



AGENDA
LAKE CHARLES URBANIZED AREA METROPOLITAN PLANNING ORGANIZATION
Transportation Policy COMMITTEE (TPC)
January 25, 2016 AT 9:00 AM
2ND FLOOR, BOARDROOM
SEED CENTER
4310 RYAN ST., LAKE CHARLES, LOUISIANA, 70605

Roll Call

- I. Review and Adoption of Minutes from Previous Meeting (November 18, 2016)**
- II. FOR ACTION: 2017 Dates for Scheduled TPC Meetings, 9 am – 11 am:**
 - March 22, 2017
 - May 24, 2017
 - July 26, 2017
 - September 27, 2017
 - November 22, 2017

Staff recommends moving the November 22, 2017 meeting, which is the day before Thanksgiving, to Friday, November 17, 2017.

- III. Old Business**
 - A. FOR ACTION: I-210 Bridge Regional Traffic Study Consultant Selection.**

Staff is seeking TPC approval, after TAC recommendation at the most recent meeting (1/19/17), of the consultant selection process results for the I-210 Bridge Regional Traffic Study. Several relevant stakeholders evaluated the submissions, with Neel-Schaffer, Inc being scored as the recommended consultant.
 - B. FOR INFORMATION: HSTP/Transit and Lake Charles Transit Service Plan**
 - C. FOR INFORMATION: EPA Advance Program’s Southwest Louisiana Air Quality Task Force.**

D. FOR INFORMATION: The Governor’s Task Force for Transportation Infrastructure Investment has released their final report. The Task Force’s report can be found at the following:

- a. <http://wwwapps.dotd.la.gov/administration/announcements/Announcement.aspx?key=12900> or
- b. http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/GTFTII/Recommendations/00_Complete_Final_Report_-_Governor's_Task_Force.pdf

Currently, the Governor is reviewing the document. It is not sure when he will take his recommendations to the Legislature. Staff is monitoring and communicating with LaDOTD staff to make sure we are aware when the recommendation go to the legislature.

Please note, that the Calcasieu River Bridge is noted in the section regarding Public Private Partnerships. There is no guarantee this will happen, but the Task Force feels this mega-project is a good candidate for this type of financing.

IV. New Business

A. FOR ACTION: Request for adoption of MTP Amendment I in MTP 2040, and as Resolution #2104. Staff is seeking TPC approval, after TAC recommendation at the most recent meeting (1/19/17), for inclusion and adoption for MTP Amendment I to MTP 2040.

The amendment being the inclusion of the 2016 Project Call’s 19 new projects into the Fiscally Unconstrained Vision Projects portion of the MTP. In accordance with the document update procedures, as a change in planned projects of regional significance, it requires a 14-day Public Review and Hearing period, which staff has initiated on 1/10/17. **(SEE Appendix A)**

Record Item No.	Resolution No.	Date Modified	TPC Viewing Date	Description of Change
2	Resolution # 2104, MTP Amendment I	1/25/2017	1/25/2017	Inserted Results of 2016 Project Call to Vision projects.

B. FOR ACTION: Request for adoption of TIP Amendment IX in FY 2015-18, and as Resolution #2105. Staff is seeking TPC approval, after TAC recommendation at the most recent meeting (1/19/17), for inclusion and adoption for TIP Amendment IX in FY 2015-18.

The amendment is the inclusion of the indicated work phases of the Calcasieu Parish Transportation Initiative projects, these phases to be 100% locally funded. In accordance with the document update procedures, as an amendment change in

planned projects of regional significance, it requires a 14-day Public Review and Hearing period, which staff has initiated on 1/10/17. (SEE Appendix B)

Transportation Improvement Plan (TIP) for Lake Charles					
Record of Adoptions and Amendments					
Record Item No.	Project No.	Resolution No.	Date Modified	TPC Viewing Date	Description of Change
60	TBD	Amendment IX	Scheduled for adoption 1/25/2016	1/19/2017	Added the noted work phases for the five Calcasieu Parish Transportation Initiative (CPTI) projects to FY 17, with these phases being 100% funded by the CPTI.

C. FOR INFORMATION: Long Range Transportation Plan (LRTP) update.

Every 5 years, LCMPO is required to update the Metropolitan Transportation Plan. The next plan, with a planning horizon of 2045, is due June 2019. This project is a multi-year project and staff has drafted a scope of work.

Staff requested TAC recommendation for approval of an update to the LRTP of the Request For Qualifications (RFQ) and scope of services. Upon approval by the TPC, Request For Qualifications (RFQ) and scope of services can be sent to LaDOTD for their assessment and approval. TAC deferred voting until the next meeting (3/16/17) to allow TAC a chance to diligently review the draft. Mr. Dan Broussard (LaDOTD) noted that an adjustment to the RFQ should be made for submitting cost proposals (by the consultants) to delineate work between Metropolitan Planning Area, non-Metropolitan Planning area, and associated costs.

