available at the West Virginia Public Employee Insurance Agency's website at peia.wv.gov. That information can also be obtained by writing to the West Virginia Public Employee Insurance Agency, 601 57th. Street, Suite 2, Charleston, WV 25304.

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2022

NOTE 11 – SUBSEQUENT EVENTS

The Organization has considered all subsequent events through December 2, 2022, the date the financial statements were made available.

NOTE 12 – PRIOR PERIOD ADJUSTMENT

A prior period adjustment was made to correctly state the beginning net position amount in the prior year financial statements.

	Governmental Activities
Net position, previously stated	\$ 3,551
Reporting errors	14,358
Net position, restated	<u>\$ 17,909</u>

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION

Required Supplementary Information

Schedule of Organization's Proportionate Share of the Net OPEB Liability

West Virginia Retiree Health Benefit Trust Fund

*Last Five Years **

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total plan OPEB liability	\$ 1,643,289,292	\$ 1,666,333,746	\$ 2,750,793,325	\$ 3,108,550,896	\$ 3,282,900,408
Plan net position	<u>1,673,024,000</u>	<u>1,224,642,000</u>	<u>1,091,661,000</u>	<u>963,115,000</u>	<u>823,911,315</u>
Net OPEB liability	\$ (29,734,708)	\$ 441,691,746	\$ 1,659,132,325	\$ 2,145,435,896	\$ 2,458,989,093
Organization's proportion of the net OPEB liability	0.00315862%	0.00234676%	0.00213175%	0.00207879%	0.00193380%
Organization's proportionate share of the net OPEB liability	\$ (939)	\$ 10,365	\$ 35,369	\$ 44,599	\$ 47,552
Organization's covered-employee payroll	\$ 52,167	\$ 40,190	\$ 41,041	\$ 43,920	\$ 41,135
Organization's proportionate share of the net OPEB liability as a percentage of its covered-employee payroll	-1.80%	25.80%	86.20%	101.50%	115.60%
Plan fiduciary net position as a percentage of the total OPEB liability	101.8%	73.5%	39.7%	31.0%	25.1%

* - Information for years prior to 2018 was not available.

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION

Required Supplementary Information

Schedule of Organization Contributions

West Virginia Retiree Health Benefit Trust Fund

*Last Five Years **

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Contractually required contribution	\$ 2,808	\$ 5,760	\$ 4,104	\$ 4,392	\$ 4,248
Contributions in relation to the contractually required contribution	<u>(2,808)</u>	<u>(5,760)</u>	<u>(4,104)</u>	<u>(4,392)</u>	<u>(4,248)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Organization's covered-employee payroll	\$ 52,167	\$ 40,190	\$ 41,040	\$ 43,920	\$ 41,135
Contributions as a percentage of covered-employee payroll	5.40%	14.30%	10.00%	10.00%	10.30%

* - Information for years prior to 2018 was not available.



Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards*

Morgantown Monongalia Metropolitan Planning Organization
243 High Street, Room 110
Morgantown, West Virginia 26508

To the Members of the Organization:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable of financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the Morgantown Monongalia Metropolitan Planning Organization, (the Organization) which comprise the statement of net position as of and for the year ended June 30, 2022, and the related statement of revenues, expenses and changes in net position, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements and have issued our report thereon dated December 2, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purposes of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instance of noncompliance or other matters we must report under *Government Auditing Standard*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BHM CPA Group

BHM CPA Group, Inc
Huntington, West Virginia
December 2, 2022



Request for Qualifications

DRAFT

General Transportation Planning Service

Released: January 23, 2023

Due Date: February 14, 2023

Morgantown Monongalia Metropolitan Planning Organization

243 High Street Room 026, Morgantown, WV 26505

[www. Plantogether.org](http://www.Plantogether.org)

