

YMPO EXECUTIVE BOARD REGULAR MEETING AGENDA

EXECUTIVE BOARD
Regular Meeting
Thursday, December 12, 2024
3:30 P.M.

The Meeting will be held In-Person and/or using GoToMeeting by Video and/or Teleconference from the Main Conference Room at the YMPO Offices at 230 West Morrison Street, Yuma, Arizona 85364

YMPO EXECUTIVE BOARD

Chair Cecilia McCollough, Vice-Mayor, Town of Wellton Vice-Chair Maria Cecilia Cruz, Councilmember, City of San Luis Wynnie Ortega, Councilmember, Cocopah Indian Tribe Secretary/Treasurer Member Lynne Pancrazi, Board of Supervisors, Yuma County Member Martin Porchas, Board of Supervisors, Yuma County Member Michael Shelton, Councilmember, City of Yuma Member Art Morales, Councilmember, City of Yuma Member Luis Galindo, Vice-Mayor, City of Somerton Member Sam Elters, State Transportation Board, ADOT Member (Vacant), Councilmember, City of Yuma

In the event the GoTo Meeting platform has a service outage, the meeting will be held using the following dial-in conferencing information: Dial-In telephone number: (605) 313-5852, Access Code: 5852215#.

1. Call to Order and the Pledge of Allegiance.

The meeting will be called to order and members will be asked to recite the Pledge of Allegiance.

2. Roll Call Attendance and Declaration of Votes.

Lourdes Lopez, YMPO Accountant II/Executive Assistant, will call the attendance roll, and if any members of the City of Yuma are not in attendance, those members that are in attendance will have the opportunity to declare the number of votes that each member will exercise, including any proxy votes.

3. <u>Title VI Declaration and Call to the Public.</u>

Jesus Aguilar, Jr., YMPO Mobility Manager, will read a brief message, reminding members of our Title VI obligations. In addition, this item provides an opportunity for comments by the public on subjects *not* on the agenda. Individuals wishing to address the Board need not request permission in advance and are limited to three (3) minutes. Any members of the public attending by teleconference are requested to contact YMPO staff with any questions they may have prior to the meeting.

4. Consent Agenda.

- A. Approval of the October 31, 2024, Board Meeting Minutes
- B. YMPO Income/Expenditure Report for October 2024

A copy of the draft minutes of the Regular Board meeting from October 31, 2024, will accompany this agenda. Members will have the opportunity to review, report any changes, and/or approve the minutes. The October financial report will accompany this agenda and will be available for comment, and possible approval, at this meeting.

This item is on the agenda for information, discussion, and possible action to approve the Consent Agenda. Copies of the draft minutes for October 31, 2024, and the financial report for October 2024 is attached as Item 4A.

5. FY 2024 YMPO Audit

The Audit of FY 2024 (July 1, 2023, through June 30, 2024) YMPO Accounts is complete, and staff will continue to pursue the COA for Excellence in Financial Reporting for the fiscal year end June 30, 2024. The Audit company, Walker and Armstrong, will briefly present the audit results and findings. The Audit Committee will be available to provide their comments to the Board, and members will have the opportunity to ask questions of the Audit Committee, the representative of the audit company, and YMPO staff.

This item is on the agenda for information, discussion, and possible action to approve the Audit for FY 2024. The YMPO Accountant Lulu Lopez and Walker and Armstrong Auditor Jay Parke will present this item and further details are included in Information Summary 5.

6. <u>FY 2022-26 Transportation Improvement Program (TIP) Amendment #19</u>
The FY 2022-26 YMPO TIP was initially approved on July 29, 2021, and has since been amended eighteen times, most recently on December 3, 2024, through an administrative amendment. This amendment will include a new section on the TIP table listing unfunded future projects.

This item is on the agenda for information, discussion, and possible action to approve FY 2022-2026 YMPO TIP Amendment #19. YMPO Senior Transportation Planner, Fernando Villegas, will present this item, and further information is available in Information Summary 6.

Arizona 2025 Safety Performance Projections (Targets) On August 31, 2024, the Arizona Department of Transp

On August 31, 2024, the Arizona Department of Transportation (ADOT) formally established Safety Projections (Targets) for the State of Arizona for 2025. These Safety Projections (Targets) are based on the Safety Performance Measures

established by the Federal Highway Administration's (FHWA) Safety Performance Management (Safety PM) final ruling and are based on five-year rolling averages.

ADOT requests a letter from YMPO within 180 days of the effective date, August 31, 2024, indicating whether YMPO supports ADOT's Safety Projections or identifying YMPO's Safety Projections. YMPO has reviewed the Safety PMs prepared by ADOT, and the TAC may provide a recommendation to the Executive Board, after their review.

This item is on the agenda for information, discussion, and possible action to adopt the Arizona 2025 Safety Performance Projections (Targets). Mr. Villegas will present this item and further information is contained in Information Summary 7.

8. Possible Future Studies for YMPO

During the last Executive Board meeting, members suggested that staff should produce some outlines for several studies that have been initially considered by both the TAC and Board members. Each outline includes a brief explanation of the possible study, the expected cost, a possible timeline and tentative scope of work. These outlines were also shared with the YMPO TAC during their November meeting. During that meeting, the TAC suggested another possible study to address future improvements to the first fifteen miles of Interstate 8, and this outline has now been added to the list.

The outlines are grouped into two packets. The first packet includes the Roads of Regional Significance Study (RORS), which is addressed under a later agenda item, the Safety Study, which is already funded with Federal funds, and the Short-Range Transit Plan. The second packet contains six possible studies, which will be reviewed, once again, by the TAC, during their December 12 meeting, and the TAC may decide to recommend moving forward with some (or all) of the studies. Eventually, the TAC/Executive Board will prioritize the resulting studies for possible inclusion into the new FY 2026-27 Draft YMPO Unified Planning Work Program (UPWP).

This item is on the agenda for information, discussion, and possible action to prioritize future studies for eventual inclusion in a future UPWP. YMPO Acting Executive Director, Paul Ward, will present this item, and further information is available in Information Summary 8.

9. FY 2023-25 YMPO UPWP Amendment #7.

The FY 2023-2025 YMPO UPWP was initially approved on May 25, 2023, and since then, it has been amended six times, most recently on August 22, 2024. Amendment #7 contains updated funding amounts based on recent ledger adjustments made by ADOT. Details of this amendment contain the carry forward

balances from FY 2024, and the commitment of additional Surface Transportation Block Grant (STBG) funds recently recommended by the TAC to the Long-Range Transportation Plan (LRTP). However, full FY 2025 funding is not yet available as the recent action(s) by the Federal government and ADOT were based on a partial extension of the annual transportation budget.

This item is on the agenda for information, discussion, and possible action to approve the FY 2024-25 YMPO UPWP Amendment #7. Ms. Figueroa will present this item and further details are provided in Information Summary 9.

10. <u>Draft Roads of Regional Significance Study Request For Proposals (RORS RFP)</u> The RORS budget is partially included in the second year of the current UPWP and is expected to continue and be completed in the next fiscal year at an anticipated cost of \$120,000. A Request for Proposals has been developed for consideration by the TAC and the Board.

This item is on the agenda for information, discussion, and possible action to approve the RORS RFP. Mr. Ward will present this item and further details are provided in Information Summary 10.

11. <u>Tentative Schedules for Calendar Year 2025 Executive Board and Technical Advisory Committee Meetings</u>

Tentative schedules for YMPO Executive Board and Technical Advisory Committee (TAC) meetings are being submitted for review and comment. The normal criteria are that TAC meetings are scheduled for the second Thursday of each month at YMPO, starting at 9:00 a.m. and Board meetings are scheduled for the last Thursday of each month, starting at 1:30 p.m.

This item is on the agenda for information, discussion, and possible action to approve the tentative schedule for Calendar Year 2025 meetings of the YMPO Executive Board and the TAC. Nancy Curotto, YMPO Administrative Assistant/Bookkeeper, will present this item and further information is available in an information summary as Item 11.

12. Resolution in Support of the AZ SMART Fund for SS4A Award for a Regional Comprehensive Safety Action Plan

In September, YMPO was awarded \$400,000 in federal Safe Streets For All (SS4A) grant, and the Board was informed of the opportunity to seek \$100,000 in AZ SMART funds to fill the local match requirement of the SS4A award. Approved by the Board, YMPO committed to the match requirement as part of the application process requirement. YMPO anticipates submitting an AZ State Match Advantage for Rural Transportation (SMART) Fund Application. A resolution is enclosed for your consideration and support to be included in the application.

This item is on the agenda for information discussion and possible action to adopt YMPO Resolution 157, in support of AZ SMART Funds for matching funds of the SS4A Award. Ms. Figueroa will present this agenda item; further information is included in an information summary as item 12.

13. <u>Summary of Current Events/Board Member Reports/Executive Director's Report</u> & Comments by Other Participants.

This agenda item is an opportunity for members and staff to update the Board regarding recent occurrences, as shown below. If written information is available, it will be included in an attached information summary.

- A. Staff Reports Future Meetings.
- B. TAC Minutes.
- C. Conference Updates (AZRTS, and Roads and Streets).
- D. MPO/COG Director/Planner Meetings.
- E. Rural Transportation Advocacy Council activities.
- F. Projects Economic Development and Transportation.
- G. Status Report on AZ Smart Fund.

This item is on the agenda for information, discussion, and for Board members and other staff reports and comments.

14. <u>Possible Future Agenda Items</u>

The following items will be heard at a future meeting. Members are encouraged to suggest topics for discussion at a future Board meeting:

- A. Transportation Alternatives Program (TAP).
- B. YMPO Accounting Manual, Employee Manual, and Procurement Updates.

15. <u>Progress Reports.</u>

Members and staff will update the Board on the progress of ongoing projects and other recent events:

- A. Nov 4 Staff Meeting (PW, FV, JH, JR, LL, NC)
- B. Nov 4 YMPO CSCS Monthly Meeting Check-In (PW, FV, JH)
- C. Nov 4 YMPO CSCS Study Interviews Yuma County, and Cities of San Luis and Somerton (FV, JH)
- D. Nov 4 CTS Meeting (FV)
- E. Nov 6 YMPO CSCS Website Discussion (FV, JH)
- F. Nov 6 MPO/COG Training Briefing (All)
- G. Nov 6 Audit Walker & Armstrong PBC List (LL)
- H. Nov 7 NHI Training: Statewide and Metropolitan Programming (LL)
- I. Nov 8 Training: Uniform Guidance Requirements: Audit Needs (LL)
- J. Nov 12 Regional Mobility Committee (JR)
- K. Nov 12 ADOT/YMPO Monthly Coordination Meeting (PW, FV, JH)
- L. Nov 12 Yuma TMP Steering Committee (FV, JH, JR)
- M. Nov 12 Yuma MPO LRTP Update PMT Meetings (PW, FV, JH)
- N. Nov 13 Transportation Alternatives Program TAC Meeting #2 (PW, JH)
- O. Nov 14 Technical Advisory Committee Meeting (All)
- P. Nov 14 YMPO Monthly Update (JR)
- Q. Nov 14 Yuma TMP Bi-Weekly Check-in (FV, JH)
- R. Nov 14 YMPO LRTP: City of Yuma Ultimate Network Follow-up (FV, JH)
- S. Nov 14 2024 Regional Allocation Advisory Committee Meeting (PW, FV)
- T. Nov 14 YRBC Board Meeting (JR)
- U. Nov 15 AZ State Transportation Board Meeting (PW)
- V. Nov 18 CTS Meeting (FV)
- W. Nov 18 RTAC Advisory Committee Meeting (PW, FV)
- X. Nov 18 TASK Audit PUN Group Work (LL)
- Y. Nov 18 TASK ACFR Review of Draft Acct (LL)
- Z. Nov 18 YMPO FY24 Audits Review (LL)
- AA. Nov 19 YMPO Complete Streets Study Teams Meeting Cocopah (FV)
- BB. Nov 19 YMPO Complete Streets Study Teams Meeting Yuma (FV)
- CC. Nov 19 Yuma PM-10 SIP Update (PW, FV)
- DD. Nov 19 ADOT Update E-Grants Software Training (JH, JR, LL)
- EE. Nov 20 Meeting for Audit Schedule Follow-Up (PW, LL)
- FF. Nov 20 Southwestern Internal RSA Kickoff Meeting (PW, FV)
- GG. Nov 21 WACOG Question Sharing Session (FV, JH, JR)
- HH. Nov 25 RTAC Board Meeting (PW, FV)
- II. Nov 26 Yuma MPO LRTP Update; PMT Meetings (PW, FV, JH)
- JJ. Nov 26 YMPO Committee Meeting (PW, JH, LL)
- KK. Nov 28 Yuma TMP Bi-Weekly Check-In (FV, JH)
- LL. Dec 2 YMPO CSCS Monthly Check-in Meeting (CF, PW, FV, JH)
- MM. Dec 3 Wheelchair (PASS) Training (JR)
- NN. Dec 3 1099 Training Virtual (LL)

- OO. Dec 3 SS4A CoP December Peer Exchange (FV)
- PP. Dec 4/5 MPO/COG Training (All, except PW)
- QQ. Dec 5 JLUP Joint Committee Meeting (CF)
- RR. Dec 6 In-Person MPO/COG Directors Retreat (CF, PW)
- SS. Dec 9 Staff Meeting (All)
- TT. Dec 9 ADOT/YMPO Monthly Coordination Meeting (CF, PW, FV, JH)
- UU. Dec 9 RTAC Advisory Committee Meeting (CF, PW, FV)
- VV. Dec 10 Email Etiquette Class (NC)
- WW. Dec 10 SS4A December Community of Practice Meeting (FV)
- XX. Dec 10 Yuma MPO LRTP Update PMT Meetings (CF, PW, FV, JH)
- YY. Dec 11 Traffic Count Loading (JH)
- ZZ. Dec 12 Technical Advisory Committee Meeting (All)
- AAA. Dec 12 Audit Committee Meeting (CF, PW, LL)
- BBB. Dec 12 Executive Board Meeting (All)
- CCC. Dec 12 YMPO Monthly Update (JR)
- DDD. Dec 12 Yuma TMP Bi-Weekly Check-in (FV, JH)
- EEE. Dec 12 AZ Mobility Managers Coordination Meeting (JR)

16. Adjournment.

Notice: In accordance with the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973, YMPO does not discriminate on the basis of disability, in the admission of, or access to, or treatment or employment in, its programs, activities, or services. If you have any questions regarding YMPO programs, activities, or services, please contact Crystal Figueroa at 928-783-8911.

Anticipated Future 2025 Meetings and Locations.

Future meetings will continue at the YMPO office at 230 West Morrison Street, Yuma, Arizona 85364. Members may participate in person, OR they may participate electronically by computer and/or telephone (or both), using the GoToMeeting portal. In general, meetings will be the last Thursday of each month, and the next two meetings are tentatively scheduled for January 30, and February 27, 2025.



YMPO EXECUTIVE BOARD REGULAR MEETING MINUTES

EXECUTIVE BOARD
Regular Meeting
Thursday, October 31, 2024
3:30 P.M.

The Meeting will be held In-Person and/or using GoToMeeting by Video and/or Teleconference from the Main Conference Room at the YMPO Offices at 230 West Morrison Street, Yuma, Arizona 85364

1. Call to Order and the Pledge of Allegiance.

The Yuma Metropolitan Planning Organization (YMPO) Chairwoman, Town of Wellton Vice-Mayor, Cecilia McCollough, called the YMPO Executive Board (the Board) meeting to order at 3:30 p.m., and asked the Board to join her in reciting the Pledge of Allegiance.

2. Roll Call Attendance and Declaration of Votes.

The YMPO Bookkeeper/Administrative Assistant, Nancy Curotto, called the roll as follows:

YMPO Executive Board Members Present:

Chairwoman Cecilia McCollough, Vice-Mayor, Town of Wellton ^
Vice-Chair Maria Cecilia Cruz, Councilmember, City of San Luis ^
Secretary/Treasurer Wynnie Ortega, Councilmember, Cocopah Indian Tribe ^

Member Art Morales, Councilmember, City of Yuma ^
Member Sam Elters, State Transportation Board, ADOT ~

- ^ Attended in person.
- ~ Participated by teleconference.

YMPO Executive Board Members Absent

Member Martin Porchas, Board of Supervisors, Yuma County *
Member Lynne Pancrazi, Board of Supervisors, Yuma County *
Member Michael Shelton, Councilmember, City of Yuma #
Member Luis Galindo, Vice-Mayor, City of Somerton *

Not present, but was represented by proxy by another member.

Others Present:

Proxy Member Paul Patane, Southwest District Administrator, ADOT ^

YMPO Staff Present:

Paul Ward Acting Executive Director ^

^{*} Not present, and not represented by proxy by another member.

Fernando Villegas Senior Transportation Planner ^
Jeff Heinrichs IT Manager/ Associate Planner ^

Jesus Aguilar, Jr Mobility Manager ^

Nancy Curotto Administrative Assistant/Bookkeeper ^

Declaration of Votes:

Councilmember Arturo Morales declared he would exercise all five votes for the City of Yuma.

3. Title VI Declaration and Call to the Public.

Jesus Aguilar, Jr., YMPO Mobility Manager, read the YMPO Title VI obligations. No members of the public were present to address the Board.

4. Consent Agenda.

- A. Approval of the October 3, 2024, Board Meeting Minutes
- B. YMPO Income/Expenditure Report for September 2024

MOTION: Councilmember Arturo Morales moved to approve the consent agenda. Vice-Chair Maria Cruz seconded, and the motion was unanimously approved.

5. <u>Arizona Rural Transportation Summit (AZRTS) Debrief.</u>

YMPO Acting Executive Director, Paul Ward, requested feedback from the Executive Board regarding the recent 2024 Rural Transportation Summit, to include good points, bad points and what can be done to support the membership in attending the event in Sierra Vista next year.

Sam Elters, State Transportation Board, ADOT, observed the MPO members were fully engaged and participation was proper and appropriate. Chairwoman Cecilia McCollough, Vice-Mayor, Town of Wellton, stated the level of participation of the statewide elected officials appears to have increased over the last nine years. Vice-Chair Maria Cecilia Cruz, Councilmember, City of San Luis, expressed appreciation for the RTS organizer and having the Governor of Arizona attend and speak for the first time at RTS. Secretary/Treasurer Wynnie Ortega, Council member, Cocopah Indian Tribe, appreciated the tribal coverage and the presentation of the open tribal meetings.

Art Morales, Councilmember, City of Yuma suggested having a unified strategy for YMPO to have prepared prior to the next RTS. Mr. Ward would like to see more of our regional elected officials (two Senators, four Representatives) represent the Yuma area with participation in the RTS.

6. ADOT Southwest District Yuma Region Presentation.

Paul Patane, ADOT Southwest District Administrator, presented the ADOT Southwest District Project Update to include an overview of the District, Five-Year

Statewide Highway Construction Program, Statewide Long-Range Transportation Plan, Project Life Cycle and Upcoming Projects.

7. <u>Complete Streets Concept System (CSCS) Study.</u>

Chris Joannes, Consultant Project Manager with Kimley-Horn and Associates, presented an overview and update on the YMPO CSCS Study. Mr. Joannes presented the Project Objectives, Scope of Work, Goals and Strategies, Planning Process, and Engagement Elements for the CSCS. The schedule for the study was presented. It began in August 2024, with a best practice review and the establishment of goals and strategies. The final report is scheduled for May/June 2025.

The consultant team conducted a Best Practice Review for similar-sized 'peer' agencies to YMPO on how they have approached the subject. The steps are to define goals and strategies for the study; define the planning process; develop an outline for public involvement; identify street typologies and implementation plans that might work for YMPO member agencies. He then displayed the intended schedule for the study and suggested that the final draft report should be completed June 2025.

8. YMPO Rebranding: Logo, Vision, and Values Statements.

Jeff Heinrichs, YMPO IT Manager and Associate Planner, presented the final Mission, Vision and Values statements, the new Logo design, as well as options and plans for updating the YMPO website. He noted that the Executive Board had formally approved all of these items during a prior meeting, and these are being displayed to reinforce the YMPO brand.

9. <u>Surface Transportation Block Grant (STBG) and Carbon Reduction Program (CRP)</u> <u>Available Funding and Programmed Projects.</u>

Fernando Villegas, Senior Transportation Planner, presented an update on the STBG and CRP Program Funding. As members are aware, each year YMPO receives an amount of both STBG and CRP funds for programming on YMPO and member agency projects. YMPO staff provided details of these two funding sources, the latest fund and associated obligation authority balances, and provided further information on the projects currently programmed as part of the YMPO Metropolitan Transportation Improvement Program (TIP). YMPO Staff also outlined the timing for member agency to apply for the funds available.