(SEE Appendix C)

D. FOR INFORMATION: MPO Consultant Selection Process, including Disadvantaged Business Enterprise (DBE) participation at 6% for MPO projects. Staff requested TAC recommendation for approval of an update of the MPO Consultant Selection process, including setting the consultant selection process at 6% DBE for all MPO contracts. TAC deferred voting until the next meeting (3/16/17) to allow the committee more time to review and obtain more clarification from staff. (SEE Appendix D)

E. FOR DISCUSSION: Enhancement of HSTP/Transit coordination. Ms. Jacqueline Green, Executive Director of Calcasieu Council on Aging, is seeking HSTP/Transit coordination enhancement, through transit agencies and providers increasing efficiency through deeper integration of system operations.

V. Adjournment

Appendix A

MTP Amendment I

PROPOSED VISION PROJECT ADDITIONS			
Route	Location	Improvement	Project Cost (\$000)
LA 171	Broad St to English Bayou Court	Road Widening and ATS Signal System Additions	\$40,866
Sallier St.	Lake St. to Marine St.	Road Reconstruction (widen to 4)	\$120,000
LA 384	Mcneese St. to Big Lake Rd.	Widening and Intersection Improvements	\$563,344
Sallier St.	Ryan St. Intersection	Intersection Improvements	\$1,000
Maplewood Dr.	Belgis Pkwy to LA 108	Rehabilitation (Concrete)	\$80,200
W. Prien Lake Rd.	Cove Ln. to Nelson Rd.	Widen to 3 Lanes	\$50,869
Sale Rd.	Rue Chan Ann to Prien Lake Rd.	Widen to 3 Lanes, Enclose Ditches	\$22,664
Sale Rd.	Ryan St. Intersection	Intersection Improvements	\$3,500
Picard Rd.	Sara St. to US 90	Rehabilitation	\$5,450
Picard Rd. Bridge	Bridge	Bridge Replacement	\$13,750
Prater Rd.	Maplewood Dr. to Stephanie Dr.	Patch, Cold Plane, & Overlay	\$1,950
Moeling St.	Enterprise Blvd. to LA 171	Widen to 3 Lanes	\$64,467
W. Burton St.	Western City Limits to Lewis St.	Rehabilitation	\$15,550
E. Burton St	Smith Rd. to Savoy Rd.	Rehabilitation	\$6,000
Crocker St.	Logan St. to US 90	Reconstruction	\$4,000
Post Oak Rd.	Division Rd. To Burton St.	Patch, Cold Plane, & Overlay	\$7,150
Patton St.	Ruth St to Allen St.	Patch and Overlay	\$800
Lewis St.	Burton St. to O'Quain Rd.	Patch and Overlay	\$2,350
J. Bennet Johnston Ave	Merganser St. to Avenue H.	Traffic Study	\$350
			\$963,394

Appendix A-1

MTP Amendment I: Resolution #2104

**LAKE CHARLES URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION POLICY COMMITTEE
RESOLUTION #2104**

*(Amending the 2040 Metropolitan Transportation Plan for the Lake Charles Urbanized Area
MPO)*

WHEREAS, the Imperial Calcasieu Regional Planning and Development Commission (IMCAL) is the designated Metropolitan Planning Organization (MPO) for the Lake Charles Urbanized area; and charged with the overall responsibility of managing the Metropolitan Transportation Plan (MTP) for the Lake Charles MPO Study Area.

WHEREAS, The Lake Charles Urbanized Area MPO seeks amendment to the Lake Charles Urbanized Area Metropolitan Transportation Plan 2040 (MTP), to include the result of the 2016 MPO Project Call, being 19 new projects to the fiscally unconstrained Vision Projects section of the Metropolitan Transportation Plan 2040 (MTP 2040) for the Lake Charles MPO Study Area.

WHEREAS, IMCAL, acting in its capacity as the designated Metropolitan Planning Organization, gave thorough review and consideration of the aforementioned amendment; and

WHEREAS, the Technical Advisory and Transportation Policy Committees have fulfilled their obligations to review and make recommendations regarding the content of the amendment to the Metropolitan Transportation Plan 2040 (MTP) for the Lake Charles MPO Study Area; and

NOW THEREFORE BE IT RESOLVED that the Transportation Policy Committee, acting in its capacity as the designated decision-making body for the Metropolitan Planning Organization, does hereby approve and adopt the amendment to the Metropolitan Transportation Plan 2040 (MTP) for the Lake Charles MPO Study Area.

THIS RESOLUTION BEING VOTED ON THIS 25th day of January 2017, AND ADOPTED ON THIS SAME DAY.

Mayor Christopher Duncan, Chair

ATTEST: Transportation Policy Committee

Cheri L. Soileau, AICP
Executive/MPO
Director

Appendix B

TIP Amendment IX

Update of the FY 2015-2018 Lake Charles Urbanized Area Transportation Improvement Program, to include Amendment IX

FY 17 (OCT '16 -- SEP '17)

