

VLMPO Committee Meetings Common Agenda

Citizen's Advisory Committee: Tuesday, December 6, 2016; 3:00 p.m.

Technical Advisory Committee: Wednesday, December 7, 2016; 9:00 a.m.

Policy Committee: Wednesday, December 7, 2016; 10:30 a.m.

- | | | |
|-------|---|------------|
| I. | Call to Order | Chair |
| II. | Introductions/Roll Call | Chair |
| | A. Review of Committee Attendance (all committees) | |
| III. | Approval of Minutes- Sept. 6 (CAC); Sept. 7 (TAC); Sept. 7 (PC) | Chair |
| IV. | New Business- (CAC, TAC, PC) | Corey Hull |
| | A. Policy Committee Bylaws Amendment (PC)
Action: Vote for Approval | Corey Hull |
| | B. FY2017 UPWP Amendment, Traffic Signal Study – Resolution FY2017-5
Action: Recommendation/ Vote for Approval | Corey Hull |
| | C. FY2018 5303 Grant Application – Resolution FY2017-6
Action: Recommendation/Vote for Approval | Corey Hull |
| | D. FY2018 UPWP: Remarks and Feedback
Action: Discussion Only | Corey Hull |
| V. | Staff Update | Staff |
| | A. AMPO and NADO Awards | |
| | B. Valdosta Pilot Shuttle Program Update | |
| | C. Downtown Truck Traffic Study Update | |
| | D. 2040 TVP & Performance Measures | |
| | E. PPP Funding Report | |
| VI. | Privilege of the Floor/Public Comment | Chair |
| VII. | Next Meeting Date | Chair |
| | A. CAC; Tuesday, March 7, 2017; 3:00p; at SGRC Office | |
| | B. TAC; Wednesday, March 8, 2017; 9:00a; at SGRC Office | |
| | C. PC; Wednesday, March 8, 2017; 10:30a; at SGRC Office | |
| VIII. | Adjournment | Chair |

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**FY2017 VLMPO
Citizen's Advisory Committee Membership**

Name	Appointed By	Position
1. Carroll Griffin	City of Remerton	Chairman
2. William Branham	City of Valdosta	Vice-Chair
3. Ray Sable	Valdosta State University	Secretary
4. Debbie Hobdy	Lowndes County	Member
5. Ronald Skrine	Lowndes County	Member
6. Tammy Greenway	Lowndes County	Member
7. Robert Wilbers	Lowndes County	Member
8. Dr. Richard Saeger	City of Valdosta	Member
9. Vanessa Flucas	City of Valdosta	Member
10. Jim Parker	City of Valdosta	Member
11. Keith Sandlin	City of Lake Park	Member
12. Harriet Crum	City of Hahira	Member
13. Tessa Carder	City of Dasher	Member
14. Tim Riddle	Convention and Visitors' Bureau	Member
15. Michael Cooper	Downtown Development Authority	Member
16. Myrna Ballard	VL Chamber of Commerce	Member
17. Col. Clarence Parker	VL Airport Authority	Member
18. Stan Crance	VL Industrial Authority	Member
19. Steven Barnes	Leadership Lowndes	Member
20. Dr. William Cason	Valdosta Board of Education	Member
21. Angela Crance	Wiregrass Technical College	Member
22. Wes Taylor	Lowndes Board of Education	Member
23. Vacant	Lowndes County	Member

The CAC serves as a public information and involvement committee that represents a cross section of the community in diversity and interests.

The Citizen's Advisory Committee meets on the first Tuesday of the month at 3:00pm the last month of each quarter (March, June, September, and December).

For more information please contact Corey Hull, MPO Coordinator at 229-333-5277 or at chull@sgrc.us.

11/22/2016

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VLMPO Citizen's Advisory Committee Attendance Records, FY2015-2016

		FY2015					FY2016				FY2017	Current Year & Current Member			
		1	1	1	1	1	1	1	1	1	1	1	Attendance	Meetings	% Present
Name	Appointment	9/2/2014	10/9/2014	3/3/2015	5/19/2015	6/2/2015	9/2/2015	12/2/2015	3/2/2016	6/7/2016	9/7/2016				
1	Angela Crance	WGTC	1	0	1	1	0	1	0	0	1	0	0	1	0%
2	Carroll Griffin	City of Remerton	1	0	1	1	1	0	1	0	1	1	1	1	100%
3	Ray Sable	VSU	1	1	1	1	1	1	1	1	1	1	1	1	100%
4	Debbie Hobdy	Lowndes County	1	1	1	0	1	1	1	0	1	1	1	1	100%
5	Col. Clarence Parker	VL Airport Authroity	1	1	1	0	1	1	1	1	1	1	1	1	100%
6	Stan Crance	VLCIA	1	0	0	0	0	1	0	1	0	0	0	1	0%
7	Ronald Skrine	Lowndes County	1	0	1	1	0	1	0	NA	1	1	1	1	100%
8	Jim Parker	City of Valdosta	NA	NA	0	0	1	0	NA	1	1	1	1	1	100%
9	Tammy Greenway	Lowndes County	1	0	1	0	0	0	1	NA	1	0	0	1	0%
10	Keith Sandlin	City of Lake Park	NA	NA	0	0	1	1	1	1	1	1	1	1	100%
11	Harriet Crum	City of Hahira	1	0	1	1	1	1	0	0	0	1	1	1	100%
12	Tim Riddle	Conv. & Tourism	1	1	1	0	1	1	0	1	0	0	0	1	0%
13	Michael Cooper	CVDA	0	1	0	0	1	0	0	1	0	0	0	1	0%
14	Myrna Ballard	VLCOC	0	0	1	1	1	1	1	1	1	1	1	1	100%
15	Steven Barnes	Leadership Lowndes	1	1	1	1	1	1	1	1	0	1	1	1	100%
16	Dr. Richard Saeger	City of Valdosta	1	1	1	1	0	1	1	1	0	1	1	1	100%
17	Vanassa Flucas	City of Valdosta	0	1	1	1	1	0	1	0	1	NA	NA	NA	NA
18	Vacant	Lowndes County	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
19	William Branham	City of Valdosta	1	1	1	1	1	1	1	1	1	1	1	1	100%
20	Robert Wilbers	Lowndes County	1	0	1	0	1	NA	NA	NA	1	1	1	1	100%
21	Dr. William Cason	Valdosta City School	1	0	0	0	1	NA	1	0	1	0	0	1	0%
22	Wes Taylor	Lowndes County Scho	NA	NA	1	0	0	0	0	0		0	0	1	0%
23	Tessa Carder	City of Dasher	NA	NA	NA	NA	NA	NA	NA	1		0	1	1	100%
Quorum - 12/23			15	9	16	10	15	13	12	12	14	13			

Yellow shading means a past member

Blue shading means a representative

1= Present at meeting

0= Absent at meeting

NA = No Appointment

**Minutes
Citizens Advisory Committee
September 6, 2016
3:00 PM**

Members Present	Organization
Steve Barnes	Leadership Lowndes
Bill Branham	Valdosta
Carroll Griffin	City of Remerton
James Parker	Valdosta
Harriet Crum	Hahira
Ray Sable	VSU
Keith Sandlin	City of Lake Park
Debbie Hobdy	MIDS Transport
Col. Clarence Parker	VL Airport Authority
Dr. Richard Saeger	City of Valdosta
Bob Wilbers	Lake Park
Myrna Ballard	VLC Chamber of Commerce
Ronald Skrine	Lowndes
Others Present	
Corey Hull	SGRC
John Dillard	SGRC
Ryne Nimmo	SGRC

Agenda Item #1 – Call to Order

Mr. Griffin called the meeting to order at 3:00 pm.

Agenda Item #2 – Introductions/Roll Call

Mr. Griffin asked those present to introduce themselves and state their affiliation with the committee.

Agenda Item #3 – Approval of Regular Meeting Minutes

Mr. Griffin pointed out that the FY2017 CAC Membership roster is incorrect. Mr. Sable is no longer the secretary of the CAC so it needs to be updated. Mr. Branham made a motion that the minutes be approved with the noted correction; Mr. Sable seconded the motion. The vote was unanimous; the motion carried.

Agenda Item #4– New Business

A. Participation Plan Adoption – Resolution FY2017-4

Action: Recommendation/ Vote for Approval

Mr. Hull explained that the Participation Plan is a federally required document used to guide participation efforts of the MPO. The PP has been through a 45 day public comment period. The Federal Hwy Administration found some areas that could be improved upon. There have been several sections added to the document based on the research and input from Jesse Lane, a Masters Student at VSU. Mr. Wilbers made a motion to recommend the PP be adopted; Mr. Saeger seconded the motion. The vote was unanimous; the motion carried.

