

# *Gainesville - Hall Metropolitan Planning Organization*

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**GHMPO**

Flowery Branch - Gainesville - Hall County - Oakwood

## **POLICY COMMITTEE**

### **GEORGIA MOUNTAINS CENTER**

**10 AM MARCH 12th, 2007**

### **AGENDA**

1. WELCOME
2. APPROVAL OF NOVEMBER 14th MEETING MINUTES
3. BROWNS BRIDGE PROJECT UPDATE – Russell McMurry, GDOT
4. APPROVAL OF CHANGES TO THE GHMPO BIKE PED PLAN – John McHenry, GHMPO
5. REVIEW OF DRAFT PARTICIPATION PLAN – Srikanth Yamala, GHMPO
6. REVIEW OF DRAFT PROJECT LIST FOR 2030 LONG RANGE TRANSPORTATION PLAN UPDATE – John McHenry, GHMPO
7. FISCAL CONSTRAINT AND ALTERNATIVE TRANSPORTATION FUNDING – Russell McMurry, GDOT
8. APPROVAL OF RFP FOR TRANSIT DEVELOPMENT PLAN – Janice Crow, Hall Area Transit
9. REVIEW OF DRAFT FY 08 UNIFIED PLANNING WORK PROGRAM – Srikanth Yamala, GHMPO
10. JURISDICTION AND AGENCY REPORTS
11. UPCOMING MEETING DATE – May 8th, 2007
12. OTHER
13. ADJOURN



# *Gainesville - Hall Metropolitan Planning Organization*

**GHMPO**

Flowery Branch - Gainesville - Hall County - Oakwood

**POLICY COMMITTEE  
DEVELOPMENT SERVICE CENTER  
NOVEMBER 14, 2006  
MEETING MINUTES**

Voting Members Present: Lamar Scroggs, Sam Chapman, Bob Hamrick, Bill Andrew, Ulysses Mitchell

Voting Members Absent:

Others Present: Robert Mahoney, GDOT; Tim Evans, GHCC; Phil Peevy, GDOT; Jeff Carrol, Wilbur Smith; Stan Brown, Oakwood; Mike Bradley, GDOT; Jason Crane, GDOT; Sonja Martin, DRC; Phillippa Lewis Moss, Hall Area Transit; Kip Padgett, Gainesville; Randy Knighton, Hall County; John McHenry, GHMPO; Srikanth Yamala, GHMPO; Connie Daniels; Hall County

## **1. WELCOME**

Mr. Scroggs opened the meeting by welcoming everyone and introductions were made.

## **2. APPROVAL OF August 8, 2006 MEETING MINUTES**

***MOTION:*** Mr. Chapman made a motion to approve the Minutes of the August 8, 2006 meeting. The motion was received and seconded by Mr. Hamrick and passed by a unanimous vote.

## **3. EXIT 16 INTERCHANGE PROJECT**

Mr. Mahoney, District Preconstruction Engineer for GDOT, presented an over view of this project stating it is approximately 14% complete at a cost of \$74.9 million and will hopefully be completed by July 31, 2009.

## **4. APPROVAL OF PROJECT EVALUATION CRITERIA**

Mr. Carrol of Wilbur Smith Associates explained the steps involved in the draft Project Evaluation Criteria document that provides the MPO a criteria with which to evaluate projects.

Mr. Chapman suggested that the draft be amended so that high profile projects not yet on a list could be fast tracked and not get bogged down in the approval process. Mr. McHenry noted this would be added under Project Selections criteria.

**MOTION:** *Mr. Chapman made a motion to accept the Project Evaluation Criteria Draft as amended. The motion was received and seconded by Mr. Hamrick and passed by a unanimous vote.*

**5. APPROVAL OF ADMINISTRATIVE CHANGES AND MINOR AMENDMENT TO THE 2006-2011 TRANSPORTATION IMPROVEMENT PROGRAM**

Mr. Yamala went over the administrative changes and minor amendment to the current 2006 – 2011 Transportation Improvement Program.

**MOTION:** *Mr. Chapman made a motion to accept the administrative changes and amendment to the 2006 – 2011 Transportation Improvement Program. The motion was received and seconded by Mr. Mitchell and passed by a unanimous vote.*

**6. GREATER HALL CHAMBER OF COMMERCE PRIORITY PROJECTS**

Mr. Evans presented a list compiled by the Greater Hall Chamber of Commerce (GHCC) Board of Directors adopted as their Priority Transportation Projects. He mentioned they had met with chamber members and business leaders to compile their listing.

**7. CONGESTION MITIGATION AIR QUALITY PROGRAM**

Mr. Peevy relayed that there is approximately \$1 million available for CMAQ projects in Hall County for each fiscal years 2007 through 2009 and explained the process and criteria necessary to obtain these funds.

**8. 2030 LONG RANGE TRANSPORTATION PLAN UPDATE**

- **SCHEDULE**
- **DEVELOPMENT OF DRAFT PROJECT LIST**
- **STATUS OF TRAVEL DEMAND MODELING**

Mr. McHenry presented a schedule of the 2030 Long Range Transportation Plan update process and discussed the development of draft project list. Mr. Carrol and Mr. Yamala provided an overview of the analysis of various Travel Demand Model runs.

**9. APPROVAL OF INVITATION TO STATE LEGISLATORS – John McHenry, GHMPO**

Mr. McHenry recommended that State Legislators be invited to the GHMPO meetings in a non-voting capacity to promote awareness of the regional transportation planning occurring in their communities. After discussion among the Committee it was agreed upon to invite the State Legislators *or their representatives* to the meetings. Mr. Chapman was asked to set up an informal meeting for the State Legislators and GHMPO members to meet.

**MOTION:** *Mr. Hamrick made a motion to approve the invitation of State Legislators or their representatives to GHMPO meetings. The motion was received and seconded by Mr. Chapman and passed by a unanimous vote.*

**10. TERM APPOINTMENT OF CITIZEN ADVISORY COMMITTEE MEMBERS**

Mr. McHenry will coordinate with the cities/jurisdictions on the appointment of the CAC members for their next term.

**11. JURISDICTION AND AGENCY REPORTS**

Mr. Yamala discussed the status of transportation projects being completed by the jurisdictions as presented at the Technical Coordinating Committee meeting.

**12. UPCOMING MEETING DATE**

The next Policy Committee meeting will be March 12, 2007 at the Georgia Mountains Center.

**13. OTHER**

Reminder that there will be a public meeting on December 7, 2006 from 5:30 to 7:00 pm at the Georgia Mountains Center to get input on projects to be included in the 2030 LRTP.

**14. ADJOURN**

There being no further business the meeting was adjourned by the chairman at 11:50 a.m.

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Lamar Scroggs, Chairman

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Connie Daniels, Secretary

## Gainesville-Hall Metropolitan Planning Organization

### MEMORANDUM

**To: Policy Committee Members**

**From: Srikanth Yamala, Gainesville-Hall MPO**

**Date: March 5, 2007**

**Re: Draft Participation Plan**

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In October of 2004, we adopted our first Public Involvement Plan which documents a series of strategies and techniques to be considered for involving the public and underrepresented communities in various ongoing GHMPO activities.

The SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users) is the most recent law establishing Federal transportation policy and funding authorizations. Under this law the GHMPO is required to develop a Participation Plan that expands the Public Involvement Plan to include consulting with representatives of various intermodal transportation agencies, and other interested parties on various ongoing transportation planning activities.

There will be specific emphasis on meeting with local, regional, and State agencies responsible for land use management, natural resources, and environmental protection concerning transportation related planning activities. We have already been consulting with the Greater Hall Chamber of Commerce, undertaking outreach meetings, and coordinating with the local Planning and Public Works departments. This document will reflect these ongoing activities.

We emphasize that this is not static document, but one that will be revised as we learn what techniques and methods are successful. After initial review by the Policy Committee, there will be a 45-day public comment period before official adoption of the Participation Plan slated for the May 8<sup>th</sup> Policy Committee meeting.

Thank you for your assistance, please contact me if you have any questions or comments.

DRAFT

# *Participation Plan*

*Proposed Adoption May 2007*

Prepared by the  
Gainesville-Hall Metropolitan Planning Organization

In cooperation with the  
Georgia Department of Transportation  
Federal Highway Administration  
Federal Transit Administration



**GHMPO**

*Gainesville - Hall  
Metropolitan Planning Organization*

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Flowery Branch - Gainesville - Hall County - Oakwood

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## **BACKGROUND AND INTRODUCTION**

With the completion of the 2000 Census, the Gainesville-Hall area was officially designated as an urbanized area. Essentially, this means that the City of Gainesville and the surrounding area attained a population in excess of 50,000 people within a concentrated geographical area, having a population density exceeding 1,000 people per square mile. In February of 2003, the Hall County Planning Department was designated, as the by the Governor of Georgia, as host agency for the Gainesville-Hall Metropolitan Planning Organization (GHMPO).

Under the requirements of SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users), the most recent law establishing Federal transportation policy and funding authorizations, the GHMPO serves as the regional forum for conducting a cooperative and comprehensive transportation planning. SAFETEA-LU has also increased the responsibility of the MPO and the participating local governments in this arena, and expanded the range of transportation projects available for federal funding. More than ever before, citizens have a greater opportunity to decide what transportation options they desire most in the future.

In October of 2004, we adopted our first Public Involvement Plan which documents a series of strategies and techniques to be considered for involving the public and underrepresented communities in various ongoing GHMPO activities.

## **PURPOSE OF THE PARTICIPATION PLAN**

Under SAFETEA-LU the GHMPO is required to develop a Participation Plan that expands the Public Involvement Plan to include consulting with representatives of various intermodal transportation agencies, and other interested parties on various ongoing transportation planning activities.

There will be specific emphasis on meeting with local, regional, and State agencies responsible for land use management, natural resources, and environmental protection concerning transportation related planning activities. GHMPO has already been consulting with the Greater Hall Chamber of Commerce, undertaking outreach meetings, and coordinating with the local Planning and Public Works departments. This document will outline these ongoing activities.

Participation and consultation will play a critical role in both developing the process and building consensus between the public, interest groups, and transportation decision makers on issues, as well as strategies and actions to address the issues. Participation from local groups and individuals impacted by the process results in a greater likelihood that the end products will meet the needs of the local community and be more widely supported.



## PARTICIPATION PLAN OBJECTIVES

Meaningful public and stakeholder involvement is critical to the long-term success of the GHMPO. The objective of this Participation Plan is three-fold:

- Ensure that transportation planning requirements and public participation goals, as identified in federal regulations and state and regional plans and policies, are met.
- Establish guidelines for public participation that bridge statewide and metropolitan planning processes for current studies and future projects.
- Detail how public comment will be obtained, distributed, considered, documented, acted upon and evaluated.

Special attention will be given to encouraging participation from a wide array of stakeholders, including representation from low-income and minority communities.

This plan outlines a specific approach to public participation for the GHMPO that takes into consideration local needs and conditions. The plan takes advantage of existing community resources to achieve the following public participation guiding principles:

- **Involve** the stakeholders with early opportunities for participating in the decision-making process, particularly minority and low-income persons.
- **Listen** to the concerns and issues of the stakeholders living in the community;
- **Inform** the stakeholders in a timely manner of progress and recommendations;
- **Learn** from the stakeholders ideas for solutions to transportation problems;
- **Consult** with stakeholders and provide reasonable opportunity to comment; and
- **Develop** an effective outreach process that includes an integrated feedback process for evaluation and improvement.

The Participation Plan is intended to include all area citizens and affected public agencies in a transportation planning effort that is structured, inclusive, and proactive. The plan consolidates the concerns of a wide variety of involved parties into workable transportation plans and programs. It is designed to encourage and provide the greatest level of education of transportation issues, along with opportunities to contribute ideas and voice opinions early and often. The plan provides opportunities for the public and interested agencies to participate in transportation planning efforts such as the Long Range Transportation Plan, the Transportation Improvement Program, and other relevant transportation planning activities.

The Participation Plan recognizes that many different groups of people have interests in transportation issues and it attempts to reach as many of these groups as possible through a variety of activities. Stakeholders may include representatives of special interest groups, public and private transportation providers, the business community, and individual citizens.

The Participation Plan is not intended to be a static document. It is designed to be flexible and be modified as we learn through experience, which outreach and involvement activities work best. The GHMPO is committed to using the methods that work effectively and review the plan structure as needed.

## **GHMPO's TRANSPORTATION PLANS AND PARTICIPATING ACTIVITIES**

GHMPO is responsible for the creation of the following four fundamental planning documents:

### **Long Range Transportation Plan (LRTP):**

The LRTP is the foundation of the region's community's transportation planning program, providing a 20 year look at the improvements needed to assure the mobility of people and goods in Hall County. The LRTP must be amended at least every four (4) years, due to the County's inclusion in an Air Quality Non-Attainment area.

Participation activities include consultation with appropriate public agencies, visioning exercises, dialogues on needs assessment, small group discussions to get input on draft elements of the plan, open houses on draft plans, public opinion surveys and public hearings. Public and interested agencies can access the LRTP on the GHMPO website and/or request an electronic or a hardcopy.

### **Transportation Improvement Program (TIP):**

The TIP is the implementation plan for the LRTP. The TIP reflects the schedule of the engineering, right-of-way acquisition and construction activities for transportation improvements for the next 4 years, along with a second tier of projects for an additional 2 years.

Participation activities include public and private entities as well as the public giving input on prioritizing a project list, public opinion surveys on the impact of the TIP, and attending open houses or reviewing documentation for the draft TIP. Public and interested agencies can access the TIP on the GHMPO website and/or request an electronic or a hardcopy.

### **Unified Planning Work Program (UPWP):**

The GHMPO is responsible for the development, in cooperation with the state and operators of publicly-owned transit of a Unified Planning Work Program, an instrument for coordinating transportation planning in the region.

The UPWP is developed annually and is available for public review on the GHMPO website or in hard copy upon request.

### **Participation Plan:**

The Participation Plan provides GHMPO with a formal consultation process, participation policy and procedures. It also provides interested parties with an understanding of what to expect in the transportation planning process and how to get involved. It includes certain specific requirements, as well as a series of strategies for matching appropriate publicity and involvement techniques into various ongoing GHMPO activities.