Project No.	Route - Project Name	Project Description / Limits	Proposed Improvement	Work Phase	Est. Cost (thousands)	Federal Share (thousands)	Fund Source
TBD	LA 378	Westlake to Moss Bluff	Widening & intersection improvements, and bridge improvements over the West Fork Calcasieu River.	Env.	1,000	0	100% CPPJ
TBD	LA 378	Westlake to Moss Bluff	Widening & intersection improvements, and bridge improvements over the West Fork Calcasieu River.	Eng.	200	0	100% CPPJ
TBD	US 171	Broad St. to English Bayou Court	Widening, striping, & automatic traffic signal control systems	Eng.	400	0	100% CPPJ
TBD	LA 27	Lewis St. to High Hope Rd.	Widening & intersection improvements	Env.	300	0	100% CPPJ
TBD	LA 27	Lewis St. to High Hope Rd.	Widening & intersection improvements	Eng.	300	0	100% CPPJ
TBD	LA 1256	Walker Rd. to Patton St.	Widening & intersection improvements	Env.	300	0	100% CPPJ
TBD	LA 1256	Walker Rd. to Patton St.	Widening & intersection improvements	Eng.	250	0	100% CPPJ
TBD	LA 384	Country Club Rd at Ihles Rd.	Intersection Improvements	Eng.	400	0	100% CPPJ

Appendix B-1

TIP Amendment IX: Resolution #2105

LAKE CHARLES URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION POLICY COMMITTEE
RESOLUTION #2105

(Amending the FY2015-2018 Transportation Improvement Program for the Lake Charles Urbanized Area MPO)

WHEREAS, the Imperial Calcasieu Regional Planning and Development Commission (IMCAL) is the designated Metropolitan Planning Organization (MPO) for the Lake Charles Urbanized area; and charged with the overall responsibility of managing the Transportation Improvement Program (TIP) for the Lake Charles MPO Study Area.

WHEREAS, The Lake Charles Urbanized Area MPO seeks amendment to the FY 2015-2018 Lake Charles Urbanized Area Transportation Improvement Program (TIP), to include the following Project work phases, being 100% locally funded as part of the Calcasieu Parish Transportation Initiative as Amendment IX:

- LA 378, Westlake to Moss Bluff: Environmental & Engineering for widening & intersection improvements.
- US 171, Broad St. to English Bayou Court: Engineering for widening, striping, and automatic traffic signal control systems.
- LA 27, Lewis St. to High Hope Rd.: Environmental & Engineering for widening and intersection improvements.
- LA 1256, Walker Rd. to Patton St.: Environmental & Engineering for widening and intersection improvements.
- LA 384, Country Club Rd at Ihles Rd.: Engineering for intersection improvements at Country Club Rd at Ihles Rd.

WHEREAS, IMCAL, acting in its capacity as the designated Metropolitan Planning Organization, gave thorough review and consideration of the aforementioned amendment; and

WHEREAS, the Technical Advisory and Transportation Policy Committees have fulfilled their obligations to review and make recommendations regarding the content of the amendment to the FY 2015-2018 Transportation Improvement Program (TIP) for the Lake Charles MPO Study Area; and

NOW THEREFORE BE IT RESOLVED that the Transportation Policy Committee, acting in its capacity as the designated decision-making body for the Metropolitan Planning Organization, does hereby approve and adopt the amendment to the FY 2015-2018 Transportation Improvement Program (TIP) for the Lake Charles MPO Study Area.

THIS RESOLUTION BEING VOTED ON THIS 25th day of January 2017, AND ADOPTED ON THIS SAME DAY.

ATTEST:

Mayor Christopher Duncan, Chair
Transportation Policy Committee

Appendix C

Long Range Transportation Plan Scope

LRTP 2045 Project Tasks Summarized:

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Task 1- Project Schedule, Work Plan, Committee Activity (Scope of Work)

Required analysis:

- The consultant shall develop and present a proposal outlining all work and deliverables of the 2045 LRTP.
- The TPC will serve as the project’s steering committee.
- Please note that it is likely that most routine updates to Committees will be provided by MPO staff.

Deliverables:

- MPO staff and project team kick-off meeting.
- A project schedule showing at a minimum task deadlines, key presentations and public involvement events, and completion of task deliverables.
- Presentation and approval of Project Schedule and Work Plan to Committees (may be provided by MPO staff).

Task 2 – Public Involvement Plan

Required analysis:

- In order to gather significant input on local concerns, the consultant shall assist staff in conducting activities in the community such as meetings, open houses and/or workshops to address transportation related concerns in the region.
- The consultant will ensure the plan has components designed to expand the outreach and involvement potential of this process, particularly towards efforts that will engage minorities, low income communities, and other groups often underrepresented in the transportation planning process.

Deliverables:

- Memorandum outlining key stages/input points in the process and methods used to involve the community and stakeholders and descriptions regarding how the community and stakeholder input will be analyzed and incorporated into and used to develop the MTP.
- Presentation and approval of Public Involvement Plan to Committees (may be provided by MPO staff).

Task 3 – Existing Conditions and Deficiencies Review, Update of MPO TransCAD Base Model

The consultant should review existing relevant background data and documentation to develop a summary of existing conditions within the Planning Area and identify existing transportation system deficiencies.

Identification of deficiencies should consider all modes of transportation and include safety, connectivity, integration, congestion/level of service, travel time, people and goods movement, maintenance and preservation, ITS, and mobility and accessibility.