10. <u>FY 2026-2050 YMPO Long-Range Transportation Plan (LRTP) Update.</u>

Vamshi Yellisetty, Senior Principal Planner, Kittelson & Associates, presented this item. Mr. Yellisetty gave an update on the status of the following LRTP topics: Project Update:

Task 3: The Travel Demand Model update is complete, with the documentation in progress.

Task 4: The draft of the Existing Conditions Report is ready for review.

Task 5: The Public Involvement Phase 1 is complete; Phase 2 began in mid-October and will run through January 2025.

Task 6: Roadway System Alternatives: The Universe of Projects for each mode (roadway, safety, public transportation, pedestrian/bicycle) were presented. Focus groups survey results were presented.

Mr. Yellisetty also briefly provided an introduction to future conditions related to the LRTP.

11. <u>FY 2022-26 Transportation Improvement Program (TIP) Amendment #17.</u>

Mr. Villegas presented Amendment #17 to the TIP changing the name of a project to match the name on record with FHWA.

Mr. Morales moved approval of Amendment #17 to the YMPO TIP, to change the name of the project from Thirteen Roadway Segments to Yuma County Roadway Segments. The motion was seconded by Ms. Cruz and was unanimously approved.

12. Possible Future Studies for YMPO.

Mr. Ward presented summaries of Possible Future Studies for possible eventual inclusion in the next two-year FY 2026-2028 Unified Planning Work Program (UPWP). These possible studies include: A comprehensive Safety Action Plan and demonstration; a Roads of Regional Significance Study; a Short-Range Transit Plan update; a Study of Daily Border-Crossers; a Regional Map for alternative transportation modes; a Yuma region attaining Transportation Management Area (TMA) status and ramifications; and a Study on the need for a regional Sales Tax.

He mentioned that the first three studies are either already funded or are regarded as 'regional best practices" and therefore likely to be strong candidates for inclusion. The remaining four studies are more prospective.

He provided members with a brief explanation of each study, the expected cost, a possible timeline and tentative scope of work. He reported that the YMPO TAC would be presented with the same outlines at their November meetings and then the Board would have the opportunity to possibly approve one or more of the studies to move forward into the forthcoming UPWP.

13. November/December 2024 YMPO Executive Board meeting,

Mr. Ward stated the TAC and Executive Board meetings for November/December are held as one meeting in December. There was discussion regarding the format for the December meetings.

14. <u>Summary of Current Events/Board Member Reports/Executive Director's Report</u> & Comments by Other Participants.

Mr. Ward presented this update to the Board regarding recent occurrences, as shown below.

- A. Staff Reports Future Meetings.
- B. TAC Minutes.
- C. Conference Updates (AZRTS, and Roads and Streets).
- D. MPO/COG Director/Planner Meetings.
- E. Rural Transportation Advocacy Council activities.
- F. Projects Economic Development and Transportation.
- G. Status Report on AZ Smart Fund.

15. <u>Possible Future Agenda Items</u>

Mr. Ward presented the following items to be heard at a future meeting.

- A. Transportation Alternatives Program (TAP).
- B. YMPO Accounting Manual, Employee Manual, and Procurement Updates.
- C. Roads of Regional Significance Study.
- D. FY 24-25 YMPO Unified Planning Work Program (UPWP) Amendment #7.

16. <u>Progress Reports.</u>

Members and staff provided the update to the Board on the progress of ongoing projects and other recent events:

- A. Oct 3 Executive Board Meeting (PW, JH, FV, LL, NC);
- B. Oct 7 YMPO Staff Meeting (PW, FV, JH, LL, NC);
- C. Oct 7 ADOT/YMPO Coordination Meeting (PW, FV, JH);
- D. Oct 7 RTAC Advisory Committee Meeting (PW, FV);
- E. Oct 7 AZ SMART Public Comment Review (PW, FV, JH);
- F. Oct 8 YMPO CSCS-Monthly Check-In Meeting (PW, FV, JH);
- G. Oct 9 YMPO Trial Balance Meeting (Walker & Armstrong) (LL);
- H. Oct 9 AZRTS Review (All);
- I. Oct 10 YMPO TAC Meeting (FV, JH, LL, NC);
- J. Oct 10 Meet with V-C Cruz to review RTS Presentation (PW, FV, JH);
- K. Oct 10 YMPO Monthly Update (JR):
- L. Oct 10 YMPO Audit Questionnaire (PW, LL);
- M. Oct 10 AZ Mobility Managers' Coordination Meeting (JR);
- N. Oct 11 AZ Mobility Planners Meeting (JR);
- O. Oct 14 Yuma MPO LRTP Update PMT Meeting (PW, FV, JH);
- P. Oct 10 YMPO Audit Questionnaire (Walker & Armstrong) (LL);
- Q. Oct 15 Yuma PM-10 SIP Update (FV);
- R. Oct 15 MPO/COG Directors Meeting (PW);
- S. Oct 16 Yuma TMP Bi-Weekly Check-In (PW, FV, JH);
- T. Oct 16 Rural Transportation Summitt (PW, FV, JH, JR, LL, NC);
- U. Oct 17 Stupid Question Sharing Session (FV, JH, JR);

- V. Oct 17/18 Rural Transportation Summit (6 EB members, All staff);
- W. Oct 18 AZ State Transportation Board Meeting (Chair, V-C, PW, NC);
- Oct 21 DCIP Debrief Meeting (PW, FV, JH);
- Y. Oct 21 JLUP Joint Committee Meeting (PW);
- Z. Oct 21 EB Agenda Review Meeting (PW, LL);
- AA. Oct 21 AZRTS Debrief (All Staff);
- BB. Oct 23 FT 2024 SS4A Yuma MPO Kick-Off Meeting (PW, FV, JH);
- CC. Oct 28/29 5310/5311 Implementation Workshop (JR, LL);
- DD. Oct 29 Yuma MPO LRTP Update PMT Meetings (PW, FV, JH);
- EE. Oct 31 YMPO Executive Board Meeting (PW, JR, NC):
- FF. Oct 31 Yuma TMP Bi-Weekly Check-In (FV, JH);
- GG. Oct 31 Transportation Alternatives TAC Meeting (PW, JH).

17. Adjournment.

Having no further business to discuss, Chairwoman McCullogh adjourned the meeting at 5:37 p.m.

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Anticipated Future 2024/2025 Meetings and Locations.

Future meetings will continue at the YMPO office at 230 West Morrison Street, Yuma, Arizona 85364. Members may participate in person, OR they may participate electronically by computer and/or telephone (or both), using the GoToMeeting portal. The next meeting will be the combined November/December meeting on Thursday, December 12, 2024. The following meeting will be back to the original schedule of the last Thursday of each month, on January 30, 2025.

Yuma Metropolitan Planning Organization Revenue & Expense Budget Performance October 2024

	Oct 24	Jul - Oct 24	YTD Budget	% of Bud
Ordinary Income/Expense				
Income				
4000 · ADOT Grant 4006 · CRP	0.00	0.00	0.00	0
	0.00	0.00	0.00	0.
4001 · PL	31,271.25	81,819.85	583,758.00	14.0
4002 · SPR	15,994.76	37,659.23	278,106.00	13.5
4004 · STBG	0.00	0.00	104,359.00	0
4005 · 5305d (CPG)	9,093.24	15,060.11	181,745.00	8.2
Total 4000 ⋅ ADOT Grant	56,359.25	134,539.19	1,147,968.00	11.7
4007 · PL ISATO	0.00	0.00	9,842.00	0
4050 · ADEQ Grant	0.00	0.00	10,000.00	0
4055 · 5310 Funds				
4056 · RTAP	0.00	3,045.04	0.00	100
4055 · 5310 Funds - Other	17,447.07	35,396.31	93,750.00	37.
Total 4055 · 5310 Funds	17,447.07	38,441.35	93,750.00	41
4200 · YMPO UPWP Dues	0.00	0.00	88,139.53	C
4400 · Interest Income	0.58	6,280.30	23,020.10	27.
4600 ⋅ Charges for Services				
4904 · Traffic Count Revenue	0.00	3,767.30	15,176.52	24.
Total 4600 ⋅ Charges for Services	0.00	3,767.30	15,176.52	24.
4700 ⋅ Other Revenue				
4907 ⋅ Misc Revenue	225.00	384.91		
Total 4700 ⋅ Other Revenue	225.00	384.91		
Total Income	74,031.90	183,413.05	1,387,896.15	13.
Gross Profit				
	74,031.90	183,413.05	1,387,896.15	13.
Expense				
5110 · Payroll Expenses				
5111 · Fringe Benefits	3,928.53	11,619.15	35,329.00	32.
5112 · Part Time Staff-Salaries				
5133 · Part Time Staff-Salaries- Local	0.00	5,397.92	12,647.10	42.
5112 · Part Time Staff-Salaries - Other	5,427.47	16,086.91	79,454.00	20.
Total 5112 · Part Time Staff-Salaries	5,427.47	21,484.83	92,101.10	23.
5113 · Full Time Staff-Salaries	45,925.81	130,410.54	382,360.00	34.
5115 · Health Insurance-ER Portion	5,541.50	24,102.00	83,922.00	28.
5116 · ASRS	5,641.27	15,484.05	45,883.00	33.
5117 · Workman's Comp Insurance	0.00	1,229.00	1,384.00	88
5118 · FUTA Payroll Expense	36.20	97.99	546.00	17.
5120 · Life Insurance	143.00	728.00	1,872.00	38.
5141 · Health Insurance-EE Portion	0.00	0.00	0.00	(
Total 5110 · Payroll Expenses	66,643.78	205,155.56	643,397.10	31.
5123 · Consulting Services				
5134 · Contractual-Local	0.00	1,151.95	75,192.00	1.5
5123 · Consulting Services - Other	38,885.53	102,621.14	471,627.00	21.
Total 5123 · Consulting Services	38,885.53	103,773.09	546,819.00	18.
5124 · Staff Training/Education	00,000.00	.00,0.00	0.0,0.0.00	
5137 · Staff Training/Education	0.00	0.00	0.00	C
5124 · Staff Training/Education - Other	95.00	95.00	6,000.00	1.5
Total 5124 · Staff Training/Education	95.00	95.00	6,000.00	1.
5125 · Audit Services	16,000.00	16,000.00	23,500.00	68.
5126 · Payroll Processing Fees	378.63	1,278.88	4,500.00	28.
5128 · Accounting Services	0.00	0.00	25,000.00	C
		0.00	750.00	
5129 · Public Participation	0.00	0.00	750.00	0
	0.00 0.00 23.84	75.33 5,612.97	0.00 12,000.00	100 46.:

Yuma Metropolitan Planning Organization Revenue & Expense Budget Performance October 2024

	Oct 24	Jul - Oct 24	YTD Budget	% of Budget
5139 · RTAP Expense	0.00	0.00	0.00	0.0%
5140 · Legal	550.00	1,150.00	7,000.00	16.43%
5150 · IT Support	0.00	0.00	1,500.00	0.0%
5151 · Building Ins, property tax	0.00	4,668.00	7,400.00	63.08%
5152 · Equipment Maintenance	95.49	327.77	900.00	36.42%
5153 · Office Supplies	11.64	1,104.98	3,000.00	36.83%
5154 · Postage	0.00	0.00	300.00	0.0%
5155 · Printing	6.00	6.00	2,000.00	0.3%
5157 · Publications, Subscriptions	0.00	328.34	600.00	54.72%
5158 · Registration Fees	0.00	6,575.00	10,000.00	65.75%
5159 · Special Meetings	0.00	0.00	3,000.00	0.0%
5160 · Telecommunications	947.56	4,242.68	11,500.00	36.89%
5161 · Vehicle Purchase	0.00	0.00	31,616.00	0.0%
5162 · Vehicle Insurance	0.00	7,309.59	4,500.00	162.44%
5163 · Vehicle Maint., Repairs, Parts	6.00	104.61	2,000.00	5.23%
5164 · YMPO Memberships & Dues	1,324.90	3,136.68	3,000.00	104.56%
5165 · Finance Charges and Interest	0.00	0.00	200.00	0.0%
5166 · Website Maintenance	173.00	481.00	10,000.00	4.81%
5167 · Miscellenous Consumables	964.95	1,424.22	3,500.00	40.69%
5168 · Employee Recruitment	0.00	81.82	500.00	16.36%
5169 · Miscellaneous-Expense	538.91	1,010.60	7,000.00	14.44%
5171 · Alarm System	120.00	240.00	750.00	32.0%
5173 · Electric Bill	761.69	4,117.93	7,500.00	54.91%
5174 · Grounds Maintence	250.00	1,250.00	16,510.00	7.57%
5175 · Janitorial	720.00	3,060.00	9,360.00	32.69%
5179 · Office Building Repairs				
5181 · Pest Control	255.00	330.00	500.00	66.0%
5179 · Office Building Repairs - Other	0.00	471.62	20,000.00	2.36%
Total 5179 · Office Building Repairs	255.00	801.62	20,500.00	3.91%
5182 · Sewer & Water	338.05	962.31	3,500.00	27.5%
5190 · Travel - Local & Outside County	7,683.38	11,227.25	11,000.00	102.07%
5191 · T530- Traffic Count Fuel	383.86	1,388.88	2,700.00	51.44%
5630 · T530 Traffic Count Equipment				
5631 · T530-Local COY Materials	0.00	0.00	2,508.00	0.0%
5630 · T530 Traffic Count Equipment - Other	441.36	1,853.72	4,500.00	41.19%
Total 5630 · T530 Traffic Count Equipment	441.36	1,853.72	7,008.00	26.45%
5711 · T600 LRTP	0.00	0.00	0.00	0.0%
Total Expense	137,598.57	390,207.53	1,462,310.10	26.68%
Net Ordinary Income	-63,566.67	-206,794.48	-74,413.95	277.9%
Other Income/Expense	,	,	,	
Other Income				
4900 · In-Kind Match Revenue	0.00	32,817.90	145,543.00	22.55%
Total Other Income	0.00	32,817.90	145,543.00	22.55%
Other Expense		,	,	
9200 · In-Kind Match Expenses	0.00	32,817.90	145,543.00	22.55%
Total Other Expense	0.00	32,817.90	145,543.00	22.55%
Net Other Income	0.00	0.00	0.00	0.0%
	0.00	-206,794.48	0.00	277.9%

10000 - Wells Fargo - YMPO General Account	29,280.24
10009 - Wells Fargo - YMPO Payroll Account	53,401.68
10100 - Yuma County Treasurer - YMPO Account	995,097.95
	1,077,779.87

YMPO INFORMATION SUMMARY for Agenda Item #5 YMPO Audit for FY 2024

DATE: December 12, 2024

SUBJECT: YMPO Audit for FY 2024.

SUMMARY:

The audit of YMPO's Accounts for FY 2024 (July 1, 2023, through June 30, 2024) started in June 2024. YMPO utilizes the services of two companies to provide accounting support: the Pun Group, who prepare the MPO's annual financial reports at the end of the fiscal year, and Walker and Armstrong, who carry out the actual audit. Last year, YMPO applied for the Certificate of Achievement in Financial Reporting Program issued by the Government Finance Officers Association. Consequently, YMPO has decided to pursue this certification again for the fifth consecutive year. This award showcases the spirit of transparency and full disclosure and intends to help understand basic financial statements.

The auditors have prepared and given a formal letter to staff and presented the audit to members of the Audit Committee earlier today. A copy of the YMPO FY 2024 Annual Comprehensive Financial Review (ACFR), Single Audit Report, and required communications will be provided to all members.

PUBLIC INPUT: No input has been provided by members of the public on this subject.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: The audit documents show that the management of YMPO Local, State, and Federal funds and other resources is being carried out in conformance with generally accepted accounting standards. The ACFR is not required but reflects well on YMPO staff accounting efforts.

POLICY: YMPO By-Laws require an audit of YMPO accounts and the establishment of the Audit Committee. The By-Laws do not describe how the Audit Committee should carry out the audit. As YMPO is predominantly funded with Federal transportation funds, the audit follows federal guidelines. In the recently completed fiscal year, as YMPO expended over \$750,000 in Federal funds, a 'Single Audit' was required and will be reported to the Federal Single Audit Clearing House.

ACTION NEEDED:

Members are requested to review and discuss and will have the opportunity to approve, the YMPO Audit for FY 2024.

PRIOR BOARD/COMMITTEE ACTIONS:

At their meeting on January 25, 2024, the YMPO Executive Board unanimously approved the FY 2023 YMPO Audit.

CONTACT PERSON:

Blenda Dale, Accountant II and Executive Assistant, 928-783-8911

SUMMARY for Agenda Item 6

FY 2022-26 YMPO Transportation Improvement Program – Amendment #19

DATE: December 12, 2024

SUBJECT: FY 2022-26 YMPO Transportation Improvement Program (TIP) – Amendment #19.

SUMMARY:

The FY 2022-26 YMPO TIP was initially approved on July 29, 2021, and has since been amended eighteen times, most recently on December 3, 2024, through an administrative amendment.

Amendment #19 will list future unfunded TIP projects in FY2026 and FY2028. The City of Yuma will submit applications to request funding from the AZ SMART and FMA programs. Since the projects have not been funded, projects will be located at the end of the TIP table under future projects.

FY 2026 and FY2028

TIP No.	FY	Agency	Project Name/Location	Project Description	Func/Class	Fund Source	Federal \$	HURF/State	Local \$	Total \$
				2026		ocurec				
Future Pro	jects (Unfunded)							
YU 26-02D	2026	Yuma	1-8/Avenue 8-1/2 E. Traffic Interchange	Design Concept Report for I-8/ Avenue 8-1/2 E T.I.	FFC-5	AZ SMART		\$480,000	\$120,000	\$600,000
YU 26-03D	2026	Yuma	Hacienda Estates Storm Drain Improvements	Hacienda Estates Storm Drainage Improvements	N/A	AZ SMART		\$480,000	\$120,000	\$600,000
	2026	Totals								\$1,200,000
TIP No.	FY	Agency	Project Name/Location	Project Description	Func/Class	Fund Source	Federal \$	HURF/State	Local \$	Total \$
				2028						
Future Projects (Unfunded)										
YU 26-02C	2028	Yuma	1-8/Avenue 8-1/2 E. Traffic Interchange	Construction I-8/ Avenue 8-1/2 E T.I.	FFC-5	TBD	\$28,000,000	\$4,000,000	\$3,000,000	\$35,000,000
YU 26-03C	2028	Yuma	Hacienda Estates Storm Drain Improvements	Hacienda Estates Storm Drainage Improvements	N/A	FMA	\$3,950,000		\$730,000	\$4,680,000
	2028	Totals								\$39,680,000

PUBLIC INPUT:

There has been limited public input on this subject.

ACTION NEEDED:

This item is on the agenda for information, discussion, and possible action to approve the FY 2022-26 YMPO TIP Amendment #19 by the Executive Board.

CONTACT PERSON: Fernando Villegas, Senior Transportation Planner

I-8 / Ave 8 ½ E T.I. Design Concept Report



Project Overview

The City of Yuma is experiencing rapid growth south of Interstate-8 from State Route 195 to the Fortuna Rd. Improvements to the existing Interstate-8/ Avenue 8 1/2 E traffic interchange are needed to improve traffic operations and safety.

ADOT completed a Design Concept Report (DCR) for the Interstate-8/ Avenue 8 1/2 E traffic interchange in March of 2000. A tight diamond was selected and the on and off ramps were subsequently constructed. However, Avenue 8 ½ E was not connected across I-8 due to fiscal constraints.

In 2024, the partially constructed interchange is now functionally obsolete. Furthermore, the tight diamond configuration selected back in 2000 is not possible due to the close signal spacing between the on and off ramp intersections and the local roads adjacent to I-8. A new DCR is needed to determine what configurations of the I-8 / Avenue 8 1/2 E traffic interchange will work for current travel demands.

Funding for the new DCR could come from the AZ SMART Program. Funding for final design, right-of-way and construction of I-8 / Avenue 8 1/2 E traffic interchange would come from a combination of future federal grant fund, State funding and local funding. This project is an excellent candidate for a USDOT Discretionary Grant.

Project Lead

City of Yuma, Arizona



Project Schedule

DCR in FY 2026 **Design** in FY 2027-2028 Construction in FY 2029-2030



Project Cost

Total Project Cost: \$35.0 M Federal Funding Request: \$28 M State Funding Request: \$4 M Local Contribution: \$3 M



Contact Info

Dave Wostenberg

Director of Engineering 928-373-4522

Dave.Wostenberg@yumaaz.gov

Location



City of Yuma AZ Legislative District 23 YMPO Region



Citizens Working

Vicinity Map & Site Photo





Hacienda Estates Storm Drainage Improvements



Project Overview

Hacienda Estates is a residential subdivision prone to flooding. This area has flooded repeatedly in the past causing significant property damage. The proposed project will alleviate the flooding of this residential neighborhood.