B. Presentation of Bylaws Amendment (PC)

Action: Discussion Only

Mr. Hull explained that the PC committee would be reviewing their bylaws to make a few changes. He let the committee know that if they wanted to review their bylaws that they can. He also notified the committee that there will be a presentation by GDOT about transit planning, funding options and that they can attend the PC meeting to hear the presentation if they would like.

C. Presentation of Draft Scope of Work for Valdosta Traffic Signal Study

Action: Discussion Only

Mr. Hull reminded the committee that Valdosta wanted to have a traffic study done that would help with the flow of traffic. The scope of work has to be presented twice before we can send it out. We should be able to present this item one more time in December and it will be let from there. We may have a called meeting sometime in October. They also asked to look at the city's fiber optic infrastructure that connects all of the traffic signals, I have forgot to include in this scope of work but it will be available. Ms. Ballard asked if the MPO will be applying for GDOT funds. Mr. Hull responded that the amount is 200,000 and that we will be competing for federal funds. Mr. Griffin asked how much competition is there. Mr. Hull explained that he expected five or six proposals. Mr. Branham asked can the fiber optic system be used for other purposes than traffic. Mr Hull responded that it can be used for other things. Mr. Parker asked if there were 35 Or 38 signals in the city. Mr. Hull stated that there are 38 noted in the draft scope of work but there are over 125 traffic signals in the city so this is a small portion that is being studied.

D. Transit Presentation (PC)

Discussion Only

Does not apply to CAC

Agenda Item #5 – Staff Update

A. Valdosta Pilot Shuttle Program

Mr. Dillard handed out a summary of data for Pilot Shuttle Program from October to June 30, 2016. He explained that the graphs showed avg. daily ridership. The combined daily totals show that the number of riders are increasing. The July calendar shows the single shuttle route and changed tracking methods due to decrease in funding. Mr. Dillard explained that there was a slight decrease in ridership but that can be attributed to the loss of two stops that were very popular, ELead and Wiregrass Technical College. Mr. Dillard continued, we have identified 1,048 unique riders, we also have 17 VSU students that use the service. The shuttle service has won two national awards and we are excited about that. Also, the shuttle has been extended through December 31, 2016. Ms. Ballard asked how much ridership does it take to sustain the system. Mr. Hull stated that we have two opinions on that, one that we are doing well compared to other cities our size, and another that says the ridership is low, but it is still a good number based on lack of advertisement. Mr. Parker stated that he is really encouraged by the graph stats. Mr. Hull stated that an official from CTAA was here to discuss transit system funding. Mr. Branham asked what percentage of riders is necessary to be successful. Mr. Hull stated that we do not have an answer for that question but we could maybe pull information from cities the size of Valdosta and provide a snapshot of their numbers. Mr. Parker asked do we consider the return on investment for our streets, and that we should look at transportation as a whole.

B. TIP Project Updates

Mr. Hull stated that everything is still moving forward and an update would be emailed.

C. GAMPO Update

Mr. Hull explained that Albany will be hosting the GAMPO conference this year and if any member is interested in attending to let him know. Mr. Hull also notified the committee that the Ga. Association of MPO's will also be meeting in September because they voted to become an incorporated entity.

Agenda Item #6 – Privilege of the Floor/Public Comment

Mr. Branham asked about a transit system that makes rounds to/from the airport. Mr. Hull stated that it is not in the proposed plan. Mr. Branham asked about Uber. Mr. Hull stated that it was in the traffic study recommendations as a possibility. Ms. Ballard stated that Uber is needed for airmen based on a meeting with Major Wengert.

Agenda Item #7 - Next Meeting Date and Time

Tuesday, December 6, 2016; 3:00 pm at SGRC office

Agenda Item #9 – Adjournment

Mr. Griffin adjourned meeting by acclamation. Meeting was adjourned at 3:43 pm.

**FY2017 VLMPO
Transportation Coordinating Committee Membership**

Voting Members:

Mike Fletcher	Lowndes County, Engineer	Chairman
Patrick Collins	City of Valdosta, Engineer	Vice-Chairman
Brent Thomas	GDOT District 4, Engineer	Member
William Eastin*	GDOT, Transportation Planner	Member

Non-Voting Members:

Jeff Hill	Lowndes County Schools
Gwen Weaver	Valdosta City Schools, Trans. Director
Mike Meeks	Bicycle/Pedestrian Advocate
Andrew Edwards	FHWA – GA Division
Danny Weeks	Lowndes County Emergency Mgmt. Dir.

* Tom McQueen is alternate

The TCC is a technical committee of professionals advising the policy committee on technical matters relating to transportation plans and programs. The TCC is made up of city and county engineers, GDOT District engineers, GDOT planners, local school board representatives, bike and pedestrian advocates, and emergency response officials.

The Technical Committee meets on the 1st Wednesday of the month at 9:00am each quarter (March, June, September, and December).

For more information please contact Corey Hull, MPO Coordinator at 229-333-5277 or at chull@sgrc.us.

11/21/2016

VLMPO Technical Advisory Committee Attendance Records, FY2015-2017

		FY2015							FY2016			FY2017	Current Year & Current Member		
		1	1	1	1	1	1	1	1	1	1	1	Attendance	Meetings	% Present
Name	Appointment	9/3/2014	10/9/2014	12/2/2014	3/4/2015	4/8/2015	5/19/2015	6/3/2015	9/2/2015	12/2/2015	3/2/2016	9/7/2016			
1	Patrick Collins	City of Valdosta	1	1	1	1	1	1	1	1	1	1	1	1	100%
2	Mike Fletcher	Lowndes County	1	1	1	1	1	1	1	1	1	1	1	1	100%
3	Brent Thomas	GDOT Tifton	1	1	1	1	1	1	1	1	1	1	1	1	100%
4	William Eastin	GDOT Atlanta	0	1	1	1	1	1	1	1	1	1	1	1	100%
5	<i>Jeff Hill</i>	<i>Lowndes Schools</i>	0	NA	NA	1	0	0	0	1	0	0	0	1	0%
6	<i>Gwen Weaver</i>	<i>Valdosta Schools</i>	0	0	0	0	0	0	0	1	1	1	0	1	0%
7	<i>Mike Meeks</i>	<i>Bicycle Advocate</i>	0	0	0	0	0	0	0	0	0	0	0	1	0%
8	<i>Andrew Edwards</i>	<i>FHWA- GA</i>	0	0	0	0	0	0	1	0	0	0	0	1	0%
9	<i>Danny Weeks</i>	<i>Lowndes County 911</i>	1	0	0	0	0	0	0	0	0	0	0	1	0%
Quorum - 3/4			4	4	4	5	4	4	4	7	5	5	4		

Yellow shading means a past member

Blue shading means a representative

1= Present at meeting

0= Absent at meeting

NA = No Appointment

Italics Indicates Non-voting members

Minutes
Technical Advisory Committee
September 7, 2016
9:00 AM

Members Present	Organization
Pat Collins	Valdosta
Mike Fletcher	Lowndes County
Brent Thomas	GDOT
Aries Little (via phone)	GDOT
Others Present	
Corey Hull	SGRC
John Dillard	SGRC
Charles Nimmo	SGRC
Dennis Carter	GDOT
William Eastin	GDOT

Agenda Item #1 – Call to Order

Mr. Fletcher called the meeting to order at 9:00 am.

Agenda Item #2 – Introductions/Roll Call

A. Review of Committee Attendance

Mr. Fletcher asked those present to introduce themselves and state their affiliation with the committee.

Agenda Item #3 – Approval of Regular Meeting Minutes

Mr. Fletcher asked for approval of the minutes from March 2, 2016. Mr. Collins made a motion to approve the minutes. Mr. Thomas seconded the motion. The vote was unanimous; the motion carried.

Agenda Item #4-New Business

A. Participation Plan Adoption – Resolution FY2017-4

Action: Recommendation/ Vote for Approval

Mr. Hull explained that the Participation Plan has been updated with research and input from Jesse Lane, a VSU Master's student. The document has gone through the 45 day public comment period and now needs recommendation for approval. Mr. Fletcher made a motion to recommend approval of the Participation Plan; Ms. Little seconded the motion. The vote was unanimous; the motion carried.