Participation activities include review of the draft plan electronically or in hard copy upon request.

## **PUBLIC PARTICIPATION GUIDELINES**

An essential component of the Participation Plan is the two-way exchange of information. The GHMPO staff assumes the role of compiling this information. Staff also is responsible for synthesizing all information received. While many of these activities operate independently of each other, staff act as a conduit for information and recommendations, ensuring that citizens at all levels are aware of all public participation activities. The public participation plan will also be coordinated with the statewide public involvement process, when applicable. The following discussion details how GHMPO works with audiences broadly and specifically in its participation process.

### **Citizens Advisory Committee**

The Citizens Advisory Committee (CAC) consists of individuals that provide a broad representation of the community. The function of this committee is to inform and advise the community of the process, recommendations and results of the GHMPO activities and to offer any suggestions, which would benefit the area. The CAC also advises the GHMPO Policy Committee on matters of public opinion from individual citizens and citizen groups regarding transportation plans and programs. The CAC will be utilized to the fullest extent possible in the outreach activities of informing their counterparts of any transportation plans, programs, and projects.

The CAC consists of 17 appointees from the member jurisdictions as follows: Hall County (8), City of Gainesville (5), City of Flowery Branch (2), and City of Oakwood (2).

### **Access to Participation**

The ability to communicate and access GHMPO planning efforts are primary considerations in developing outreach activities. The goal is for those interested to be able to easily, efficiently and effectively participate. To provide this GHMPO ensures that communications channels are open and that its information is available in multiple formats and is understandable by the general public.

Planning information is provided in written and electronic formats. As technological resources progress, increasing amounts of planning materials are provided electronically, cutting down on the costs of printing, but where this is not appropriate for a user, hardcopies will be made available. Outreach activities for planning studies as well as the Long Range Transportation Plan and Transportation Improvement Program include meeting with the public to provide direct access to planning information and opportunities to talk with planning staff and/or decision-makers. Effort will always be made that the meeting locations are accessible by wheelchair and other ambulatory devices.

### **Website**

For the practice of public outreach, GHMPO maintains a comprehensive website ([www.ghmpo.org](http://www.ghmpo.org)) to efficiently communicate with the public on its planning activities and policies.

The following illustrates what GHMPO makes available to the public on its website:

- Public meeting announcements
- Committee structure
- Committee meeting schedules and agenda materials
- News articles relating to transportation planning activities
- Planning documentation, presentations and reports
- Archives for planning documents and meeting minutes
- Project specific sites for studies and other planning activities
- Surveys and questionnaires
- Links to other pertinent websites
- Contact boxes to communicate with GHMPO or seek information

If an individual does not want to download a document or print it, GHMPO provides compact discs that make thousands of pages of documentation or resource material available. Most important of all the informational resources is the GHMPO staff itself who are available to provide information about various transportation planning activities. The inquirer can access the staff through email, mail, telephone, and fax or at meetings to be provided direct service.

### **Non-English Speaking Communities**

For major GHMPO planning efforts such as the Long Range Transportation Plan, the Transportation Improvement Program staff will coordinate with local media resources to gain access to these communities and garner their input to these plans. As appropriate outreach meetings will be conducted to reach these communities. Translators will be made available to serve the non-english speaking communities at public information meetings.

GHMPO will utilize the following media resources and techniques to reach the non-english speaking communities:

- Mexico Lindo, local Spanish newspaper
- La Guia, local Spanish magazine
- La Favorita, local Spanish radio station
- La Que Buena, Latino radio station
- Outreach meetings with the Spanish speaking community

### **Consultation Process**

As an ongoing activity the GHMPO will meet with local, regional, State, and Federal agencies responsible for land use management, natural resources, and environmental protection concerning transportation planning activities. The consultation process will provide agencies a reasonable opportunity to comment on various transportation planning activities. Undertaking outreach meetings with the freight community, consulting with the local Chamber of Commerce, and coordinating with the local Planning and Public Works departments are some techniques for an effective consultation process.

GHMPO will consult with the following agencies and provide them opportunity to comment on various transportation planning activities:

- Hall County Planning Department
- Hall County Public Works
- Hall County Sheriff's Department
- Hall County School Board
- Hall County Black Historical Society
- Hall Area Transit
- City of Gainesville Planning Department
- City of Gainesville Public Works
- City of Gainesville Police Department
- Gainesville City Schools
- City of Flowery Branch Planning Department
- City of Flowery Branch Police Department
- City of Oakwood Planning Department
- City of Oakwood Police Department
- Greater Hall Chamber of Commerce
- Main Street Gainesville
- Northeast Georgia Medical Center
- Georgia Department of Transportation
  - Office of Planning
  - District 1 Office
  - Intermodal Office
- Georgia Mountains Regional Development Center
- Georgia Department of Community Affairs
- Georgia Department of Economic Development
- Georgia Department of Natural Resources
  - Historic Preservation Division
  - Environmental Protection Division
  - Wildlife Resource Division
  - State Parks & Historic Sites
- Federal Highway Administration
- Federal Transit Administration
- Atlanta Regional Commission

### **Visualization Resources**

To strengthen participation in the planning process and specifically to aid the public in understanding proposed plans, GHMPO utilizes a variety of visualization techniques. GHMPO extensively uses maps with aerial photography and display boards to communicate visually its planning when in scenario development or demonstrating networks and regional linkages. A visualization technique can be simply a marker and a piece of paper for small group discussions examining specific issues.

GHMPO will utilize these visualization techniques at public meetings, outreach meetings, and committee meetings.

### **How Information Resources are Used**

The ultimate purpose for the use of all of these resources is to open up the planning process and results to any person interested to know. The resources are used to communicate planning concepts, alternatives, impacts, decisions, and results. The goal is to make sure these resources are understandable and provided in “people talk” so they will be of value to the user. Specifically, they are used throughout the planning process to communicate and illustrate and after the completion of the process to educate and explain. In all cases, these resources are in formats for and obtainable by any interested user.

### **Public Notice/Review Period Guidelines**

Public notices are placed in local newspapers, prior to all public review periods for the Long Range Transportation Plan and the Transportation Improvement Program. Public review periods for draft plans and programs run at least 30 days. If the Policy Committee determines that the final plan or program differs significantly from the one which was made available for public comment, and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional 15 days for public comment on the revised plan or program shall be made available.

If the Policy Committee determines it necessary to amend the final plan or program, the Policy Committee may approve the proposed amendment(s) subject to a an additional public review and comment period. For a major amendment, those changes that are controversial and/or regionally significant in nature and would affect the conformity determination of a Long Range Transportation Plan or a Transportation Improvement Program, there would be a 30 day public review and comment period. For a minor amendment, projects that would not affect the conformity determination or the financial constraint of a plan, an advertised 15 day public review and comment period will be held. If no significant comments are received, the amendment(s) will stand as approved with no further action required by the Policy Committee. Results of the public review and comment period will be provided to the Policy Committee, for their information, at the next regularly scheduled meeting. If comments are received which the MPO staff considers as potentially significant, the comments will be presented to the Policy Committee for consideration and appropriate action.

### **Process Conclusion**

When significant written and oral comments are received on the draft transportation plan or program, as a result of the public involvement process, a summary, analysis or report on the content of comments and the MPO responses, is prepared and made part of the final document, which is available at central locations. This summary report is then distributed throughout the established network of committees and the individual commenters.

Plan and/or program amendments and the resulting public comments, will be made part of the Policy Committee minutes and will be kept on file in the MPO office. Amendments and comments also will be incorporated into copies of the affected plans and programs, made available at central locations.

### **Process Review**

Currently, transportation planning documents and items to be considered for adoption by the Policy Committee, are first reviewed by the Technical Coordinating Committee (TCC) and then by the Citizens Advisory Committee (CAC). The full Policy Committee (PC) is the policy making body of the Metropolitan Planning Organization and the Chairman of the CAC is also a member of the PC. A citizen is encouraged to attend and participate in the TCC, CAC or PC meetings.

The GHMPO Committees each meet four times a year, as long as there are sufficient items to discuss and act on by the members. The meeting time, location and the agenda materials are all posted on the GHMPO website.

## **EVALUATION OF PUBLIC PARTICIPATION EFFORTS**

Periodic review of the participation activities to evaluate program effectiveness is beneficial for maintaining a good participation program. Overall evaluation of participation efforts on a regular basis helps answer whether the program is meeting the key Participation Plan objectives. Specific evaluation measures can be used to quantify the level of participation. This can help to determine under what circumstances participation tools are effective or not. Through the evaluation process, the participation strategies can be refined and improved.

The evaluation of the GHMPO participation process will focus on an assessment of each program's overall success and effectiveness in achieving its participation goals. Strong participation numbers and inclusion of a broad range of interests is of particular concern to the GHMPO staff. As additional participation techniques are developed, each new strategy will be evaluated for effectiveness. Table 1 outlines the evaluation criteria, both qualitative and quantitative, of GHMPO's past and current participation techniques.

**Table 1 - Evaluation Criteria**

<b>Participation Tool</b>	<b>Evaluation Criteria</b>	
	<b>Quantitative</b>	<b>Qualitative</b>
<b>Outreach Meetings</b>	Attendance	Was Input Used in Planning Process?
	Diversity of Representation	Meeting Convenience: Time, Place, and Accessibility
	Quantity of Feedback Received	Effectiveness of Meeting Format
<b>Media Relations</b>	Extent and Quantity of Media Coverage	Timing of Notification
	Number of Avenues Used to Reach Non-English Speaking Communities	Effectiveness of Notification and Communication Tools
		How Often Contact is Made

<b>Mailing List</b>	Number of Additions to a Mailing List	Concise and Clear Information Portrayed
	Diversity of Representation	Effectiveness of Notification Format
<b>Public Information Meetings</b>	Number of Meetings/Opportunities for Public Involvement	Effectiveness of Meeting Format
	Number of Comments Received	Public Understanding of Process
	Number of Participants	Quality of Feedback Obtained
	Number of Avenues Used to Reach Minorities and Non-English Speaking Communities	Timing of Public Participation
	Diversity of Attendees	Meeting Convenience: Time, Place, and Accessibility
<b>Consultation Process</b>	Number of Agencies Invited	Was Public's Input Used in Developing the Plan?
	Number of Agencies Attended	Effectiveness of Communication Format
	Number of Specific Small Group Meetings	Coordination Between the Agencies
	Number of One-on-One Meetings	Agencies Understanding of Process

### Participation Plan Evaluation

The Participation Plan shall be formally reviewed every five years and updated as necessary by the GHMPO to assure that is promoting an effective process, which provides full and open access to public and interested public agencies. After changes have been implemented the revised plan will go through the GHMPO Committees – Technical Coordinating, Citizen Advisory and Policy – followed by a 45 day comment period before official adoption. The Participation Plan’s 45 day comment period will be advertised in a local newspaper – the Gainesville Times. During this period the draft plan will be made available on the GHMPO website and upon request a hard-copy will be available for the public. All comments received will be reviewed, considered, and incorporated, as appropriate into the plan. A report documenting the participation and review process, including comments received, will be made part of the final document, which will be available on the GHMPO website.

As stated earlier in the document, this plan is intended to be a living document, which can incorporate revisions and edits from the public and/or interested public agencies. It is also designed to be flexible and offer a number of varied techniques for effective participation.



## APPENDIX A: GHMPO ORGANIZATIONAL STRUCTURE

The GHMPO is administered through three committees, which hold regular quarterly meetings.

**The Policy Committee** is the decision making body for the organization. It is made up of the following officials or their designees:

- Mayor, City of Flowery Branch
- Mayor, City of Gainesville
- Chairman, Hall County Commission
- Mayor, City of Oakwood
- Commissioner, Georgia Department of Transportation

**The Technical Coordinating Committee** provides recommendations from a technical perspective on the plans and programs adopted by the GHMPO. The voting membership is made up of administrators, engineers and planners from the member jurisdictions, Hall Area Transit and GDOT. The non-voting membership includes representatives of various State and Federal transportation agencies, local law enforcement, chamber of commerce, school boards and major local institutions.

**The Citizens Advisory Committee** provides recommendations from the public's perspective, and consists of 17 appointees from the member jurisdictions as follows: Hall County (8), Gainesville (5), Flowery Branch (2), and Oakwood (2).

**The GHMPO staff**, which is housed in the Hall County Planning Department, administers the planning program and provides technical guidance and administrative support to the committees.

## APPENDIX B: REGULATORY REQUIREMENTS GOVERNING THE PUBLIC PARTICIPATION PROCESS

### **23 CFR Part 450.316: Interested parties, participation, and consultation; 49 CFR Part 613.300**

This participation plan is guided by the June 9, 2006 proposed rulemaking for public participation procedures for metropolitan planning organizations incorporating the changes to the Code of Federal Regulations due to the passage of the legislation, *Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU)*. It is anticipated that the final rule will not be in place until 2007, therefore, ARC has made a good faith effort to put into place a participation plan based on the proposed rules. If the governing rules change, the participation plan will be amended to follow the final rule, if necessary.

The proposed rule below is taken from the U.S. Dot, Federal Highway Administration 23 CFR Part 450.316: Interested parties, participation, and consultation as well as the Federal Transit Administration 49 CFR Part 613.300:

- (a) The MPO shall develop and use a documented Participation Plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, agencies or entities responsible for safety/security operations, providers of non-emergency transportation services receiving financial assistance from a source other than title 49, U.S.C, Chapter 53, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.
  - (1) The Participation Plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
    - (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
    - (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
    - (iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;

- (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
  - (v) Holding any public meetings at convenient and accessible locations and times;
  - (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
  - (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
  - (viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was initially made available for public comment;
  - (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
  - (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the Participation Plan to ensure a full and open participation process.
- (2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.
- (3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised Participation Plan is adopted by the MPO. Copies of the approved Participation Plan shall be provided to FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.
- b) In developing metropolitan transportation plans and TIPs, the MPO shall consult, as appropriate, with agencies and officials responsible for other planning activities within the MPA that are affected by transportation. To coordinate the planning functions to the maximum extent practicable, such consultation shall compare metropolitan transportation plans and TIPs, as they are developed, with the plans, maps, inventories, and planning documents developed by other agencies. This consultation shall include, as appropriate, contacts with STATE, local, Indian Tribal, and private agencies responsible for

planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation, and historic preservation. In addition, transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

- (1) Recipients of assistance under title 49, U.S.C., Chapter 53;
  - (2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
  - (3) Recipients of assistance under 23 U.S.C. 204.
- c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
  - d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
  - e) The MPOs are encouraged to develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (\*c), and (d) of this section, which may be included in the agreement(s) developed under Part 450.314.