The design criteria for this project is to maintain the 50-year storm water level 10-inches below the lowest finished floor elevation in the neighborhood. The project proposes to add 3 pump station upgrades and 4,335 linear feet of drainage piping system, which vary in size between 24" and 36".

This project will significantly benefit the community by preventing flooding and property damage in the area and so increasing the safety and wellbeing of the community as well as increasing property values of this neighborhood. The project will also reduce flood insurance cost in the future resulting from reduced flood levels in the Hacienda Estates subdivision during the 100-year storm event.

In September 2024, the City of Yuma received-notification from the Flood Mitigation Assistance (FMA) grant program that the Hacienda Estates Stormwater Improvement project has been identified for further review under the FY 2023 call for projects. The City is seeking financial assistance from ADOT for AZ SMART funding for a portion of the matching funds required for the FMA grant.

Project Lead

City of Yuma, Arizona



Project Schedule

Design in FY 2026-2027 Construction in FY 2028-2029



Project Cost

Total Project Cost: \$5.28 M Federal Funding Request: \$3.95 M State Funding Request: \$1.00 M Local Contribution: \$0.33 M



Contact Info

Dave Wostenberg

Director of Engineering 928-373-4522

Dave.Wostenberg@yumaaz.gov

Location



City of Yuma AZ Legislative District 23 YMPO Region



Governments and Citizens Working







YMPO INFORMATION SUMMARY for Agenda Item 7 Arizona 2025 Safety Performance Projections

DATE: December 12, 2024

SUBJECT: Arizona 2025 Safety Performance Projections

SUMMARY:

On August 31, 2024, the Arizona Department of Transportation (ADOT) formally established Safety Projections for the state of Arizona for 2025. These Safety Projections (SP) are based on the Safety Performance Measures established by the Federal Highway Administration's (FHWA) Safety Performance Management (Safety PM) final ruling and are based on five year rolling averages.

The 2025 Arizona Safety Performance Projections established by ADOT are as follows and increase or decrease compared to the 2024 Arizona SP:

- 1. Number of Fatalities: 1263.8, -22.3 decrease
- 2. Rate of Fatalities per 100 million VMT: 1.665, -.08 decrease
- 3. Number of Serious Injuries: 3729.6, 96.6 increase
- 4. Rate of Serious Injuries per 100 million VMT: 4.914, -.87 decrease
- 5. Number of Non-Motorized Fatalities & Serious Injuries: 846.6, -36.9 decrease

The SP Projections (Targets) set by ADOT are data-driven and realistic; and are intended to keep the state focused on improving safety while still striving for the goal of the Strategic Regional Transportation Safety Plan (SRTSP) and the State Strategic Highway Safety Plan (AZ-SHSP) of reducing the number of fatalities and serious injury crashes on Arizona's roadways.

ADOT requests a letter from your MPO within 180 days of the effective date, August 31, 2024, indicating whether your MPO supports ADOT's SP Projections or identifying your MPO's SP Projections.

A draft letter is attached that agrees that YMPO intends to adopt the 2025 Arizona Safety Performance Projections established by ADOT for possible recommendation for approval by the Board.

PUBLIC INPUT:

There has been limited public input on this subject, to date.

TECHNICAL & POLICY IMPLICATIONS:

- 1. 23 CFR 490.213(b) says: "The MPOs shall annually report their established safety targets to their respective State DOT, in a manner that is documented and mutually agreed upon by both parties."
- 2. 23 CFR 490.209(c) (1) states: "The MPOs shall establish targets not later than 180 days after the respective State DOT establishes and reports projections in the state HSIP annual report."

ACTION NEEDED:

This item is on the agenda for information, discussion, and possible action to adopt the Arizona 2025 Safety Performance Projections.

CONTACT PERSON:

Fernando Villegas, Senior Transportation Planner.



October 25, 2024

Ms. Crystal Figueroa Executive Director Yuma Metropolitan Planning Organization (YMPO) 230 West Morrison St. Yuma, AZ 85364

Subject: Arizona 2025 Safety Performance Projections (Targets)

Dear Ms.: Figueroa,

On August 31, 2024 the Arizona Department of Transportation (ADOT) formally established Safety Projections (Targets) for the state of Arizona for 2025. These Safety Projections are based on the Safety Performance Measures established by the Federal Highway Administration's (FHWA) Safety Performance Management (Safety PM) final ruling and are based on five year rolling averages.

The 2025 Arizona Safety Performance Projections (Targets) established by ADOT are as follows:

1. Number of Fatalities: 1263.8

2. Rate of Fatalities per 100 million VMT: 1.665

3. Number of Serious Injuries: 3729.6

Rate of Serious Injuries per 100 million VMT: 4.914

5. Number of Non-Motorized Fatalities & Serious Injuries: **846.6**

The SP Projections (Targets) set by ADOT are data-driven and realistic; and are intended to keep the state focused on improving safety while still striving for the goal of the Strategic Regional Transportation Safety Plan (SRTSP) and the State Strategic Highway Safety Plan (AZ-SHSP) of reducing the number of fatalities and serious injury crashes on Arizona's roadways.

Metropolitan Planning Organizations (MPO) has the option of supporting the ADOT Safety Performance (SP) Projections or of establishing their own SP projections within 180 days of state projections establishment. ADOT recommends adopting state SP projections. MPOs that choose to set separate projections must report VMT estimates used and the methodology to develop estimates and should maximize use of HPMS data when preparing estimates.

- Safety Projections are reported to ADOT, and made available to FHWA, upon request.
- MPO Safety Projections are not included in the assessment of whether a State met or made significant progress toward meeting its projections.
- Safety Projections are reported annually in the Arizona Highway Safety Improvement Program (HSIP) Report.

- 23 CFR 490.213(b) says: "The MPOs shall annually report their established safety targets to their respective State DOT, in a manner that is documented and mutually agreed upon by both parties."
- 23 CFR 490.209(c) (1) states: "The MPOs shall establish targets not later than 180 days after the respective State DOT establishes and reports projections in the state HSIP annual report."

ADOT requests a letter from your MPO within 180 days of the effective date, August 31, 2024, indicating whether your MPO supports ADOT's SP Projections or identifying your MPO's SP Projections.

A letter will not be required If the MPO had approved support of the ADOT SP Projections in perpetuity, a confirmation email from your MPO will be acceptable. I am attaching a presentation for the Arizona 2025 Safety Projections

Thank you for your assistance. Please let me know if you have any questions.

Sincerely,

DocuSigned by:

mona aglan-swick

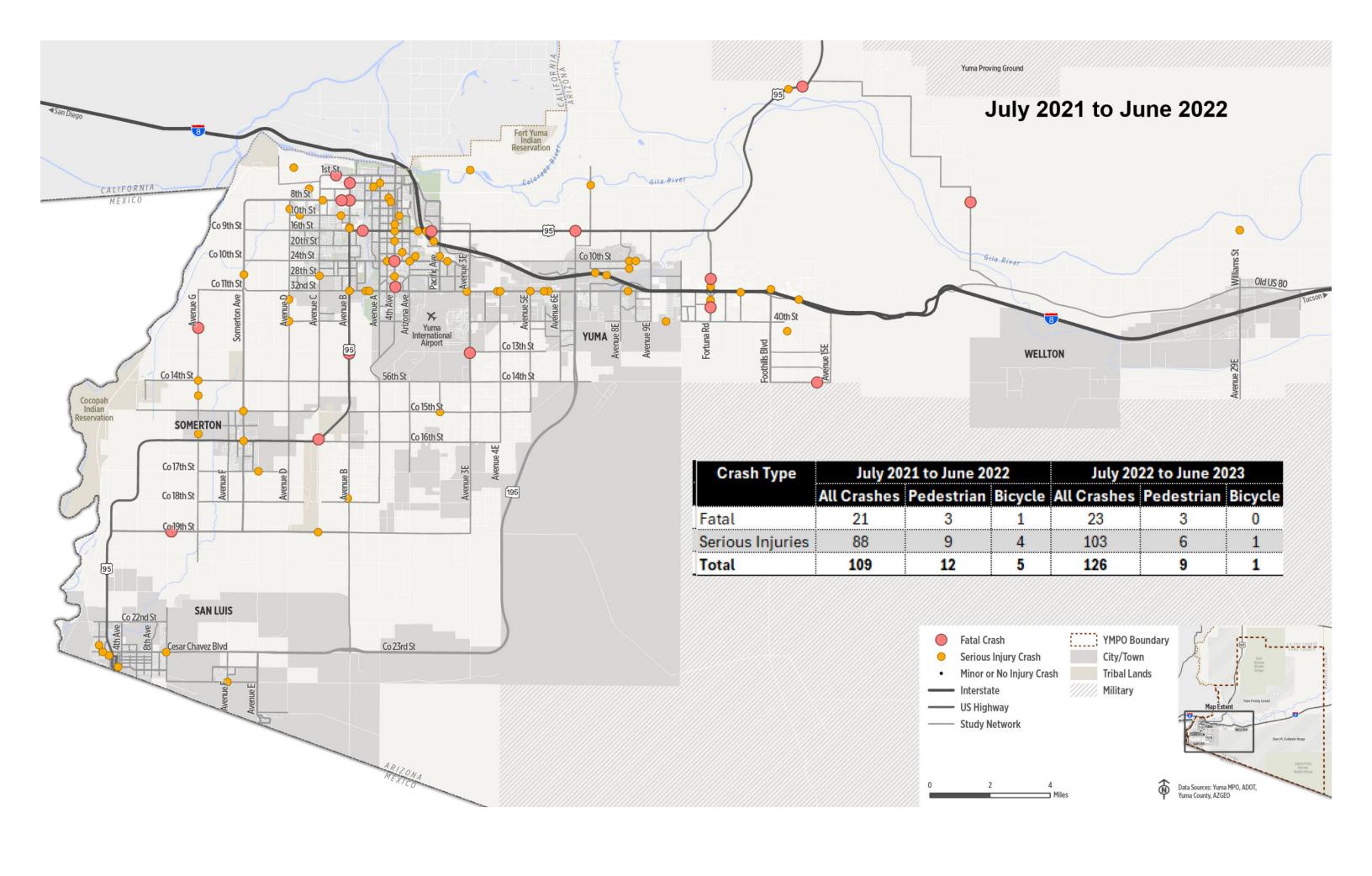
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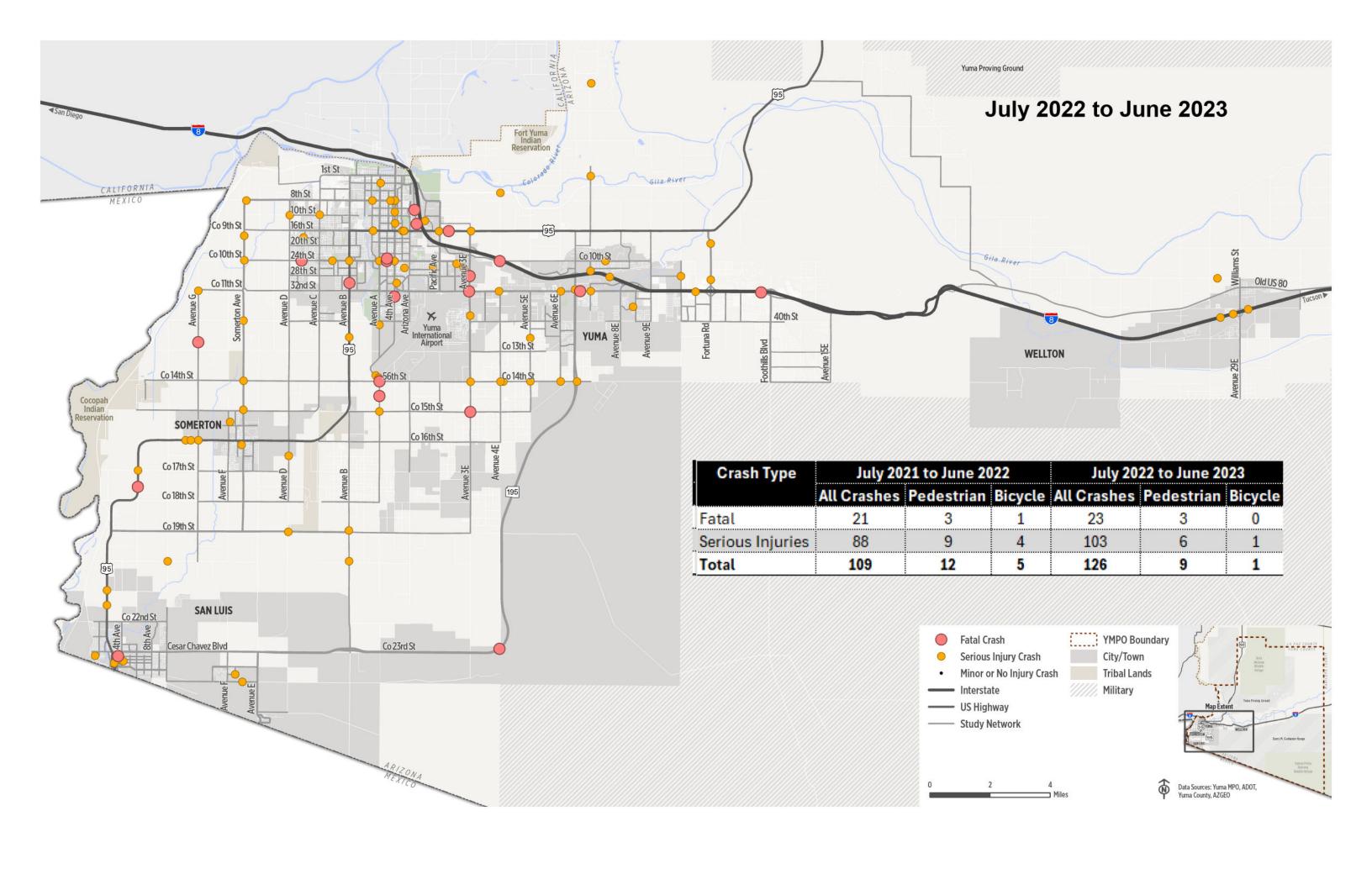
Mona Aglan-Swick, P.E. Safety Programs Manager

ADOT-Traffic Safety Section

Enclosures (1): Presentation on the Arizona 2025 Safety Performance Projections

CC: Thor Anderson, ADOT Performance/Asset Manager
Jennifer Hobert, ADOT Regional Transportation Planner
Glen Robison, FHWA, Arizona Division Office
Jacob Pruet, ADOT Traffic Safety Section Manager





YMPO INFORMATION SUMMARY for Agenda Item 8 Possible New Studies in the Unified Planning Work Program (UPWP)

DATE: December 12, 2024.

SUBJECT: Possible New Studies in the YMPO Unified Planning Work Program (UPWP).

SUMMARY:

The YMPO By-Laws include a list of six items that YMPO staff are required to carry out and/or develop. These include a Long-Range Transportation Plan (LRTP); a Metropolitan Transportation Improvement Program (TIP); a Title VI Review; a Unified Planning Work Program (UPWP); and annual Audit; and an Air Quality Conformity Analysis on the LRTP and TIP. In addition, the By-Laws include: 'Other products <u>deemed essential</u>, may be authorized by the Executive Board [the Board], and specified in the Unified Planning Work Program'.

These 'products' have often included some plans and/or studies that, although they may not be required by federal guidelines, ADOT regards them as being amongst Best Practices for a Metropolitan Planning Organization like YMPO, such as a Short-Range Transit Plan, or a Regional Coordination Plan, or a Strategic Transportation Safety Plan. These latter items are generally carried out to satisfy the region's commitments to transit planning or to justify the allocation of a specific funding source, such as the Federal Transit Administration's 5310 Program funds or to seek Highway Safety Improvement Program (HSIP) funds.

'Other products deemed essential' have, in prior years, included a variety of, generally, regionwide studies such as a Bicycle and Pedestrian Study; a Pavement Management System study; a Traffic County Network Study; a Rail/Heavy Freight Study; an Origin-Destination Study; an Intelligent Transportation System Study; a Complete Streets Concept System Study; and a Roads of Regional Significance (RORS) Study.

The first six of these have either been carried out by YMPO, or by member agencies. The Complete Streets Study is currently underway and the RORS Request for Proposal is being written and is already funded in the current UPWP.

During the past two months, members of the Board and the TAC have been asked to nominate studies that they regard as significant enough to gather further information about. The way in which these possible studies are presented is to develop a series of 'Outlines', which are a few pages which provide a brief summary of the subject, suggest a possible scope of work; indicate what the timeline of such a study might be and to estimate the possible cost.

The Board has requested YMPO staff to develop seven different Outlines for possible consideration and possible implementation. These studies are:

- (A) A Comprehensive Safety Action Plan (CSAP) and Demonstration (a Safety Street and Roads for All (SS4A) application for funds has been successful);
- (B) A Roads of Regional Significance Study;
- (C) A Short-Range Transit Plan Update;
- (D) A Study of Daily Border-Crossers who work in the YMPO region and their transportation needs (predominantly targeted for the City of San Luis);
- (E) A Regional Map showing bicycle, pedestrian and multi-use facilities (alternative transportation modes) in place and/or programmed;
- (F) How and when will the Yuma region attain Transportation Management Area (TMA) status and what the ramifications will be;
- (G) A Study on the need for a regional sales tax.

The first three studies will almost certainly be carried out, at some point, because of the 'best practice' nature of the subject and/or the availability of specific funds. As a result, outlines are no longer needed, but are provided for completeness purposes.

Finally, the following two items were originally suggested, but have been declined, as they are being substantially carried out by a local jurisdiction or under another study:

- (H) A regional Intelligent Transportation System (ITS) Study and possible location for a regional Traffic Management Center (TMC). The City of Yuma is moving forward with this study; and
- (I) A study on how to connect a north-south regional roadway to the Interstate 8 in the northwest portion of the region. The RORS Study will include this suggested activity.

Prior to approval of the Biennial UPWP, a panel comprising representatives from the Federal Highway Administration, the Federal Transit Administration, and ADOT review and comment on the draft UPWP and this program review is anticipated during March or April 2025.

The UPWP is YMPO's main planning document and is guided by the visions, goals, objectives, and investment framework established in the LRTP. YMPO develops the UPWP every two years and proposes the budget on an annual basis. Staff are starting to prepare a Draft of the FY 2026-27 YMPO UPWP for consideration and eventual approval by the Executive Board.

The Table on the next page shows a tentative schedule for the development and approval of the new Biennial UPWP.

Table One - Tentative Schedule for the FY 2026-27 UPWP					
Date	Activity	Who			
Oct - Dec 2024	Produce Outlines for possible inclusion	Staff/TAC/Board			
Dec 24/Jan 25	Start UPWP Development	YMPO			
Feb 2025	Initial internal UPWP review	YMPO TAC/Board			
By Mar 2025	Draft UPWP for review by ADOT	YMPO/ADOT			
Mar/Apr 2025	Biennial UPWP reviews	FHWA/FTA/ADOT			
Apr 2025	Comments by review panel	FHWA/FTA/ADOT			
Apr 2025	Final Draft UPWP	YMPO			
May 2025	Approve UPWP	Executive Board			
May/Jun 2025 Final UPWP to ADOT for Approval/Funding		YMPO/ADOT			

PUBLIC INPUT:

Apart from inclusion in the Board and TAC agendas, there has been no specific public input on this subject, to date.

ACTION NEEDED: This item is on the agenda for information, discussion, and possible action to prioritize future studies for inclusion in the UPWP.

CONTACT PERSON:

Paul Ward, Acting Executive Director

YUMA METROPOLITAN PLANNING ORGANIZATION

DRAFT COMPREHENSIVE SAFETY ACTION PLAN STUDY (OUTLINE)



General Approach

The Yuma Metropolitan Planning Organization (YMPO) encourages Proposers to be creative in developing a sound approach which achieves the goals for this project. YMPO also urges the Proposer to be as specific as possible when describing the activities that they will perform to support each task. We would like the Proposer to make maximum use of matrices, tables and drawings in working papers produced for the project to ensure conciseness and clarity to minimize the amount of text required. Finally, YMPO requires the Proposer to adhere strictly to the following proposed tasks.

This scope of work is divided into different phases. Phase I will focus on the overall functions of the road system performance, goals, vision, performance measures, prioritization of road safety needs, and incorporate safety enhancements in road infrastructure projects. Key emphasis areas include integrating the four E's of highway safety - engineering, education, enforcement and emergency medical services (EMS), focus on the stakeholders – representatives of major modes of transportation; traffic enforcement officials; and other State and local safety stakeholders.

Phase II of the project will have an emphasis on an implementation plan and development of a benefit cost analysis for each proposed project in a continuous 10-year Safety Program.