Required analysis:

- In support of the MTP, the MPO will provide background data to aid the consultant in updating the LRTP. The data includes a regional travel demand model for the study area using TransCAD software. The travel demand model will be used to simulate existing travel patterns, forecast future traffic volumes and allow for analysis of alternative transportation improvements. Throughout the modeling process, the MPO will cooperate with the consultant to ensure their understanding of the data inputs and assumptions that go into the model.
- The consultant shall work with MPO staff to update the baseline model. Tasks shall include the following:
 - Update model resource code to current TransCAD version
 - TAZ structure and socioeconomic data update
 - Roadway network update

- Inclusion of recent traffic and bicycle/pedestrian count data
- Transit network changes
- Calibration and validation
- Existing conditions for level of service/congestion shall be obtained.

Background data and information to review (not limited to):

- 2012 Long-Range Transportation Plan (MTP 2040)
- Transportation and land use considerations of Calcasieu Parish, the City of Lake Charles, the City of Sulphur, and the City of Westlake
- Economic and Jobs Reports
- Business Community Goals
- City Sidewalk, Bicycle, and Pedestrian Master Plans
- Locally adopted Master Plans, public facilities plans and related development regulations
- Regional Transportation Safety Plan and associated crash data
- 2018 Transportation Improvement Program
- Transportation Demand Management Programs
- Truck traffic and freight movement information
- MPO Travel Demand Model
- Census Bureau data (including commute data)
- 2017 I-210 Regional Traffic Impact Study.

Deliverables:

- Memorandum summarizing existing transportation conditions (including existing mode- split information) and deficiencies for all modes, as well as relevant trends and socio and economic data and information that is related to or influences the transportation system. See subtask 3.a.
- Memorandum regarding update to TransCAD Travel Demand Model baseline, including level of service/congestion analysis and results.

Subtask 3.a.

The consultant shall evaluate the existing network and how it relates to multiple modes, i.e. Pedestrian, Bicycle, Automobile, Transit, Freight, and identify barriers (arterial and collector crossings, and other impediments) to multimodal network use. The consultant shall identify deficiencies and gaps, as well as existing policies that may hinder development of a Complete Streets network.

Task 4 – Develop Guiding Principles, Goals, and Objectives

Guiding Principles, Goals, and Objectives should be developed with assistance from MPO

staff and should be based on public input received, information from existing conditions analysis, and other resource documents, which include both local approved planning documents, as well as federal guidance regarding the Transportation Planning Process.

The consultant should review and reference the following information when developing the Guiding Principles, Goals and Objectives:

- Municipal Master Planning Documents.
- Economic Development Organization strategy documents.
- SUSTAINABLE SOLUTIONS FOR MULTIMODAL TRANSPORTATION INFRASTRUCTURE IN LOUISIANA Report
- Louisiana Governor's final decision on infrastructure spending.
- Federal Planning Emphasis Areas (MAP-21 Implementation, Regional Models of Cooperation, and Ladders of Opportunity)
- Eight Federal Planning Factors required by 23 USC 134 and 23 CFR 450, including economic vitality, safety, security, accessibility and mobility, environment, integration and connectivity, efficiency, and preservation of the existing system.

Deliverables:

- Memorandum describing the development of the Guiding Principles, Goals and Objectives and how they will be used to guide plan development, as well as their relationship to the Performance Measures.

Task 5 – Performance Measures

Federal Regulations now require use of performance-based approaches in metropolitan transportation planning.

Some specific guidance on performance measures is currently being finalized by FHWA, FTA and LaDOTD. The consultant will ensure that any measures identified and developed for the LRTP are inclusive of adopted and draft federal rules, as well as LaDOTD performance measures as adopted.

Required analysis:

- Performance measures should be developed through the LRTP and MPO committees and should consider public input.
- The performance measures, along with the overall guiding principles, goals and objectives will form the basis for development of evaluation criteria for ranking projects and assessing future scenarios, including their impact on mode-split.
- Performance measures should consider the following:

- Impacts to mode-split;
 - Improving safety in all modes of transportation;
 - Addressing existing deficiencies before projected deficiencies;
 - Inclusion of public transportation (i.e. fixed bus routes);
 - Inclusion of freight and system performance that supports commercial and economic activity
 - Integration, expansion and interconnectivity of non-motorized transportation alternatives including bicycle and pedestrians in development of the plan;
 - Transportation equity, with special attempts to include and engage the traditionally underserved and underrepresented in the planning process
 - Consideration of both primary and secondary environmental impacts at both the plan and project level, including impacts to air quality and particulate matter; and
 - Improvements to mobility and accessibility within the MPO planning area.
- Additional key themes/categories of performance measures to be considered:
 - Safety
 - Community
 - Mobility/Congestion
 - Access/Connectivity
 - Economy
 - Environment Deliverables:
 - Memorandum describing the development of performance measures and description of how they relate to the guiding principles, goals and objectives, how they will be used to determine the prioritized project list, and how they related to and support LaDOTD's adopted and/or preliminary performance measures.

Task 6 –2045 Transportation System Needs Assessment and Scenarios

The consultant shall conduct a future year (2045) transportation system needs assessment, which will include the development of transportation system alternatives and ranking/prioritization of projects by mode or project type (e.g. safety, ITS, etc.) to be used in scenario modeling.

The consultant should work with MPO staff to develop a range of scenarios (likely 3) that will analyze different transportation plan alternatives. The scenarios will likely consist of

alternative future transportation projects (or groups of projects), funding distributions by mode, and socioeconomic data distributions (e.g., low, medium, high growth scenarios) within the Study Area).