## **Title VI of the Civil Rights Act of 1964 – Nondiscrimination in Federally Assisted Programs**

Sec. 601. No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

## **The Americans with Disabilities Act of 1990**

Sec. 201. Definition.

As used in this title:

- (1) Public entity. – The term “public entity” means –
  - (A) any State or local government
  - (B) any department, agency, special purpose district, or other instrumentality of a State of States or local government; and
  - (C) the National Railroad Passenger Corporation, and any commuter authority (as defined in section 103(8) of the Rail Passenger Service Act).
- (2) Qualified individual with a disability. The term “qualified individual with a disability” means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and

services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

#### Sec. 202 Discrimination.

Subject to the provisions of this title, no qualified individual with a disability shall, be reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

### **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority and Low-Income Populations**

This order was signed by President Clinton in 1994 reinforced the requirements of Title VI of the Civil Rights Act of 1964 that focused federal attention on the environmental and human health condition in minority and low-income communities:

Each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.

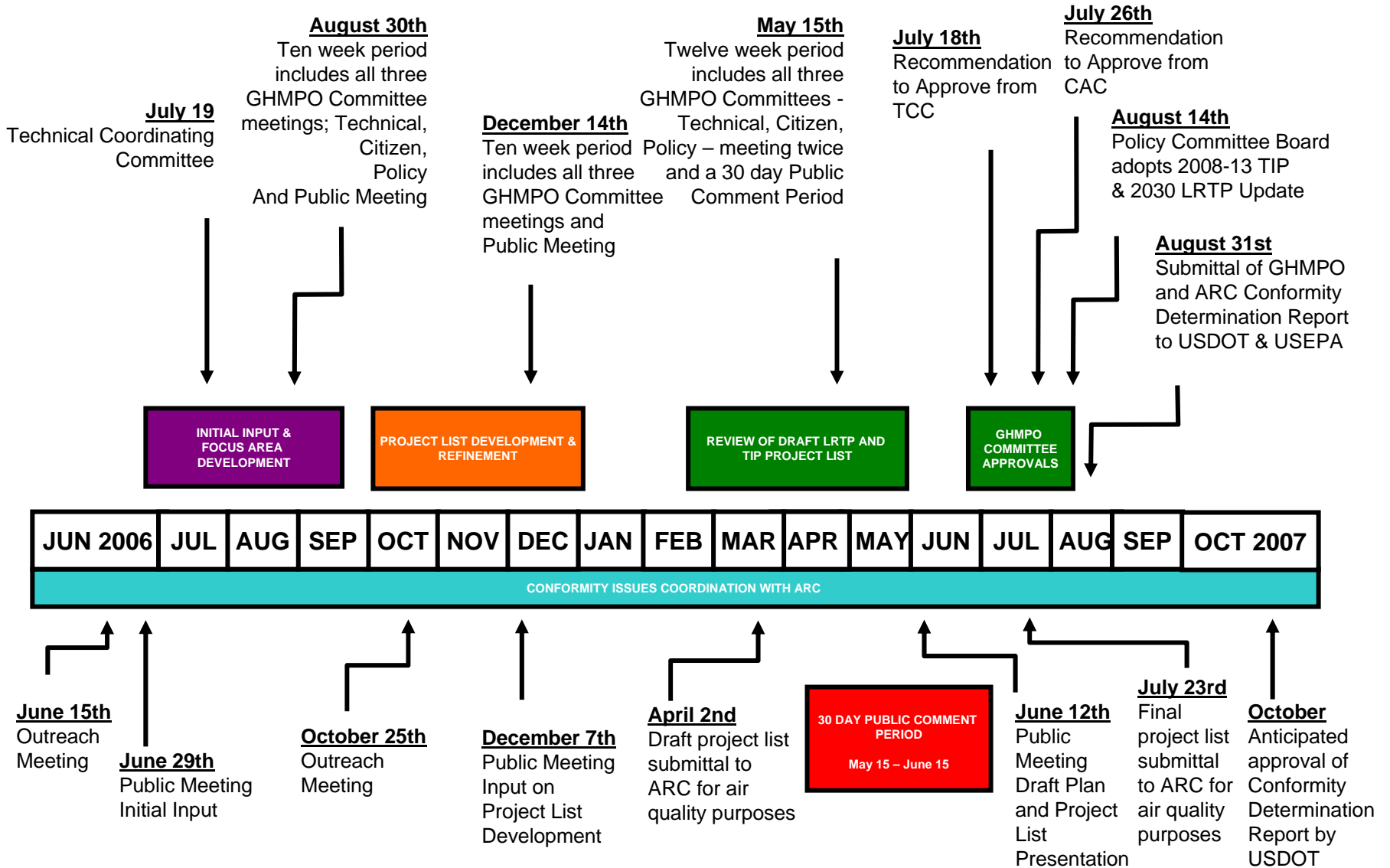
#### **A.5 State of Georgia's Open Meetings Law (Georgia Code 50-14-1)**

Georgia's Open Meetings Law requires that state and local governmental bodies conduct their business so citizens can review and monitor their elected officials and others working on their behalf. The Law requires that government meetings be open to the public. The Law also requires governmental bodies to provide reasonable notice of all meetings. (*Georgia's Sunshine Laws: A Citizen's Guide to Open Government, Office of the Georgia Attorney General, 2001*)

#### **A.6 Georgia Open Records Process (Georgia Code 50-18-70)**

Open records requests may be made to any custodian of the desired records. A written request is not required, but is advisable to eliminate any dispute as to what was requested or when the request was made. The records custodian is allowed a "reasonable amount of time" to determine whether the records requested are subject to access under the Law. However, the custodian must respond to all requests within three business days. If the records exist and are subject to inspection but are not available within three business days, a written description of such records and a timetable for their inspection and copying must be provided within that time period. K Records maintained by computer shall be made available where practicable by electronic means, including Internet access, subject to reasonable security restrictions preventing access to nonrequested or nonavailable records. If access to a record is denied in whole or in part, the records custodian must provide in writing the specific legal authority exempting such record from disclosure. (*Georgia's Sunshine Laws: A Citizen's Guide to Open Government, Office of the Georgia Attorney General, 2001*)

# GHMPO 2030 LONG RANGE TRANSPORTATION PLAN UPDATE 2008-2013 TRANSPORTATION IMPROVEMENT PROGRAM ADOPTION SCHEDULE





*Gainesville – Hall MPO*  
*DRAFT 2030 Long Range Transportation Plan*  
*2007 Adoption*

## FINANCIAL PLAN

Federal law requires transportation plans to be fiscally constrained. In other words, the total cost of all the projects have to be balanced against the total amount of revenue available to fund projects through 2030. In this section of the plan, there is an examination of general estimated revenues for the 20 plus year program. Anticipated revenues are based on the best available information, and will need to be updated as project information is refined and revenue sources are re-authorized or modified. Determining the amount of revenue is critical for the limitation that it puts on the number and magnitude of projects considered in this plan.

### Revenue Estimates

Hall County and its jurisdictions are eligible for many types of federal and state funding for transportation improvements. Local sources of funding are often necessary to match state or federal funds, and identifying state and local sources to match potential federal revenues is a challenge. Following are a list of the available funding sources for this plan.

**Table 1 -  
Projected State and Federal Road Funding to Hall County**

Year	Estimated Programmed Funds	Estimated Maintenance Costs	Estimated Project Costs
2008	\$20,547,000	\$3,059,000	\$17,488,000
2009	\$53,067,000	\$3,119,000	\$49,948,000
2010	\$69,024,210	\$3,181,000	\$65,843,210
2011	\$7,343,000	\$3,243,000	\$4,100,000
2012	\$91,742,000	\$3,307,000	\$88,435,000
2013	\$45,813,000	\$3,373,000	\$42,440,000
2014	\$46,715,000	\$3,439,000	\$43,276,000
2015	\$47,636,000	\$3,507,000	\$44,129,000
2016	\$48,574,000	\$3,576,000	\$44,998,000
2017	\$49,530,000	\$3,646,000	\$45,884,000
2018	\$50,506,322	\$3,718,000	\$46,788,322
2019	\$51,501,000	\$3,791,000	\$47,710,000
2020	\$52,516,000	\$3,866,000	\$48,650,000
2021	\$53,550,000	\$3,942,000	\$49,608,000
2022	\$54,606,000	\$4,020,000	\$50,586,000
2023	\$55,681,000	\$4,099,000	\$51,582,000
2024	\$56,778,000	\$4,180,000	\$52,598,000
2025	\$57,897,000	\$4,262,000	\$53,635,000
2026	\$59,037,000	\$4,346,000	\$54,691,000
2027	\$60,201,000	\$4,432,000	\$55,769,000
2028	\$61,386,000	\$4,519,000	\$56,867,000
2029	\$62,595,000	\$4,608,000	\$57,987,000
2030	\$63,829,000	\$4,699,000	\$59,130,000
<b>TOTALS</b>	<b>\$1,220,074,532</b>	<b>\$87,932,000</b>	<b>\$1,132,142,532</b>

Source: Georgia Department of Transportation



**Gainesville – Hall MPO**  
**DRAFT 2030 Long Range Transportation Plan**  
**2007 Adoption**

**State and Federal Road Funding**

The estimated amount of revenue for state and federal road funding shown in Table 1 was developed by the Georgia Department of Transportation based on regression analysis of the historical funding to Hall County. The projections in Table 1 account for both capital and maintenance dollars, and provide an estimated amount for total new projects through 2030, based on past funding levels in Hall County. This analysis examined programmed projects through 2013, at which point a compounded factor of approximately 2% was used to estimate funding per year through 2030.

**State and Federal Transit Dollars**

Funding for local transit is projected using the dollar amounts reflected the current dollar amounts slated through 2011 and then projecting operating assistance and capital dollars out to the year 2030, with a 2.5% annual increase based on projected population increases. The overall dollars are reflected in Table 2 below.

**Table 2**  
**Projected Transit Funding**

Year	Projected Transit Funding
2008	\$2,156,748
2009	\$2,141,730
2010	\$2,137,759
2011	\$2,395,034
2012	\$2,454,910
2013	\$2,516,283
2014	\$2,579,190
2015	\$2,643,669
2016	\$2,709,761
2017	\$2,777,505
2018	\$2,846,943
2019	\$2,918,116
2020	\$2,991,069
2021	\$3,065,846
2022	\$3,142,492
2023	\$3,221,054
2024	\$3,301,581
2025	\$3,384,120
2026	\$3,468,723
2027	\$3,555,441
2028	\$3,644,327
2029	\$3,735,436
2030	\$3,828,822
<b>TOTAL</b>	<b>\$67,616,560</b>

Source: Gainesville-Hall MPO and Hall Area Transit





**Gainesville – Hall MPO**  
**DRAFT 2030 Long Range Transportation Plan**  
**2007 Adoption**

### Local Road Dollars

Local Road funding is primarily provided through Special Local Option Sales Taxes (SPLOST). Hall County has a strong track record of supporting such taxes, the latest program being approved with an affirmative vote of greater than 70%. The most recently adopted Hall County SPLOST V has budgeted \$16.2 million for transportation plan projects. It is anticipated that four additional SPLOST taxes will be implemented during the plan period. In addition, road maintenance dollars of \$7,250,000 were budgeted in SPLOST V. The projections assume a similar level of transportation funding in each SPLOST, with a 10% increase in each successive SPLOST based on increases in sales tax due to population growth in the period. This equates to a very conservative 2% revenue growth rate, significantly less than population growth projected in the rest of the Plan. The local revenues are summarized in Table 3 below.

**Table D-3**  
**Projected Local Revenues through 2030**

Timeframe	Projects	Maintenance	Total
2008-2030	\$99,000,000	\$44,250,000	\$143,250,000

Source: Gainesville-Hall MPO

### Total Estimated Revenues

Total estimated revenues available from all sources for the program of roadway projects in 2007 dollars is \$1,231,142,000, as reflected in Table 4 below. The share of total estimated state and federal funding available to the year 2030 for the GHMPO area is \$1,132,142,000. The projection for local dollars, primarily through Special Purpose Local Option Sales Taxes (SPLOST) is \$99.0 million. Most of these funds will be required as local match on projects that can not be fully funded by outside sources.

**Table D-4**  
**Revenue Summary**

Source	Projects	Maintenance	Transit	Total
Federal/State	\$1,132,142,000	\$87,932,000	\$50,712,000	\$1,270,786,000
Local	\$99,000,000	\$44,250,000	\$16,904,000	\$160,154,000
<b>Total</b>	<b>\$1,231,142,000</b>	<b>\$132,182,000</b>	<b>\$67,616,000</b>	<b>\$1,430,940,000</b>

Source: Gainesville-Hall MPO and Georgia DOT

### Financing the GHMPO 2030 Plan



**Gainesville – Hall MPO**  
**DRAFT 2030 Long Range Transportation Plan**  
**2007 Adoption**

Facing continued and likely increasing growth in the foreseeable future, Hall County and its Cities will have great challenges in providing for the community's transportation needs. Forecasting future transportation revenue is not an exact science and political, social and economic factors currently unknown can greatly impact the level of transportation revenue in the upcoming years. Still with an analysis of historical patterns and making assumptions on future trends, it is possible to develop a forecast that is a useful tool to guide this regional transportation plan.



HALL COUNTY BOARD OF COMMISSIONERS  
PURCHASING DEPARTMENT

**NOTICE – REQUEST FOR QUALIFICATIONS/PROPOSAL**

**DATE ISSUED: MARCH 20, 2007**

**RFQ/P 26-014**

Sealed submittals from firms will be received by the Purchasing Department of the Hall County Commissioners at 116 Spring Street, Suite 12, Gainesville, GA 30501 until 3:00 pm, legally prevailing time on April 10, 2007 for:

**Request for Qualifications for Gainesville-Hall MPO  
Transit Development Plan Services**

After the time and in a designated room and place, the names of the Companies submitting proposals will be publicly read. No further information will be read, discussed or provided until the evaluation of all submittals is completed. No extension of the bidding period will be made other than by a formal written addendum.