Introduction

This Scope of Work is to replace/update the YMPO Regional Strategic Transportation Safety Plan (STSP) and to develop a Comprehensive Safety Action Plan (CSAP) for the region. The first step is an exploration of the initial framework that was submitted as part of the first STSP for the region that was completed in FY 2016. This update will follow a similar path, but will focus on updating the previous plan and will NOT try to duplicate it.

The second step will address how to implement the projects that are identified as part of the project and will suggest a proposed schedule for obtaining the appropriate funds for the projects so identified.

Original STSP

The STSP addressed the necessary steps and elements from a regional transportation planning perspective, to reduce the risk of death and serious injury to all transportation users in the YMPO region. YMPO (including its member agencies) participated in the development of the Arizona Strategic Highway Safety Plan (SHSP) established in 2007, following the SAFETEA-LU requirements that were then in force. As a logical follow-up, YMPO obtained Federal Highway Safety Improvement Program (HSIP) funds through the YMPO Unified Planning Work Program (UPWP) to develop a customized regional plan to address the issues and needs of the YMPO region, its jurisdictions, and its transportation users.

The YMPO Technical Advisory Committee (TAC) and YMPO senior staff primarily provided the oversight during the development of the STSP. The TAC comprises senior transportation, engineering and planning representatives from all the region's member agencies. Furthermore, additional stakeholders that were not represented on the TAC gave further input into the process

mainly through YMPO's extensive network of stakeholder groups, having interest in regional planning, transportation, and other safety activities. YMPO's staff followed the public outreach processes and notified a wide array of stakeholder groups involved in the plan's development.

YMPO identified key safety stakeholders, in close coordination with the consultant team working on the project, as well as ADOT staff working on the SHSP. YMPO also obtained direct public input on the STSP throughout the plan's development through open meetings, workshops, involvement in YMPO's Transportation Improvement Program (TIP) Open House, and web content. By ensuring close coordination with the SHSP, we met all of the federal requirements, achieved statewide and local consistency and addressed our unique regional needs.

Successes and Challenges of the Original STSP.

The original STSP was extremely useful to YMPO member agencies is identifying areas of concerns and in selecting a series of projects throughout the region. The region decided to focus on eight of the twelve emphasis areas. Unfortunately, YMPO member agencies were not well prepared for taking advantage of the HSIP funds that were immediately available to the region.

Jan

Partially as a result, the region decided to focus their (limited) HSIP funds available on a HAWK crossing in the City of Yuma, a County project on Somerton Avenue at County 18th Street and on two major ADOT roundabout projects. Staff shortages/changes at YMPO and within member agencies did not help with the continuity of projects through the implementation phase.

The STSP resulted in identifying nine projects throughout the region, five of which have been submitted to ADOT for eligibility and which are currently under review. More than 50 projects were identified, but the severities of these projects were not sufficient to be selected as eligible projects under the more recent stringent federal guidelines (i.e. they have accident severities of lower than serious). However, some of them are being addressed by local agencies, as part of their local construction programs. The major obstacle is the limited amount of local, Highway User Revenue Funds due, primarily, to the lack of an increase in Statewide gasoline taxes for over the past 25 years.

The data used in the original STSP were from between 2009 to 2013, with some limited data from 2014. As a result, a major drawback of some of the currently identified projects is that some of the data used is nearing the "most recent five-year data limit". One major facet of this new/updated CSAP will be to update ALL the data to the most recent available.

It is anticipated that another five to ten projects will be identified that meet the severe eligibility criteria and will result in specific projects that can be submitted for consideration from the enlarged proposed Statewide pool of HSIP funds.

Background

YMPO is the designated Metropolitan Planning Organization for transportation planning for the Yuma regional area. YMPO is governed by a ten-member Executive Board with elected officials serving from member jurisdictions, including the Cities of Yuma, Somerton, and San Luis, Yuma

County, the Town of Wellton, the Cocopah Indian Tribe, and one member representing the Arizona State Transportation Board/ADOT.

The project developed what was the first ever comprehensive STSP for the YMPO region. The STSP established a regional vision, goals, objectives, strategies, countermeasures, and performance measures for transportation safety that were consistent with the SHSP. The STSP then identified strategies for addressing new areas of safety planning, such as spatial analysis and utilization of appropriate analytical methods from the AASHTO Highway Safety Manual. The STSP provided valuable input to the FY 2017-2041 YMPO Regional Transportation Plan (RTP) and provided practical implementation guidance allowing safety projects and programs in the four E's of engineering, enforcement, education, and emergency services to move forward in the YMPO region.

Framework/Tasks

The following will serve as a framework for developing this Update of the YMPO STSP for the YMPO region. The tasks are:

Task Description

- 1. Confirm/Revise Work Plan.
- 2. Safety System Performance (statewide and regionwide).
- 3. Develop a thorough, detailed, Public Involvement Program.
- 4. Confirm/Revise Regional Vision and Goals for Transportation Safety.
- 5. Confirm/Revise Emphasis Areas, Goals and Performance Measures.
- 6. Review/Update Network Screening Methodologies for Prioritization of Transportation Safety Needs.
- 7. Identify and analyze any changes to available resources from a Transportation Safety perspective,
- 8. Confirm/Revise Transportation Safety Strategies, including a possible predictive approach.
- 9. Confirm/Revise the Strategy to Improve Safety Project Development Process.
- 10. Review/Report on Safety Strategies in the YMPO LRTP.
- 11. Review/Report on the current Implementation Plan and recommend additional projects, as appropriate.
- 12. Review/Update Benefit/Cost Ratio tabulation.

A description of each task is presented below.

Task 1: Confirm/Revise Work Plan

Refine the work plan for the project. The Consultant and the YMPO Project Manager (PM) will coordinate with the various team members to develop a complete, concise, and achievable work plan. The PM group may recommend minor adjustments to the Scope of Work and the associated fee estimate (if there are any changes). The Consultant will

submit a final Scope of Work and fee estimate to YMPO for review. YMPO will approve the revised work plan prior to continuing with the Plan Update.

Task 2: Safety System Performance

Review the current state of transportation safety in the YMPO region and the State including (but not limited to): safety performance of regional roadway network, regional trends in crashes that involve fatalities and injuries, and possible contributing factors. Identification of emphasis areas and development of the YMPO STSP must be a data-driven process. The Consultant and YMPO staff and member agencies will develop a Stakeholder Group for consultation purposes during the remainder of the Plan update.

Task 3: Develop a Thorough, Detailed, Public Involvement Program.

The consultant will present the current state of regional safety performance measures, network screening methodology, available resources, and tentative scope and timeline for the STSP to the Stakeholder Group. This Stakeholder Group will review and revise the regional vision and goals for transportation safety within the region.

Task 4: Confirm/Revise Regional Vision and Goals for Transportation Safety

The consultant will present the current state of regional safety performance measures, network screening methodology, available resources, and tentative scope and timeline for the STSP to the Stakeholder Group. This Stakeholder Group will review and revise the regional vision and goals for transportation safety within the region.

Task 5: Network Screening Methodologies for Transportation Safety Needs

Review and update the current YMPO network screening methodology for ranking high risk locations with focus on recommendations for improvements to:

- facilitate regional scale spatial analysis and evaluation; and
- enable YMPO member agencies capabilities to facilitate location specific and community specific spatial analyses and evaluations. The task includes updating the traffic safety data and analysis improvement plan.

Task 6: ID and Analyze Resources from a Transportation Safety Perspective:

Review any changes to SHSP, current programs, staffing and funding resources available for transportation safety planning and implementation. This task included identification of opportunities for improvements such as a streamlined safety funding process and collaboration that could lead to improved effectiveness of safety analysis, project development and implementation of all YMPO member agencies.

Task 7: Emphasis Areas, Goals and Performance Measures

Review and confirm or revise any emphasis areas for the region based on crash history and trends using a minimum of 5 years of data: 2013-2017. This task includes ensuring consistency with the SHSP as well as agreeing with the safety performance measures under MAP-21 and FAST Act performance measurement requirements.

Task 8: Review/Revise Transportation Safety Strategies

Working closely with the Stakeholder Group, recommend any changes needed to the regional safety strategies.

Task 9: Improve the Safety Project Development Process

This task will build upon Task 2 and will result in recommendations to improve the project development process for transportation safety projects and programs and the resources needed to realize them. This task will focus on future Statewide HSIP funds. It will also suggest techniques to encourage future YMPO TIP roadway projects to incorporate safety features, and include recommendations for implementing new safety features into other roadway projects Such recommendations might include the introduction of Road Safety Assessments during project design review stage.

Task 10: Safety in the YMPO LRTP
Review and recommend any changes to the safety sections in the YMPO Long-Range Transportation Plan. San Luis

Task 11: Implementation Plan

Review and update the implementation plan portion of the YMPO STSP. This will be the main result of this contract. The consultant will update the scoping, justification and eligibility documents for a minimum of 15 transportation projects originally identified in the first YMPO STSP (if there are 15 locations that meet the severity criteria) and will identify another 15 (minimum) projects as part of this new effort (with the same severity limitations). As outlined in the original STSP, the project development process will include:

- Data Analysis Build upon network analysis done as part of STSP to identify specific needs and candidate projects to move forward.
- Safety Emphasis Areas to be identified, based on crash history.
- Regional Transportation Safety Strategies including project oriented strategies, safety programs, education campaigns, and targeted enforcement strategies.
- Identification of Candidate Transportation Safety Projects to be identified based on data analysis and compatibility with STSP, SHSP, and MAP-21 (Fast Act) requirements.
- Project Scoping including specific attributes of projects, magnitude, design and construction schedules, cost, identification of specific safety features and implementation requirements, especially when corridor projects are being submitted for consideration.
- Potential State and Regional Resources HSIP, RTP funds, YMPO Work Program, Grants (National Highway Transportation Safety Administration/Arizona Governor's Office of Highway Safety).
- Roles and Responsibilities FHWA, ADOT, YMPO, Local agencies.
- Recommended schedule for implementation of proposed initiatives.
- Project Justification and Eligibility Identification of crash modification factors, documentation of need for projects and how they address specific focus areas in the STSP and SHSP. Calculation of project cost/benefit. Preparation of eligibility request for funding as appropriate.

 Performance Measures – Identification and updating of performance measures and performance evaluation process to track and monitor progress of projects and their impacts on the proposed goals of the STSP and SHSP.

Task 12: Benefit/Cost Ratio

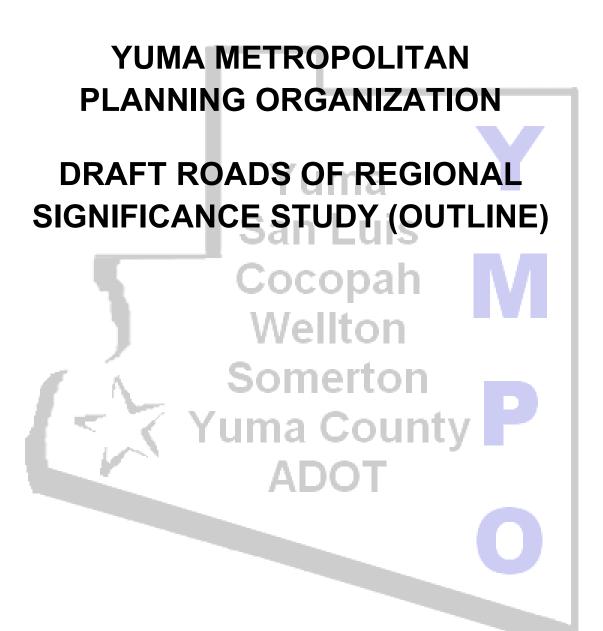
The Consultant will update the Benefit/Cost Ratio matrix for the top 15 locations of the original STSP and the 15 newly identified locations identified as part of this update process. The update will focus on addressing updated traffic accident values, especially for any fatal and serious injury accidents that may occur.

The Implementation Phase

The main reason for this study is to lay down a detailed procedure for implementing the initial projects identified in the STSP PLUS any additional recommended projects from the Update. Another benefit of the plan will be to select the appropriate projects that are most likely to benefit the travelling public within the region, based on the most recent performance measures being released under the Fast Act.

Confirmation of who will be responsible for the evaluation, obtaining commitments from stakeholders to implement strategies after the plan is completed, and reporting requirements for implementation and evaluation will be made as part of the development of the Implementation Plan. Costs, necessary resources, and potential funding sources for these activities will also be examined as part of the Implementation Plan. It is expected that the senior staff members of the YMPO and the YMPO TAC will play a crucial role in this effort.

The new leadership at YMPO and our member agencies have provided a renewed focus on transportation safety at all levels and the YMPO region looks forward to doing our part to improve transportation safety within our region and the State.



1. Introduction.

The purpose of this Outline is to confirm the details for a Roads of Regional Significance (RORS) Study in the first year (FY 2025-26) of the two-year FY 2025-27 YMPO Unified Planning Work Program (UPWP) and to explore the major steps that will be taken once the Study has been approved. Currently, just under \$110,000 has been included in the current UPWP for this effort. The main aim of the study will be to identify which roadways and/or highways in the YMPO region should be classified as RORS and, possibly, whether they will be in line for regional funding for their construction and/or ongoing maintenance.

2. <u>Project Summary</u>.

The member agencies within each MPO are responsible for developing the roadway system within our region. Such a system normally includes a variety of expressways and highways, including interstates, other freeways, lesser roadways, arterials, collectors and local roads. Within the YMPO region, there is only one interstate, I-8, which is roughly east-west aligned and connects past the Town of Wellton, to Maricopa County (east of the Yuma County line) through to Imperial County, California (northwest of the Colorado River, which is the west County line).

In addition to I-8, another major facility is United States Highway 95 (US-95), starting at the border with Mexico in the City of San Luis at Port of Entry 1. US-95 then snakes roughly northwards and eastwards, through Yuma County, Gadsden, the City of Somerton, the City of Yuma and then predominantly northwards to the La Paz County line. The final major regional roadway is State Route 195 (SR-195), which connects Cesar Chavez (aka Juna Sanchez) Boulevard in the City of San Luis, to US-95, on the Avenue 3E alignment, in the City of Yuma.

The region is well served with a solid network of grid-square mile roadways of varying importance. As in many metro regions in Arizona, outside of the incorporated cities of Yuma, San Luis and Somerton, the County has the responsibility for many of these connecting arterial roadways, connecting all quadrants of the region. At the center of the region, the Marine Air Corps Station (MCAS) is co-located with Yuma airport, whose runway is aligned southwest to northeast and which restricts several of the cross-region arterials in the vicinity.

The region is generally developing in all four directions. To the south and the west, it is bounded by the southern and western borders with Mexico; to the east, it is restricted by the Gila Mountains; and to the north, it is limited by the Colorado River and the Yuma Proving Grounds (YPG). YPG is the single largest civilian employer in the region, and US-95 is only a one-lane-in-each-direction State highway from approximately milepost

33 northwards. Currently, the highest priority for any roadway expansion within the region, is to widen US-95 from the Wellton-Mohawk Canal to Aberdeen Road (approximately ten miles), which is the main area of the employment centers for YPG.

There are many opportunities for developing the arterials in the south, east and west parts of the region, and these are the areas that this study will mainly concentrate on. These areas will connect the north-center and south sub-regions, and the west to the east parts of the south region. County 14th Street, from the westernmost Cocopah Tribal area to (currently) SR-195 but, eventually, as far as the Gila Mountain Foothills; 19th Street, from US-95 to Avenue 3E; and Avenue E to D corridor, from the southern border with Mexico northwards through to US-95 and, eventually through to the Colorado River in the north are all possible RORS corridors.

The 2013 Yuma Expressway Study was completed under the Planning Assistance for Rural Areas (PARA) Program run by ADOT and was carried out by Parsons Brinckerhoff, with the final report being published in February 2013. The Study had a similar basis to the RORS Study in that it was looking at improving corridors in the YMPO region, but the Expressway study was primarily limited to two corridors.

The aim of the RORS study is to identify a series of corridors throughout the YMPO region and prioritize them, identify the need and likely construction costs for each corridor and the life-cycle maintenance costs, if applicable. Possible crossings of the western and southern borders with Mexico are NOT part of this study.

3. Anticipated Budget

The total amount currently programmed for this study is \$110,000, but this could change, depending on input for our member agencies.

4. General Scope of Services

Task 1: Project Management

This segment allows the selected consultant to carry out various project management duties that do not easily lend themselves to other, specific tasks. For example, administrative and costs associated with billing, contract amendments (if needed) and changes to the scope, whether they affect costs or not. Any changes to staff, the scope of work and/or schedule (after completion of Task 3) must be promptly notified to, and agreed with, the YMPO Project Manager (PM), prior to continuation.

Task 2: Revise/Confirm the Scope of Work

Revise, and/or confirm the scope of work, make any changes needed to the work plan,

the consequent schedule and adjust staff list for the consultant team and negotiate a fee adjustment, if necessary and appropriate. Although the Request for Proposals requires the consultant to follow a specific set of tasks and a well-defined scope of work, the selected consultant has the ability to suggest improvements to the scope of work and this is the time to do so. See also the next task for obtaining input on any proposed revisions to the scope of work.

Task 3: Public Participation Plan (PPP), Stakeholders Group and Outreach.

Establish a Technical Working Group (TWG) to provide oversight and hold a project kickoff meeting. The consultant will be expected to develop a detailed PPP that includes public in-person meetings, as well as web-based and teleconferences for this study. Provide agendas and meeting minutes for all such meetings, and Draft Technical Memoranda, when necessary. Working Paper #1 will describe the PPP in detail.

Task 4: Prior Planning Research.

The consultant will gather information from existing planning documents from Federal, State, regional and sub-regional agencies. The main focus will be on agencies in Arizona, but research in similarly-sized agencies to YMPO in other States will be welcome. Working Paper #2 will describe all of the relevant planning documents and will summarize the applicable conclusions reached from the data gathered.

Task 5: Current Network

The Consultant will inventory all of the existing routes in the YMPO

Task 6: Transportation Infrastructure Needs, Strategies, Projects & Likely Costs.

The consultant shall identify and recommend new infrastructure projects that would be needed to satisfy the appropriate needs, along with estimated costs. Group options into 1-5 year and 6-10 year timeframes. Tech Memo #4 provides documentation of infrastructure needs, recommended strategies, and cost estimates for the list of potential projects.

Task 7: Identify Potential Funding Resources

The consultant shall produce a document that clearly identifies all potential funding resources that are available to the agency for implementing strategies identified in the previous task. Tech Memo #5 documents task activities and findings.

Task 8: Environmental and Right of Way Impacts

The consultant will identify the major environmental concerns that will need to be addressed during the next Phase of the project and will identify the preferred corridor and discuss a Right of Way strategy for protecting the corridor from development until

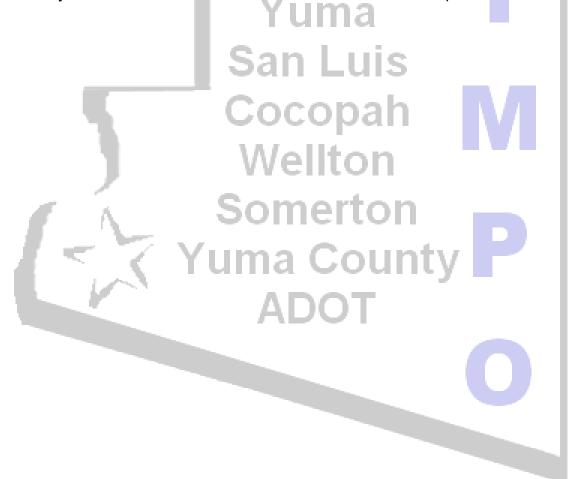
the project can be implemented. Tech Memo #6 will detail the findings.

Task 9: Implementation Plan

The consultant shall coordinate this task with regional and agency staff and produce an Outline Implementation Plan that would include a listing of possible facilities and/or options. Tech Memo #7 will document task activities and will provide an up to 25-year Plan for their proposed implementation.

Task 10: Final Report, Executive Summary & Presentation

The consultant shall compile information from all tech memos into one concise Final Report, and include an Executive Summary. The consultant shall present this report and summary to the YMPO Executive Board for comment and acceptance.



YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY (YCIPTA) AND YUMA METROPOLITAN PLANNING ORGANIZATION (YMPO) SHORT RANGE TRANSIT PLAN DRAFT OUTLINE

1. Introduction.

The purpose of this Outline is to confirm the details for a YCIPTA/YMPO Short-Range Transit Plan Outline, mostly in the first year (FY 2025) of the two-year FY 2025-27 YMPO Unified Planning Work Program (UPWP) and to explore the major steps that will be taken once the Study has been approved. Tentatively, \$120,000 will probably be needed for this effort.

The production of a SRTP is NOT a requirement under the YMPO By-Laws and is NOT explicitly called out in Federal CFRs as a requirement for MPOs. However, it is called out as a best practice and YMPO, in its role as the regional transportation planning agency of record, will continue to assist the YCIPTA in carrying out this task.