Request for Qualification Summary Page

1. Release Date January 23, 2023	2. Due Date February 14, 2023	3. Interview Period February 15 – March 1, 2023
4. Task Name Transportation Planning and Engineering On-Call Service		
5. Job Title General Transportation Planning and Engineering Consultant	7. Contact Information Bill Austin, AICP, Executive Director	
6. Contract Agency Name and Address Morgantown Monongalia Metropolitan Planning Organization 243 High Street Room 026 Morgantown, WV 26505	Phone: 304-291-9571 Email: baustin@plantogether.org 243 High Street Room 026 Morgantown, WV 26505	
8. Partnering Agencies N/A	9. Funding Source FHWA, WV DOT, Monongalia County, City of Morgantown	
10. Supplementary Notes N/A		
11. Scope of Work Abstract The purpose of this procurement is to make available to MMMPO qualified Consultant resources that will support the MPO planning process and ongoing responsibilities as well as a wide range of analyses that may be required to advance the MPO work program and to maintain the MPO's role as a regional transportation leader. Areas in which the MPO may require contractor support during the term of this procurement include: <ul style="list-style-type: none"> • Travel Demand Modeling • Traffic Study • Traffic Count • Traffic Impact Study for Proposed Development • Special Studies, including Bicycle/pedestrian planning and facility design, land use modeling/scenario planning, freight movement planning, and economic impact studies. 		
12. UPWP FFY 2023-2024, 2024-2025	13. Planning Horizon N/A	14. Scale Regional

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Section I – General Information

1.1 Background and Understanding

The Morgantown Monongalia Metropolitan Planning Organization (MMMPO), hereafter referred to as MMMPO or MPO, is the federal and state designated regional transportation planning body for the urbanized areas in Monongalia County, West Virginia. The MMMPO coordinates the federally mandated transportation planning process in the Morgantown Urbanized Area.

Given the limited staffing of the MPO and the changing requirements resulting from the transportation legislation, the MPO is looking through this procurement to have available a set of resources that will support the MPO planning process and at times help to address key elements of the Unified Planning Work Program (UPWP). We are seeking to have available innovative transportation analysis capability that will be required to support the MPO and to maintain our ability to provide appropriate leadership within the region.

Areas in which the MPO may require contractor support during the term of this procurement include:

- Travel Demand Modeling
- Traffic Study
- Traffic Count
- Traffic Impact Study for Proposed Development
- Special Studies, including Bicycle/pedestrian planning and facility design, land use modeling/scenario planning, freight movement planning, and economic impact studies.

The following scope of work will provide details on the kinds of analytic support that may be required.

1.2 Administrative/Contractual Information

1.2.1 Purpose

The purpose of this procurement is to make available to MMMPO qualified Consultant resources that will support the MPO planning process and ongoing responsibilities as well as a wide range of analyses that may be required to advance the MPO work program and to maintain the MPO's role as a regional transportation leader. This procurement follows all applicable processes outlined in the MMMPO's Policy for Request for Proposal Process for Professional and Technical Services.

The Morgantown Monongalia Metropolitan Planning Organization, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d, et seq., and Title 49, Code of Federal Regulations hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business enterprises full opportunity to submit bids in response to this invitation, and will not discriminate on the grounds of race, color, sex or national origin in consideration for an award.

1.2.2 Point of Contact

The point of contact for purposes of this Request for Proposals (RFP) is the MMMPO Director hereafter referred to as Director or Procurement Officer as shown below:

Bill Austin, Executive Director
Morgantown Monongalia Metropolitan Planning Organization
243 High Street Room 026
Morgantown, WV 26505
Phone: 304-291-9571
Email: baustin@planttogether.org

1.2.3 Question and Inquiries

The Director will accept written questions from prospective Responders. As reasonably as possible and appropriate, written responses will be prepared and distributed to all that have received or requested the RFP packet. Questions may be submitted by mail or, preferably, by e-mail to the Director.