Required analysis:

- The consultant will work with the MPO and LaDOTD on the development of alternatives/scenarios to be modeled and the schedule when the modeling will be performed by MPO staff. The consultant will use the results to identify the most efficient use of resources to move people and goods in and through the Metropolitan Planning Area.
- Future year land use scenario allocations will be based on existing data and information.
- Socio-economic and population data and projections will also be obtained, including from the State Department of Commerce, University System, Calcasieu Parish Public Schools, and other sources as necessary.
- Scenarios should be analyzed with the following considerations (not limited to):
 - o Guiding principles, goals, objectives, including any mode-split goals and/or objectives that may be developed
 - o Performance measures
 - o Ability to address transportation deficiencies
 - o Ability to meet fiscal constraints

Deliverables:

- A memorandum and associated data describing the growth scenarios analyzed, the results, and a recommended preferred scenario.
 - o Detailed description of modeling efforts.
 - o Description of preferred scenario.
 - o Summary of how each scenario/alternative was analyzed against the Guiding Principles, Goals, Objectives, and Performance measures, and what impacts to mode-split the scenario is expected to produce.
 - o Form a comprehensive list of fiscally constrained prioritized projects based on the above analysis (see Task 8 also).

Subtask 6.a. "Incomplete Streets" network needs assessment

The consultant should prepare an assessment and a memorandum outlining the overall issues and themes identified with the "Complete Streets" network as part of task 3.a., as well as a recommended list of prioritized projects (both fiscally constrained and unconstrained) and policies. This analysis should, at a minimum, form the foundation for

staff to develop a comprehensive “Complete Streets Master Plan” to be used by decision makers in funding and prioritizing multimodal facilities.

Task 7 – Financial Plan

Federal regulations regarding the development of long-range transportation plans require that the plan be fiscally-constrained.

Required Analysis:

- Early in the process, the consultant should work with the MPO and LaDOTD staff to identify projected funding resources (throughout the lifetime of the plan), including both public and private sources (federal, state, and local) and by mode as necessary. This task will likely require coordination with other entities.
- The consultant should analyze public input data collected throughout the planning process to develop potential funding priorities. The consultant and MPO should work together to communicate the relative costs and benefits of investing in various modes, such as via comparisons of person-capacity per project type, or other measures.
- Consultant will develop the cost estimates (engineering and construction costs in 2019 and year of expenditure dollars) required to implement the transportation projects under consideration. These project costs for each will then be compared to the available and projected revenues. All proposed improvements should include detailed design concept, scope, and estimated engineering and construction costs in 2019 and year of expenditure dollars.
- For each of the scenarios modeled, the consultant shall analyze the gap between the funding and other resources required to fully implement that scenario and the resources reasonably forecast to be available. The consultant shall analyze whether the gap between resources needed for improvements and resources available for improvements is forecast to become larger or smaller over the time period of the plan.
- The consultant should consider whether any innovative financing techniques can be implemented or new funding sources can be obtained and what steps/support would be required. Strategies shall identify ways to reduce the need for transportation improvements, such as land use policies, and ways to increase funding for transportation improvements, including funding for motorized and non-motorized systems. The MPO is interested in comparing the cost of these strategies relative to the likelihood of meeting forecast transportation needs.

Deliverables:

- A preliminary financial resources summary should be provided early in the planning process to support outreach activities and scenario planning.

- A final financial plan includes a fiscally constrained project list for the final preferred scenario.

Task 9 – Prepare Draft 2019 Long Range Transportation Plan

Required analysis:

- The consultant shall work with the MPO to gather all information collected during previous tasks, including technical resources and public input, to develop a Draft 2019 Long Range Transportation Plan, which includes a project list that is financially constrained and meets all federal requirements.

Deliverables:

- Consultant shall prepare twenty (20) copies of the Draft 2019 Long Range Transportation Plan suitable for public distribution, and one unbound, reproducible document; and a copy in electronic format will be submitted to the MPO for their review and recommendation for approval by TPC. *Because revisions to the draft plan may be required at several points, it shall be printed and bound in a format that will allow changes without complete reprinting.*

Task 10 – Prepare Final 2019 Long Range Transportation Plan

Deliverables:

Upon approval of the draft final plan by TPC, consultant will prepare a final plan document incorporating all revisions and comment from the draft. Twenty (20) copies shall be supplied to the MPO for distribution. This final plan document shall be formatted and bound in a manner that will allow it to be revised or updated without reprinting the entire document. A copy in electronic format shall also be provided, along with electronic copies of all supporting analyses and information.

In addition, the consultant shall prepare a separate “Citizen’s Guide to the 2019 Lake Charles Urbanized Area Metropolitan Transportation Plan,” based on the goals and objectives of the plan, that is easily understood by agencies and members of the public that may not be familiar with transportation planning.

Appendix D

MPO Consultant Selection Process

Lake Charles Urbanized Area Metropolitan Planning Organization
(LCMPO)

Policy and Procedures:

**Consultant Selection Process
Federal Fund Utilization**

Adopted:

Approved:

DOTD:

FHWA:

Month 2017?