The availability of a SRTP will allow YCIPTA and YMPO to:

- (A) To submit requests for federal, state, and regional funds for capital and operating purposes through the YMPO TIP.
- (B) To assess a YCIPTA financial capacity to carry out proposed levels of operations and the associated capital improvement plan. This assists FTA in making its own assessment of an YCIPTA financial capacity.
- (C) To regularly provide YMPO with information on projects and programs of regional significance, which include: funding and scheduling of expansion projects included in YMPO, provision of paratransit service to persons with disabilities, older adults and others; compliance with federal Title VI reporting requirements; Environmental Justice outreach and public participation, and related service planning; results of the most recent FTA Triennial Review and related corrective actions.
- (D) To provide the basis for inclusion of a regional capital and operating programs in the SRTP. The goals, objectives, and standards specified in this SRTP, serve as a basis for the assessment of the performance.

The SRTP and the Regional Goals, Objectives and Standards

Goals should reflect the major areas of concern for YCIPTA, for example: scheduling and route planning; safety and security; service reliability system effectiveness system efficiency; bus stop standards; funding and reserve policies; customer service statutory/regulatory compliance public outreach.

Objectives should be comprehensive (there can be several objectives under each goal). Service standards should be specific, measurable and quantified where feasible. Goals, objectives and standards should reflect the basis under which new service would be deployed and existing service increased or reduced.

Planning Horizon

The planning horizon for the SRTP is five years. However, a longer planning horizon may be required if necessary to reflect significant capital replacement and/or rehabilitation that would not fall within the ten year period (e.g., bus sub fleet). A longer planning horizon may also be required if necessary to capture the capital or operating budget implications of significant changes in service.

2. <u>Project Summary</u>.

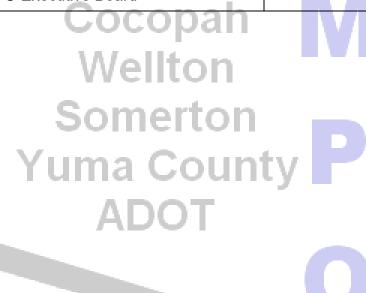
3. General Scope of Services

- Task 1. Study Management (4%).
- Task 2. Prepare SRTP in accordance to the subtasks listed within this task.
- 2.1 Prepare Overview of Transit System
- A. Title Page and Acknowledgement Section
- B. Background Information.
- C. Brief History (e.g., year of foundation, facilities and fleet development, changes in service focus areas, key milestones and events).
- D. Governance.
- E. Organizational Structure (use graphic font).
- F. Transit Services Provided and Areas Served -Describe fixed route, demand responsive, and connecting services and areas served, and the number of vehicles required for each type of service.
- G. Fare Structure Describe fare structure for fixed route and demand responsive services, and for interconnection transfers.
- F. Revenue/Support Fleet -Provide a general description of the revenue vehicle fleet. The description can be in narrative or graphic format, or a combination of both. (This description differs from the detailed inventory).
- G. Describe Existing Facilities Describe individual or grouped facilities, according to the categories listed below.
- H. Describe your agency's public outreach and involvement process relative to environmental justice goals. Describe the most recent outcomes from this process.
- I. Update Yuma Urbanized Area census boundary maps to reflect the new 20I 0 boundaries.
- 2.2 Review and Update Goals, Objectives, and Standards
- A. Describe the process for establishing, reviewing, and updating goals, objectives, and standards.
- B. Portray and discuss new or revised goals and related objectives and standards; and identify changes from prior SRTP.
- C. Consolidate goals and objectives from the Yuma Regional Transit Study, Yuma

Regional Transportation Plan, and Transit Development Plan into one set of goals and objectives that reflect the current operating conditions.

- D. Incorporate the YCIPTA adopted Performance Measures into the Goals and Objectives and evaluate the current transit system (as of January 9, 2012) against those Performance Measures.
- E. Develop recommendations for updating performance measures (when appropriate) and incorporate into the implementation schedule summary in Task 2.7.
- 2.3 Service and System Evaluation
- A. Review data provided by the YCIPTA's transit contractor and measure performance against standards.
- B. Data Collection
- C. Transit Demand and Community Needs Assessment
- D. Transit Operational Issues
- E. Public Participation
- F. Evaluate route-level and system-wide performance against current service standards.
- G. Evaluate and discuss recent changes in patronage, operating costs, and operating revenue.
- H. Describe and discuss equipment and facility deficiencies, and describe proposed remedies.
- I. Describe any involvement in Community-based Transportation Planning such as ADOT Small Area Transportation Study (SATS) or Planning Assistance for Rural Area (PARA) Studies. Describe any specific fixed-route solutions to transit gaps recommended through the SATS/PARA process and the status of their implementation.
- J. Identify paratransit services provided in compliance with the paratransit provisions of the Americans with Disabilities Act (ADA).
- K. Provide the date of YCIPTA most recent federal Title VI analysis and report, and discuss any service deficiencies identified in the report.
- L. Provide the date of YCIPTAIYMPO's most recent FTA Triennial Review, and describe related remedial actions undertaken or currently underway in response to the review.
- M. Quantitative Measures:
- N. Qualitative Measures
- 2.4 Operations Plan, Marketing Plan and Financial Plan
- A. Operations Plan
- B. Financial Plan.

Description	Final
RFP Advertised	
Consultant submittal deadline	
YMPO Board approves contract, NTP sent	
Task 1 - Refine Scope of Work	
Task 2 - Detailed Work Plan	
Task 3 - Review Current/Past Plans	
Task 4 - Public Participation Plan/Outreach	
Task 5 - Overview of existing facilities	
Task 6 - Identify and analyze future networks	
Task 7 - YMPO Board approves SRTP	
Approval of SRTP by YMPO Executive Board	





San Luis

DRAFT OUTLINE FOR A
STUDY OF DAILY
BORDER CROSSERS

Yuma County ADOT

October 24, 2024

Study of Daily Border Crossers - Draft Outline

1. Introduction.

The purpose of this Outline is to confirm the details for a possible consultant study to investigate and count the number of daily border crossers at the two Ports of Entry in the City of San Luis and to determine where the crossers are coming from, where they are going to; how will they get there and when they anticipate returning. This will allow for City and regional staff to provide sufficient and an appropriate level of transportation facilities and methods.

It will also provide the region with additional information regarding identifying daily transportation users that is not gathered via the Decennial Census and may enable us to qualify for Transportation Management Area status sooner than anticipated.

This would be a YMPO study, but we would work with City of San Luis staff to determine where crossers are coming from, although that is NOT the main focus of the effort. Rather, we will try to determine, in relative detail, where they are going to spend their day in the region. The transportation needs while the crossers are in the Yuma region will be the main focus of the effort.

Project Summary.

The region last carried out an origin-destination study in 2014 and an update was carried out by a consultant working for the City of San Luis while completing their Downtown Development/Circulation Study in 2022. We have not received any indication that the federal government carried out any origin-destination analysis while promulgating their Port of Entry upgrade plans.

2. General Scope of Services

- Task 1. Overall Project Management.
- Task 2. Develop a detailed work plan for the effort
- Task 3 Review the existing efforts from 2012 and 2022 to see whether they can be used or duplicated and applied to today's needs. Carry out a wide review of similar regions' origin-destination analyses to see what other efforts similar to ours have been carried out.
- Task 4 Develop a Public Participation Plan and reach out to as many citizen groups as possible to provide input into the effort, especially in identifying the appropriate questions to ask.
- Task 5 Decide when, and where, to hold any interviews and schedule them so we

Study of Daily Border Crossers - Draft Outline

have a good coverage based on time of year, month, week and estimate what percentage the congestion due to upgrades to the POE will have on the numbers.

Task 6 Produce a draft and final report on the results, summarizing that x thousands of border-crossers travel by which modes and which distances daily and present the reports to the TAC (both reports) and to the Board (final report only).

Task 7 The YMPO Executive Board, with input from the Technical Advisory Committee, will provide their comments and final approval of the final report.

Task 8 The next step will be to decide whether this enables the region to take the next step towards TMA status.

3. Likely Timeline

Likely Timeline for the Effort							
Description	Tentative						
RFP Advertised - Start Point	3 weeks						
Consultant submittal deadline	+ 6 weeks						
YMPO Board approves contract, NTP sent	+ 4 weeks						
Task 1 - Refine Scope of Work	+ 3 weeks						
Task 2 - Detailed Work Plan	+ 2 weeks						
Task 3 - Existing Efforts	+ 4 weeks						
Task 4 - Public Participation Plan/Outreach	Continuous						
Task 5 - Determine questions and conduct interviews	+ 12 weeks						
Task 6 - Draft and Final Reports	+ 6 weeks						
Task 7 - YMPO Board approves the Final Report	+ 4 weeks						
Task 8 - TMA Time ?	+ 4 weeks						
Project Completion (time from start point)	14 months						

4. Probable Funding/Cost:

Tentatively, \$75,000 would be needed for this effort.



San Luis

DRAFT OUTLINE FOR A REGIONAL MAP OF ALTERNATIVE MODES FACILITIES

Somerton
Yuma County
ADOT

October 24, 2024

1. <u>Introduction.</u>

The purpose of this Outline is to confirm the details for a possible consultant study to produce a GIS-based and a printed version of a Map which shows all of the current Alternative Modes facilities within the YMPO region.

Map Purpose

The map would be available to all Yuma region residents and visitors and would contain all of the existing bicycle, pedestrian and multi-use path facilities in the Yuma metropolitan area.

The GIS base network could be used by member agencies to provide sub-sets for their own uses and could be enhanced to show areas of entertainment, parks, swimming pools, golf courses, schools, municipal buildings and other facilities.

YMPO would commit to maintain the currency of the facilities shown and would work with organizations like the Yuma Regional Bicycle Coalition to update the facilities, as improvements occur.

Project Summary.

The region does not have an updated map which covers the whole region. The regionwide alternative modes map will encourage bicyclists, pedestrians and other alternative mode users to walk, and/or bike and/or use other modes to travel around the region.

Taking a good look at the maps that other regions have available will allow our region to be specific regarding what facilities we should show and in what format should we concentrate.

2. General Scope of Services

- Task 1. Overall Project Management (4%).
- Task 2. Develop a detailed work plan for the effort
- Task 3 Carry out a wide review of similar regions' maps and decide which maps would form the basis of the Yuma Region Map. Prepare SRTP in accordance to the subtasks listed within this task.
- Task 4 Develop a Public Participation Plan and reach out to as many governments and citizen groups as possible to provide input into the effort.

- Task 5 Identify all of the facilities desired for inclusion and how they should be shown on the map.
- Task 6 In conjunction with the Task 4, identify how to update future facilities and how to notify stakeholders and interested parties regarding updates.
- Task 7 The YMPO Executive Board, with input from the Technical Advisory Committee, would provide their comments and final approval of the GIS and printable versions of the map.
- Task 8 Publication, electronically and printable versions.
- Task 9 Distribution and advertising. Who gets how many maps, how many printed versions should we retain for how long?

San Luis

3. Likely Timeline

Likely Timeline for the Effort	
Description	Tentative
RFP Advertised - Start Point	3 weeks
Consultant submittal deadline	+ 6 weeks
YMPO Board approves contract, NTP sent	+ 4 weeks
Task 1 - Refine Scope of Work	+ 3 weeks
Task 2 - Detailed Work Plan	+ 2 weeks
Task 3 - Review Current/Past Maps	+ 4 weeks
Task 4 - Public Participation Plan/Outreach	Continuous
Task 5 - Identify the facilities desired for inclusion	+ 2 weeks
Task 6 - Identify how to update future facilities	+4 weeks
Task 7 - YMPO Board approves the GIS and printable versions	+ 6 weeks
Task 8 - Publication, electronically and printable versions	+ 4 weeks
Task 8 - Distribution and advertising	+ 2 weeks
Project Completion (time from start point)	10 months

4. Probable Funding/Cost:

Tentatively, \$85,000 would be needed for this effort.

YUMA METROPOLITAN PLANNING ORGANIZATION

DRAFT OUTLINE FOR
A STUDY ON WHEN WILL YMPO ATTAIN
TRANSPORTATION MANAGEMENT
AREA STATUS AND WHAT WILL THE
RAMIFICATIONS BE ?

Somerton
Yuma County
ADOT

YMPO Transportation Management Area Status

1. Introduction.

Metropolitan Planning Organizations (MPOs) are generally defined as regions that have urbanized areas that are greater than 50,000 in population and a density of 1,000 per square mile, or higher. The Yuma MPO was so recognized during the 1980 Decennial Census and, eventually, became an MPO in early 1083.

The Transportation Management Area (TMA) classification is an MPO that has greater than 200,000 with a similar density. Although the YMPO Planning Area (the whole of Yuma County) had more than 203,000 in the recent 2020 Census, the Urbanized Area had less than 175,000, so YMPO did not meet the required criteria.

The federal government allocates most funding sources through States to MPOs, but the State retains substantial decision-making authority regarding how much to pass on to MPOs, if any. However, some Surface Transportation Block Grant (STBG) funds that the State receives under the IIJA (or BIL) federal legislation is directly sub-allocated to TMAs. If YMPO was recognized as a TMA we would receive about \$3.3 million in STBG funds and, likely, as much as \$4 million.

It is possible, under certain circumstances, for the YMPO region to be recognized as a TMA, and this proposed study would ascertain what those are and whether it would be possible/likely to achieve.

Somerton

Project Summary.

The proposal is to have a consultant study to determine just how fast the region is growing and how and whether the region is likely to attain TMA status by the 2030 Census. The next step would be to whether there are any 'special circumstances' that would allow the region to claim TMA status due to winter visitors and/or daily border crossers.

A 'special census' could be called for to officially determine the status, and the study would determine the likely cost and whether this cost would be worth it to member agencies.

Even without a 'special census', it might be possible to request and upgrade to TMA status based on an informal calculation of winter visitors and/or daily border crossers, as these additional road users would very likely put our region 'over the top' of the TMA numbers.

YMPO Transportation Management Area Status

2. <u>General Scope of Services</u>

More work is required for this outline, but the likely steps would be as follows:

- Task 1: Project Management.
- Task 2: Revise/Confirm the Scope of Work
- Task 3: Public Participation Plan (PPP), Stakeholders Group and Outreach.
- Task 4: Prior Planning Research.
- Task 5: Current Population Numbers, Density and Growth Rates
- Task 6: Project Population Growth and Densities
- Task 7: Next Steps and Likely Timeline
- Task 8: Final Report and Recommendations



3. <u>Proposed Timeline</u>

Likely Timeline for the Effort					
Description COCODAN	Tentative				
RFP Advertised - Start Point	3 weeks				
Consultant submittal deadline	+ 6 weeks				
YMPO Board approves contract, NTP sent	+ 4 weeks				
Task 1 - Project Management.	+ 3 weeks				
Task 2: - Revise/Confirm the Scope of Work	+ 2 weeks				
Task 3: - Public Participation Plan (PPP), Stakeholders and Outreach	Continuous				
Task 4: - Prior Planning Research	+ 2 weeks				
Task 5: - Current Population Numbers, Density and Growth Rates	+ 4 weeks				
Task 6: - Project Population Growth and Densities	+ 4 weeks				
Task 7: - Next Steps and Likely Timeline	+ 2 weeks				
Task 8: - Final Report and Recommendations	+ 4 weeks				
Project Completion (time from start point)	8 months				

San Luis

4. Anticipated Budget

The total amount currently programmed for this study is \$55,000.

YUMA METROPOLITAN PLANNING ORGANIZATION DRAFT OUTLINE FOR A POSSIBLE REGIONAL HALF-CENT SALES TAX FOR TRANSPORTATION **PURPOSES** Somerton Yuma County

YMPO Possible Regional Sales Tax for Transportation Study

1. Introduction and Study Summary.

Currently, there are two sales taxes on gasoline. One is paid to the Federal Government and the other is paid to the State Government.

The member agencies within each MPO are responsible for developing the roadway system within our region. Such a system normally includes a variety of expressways and highways, including interstates, other freeways, lesser roadways, arterials, collectors and local roads. Within the YMPO region, there is only one interstate, I-8, which is roughly east-west aligned and connects past the Town of Wellton, to Maricopa County (east of the Yuma County line) through to Imperial County, California (northwest of the Colorado River, which is the west County line).

2. General Scope of Services

Task 0: Project Management

This segment allows the selected consultant to carry out various project management duties that do not easily lend themselves to other, specific tasks. For example, administrative and costs associated with billing, contract amendments (if needed) and changes to the scope, whether they affect costs or not. Any changes to staff, the scope of work and/or schedule (after completion of Task 3) must be promptly notified to, and agreed with, the YMPO Project Manager (PM), prior to continuation.

Yuma

Task 1: Revise/Confirm the Scope of Work

Revise, and/or confirm the scope of work, make any changes needed to the work plan, the consequent schedule and adjust staff list for the consultant team and negotiate a fee adjustment, if necessary and appropriate. Although the Request for Proposals requires the consultant to follow a specific set of tasks and a well-defined scope of work, the selected consultant has the ability to suggest improvements to the scope of work and this is the time to do so. See also the next task for obtaining input on any proposed revisions to the scope of work.

Task 2: Prior Planning Research.

The consultant will gather information from existing planning documents from Federal, State, regional and sub-regional agencies. The main focus will be on agencies in Arizona, but research in similarly-sized agencies to YMPO in other States will be welcome. Working Paper #2 will describe all of the relevant planning documents and will summarize the applicable conclusions reached from the data gathered.

Task 4: Public Participation Plan (PPP), Stakeholders Group and Outreach.

Establish a Technical Working Group (TWG) to provide oversight and hold a project

YMPO Possible Regional Sales Tax for Transportation Study

kickoff meeting. The consultant will be expected to develop a detailed PPP that includes public in-person meetings, as well as web-based and teleconferences for this study. Provide agendas and meeting minutes for all such meetings, and Draft Technical Memoranda, when necessary. Working Paper #1 will describe the PPP in detail.

Task 5: Current Federal, State and Local Funding

The Consultant will investigate and report on the current (and historic) funding sources available to YMPO member agencies, including YMPO itself, going back until approximately 1990. The goal is to show how the State (and, by extension, our region) has consistently received less and less funds, per vehicle mile travelled, due to a lack of increase in gasoline taxes. Further, the prevalence of sales taxes, specifically for transportation purposes on approximately 85-90% of the (population in the) State has lessened the desire to increase State gasoline taxes. It is likely that, even with a new sales tax, the amount of funds coming in will be less in inflation-adjusted real terms - in per vehicle mile traveled terms. Tech Memo #4 provides documentation of funding available and the comparisons between now and 1990.

Task 6: Transportation Infrastructure Needs, Strategies, Projects & Likely Costs.

In consultation with member agencies, the consultant shall identify and recommend new infrastructure projects that would be needed to utilize the funds that would be received. This includes estimating the funds that will be received, in addition to the existing funding sources. Previous thoughts on such uses have stalled at "we will use the funds to maintain our existing system". However, the way to "sell' such a sales tax is to show the taxpayers what they would get for their taxes. Just saying "better maintained roads" isn't going to cut it. Tech Memo #5 provides documentation of infrastructure needs, recommended strategies, and cost estimates for the list of potential projects.

Task 7: Environmental and Right of Way Impacts

The consultant will identify the major environmental concerns that will need to be addressed during the next Phase of the project and will identify the preferred corridor and discuss a Right of Way strategy for protecting the corridor from development until the project can be implemented. Tech Memo #6 will detail the findings.

Task 8: Implementation Plan - Timeline

The consultant shall set out a detailed timeline for implementing the implementation of such a sales tax. Tech Memo #7 will document task activities and will provide an up to 25-year Plan for their proposed implementation.

YMPO Possible Regional Sales Tax for Transportation Study

Task 9: Final Report, Executive Summary & Presentation

The consultant shall compile information from all tech memos into one concise Final Report, and include an Executive Summary. The consultant shall present this report and summary to the YMPO Executive Board for comment and acceptance.

3. Likely Timeline

Likely Timeline for the Effort							
Description	Tentative						
RFP Advertised - Start Point	3 weeks						
Consultant submittal deadline	+ 6 weeks						
YMPO Board approves contract, NTP sent	+ 4 weeks						
Task 0 - Project Management	Ongoing						
Task 1 - Refine Scope of Work/Detailed Work Plan	+ 3 weeks						
Task 2 - Prior Planning Research	+ 2 weeks						
Task 3 - Prior Planning Research	+ 4 weeks						
Task 4 - Public Participation Plan/Outreach	Continuous						
Task 5 - Current and Prior Fed, State & Local Funding Analysis	+ 8 weeks						
Task 6 - Infrastructure Needs, Strategies, Projects & Costs	+ 8 weeks						
Task 7 - Environmental and Right of Way Impacts	+ 4 weeks						
Task 8: Implementation Plan - Timeline	+2 weeks						
Task 9: Final Report, Executive Summary & Presentation	+4 weeks						
Project Completion (time from start point)	12 months						

4. <u>Anticipated Budget</u>

The total amount currently suggested for this study is \$125,000, but this could change, depending on input from our member agencies. The funding will likely need to be majority or fully state or local funds.