*The director/staff **will not** respond to telephone inquiries and **will not** meet individually with any potential contractors.*

1.2.4 Pre-Proposal Meeting

A Pre-Proposal Conference will be held at 10:30 A.M (EST/local time), on **Friday, January 27, 2023**. The meeting information is below:

Join from the meeting link
<https://morgantownmonongaliampo.my.webex.com/meet/baustin>
Join by Webex meeting number(access code): 215 843 093
Join by phone: 1-408-418-9388

While attendance at this meeting is not mandatory for those wishing to submit proposals, it is strongly encouraged.

1.2.4 Submission Deadline

In order to be considered, proposals must be received no later than 3:00 p.m. ET **February 14, 2023**, and shall be submitted to the Point of Contact at the address as noted above. Responders submitting proposals by mail should allow sufficient mailing and delivery time to ensure timely receipt by the Director. Proposals arriving after the closing date and time shall be considered late and shall be rejected in accordance with applicable regulations. Electronic and fax proposal submissions will not be accepted.

The Qualifications & Experience, Technical Proposal and Financial Statement must each be submitted in separately sealed envelopes or packages addressed to the Director and must be clearly marked with the full name and address of the Responder and the contents of the envelopes or packages, e.g., “Qualifications & Experience”, “Technical Proposal”, or “Financial Statement”.

The Qualifications & Experience, Technical Proposal and Financial Statement must each be submitted in three separately sealed envelopes and shall include an electronic copy (PDF format) on a USB drive. In addition to a USB drive, the Financial Statement envelope must include One (1) bound hard copy original of the Financial Statement.

1.2.5 Anticipated Schedule of Activities

Event	Date
Policy Board Approval of the RFP	January 19, 2023
RFP Advertisement	January 23, 2023
Start Accepting Proposals Pre-Proposal Meeting	January 27, 2023
Deadline for receipt of questions (3:00 p.m. EDT)	February 1, 2023
Written Response to Questions	February 7, 2023
Closing Date for Receipt of Proposals (3:00 p.m. EST)	February 14, 2023
Selection Committee Evaluation, Interview	February 15 – March 1, 2023
Transportation Technical Advisory Committee Review	March 7, 2023
Citizens Advisory Committee Review	March 9, 2023
Recommendation for Award to Policy Board	March 16, 2023
Award Date (If approved)	March 20, 2023

1.2.6 Interview

MMMPO may interview all qualified Responders. The term “qualified Responder” includes only those responsible responders who submitted proposals initially judged by the Exec. Director and Selection Committee to be reasonably eligible of being selected for award. Discussions shall be led by the Responder’s Team/Project Manager and will consist of an oral presentation by the Responder to the MMMPO Selection Committee, including questions from and discussions with the Committee. Responders shall be notified of the time, date and location of the discussions. A submission of a proposal does not guarantee a Responder the opportunity to be invited in for discussions.

The MPO retains the right, at its discretion, not to hold discussions with Responders and may award a contract on the basis of Technical Proposals and Financial Statement as submitted if, in the judgement of the MPO Director and Selection Committee, the Responder’s response demonstrates sufficient competition so that acceptance of an initial offer without discussion or negotiation would result in a fair and reasonable selection.

1.2.7 Incurred Expenses

The MPO will not be responsible for any costs incurred by Responders in preparing and submitting a response to this RFP, any oral presentation(s), providing demonstrations, or for any other associated costs.

1.2.8 Multiple Proposals

A Responder may **not** submit multiple proposals in response to this solicitation. However, this does not preclude subcontractors (Disadvantaged Business Enterprises (DBEs) or others) from being on more than one Responder’s proposal.

1.2.9 Alternative Proposals

Alternative proposals to this RFP are allowable and should be addressed as outlined under Section 3.4 Alternative Proposals.

1.2.10 Compliance with Law

By submitting an offer in response to this RFP, the successful Responder(s) selected for award agrees that they shall comply with all Federal, State and local law applicable to their activities and obligations under the Contract.