B. Presentation of Bylaws Amendment (PC)

Action: Discussion Only

Mr. Hull explained that the Policy Committee would be reviewing their Bylaws and that the TAC has the same option to review theirs if they should decide to do so.

C. Presentation of Draft Scope of Work for Valdosta Traffic Signal Study

Action: Discussion Only

Mr. Hull explained that the draft scope of work for the Valdosta Traffic Study has changed. Mr. Hull notified the committee that there are 38 intersections that will be studied and that fiber mapping will also be included. Mr. Hull notified the committee that the draft will be reviewed once again before it is released for bidding. He explained that there may be a called meeting this fall if the PC should choose to discuss the scope of work again. Mr. Fletcher pointed out that the light at Tillman Crossing is a traffic signal and not a caution light. Ms. Little asked if the study would be funded with the city of Valdosta match. Mr. Hull responded that it will be; Valdosta will pay 100% of the local match.

D. Transit Presentation (PC)

Does not apply to the TAC

Agenda Item #5 – Staff Update

A. Valdosta Pilot Shuttle Program

Mr. Dillard handed out a summary of data for the Pilot Shuttle Program from October to June 30, 2016. He explained the daily averages of ridership and the number of unique riders. He explained the difference in the method of tracking and the slight decrease when funding decreased. Mr. Dillard notified the committee that the Pilot Shuttle Program just received two national awards and that the program has been

extended until December 31, 2016. Mr. Collins stated that the one route is really handicapping the ability to have more riders.

B. TIP Updates

Mr. Hull notified the committee that everything is moving forward and the TIP update will be e-mailed to the committee.

C. GAMPO

Mr. Hull notified the committee that GAMPO will hold its annual meeting in Albany and if anyone will like to attend the meeting to let him know.

Agenda Item #6 – Privilege of the Floor/Public Comment

Mr. Collins stated that GDOT is going to resurface Ashley St. out to 5 points.

Agenda Item #7 - Next Meeting Date and Time

Wednesday, December 7, 2016; 9:00 am at SGRC office.

Agenda Item #8 – Adjournment

Mr. Fletcher made a motion to adjourn. The meeting was adjourned.

FY2017 VLMPO Policy Committee Membership

Voting Members:

John Gayle	City of Valdosta, Mayor	Chairman
Bill Slaughter	Lowndes County, Chairman	Vice-Chair
Cornelius Holsendolph	City of Remerton, Mayor	Member
Larry Hanson	City of Valdosta, Manager	Member
Lisa Cribb	SGRC, Executive Director	Member
Russell McMurry*	GDOT, Commissioner	Member
Joe Pritchard	Lowndes County, Manager	Member
Justin DeVane	Brooks County, Administrator	Member

Non-Voting Members:

Rodney Barry	FHWA – GA Division, Administrator
Yvette Taylor	FTA Region IV, Administrator

All members are permitted to send a temporary or permanent proxy representative

*Tom McQueen is representative, William Eastin is an alternative

The Policy Committee is the regional forum for cooperative decision-making by principal local elected officials, Federal Highway Administration (FHWA), Georgia Department of Transportation (GDOT) and other planning partners.

The Policy Committee meets on the 1st Wednesday of the month at 10:30am each quarter (March, June, September, and December).

For more information please contact Corey Hull, MPO Coordinator at 229-333-5277 or at chull@sgrc.us.

Updated 11/21/2016

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VLMPD Policy Committee Attendance Records, FY2015-2017

	Name	Appointment	FY2015					FY2016			FY2017		Current Year and Current Member Past Year			
			9/3/2014	11/13/2014	12/2/2014	3/4/2015	6/3/2015	9/2/2015	12/2/2015	3/8/2016	7/21/2016	9/7/2016	Attendance	Meetings	% Present	% Present
1	John Gayle	City of Valdosta	1	1	1	1	1	1	1	0	1	1	2	2	100%	67%
2	Larry Hanson	City of Valdosta	1	1	1	0	1	1	1	1	1	1	2	2	100%	100%
3	Joe Pritchard	Lowndes County	1	1	1	1	1	1	1	1	1	1	2	2	100%	100%
4	Bill Slaughter	Lowndes County	1	1	1	1	1	1	1	1	1	1	2	2	100%	100%
5	<i>Justin Devane</i>	<i>Brooks County</i>	NA	NA	NA	NA	NA	NA	NA	NA	1	1	2	2	100%	NA
5		<i>Lanier County</i>	1	0	0	0	1	NA	NA	NA	NA	NA	NA	NA	NA	NA
5		<i>Berrien County</i>	NA	NA	NA	NA	NA	NA	1	1	NA	NA	NA	NA	NA	67%
6		<i>City of Lake Park</i>	NA	NA	NA	NA	NA	1	1	1	NA	NA	NA	NA	NA	100%
6		<i>City of Dasher</i>	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
6	<i>Cornelius Holsendolph</i>	<i>City of Remerton</i>	NA	NA	NA	NA	NA	NA	NA	NA	0	0	0	2	0%	NA
6		<i>City of Hahira</i>	1	1	1	1	1	NA	NA	NA	NA	NA	NA	NA	NA	NA
7	<i>Tom McQueen</i>	<i>GDOT</i>	NA	NA	NA	NA	NA	NA	NA	NA	1	1	2	2	100%	NA
8	Lisa Cribb	Southern Georgia RC	1	1	1	1	1	1	1	1	1	1	2	2	100%	100%
	Quorum - 5/8		7	6	6	5	7	7	8	7	7	7				

Yellow shading means a past member

Blue shading means a representative

1= Present at meeting

0= Absent at meeting

NA = No Appointment

Italics Indicates Rotating Membership

**Minutes
Policy Committee
September 7, 2016
10:30 AM**

Members Present	Organization
Bill Slaughter	Lowndes Co., Commission Chair
John Gayle	City of Valdosta, Mayor
Lisa Cribb	SGRC, Executive Director
Larry Hanson	Valdosta, City Manager
Tom McQueen	GDOT
Jason Davenport	Lowndes County (proxy for Pritchard)
Justin Devane	Brooks County
Others Present	
Dennis Carter	GDOT
Jamie Cochran	GDOT
Brent Thomas	GDOT
Aries Little	GDOT
William Eustin	GDOT
Corey Hull	SGRC
John Dillard	SGRC

Agenda Item #1 – Call to Order

Mayor Gayle called the meeting to order at 10:31 am.

Agenda Item #2 – Introductions/Roll Call

A. Review of Committee Attendance

Mayor Gayle asked those present to introduce themselves and state their affiliation with the committee.

Agenda Item #3 – Approval of Regular Meeting Minutes

Ms. Cribb noted that the minutes stated that Mr. Slaughter was reappointed, which is incorrect, he was actually elected in the last meeting. Ms. Cribb stated the minutes should reflect this. Mr. Slaughter made a motion to approve the minutes as amended; Mr. DeVane seconded the motion. The vote was unanimous. The motion carried. The minutes were approved as amended.

Agenda Item #4-New Business

A. Participation Plan Adoption – Resolution FY2017-4

Action: Recommendation/ Vote for Approval

Mr. Hull explained the updates that were made to the current Participation Plan. He notified the committee that the Public Participation Plan has gone through its 45 day comment period and that there were no comments made. Mayor Gayle asked for a motion to approve the Public Participation Plan if there were no questions. Ms. Cribb made a motion to approve the Public Participation Plan; Mr. Slaughter seconded the motion. The vote was unanimous. The motion carried.

B. Presentation of Bylaws Amendment (PC)

Action: Discussion Only

Mr. Hull notified the committee that he performed a thorough review of the Policy Committee's Bylaws. He provided the committee with a handout showing the changes. Mr. Hull explained that most of the proposed changes were made in Article III: Organization and Membership. The changes allow for Hahira and Lake Park to have biannual rotating small city mayor positions that would serve for two years. Dasher and Remerton would be added as members to the PC permanently but would only receive a one year rotation. All three of the smaller counties would receive two year appointments. He explained that he removed nonvoting representation, and changed proxy representatives. Mr. Hull also notified the committee that he removed the secretary role entirely from the Bylaws. Mr. Davenport asked about the thought process behind rotating out the smaller cities and adding in Dasher. Mr. Hanson stated that the current structure does not allow for smaller city members to serve as chair because of the short term cycle, neither does the current structure allow continuity of leadership. Mr. Slaughter asked if the changes would add a small city seat. Mr. Hull responded that it would add a seat. Mr. Hull clarified that for the amendments to take place there is a 2/3rd majority vote of the full voting membership to approve that change. Ms. Cribb asked that if the vote goes through in December, will Mr. DaVane be booted out because elected officials can only be representatives for other elected officials and staff can only represent other staff. Mr. Hull responded that this is correct but it can also be up for discussion.