The Gainesville-Hall Metropolitan Planning Organization (GHMPO) is soliciting for a qualified firm to assist Hall Area Transit (HAT) develop a five-year action plan to improve planning, funding, and delivery of public transit services in Hall County. Work will include reviewing HAT's current operations and developing a plan for increasing ridership and revenue. The plan will be prepared under the direction of the HAT with coordination from GHMPO.

Proposal documents may be obtained at the Purchasing Office, 116 Spring Street, Suite 12, Gainesville, GA 30501. Phone (770.535.8270) Fax (770) 531.7112 at no charge. **This is the only official release site for this request for qualifications/proposals or any addenda that may be issued for same.**

All proposals will be evaluated in accordance with applicable Hall County rules, regulations and laws. This bid will be evaluated using a multi-step process. The first step is to evaluate “**proposal**” submissions. Factors to be considered in the evaluation include: ability of the professional staff, approach to project, experience on similar projects, performance on past projects and references for same services. This step will result in a “shortlist of qualified firms”. During the evaluation process, the selection committee and the County reserve the right, when it may serve the County's best interest to request information or clarification from proposers or to allow corrections of errors or omissions. Once the “short list” is compiled, the second step is to evaluate “**cost proposal**” which should have been submitted at the same time in a **separate sealed envelope**. The sealed cost proposals shall be returned unopened to the

bidders that are not short listed. The firms short listed may be invited to interview with the committee.

Bid Bond, Payment Bond and Performance Bond will not be required. Successful bidder will be required to provide insurance in the amount of at least (\$1,000,000.00) one million dollars as required by paragraph 17 of the “terms and conditions” of these documents.

Your submittal must have a signature in its “**original form**”. Hall County suggests you provide a “cover letter” to submittal to ensure this. Please submit nine (9) copies (1 marked original and 8 marked copy).

No bid may be withdrawn for a period of (60) sixty days after time has been called on the date of opening.

The County reserves the right to retain all proposals submitted and use any idea (s) in a proposal regardless of whether that proposal is selected. The County shall have the right to waive any informality or irregularity in any bid received.

The County shall reserve the option to reject any or all bids, in whole or part, or to select any bidder to complete the described Work. Award of Contract will not be solely based on low bid, but also on quality, references and other subjective criteria as the County may deem necessary and as the County may determine at its sole discretion. The Undersigned Bidder expressly understands that his proposal may be rejected by the County for any reason without liability on part of the County to the Undersigned Bidder.

All technical questions should be directed to HAT’s General Manager, Janice Crow, 430 Prior Street SE, Gainesville, GA 30501, phone: 770-503-3350, fax: 770-503-3344 and email: [jcrow@gainesville.org](mailto:jcrow@gainesville.org)

## **Hall County Board of Commissioners**

Michaela I. Thompson  
Purchasing Director

**Request for Qualifications/Proposal**

to provide a

**Transit Development Plan for Hall Area Transit**

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- I. Project Introduction
- II. Firm (Consultant) Qualifications and Responsibilities
- III. Proposal Submission
- IV. Sample Agreement Form
- V. Supplementary Terms and Conditions- Request for Proposals

## I. INTRODUCTION

As the designated Metropolitan Planning Organization (MPO) for the Gainesville Metropolitan Area, the Gainesville-Hall Metropolitan Planning Organization (GHMPO) is responsible for conducting and maintaining the Gainesville-Hall Transportation Study. This process leads to the development of an integrated and intermodal transportation system that facilitates an efficient movement of people and goods. The GHMPO includes the incorporated cities of Flowery Branch, Oakwood, and Gainesville as well as Hall County and covers approximately 394 square miles with a population of 164,000. More information on the background, current and past planning efforts of the GHMPO can be found on its website at [www.ghmpo.org](http://www.ghmpo.org).

### **Project Background**

Hall Area Transit (HAT) is the public transportation system that has served the Gainesville-Hall area since 1983. HAT is a division of the Community Service Center which was created by an agreement between Hall County and the City of Gainesville and is a key component in helping reduce traffic congestion and minimize air pollution. It also encourages citizens and visitors of Hall County to consider alternatives to driving in single occupancy vehicles.

The present system consists of seventeen vehicles – ten Dial-A-Ride vehicles, five fixed route vehicles, operating on three routes and two ADA complimentary vehicles. All drivers are trained in proper wheelchair lift techniques. Based on year-to-date figures, it is anticipated that Hall Area Transit will have 27,845 Dial-A-Ride and 59,645 fixed route boardings for FY'07. Approximately 80% of the Dial-A-Ride is attributed to a Department of Human Resources Coordinated Transportation program.

On the Dial-A-Ride service, HAT provides curb-to-curb service, assistance on and off the vehicle, wheelchair accessibility and free rides for one personal assistant of clients with a condition that necessitates support. For those clients that use the fixed route bus service, HAT will pick up at designated bus stops only at the times published in the latest version of the Route Map and Timetable.

### **Project Overview**

HAT coordinates with the GHMPO in preparing transit elements in the long range transportation plan, transportation improvement program, and other planning documents. The GHMPO recognizes HAT as one of their key stakeholders in developing an integrated and intermodal transportation system for Hall County.

HAT is planning to develop a five-year Transit Development Plan (TDP) to improve planning, funding, and delivery of public transit services in Hall County. Work will include reviewing HAT's current operations and developing a plan for increasing ridership and revenue. The plan will be prepared under the direction of the HAT, with coordination from GHMPO. Section 5303 funds will be used by the GHMPO to conduct this study.

## Project Objectives

The objectives of this project include addressing the following but not limited to:

1. What do the citizens of Hall County want and need from the transit system?
  - A. Increased frequency of service
  - B. Increased hours of operation
  - C. Expanded service area
  - D. Express service to downtown Atlanta
  - E. Continued access to safe, affordable transportation at current service levels
  
2. What does the City of Gainesville and Hall County Government want from the transit system?
  - A. For HAT to be financially self-supporting/reduce reliance on general fund contributions
  - B. For HAT to provide a service that mitigates traffic congestion and results in overall decrease in automotive emissions in the service area
  - C. For HAT to become a more viable transportation option for a wider range of citizens through increased frequency of service, hours of operation and expanded service area
  - D. For HAT to continue to provide a safe, affordable transportation choice at current revenue and service levels
  
3. What types of transit services are the community and government willing to pay for?
  - A. Increased frequency of service
  - B. Increased hours of operation
  - C. Expanded service area
  - D. Express service to downtown Atlanta
  
4. What various funding alternatives are available, which are Gainesville - Hall County citizens and government willing to accept?
  
5. What economic impact does HAT currently provide the community?
  - A. How many jobs (internal and external) are supported by HAT?
  - B. How much money does transit bring to the region? (Include wages, internal and external, passenger spending, etc.)
  - C. How much tax revenue does transit generate annually?
  - D. What federal tax dollars return to Hall County as a result of HAT grants?

## Scope of Services

- A. Review relevant and recently completed plans, studies, traffic counts, major arterials and major destinations.
  1. Review Hall County demographics, regional demographics, relevant 2000 census data tables, identify areas with transit dependent block groups that have an above



average propensity to use transit. Review HAT Comprehensive Operations Analysis, GHMPO Long Range Transportation Plan, Hall County Comprehensive Plan and the Vision 2030 Plan

2. Research major trip generators and destinations. (e.g. employment, industrial, educational, medical, shopping, residential and recreation centers). Identify specific corridors with deficient levels of service, neighborhoods impacted by cut-through traffic and recommend strategies for improvements.
3. Identify specific transportation barriers faced by:
  - a. Elderly & disabled.
  - b. Minorities, low income, those seeking employment and those living in rural areas of the county.
  - c. Individuals working in downtown and other centers of employment.
  - d. Gainesville State College, Lanier Technical College and Brenau University students & employees.
4. Transit Service levels, hours / days of operation, fares, etc.
5. Assess impacts, needs or potential impacts of transit services to other communities in the region.
6. Identify the need for express route to downtown Atlanta and the need for park-n-ride facilities within the Gainesville-Hall area.

B. Involve public and stakeholders with follow-up as necessary.

1. At a minimum conduct two-public meetings and two-outreach meetings to solicit public feedback in regards to service needs and to allow input into the planning process. HAT and GHMPO will assist in planning and advertising these meetings.
2. Potential ability to attend the GHMPO Committees meetings to brief the committee members on the development of the TDP

C. Prepare draft and final TDP documents

1. Prepare and present the draft and final TDP to the GHMPO Committees for approval

## II. CONSULTANT QUALIFICATIONS AND RESPONSIBILITIES

The HAT is seeking consultants who have knowledge and experience with the following:

- The regional transit, land use and transportation issues impacting Hall County;
- Soliciting representative public input and improving public information;
- Experience and expertise in the metropolitan planning process;
- Working in a collaborative, productive and timely manner with clients.

### Roles and Responsibilities

This project will be a collaborative effort to conduct the planning process as well as develop the final plan documents.

The GHMPO staff will:

1. Provide relevant transportation planning documents.
2. Provide logistical support for setting up all project and public meetings etc.
3. Reviewing all final documents requesting clarification and additional information as necessary to assure an accurate, thorough, and thoughtful document.

The HAT staff will:

1. Provide ridership data and transit funding information
2. Provide current system operating guidelines.
3. Provide logistical support for setting up all project and public meetings etc.
4. Reviewing all final documents requesting clarification and additional information as necessary to assure an accurate, thorough, and thoughtful document.

The Consultant will:

4. Provide reproduction of handout materials, maps, feedback forms, etc. for public meetings
5. Conduct all public meetings, including the creation of all handout materials and new maps and graphics for use as part of those meetings. It is anticipated that a minimum of three public meetings will be held.
5. Attend MPO committee meetings to solicit input, present findings and answer questions. It is anticipated that attendance at a minimum of nine (9) committee meetings (three cycles of the three MPO committees) will be required.
6. Develop, research and discuss alternative transit projects and programs for consideration as part of the Plan, and lead discussion of project priorities for the Plan documents.
7. Research and develop programs, exhibits and plan language to address new requirements under SAFETEA-LU. The Consultant's product will be the Transit Development Plan.
8. Develop updated project cost estimates for use in developing the Plan, including an appendix document detailing the methodology and details of the analysis.
9. Develop the final Plan documents and exhibits.

### **III. PROPOSAL SUBMISSION**

#### **Proposal Evaluation and Project Budget**

Proposals should be concise with examples of firm and staff experience that is specifically relevant to the proposed project, including references. Proposals should include an overview of how the firm proposes to address the study objectives, and its approach in working in this type of collaborative role. It should include the proposed schedule and listing of staff with approximate percentage of the overall hours dedicated to the project.

A separate cost estimate should be conveyed in a sealed envelope separate from the firm's proposal, including a breakdown of specific personnel hours programmed to tasks identified, hourly costs, and other expenses. The estimate may be a range, with an explanation of factors that would affect the final scope and cost. The cost estimate will be opened and evaluated by

the selection committee only after evaluating the proposals, and short listing the firms. Interviews with the short-listed firms are anticipated for mid-April of 2007.

### **Consultant Selection Criteria**

Proposals and presentations will be evaluated based on the following criteria:

1. Approach to the Project – The firm’s approach to the project must be comprehensive, meet the established objectives, and include proven public involvement techniques. While a detailed scope is not required, some breakdown of tasks and methods should be provided.
2. Experience of the Firm and Project Team on Similar Projects – The firm must demonstrate experience in the development of TDP’s for small and mid-sized communities, including an understanding of the impacts and implications of a TDP. The experience should include productive and inclusive public involvement processes for the development of such plans. The proposed project personnel should have similar experience, preferably as a team. The quality of references will also be considered.
3. Technical Knowledge and Experience – The proposed project team must demonstrate knowledge and experience in the disciplines needed to complete the project.
4. Quality of Presentation – The firm’s interview must reflect a clear understanding of the project, provide an overview of the proposed scope of work, and state the relevant experience of the firm and proposed team. The ability to convey complex concepts, relate to a diverse population, and handle questions and concerns during presentations will be considered.

### **Submittal Requirements**

The following information must be a part of the submittal:

1. Name and contact information of Firm(s), and their specific role(s) in the project.
2. A signed Cover Letter and optional Executive Summary.
3. Listing of Relevant Experience with a short description of specific relevance to this project.
4. References representing similar projects, including complete and up-to-date contact information.
5. Resumes of personnel, explanation of their proposed role and verification of their availability to complete the project.
6. A brief narrative outlining the approach to the project and addressing the project objectives, and other information provided above. This narrative should include general philosophy as well as specific examples of successful planning processes and particularly effective implementation strategies.

Please submit nine (7) copies (1 marked original and 6 marked copy) of all materials.

**IV. STATE OF GEORGIA  
COUNTY OF HALL**

**RFP/Q #26-014**

**Gainesville-Hall MPO Long Range Transportation Plan Update Services**

This agreement, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 2007 by and between the Board of Commissioners of Hall County, Georgia (hereinafter referred to as "County") and \_\_\_\_\_ hereinafter referred to as "contractor").

Witnesseth:

Whereas, the County intends to provide for **Gainesville-Hall MPO Long Range Transportation Plan Update Services** per the bid RFQ/P (INSERT #) herein referred to as the "project" and has entered into an agreement for the necessary services provided by the project, and

Whereas, the Contractor desires to perform the project.

Hall County's Request for Qualifications # issued on for **Gainesville-Hall MPO Long Range Transportation Plan Update Services** and the bidders response, (all originals are on file in the Hall County Purchasing Department, 116 Spring Street, Gainesville, Georgia 30501) and this contract are all incorporated into and made a part of this agreement by reference.

(Insert here total cost schedule)

(Insert here scope of work)

If any paragraph, sub-paragraph, sentence, clause, phrase, or any portion of this agreement be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this agreement as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be constructed to affect the portions of this agreement not so held to be invalid, or the application of this agreement to other circumstances not so held to be invalid. It is hereby declared to be the intent of the parties to this agreement to provide for separate and divisible parts, and to hereby adopt any and all parts hereof as may not be held invalid for any reason.