1.2.11 Incorporation by Reference

All terms and conditions of the RFP and amendments thereto, all provisions of the successful Responder’s proposal and submittals in response to the RFP and amendments thereto, and all applicable State and Federal Laws, statutory and regulatory provisions and orders shall be

incorporated by reference and made a part of the contract to be entered into as a result of this RFP.

1.2.12 Contract Duration

The contract awarded through this RFP shall be effective for a period of **two (2) years** after Notice to Proceed. In addition to the 2-year base contract term, MMMPO reserves the unilateral option to renew this contract for **two additional consecutive one (1) year periods**.

1.2.13 Time for Completion

Task Orders under this contract will be prepared and submitted on an on-call, as requested basis. Each individual Task Order will have specific deliverables, estimated cost and completion dates. Each individual Task Order will require a separate written notice to proceed from the procurement officer.

1.2.14 Task Order(s)

MMMPO will prepare the task order(s) in writing and forward to the contractor. The contractor shall respond to the MPO in writing with a complete scope of work and estimated time commitment (# of hours) for individuals required to perform the assigned task(s). Hourly rates for proposed staff (either prime or subcontractor staff) must be the same rates as negotiated (for the various labor categories) in the contracting process. Rates other than those contractually agreed upon will not be accepted.

The MPO reserves the right to approve, disapprove or negotiate task order responses with regard to proposed individuals and/or the proposed time commitment (number of hours). Upon approval, the MPO will provide a written notice to proceed which will serve as the beginning of the project time schedule.

1.2.15 Multiple Successful Applications

The MPO may select up to 3 successful applications to provide the service as described.

Section II - Scope of Work

2.1 Task 1 through Task 4

The following tasks are intended to provide a general understanding for the potential tasks that could be part of this procurement. The details given below are only intended as examples for the purpose of completing the requirements of this RFP. The actual tasks will be developed at the time of the request for work to be completed. It should be noted that the list of these tasks does not ensure that work assignments will be guaranteed in each task. Work tasks will be developed on an as needed basis.

2.1.1 Task 1: Travel Demand Modeling

Provide the technical resources to ensure validation and calibration of the region's travel demand model as needed, including analysis of network alternatives and other activities associated with running and maintaining the model.

2.1.2 Task 2: Traffic Study

Provide the technical resources to perform traffic studies at problem intersections or roadway segments at planning and preliminary engineering level. The tasks include data collection and analysis, warrant evaluation, signal timing coordination and optimization, microsimulation, safety mitigation measures, and preliminary engineering design.

2.1.3 Task 3: Traffic Count

Provide the technical resources to perform and analyses traffic count, including annual traffic counts, turning movement counts, and pedestrian/bicycle traffic counts.

2.1.4 Task 4: Traffic Impact Study for Proposed Development

Provide the technical resources to perform traffic impact studies for proposed development, including data collection, land use analysis, travel forecast (trip generation, modal split, trip distribution, and trip assignment), traffic analysis, and traffic impact mitigation measure.

2.1.5 Task 5: Special Study

As the need arises, the MPO will initiate a special study to assist in the development of plans, reports or technical memorandums intended to evaluate specific problems or needs within the region. Examples of such studies include

- Bicycle/pedestrian planning and preliminary facility design
- Land use modeling/scenario planning
- Freight movement planning

- Economic impact studies.

This task is intended to ensure that appropriate resources are available to assist the MPO staff in completing potential special studies that may be initiated.

2.1.6 Task 6: Engineer & Design

Provide the technical resources to perform engineer and design tasks on roadway improvement projects, including intersection improvements, corridor improvements, and spot improvements for motor vehicles, pedestrians, and bicycles.

Section III – Responses to the RFP

A transmittal letter must accompany the **Qualifications & Experience, Technical Proposal and Financial Statement**. The purpose of this letter is to transmit the proposal and acknowledge the receipt of any addenda. The letter is to be signed by the individual who is authorized to commit the Responder to the services and requirements as stated in the RFP. While there is no page limit requirement for the transmittal letter, brevity is encouraged.