C. Presentation of Draft Scope of Work for Valdosta Traffic Signal Study

Action: Discussion Only

Mr. Hull explained that the city of Valdosta has submitted comments on the RFQ. Mr. Hull notified the committee that he has updated the list of intersections and added the city's request for fiber optic mapping. Mr. Hull stated that the RFP and RFQ is not being approved right now because guidance from the FHWA has directed that we present in draft format the proposals and qualifications twice to the Technical and Policy committees. The application is being sent in but the Ga. Association of MPO's has not reviewed the project yet. Mr. Hull explained to the committee that they can have a called meeting in October to move the process a little more quickly, if we are awarded the funding. Mr. Davenport shared a map with the committee of traffic signals in the county that displayed jurisdiction for reference. Mr. Gayle confirmed that the committee should know by September 26, 2016 whether or not they have received the award to perform the study.

D. Transit Presentation (PC)

Discussion Only

Mr. Hull introduced Ms. Cochran, the new Transit Program Manager for GDOT. Ms. Cochran presented on Public Transit Opportunities for Georgia. Ms. Cochran also explained the Capital Cost of Contracting. A discussion ensued after the presentation.

Agenda Item #5 – Staff Update

A. Valdosta Pilot Shuttle Program

Mr. Dillard handed out a summary of data for the Pilot Shuttle Program from October to June 30, 2016. Mr. Dillard explained that during the operation of the two routes, ridership was trending upwards. He continued by explaining the drop in ridership due to reduction in funding. Mr. Dillard explained that roughly 50% of the thousand riders who ride are making two or three trips on the shuttle. Mr. Dillard explained that he will begin to break the numbers down even more to try and calculate cost estimates. Mr. Dillard notified the committee that the Pilot Shuttle Program has won two national awards and that the Pilot Shuttle Program will continue through December 31, 2016. Mr. Gayle asked if the route would remain the same. Mr. Dillard responded that it would. Mr. Davenport asked Mr. Dillard to explain what a unique rider is. Mr. Dillard explained that a unique rider is one true individual not someone who is making multiple trips per day.

B. TIP Project Updates

Mr. Hull explained that all the projects are moving forward, there were no major updates and the TIP update will be emailed to the committee.

C. GAMPO Update

Mr. Hull notified the committee that the Ga. Association of MPO's will be meeting on September 26, 2016 to review grant applications. He also notified the committee that the GAMPO conference will be held in Albany in October. Mr. Hull notified the committee that they are welcome to attend if they would like.

Agenda Item #6 – Privilege of the Floor/Public Comment

Mr. Davenport thanked the GDOT representatives for coming to the meeting.

Agenda Item #7 - Next Meeting Date and Time

Wednesday, September 7, 2016; 10:30 am at SGRC office.

Agenda Item #8 – Adjournment

Mr. Slaughter made a motion to adjourn. The vote was unanimous; the meeting was adjourned.

Bylaws of the Policy Committee of the Valdosta-Lowndes Metropolitan Planning Organization

Article I. Name

The name of this organization shall be the Policy Committee of the Valdosta-Lowndes Metropolitan Planning Organization as outlined in the Memorandum of Understanding (MOU) for the Greater Lowndes Urban Transportation Study.

Article II. ~~Mission and~~ Responsibilities

1. The Policy Committee is the forum for state and local governments, and transportation agencies that oversee or develop major transportation modes within the Metropolitan Planning Area, and appropriate State officials. The Policy Committee has the following responsibilities:
 - a. To review and approve all transportation study plans and programs resulting from the ~~Valdosta-Lowndes Urban Transportation Study~~Greater Lowndes Urban Transportation Study.
 - b. To ensure that a continuing, comprehensive, and cooperative transportation process is maintained through a current Urban Transportation Study that is responsive to applicable laws, rules, and regulations and that its components include a Long Range Transportation Plan, a Unified Planning Work Program, and a Transportation Improvement Program, and other plans and reports that are responsive to the transportation needs of local governments and developed through an appropriate public involvement program.
 - c. To set priorities on the implementation of transportation projects based on the results of the Greater Lowndes Urban Transportation Study and the recommendations of the Technical Coordinating Committee.
 - d. To serve as a liaison between local municipal governments and other resource agencies in the coordination of the transportation plans, mitigation of impacts to natural resources and other planning activities carried out by the MPO.
 - e. To appoint members to the Technical ~~Coordinating Advisory~~ Committee and Citizen's Advisory Committee.
 - f. To establish other transportation study committees as needed.
—To establish a Public Involvement Program as developed through a Public Participation Plan.
g.
2. The Policy Committee has the responsibilities through the ~~Valdosta-Lowndes Urban Transportation Study~~Greater Lowndes Urban Transportation Study MOU to support the economic vitality of the metropolitan area; increase the safety of the transportation system for motorized and non-motorized users; increase the ability of the transportation system to provide security for motorized and non-motorized users; increase the integration, accessibility and

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mobility options for people and freight; protect and enhance the environment, energy resources, and quality of life; promote consistency between transportation improvements and state and local land use and growth patterns; promote efficient management and operation of the transportation system emphasizing preservation of the existing system, to improve transportation system resiliency and reliability, to reduce (or mitigate) the stormwater impacts of surface transportation, and enhance travel and tourism.

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Article III. Organization and Membership

1. The membership of the Policy Committee is as follows:

a. Voting Members

- i. Chairman, Lowndes County Board of Commissioners
- ii. Mayor, City of Valdosta
- iii. ~~Bi~~-Annually Rotating Small Cities' Mayor (~~It~~this position rotates on a Fiscal Year, (July 1-June 30))
 - ~~1. City of Dasher (FY2010, FY2014, and so on)~~
 - ~~2.1~~ City of Hahira (~~FY2011, FY2015, FY2018-19, FY2022-23,~~ and so on)
 - ~~3.2~~ City of Lake Park (~~FY2012, FY2016, FY2020-21, FY2024-25,~~ and so on)
 - ~~3. City of Remerton (FY2013, FY2017, and so on)~~
- ~~iv.~~ Annually Rotating Small Cities' Mayor
 - ~~1. City of Dasher (FY2018, FY2020, and so on)~~
 - ~~4.2~~ City of Remerton (FY2017, FY2019, and so on)
- ~~iv.v.~~ ~~Bi~~-Annually Rotating Small Counties Chairman (~~It~~this position rotates on a Fiscal Year, (July 1+June 30))
 - 1. Brooks County (~~FY2014, FY2017-18, FY2023-24,~~ and so on)
 - 2. Lanier County (~~FY2015, FY2019-20, FY2025-26,~~ and so on)
 - 3. Berrien County (~~FY2016, FY2019-21-22, FY2027-28,~~ and so on)
- ~~v.vi.~~ Lowndes County Manager
- ~~vi.vii.~~ City of Valdosta Manager
- ~~vi.viii.~~ Southern Georgia Regional Commission Executive Director
- ~~viii.ix.~~ Georgia Department of Transportation Commissioner

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b. Non-Voting members

- i. Georgia Division Administrator -Federal Highway Administration (or representative)
- ii. Regional Administrator Federal Transit Administration (or representative)
- ~~Citizens' Advisory Committee Chairman~~

~~d.c.~~ Proxy Representatives

- i. Each voting member may designate a ~~permanent or temporary (as needed basis)~~ proxy representative from their agency or local government; ~~said proxy shall have the authority to vote on behalf of that member in the absence of that member. Provided, however, that no member of the Policy Committee may serve as the proxy for another member. Duly designated individuals serving as a pro~~(y for a member shall be counted towards the number of members required for a quorum).