In witness whereof, the parties hereto have hereunto set their hands and affixed their seals the day and year first above written.

**SUBSCRIBED AND SWORN TO**

**HALL COUNTY, GEORGIA**

**IN OUR PRESENCE THIS**

**DAY OF \_\_\_\_\_, 2007**

**BY: TOM OLIVER, CHAIRMAN  
BOARD OF COMMISSIONERS**

**NOTARY  
COMM. EXPIRES:**

**SUBSCRIBED AND SWORN TO**

**CONTRACTOR**

**IN OUR PRESENCE THIS**

**DAY OF \_\_\_\_\_, 2007**

**BY: \_\_\_\_\_**

**NOTARY  
COMM. EXPIRES:**

**PRESIDENT**

## V. SUPPLEMENTARY TERMS AND CONDITIONS --- REQUEST FOR PROPOSALS

1. **CHANGES:** NO CHANGE WILL BE MADE TO THIS REQUEST FOR PROPOSALS EXCEPT BY WRITTEN MODIFICATION BY THE COUNTY PURCHASING OFFICE. REQUESTS FOR INTERPRETATION OR CHANGES MUST BE IN WRITING AND RECEIVED AT LEAST (10) TEN CALENDAR PRIOR TO THE TIME SET FOR OPENING OF THE BIDS.
2. **SIGNING OF BID:** FAILURE TO SIGN YOUR BID WILL FORCE YOUR BID TO BE DECLARED AS “NON-RESPONSIVE” AND NOT CONSIDERED FOR AWARD.
3. **FOB POINT:** BID PRICE TO INCLUDE SHIPPING, PACKING, CRATING, AND UNLOADING AT ADDRESS IN BID SCHEDULE. TITLE TO REMAIN WITH VENDOR UNTIL FULLY ACCEPTED BY THE COUNTY. GOODS DAMAGED OR NOT MEETING SPECIFICATIONS WILL BE REJECTED AND REMOVED AT VENDOR’S EXPENSE. CONCEALED DAMAGED GOODS TO REMAIN THE PROPERTY OF VENDOR UNTIL REPLACED OR REMOVED AT COUNTY’S DIRECTION.
4. **RISK OF LOSS:** VENDOR AGREES TO BEAR ALL RISK OF LOSS, INJURY, AND DESTRUCTION OF GOODS AND MATERIALS ORDERED HEREIN WHICH OCCUR PRIOR TO DELIVERY TO INCLUDE CONCEALED DAMAGE; AND SUCH LOSS, INJURY, OR DESTRUCTION SHALL NOT RELEASE VENDOR FROM ANY OBLIGATION.
5. **BID ACCEPTANCE TIME:** BIDS REQUIRING ACCEPTANCE BY THE COUNTY IN LESS THAN (60) SIXTY CALENDAR DAYS COULD BE REJECTED, UNLESS SO STATED ON **BIDDER’S RESPONSE PAGE** AND ACCEPTED BY THE COUNTY.
6. **BID IDENTIFICATION:** ALL BIDS SUBMITTED AS A RESULT OF THIS REQUEST FOR PROPOSALS MUST BE RETURNED IN A SEALED ENVELOPE WITH THE FOLLOWING INFORMATION IN THE LOWER LEFT-HAND CORNER OF THE ENVELOPE: RFP NUMBER/OPENING DATE.
7. **WITHDRAWAL OF BIDS:** BIDS MAY BE WITHDRAWN BY WRITTEN REQUEST ONLY, IF THE REQUEST IS RECEIVED PRIOR TO THE TIME AND DATE SET FOR THE OPENING OF BIDS. NEGLIGENCE ON THE PART OF THE BIDDER IN PREPARING HIS BID CONFERS NO RIGHT OF WITHDRAWAL OR MODIFICATION OF HIS BID AFTER BID HAS BEEN OPENED. NO BID MAY BE WITHDRAWN FOR A PERIOD OF THIRTY (30) DAYS AFTER TIME HAS BEEN CALLED ON THE DATE OF OPENING.
8. **BONDS:**
  - A. BID BOND: NOT REQUIRED.
  - B. PAYMENT AND PERFORMANCE BONDS: NOT REQUIRED.
9. **SITE INSPECTIONS:** BIDDERS SHOULD INSPECT THE SITES TO ASCERTAIN THE NATURE AND LOCATION OF WORK AND THE GENERAL CONDITIONS WHICH COULD AFFECT THE WORK OF THE COST THEREOF. THE COUNTY WILL ASSUME NO RESPONSIBILITY FOR REPRESENTATIONS OR UNDERSTANDINGS CONCERNING CONDITIONS MADE BY ITS OFFICERS OR EMPLOYEES UNLESS INCLUDED IN THIS REQUEST FOR PROPOSAL. WHILE SITE INSPECTIONS ARE NOT A MANDATORY REQUIREMENT TO SUBMIT A PROPOSAL, VENDORS ARE URGED TO SCHEDULE INSPECTIONS TO ASCERTAIN ALL THE REQUIREMENTS OF THIS REQUEST FOR PROPOSALS.
10. **AWARD OF CONTRACT:** AWARD WILL BE MADE TO THAT RESPONSIBLE BIDDER WHOSE BID, CONFORMING TO THE REQUEST FOR PROPOSALS, WILL BE MOST ADVANTAGEOUS TO THE COUNTY; PRICE AND OTHER FACTORS CONSIDERED. THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND/OR ALL BIDS SUBMITTED AND TO WAIVE ANY TECHNICALITIES OR MINOR IRREGULARITIES IN BIDS RECEIVED. A WRITTEN AWARD, MAILED (OR OTHERWISE FURNISHED) SHALL BE DEEMED TO RESULT IN A BINDING CONTRACT WITHOUT FURTHER ACTION BY EITHER PARTY. CONTRACT (S), IF AWARDED, WILL BE ON A LUMP SUM BASIS OR INDIVIDUAL ITEM BASIS, WHICHEVER IS FOUND TO BE IN THE BEST INTEREST OF HALL COUNTY.
  - 10.1: THE VENDOR, IN ACCEPTING THIS CONTRACT, ATTESTS THAT HE IS IN COMPLIANCE WITH THE NONDISCRIMINATION CLAUSE CONTAINED IN SECTION 202 OF EXECUTIVE ORDER 11246, AS AMENDED, RELATIVE TO EQUAL EMPLOYMENT OPPORTUNITY FOR ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, OR NATIONAL ORIGIN, AND THE IMPLEMENTING RULES AND PRESCRIBED BY THE SECRETARY OF LABOR, WHICH IS INCORPORATED HEREIN BY REFERENCE.
11. **EXCEPTIONS TO SPECIFICATIONS:** ANY AWARD RESULTING FROM THIS REQUEST FOR PROPOSALS SHALL BIND THE BIDDER TO ALL TERMS, CONDITIONS, AND SPECIFICATIONS SET FORTH IN THIS REQUEST FOR PROPOSALS. BIDDERS WHOSE BIDS DO NOT CONFORM SHOULD SO NOTE ON A SEPARATE

PAGE IF NECESSARY AND/OR ON THE **BID SCHEDULE**. WHILE THE COUNTY RESERVES THE RIGHT TO MAKE AN AWARD TO A NONCONFORMING BIDDER, WHEN IN THE BEST INTEREST OF THE COUNTY, SUCH AWARDS WILL NOT BE READILY MADE, AND BIDDERS ARE URGED TO CONFORM TO THE GREATEST EXTENT POSSIBLE. NO EXCEPTIONS WILL BE CONSIDERED TO HAVE BEEN TAKEN BY A BIDDER UNLESS IT IS PROPERLY SET OUT AS PROVIDED ABOVE. NO EXCEPTION WILL BE DEEMED TO HAVE BEEN TAKEN BY THE COUNTY UNLESS INCORPORATED IN AN AWARD RESULTING FROM THIS REQUEST FOR PROPOSALS AND SO STATED.

**12. BID RESULTS:** INTERESTED PARTIES MAY REQUEST, IN WRITING A **BID TABULATION**.

**13. PAYMENT:** PAYMENTS WILL BE MADE UPON ALL ITEMS COMPLETED EACH MONTH OR COMPLETION OF ALL WORK AND ACCEPTANCE BY COUNTY ON INVOICES SUBMITTED AND APPROVED.

**13.1. PAYMENT TERMS AND PROVISIONS** HEREIN OR OTHERWISE FOUND WITHIN THE CONTRACT DOCUMENTS SUPERSEDE ALL PROVISIONS OF THE GEORGIA PROMPT PAY ACT (HOUSE BILL 837; 13 O.COG.A. CHAPTER 11 ET SEQ.).

**14. DISCOUNTS:** PROMPT PAYMENT DISCOUNTS OFFERED FOR A PERIOD OF LESS THAN FIFTEEN (15) DAYS WILL NOT BE CONSIDERED IN DETERMINING THE LOW BIDDER ON THIS REQUEST FOR PROPOSALS. HOWEVER, SUCH DISCOUNTS, WHEN OFFERED, WILL BE TAKEN PROVIDED PAYMENT IS MADE WITHIN THE TIME SPECIFIED. TIME, IN CONNECTION WITH DISCOUNTS FOR PROMPT PAYMENTS, WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE OF WORK FOR WHICH PAYMENT IS CLAIMED, OR THE DATE THE CORRECT INVOICE IS RECEIVED BY THE COUNTY, WHICHEVER IS LATER.

**15. INQUIRIES REGARDING PAYMENT:** ALL INQUIRIES REGARDING PAYMENT OF INVOICES ARE TO BE DIRECTED TO ACCOUNTS PAYABLE (770) 531-4939 OR: HALL COUNTY COMMISSIONERS, ATTN: ACCOUNTS PAYABLE, P.O. DRAWER 1435, GAINESVILLE, GEORGIA 30503

**16. EXECUTION OF CONTRACT:** SUBSEQUENT TO THE AWARD, THE SUCCESSFUL BIDDER WILL BE PRESENTED WITH A CONTRACT. CONTRACT IS TO BE EXECUTED WITHIN TEN (10) CALENDAR DAYS OF “**NOTICE OF AWARD**”. THE DATE OF PRESENTATION SHALL BE DEEMED TO BE THE POSTMARK DATE. THE SUCCESSFUL BIDDER’S PROPOSAL AND THIS REQUEST FOR PROPOSALS SHALL BE INCORPORATED INTO THE CONTRACT, EXCEPT TO THE EXTENT THAT THIS REQUEST FOR PROPOSALS CONFLICTS WITH THE CONTRACT, IN WHICH CASE THE PROVISIONS OF THE CONTRACT SHALL TAKE PRECEDENT.

**17. CERTIFICATE OF INSURANCE:** THE PROFESSIONAL AGREES TO PROCURE ALL OF THE INSURANCE SPECIFIED BELOW:

**17.1. WORKERS’ COMPENSATION INSURANCE** FOR ALL EMPLOYEES WHO ARE ENGAGED IN THE WORK UNDER THE CONTRACT.

**17.2. PUBLIC LIABILITY AND MOTOR VEHICLE LIABILITY INSURANCE** - THE PROFESSIONAL SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THIS CONTRACT, SUCH PUBLIC LIABILITY AND MOTOR VEHICLE LIABILITY INSURANCE AS SHALL PROTECT HIM WHILE PERFORMING WORK COVERED BY THIS CONTRACT FROM CLAIMS FOR DAMAGES WHICH MAY ARISE FROM OPERATIONS BY HIMSELF OR BY ANY OTHER PERSON DIRECTLY OR INDIRECTLY EMPLOYED BY HIM AND THE AMOUNTS OF SUCH INSURANCE SHALL BE AS FOLLOWS:

**17.2.1. PUBLIC LIABILITY INSURANCE** IN AN AMOUNT NOT LESS THAN \$1,000,000.00 ON ACCOUNT OF ONE OCCURRENCE.

**17.2.2. MOTOR VEHICLE LIABILITY INSURANCE** ON ALL MOTOR VEHICLES OWNED, LEASED OR OTHERWISE USED BY THE PROFESSIONAL IN AN AMOUNT NOT LESS THAN \$500,000.00 (COMBINED SINGLE LIMIT) FOR BODILY INJURY INCLUDING DEATH AND PROPERTY DAMAGE COMBINED.

**17.3 PROFESSIONAL LIABILITY INSURANCE** - THE PROFESSIONAL SHALL PROCURE AND MAINTAIN DURING COVERAGE IN THE AMOUNT NOT LESS THAN \$1,000,000.00.

**17.4. THE INSURANCE COMPANY** MUST BE LICENSED TO DO BUSINESS IN THE STATE OF GEORGIA.

**17.5. THE PROFESSIONAL** SHALL FURNISH TO HALL COUNTY, A CERTIFICATE OF INSURANCE COVERING THE WORK AS REQUIRED ABOVE AS EVIDENCE THAT THE INSURANCE REQUIRED WILL BE MAINTAINED IN FORCE FOR THE ENTIRE DURATION OF THE WORK PERFORMED UNDER THIS AGREEMENT.

**17.6.** THE CANCELLATION OF ANY POLICY OF INSURANCE REQUIRED BY THIS AGREEMENT SHALL MEET THE REQUIREMENTS OF NOTICE UNDER THE LAWS OF THE STATE OF GEORGIA AS PRESENTLY SET FORTH IN O.C.G.A. 33-24-44.

**17.7.** EACH POLICY OF INSURANCE REQUIRED UNDER THIS AGREEMENT SHALL , THE POLICY ITSELF OR BY ENDORSEMENT, PROVIDE FOR NOTICE REQUIREMENTS UNDER THE LAWS OF THE STATE OF GEORGIA AS SET FORTH IN O.C.G.A. 33-24-44 AND BY ENDORSEMENT SHALL PROVIDE THAT THE COUNTY WILL RECEIVE A COPY OF SAID NOTICE OF CANCELLATION.