YMPO INFORMATION SUMMARY for Agenda Item 9

FY 2024-25 YMPO Unified Planning Work Program (UPWP) Amendment #7

DATE: December 12, 2024

SUBJECT: FY 2024-25 YMPO UPWP Amendment #7, FY 2025 Only

SUMMARY:

Every two years, the YMPO develops the UPWP and Annual Budget in steps over a several-month timeframe. The Executive Board originally approved the current FY 2024-2025 UPWP on May 25, 2023. Since then, it has been amended six times, most recently on August 22, 2024, with a minor administrative change in June.

Based on the close-out of the State fiscal year and the start of the Federal fiscal year, FY 24 carried forward funds, and new FY 25 funds have been confirmed and included in the amendment staff report.

The update includes the removal of the Safety Study Update since this project is anticipated to receive SS4A Grant funding for the Regional Comprehension Action Safety Plan. Others include the Complete Streets Study, Roads of Regional Significance study, and Long-Range Transportation Plan budgetary updates. In addition, new funding programming for a Travel Training Program for the region under the 5310 Mobility Management Program, staff, and fringe benefit adjustments for FY 2025. Other minor changes are included under the T-100 Administration budget and outlined anticipated purchases or building repairs over \$5,000. Further details are shown in the four tables attached and explained in a Staff Report Memorandum. The only budget being directly affected at this stage is for the FY 2025 budget.

PUBLIC INPUT:

No members of the public have commented on this request, to date.

ACTION NEEDED:

This item is on the agenda for information, discussion, and possible action to approve the FY 2024-25 YMPO UPWP Amendment #7.

CONTACT PERSON:

Crystal Figueroa, Executive Director, 928-783-8911

YUMA METROPOLITAN PLANNING ORGANIZATION

230 West Morrison Street Yuma, Arizona 85364 Phone: (928) 783-8911 www.ympo.org



TO: Crystal Figueroa, Executive Director

FROM: Lourdes Lopez, Accountant II/Executive Assistant

Date: December 12, 2024

RE: Amendment #7 to the Fiscal Year 2024-25 YMPO Unified Planning Work

Program (UPWP) and Annual Budget, changes pertain to FY 2025.

The following is a list of the changes being requested to the FY2025 of the FY 2024-25 YMPO UPWP under Amendment # 7:

- 1. Corrected FY 2024 SPR brought forward from \$173,865 to \$128,036.
- 2. Corrected FY 2024 PL brought forward from \$184,629 to \$221,703.
- 3. Withdrew FY 2024 PL ISATO brought forward funds of \$9,842, funds expended in FY 2024.
- 4. Corrected FY 2024 5305d CPG brought forward from \$53,585 to \$61,809.
- 5. Corrected FY 2024 5310 brought forward from \$16,628 to \$17,447.
- 6. Corrected FY 2025 PL awarded amount from \$461,775 to \$399.359.
- 7. Corrected FY 2025 PL ISATO awarded amount by \$398 from \$9.842 to \$10,240.
- 8. Corrected FY 2025 5310 to reflect grant award from \$71,000 to \$90,000.
- 9. Decreased Complete Streets Study budget from \$155,289 to \$150,000 to reflect contracted amount and allocated FY 25 PL ISATO increase mentioned above.
- 10. Removed SPR funds of \$59,528 from Safety Study Update to free up funds for the LRTP considering the recently awarded SS4A Grant that will fund the Regional Comprehensive Action Plan.
- 11. Increased Roads of Regional Significance study budget from \$55,138 to \$63,187 anticipated to commence in the current fiscal year.
- 12. Increased LRTP budget from \$157,688 to \$313,690, adjusted funds and allocated \$171,436 STBG funds and removed PL ISATO funds of \$9,842.
- 13. Programmed \$16,240 5310 funds to T-309 Transportation Coordination to fund the 5310 Mobility Management Program to aid in the development of Travel Training Program for the region.
- 14. Staff wage and fringe benefits adjustments for FY 2025.
- 15. Decreased T-100 Administration budget by \$2,343, the current approved work program includes funding for general purchases, the following are T-100 element anticipated purchases or building repairs over \$5,000:
 - Traffic count vehicle
 - Building roof repair

- Rehabilitation of deteriorating parking surface
- Staff furniture

The amount of the total (Federal & State funds) budgeted for FY 2025 of the FY 2024-2025 UPWP was increased from \$1,389,999 to \$1,508.86 which represents a total increase of \$118,865.

FY 2024-25 YMPO Unified Planning Work Program

Amendment #7, Financial Tables (FY 2025)

Table One - Detail of Federal, State and Local Funding Sources						
State Funds						
Agency						
ADEQ	\$10,000					
FY 2024 Brought Forward (BF) Federal Funds						
SPR	\$128,036					
PL (CPG)	\$221,703					
5305d (CPG)	\$61,809					
5310	\$17,447					
FY 2025 New Federal Funds						
ADOT/SPR	\$175,000					
ADOT/PL (CPG)	\$399,359					
ADOT/PL (ISATO)	\$10,240					
STBG	\$275,795					
5310	\$90,000					
5305d (CPG) Oct 1, 2024-Sept 30, 2025	\$119,475					
Sub Total Federal & State	\$1,508,864					
Local Area Funds (YMPO Funds)						
YMPO Local Contributions	\$83,652					
City of Yuma Traffic Counts	\$12,971					
Sub Total Local	\$96,623					
In-Kind 2025 (Match for SPR/PL/FTA)						
Agency: Yuma County Services/TAC/Regional Mobility Meetings/ Other YMPO planning by TAC Members	\$167,789					
Sub Total In-Kind	\$167,789					
Total Available	\$1,773,277					

Tables Two and Three: Expenses by Work Elements and Categories

		EXPENSES							
	WORK ELEMENT	Salaries & Direct Benefits Expenses		Match	Local	TOTAL COSTS			
I.	ADMINISTRATION	\$172,516	\$251,667	\$51,985	\$22,500	\$498,668			
II.	DATA COLLECTION / AIR QUALITY	\$12,703	\$ -	\$163	\$ -	\$12,867			
III.	TRANSPORTATION IMPROVEMENT PROGRAM	\$173,520	\$43,494	\$36,968	\$ -	\$253,982			
IV.	REGIONAL PLANNING	\$52,145	\$213,187	\$24,668	\$ -	\$290,001			
V.	SPECIAL PROJECT PLANNING	\$139,250	\$48,200	\$24,351	\$72,971	\$284,772			
VI.	LONG RANGE TRANSPORTATION PLANNING	\$33,953	\$335,577	\$25,971	\$1,152	\$396,654			
VII.	PUBLIC PARTICIPATION PLAN	\$10,059	\$ -	\$1,466	\$ -	\$11,525			
VIII	PUBLIC TRANSPORTATION	\$12,407	\$ -	\$1,220	\$ -	\$13,627			
IX.	ENVIRONMENTAL OVERVIEW	\$2,836	\$ -	\$171	\$ -	\$3,008			
X.	CAPITAL EXPENDITURES	\$4,461	\$2,887	\$825	\$ -	\$8,172			
	TOTAL	\$612,960	\$895,903	\$167,789	\$97,692	\$1,773,277			

	WORK ELEMENT	Travel & Training	Contractual	Supplies	M&O	Technology	Membership	TOTAL
1.	ADMINISTRATION	\$17,000	\$48,500	\$6,300	\$160,470	\$17,657	\$3,000	\$252,927
II.	DATA COLLECTION / AIR QUALITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
III.	TRANSPORTATION PROGRAM	\$ -	\$43,494	\$ -	\$ -	\$ -	\$ -	\$43,494
IV.	REGIONAL TRANSPORTATION PLANNING	\$ -	\$213,187	\$ -	\$ -	\$ -	\$ -	\$213,187
V.	SPECIAL PROJECT PLANNING	\$ -	\$41,000	\$7,200	\$ -	\$ -	\$ -	\$48,200
VI.	LONG RANGE PLANNING	\$ -	\$335,577	\$ -	\$ -	\$ -	\$ -	\$335,577
VII.	PUBLIC PARTICIPATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VIII	PUBLIC TRANSPORTATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IX.	ENVIRONMENTAL OVERVIEW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
X.	CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	\$2,887	\$ -	\$ -	\$2,887
	TOTAL	\$17,000	\$681,758	\$13,500	\$163,357	\$17,657	\$3,000	\$896,272

Table 2A: FY 2024-2025 YMPO UPWP; Budget Detail - Work Task by Fund Type

			FWHACONS	OLI DATED PLANI	ING GRANT (CPC	3)			FHV	VA			FTA A			ADEQ YMPO		FY 2025
#	TITLE	PL	*ISATO2.5%	MATCH	5305d	MATCH	SPR	MATCH	STBG	MATCH	CRP	MATCH	5310	MATCH	FUNDS	MATCH	Local Funds	TOTAL
100	Administration & Management	\$245,519		\$14,840	\$39,679	\$2,398	\$138,985	\$34,746									\$22,500	\$498,668
200	Air Quality Conformity	\$2,703		\$163											\$10,000			\$12,867
300	2022-2026 TIP	\$27,427		\$1,658	\$21,868	\$1,322	\$9,352	\$2,338										\$63,964
302	Transportation Enhancement - AZ	\$3,762		\$227			\$941	\$235										\$5,165
304	Intelligent Trans. Systems (ITS)	\$3,423		\$207	\$4,130	\$250	\$2,130	\$533										\$10,672
305	Goods/Freight/Rail Planning	\$4,841		\$293	\$3,389	\$205	\$1,452	\$363										\$10,544
307	Cross Border/Trade Corridor Planning	\$3,406		\$206	\$4,258	\$257	\$4,501	\$1,125										\$13,754
308	HPWS	\$14,685		\$888														\$15,573
309	Transportation Coordination												\$107,447	\$26,862				\$134,309
400	Regional Planning	\$59,717	\$10,240	\$3,610	\$16,218	\$980	\$39,325	\$9,831	\$104,359	\$ 6,308								\$250,589
401	Review/Update Socio-Econ. File	\$5,411		\$327			\$1,353	\$338										\$7,428
404	Port of Entry Planning				\$4,251	\$257	\$4,251	\$1,063										\$9,821
405	Linking Trans/Land Use/ED/Tourism	\$4,797		\$290			\$2,583	\$646										\$8,316
406	Coordination w/ ADOT Studies	\$8,980		\$543	\$2,566	\$155	\$1,283	\$321										\$13,846
500	Special Projects Planning	\$21,015		\$1,270			\$28,245	\$7,061									\$60,000	\$117,592
520	Traffic Count Program	\$40,501		\$2,448	\$25,313	\$1,530	\$24,629	\$6,157									\$10,810	\$111,389
530	Traffic Count Equipment	\$8,404		\$508			\$8,134	\$2,033									\$2,162	\$21,241
540	Traffic Engin./Planning Assistance	\$4,815		\$291			\$1,204	\$301										\$6,611
560	Traffic Safety	\$8,643		\$522			\$2,161	\$540										\$11,866
570	GIS/Transportation Planning	\$10,070		\$609			\$4,316	\$1,079										\$16,074
600	Long Range Transportation Planning	\$93,938		\$5,678	\$52,404	\$3,168	\$16,467	\$ 4,116.75	\$171,436	\$10,363								\$357,570
601	Federal/State/Local Legislation	\$29,268		\$1,769													\$1,152	\$32,189
602	Small Community Assistance	\$3,310		\$200			\$2,708	\$677										\$6,896
700	Public Participation Plan	\$4,527		\$274	\$1,006	\$61	\$4,527	\$1,132										\$11,525
800	Public Transportation Planning (Transit)	\$3,722		\$225	\$6,203	\$375	\$2,481	\$620										\$13,627
900	Environmental Overview	\$2,836		\$171														\$3,008
1000	Capital Expenditures	\$5,340		\$323			\$2,007	\$502										\$8,172
	TOTAL	\$621,062	\$10,240	\$37,540	\$181,284	\$10,958	\$303,036	\$75,759	\$275,795	\$16,671	\$0	\$0	\$107,447	\$26,862	\$10,000	\$0	\$96,623	\$1,773,276

^{*}ISATO - Identified 2.5 % required of PL annual apportionment for increasing safe and accessible transportation options



REQUEST FOR PROPOSALS (RFP)

Yuma Metropolitan Planning Organization Roads of Regional Significance (RORS) Study

Release Date: December 30, 2024

Deadline for Submission: Jan 27, 2025

Contact Person: Crystal Figueroa

Released By:

Yuma Metropolitan Planning Organization 230 West Morrison Street, Yuma, Arizona 85364 (928) 783-8911 - Fax (928) 329-1674

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RELEASE DATE: December 30, 2024

CLOSING DATE: Proposals must be received by / at the address listed below:

CONTACT PERSON: Crystal Figueroa, Executive Director

Yuma Metropolitan Planning Organization

230 West Morrison Street Yuma, Arizona 85364 Phone: (928) 783-8911

SECTION I: SOLICITATION

The Yuma Metropolitan Planning Organization (the YMPO) solicits qualifications and a proposed approach in written format for professional services to complete a Roads of Regional Significance Study for the YMPO region.

Consultants/firms submitting proposals must be experienced in the general transportation planning, urban traffic demands, travel demand models, economic development, and transportation facilities design, safety planning and project initiatives.

The YMPO requests that the Roads of Regional Significance Study be completed by January 5, 2026.

Submittals must be at the YMPO office by the deadline of 3:00 p.m. local time on, January 27, 2024. An original and ten (10) copies of the proposal are to be provided.

SECTION II: YMPO AREA OF COVERAGE AND STATUS OF PLANNING

The Federal-Aid Highway Act of 1962 first required the designation of Metropolitan Planning Organizations (MPOs) in urbanized areas. Following the 1980 US Census, it became apparent that the Yuma metropolitan region had passed the population total and density thresholds required for MPO designation.

The City of Yuma and Yuma County initially established the MPO. Based on resolutions by the affected municipalities, on February 3, 1983, Arizona Governor, Bruce Babbitt, formally requested the Federal Highway Administration (FHWA) to recognize the YMPO as the Metropolitan Planning Organization (MPO) for the Yuma Urbanized Area. The new MPO included the Cities of Yuma, San Luis and Somerton, the Town of Wellton, portions of Yuma County and the small urban place of Winterhaven, California.

Because the boundary of the YMPO's planning area, although predominantly in Arizona, included a portion of California, it was designated a Bi-State MPO. The FHWA granted

approval of the YMPO on February 7, 1983. In late 1998, the YMPO Executive Board approved the addition of the Cocopah Indian Tribe as a full voting member of the MPO.

The Governing Body of the YMPO is the YMPO Executive Board (the Board). The Executive Board is comprised of elected representatives from the governmental agencies within YMPO plus a member of the Arizona State Transportation Board (STB) appointed by the Governor. The Board appoints a senior administrator with responsibility for the day to day running of the YMPO and his/her title is the YMPO Executive Director.

SECTION III: PROJECT BACKGROUND AND OVERVIEW

The purpose of this Scope of Work is to confirm the details for a Roads of Regional Significance (RORS) Study in the first year (FY 2025-26) of the two-year FY 2025-27 YMPO Unified Planning Work Program (UPWP) and to explore the major steps that will be taken once the Study has been approved. Currently, just under \$120,000 has been included in the current (and future) UPWP(s) for this effort. The main aim of the study will be to identify which roadways and/or highways in the YMPO region should be classified as RORS and, possibly, whether they will be in line for regional funding for their construction and/or ongoing maintenance.

Description

The member agencies within each MPO are responsible for developing the roadway system within our region. Such a system normally includes a variety of expressways and highways, including interstates, other freeways, lesser roadways, arterials, collectors and local roads. Within the YMPO region, there is only one interstate, I-8, which is roughly east-west aligned and connects past the Town of Wellton, to Maricopa County (east of the Yuma County line) through to Imperial County, California (northwest of the Colorado River, which is the west County line).

In addition to I-8, another major facility is United States Highway 95 (US-95), starting at the border with Mexico in the City of San Luis at Port of Entry 1. The final major regional roadway is State Route 195 (SR-195), which connects Cesar Chavez (aka Juna Sanchez) Boulevard in the City of San Luis, to US-95, on the Avenue 3E alignment, in the City of Yuma.

The region is well served with a solid network of grid-square mile roadways of varying importance. As in many metro regions in Arizona, outside of the incorporated cities of Yuma, San Luis and Somerton, the County has the responsibility for many of these connecting arterial roadways, connecting all quadrants of the region. At the center of the region, the Marine Air Corps Station (MCAS) is co-located with Yuma airport, whose

runway is aligned southwest to northeast and which restricts several of the cross-region arterials in the vicinity.

There are many opportunities for developing the arterials in the south, east and west parts of the region, and these are the areas that this study will mainly concentrate on. These areas will connect the north-center and south sub-regions, and the west to the east parts of the south region. County 14th Street, from the westernmost Cocopah Tribal area to (currently) SR-195 but, eventually, as far as the Gila Mountain Foothills; 19th Street, from US-95 to Avenue 3E; and Avenue E to D corridor, from the southern border with Mexico northwards through to US-95 and, eventually through to the Colorado River in the north are all possible RORS corridors.

The aim of the RORS study is to identify a series of corridors throughout the YMPO region and prioritize them, identify the need and likely construction costs for each corridor and the life-cycle maintenance costs, if applicable. Possible crossings of the western and southern borders with Mexico are NOT part of this study. Further, specific crossings of I-8 should be listed but will likely be explored under a separate study.

SECTION IV: SCOPE OF WORK

The Scope of Work is provided as a guide to the type of work this project will involve. Proposers are encouraged to offer refinements to this Scope in their proposals. The Plan's Scope of Work includes three major components: Plan development, Mapping System Development, and Design Guidelines that follows the Complete Streets Concept. Further details of the Scope of Work for this study will be contained in Appendix A.

SECTION V: PRODUCTS

The products of this study are also contained in the proposed Scope of Work that is included as Appendix A.

SECTION VI: RESOURCES

The YMPO will provide to the consultant readily available and germane information, upon request. The consultant shall maintain the confidential and proprietary nature of any such information provided by YMPO. The consultant shall collect, organize, and summarize any additional information that the project manager deems necessary for development of the YMPO RORS Study.

SECTION VII: TIME-FRAME AND COST

The estimated time-frame for this project is 12 months from the date of the notice to proceed, with intermediate deliverables due in accordance with the schedule as agreed

to between YMPO and the Proposer(s) at a cost not to exceed \$120,000. The date of the notice to proceed is anticipated to be February 27, 2025.

The ROPRS Study is to be completed no later than January 5, 2026. The consultant shall provide a proposed schedule for completion of the RORS Study and progress charts should be provided to illustrate the interrelationships and scheduling of the major study Work Tasks, deliverables, and meetings.

SECTION VIII: DISADVANTAGED BUSINESS ENTERPRISES (DBE)

As required by 49 CFR 26.13, the YMPO will not discriminate on the basis of race, color, national origin, religion, gender, age or disability in the award and performance of any USDOT assisted contract or in the administration of its DBE program or the requirements of 49 CFR 26. The YMPO shall take all necessary and reasonable steps under 49 CFR 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts. The YMPO's DBE program, as required by 49 CFR 26 and as approved by USDOT, is incorporated by reference in the Planning Funds Agreement between the MPO and ADOT.

This project is Race-Neutral (0% Goal) requirement to employ firms that are Disadvantaged Business Enterprises (DBE); however, DBE participation is strongly encouraged by YMPO.

SECTION IX: DOCUMENTATION OF CONSULTANT PROGRESS

The consultant shall provide brief monthly written progress reports to the YMPO project manager. Bi-monthly presentations at a minimum shall be given to the YMPO TAC committee on the status of the project and the consultant shall provide a presentation to the TAC and YMPO Executive Board on the final report. Brief written progress reports shall accompany each project billing. These reports shall include, at a minimum, a statement of work accomplished to date and during the billing period, the budgeted amount by work task, the percent completion, the hours expended and cost this billing period, and the amount spent to date. At time of contract negotiations, the YMPO Executive Director will discuss the desired format and content of project billings with the consultant.

The consultant, at its own expense, is responsible for printing and distribution of all project deliverables, draft documents, and final documents.

SECTION X: COMPENSATION

All work as described in Section IV "Scope of Work" and Section V "Products" shall be completed to the satisfaction of the YMPO's TAC, Executive Director, and the Executive Board.