1. An official letter designating a permanent proxy shall be presented annually and kept on file with the Southern Georgia Regional Commission.
2. County Chairs and Mayors may designate a staff member or another elected official to serve as proxy from their own Board of County Commissioners or City Councils. Local government staff designated as proxy are not eligible to serve as the Chair or Vice-Chair of the Policy Committee.
3. Staff members of local governments may designate another staff member from their own local government or agency.
4. Staff members who are also members of any standing VLMPQ Committee may not serve as a proxy to any Policy Committee member.
- ~~2. This provision does not preclude the member from attending meetings and voting on any action of the Policy Committee in place of their designated permanent proxy. A temporary proxy does not require that an official letter be kept on file.~~

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Article IV. Election of Officers of the Policy Committee

1. The Policy Committee shall elect from among its voting members a Chairman and a Vice Chairman.
2. Elections shall take place on the last meeting of the fiscal year (July 1 -June 30) providing there is a majority of the voting members present. The term of office shall be for ~~one~~ two years or until such time as new officers are elected.
3. Election of Chairman, Vice Chairman shall be by a majority of the voting membership at a meeting where a quorum is present.
4. Should the Chairmanship become vacant in mid-term, the Vice Chairman shall become the Chairman; and a new Vice Chairman shall be elected. Should the Vice Chairman be unable to serve as Chairman, elections shall be held for both Chairman and Vice Chairman.
5. A Chairman and, Vice Chairman may succeed himself/herself with no limitations to the number of terms.

Article V. Duties of the Chairman and Vice Chairman

1. The Chairman shall preside at all meetings of the Policy Committee.
2. The Chairman shall authenticate, by his/her signature, the minutes and resolutions adopted by the Policy Committee.
3. The Chairman shall represent the Policy Committee at hearings, conferences, and other events as necessary.
4. The Chairman will appoint a nominating committee bi-annually to select a slate of officers to be presented at the last meeting of the fiscal year.
5. In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman.
- ~~6. The Chairman shall appoint a Secretary who may be among the voting members of the Policy Committee.~~

~~Article VI. Duties of the Secretary~~

- ~~1. The Secretary shall be responsible for recording the proceedings of each Policy Committee meeting; for preparing minutes and resolutions that are adopted; and for disseminating the minutes and resolutions adopted at the meetings.~~
- ~~2. The Secretary may designate an assistant to assist in carrying out his/her duties.~~

Article VII. Meetings and Voting

1. The Policy Committee shall meet ~~at least~~ quarterly or as necessary to carry out responsibilities of the transportation planning process and maintain certification of the transportation planning process.
2. The presence in person of a simple majority of the Policy Committee voting membership at Policy Committee meetings shall constitute a quorum for official business transaction.
 - a. Participation in a meeting via telephone conference call, or two-way video communication device or other similar method which allows each member of the Policy Committee participating in the meeting to hear and speak to each other member participating in the meeting shall be permitted and considered as being present in person.

Article VIII. Rules of Order

1. The Policy Committee shall conduct business as prescribed in the most current edition of Robert's Rules of Order Newly Revised unless prescribed otherwise by amendment to these Bylaws.
- ~~2. The Secretary of the Policy Committee shall be the Policy Committee's Parliamentarian.~~

Article IX. Amendments to Bylaws

1. These by-laws may be amended by an affirmative vote of a simple majority of the full voting membership of the Policy Committee except as noted below:
 - a. Other appointments may be added or removed as voting or non-voting members as agreed upon by a two-thirds majority vote of the full voting membership of the Policy Committee.
2. A proposed bylaw change shall be presented for consideration at a regular Policy Committee meeting; however, voting shall be deferred until the regular meeting following the meeting at which the bylaw change was proposed.

Date of Amended Bylaw adoption: January 11, 2011; June 5, 2013; December 7, 2016

SIGNED:

John Gayle; Chairman, Valdosta-Lowndes Metropolitan Planning Organization

RESOLUTION FY2017-5
VALDOSTA-LOWNDES
METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE

RESOLUTION TO Amend the FY2017 Unified Planning Work Program

WHEREAS, in accordance with the U.S. Bureau of the Census officially designated Urbanized Area Boundaries established May 1, 2002, and updated on November 1, 2012; and

WHEREAS, the Southern Georgia Regional Commission has been designated by the Governor of Georgia as the Metropolitan Planning Organization (MPO) for the Valdosta-Lowndes Urbanized Area in accordance with Federal requirements of Title 23, Section 134 of the United States Code to have a Cooperative, Comprehensive and Continuous transportation planning process; and

WHEREAS, the MPO conducts federally-required transportation planning activities that will improve the transportation system and help coordinate the area's future growth within the area bounded, at minimum, by the existing Urbanized Area plus the contiguous area expected to become urbanized within the next 20 years; and

WHEREAS, the Valdosta-Lowndes Metropolitan Planning Organization does amend the FY2016 Unified Planning Work Program to include:

Additional PL funds and original federal allocation (FY2017) in the amount of \$350,040.55 Total, \$280,032.44 Federal, \$6,001.62 SGRC, \$12,003.25 Lowndes County, \$52,003.25 City of Valdosta, as presented on attached budget sheet.

NOW, THEREFORE BE IT RESOLVED, that the Valdosta-Lowndes Metropolitan Planning Organization's Policy Committee adopts the amended FY2017 Unified Planning Work Program as required by Title 23 (USC 134 Section 450.308).

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Valdosta-Lowndes Metropolitan Planning Organization Policy Committee at a meeting held on December 7, 2015.

John Gayle, City of Valdosta, Mayor
Chair, Valdosta-Lowndes Metropolitan Planning Organization

REQUEST FOR QUALIFICATIONS/PROPOSALS

Traffic Signal Timing Study for the City of Valdosta

As Requested by the Southern Georgia Regional Commission/Valdosta-Lowndes Metropolitan Planning Organization; 327 W. Savannah Ave., Valdosta, GA 31601; 229-333-5277; www.sgrc.us

Introduction

The Southern Georgia Regional Commission (SGRC) as the designated Metropolitan Planning Organization for the Valdosta Urbanized Area (VLMPO) is soliciting proposals from qualified firms for the completion of a Traffic Signal Timing Study for the City of Valdosta. Incorporated in 1860, the City of Valdosta is the county seat of Lowndes County, Georgia. The estimated 2015 population of Valdosta is approximately 55,724, with a total Lowndes County population of 112,865. The Valdosta Metropolitan Statistical Area (MSA) serves a population of 142,655 and the total trade area population is estimated at 437,000. Valdosta is a regional true destination for shopping and jobs for nearly a dozen counties. Located on Interstate 75, with U.S. Highways 41 and 84 running through the historic downtown district, Valdosta is equidistant between Atlanta, Georgia (228 miles) and Orlando, Florida (216 miles).

Valdosta is a city rich in culture and history; it is a gateway to Florida and hosts a diverse economy impacted by Moody Air Force Base, tourism amenities to include Wild Adventures Theme Park, Valdosta State University (VSU) with a student population of approximately 11,000 students, a regional medical center, a variety of industry, and heritage tourism amenities including seven National Register Districts. Valdosta's beautifully preserved downtown commercial district boasts more than 100 contributing properties to the Downtown Valdosta Historic District.

The purpose of the Request for Qualifications/Proposals (RFQ/P) is to obtain submissions from consultants qualified to update and refine traffic signal timing plans in a number of corridors including a total of 38 signals in the City of Valdosta. The intent of the project is to supplement and extend staff efforts to develop and implement timing plans and monitor their effectiveness to reduce unnecessary vehicle stops and delays resulting from inefficient signal system timing. This study will promote energy efficiency and air quality by minimizing idling time at intersections, and will promote efficient operation of the City's transportation system. This study will also complete mapping of the city-owned fiber optic network that controls traffic signals among other uses. This study is supported by goals in the 2040 Transportation Vision Plan to promote an efficient transportation system (18) that is safe and promotes economic vitality (3). Reduction in traffic congestion and traffic efficiency is a goal for the Valdosta City

Council as well. The project will be managed by the staff of the VLMPO and the Engineering Department of the City of Valdosta.

The consulting firm or team selected must have demonstrated experience in at least the following areas:

- State of the art computerized traffic signal systems
- Development and implementation of local intersection and signal timing systems
- Use of signal timing optimization and simulation models
- Electronic collection of turning movement, volume count, and travel time data
- Fiber optic and utility mapping

Sealed submittals from firms will be received by the SGRC at 327 W Savannah Avenue, Valdosta, GA 31601 until 4:00 pm, legally prevailing time on February 3, 2017 for: “RFQ/P for Valdosta Traffic Signal Timing Study.”

After submittals have been received, in the lobby of the SGRC, 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.

Proposal documents may be obtained at no charge on our website at www.sgrc.us. This is the only official release site for this request for qualifications/proposals or any addenda that may be issued for the same. Any questions received during the proposal process will be answered by the VLMPO staff and/or the City of Valdosta Engineering Department and will be posted as addenda to the website.