**17.8.** A CERTIFICATE OF INSURANCE WITH A CANCELLATION PROVISION WHICH PROVIDES FOR LESS NOTICE THAN THAT REQUIRED BY O.C.G.A. 33-24-44, OR WHICH PROVIDES THAT FAILURE TO GIVE THE WRITTEN NOTICE WILL NOT IMPOSE ANY RESPONSIBILITY UPON THE INSURER, WILL BE CONSIDERED AS AN ENDORSEMENT OF THE REFERRED TO IN THE CERTIFICATE AND SHALL CONSTITUTE A BASIS FOR INSURANCE REJECTION OF THE INSURANCE BY THE COUNTY.

**17.9.** IN ADDITION TO ITS AGREEMENT TO OBTAIN AND MAINTAIN THE INSURANCE AS SET FORTH HEREIN ABOVE, THE PROFESSIONAL AGREES TO INDEMNIFY AND HOLD HARMLESS THE COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES FROM ANY AND ALL CLAIMS AGAINST THE COUNTY, ITS OFFICERS, AGENTS, AND EMPLOYEES, WHICH ARISE OUT OF ANY ACT OR OMISSION OF THE PROFESSIONAL OR ANY CONSULTANT EMPLOYED BY THE PROFESSIONAL OR ANY OF THEIR OFFICERS, AGENTS OR EMPLOYEES, AND ANY AND ALL CLAIMS WHICH RESULT FROM ANY CONDITION CREATED OR MAINTAINED BY THE PROFESSIONAL OR ANY CONSULTANT EMPLOYED BY THE PROFESSIONAL OR ANY OF THEIR OFFICERS, EMPLOYEES OR AGENTS, WHICH CONDITION WHICH A RESULT OF WORK PERFORMED UNDER THE CONTRACT.

**18. INCLUSION:** ALL ITEMS AND/OR SERVICES STANDARD, EXPECTED, NECESSARY, AND/OR ROUTINE TO SUCH A PROJECT AS THIS AND NOT ACTUALLY STATED IN THIS REQUEST FOR PROPOSALS WILL BE THE RESPONSIBILITY OF THE SUCCESSFUL BIDDER TO PROVIDE AT NO OTHER COST TO THE COUNTY UNLESS SO STATED ON THE SUCCESSFUL BIDDER'S PROPOSAL AS ADDITIONAL COST ITEMS AND ACCEPTED BY THE COUNTY AT THE TIME OF THE AWARD AND/OR CONTRACT.

**19. REGULATORY AGENCIES:** SUCCESSFUL BIDDER WILL BE RESPONSIBLE FOR ALL REQUIRED PERMITS OR LICENSE REQUIRED BY REGULATORY AGENCY OF THE CITY, COUNTY, STATE, OR FEDERAL GOVERNMENTS. FURTHER, SUCCESSFUL BIDDER WILL BE RESPONSIBLE FOR MEETING ALL REQUIREMENTS OF ANY REGULATION (S) OR GUIDELINE (S) OF ANY OF THE SAID GOVERNMENTS OR ANY INDEPENDENT AGENCY RECOGNIZED BY SAID GOVERNMENTS AS PUBLISHER OF ANY SUCH REGULATION (S) OR GUIDELINE (S).

**20. INDEPENDENT CONTRACTORS:** THE BIDDER REPRESENTS TO HALL COUNTY THAT HE IS FULLY EXPERIENCED AND PROPERLY QUALIFIED TO PERFORM THE FUNCTIONS PROVIDED HEREIN AND THAT HE IS PROPERLY EQUIPPED, ORGANIZED, AND FINANCED TO PERFORM SUCH FUNCTIONS. THE BIDDER SHALL FINANCE HIS OWN OPERATIONS HEREUNDER, SHALL OPERATE AS AN INDEPENDENT CONTRACTOR AND NOT AS AN AGENT OF HALL COUNTY AND NOTHING CONTAINED IN THIS REQUEST FOR PROPOSALS OR A CONTRACT RESULTING FROM SAME SHALL BE CONSTRUED TO CONSTITUTE THE BIDDER OR ANY OF HIS EMPLOYEES, SERVANTS, AGENTS, OR SUBCONTRACTORS AS A PARTNER, EMPLOYEE, SERVANT, OR AGENT OF THE COUNTY NOR SHALL EITHER PARTY HAVE ANY AUTHORITY TO BIND THE OTHER IN ANY RESPECT; IT BEING INTENDED THAT EACH SHALL REMAIN AN INDEPENDENT CONTRACTOR.

**21. ASSIGNMENT OF CONTRACTUAL RIGHTS:** IT IS AGREED THAT THE SUCCESSFUL BIDDER WILL NOT ASSIGN, TRANSFER, CONVEY, OR OTHERWISE DISPOSE OF A CONTRACT THAT RESULTS FROM THIS REQUEST FOR PROPOSALS OR HIS RIGHT, TITLE, OR INTEREST IN OR TO THE SAME, OR ANY PART THEREOF, WITHOUT WRITTEN CONSENT OF THE COUNTY.

**22. STARTING TIME:** WORK WILL COMMENCE WITHIN TEN (10) CALENDAR DAYS AFTER BEING ISSUED A "NOTICE TO PROCEED" ON THE PROJECT AND COMMENCE IN A ROUTINE, ORDERLY MANNER UNTIL COMPLETION AND ACCEPTANCE BY THE COUNTY.

**23. INDEMNITY:** SUCCESSFUL BIDDER AGREES, IF ENTERING INTO A CONTRACT AS A RESULT OF THIS REQUEST FOR PROPOSALS, TO DEFEND, INDEMNIFY, AND HOLD HARMLESS HALL COUNTY FROM ANY AND ALL COURSES OF ACTION OR CLAIMS OF DAMAGES ARISING OUT OF OR RELATED TO BIDDER'S PERFORMANCE OR ACTIONS OR THOSE OF HIS EMPLOYEES OR AGENTS, UNDER SAID CONTRACT.

**24. TERMINATION:** PURSUANT TO O.C.G.A. 36-60-13, IF APPLICABLE, ANY CONTRACT RESULTING FROM THIS REQUEST FOR PROPOSALS, IF NOT SOONER TERMINATED PURSUANT TO THE PROVISIONS OF

TERMINATION CONTAINED HEREIN, IS TERMINABLE BY THE BOARD OF COMMISSIONERS OF HALL COUNTY, GEORGIA ON DECEMBER 31 OF EACH CALENDAR YEAR DURING THE TERM OF SAID CONTRACT, EXCEPT THAT SAID CONTRACT SHALL BE RENEWED AUTOMATICALLY ON SUCH DATE, AND WITHOUT ANY LAPSE, UNLESS POSITIVE ACTION IS TAKEN TO TERMINATE SAID CONTRACT BY THE BOARD IN A PUBLIC MEETING AND SUCH ACTION ENTERED IN THE OFFICIAL MINUTES OF THE HALL COUNTY COMMISSION.

- 25. APPROPRIATION OF FUNDS:** INITIAL CONTRACT AND ANY CONTINUATION CONTRACT (S) WILL TERMINATE IMMEDIATELY AND ABSOLUTELY AT ANY SUCH TIME AS THERE ARE NO APPROPRIATED AND OTHERWISE UNOBLIGATED FUNDS AVAILABLE TO SATISFY THE COUNTY'S OBLIGATIONS UNDER SAID CONTRACT (S).
- 26. CANCELLATION FOR CAUSE:** SHOULD EITHER PARTY FAIL TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS CONTRACT, THE AGGRIEVED PARTY MUST GIVE, IN WRITING, TO THE OTHER PARTY ANY COMPLAINT FOR NON COMPLIANCE TO THE TERMS AND CONDITIONS OF THIS CONTRACT. THE OTHER PARTY SHALL HAVE FIFTEEN (15) CALENDAR DAYS TO CORRECT THE MATTER. IF CORRECTED TO THE SATISFACTION OF BOTH PARTIES WITHIN THE FIFTEEN (15) CALENDAR DAYS AND STATED IN WRITING, THEN THE CONTRACT WILL CONTINUE UNINTERRUPTED. FAILURE TO CORRECT THE MATTER WILL RESULT IN TERMINATION OF THIS CONTRACT AT THE END OF THIRTY (30) CALENDAR DAYS FOLLOWING THE DATE OF THE INITIAL LETTER OF COMPLAINT.
- 27. ANTI-DISCRIMINATION CLAUSE:** "HALL COUNTY DOES NOT DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR HANDICAP IN EMPLOYMENT OR SERVICE PROVIDED."
- 28. COMMODITY STATUS:** IT IS UNDERSTOOD AND AGREED THAT MATERIALS DELIVERED SHALL BE NEW, OF LATEST DESIGN, AND IN FIRST QUALITY CONDITION, THAT ALL BAGS, CONTAINERS, ETC., SHALL BE NEW AND SUITABLE FOR STORAGE; UNLESS OTHERWISE STATED BY HALL COUNTY.
- 29. CONTRACT ITEMS:** ITEMS OR SERVICES NOT LISTED IN THIS CONTRACT ARE TO BE PURCHASED ACCORDING TO PURCHASING RULES AND REGULATIONS OF THE COUNTY.
- ⇒ COUNTY DEPARTMENTS ARE NOT AUTHORIZED TO ORDER ANY ITEM OR SERVICE NOT LISTED WITHOUT SATISFYING SAID RULES AND REGULATIONS AND HAVING A SEPARATE PURCHASE ORDER ISSUED TO COVER SUCH A PURCHASE.
  - ⇒ VENDORS RECEIVING CONTRACTS AS A RESULT OF THIS REQUEST FOR PROPOSALS WILL BE EXPECTED TO CONSIDER THIS WHEN ACCEPTING ORDERS.
  - ⇒ PAYMENT WILL NOT BE MADE FOR ANY ITEM NOT COVERED BY THIS CONTRACT UNLESS STATED PURCHASING RULES AND REGULATIONS HAVE BEEN MET.
- 30: CHANGES TO CONTRACT:** NO CHANGE WILL BE MADE TO THIS CONTRACT EXCEPT BY WRITTEN MODIFICATION BY THE CONTRACTS ADMINISTRATOR WHOSE NAME APPEARS ON THE COVER PAGE.
- 31.QUESTIONS:** ALL QUESTIONS CONCERNING THIS REQUEST FOR PROPOSALS SHOULD BE DIRECTED TO THE BUYER WHOSE NAME APPEARS ON THE COVER PAGE UNLESS OTHERWISE DIRECTED.



DRAFT

***Unified Planning Work Program  
FY 2008***

***Proposed Adoption May 2007***

Prepared by the  
Gainesville-Hall Metropolitan Planning Organization

In cooperation with the  
Hall Area Transit  
Georgia Department of Transportation  
Federal Highway Administration  
Federal Transit Administration



***Gainesville - Hall  
Metropolitan Planning Organization***

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Flowery Branch - Gainesville - Hall County - Oakwood

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## INTRODUCTION

The Unified Planning Work Program (UPWP) originated from the Federal-Aid Highway Act of 1973 and is prepared annually to describe the ongoing transportation planning process for a Metropolitan Planning Organization (MPO). SAFETEA-LU is the most recent law establishing federal transportation policy and funding authorizations.

As the designated Metropolitan Planning Organization (MPO) for the Gainesville-Hall Area, the Gainesville-Hall Metropolitan Planning Organization (GHMPO) is responsible under Section 134 of Title 23, United States Code, for carrying out a “continuing, cooperative and comprehensive” (3-C) transportation planning process. The process uses three committees (Policy Committee – the decision making body, Technical Coordinating Committee – the staff, and Citizen’s Advisory Committee – the public) to develop and carry out a comprehensive transportation planning process and to ensure that programs, improvements, and expenditures are consistent with regional goals, policies, and plans. Appendix A illustrates the organization and staff composition of GHMPO.

- The Policy Committee is the decision-making body and is represented by elected officials from the member jurisdictions and an official from the Georgia Department of Transportation (GDOT). The committee is responsible for taking into consideration the recommendations from the Citizens Advisory Committee (CAC) and the Technical Coordinating Committee (TCC) when adopting plans or setting policy.
- The Technical Coordinating Committee (TCC) membership includes staff from the member jurisdictions, various federal, state, and local agencies and associations that have a technical knowledge of transportation or planning. The TCC evaluates transportation plans and projects based on whether or not they are technically warranted and financially feasible.
- The Citizens Advisory Committee (CAC) consists of volunteer members who are interested in transportation issues. They are appointed by their member jurisdictions. The CAC is responsible for ensuring that values and interests of the citizens in Hall County are taken into consideration in the transportation planning process.

## PARTICIPATING AGENCIES

The following agencies have roles in the development, implementation, approval of, and/or funding of this UPWP:

### U.S. DEPARTMENT OF TRANSPORTATION

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) jointly approve the UPWP. These two federal agencies provide valuable input into the process leading to the development of this document.

FHWA develops regulations, policies, and guidelines to achieve safety, access, economic development, and other goals of FHWA programs, and provides Federal financial resources, technical training, education, and assistance to State and local transportation agencies.

FTA provides financial assistance and oversees grants to state and local transit providers, primarily through its regional and metropolitan offices. FTA is responsible for ensuring that grantees follow Federal mandates along with statutory and administrative requirements.

### GEORGIA DEPARTMENT OF TRANSPORTATION

The Georgia Department of Transportation (GDOT) serves as the liaison between the MPO, the State, and the USDOT. The MPO works cooperatively with GDOT on various transportation tasks, which include: Transportation Improvement Program (TIP), Long Range Transportation Plan (LRTP), and Travel Demand Modeling (TDM). GDOT is the recipient of federal planning funds and the MPO's are sub recipients of these funds. Therefore GDOT provides grant oversight of Federal Planning (PL) funds. GDOT also reviews and approves UPWP's and TIP's before requesting concurrency from FHWA and FTA.

## **SCOPE AND DURATION OF THE UPWP**

The Fiscal Year 2008 Unified Planning Work Program (UPWP) describes the organization's planning goals and activities, provides cost estimates for each activity, identifies funding sources, and outlines a work schedule for the period July 1, 2007 through June 30, 2008. The document is organized into six major sections entitled:

- Part I – Program Support and Administration
- Part II – Public Involvement
- Part III – Comprehensive Planning and Research
- Part IV – Long Range Transportation and System Planning
- Part V – Short Range Transportation and Project Planning
- Part VI – Transit

The six sections of the UPWP include information on the parties responsible for carrying out the various planning activities. These activities are mostly geared towards the preparation and development of the Long Range Transportation Plan (LRTP) with at least a 20-year horizon and a Transportation Improvement Program (TIP) which defines funded projects over six years. Public involvement is an integral part throughout the planning process.