The Qualifications & Experience, Technical Proposal and Financial Statement must be submitted **in separate sealed packages** and must be clearly labeled appropriately as Qualifications & Experience, Technical Proposal and Financial Statement and must bear the name and address of the Responder, the name of the RFP (“MMMPO General Transportation Planning Services Proposal”) and the submission date of the RFP (i.e., “07-01-2020”) on the outside of the package. Inside the package, an **electronic original on USB drive** shall be provided. In addition, the Financial Statement package must also include one bound hard copy original. **All pages in the proposal should be sequentially numbered. There is a 25-page limit** requirement for the Qualifications & Experience, Technical Proposal and Financial Statement. Brevity is encouraged.

3.1 Qualifications & Experience

All Responders must identify themselves and any proposed sub-contractors (other than DBE sub-contractors) in accordance with the following format:

- Name
- Address
- Telephone
- Contact Person with e-mail address and phone number
- Primary Business Expertise

3.1.1 References

Project References – Summaries or brief descriptions of projects performed by the prime contractor and/or subcontractors which are most related to the various requirements of this procurement should be included. Limit descriptions to those most relevant to this procurement and most representative of the team’s capabilities. Project experience should present and briefly describe relevant project experience for each task and subtask, with the performing organization clearly noted for each project description.

Client References - References must be for relevant projects completed within the past five (5) years. For each reference, provide a contact person’s name, title, phone number, fax number and email address for verification.

Sub-contractor(s) Role

An explanation of the role any subcontractor(s) may perform should be included under the Qualifications and Experience section of the response. A brief description of the subcontractor’s relevant experience and capabilities should be included.

Include Disadvantaged Business Enterprise Certification number, if applicable. Include non-DBE subcontractor(s) role in relationship to each task.

3.1.2 Understanding of the Scope of Services

Responders should submit a narrative indicating a thorough understanding of and recommendations for conducting the work specified in this RFP with illustrations of Responder understanding and a plan for accomplishing all of the activities to be performed.

3.1.3 Experience—Key Personnel

All key personnel (project manager, transportation planner and modeler) from the responders organization that are proposed to work under this contract must be included in the qualifications and experience proposal describing each individual’s qualifications, familiarity with and understanding of the elements of the Scope of Work, planning/design practices, programs, policies and procedures, and previous experience on similar type projects. In general, resumes (maximum of one page each) will be an acceptable format. However, additional information regarding special expertise or experience relating to the fulfillment of this RFP should be highlighted.

All key personnel (project manager, transportation planner and modeler) from any and all subcontractors proposed to be used to fulfill the requirements of this RFP shall also submit information describing each individual’s qualifications, familiarity with and understand of the elements of the Scope of Work, planning/design practices, programs, policies and procedures and previous experience on similar projects. In general, resumes (maximum of one page each) will be an acceptable format. However, additional information regarding special expertise or experience relating to the fulfillment of this RFP should be highlighted.

On certain projects the MPO may require that certain proposed key personnel be assigned to the project. In this instance, said key personnel will be identified in the approved Task Order

Agreement. If one or more of the aforementioned personnel becomes unavailable for continuation of the work assignment, the consultant shall replace said individual(s) with personnel of substantially equal ability and qualifications. However, any changes to designated key personnel will require the prior written approval of the MPO designated Liaison. If acceptable, changes shall be affected without additional cost to the MPO and without formal modification of the Agreement.

3.1.4 Qualifications

The following employee classifications are to be assigned to the various projects performed under this contract depending upon the project scope. Not all classifications will be required for all project assignments. Required classifications will be determined prior to issuing the Notice to Proceed.

Project Manager

This position will be the MPO's point of contact with the Consultant. More than one project manager may be approved under this contract; though only one shall be assigned to a specific project.

The Project Manager will be qualified to oversee all aspects of an assignment.

- a. Qualifications shall include:
- b. Minimum of seven (7) years of experience in related area.
- c. Minimum of two (2) years of project management experience in related area.
- d. Professional Engineer, AICP Certified Planner or Project Manager Professional, dependent upon the project assignment.