Progress payments can be made, upon request, following submittal and satisfactory review by the YMPO Executive Director of written progress reports and as described under Section VIII, "Documentation of Consultant Progress."

Ten (10%) percent of the consultant's billing amount will be withheld until the YMPO's Executive Board officially accepts the final report.

SECTION XI: GUIDELINES FOR SUBMITTAL RFP Response Format

The RFP respondent shall submit proposals with the following information:

- 1. Proposals are to be prepared using standard white 8 x 11-inch paper and be 30 pages or less in length in total, including cover page, and appendices. Sample report requested in item B is not included in the page count.
- 2. In addition, consultant/firm may include up to three (3) sample reports illustrating similar work. At least one sample must be included, which can be returned after selection upon request.
- 3. An original and ten (10) copies of the proposal shall be submitted to the YMPO.
- 4. 1 CD or DVD of the proposal with all information requested.
- 5. All expenses incurred by the consultant/firm in preparation of the response to this Request for Proposal (RFP) shall be borne by the consultant/firm.
- 6. Faxed proposals will not be accepted.

*Important - Please submit your RFP response with topical discussions corresponding to the numbers (excluding the cover letter, #1) in the outline below. Numbered and lettered items will assist the review committee in evaluating your firm's qualifications.

The following items must be included in each proposal to be considered complete and responsive. The Consultant should respond to these items in the order below. As part of the proposal, a cover letter shall be attached discussing a summary of the proposal, with contact information regarding the proposal and signed by the Chief Executive Officer, Owner, Principal, or Chair of the Consultant.

To facilitate the evaluation of each proposal, potential consultants are required to adhere to the following format:

- **Introduction** Include the general project approach, project management methodologies, and any applicable experience and qualifications of the consultant/ firm and its subcontractors.
- **Scope of Work** Address how the potential consultant proposes to accomplish the individual tasks contained in the RFP scope of work.
- **Project Personnel** Include names of all project personnel, including subcontractors, along with their job titles, duties, responsibilities, and resumes. In a separate table, by task, include all project personnel, including subcontractors, along with job titles and required hours of work.
- **Project Schedule** Provide a timetable for accomplishing the tasks outlined in the proposed scope of work.
- Experience and References Provide descriptions of at least three (3) previous
 projects similar to the services requested. Provide the project title, timing, budget,
 sponsoring agency, agency project manager, and roles of individuals used in those
 projects. Include the name of the contact person, agency for whom the work was
 performed, telephone and fax numbers and the year in which the work was
 completed. List any present activities and job commitments, including an indication
 of availability to pursue completion of the work tasks as described in the scope of
 work.

Questions & Comments

Any questions, requests for information, interpretation, or comments regarding the RFP must be submitted by facsimile, mail, or email to Crystal Figueroa, Executive Director, Yuma Metropolitan Planning Organization, 230 West Morrison Street, Yuma, Arizona 85364, fax: (928) 329-1674, email: pward@ympo.org. QUESTIONS OR COMMENTS MAY BE RECEIVED, BUT WILL NOT BE RESPONDED TO, OVER THE TELEPHONE. To limit the time in answering questions, no questions will be accepted after 3:00 pm August 5, 2019. YMPO staff will provide a response to ALL proposers' questions in an on-line matrix format, by January 7, 2026.

SECTION XII: QUALIFICATIONS AND EVALUATION

The YMPO is seeking professional services from a consultant/firm that has both the educational background and demonstrated experience in transportation planning, and in development of a Roads of Regional Significance Study. The following items should be included in the proposal:

1. **Objectives of the Project**: This should be a set of proposed technical objectives upon which the study efforts are to converge. The objectives should convey clearly and concisely the intent of the project. Objectives stated in the proposal should reflect the proposer's creativity and understanding of the project.

- 2. Content and Presentation of Anticipated Products: A listing of proposed Work Tasks that the consultant has identified for this project. For each Work Task, include applicable work, issues, problems, and potential solutions, and explain how the anticipated results will be reported and presented. The final Scope of Work will be included in the contract. Refinement of the Scope of Work will be an individual Work Element.
- 3. **Project Staff:** Describe how the Work Tasks will be achieved through the use of available staff. This information should include the following topics and be similar to (but not necessarily identical to) the Staffing Table shown in Appendix D.
 - Consultant/firm name and names of team members
 - Role of each team member
 - Percent effort (time) of each team member for contract period (i.e., identify in percentage the team member's commitment to this project compared to their total workload in the consultant/firm).
 - Percent of effort scheduled for each team member on each Work Element. (i.e., percentage compared to their total commitment to the project).
 - Show the study's organizational chart, including identification of the project manager.
- 4. Qualifications, Experience, and Staff Stability: Provide a statement of relevant qualifications and experience of each project team member, and the length of time each member has been with the consultant/firm. Of particular interest is the number and complexity of similar studies conducted by the project manager and team members. Commitments of key personnel identified in the proposal will be a requirement of the executed contract. Any experience listed should be within the last ten years. Current registration with the Arizona State Board of Technical Registration must be in good standing.
- 5. **Relevant Projects and References:** A listing of projects, completed in the last ten years, by both the prime consultant and any sub-consultants, which involve work similar to that which is being proposed for this study. Include the following in each:
 - Inclusive project dates (distinguish between completed and in progress Studies or Plans).
 - Name and address of organization for which project was performed.
 - Name and current telephone number of individual in the client's organization who is familiar with the previous work.
 - Short description of the study.

 Listing of the staff members proposed in this proposal who participated in the previous Study, Report, or Plan.

The YMPO will appoint a Review Sub-committee from the YMPO TAC to review the proposals and recommend a preferred candidate. The Choice of consultant/firm will be determined as follows: Technical merit will determine ranking, and be based on a combination of factors in evaluating all proposals:

6. Evaluation Criteria: Proposals will be evaluated according to the most qualified in the opinion of the review committee. The review sub-committee reserves the right to contact and evaluate the proposer's references; contact any proposer to clarify any response; contact any current clients of a proposer; solicit information from any available source deemed pertinent to the evaluation process.

All proposals will be rated by a panel of evaluators. The total points given to a proposal by the individual evaluators will be averaged to determine the proposal's overall score. All proposals will be evaluated on the following basis:

- Project Understanding and Approach (25%);
- Qualifications and Experience of the Proposed Team (25%);
- Quality of the Proposal (25%);
- Consultant/Firm's Qualification (20%);
- Use of Disadvantaged Business Enterprise DBE (5%).

YMPO may request additional information while reviewing proposals. YMPO also reserves the right to select a consultant/firm or individual directly after review of the proposals, or it may determine it advisable to conduct interviews prior to the awarding of the contract.

SECTION XIII: SELECTION PROCESS

Based on the above technical factors, the YMPO's/YCIPTA's selection committee will rank the submitted proposals. The consultant/firm ranked number one, on technical factors, will be chosen for negotiation of a final contract cost. Cost estimates will then be reviewed. If a joint agreement on cost is not reached with the consultant/firm ranked as number one, YMPO will terminate the negotiation activities in writing and enter into negotiations with the next most highly ranked consultant/firm.

It is anticipated that proposals will be reviewed by YMPO staff, in conjunction with the review committee. Interviews with selected proposers may be held in case of a tie or necessary

confirmation on received responses. Notifications of acceptance or rejection by YMPO will be made in writing to all proposers.

The review committee shall score each proposal and shall make a recommendation to the YMPO Executive Board based on the criteria set forth above. The YMPO Executive Board shall make the ultimate selection of the PROPOSER. YMPO Executive Board will make the award consistent with Federal guidelines in order to better assure funding, and may take into account both objective and subjective impressions gained from the evidence and arguments presented, and on the product of such individual investigation as Board Members may make prior to the final decision.

- 1. <u>General:</u> YMPO has published this Request for Proposals. It is the intent to award the Agreement to the consultant/firm (Proposer) that most closely meets the specific needs of YMPO, not solely on the basis of price.
- 2. <u>Initial Screening:</u> YMPO's Review Committee will make an initial evaluation of all proposals. Upon that initial evaluation, the Committee will rank the proposals received in general order of quality, and by how closely the proposals meet YMPO's needs. YMPO reserves the right to award Agreement to other than the lowest cost proposal allowing for a more responsive proposal that addresses all of the above criteria and best satisfies YMPO's needs. YMPO also reserves the right to reject all proposals. The review subcommittee may consider criteria other than those listed below, as necessary, in the selection process.
- 3. <u>Interviews, Inspections, Best and Final Offer:</u> Proposers may be required and shall be prepared to attend an interview with the Review Committee. The Project Manager must be available to answer questions at the interview. YMPO may choose, at its sole option, not to interview all Proposers or conduct any interviews. YMPO may reject any or all proposals submitted, or at its sole discretion, award Agreement to the best Proposer without any interviews. YMPO may ask all Proposers or only those determined to be within the competitive range to submit a Best and Final Offer. If this step is to be included, detailed instructions will be provided at the time of the request.
- 4. <u>Selection Criteria:</u> An initial screening of proposals for completeness, and to verify that minimum YMPO requirements are met will be undertaken, and YMPO will reject as non-responsive any proposal which does not include all the required documents or meet the minimum requirements, and no further evaluation of non-responsive proposals will be performed. YMPO may request additional information while reviewing proposals.

SECTION XIV: GENERAL TERMS AND CONDITIONS

The RFP does not commit YMPO to award an Agreement, to pay any cost incurred in the preparation of the consultant/firm's RFP response, or to procure or contract for services or supplies. YMPO reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this RFP.

Submission of a proposal means that the PROPOSER hereby agrees to all terms and conditions set forth in all the pages of this solicitation. The proposer must contain within the proposal, a description of those terms and/or conditions to which the proposer does not agree.

- 1. <u>Award:</u> The consultant/firm(s) chosen to provide may be required to participate in negotiations and to submit such revisions of their proposals as may result from negotiations. YMPO reserves the right to award a contract/select a service provider without discussion based upon the initial proposals received, without interviews.
 - YMPO reserves the right to introduce additional terms and conditions at the time the final Agreement is negotiated. Any additional terms or conditions would be limited to ones having the effect of clarifying the RFP language and or correcting defects, such as omissions or misstatements, which are discovered after the RFP, is issued.
- 2. <u>Insurance:</u> The PROPOSER is required to furnish evidence of insurance coverage including professional liability, and workers' compensation. The form of the insurance policy is subject to approval by YMPO and must be provided by insurers to transact insurance business in Arizona with a rating of "A" or better in the Best's Key Rating Guide, Property-Casualty, United States, 2000 Edition.

YMPO shall be furnished a copy of the policy <u>and</u> an endorsement that the "YMPO, its officers, employees, and agents are named as additional insured's" prior to PROPOSER commencing duties under this Agreement. Said policy of liability insurance shall state, "coverage thereunder as applied to YMPO, its officers, employees, and agents shall be primary and non-contributing as to any other insurance and self-insurance as may be maintained by YMPO." The policy shall contain severability of interest, specifying that the coverage afforded by the policy applies separately to each insured thereunder. The policy shall be endorsed to expressly provide YMPO with thirty (30) calendar days advance written notice of cancellation, non-renewal, or material change in coverage.

- 3. <u>Professional Licensing:</u> The PROPOSER, and any sub proposers, shall possess any necessary license(s) relative to the work to be performed required by an appropriate licensing authority of the State of Arizona, and shall provide evidence of such to YMPO with their proposal or prior to commencement of the work in such form as YMPO shall require.
- Assignment/Subcontracting: The selected PROPOSER shall not assign or subcontract services or responsibilities without the prior written consent of YMPO. YMPO acknowledges that subcontracting can be in YMPO's best interest, but reserves the right of final approval.

SECTION XV: ADDITIONAL TERMS AND CONDITIONS

The following conditions apply to this RFP:

- 1. <u>Solicitation & Withdrawal:</u> YMPO reserves the right to withdraw this solicitation for a proposal at any time without prior notice. Further, YMPO makes no representations that any agreement will be awarded to any consultant/firm submitting a proposal.
- 2. <u>Right of Rejection:</u> YMPO reserves the right to reject any and all proposals submitted in response to this request and to reject any sub proposers specified in any proposal pursuant to this RFP.
- 3. Pre-Contract Expenses: YMPO shall not be liable or responsible for any pre-agreement expenses incurred by any proposed or selected PROPOSER. PROPOSERS shall not include any such expenses as part of the price proposed set forth in its proposal. Pre-agreement expenses are defined as expenses incurred by PROPOSER in:
 - a. Preparing the proposal;
 - b. Submitting proposal to YMPO;
 - Negotiating with YMPO on any matter related to proposal; or
 - d. Any other expenses incurred by PROPOSER or PROPOSER prior to date of award.
- 4. <u>Verbal Agreements:</u> No prior, current or post-award verbal agreement(s) with any officer, agent or employee of YMPO shall affect, modify or supersede any terms or modifications of this request for proposals or any written agreement or option resulting from this process.

- 5. Addenda: Any changes to the proposal requirements will be made by written addendum. All parts of the Request for Proposals, including any and all Addenda and any other supporting documents that may be included as part of this solicitation, shall be considered part of the Agreement between YMPO and selected PROPOSER, and shall be incorporated therein.
- 6. <u>Irregularities:</u> YMPO reserves the right to waive any minor irregularities, informalities or oversights in the RFP documents, or any corresponding proposals at its sole discretion. The term "minor" as used herein means any PROPOSER or YMPO irregularity, or oversight that does not materially affect or alter the intent and purpose of this RFP, and which is not in violation of any State of Arizona or Federal Government rules, laws and regulations that may apply to this procurement.

SECTION XVI: THIRD PARTY AGREEMENT REQUIREMENTS

- 1. Audits and Inspections of Records: Selected PROPOSER agrees that YMPO, the Comptroller General of the United States, or any of their duly authorized representatives, shall, for the purpose of audit and examination, be permitted to inspect all work materials, payrolls and other data and records with regard to the project, and to audit the books, records and accounts with regard to the project. Further, PROPOSER agrees to maintain all required records for at least five (5) years after YMPO makes final payments, and all other matters pending between PROPOSER and YMPO are closed.
- 2. Equal Employment Opportunity: In connection with the execution of Agreement, PROPOSER shall not discriminate against any employee or applicant for employment because of race, religious creed, pregnancy, sexual orientation, religion, color, gender, or national origin. Selected PROPOSER shall take affirmative action to ensure that applicants are employed, and that employees are tested during their employment, without regard to their race, religious creed, pregnancy, sexual orientation, religion, color, gender, or national origin. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. PROPOSER further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.
- 3. <u>Title VI Civil Rights Act of 1964:</u> During the performance of Agreement, PROPOSER, for itself, its assignees and successors in interest, agrees as follows:

PROPOSER shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time.

- 4. <u>Fair Employment Practices:</u> In connection with the performance of the work under Agreement, if the work is executed in the State of Arizona, PROPOSER shall certify compliance with the provisions of the State Fair Employment and Housing Act.
- 5. <u>Interest of YMPO Personnel:</u> By submitting a proposal, the PROPOSER represents and warrants that no Board Member, officer or employee of YMPO is in any manner interested directly or indirectly in the proposal or in Agreement which may be made under it, or in any expected profits to arise therefrom.
- 6. <u>Disadvantaged Business Enterprise (DBE) Policy:</u> YMPO receives financial assistance from the US Department of Transportation through the Federal Highway Administration (FHWA). PROPOSERS are advised that, as required by federal law, the Arizona Department of Transportation (Department) has established a statewide overall DBE Program goal. The Department is required to report to the Federal Highway Administration (FHWA) on DBE participation for all FHWA-assisted contracts each year so that attainment efforts may be evaluated. In order to ascertain whether the statewide overall DBE goal is being achieved, the Department is tracking DBE participation on all federally assisted contracts.

This project is subject to Title 49, Part 26 of the Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." In order to ensure the Department achieves its federally mandated statewide overall DBE goal, the Department encourages the participation of DBEs, as defined in 49 CFR 26, in the performance of contracts financed in whole or in part with federal funds. The PROPOSER shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.

PROPOSER or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. PROPOSER shall carry out the applicable requirements of 49 CFR, Part 26 in the award and administration of U.S. Department of Transportation assisted contracts.

Failure by PROPOSER to carry out these requirements is a material breach of Agreement, which may result in the termination of Agreement or other such remedy as YMPO may deem appropriate.

- 7. <u>Debarment and Suspension:</u> Each PROPOSER must certify and submit documentation (such as a notarized affidavit) showing that neither the PROPOSER, nor its principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 8. <u>Drug Free Workplace:</u> PROPOSER must include with its proposal properly completed and executed certification of compliance with applicable state and federal Drug-Free Workplace Acts.
- 9. <u>Restrictions on Lobbying:</u> Each PROPOSER must include in its proposal a properly completed and executed certification regarding Restrictions on Lobbying in the form set forth as an exhibit hereto as Appendix E.
- 10. <u>Interests of Members of, or Delegates to Congress:</u> No members of, or delegates to, the Congress of the United States shall be admitted to any share or part of Agreement or to any benefit arising therefrom.
- 11. <u>Laws to Be Observed:</u> PROPOSER shall keep itself fully informed of all existing and future State and Federal laws, all municipal regulations of YMPO, and all such orders, decrees, ordinances and laws of bodies, or tribunals, including other municipalities or counties whether in the State of Arizona, or another State, having any jurisdiction or authority over which, in any manner, affect those engaged or employed in the work, or the materials used in the work, or in any way affect the conduct of the work.

Failure by PROPOSER to carry out these requirements is a material breach of Agreement, which may result in the termination of this Agreement or other such remedy as YMPO may deem appropriate.

12. Public Records Act: The proposals received shall become the property of YMPO and are subject to public disclosure. Those parts of a proposal which are defined by the PROPOSER as business or trade secrets and are reasonably marked "Trade Secrets", "Confidential", or "Proprietary" and placed in a separate envelope shall only be disclosed to the public if such disclosure is required or permitted under the Arizona Revised Statutes or otherwise by law. Proposers who

indiscriminately and without justification identify most or their entire proposal as exempt from disclosure may be deemed non-responsive. Proposals, excluding confidential information, will be available for review after posting of staff recommendation. Until YMPO's review committee announces its recommendation, no proposals will be made available for public inspection.

SECTION XVII: PROTEST PROCEDURES

<u>Protests Prior to Proposal Opening:</u> Protests regarding any aspect of the attached materials and YMPO selection procedures must be submitted in writing (via mail, email or fax only) to Crystal Figueroa, Executive Director, YMPO, 239 West Morrison Street, Yuma, Arizona 85364, fax: (928) 329-1674, email: cfigueroa@ympo.org, by 3:00 p.m., MST, January 20, 2025. The YMPO Executive Director will respond to these protests by January 22, 2025, with an addendum to this RFP, by email and on YMPO's website. This action completes the pre-opening administrative protest remedy at the YMPO level.

<u>Protests After Proposal Opening/Announcement of Award:</u> Protests regarding YMPO's/YCIPTA's proposed selection of PROPOSER after proposal opening and award announcement must be submitted in writing (via mail, email or FAX) to Crystal Figueroa, Executive Director, YMPO, 230 West Morrison Street, Yuma, AZ 85364, fax: (928) 329-1674, email: pward@ympo.org, by 3:00 p.m., MST, March 3, 2025. The YMPO Executive Director will respond to these protests by Thursday, March 5, 2025, by email and/or FAX. This action completes the proposal opening/award announcement administrative protest remedy at the YMPO level.

Under certain limited circumstances, and after the protester has exhausted all administrative protest remedies made available to him/her at the YMPO level, an interested party may protest to the Federal Highway Administration (FHWA) regarding the award of an Agreement pursuant to an FHWA grant. The deadline for submitting protests to FHWA <u>prior to proposal opening</u> is 3:00 p.m. MST, January 22, 2025. The deadline for submitting protests to FHWA <u>after opening/announcement</u> of award is 3:00 p.m. MST, March 3, 2025.

FHWA review of any protest will be limited to:

- 1. Violations of Federal Law or Regulations (violations of State or local law shall be under the jurisdiction of State or local authorities).
- Violation of YMPO's protest procedures or YMPO's failure to review a complaint or protest.

The protest filed with FHWA shall:

1. Include the name and address of the protester.

- 2. Identify YMPO as the party responsible for the RFP process.
- Contain a statement of the grounds for protest and any supporting documentation. (The grounds for protest filed with FHWA must be fully supported to the extent feasible. Additional materials in support of an initial protest will only be considered if authorized by the FHWA regulations).
- 4. Include a copy of the protest filed with YMPO, and a copy of YMPO's decision, if any.
- 5. Indicate the ruling or relief desired from FHWA.

A copy of such protests will also be sent to the YMPO Executive Director.