Proposal Requirements

Firms responding affirmatively to the RFP shall submit all information required below in five (5) complete printed and one (1) complete digital copy. Proposal shall be prepared in a professional and efficient manner, without extraneous marketing material. Proposal shall be limited to 25 one-sided pages, inclusive of tabs, cover letters, backs and covers, table of contents, etc.

1. Signed Cover Letter indicating the following:
 - a. Name of firm
 - b. Location of headquarters and primary regional or local offices
 - c. Location of office proposed to manage this project and date established
 - d. Type of ownership of firm
 - e. Length of time in business
 - f. Disclosure of any potential conflict of interest
2. Financial Stability
 - a. Audited balance sheet and statement of income and expenses
 - b. Other documentation
3. Prequalification Certification
 - a. Provide a copy of firm’s Prequalification Certificate from GDOT (if applicable)
 - b. Provide documentation of Civil Rights compliance and Equal Employment/Affirmative Action Program

- c. The SGRC DBE goal is 36.5%, provide documentation of DBE/MBE/WBE status, if applicable
 - d. Certification that proposal and subsequent planning work will adhere to the Federal Transit Administration Circulars 5010.1D "Grants Management Requirements" and 4220.1F "Third Party Contracting Compliance."
 - 4. Experience and Project Approach
 - a. Provide a brief history of the firm and the primary geographic area in which the firm conducts business
 - b. Local Area Knowledge: Include a statement indicating familiarity with the City of Valdosta and its transportation characteristics.
 - c. Brief overview of project management experience related to the scope of work
 - d. Project Approach and Commitment to presented Schedule
 - 5. Experience of Firm and Individuals
 - a. List similar relevant projects (3), which the firm has completed during the past five years. The following information is requested on each completed project:
 - i. Project Name and Sponsor/Owner
 - ii. Year Completed
 - iii. Type of Project
 - iv. Project Cost: Include firms cost estimate and percent variance
 - v. Reference (name, position, telephone number, email)
 - vi. Similarities to this project
 - b. List similar relevant project (3, at least one different than the ones above), which the project manager has completed during the past five years. The following information is requested on each completed project:
 - i. Project Name and Sponsor/Owner
 - ii. Year Completed
 - iii. Type of Project
 - iv. Project Cost: Include firms cost estimate and percent variance
 - v. Reference (name, position, telephone number, email)
 - 6. Project Staffing
 - a. Please identify your company's proposed management staff for this project. Provide an organizational chart identifying all of your key staff members and showing how each interacts with other staff members assigned to this project. For each key staff member please include a detailed resume that summarizes:
 - i. Education, field of study and degree(s) earned;
 - ii. Professional registration(s) and/or professional society memberships;
 - iii. Transportation planning experience;
 - 7. Fees and Costs (shall be included in a separate, sealed envelope with the proposal submittal)
 - a. The proposal shall include a budget for the tasks that includes time (in hours) and costs, including any subcontractors. Cost proposals shall be included in a separate, sealed envelope with the proposal submittal.

Instructions to Proposers

- 1. Proposals must be enclosed in a sealed plain envelope, with the RFQ/P name (RFQ/P for Valdosta Traffic Signal Timing Study) written on the outside, and must be received by the SGRC at 327 W Savannah Avenue, Valdosta, GA 31601 until 4:00 pm, legally prevailing time on February 3, 2017.**
- No change will be made to this RFQ/P except by written modification by the VLMPO staff. Requests for interpretation or changes must be made in writing and received at least (10) ten calendar days prior to the time set for opening of the bids. Pre-proposal questions can be addressed in writing to the contact listed below. All pre-proposal questions and answers will be posted to this website: www.sgrc.us. Corey Hull, AICP, chull@sgrc.us. No questions will be answered by phone.
- Failure to sign a bid will force the bid to be declared as 'non-responsive' and not able to be considered for award.
- 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 a bid confers no right of withdrawal or modification of the bid after the bid has been opened.
- The specifications and scope of work following represent the minimum general size, weight, capacity and performance characteristics desired in the equipment or services to be purchased. These requirements are not intended to prevent obtaining fair prices or to eliminate competition, but to insure, if possible, that all proposals submitted shall not be subject to correction or alteration after the RFP has been filed, opened, and publicly read. In view of an unusual wide disparity in details of design and manufacture, complete descriptive literature and manufacturer's specifications must be submitted on each type of equipment offered. The SGRC reserves the right to evaluate any or all RFP's, particularly where there is a range in specifications. Special consideration will be given to the ready availability of repair parts and service.
- The proposer agrees that the SGRC reserves the right to reject any or all proposals, or to accept the part of the RFQ/P considered to be in the best interest of the SGRC.
- Specifications and the scope of work referred to are minimum, therefore unless otherwise indicated by the proposer, the SGRC will assume proposals meet or exceed all specifications.
- The names of a certain brand, make or definite specifications are to denote quality standard of the article desired, but do not restrict proposers to the specific brand, make or manufacturer named; it is to set forth and convey to prospective proposers the general style, type, character and quality of the article desired.
- The SGRC reserves the right to reject all RFQ/P's as appears in its own best interest and to waive technicalities.

RFQ/P Evaluation and Consultant Selection Process

All proposals will be evaluated in accordance with applicable procurement policies of the SGRC and applicable state and federal laws and regulations. This bid will be evaluated using a multi-step process. The first step is to evaluate the submitted proposals. The SGRC will select a consultant based on the history and experience of the firm; qualifications of key staff assigned to the project; project approach; and previous experience with the development of signal timing plans. Submitted proposals should be of sufficient detail to allow evaluation and comparison with other competing proposals. This step will result

in a “shortlist of qualified firms”. Once the “short list” is compiled, the second step, if needed, will be to evaluate the firms in an interview with the evaluation committee, which will be scheduled for Wednesday, February 22, 2016 at the SGRC offices in Valdosta, GA (firms will be notified by email of exact time no later than February 17, 2016). The final step is to evaluate the “cost proposal” which should have been submitted at the same time as the original proposal in a separate sealed envelope, and identified as such.

Responses to this RFQ/P will be evaluated based on the consultant’s response to all relevant criteria stated in this RFQ/P. The SGRC has the right to reject and/or honor any and all proposals. Proposals will be evaluated by VLMPO staff and staff from the City of Valdosta who will review the proposals individually and collectively to determine rank. After reviewing submittals, staff may elect to interview selected firms at their sole expense.

It is the policy of the SGRC to prohibit discrimination against any person or business in pursuit of business opportunities on the basis of race, color, sex, religion national origin, or geographic location and to conduct its contracting and purchasing programs so as to prevent such discrimination.

1. Evaluation Criteria

- a. In order to be considered, a proposal should comply with all requested information/data in this RFQ/P. Proposals will be evaluated according to the standards listed below.
 - i. Qualifications, including relevant experience and staff capabilities (30%)
 - ii. Conformance with submission requirements (5%)
 - iii. Ability to effectively convey information like that to be developed for Scope of Work (35%)
 - iv. Ability to devote the necessary time and resources to the project (20%)
 - v. Quality of references (10%)
- b. The SGRC/VLMPO reserves the right to reject any and all proposals, to waive informalities and irregularities in proposals and to enter into a contract with any firm based solely upon the initial proposal.
- c. The SGRC/VLMPO reserves the right to retain all proposals submitted and use any idea(s) in a proposal regardless of whether that proposal is selected.

2. Negotiations

- a. Following any presentation, the finalists shall be re-evaluated. Should it become necessary the VLMPO Executive Director shall negotiate with the firm whose proposal is determined to be the most advantageous to the VLMPO.
- b. Subsequent to the award, the successful bidder will be presented with a contract. The 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.

Supplemental Terms and Conditions, and Policy Statements

1. Interested parties may request, in writing a bid tabulation of the bid results.
2. Federally Required Clauses

- a. The VLMPO will include the federally required clauses, currently found on the World Wide Web at: http://www.fta.dot.gov/12831_6195.html, in all contracts and will require all contractors to follow these laws and regulations.
3. DBE Program Policy Statement
 - a. "It is the policy of the SGRC/VLMPO that Disadvantaged Business Enterprises (DBEs), as defined in CFR Part 26, shall have the equal opportunity to participate in the performance of the VLMPO's contracts" (VLMPO DBE Policy Statement, 9/5/12).
 - b. While no DBE goal has been set for this contact or for the VLMPO is general (in accordance with the VLMPO DBE Program Plan), DBEs are encouraged to participate in this RFP.