IMCAL

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Section 1 Employment of Consultants

Purpose

This section prescribes the policy of the Imperial Calcasieu Regional Planning and Development Commission (herein referred to as IMCAL) whose employees serve as staff to the Lake Charles Urbanized Area Metropolitan Planning Organization (herein referred to as LCMPO) when any federal Department of Transportation funds are utilized in employing consultants for services on or with LCMPO activities. These services are limited to conceptual engineering, technical research, environmental analysis and/or planning etc. by both competitive and non-competitive selection.

Retaining of Consultants

There are 3 conditions which warrant the retention of consultants by LCMPO:

1. The magnitude of the anticipated effort for a specific project or study is determined to be beyond the ability of LCMPO staff and/or which would entail essential work to be deferred in favor of the specific project/study.
2. The services required by a project/study is determined to be such a specialized nature that LCMPO staff would be required to utilize experts in appropriate fields to accomplish the effort.
3. The timeframe of the specific project/study is such that LCMPO staff would not be able to undertake the effort and maintained programmed work schedules.

In order to determine if consulting services are warranted, the IMCAL Executive Director shall consider and evaluate the following:

1. The recommendation to utilize consulting services based upon the nature of the project/study and the workload of LCMPO. The project and/or services needed may be incorporated in to LCMPO's Unified Planning Work Program (UPWP).
2. The IMCAL Executive Director shall decide if the need for consultants is warranted based upon the workload, project type and other information provided by transportation planning staff.

When it has been determined consulting services are warranted, a request will be submitted to the Louisiana Department of Transportation and Development (DOTD) for approval. Upon approval by DOTD and Federal Highways Administration (FHWA), LCMPO consultant selection process shall be made in according to the following provisions laid out in Section 2.

Section 2-Advertisement, Solicitation

Advertising/Solicitation of Consultant Services

LCMPO staff shall publicize and outreach to the best of their ability the notice for the request for qualifications or request for proposals. This may be accomplished by the following methods, which include but are not necessarily limited to:

1. Advertisements in professional and trade journals, websites, professional organizations, newspapers and other forms of media which may be appropriate outreach to appropriate consulting firms;
2. LCMPO staff shall create a consultant list and email proposal notices to appropriate firms;
3. The RFQ/RFP shall be advertised for a minimum of 10 working days.

4. If the Selection Committee, as described in the document, deems the number of responses received are insufficient, the project may be re-advertised using additional media or publications to solicit more responses.
5. The advertisement shall detail information to be submitted in response to the RFQ/RFP. Responding firms shall be required to submit a properly completed DOTD Standard Form 24-102. These forms will be available via IMCAL website, DOTD website or IMCAL personnel.
6. Proposals shall be transmitted with all required information as identified in the LCMPO solicitation. Responses that do not meet the requirements as stated in the solicitation shall not be considered. The LCMPO shall consider false or misrepresented information furnished in response to the advertisement as grounds for rejection.
7. There shall be no advertisement when a non-competitive selection process is determined, as detailed elsewhere in this document.

Audit Requirements

1. Consulting firms proposing to provide services under a contract with LCMPO/IMCAL shall maintain records and accounts that will properly document the expenditure on monies paid under the terms of the contract for a period of five (5) years from the completion of the project, as required by the contract. The consultant shall permit authorized representatives of LCMPO/IMCAL, DOTD, the State Legislative Auditor, State Office of the Inspector General and the US Department of Transportation to inspect and audit data and records relating to the performance under a contract obtained through the process contained herein until the five (5) years after the issuance of the final payment for services rendered.
2. Negotiated contracts shall require a pre-award audit. Post audits may also be required. Pre-determined contracts may be audited during the course of the contract or within five (5) years of the final contract payment.
3. Consultants conducting contractual obligations with LCMPO/IMCAL shall be required to adhere to the procedures set forth in the latest version of DOTD's Consultant Contract Service Manual for the following: (a) compensation computation and (b) summary of operating costs expressed as a percentage of direct payroll (indirect rate). These items shall be submitted to LCMPO/DOTD/FHWA for review and approval prior to the contract execution.
4. Consultants conducting contractual obligations with LCMPO shall be required to execute the following:
 - a. Standard Certification of Restrictions on Lobbying
 - b. Standard Third Party Contractor Certification Regarding Debarment, Suspension and Other Responsibility MattersThese documents may be used to determine whether a contract will be executed with the consultant. Copies of these forms may be obtained from LCMPO's or DOTD's websites or contacting LCMPO directly.
5. Contracts with LCMPO/IMCAL may specify minimum personnel assigned to the project that the consultant will be expected to maintain. For planning contracts, this relationship shall be based on the total of the estimated planning, supervision and principal work-hours expressed in all salary classifications or as identified in the Contract Pricing Proposal (OMB Form 29-R0184). LCMPO will monitor this relationship by means of the consultant's progress schedules, invoices and/or audits.