SECTION XVIII: PROPOSAL SUBMISSION

1. One (1) original and ten (10) copies and one (1) CD or DVD or Flash Drive of the proposal must be sealed in an envelope and received, <u>not</u> postmarked, no later than **3:00 P.M. MST, January 25, 2025**, at the YMPO administrative offices.

Mailed proposals should be sent to:

Crystal Figueroa, Executive Director

Yuma Metropolitan Planning Organization

Mailing: 230 West Morrison Street, Yuma, Arizona 85364

- 2. Proposals should be marked: YMPO Roads of Regional Significance Study.
- 3. An unsealed Fee Proposal should be submitted as part of the proposal.

LATE PROPOSALS WILL NOT BE ACCEPTED.

ESTIMATED TIME FRAME (Subject to change without notice)

December 20, 2024	Release date of RFP
January 13, 2025	Questions for RFP due to YMPO by 3:00 p.m., MST.
January 14, 2025	Responses to questions posted at https://ympo.org click on Inside YMPO for RFP proposers.
January 27, 2025	RFP submittals due no later than 3 P.M., MST.
January 27, 2025	RFP responses distributed to review committee.
February 13, 2025	IF interviews are NOT needed, The Selection sub-committee recommends preferred consultant/firm.

YMPO Roads of Regional Significance Study - RFP

IF interviews are needed following dates will be extended

slightly.

February 27, 2025 YMPO Executive Board approves selected consultant/firm.

March 6, 2025 Estimated Notice to Proceed.

January 12, 2026 Estimated YMPO Roads of Regional Significance Study final

report due.

APPENDIX A SCOPE OF WORK

General Approach

The Yuma Metropolitan Planning Organization (YMPO) encourages Proposers to be creative in developing a sound approach which achieves the goals for this project. YMPO also urges the Proposer to be as specific as possible when describing the activities that they will perform to support each task. We would like the Proposer to make maximum use of matrices, tables, and drawings in working papers produced for the project to ensure conciseness and clarity to minimize the amount of text required. Finally, YMPO requires the Proposer to adhere strictly to the following proposed tasks.

The development of the YMPO Roads of Regional Significance Study is supported by the FY 2026-2050 YMPO Long-Range Transportation Plan (LRTP). A consequence of the LRTP is the need for a region-wide, comprehensive definition of what roadways should be regarded as regionally significant.

The purpose of this Scope of Work is to confirm the details for a Roads of Regional Significance (RORS) Study in the first year (FY 2025-26) of the two-year FY 2025-27 YMPO Unified Planning Work Program (UPWP) and to explore the major steps that will be taken once the Study has been approved. Currently, just under \$120,000 has been included in the current (and future) UPWP(s) for this effort. The main aim of the study will be to identify which roadways and/or highways in the YMPO region should be classified as RORS and, possibly, whether they will be in line for regional funding for their construction and/or ongoing maintenance.

1. <u>Project Summary</u>.

The member agencies within each MPO are responsible for developing the roadway system within our region. Such a system normally includes a variety of expressways and highways, including interstates, other freeways, lesser roadways, arterials, collectors and local roads. Within the YMPO region, there is only one interstate, I-8, which is roughly east-west aligned and connects past the Town of Wellton, to Maricopa County (east of the Yuma County line) through to Imperial County, California (northwest of the Colorado River, which is the west County line).

In addition to I-8, another major facility is United States Highway 95 (US-95), starting at the border with Mexico in the City of San Luis at Port of Entry 1. US-95 then snakes roughly northwards and eastwards, through Yuma County, Gadsden, the City of Somerton, the City of Yuma and then predominantly northwards to the La Paz County line. The final major regional roadway is State Route 195 (SR-195), which connects Cesar Chavez (aka Juna

Sanchez) Boulevard in the City of San Luis, to US-95, on the Avenue 3E alignment, in the City of Yuma.

The region is well served with a solid network of grid-square mile roadways of varying importance. As in many metro regions in Arizona, outside of the incorporated cities of Yuma, San Luis and Somerton, the County has the responsibility for many of these connecting arterial roadways, connecting all quadrants of the region. At the center of the region, the Marine Air Corps Station (MCAS) is co-located with Yuma airport, whose runway is aligned southwest to northeast and which restricts several of the cross-region arterials in the vicinity.

The region is generally developing in all four directions. To the south and the west, it is bounded by the southern and western borders with Mexico; to the east, it is restricted by the Gila Mountains; and to the north, it is limited by the Colorado River and the Yuma Proving Grounds (YPG). YPG is the single largest civilian employer in the region, and US-95 is only a one-lane-in-each-direction State highway from approximately milepost 33 northwards. Currently, the highest priority for any roadway expansion within the region, is to widen US-95 from the Wellton-Mohawk Canal to Aberdeen Road (approximately ten miles), which is the main area of the employment centers for YPG.

There are many opportunities for developing the arterials in the south, east and west parts of the region, and these are the areas that this study will mainly concentrate on. These areas will connect the north-center and south sub-regions, and the west to the east parts of the south region. County 14th Street, from the westernmost Cocopah Tribal area to (currently) SR-195 but, eventually, as far as the Gila Mountain Foothills; 19th Street, from US-95 to Avenue 3E; and Avenue E to D corridor, from the southern border with Mexico northwards through to US-95 and, eventually through to the Colorado River in the north are all possible RORS corridors.

The 2013 Yuma Expressway Study was completed under the Planning Assistance for Rural Areas (PARA) Program run by ADOT and was carried out by Parsons Brinckerhoff, with the final report being published in February 2013. The Study had a similar basis to the RORS Study in that it was looking at improving corridors in the YMPO region, but the Expressway study was primarily limited to two corridors.

The aim of the RORS study is to identify a series of corridors throughout the YMPO region and prioritize them, identify the need and likely construction costs for each corridor and the life-cycle maintenance costs, if applicable. Possible crossings of the western and southern borders with Mexico are NOT part of this study. Further, specific crossings of I-8 should be listed but will likely be explored under a separate study.

Scope of Work

The Roads of Regional Significance Study should include the following Tasks:

- 1 Project Management
- 2 Revise/Confirm the Scope of Work
- 3 Public Participation Plan (PPP), Stakeholders Group and Outreach.
- 4 Prior Planning Research.
- 5 Current Network
- 6 Transportation Infrastructure Needs, Strategies, Projects & Likely Costs.
- 7 Identify Potential Funding Resources
- 8 Environmental and Right of Way Impacts
- 9 Implementation Plan
- 10 Final Report, Executive Summary & Presentation

Task 1: Project Management

This segment allows the selected consultant to carry out various project management duties that do not easily lend themselves to other, specific tasks. For example, administrative and costs associated with billing, contract amendments (if needed) and changes to the scope, whether they affect costs or not. Any changes to staff, the scope of work and/or schedule (after completion of Task 3) must be promptly notified to, and agreed with, the YMPO Project Manager (PM), prior to continuation.

Task 2: Revise/Confirm the Scope of Work

Revise, and/or confirm the scope of work, make any changes needed to the work plan, the consequent schedule and adjust staff list for the consultant team and negotiate a fee adjustment, if necessary and appropriate. Although the Request for Proposals requires the consultant to follow a specific set of tasks and a well-defined scope of work, the selected consultant has the ability to suggest improvements to the scope of work and this is the time to do so. See also the next task for obtaining input on any proposed revisions to the scope of work.

Task 3: Public Participation Plan (PPP), Stakeholders Group and Outreach.

Establish a Technical Working Group (TWG) to provide oversight and hold a project kickoff meeting. The consultant will be expected to develop a detailed PPP that includes public inperson meetings, as well as web-based and teleconferences for this study. Provide agendas and meeting minutes for all such meetings, and Draft Technical Memoranda, when necessary. Working Paper #1 will describe the PPP in detail.

Task 4: Prior Planning Research.

The consultant will gather information from existing planning documents from Federal, State, regional and sub-regional agencies. The main focus will be on agencies in Arizona, but research in similarly-sized agencies to YMPO in other States will be welcome. Working Paper #2 will describe all of the relevant planning documents and will summarize the applicable conclusions reached from the data gathered.

Task 5: Current Network

The Consultant will inventory all of the existing routes in the YMPO region, especially that contained in the most recent three Long Range Transportation Plans, Countywide Transportation Plans, Yuma Expressway Study, or those routes recommended by YMPO staff and member agencies. Tech Memo #4 will list these routes and their likely connections to each other.

Task 6: Transportation Infrastructure Needs, Strategies, Projects & Likely Costs.

The consultant shall identify and recommend new infrastructure projects that would be needed to satisfy the appropriate needs, along with estimated costs. Group options into Years 1 to 5, 6 to 10; 11 to 15, 16 to 20 and 21 to 25 year (and, possibly, beyond) timeframes. Tech Memo #4 provides documentation of infrastructure needs, recommended strategies, and cost estimates for the list of potential projects.

Task 7: Identify Potential Funding Resources

The consultant shall produce a document that clearly identifies all potential funding resources that are available to the agency for implementing strategies identified in the previous task. Tech Memo #5 documents task activities and findings.

Task 8: Environmental and Right of Way Impacts

The consultant will identify the major environmental concerns that will need to be addressed during the next Phase of the project and will identify the preferred corridor and discuss a Right of Way strategy for protecting the corridor from development until the project can be implemented. Tech Memo #6 will detail the findings.

Task 9: Implementation Plan

The consultant shall coordinate this task with regional and agency staff and produce an Outline Implementation Plan that would include a listing of possible facilities and/or options. Tech Memo #7 will document task activities and will provide an up to 25-year Plan for their proposed implementation.

Task 10: Final Report, Executive Summary & Presentation

The consultant shall compile information from all tech memos into one concise Final Report, and include an Executive Summary. The consultant shall present this report and summary to the YMPO Executive Board for comment and acceptance.

Following the public meeting, and when comments are received, consultant will prepare the final version of the Study. The consultant shall provide 24 copies of the Final Study and 24 Flash Drives.

All public comments whether written or verbal shall be incorporated into the final report. Proposer shall provide the following:

- ✓ All files shall be provided in Microsoft Office Word, Excel, and PowerPoints
- ✓ Maps shall be submitted in GIS Shapefiles or GDB files
- ✓ PowerPoint presentation aids in electronic and hard copy formats

ALL materials and data compiled, or reports generated, during this study become the property of the YMPO.

APPENDIX B TITLE VI AGREEMENT / CONTRACT REQUIREMENTS

- (a) During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:
- (b) Compliance with Regulations: The contractor shall comply with the Regulation relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (c) Nondiscrimination: The contractor, with regard to the work performed by it during the contract shall not discriminate on the grounds of race, color, national origin, or sex in the selection and retention of subcontractors, including procurements of materials and leases of equipment.
- (d) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, or sex.
- (e) Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Arizona Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Arizona Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- (f) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Arizona Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- (1) Withholding of payments to the contractor under the contract until the contractor complies, and/or
- (2) Cancellation, termination or suspension of the contract, in whole or in part.
- (g) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontract. or procurement as the Arizona Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Arizona Department of Transportation to enter into such litigation to protect the interests of the Arizona Department of Transportation, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX C DISADVANTAGED BUSINESS ENTERPRISES (DBE)

- (1) YMPO, in accordance with Title VI of the Civil Rights Act of 1964, Statute 78, page 252, Title 42 United States Code (U.S.C.) 2000d to 2000d-4 and Title 49, the Civil Rights Restoration Act of 1987 (Public Law 100.259). Code of Federal Regulations (CFR), Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the United States Department of Transportation (USDOT) issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this solicitation, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.
- (2) As required by 49 CFR 26.13, YMPO shall not discriminate on the basis of race, color, national origin, religion, gender, age or disability in the award and performance of any USDOT assisted contract or in the administration of its DBE program or the requirements of 49 CFR 26. The YMPO shall take all necessary and reasonable steps under 49 CFR 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts. YMPO's DBE program, as required by 49 CFR 26 and as approved by USDOT, is incorporated by reference in the Planning Funds Agreement between the MPO and ADOT.
- (3) Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of the Agreement. Upon notification to YMPO of its failure to carry out its approved program, the USDOT may impose sanctions as provided YMPO WP Agreement JPA 11-088 Page 20 of 51 for under 49 CFR 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

APPENDIX D: Example Staffing Table (for REQUEST FOR PROPOSAL ONLY)

Hours Contribution Table for: YMPO Roads of Regional Significance Study				Contract Number							
				Purchase Order #							
					Task Assignment #						
	Team Member				Task a	nd Asso	ciated Hou	'S		Total	
Name	Role	Rate	1	2	3	4	5	6	7	Hours	Billing
	Prime Consultant (name of firm)										
Person 1	Principal	\$225	2	5	5	5	5	5	10	37	\$8,325
Person 2	Project Manager	\$175	4	12	15	20	30	15	20	116	\$20,300
Person 3	Engineer	\$150	4	8	10	10	5	8	4	49	\$7,350
Person 4	Admin	\$65	2	4	2	2	2	2	10	24	\$1,560
Totals	Totals (Prime Consultant)		12	29	32	37	42	30	44	226	\$37,535
				Sub-Cor	nsultant ((name of	firm)				
Person 5	Project Manager	\$175	4	20	30	45	30	25	24	178	\$31,150
Person 6	Project Engineer	\$150	5	10	20	15	15	10	12	87	\$13,050
Person 7	Admin Assistant	\$70	2	5	2	2	2	2	10	25	\$1,750
Total	Totals (Sub-Consultants)			35	52	62	47	37	46	290	\$45,950
	Lump Sums										
Prin	Printing and Graphics \$30 \$25 \$20 \$0 \$0 \$0 \$800 -						\$875				
	Advertising			\$75	\$20	\$20	\$20	\$30	\$300	-	\$640
T	otal Lump Sums		\$205	\$100	\$40	\$20	\$20	\$30	\$1,100	-	\$1,515
PROJECT COST TOTAL							\$85,000				

APPENDIX E Project Schedule

To be added by the Consultant

APPENDIX E Lobbying Certification

<u>Pursuant to 49 CFR 20, Subpart F, Appendix A:</u> The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

SIGNATURE	DATE		
TITLE	FIRM NAME		
Please indicate here if you are required t in item (2) above:	to submit Standard Form LLL a □ Yes	s required □ No	

YMPO INFORMATION SUMMARY for Agenda Item #11

Tentative 2025 YMPO Executive Board and Technical Advisory Committee Meeting Schedules

DATE: December 12, 2024

SUBJECT: 2025 YMPO Executive Board Technical Advisory Committee Meeting

Schedules.

SUMMARY:

The 2025 YMPO Executive Board meeting schedule is being submitted for review and comment. The normal criteria have been followed; the Executive Board meetings are scheduled for the fourth Thursday of each month starting at 3:30 pm. All in-person Executive Board meetings will be held at the YMPO Office at 230 West Morrison Street Yuma, Arizona 85364, unless stated otherwise. The Meetings from the YMPO will also be held with the GoTo Meeting Virtual Platform. The meeting schedule is attached at the end of this Summary.

PUBLIC INPUT:

No specific input has been provided by members of the public on this subject.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: Meetings are scheduled based on standard prior year criteria.

POLICY: Membership of the Executive Board, and the frequency of meetings is outlined in YMPO By-Laws.

ACTION NEEDED:

This item is on the agenda for information, discussion, and possible action to approve the tentative schedule for Calendar Year 2025 meetings of the YMPO Executive Board and the TAC.

CONTACT PERSON:

Nancy Curotto, YMPO Administrative Assistant/Bookkeeper

Tentative Schedule for YMPO Executive Board Meetings Calendar Year 2025

Day	Date	Location	Start Time
Thursday	January 23, 2025	YMPO Office/Virtual	3:30 p.m.
Thursday	February 27, 2025	YMPO Office/Virtual	3:30 p.m.
Thursday	March 27, 2025	YMPO Office/Virtual	3:30 p.m.
Thursday	April 24, 2025	YMPO Office/Virtual	3:30 p.m.
Thursday	May 22, 2025	YMPO Office/Virtual	3:30 p.m.
Thursday	June 26, 2025	YMPO Office/Virtual	3:30 p.m.
Thursday	July 24, 2025	YMPO Office/Virtual	3:30 p.m.
Thursday	August 28, 2025	YMPO Office/Virtual	3:30 p.m.
Thursday	September 25, 2025	YMPO Office/Virtual	3:30 p.m.
Thursday	October 23, 2025	YMPO Office/Virtual	3:30 p.m.
Thursday	December 11, 2025	YMPO Office/Virtual	3:30 p.m.

Note: Most of the above dates correspond to the last Thursday of each month, except for the (combined) November and December meeting(s).

The YMPO Office is located at 230 West Morrison Street Yuma, Arizona 85364.

Virtual meetings will take place using the GoTo Meeting platform.

2025 YMPO Technical Advisory Committee Meeting Schedules

Day	Date	Location	Start Time
Thursday	January 9, 2025	YMPO Office/Virtual	9:00 a.m.
Thursday	February 13, 2025	YMPO Office/Virtual	9:00 a.m.
Thursday	March 13, 2025	YMPO Office/Virtual	9:00 a.m.
Thursday	April 10, 2025	YMPO Office/Virtual	9:00 a.m.
Thursday	May 8, 2025	YMPO Office/Virtual	9:00 a.m.
Thursday	June 12, 2025	YMPO Office/Virtual	9:00 a.m.
Thursday	July 10, 2025	YMPO Office/Virtual	9:00 a.m.
Thursday	August 14, 2025	YMPO Office/Virtual	9:00 a.m.
Thursday	September 11, 2025	YMPO Office/Virtual	9:00 a.m.
Thursday	October 9, 2025	YMPO Office/Virtual	9:00 a.m.
Thursday	November 13, 2025	YMPO Office/Virtual	9:00 a.m.
Thursday	December 11, 2025	YMPO Office/Virtual	9:00 a.m.

Note: All dates correspond to the second Thursday of each month.

The YMPO Office is located at 230 West Morrison Street Yuma, Arizona 85364.

Virtual meetings will take place using the GoTo Meeting platform.

YUMA METROPOLITAN PLANNING ORGANIZATION

230 West Morrison St. Yuma, Arizona 85364 Phone: (928) 783-8911

www.ympo.org



YUMA METROPOLITAN PLANNING ORGANIZATION RESOLUTION NO. 157

A RESOLUTION OF THE YMPO EXECUTIVE BOARD SUPPORTING THE AZ STATE MATCH ADVANTAGE FOR RURAL TRANSPORTATION (SMART) FUND APPLICATION BEING SUBMITTED BY THE YUMA METROPOLITAN PLANNING ORGANIZATION TO FUFILL THE LOCAL MATCH REQUIREMENT FOR A SS4A REGIONAL COMPREHENSIVE SAFETY ACTION PLAN

Whereas: The Yuma Metropolitan Planning Organization (YMPO) has the responsibility for conducting the area-wide continuing, comprehensive, and cooperative transportation system planning program and must maintain the regional transportation system plan and short-range transportation improvement program on a current basis pursuant to Section 134 of Title 23, and the Urban Mass Transportation Act of 1964, as amended by the Bipartisan Infrastructure Law (BIL) of 2021; and

Whereas: On December 12, 2019, the YMPO adopted the Yuma Strategic Transportation Safety Plan (STSP) Update, developed to identify key strategies and resources that can be implemented to reduce the risk of fatal and serious injury crashes occurring in roadways within the region; and

Whereas: Following best practices and responsibility for conducting the area-wide continuing, comprehensive, and cooperative transportation system as it relates to safety, YMPO sought and was awarded a Safe Streets for All federal award for a Comprehensive Safety Action Plan and Demonstration Project; and

Whereas: The YMPO's Board YMPO's goal is to develop a culture of safety through collaboration, to build upon findings of the 2019 YMPO STSP, and adopt the FHWA's Safe System Approach which aims to reduce serious injury and fatal crashes; and

Whereas: The AZ SMART fund was established by the Arizona Legislature in 2022 and amended in 2024 with House Bill 2318 effective on September 14, 2024, to assist eligible applicants in competing for federal discretionary surface transportation grants; and

Whereas: As an eligible applicant, YMPO intends to apply for reimbursement of non-federal match for the SS4A Grant awarded to develop a Region-wide Comprehensive Safety Action Plan and Demonstration project; and

Whereas The Executive Board, consisting of local and state officials, is involved in a process to annually coordinate the preparation of regional plans and support the AZ SMART application; and

NOW, THEREFORE, BE IT RESOLVED that the Yuma Metropolitan Planning Organization does HEREBY SUPPORT the Arizona Department of Transportation AZ SMART Grant Application for non-local match reimbursement to help develop the Regional Comprehensive Safety Plan.

ADOPTED and signed on December 12, 2024.

Cecilia McCollough., Chairwoman Yuma Metropolitan Planning Organization Vice Mayor, Town of Wellton

Attest:

Crystal Figueroa., Executive Director Yuma Metropolitan Planning Organization