Scope of Work

Proposals are solicited for professional services to study traffic conditions to provide traffic patterns for signal coordination through 35 existing signalized intersections. See list of intersections below. The results from the studies will provide peak and off-peak time base patterns (cycle/split/offset) and will include as a minimum, AM PEAK (Morning Rush Hour), PM PEAK (Afternoon Rush Hour), LUNCH PEAKS, SPECIAL FRIDAY AM, LUNCH, PM AND OFF PEAK, WEEKDAY OFF PEAK, WEEKEND OFF PEAK, and seasonal variations that will affect these time periods, i.e., School Summer Vacation (no school traffic). Time of Day, Day of Week, and Week of Year plans should be established with special attention on providing enough cycle/split/offset data for the system to operate in fully traffic responsive mode as interconnect cable is added.

The study will also include mapping of the City of Valdosta fiber optic network and make recommendations for maximizing the efficiency of fiber optic network needs. The consultant will be required to develop a database that is compliant with the GDOT NexusWorx Cooperative Program for data sharing.

The existing signal equipment is controlled by a central server, located in the Traffic Management Center. The existing signal equipment is the 2070 type traffic controller with IFS Digital Modem #D19130SHR, controlled through four fibers. All signals are controlled by the central server located at the Traffic Management Center.

This is a federally funded project and therefore must comply with all federally mandated procedures for submission. Compliance with funding requirements includes but is not limited to the supplemental terms contained herein.

The Consultant is expected to complete the project within three (3) months of Notice to Proceed. The projects expected schedule is as follows:

- Notice to Proceed by March 15, 2017
- Project completion by June 1, 2017

Intersections

See also attached map.

1. St. Augustine Road (SR 133) @ 1-75 SB Ramp
2. St. Augustine Road (SR 133) @ 1-75 NB Ramp
3. St. Augustine Road (SR 133) @ Twin Street

4. St. Augustine Road (SR 133) @ Gornto Road
5. St. Augustine Road (SR 133) @ Norman Drive
6. Norman Drive @ Mall Entrance
7. Baytree Road @ Gornto Road
8. Baytree Road @ Norman Drive
9. Baytree Road @ Sherwood Drive
10. Baytree Road @ Gordon Street
11. Hill Ave (US 84/221/SR 38) @ 1-75 SB Ramp
12. Hill Ave (US 84/221/SR 38) @ 1-75 NB Ramp
13. N Valdosta Road (US 41/SR 7) @ Country Club Drive
14. N Valdosta Road (US 41/SR 7) @ Inner Perimeter Road (US 41/SR 7)
15. N Valdosta Road (US 41BU/SR 7BU) @ Oak Street Extension
16. N Ashley Street (US 41BU/SR 7BU) @ Smith briar Drive
17. N Ashley Street (US 41BU/SR 7BU) @ Connell Road
18. N Ashley Street (US 41BU/SR 7BU) @ Northside Drive
19. N Patterson Street (SR7 Alt) @ Smithbriar Drive
20. N Patterson Street (SR 7 Alt) @ Northside Drive
21. Inner Perimeter Road (US41/SR 7) @ Country Club Road
22. Inner Perimeter Road (US41/SR 7) @ Oak Street Extension
23. Inner Perimeter Road (US41/SR 7) @ Brookfield Road/Lake Laurie Drive
24. Inner Perimeter Road (US41/SR 7) @ Bemiss Road (SR 125)
25. Oak Street Extension @ Murray Road
26. Oak Street Extension @ Cherry Creek Road
27. Inner Perimeter Road (US41/SR 7) @ Forrest Street
28. Northside Drive @ Bemiss Road
29. Northside Drive/Eager Road @ Oak Street Extension
30. Eager Road @ Berkley Drive
31. Eager Road/Jerry Jones Drive @ Country Club Drive
32. Jerry Jones Drive @ Gornto Road
33. Jerry Jones Drive @ Alden Avenue
34. Baytree Road @ Jerry Jones Drive/Melody Lane
35. Woodrow Wilson Drive @ Bemiss Road
36. Woodrow Wilson Drive @ N Ashley Street (US 41BU/SR 7BU)
37. Woodrow Wilson Drive/Gornto Road @ Patterson Street (SR 7 Alt)
38. Gornto Road @ N Oak Street

Project Tasks

Hard copy and computer-generated files are to be provided for each task.

Data Collection

1. Twenty four hour traffic counts at 15 minute intervals at each approach to 38 signalized intersections.
2. Intersection capacity analyses shall be performed at each of the 38 intersections with accompanying report documentation.
3. Speed studies on each intersection with appropriate documentation.
4. Recommendations for placement of detectors on each leg for traffic responsive coordination.

Signal Timing Plans-Calculate the following

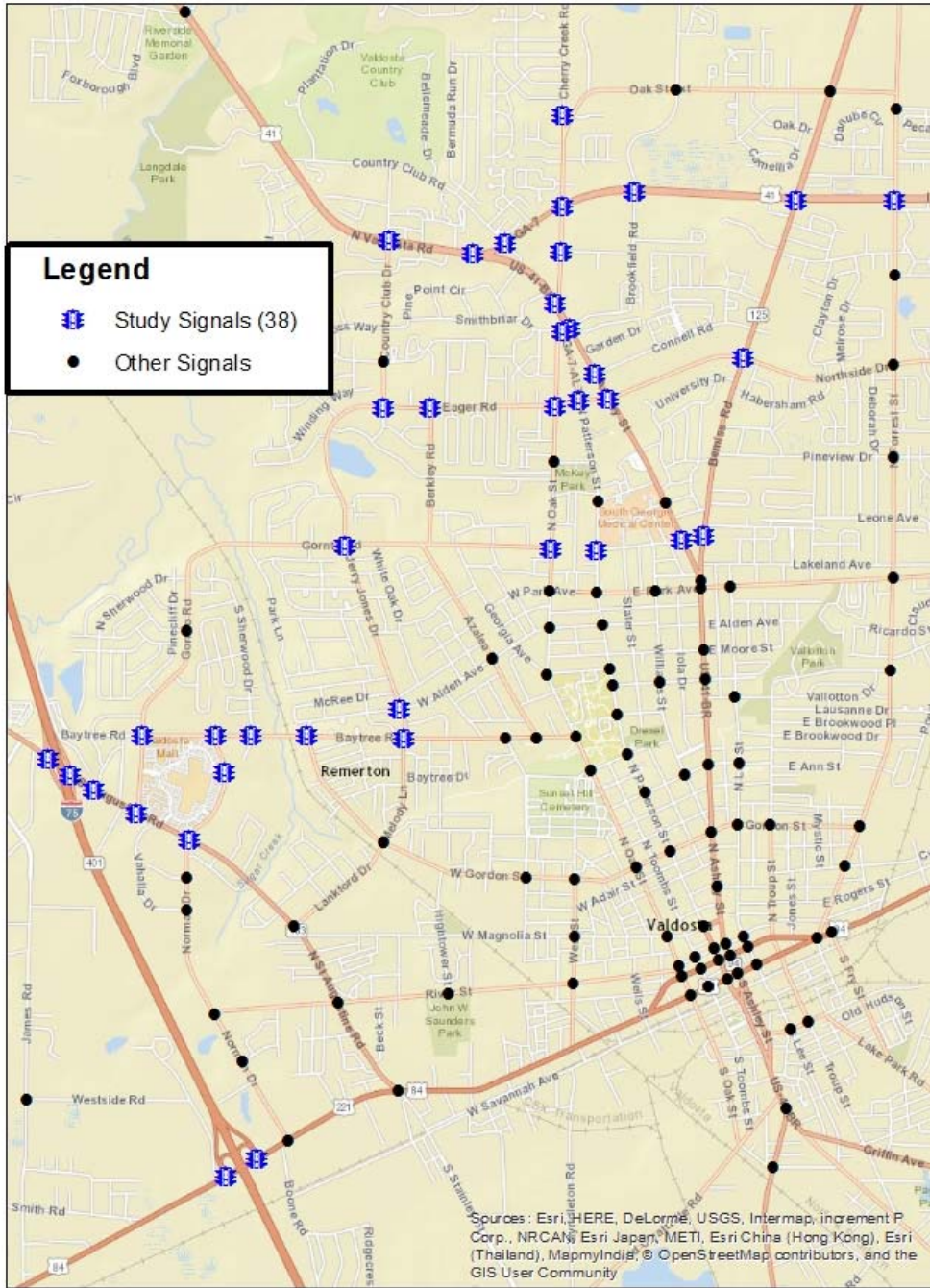
1. Phase timing to determine proper interval times, phase detector parameters, etc.
2. Cycle splits to accommodate the most effective progression plans for twenty-four hour seven day per week period.
3. Time of day plans for the operation of progressive coordination over the twenty-four hour day period.
4. Day of week plan for best operation of progressive coordination over the seven (7) day a week period.
5. Week of year plan for best operation of progressive coordination over the fifty-two (52) week a year period.
6. Traffic responsive to provide volume thresholds for best vehicle responsive cycle/split/offset selection.