Compliance with Civil Rights

Consultants who perform work for the LCMPO shall do the following:

1. Comply with Title VI of the Civil Rights Act of 1964, as amended, to provide no person in the United State shall, on the basis of race, religion, color, sex or national origin, be excluded from participation in any program or activity receiving federal financial assistance.
2. Ensure that maximum opportunity is afford to disadvantaged and women-owned business enterprises to compete for and participate in consultant contracts, as prescribed in Title 49, Part 26 of the Code of Federal Regulation.
3. Strive to and make a “good faith effort” to achieve the LCMPO disadvantage business enterprise (DBE) goal of 6%, especially in the award of US Department of Transportation funded projects.

Requirements of Consultants

A consulting firm must meet the following requirements to be considered for planning, environment, research or any other professional services activities:

1. At least of the principals of the firm must be professionally competent in the field/fields of expertise as required by the project;
2. At least one principle or responsible member of the firm shall have had a minimum of five (5) years experience responsibility or major expertise in the field/fields of expertise as required by the project;
3. Additional requirements or considerations for consultants for planning, environment, research and similar projects are as follows:
 - a. LCMPO may establish specific qualifications to meet a particular project or study.
 - b. Minimum personnel requirements may be published in the advertisement for consulting purposes, if and as appropriate.
 - c. LCMPO/IMCAL will generally not consider joint ventures for consulting services, except in rare cases and only after written justification.
 - d. Sub-consultants of a selected firm providing services to LCMPO/IMCAL are bound by the requirements of the selected firm. Sub-consultants must demonstrate that qualified personnel are in charge. All sub-consultants are subject to LCMPO/IMCAL written approval, either at the time of the selection or thereafter.

Disqualification of Firm(s) from the Selection Process

Firms may be disqualified for the following reasons:

1. When a firm has received a letter stating that the firm is twenty-five percent (25%) behind the approved time schedule for completion of any phase of an existing contract with LCMPO/IMCAL or DOTD.
2. When a firm has a record of unsatisfactory performance for LCMPO/IMCAL or any other state/federally funded projects.

Section 3-Selection Procedure

A selection committee consisting of at least three LCMPO designees shall evaluate the qualifications of the responding firms and report the results to the LCMPO Technical Policy Committee (TPC) chair. Personnel designated for this evaluation includes the IMCAL Executive Director and other staff or member government technical staff members as determined by the

IMCAL Executive Director. A representative of DOTD shall also be invited to participate on the selection committee.

1. Non-competitive Negotiation Selections

- a. In special or rare circumstances, the non-competitive selection may be utilized. These circumstances include but are not necessarily limited to:
 - i. Necessary expertise is only available from one or a few sources;
 - ii. Extension of services of the original consultant required on a project for which the contract has been satisfactorily completed and closed out an earlier date; or
 - iii. Contracts requiring immediate action.

2. The IMCAL executive Director, after ascertaining the need for a non-competitive selection, shall request approval from the TPC to engage a specific firm to perform the required services. The request shall be in writing and contain the following:

- a. Justification;
- b. Name of recommended firm and reason;
- c. Type of contract; and
- d. Project cost/budget.

The non-competitive selection process shall be submitted to DOTD and FHWA/FTA for approval prior to the execution of a contract.

3. Competitive Selection

- a. After the stated deadline for the submission of the proposal, a meeting of the selection committee will be called to evaluate the responses. A point-based rating system, based upon the evaluation criteria shall be used to evaluate the proposals. Weighting factors are delineated in this section. Interviews may be necessary for further evaluation of the consultant teams. If the interview process is mandatory, then it shall be noted in all advertisement. However, the selection committee may determine that an interview of select consultant teams may be appropriate.
- b. The selection committee will not consider recommendations by others in the evaluation of any firm's qualifications. Other LCMPO staff members or government technical staff members may assist the committee in the evaluation process. On those projects that partial or full funding is supplied by others, LCMPO may consider recommendations by the entity funding the effort; however, such recommendations must be limited to the 3 highest rated firms from those which were evaluated. This recommendation is not binding to the LCMPO.
- c. The selection committee shall prepare a list of all firms responding to the solicitation, including a list of the 3 highest rated firms which follow the "Requirements for Consultants" as found in Section 2 and the general criteria and weighting factors found in Section 3.
 - i. The 3 highest ranked firms will be presented to the TPC for review and approval in order, highest to lowest. The TPC will authorize staff to commence negotiations with the firm deemed the most qualified per the rankings. Upon successful completion of negotiations, all responding firms will be notified of the selection.
 - ii. If the highest ranked firm is unable to comply with the proposal terms of the contract or agree upon a fair and reasonable price for their services, staff will notify the TPC and request authorization to engage the next highest ranked firm. If staff is unable to come to terms with that firm, they will move

to the third in a similar fashion. If staff is unable to successfully contract with any of the highest ranked firms, they would be required to open their selection criteria to more firms.