Transportation Planner

This position will assist the Project Manager in completing assigned tasks. Typical areas of responsibility may include one or more of the following aspects of engineering: traffic analysis and design, travel demand modeling, air quality analysis and other activities associated with transportation planning. Qualifications shall include:

- e. Minimum of four (4) years of engineering experience, similar in nature to the work required by the assignment.
- f. Significant knowledge and experience with all applicable reference material and design software.
- g. Professional Engineer/EIT, AICP Certified Planner, or demonstration of appropriate skill set based upon experience.

Modeler

This position will assist the Project Manager/Transportation Planner in completing assigned tasks. Typical areas of responsibility may include both travel demand modeling and air quality analysis. Qualifications shall include:

- a. Minimum three (3) years of experience similar in nature to the work to be performed.
- b. Knowledge of and experience with all applicable reference material and design software.
- c. Knowledge of and experience with all applicable reference material and design software.
- d. Professional Engineer (PE) / Engineer in Training (EIT) registration, AICP Certified Planner, or demonstration of appropriate skill set based upon experience.

GIS Technician

This position will assist the Project Manager in completing the assigned tasks. This individual is primarily responsible for producing the finished drawings/Maps and performing appropriate analysis and data management. Qualifications shall include:

- a. Minimum three (3) years GIS experience on related projects.

Administrative

This position will assist the Project Manager in completing the assigned tasks. Typical responsibilities may include typing reports and providing copying and duplication services. There are no specific qualifications for this staff.

3.2 Technical Proposal Instructions

Under separate sealed cover, the contractor must submit an electronic original on USB Drive of the Technical Proposal. For all tasks, any work previously performed within the MPO region should be highlighted.

Travel Demand Modeling

Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. Of particular interest will be the range and quality of the Responder's experience various travel demand models and in particular the TransCAD modeling software. Also of particular interest will be the ability of the Responder to modify the model to meet the particular needs of localities within the modeling region.

Traffic Study

Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. Of particular interest would be demonstration of 1) using transportation software and tools to collect data, analyze and

evaluation traffic conditions, and identify solutions at intersection and corridor level. Innovative visualization is highly valued; 2) the ability to use effective strategies in reducing traffic hazard and improving operation efficiency; and 3) the ability to prepare such report in compliance with WV DOH standards.

Traffic Count

Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. The MPO will evaluate the responder's experience in performing and analyzing short term vehicle traffic counts (24-48 hours), vehicle turning movement counts, and pedestrian/bicycle counts. Of particular interest will be the Responder's experience with WV DOH traffic count data standard.

Traffic Impact Study

Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. Of particular interest would be demonstration of 1) using transportation software and tools to evaluate and visualize the impact of proposed development; and 2) appropriate use of the most recent ITE trip generation handbook and TRB Highway Capacity Manual; 3) the ability to identify effective traffic impact mitigation measures, and 4) at minimum the ability to prepare such report in compliance with WV DOH standards.

Special Study

Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. Of particular interest would be demonstration of knowledge and experience in 1) planning and designing for pedestrian and bicycle facilities; 2) land use scenario planning; 3) freight movement planning; 4) economic impact studies. At minimum, the Responder should demonstrate the ability to prepare such report in compliance with WV DOH standards.

Engineer & Design

Upon receiving grant for implementing transportation project(s), the MMMPO would request Responder to perform engineer and design task for specific project(s). Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. Of particular interest would be demonstration of knowledge and experience in 1) design pedestrian and bicycle facilities, as well as road improvements for motor vehicles; and 2) the visualization of engineer design for community information.

3.3 Financial Statement Instructions

3.3.1 Financial Statement Format

Under separate sealed cover from the Qualifications & Experience and Technical Proposals and clearly identified with the same information noted on the Qualification & Experience and Technical Proposals, the Contractor must submit an electronic original on USB Drive and one (1) bound copy of the **Financial Statement**.