## **PLANNING PROCESS**

The GHMPO planning process is complex due to the study area's proximity to the Atlanta metropolitan area, as well as Hall County's non-attainment status for two air quality standards. As shown in Appendix-B, the County-wide study area includes the Gainesville urbanized area (UZA) as well as a small portion of the metropolitan Atlanta urbanized area along its southern edge (approximately 2.7 percent of the County land area).

Hall County has been designated as part of a 20-County, 8-hour ozone non-attainment area as well as part of the 22 County Particulate Matter 2.5 nonattainment area. This requires conformance with the State Implementation Plan (SIP) for air quality to secure federal transportation funding. The GHMPO actively coordinates with the Atlanta Regional Commission, which provides air quality modeling for the region, to ensure that there is not a lapse in meeting these requirements. Therefore, the area's transportation challenges must be met not only in the context of local constraints, such as funding, growth of congestion, but also within the constraints of regional air quality planning.

## **METROPOLITAN PLANNING FACTORS**

The transportation planning process must explicitly address eight planning factors identified by SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy For Users):

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;

3. Increase the security of the surface transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options available to people and for freight;
5. Protect and enhance the environment, promote energy conservation, and improve quality of life;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

## **FUNDING**

The Gainesville Hall Transportation Study (GHTS) receives funding from two federal reimbursement programs, Georgia Department of Transportation (GDOT) and from Hall County. The Federal Transit Administration (FTA) is the source of Section 5303 Program funds, which are primarily for transit planning. The Federal Highway Administration (FHWA) is the source of Planning (PL) funds, which are to be used for providing local information to the Department of Transportation to ensure a continuing transportation planning process. Federal transportation PL funds represent 80% of funding and require a 20% match. The County provides ten percent and the GDOT provides ten percent. State Planning and Research (SPR) funds are used for GDOT's planning efforts, which support the MPO process. The GDOT provides the required 20% match for these funds.

## UPWP WORK ELEMENTS / TASK DESCRIPTIONS

### 1.0 Program Support and Administration

#### **Program Objective:**

To provide overall management of GHMPO's transportation planning program, and ensure compliance with applicable federal and state requirements. Support various transportation related committees and ensure communications among and between the committees. Manage the staff contributing to planning activities. Monitor consultant contracts performed as part of the MPO process.

### 1.1 Study Coordination and Operations

#### **Program Objective:**

To coordinate and conduct the transportation planning activities of the MPO in compliance with all federal, state, and local laws, regulations and requirements.

#### **Previous Work:**

1. In FY 2007, the three GHTS committees met four times. Meeting minutes were prepared.
2. Quarterly reports, reimbursable forms, and an annual report were prepared and submitted to the GDOT Planning Office.
3. Attended ARC's TCC and TAQC meetings.
4. Attended Interagency Consultation meetings to discuss the two air quality standards for which Hall County is non-attainment.
5. Attended PM 2.5 Interagency and Senior Air Quality Partners meetings
6. Attended various project specific meetings with GDOT, ARC, and other local agencies.
7. Re-appointed members to the CAC.
8. Coordinated with GDOT Air Quality Branch on the call for projects under the CMAQ funding category.
9. Assisted local jurisdictions with the CMAQ program and the application process.

#### **Activities:**

1. Provide opportunities for an open, inclusive process assuring continuing, comprehensive, and cooperative decision making with all jurisdictions in the GHMPO planning area.
2. Preparation of proper study records for the development or progress and performance reports, certification, and reimbursement procedure.
3. Coordinate activities of the GHMPO committees, including arranging meetings and preparing meeting minutes.
4. Coordinate/participate with other resource agencies at both State and local level on various project specific and/or on-going activities.
5. Expand MPO staff to meet workload and schedules of various ongoing activities.

#### **Products:**

1. GHTS committee meetings and minutes.
2. Quarterly FY 2008 Reports and an Annual FY 2008 Report.
3. Accounting narratives and invoices.
4. Additional MPO staff member.

**Lead Agency:**  
GHMPO

**Funding:**

<b>Source</b>	<b>Amount</b>
FHWA-PL	\$76,100.80
GDOT-PL	\$9,512.60
LOCAL	\$9,512.60
<b>Total-PL</b>	<b>\$95,126.00</b>
FHWA (SPR)	\$10,437.60
GDOT (SPR)	\$2,609.40
GRAND TOTAL	\$108,173.00

**1.2 Professional and Technical Education****Program Objective:**

To develop MPO staff knowledge of transportation planning through relevant workshops and conferences.

**Previous Work:**

1. In relation to the MPO activities staff attended the following
  - a. Air Quality workshop,
  - b. MOBILE 6.2 training,
  - c. Public Private Partnership Initiatives,
  - d. 2006 Fall GPA conference,
  - e. Georgia Transportation Summit conference,
  - f. 2006 Fall GA MPO Conference,
  - g. Travel Demand Modeling training, and
  - h. 2007 Spring GPA conference

**Activities:**

1. Staff may attend transportation-related conferences, seminars and courses including those offered by the NHI, EPA, EPD, FHWA, FTA, and GDOT.

**Products:**

1. Ongoing staff improvement and education.

**Lead Agency:**

GHMPO

**Funding:**

Source	Amount
FHWA-PL	\$6,400.00
GDOT-PL	\$800.00
LOCAL	\$800.00
<b>Total-PL</b>	<b>\$8,000.00</b>
FHWA (SPR)	\$3,316.80
GDOT (SPR)	\$829.20
GRAND TOTAL	\$12,146.00



**1.3 Office Equipment and Supplies****Program Objective:**

To maintain computer systems used by the MPO for relevant transportation planning activities. Acquire software and hardware as necessary to maintain the MPO's transportation planning process. Purchase GIS software and application materials for system planning. Purchase office equipment to operate the MPO.

**Previous Work:**

- Office furniture was acquired for one of the new staff members.

**Activities:**

- Maintain computer systems and other office equipment used by the MPO in line of relevant transportation planning activities.

**Products:**

- Adequate technology and office equipment to operate the MPO.

**Lead Agency:**

GHMPO

**Funding:**

Source	Amount
FHWA-PL	\$4,800.00
GDOT-PL	\$600.00
LOCAL	\$600.00
<b>Total-PL</b>	<b>\$6,000.00</b>
FHWA (SPR)	\$2,716.00
GDOT (SPR)	\$679.00
GRAND TOTAL	\$9,395.00

**1.4 UPWP****Program Objective:**

To identify the work tasks undertaken by the GHMPO to address metropolitan area transportation planning. Collect public and committee input on a proposed FY 2009 UPWP. Take into consideration MPO progress made on FY 2008 UPWP. Develop and draft final UPWP.

**Previous Work:**

1. Development of FY 2008 UPWP and annual budget.
2. Program was reviewed and approved by committees.

**Activities:**

1. Identify priority transportation planning work tasks.
2. Prepare a descriptive narrative and cost estimate for each work task, coordinate input from other agencies, and prepare the FY 2009 UPWP.

**Products:**

1. FY 2009 UPWP.

**Lead Agency:**

GHMPO

**Funding:**

<b>Source</b>	<b>Amount</b>
FHWA-PL	\$4,800.00
GDOT-PL	\$600.00
LOCAL	\$600.00
<b>Total-PL</b>	<b>\$6,000.00</b>
FHWA (SPR)	\$6,000.80
GDOT (SPR)	\$1,500.20
<b>GRAND TOTAL</b>	<b>\$13,501.00</b>

## 2.0 **Public Involvement**

### **Program Objective:**

To gain input from the general public in transportation planning; to comply with the federal and local public participation requirements; to provide opportunities for convenient public access to review and comment on the GHMPO planning and programming documents, and the data and processes leading to those documents.

### 2.1 **Community Outreach and Education**

#### **Program Objective:**

To identify and involve stakeholders and traditionally underserved groups in the transportation planning process.

#### **Previous Work:**

1. Maintained and updated website for the GHMPO to provide opportunity for public comment and review on relevant MPO activities.
2. Conducted two public meetings and two outreach meetings for the update to the 2030 LRTP. One outreach meeting was specifically oriented at the non-English speaking community. Spanish language translator was provided at the public meetings.
3. Updated the Public Involvement Policy (PIP) to a Participation Plan to meet the SAFETEA-LU requirements
4. The MPO Public Involvement activities are integrated with Hall Area Transit (HAT) while developing transit sections in 2030 LRTP update and the and FY 2008 UPWP.
5. Expanded the database of community stakeholders for mail and electronic notification of transportation planning activities. The mailing list included local Spanish newspaper-Mexico Lindo, advocacy group-EI Puente and radio station-La Que Buena.

#### **Activities:**

1. Review, revise and update GHMPO Participation Plan as needed.
2. Provide opportunity for public comment and review on various GHMPO and HAT documents and activities.
3. Establish and maintain a record-keeping system that documents official actions of transportation planning processes and related public review.
4. Advertise the availability of draft documents for public review and comment.
5. Research potential procedures to evaluate the effects of development and transportation investments on communities including environmental justice issues. This is an ongoing activity.
6. Provide adequate notice of GHMPO activities as outlined in the Public Participation Plan.
7. Maintain and update the GHMPO web page.
8. Maintain and update database of community stakeholders for mail and electronic notification of transportation activities.

#### **Products:**

1. Ongoing community outreach and education.

#### **Lead Agency:**

GHMPO

**Funding:**

<b>Source</b>	<b>Amount</b>
FHWA-PL	\$12,000.00
GDOT-PL	\$1,500.00
LOCAL	\$1,500.00
<b>Total-PL</b>	<b>\$15,000.00</b>
FHWA (SPR)	\$6,418.40
GDOT (SPR)	\$1,604.60
GRAND TOTAL	\$23,023.00

### 3.0 Comprehensive Planning and Research

#### **Program Objective:**

Areas covered include appropriate database development and maintenance for transportation planning issues and activities leading to the LRTP and TIP.

#### 3.1 Data Collection and System Monitoring

##### **Program Objective:**

As needed for transportation planning efforts, use technical data – such as Average Annual Daily Traffic (AADT) and GIS mapping to provide important tools in the development of the TIP, LRTP and other MPO planning efforts.

##### **Previous Work:**

1. Developed 2030 socio-economic data for the GHMPO travel demand model.
2. Coordinated with the GDOT modeling staff in the development of various model runs for the 2030 LRTP update.
3. Analyzed ARC's 2030 socio-economic data put together for Hall County to be used in the 20 County air quality model.
4. AADT along with project maps was included in project worksheets that were incorporated into the draft project list for the 2030 LRTP update and the draft FY 2008-2013 TIP.
5. Integrated technical data and maps into all planning efforts to further most comprehensive information to the public and GHMPO committees.
6. Coordinated with ARC to develop a combined Air Quality Conformity Determination Report.

##### **Activities:**

1. Prepare future year estimates for socio-economic and demographic data, as required.
2. Develop and maintain databases on current population, employment, and land use in the MPO area.
3. Continue to use GIS as an analytical and data management tool in spatial work projects including LRTP updates and demographic studies.
4. Track land use and growth patterns of the GHMPO planning area and incorporate into the LRTP, and the Travel Demand Management (TDM) Model as needed.
5. As requested, attend meetings with local and regional agencies for data sharing regarding the Atlanta nonattainment area and planning data needs.

##### **Products:**

1. Demographic projections and future land-use growth scenarios.
2. Travel demand model runs
3. Relevant technical data and maps.

##### **Lead Agency:**

GHMPO and GDOT

##### **Funding:**

Source	Amount
FHWA-PL	\$8,000.00
GDOT-PL	\$1,000.00
LOCAL	\$1,000.00
<b>Total-PL</b>	<b>\$10,000.00</b>
FHWA (SPR)	\$6,400.00
GDOT (SPR)	\$1,600.00
GRAND TOTAL	\$18,000.00

#### 4.0 Long Range Transportation and System Planning

##### **Program Objective:**

The Long Range Transportation Plan (LRTP) provides the basis for transportation investment of regionally significant projects and programs within the planning area. The LRTP addresses various modes of transportation as well as the safety and security of the region's transportation system.

#### 4.1 Long Range Transportation Plan

##### **Program Objective:**

To Develop and review inputs for the eventual creation and adoption of a long-range, multi-modal LRTP for the GHMPO planning area. This is a continuing work element.

##### **Previous Work:**

1. As part of the 2030 LRTP update process, staff with assistance from the consultant developed and analyzed focus area projects to explore potential projects for inclusion in the plan.
2. Presented focus area projects to the GHMPO committees and the public.
3. Developed and adopted Project Evaluation Criteria document that outlines basic criteria to select and include projects in the LRTP.
4. Monitored SAFETEA-LU NPRM process and relevant guidance documents.
5. Used the GAP analysis tool to meet the new planning requirements for the LRTP update under the SAFETEA-LU.
6. Reviewed monthly status reports and invoices submitted by the consultant.
7. Coordinated with ARC in submitting the project list for inclusion in the 20-county air quality model.
8. Developed and presented draft LRTP to the GHMPO committees and the public.

##### **Activities:**

1. Adopt a 2030 LRTP under SAFETEA-LU requirements for an anticipated adoption in August of 2007.
2. Continue evaluating development trends in land use and their impacts on the existing and planned transportation network.

##### **Products:**

1. Adopted 2030 LRTP

##### **Lead Agency:**

GHMPO

##### **Funding:**

Source	Amount
FHWA-PL	\$16,000.00
GDOT-PL	\$2,000.00
LOCAL	\$2,000.00
<b>Total-PL</b>	<b>\$20,000.00</b>
FHWA (SPR)	\$8,101.60
GDOT (SPR)	\$2,025.40
GRAND TOTAL	\$30,127.00

## 5.0 Short Range Transportation and Project Planning

### **Program Objective:**

To undertake transportation planning activities that will lead to the development /implementation of the transportation improvement program and other related transportation studies.

### 5.1 Transportation Improvement Program

#### **Program Objective:**

The development and adoption of a TIP with a three-year triennial element and three out-years for project programming. The TIP is a process for selecting and scheduling all federally funded and regionally significant projects in a manner consistent with the LRTP. The TIP is updated and amended as required.