- d. The criteria and weighting factors to be used in evaluating responses are as follows:
 - i. Firm experience on similar projects. Weighting factor: 3;
 - ii. Personnel experience on similar projects. Weighting factor: 4;
 - iii. Past performance on LCMPO projects. Weighting factor: 6;
 - iv. Current workload. Weighting factor: 5;
 - v. Firm size, as related to project magnitude. Weighting factor: 3;
 - vi. Location where work will be performed. Weighting factor: 4;
 - vii. Any special evaluation criteria specified in the advertisement required to meet that project's needs;
 - viii. Local preference will not be utilized as a criterion in awarding federal or state funded projects.
 - ix. Other weighting factors may be used for special project requirements. Weighting factors to be used for each project will be stated in the project's advertisement.
 - e. The written records produced during the evaluation and selection processes are subject to the Public Records Act, R.S. 44: 1 et seq.
 - f. In the event the selection committee chooses another firm from the short list other than the top-ranked firm, the reason for this decision will be explained in writing and included in the consultant selection documentation materials submitted to DOTD Consultant Contract Services Administrator.
 - g. All selection documents and other relevant materials shall be submitted to DOTD's Consultant Contract Services Administrator for final approval by DOTD and FHWA/FTA prior to contract negotiations or prior to a proposed contract with the consultant.
 - h. A copy of the executed contract should be submitted to DOTD's Consultant Contract Services Unit for DOTD records.
4. Upon approval of the contract by the Transportation Policy Committee (TPC), the Executive Board of IMCAL shall approve contract before signing.

Contract Types

The LCMPO shall utilize either a cost plus fixed rate with a maximum compensation limit or lump sum contracts for either competitive or non-competitive selections. In general, negotiated cost plus fixed fee contracts are used for larger projects with more complex and difficult to determine scopes of services. An independent cost analysis will be made before receiving cost proposals from the consultant to determine the reasonableness of the proposed contract price. The analysis will be retained, along with other project records and documentation.

Procedures for utilizing negotiated lump sum or cost plus fixed fee with maximum compensation limit shall be as follows:

1. Advertisement shall include, but not be limited to the following:
 - a. Description of the project;
 - b. Services required, including project duration;
 - c. Material or information to be furnished by LCMPO; and

- d. General information and an outline of the selection process, including the criteria/categories used to evaluate consultant responses and weighting factors used in the evaluations.
2. After the TPC has selected a consulting firm, such firm shall be invited to submit a price proposal within a specified time limit. LCMPO staff shall analyze this proposal and a pre-award audit shall be obtained.
3. LCMPO staff shall negotiate the differences, if any, between the work-hour estimates of the LCMPO/DOTD/FHWA/FTA and the consultant firm. Should attempts at an agreement between LCMPO/DOTD/FHWA/FTA and the consultant be unsuccessful, negotiations shall be terminated and the second ranked firm shall be selected. This process will continue until agreement is reached with a firm/team.
4. Compensation will be based on negotiated work-hours, the consultant's audited salary and indirect cost rates subject to maximums, the designated contingency percentage and the computed fixed fee. LCMPO's standard fixed fee computation for the process contained herein shall be that utilized by DOTD and includes consideration for overall contract amount and magnitude of the firm's indirect cost rate.
5. The contract is to be executed, following agreement by all parties on the required work effort and costs. Should the selected firm/team fail to execute the contract, LCMPO may either select the next ranked firm/team from the original respondents or republish the notice of intent.
6. Procedures for utilizing pre-determined lump sum compensation or cost plus fixed fee with a maximum limitation shall be as follows:
 - a. Advertisement, as required, shall include but not be limited to, the following:
 - i. Length and description of the project;
 - ii. Services required, including duration of contract;
 - iii. Specific identification of deliverable products;
 - iv. Material/information to be furnished by LCMPO;
 - v. Compensation by phase of work; and
 - vi. General information, including an outline of the selection process with criteria/categories used to evaluate the responses and the weighting factors for each.
 - b. Compensation shall be determined by using LCMPO/DOTD/FHWA/FTA's work-hour estimates, the latest average of applicable salary rates and the latest average overhead together with a contingency, where appropriate, and profit computed in the accordance with LCMPO/DOTD/FHWA/FTA's standard procedure. These compensations shall not be subject to further negotiation.
 - c. Upon notification of selection and a determination of compensation for the identified services, the selected firm shall have ten (10) days from such notice to execute a contract. If the firm fails to execute the proposed contract, LCMPO/IMCAL shall select from the next rated firm from the original respondents.
7. Upon approval by LCMPO, the final contract will be presented to the IMCAL Executive Committee and signed by the current chair.
8. Upon approval by LCMPO/DOTD/FHWA/FTA of the contract and signed by all parties, a copy of the executed contract must be submitted to DOTD Consultant Contract Services Unit for their records.

Section 4 Certification

All members of the LCMPO Consultant Selection Committee shall strictly adhere to and follow the Consultant Selection Committee Code of Conduct and certify to this effect for each project selection.

The LCMPO Director shall notify DOTD Consultant Contract Services Administrator of changes in the names or position of personnel serving on the LCMPO Consultant Selection Committee.

Consultant Selection Committee Code of Conduct

No employee, officer or agent of LCMPO/IMCAL shall participate in selection or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer, agent or any member of their immediate family, their partner or an organization which employs any of the aforementioned individuals has a financial or other interest in the firm selected.

Selection committee members will not, directly or indirectly, accept, receive, seek or solicit anything of value as a gift, loan or favor from any person, firm or any officer of the firm seeking to obtain contractual or other business or financial relationships with or through LCMPO/IMCAL, with the exception of unsolicited promotional items of nominal intrinsic value with no substantial resale value. Violations of such standards will result in disciplinary action, to the extent permitted by State law.