The Responder must submit the following with the Financial Statement:

1. Evidence that the Responder has the financial capacity to provide the services.
2. Copies of the last two (2) year-end financial statements or best available equivalent report.
3. An analysis of those financial statements/reports.

3.4 State Documentation

- Documentation of WVDOH approved audited overhead rate (for Consultant and Sub-consultant(s)).
- Copy of Certificate of Authorization from WV PE Board and/or current business registration from WV Secretary of State.

3.5 Alternative Proposals

Should the Responder find that additional employee classifications are necessary or if they wish to propose a more innovative technical or pricing proposal approach, such information should be specifically addressed in the Technical Proposal in a separate section labeled Alternate Approach.

Section IV – Evaluation and Selection Procedures

4.1 Evaluation Criteria

All Proposals submitted in response to this RFP will be evaluated according to the following criteria:

1. Organizational Expertise and Qualifications (Total Score 100)

- a. Ability to completely perform the activities as described in the RFP Scope of Work on time and within approved budgets. (20)
- b. Capacity, availability and responsiveness of Responder resources and personnel to meet expected project schedules and completion times of the MPO with regard to current commitments of the Responder. (20)
- c. Breadth of Responder technical resources and specialized expertise within the firm. (20)
- d. Relationship of prime and subcontractor(s). (20)
- e. Geographical relationship to the MMMPO region. (10)
- f. Information provided by Client references. (10)

2. Experience of Responder and Responder's personnel (Total Score 100)

- g. Prior experience of firm and key staff with Transportation Planning and Capital Programming. (50)
- h. Qualification of personnel to be assigned to this contract including relevant education, experience and training. Assurance of professional licenses, certifications, and registrations required under this RFP. (40)
- i. Previous experience on other MMMPO contracts. (10)

3. General Quality and adequacy of response to the Scope of Services (Total Score 100)

- j. Responders must demonstrate a complete understanding of and approach to the work to be performed. This should include examples of previous work performed by the firm as it relates to each task. (40)
- k. Quality and completeness of the proposal document submitted. (30)
- l. Ability to meet the procurement's goal and objectives. (20)
- m. Adherence to proposal instructions. (10)

4.2 Selection Process

A Selection Committee will be set up by the MMMPO to review all responses. The Selection Committee will first open and review each Responder's Qualifications & Experience.

If it is determined by the Selection Committee that a proposal has not met the standards and criteria listed in this RFP, the Responder shall be disqualified from further consideration.

If the Responder meets the criteria for Qualifications and Experience then the Selection Committee will open and review each Responder's Technical Proposal and Financial Statement.

At the sole discretion of the Selection Committee, Responders may be required to make one or more oral presentations in order to clarify their proposals and to respond to the questions of the Selection Committee. Only those Responders whose proposals have been judged to be reasonably susceptible of being selected for award, or potentially so, will be invited to make oral presentations. Presentations may be scheduled as virtual meetings.

If required, these oral presentations will be scheduled at the convenience of the MPO after the initial review and as part of the overall evaluation of the proposals. Representations made during an oral presentation must be reduced to writing and shall become part of the Responder's proposal and are binding if the contract is awarded.

If it is determined by the Selection Committee that a proposal has not met the standards and criteria listed in this RFP the Responder shall be disqualified from further consideration.

The Selection Committee will then select up to the 3 Responders. The MPO staff will inform the Responder(s) about the selection outcome and make recommendation on the selection of Responder(s) to the MPO's Policy Board. The selection process will be considered complete when, and only when, the MPO's Policy Board approves the selection of Responder(s).

Once the selection is completed, the MPO will begin the process of negotiating hourly rate with the selected Responder(s). The rate will be negotiated for each job title be contracted, and it must include a firm, fully loaded, fixed unit price that is inclusive of all costs, including all direct and indirect costs. For multiyear contract, the rate for each job title will be negotiated on annual basis. MPO has the right to revoke the selection decision if the rate negotiation fails.