#### **Previous Work:**

The current 2006-2011 TIP was adopted on March 14, 2006 and amended in August and November of 2006. A new 2008-2013 TIP is currently being developed with a proposed adoption in August of 2007. The new TIP will meet requirements of SAFETEA-LU.

#### **Activities:**

1. Amend TIP as necessary.
2. Coordinate with GDOT to track and update project list and dollar amounts.
3. Coordinate with ARC on projects included in the TIP as they progress while meeting air quality requirements.
4. Coordinate with GDOT and local jurisdictions and examine opportunities for transportation planning studies as needed.
5. Coordinate with HAT and prepare transit elements for the TIP.
6. Incorporate participation planning process in development of the TIP.

#### **Products:**

1. FY 2008-2013 TIP.
2. Amendments to FY 2008-2013 TIP.

#### **Lead Agency:**

GHMPO

#### **Funding:**

Source	Amount
FHWA-PL	\$9,600.00
GDOT-PL	\$1,200.00
LOCAL	\$1,200.00
<b>Total-PL</b>	<b>\$12,000.00</b>
FHWA (SPR)	\$8,524.80
GDOT (SPR)	\$2,131.20
GRAND TOTAL	\$22,656.00

## 5.2 **Major Transportation Studies**

### **Program Objective:**

To integrate land use planning activities with transportation planning. To provide information and recommendations to member jurisdictions and other planning and design agencies.

### **Previous Work:**

1. Developed RFP and hired consultant for the Bicycle and Pedestrian plan.
2. Adopted the Bicycle and Pedestrian plan on March 14, 2006.

### **Activities:**

1. Conduct other transportation studies as appropriate.
2. Examine opportunities to coordinate with appropriate jurisdictions on transportation planning needs.
3. Continue partnership with GDOT on other relevant studies in the planning area.
4. The MPO may periodically be asked to conduct special studies, prepare reports for participants, other agencies, or the public or to analyze data not otherwise covered in the UPWP. Under this element the MPO will fund and/or negotiate with outside consultants or prepare in-house any transportation or traffic studies, which may be needed.

### **Products:**

1. Appropriate studies as requested.

### **Lead Agency:**

GHMPO

### **Funding:**

<b>Source</b>	<b>Amount</b>
FHWA-PL	\$8,000.00
GDOT-PL	\$1,000.00
LOCAL	\$1,000.00
<b>Total-PL</b>	<b>\$10,000.00</b>
FHWA (SPR)	\$2,644.00
GDOT (SPR)	\$661.00
GRAND TOTAL	\$13,305.00



## 6.0 Transit

### **Program Objective:**

To plan for an effective, convenient and accessible public transportation system.

### 6.1 Hall Area Transit Programs and Projects

#### **Program Objective:**

To perform a public transit operation, administration, and conduct relevant transit studies. Research and analyze City of Gainesville and Hall County communities' transportation needs and provide recommendations on how to meet those needs.

#### **Previous Work:**

1. Developed RFP and hired consultant to conduct a Transit Development Plan (TDP).
2. Considered options to run an express bus service from the Gainesville area to downtown Atlanta.

#### **Activities:**

1. Develop a TDP to improve planning, funding and delivery of public transit services in Hall County. The TDP will look at overall transit needs in Hall County and develop recommendations.
2. Manage the consultant who is assisting with the development of the TDP.
3. Conduct relevant service plans based on the recommendations of the TDP.

#### **Products:**

1. Transit Development Plan
2. Service Plan

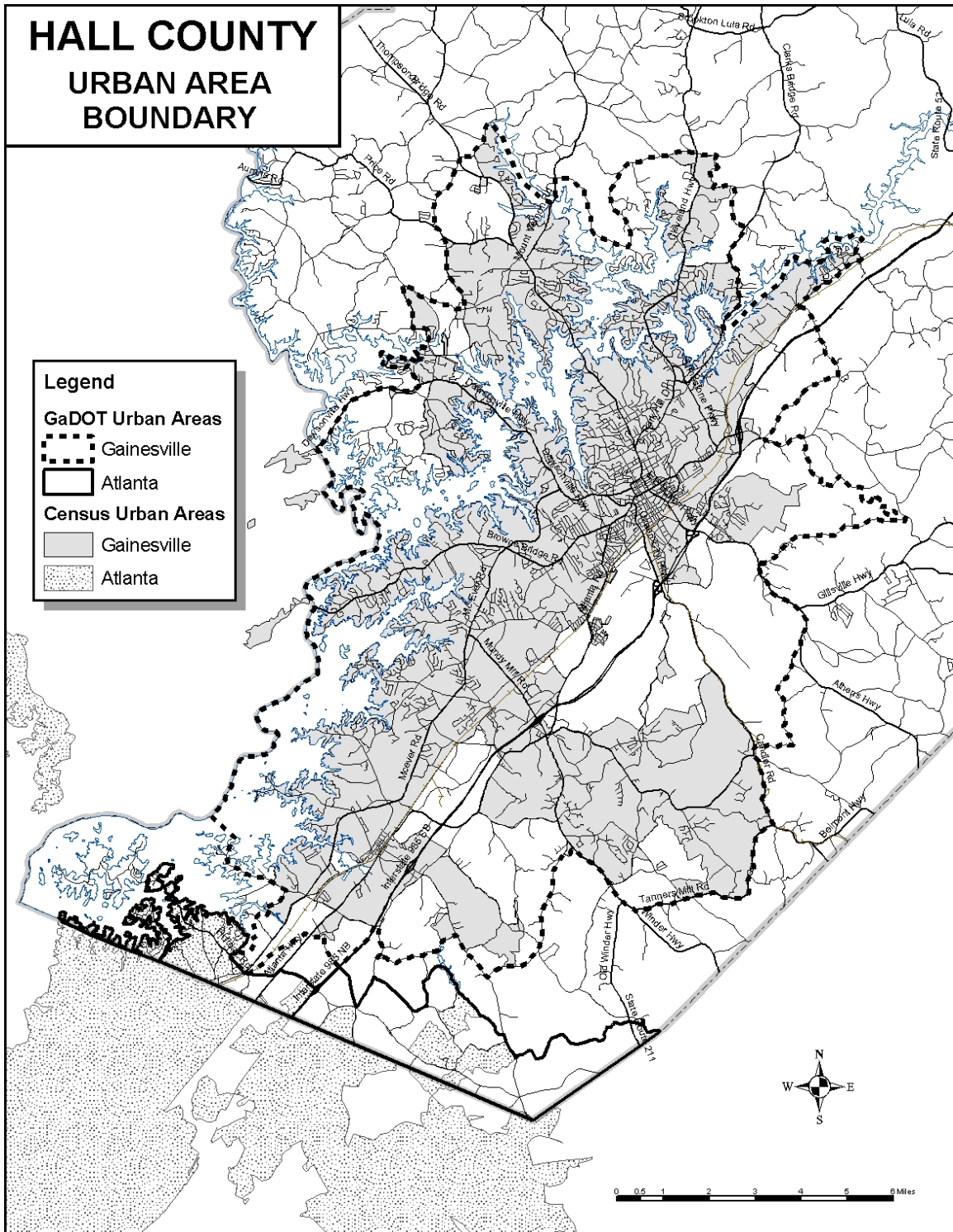
#### **Lead Agency:**

Hall Area Transit/GHMPO

#### **Funding:**

Source	Amount
FTA - 5303	\$43,200.00
GDOT	\$5,400.00
LOCAL	\$5,400.00
<b>Total-5303</b>	<b>\$54,000.00</b>
FHWA (SPR)	\$0.00
GDOT (SPR)	\$0.00
GRAND TOTAL	\$54,000.00

Appendix A GAINESVILLE AND ATLANTA URBAN AREA BOUNDARIES



Appendix B FUNDING SUMMARY

Work Elements	PL Funds (\$)				SPR Funds (\$)				Section 5303 Funds (\$)				Total Budget Amount (\$)
	Budget Amount (100%)	FHWA (80%)	GDOT Match (10%)	Local Match (10%)	Budget Amount (100%)	FHWA (80%)	GDOT Match (20%)		Budget Amount (100%)	FTA (80%)	GDOT Match (10%)	Local Match (10%)	
<b>1.0 Program Support and Administration</b>	<b>115,126.00</b>	<b>92,100.80</b>	<b>11,512.60</b>	<b>11,512.60</b>	<b>29,089.00</b>	<b>22,471.20</b>	<b>5,617.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>143,215.00</b>
1.1 Study Coordination and Operations	95,126.00	76,100.80	9,512.60	9,512.60	13,047.00	10,437.60	2,609.40	0.00	0.00	0.00	0.00	0.00	108,173.00
1.2 Professional and Technical Education	8,000.00	6,400.00	800.00	800.00	4,146.00	3,316.80	829.20	0.00	0.00	0.00	0.00	0.00	12,146.00
1.3 Office Equipment and Supplies	6,000.00	4,800.00	600.00	600.00	3,395.00	2,716.00	679.00	0.00	0.00	0.00	0.00	0.00	9,395.00
1.4 UPWP	6,000.00	4,800.00	600.00	600.00	7,501.00	6,000.80	1,500.20	0.00	0.00	0.00	0.00	0.00	13,501.00
<b>2.0 Public Involvement</b>	<b>15,000.00</b>	<b>12,000.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>9,023.00</b>	<b>6,418.40</b>	<b>1,604.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,023.00</b>
2.1 Community Outreach and Education	15,000.00	12,000.00	1,500.00	1,500.00	8,023.00	6,418.40	1,604.60	0.00	0.00	0.00	0.00	0.00	23,023.00
<b>3.0 Comprehensive Planning and Research</b>	<b>10,000.00</b>	<b>8,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>8,000.00</b>	<b>6,400.00</b>	<b>1,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,000.00</b>
3.1 Data Collection and System Monitoring	10,000.00	8,000.00	1,000.00	1,000.00	8,000.00	6,400.00	1,600.00	0.00	0.00	0.00	0.00	0.00	18,000.00
<b>4.0 Long Range Transportation &amp; System Planning</b>	<b>20,000.00</b>	<b>16,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>10,127.00</b>	<b>8,101.60</b>	<b>2,025.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,127.00</b>
4.1 Long Range Transportation Plan	20,000.00	16,000.00	2,000.00	2,000.00	10,127.00	8,101.60	2,025.40	0.00	0.00	0.00	0.00	0.00	30,127.00
<b>5.0 Short Range Transportation &amp; Project Planning</b>	<b>22,000.00</b>	<b>17,600.00</b>	<b>2,200.00</b>	<b>2,200.00</b>	<b>13,961.00</b>	<b>11,168.80</b>	<b>2,792.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35,961.00</b>
5.1 Transportation Improvement Program	12,000.00	9,600.00	1,200.00	1,200.00	10,656.00	8,524.80	2,131.20	0.00	0.00	0.00	0.00	0.00	22,656.00
5.2 Major Transportation Studies	10,000.00	8,000.00	1,000.00	1,000.00	3,305.00	2,644.00	661.00	0.00	0.00	0.00	0.00	0.00	13,305.00
<b>6.0 Transit</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>54,000.00</b>
6.1 Hall Area Transit Programs & Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54,000.00
<b>Total Work Elements (\$)</b>	<b>182,126.00</b>	<b>145,700.80</b>	<b>18,212.60</b>	<b>18,212.60</b>	<b>69,200.00</b>	<b>54,560.00</b>	<b>13,640.00</b>	<b>43,200.00</b>	<b>43,200.00</b>	<b>5,400.00</b>	<b>5,400.00</b>	<b>5,400.00</b>	<b>304,326.00</b>

## Appendix C MAJOR WORK ACCOMPLISHMENTS IN FY 2007

- Developed 2030 socio-economic data as part of the update to the 2030 LRTP.
- Coordinated with GDOT in calibrating the GHMPO travel demand model. Completed several model runs as part of the 2030 LRTP update process.
- Developed and adopted Project Evaluation Criteria on November 14, 2006 for use in project prioritization.
- Developed and adopted the Participation Plan on May 8, 2007 to meet SAFETEA-LU requirements.
- Conducted two outreach and three public meetings as part of the 2030 LRTP update process. Incorporated public involvement and participation strategies listed in the PIP and the Participation Plan.
- Examined up to 15 focus areas for potential solutions to be incorporated into language transportation plan.
- Assisted local jurisdictions in submission of applications for the CMAQ program. Coordinated with GDOT in the process.
- Submitted draft project list to ARC for inclusion in the 20 County air quality model. Continued coordination with ARC and other inter-agencies in developing a combined Air Quality Conformity Determination report.
- Developed RFP and hired consultant to assist Hall Area Transit in developing a Transit Development Plan.

## Appendix D    ACRONYMS

<b>“3C”</b>	Continuing, Comprehensive, and Cooperative
<b>AADT</b>	Average Annual Daily Traffic
<b>AQ</b>	Air Quality
<b>ARC</b>	Atlanta Regional Commission
<b>CAC</b>	Citizen Advisory Committee
<b>DOT</b>	Department of Transportation
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FY</b>	Fiscal Year
<b>GDOT</b>	Georgia Department of Transportation
<b>GHMPO</b>	Gainesville-Hall Metropolitan Planning Organization
<b>GHTS</b>	Gainesville-Hall Transportation Study
<b>GIS</b>	Geographic Information System
<b>GMRDC</b>	Georgia Mountain Regional Development Center
<b>HAT</b>	Hall Area Transit
<b>ITS</b>	Intelligent Transportation Systems
<b>LRTTP</b>	Long Range Transportation Plan
<b>PIP</b>	Public Involvement Policy
<b>PL</b>	Planning Funds
<b>RFP</b>	Request for Proposal
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy For Users
<b>SIP</b>	State Implementation Plan
<b>SPR</b>	State Planning and Research Funds
<b>STIP</b>	Statewide Transportation Improvement Program
<b>TCC</b>	Technical Coordinating Committee
<b>TDM</b>	Transportation Demand Management
<b>TDP</b>	Transit Development Plan
<b>TIP</b>	Transportation Improvement Program
<b>UPWP</b>	Unified Planning Work Program
<b>USDOT</b>	United States Department of Transportation
<b>UZA</b>	Urbanized Area