Graphs, Charts, and Reports

1. Time space diagrams are to be provided for each peak period.
2. Travel time studies' graphs and reports are to be provided to determine levels of service for all peak and off peak periods.
3. Environmental studies including vehicle operating costs, fuel consumption and pollutant emissions graphs, charts and reports are to be provided.
4. Recommendations including a Future Needs Plan to be implemented for extended proper operation of network functionality.
5. Determine levels of service at all signalized locations for before analysis and after comparisons. The goal is to provide highest possible level of service through each intersection.
6. Recommended intersection geometry improvements.

Submittals shall include all data and projected data necessary to produce and analyze before and after summary reports and projections. These are to include, but not be limited to, travel time field studies, intersection delay, studies, speed and volume studies, etc.

Traffic Signal Timing Study for the City of Valdosta



4.4 Special Transportation Studies

Objective	To conduct planning level analysis of alternatives for transportation projects identified in the LRTP or by the transportation planning process.		
FHWA Planning Factors	FHWA/FTA Planning Emphasis Areas		
FTA Activity Line Items	Common Community Vision Goals		
Previous Work	Transit Implementation Plans, Truck Traffic Mitigation Study, Valdosta Urbanized Area Transit Study		
Work Description			
<p>The City of Valdosta propose to study the coordination of traffic signal timings for 38 intersections within the City. This study will promote the efficient management and operations of the regional traffic signal system and major roadway corridors through signal coordination. This study will promote energy efficiency and air quality by minimizing idling time at intersections, and will promote efficient operation of the City's transportation system. This study is supported by goals in the 2040 Transportation Vision Plan to promote an efficient transportation system (18) that is safe and promotes economic vitality (3). The study will recommend Intelligent Transportation System improvements for signalized intersection operations and maintenance as well as optimization of the City of Valdosta fiber optic network. The project will include review and evaluation of existing travel conditions, existing signal equipment and capabilities, pedestrian requirements, real and perceived problems timing plans, data collection, and mapping of the City of Valdosta fiber optic network. Products will include: maps of the entire fiber optic network, recommendations for maximizing efficiency of fiber optic network needs, signal timing plan and database development and testing, and other recommended improvements.</p>			
Products	Traffic Signal Coordination Study, Fiber Optic Network Map		
Agency	SGRC/VLMPO; City of Valdosta; Consultant		
Schedule:	Start:	January, 1, 2017	End: June 30, 2017

4.4 Special Studies						
Funding Source	Agency	Federal \$	State \$	SGRC \$	Valdosta \$	Total \$
MPO PL	FHWA	\$ 160,000.00	\$ -	\$ -	\$40,000.00	\$200,000.00
5303/7 Planning	FTA	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ 160,000.00	\$ -	\$ -	\$40,000.00	\$200,000.00

* By agreement, the City of Valdosta is providing 100% of the match requirement for special studies in FY2017

FY2017 UPWP Summary Reports

FY2017 Valdosta-Lowndes MPO UPWP Budget Summary Report													
Work Element	Federal Highway Administration Funds						FHWA Total	Federal Transit Administration Funds				FTA Total	Grand Total
	Federal \$	%	State \$	SGRC \$	Local \$	Federal \$		State \$	SGRC \$	Local \$			
1.1 Administration	\$ 38,410.38	32%	\$ -	\$ 1,920.52	\$ 7,682.08	\$ 48,012.98	\$ 40,907.38	\$ 5,113.42	\$ 1,022.68	\$ 4,090.74	\$ 51,134.23	\$ 99,147.20	
1.2 UPWP	\$ 4,801.30	4%	\$ -	\$ 240.06	\$ 960.26	\$ 6,001.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,001.62	
1.3 Staff Education	\$ 18,004.87	15%	\$ -	\$ 900.24	\$ 3,600.97	\$ 22,506.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,506.08	
1.4 Computer Systems	\$ 4,801.30	4%	\$ -	\$ 240.06	\$ 960.26	\$ 6,001.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,001.62	
2.1 Public Participation	\$ 12,003.24	10%	\$ -	\$ 600.16	\$ 2,400.65	\$ 15,004.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,004.06	
3.1 GIS/Travel Demand Model	\$ 12,003.24	10%	\$ -	\$ 600.16	\$ 2,400.65	\$ 15,004.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,004.06	
3.2 Land Use Planning	\$ 6,001.62	5%	\$ -	\$ 300.08	\$ 1,200.32	\$ 7,502.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,502.03	
3.3 Inter-/Multi-Modal Planning	\$ 6,001.62	5%	\$ -	\$ 300.08	\$ 1,200.32	\$ 7,502.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,502.03	
3.4 Systems Analysis	\$ 6,001.62	5%	\$ -	\$ 300.08	\$ 1,200.32	\$ 7,502.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,502.03	
4.1 TIP	\$ 6,001.62	5%	\$ -	\$ 300.08	\$ 1,200.32	\$ 7,502.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,502.03	
4.2 Long Range Planning	\$ 6,001.62	5%	\$ -	\$ 300.08	\$ 1,200.32	\$ 7,502.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,502.03	
4.3 Transit Planning	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ 8,378.62	\$ 1,047.33	\$ 209.47	\$ 837.86	\$ 10,473.28	\$ 10,473.28	
4.4 Special Studies*	\$ 160,000.00	0%	\$ -	\$ -	\$ 40,000.00	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00	
Total	\$ 280,032.44	100%	\$ -	\$ 6,001.62	\$ 64,006.49	\$ 350,040.55	\$ 49,286.00	\$ 6,160.75	\$ 1,232.15	\$ 4,928.60	\$ 61,607.50	\$ 411,648.05	
FY17 Allocation (final)	\$ 120,032.44		\$ -	\$ 6,001.62	\$ 24,006.49	\$ 150,040.55	\$ 49,286.00	\$ 6,160.75	\$ 1,232.15	\$ 4,928.60	\$ 61,607.50	\$ 211,648.05	
Additional Funds	\$ 160,000.00		\$ -	\$ -	\$ 40,000.00	\$ 200,000.00						\$ 200,000.00	
Available	\$ 280,032.44		\$ -	\$ 6,001.62	\$ 64,006.49	\$ 350,040.55	\$ 49,286.00	\$ 6,160.75	\$ 1,232.15	\$ 4,928.60	\$ 61,607.50	\$ 411,648.05	
Programmed	\$ 280,032.44		\$ -	\$ 6,001.62	\$ 64,006.49	\$ 350,040.55	\$ 49,286.00	\$ 6,160.75	\$ 1,232.15	\$ 4,928.60	\$ 61,607.50	\$ 411,648.05	
Difference	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

* By agreement, the City of Valdosta is providing 100% of the match requirement for special studies in FY2017

FHWA PL = Federal Highway Administration Metropolitan Planning Funds; FTA 5303 = Federal Transit Administration Metropolitan Planning Funds

This table shows a summary of the different funding sources for planning by the VLMPPO in the Valdosta-Lowndes MPO Metropolitan Planning Area. Federal funds are matched at an 80% Federal, 20% local match (combination of sources), State may cover 10%, if any; any funding participation from GDOT will reduce the local commitment by same amount. The local match is shared by the SGRC (4% for PL and 2% for 5303); the remainder is split evenly between the City of Valdosta and Lowndes County.

FY2017 UPWP Task Schedule

Work Schedule for VLMPO FY2016 UPWP													
Work Element		July	August	September	October	November	December	January	February	March	April	May	June
1.1	Administration	X	X	X	X	X	X	X	X	X	X	X	X
1.2	UPWP	X			X			X	X	X	X		
1.3	Staff Education	X	X	X	X	X	X	X	X	X	X	X	X
1.4	Computer Systems	X	X	X	X	X	X	X	X	X	X	X	X
2.1	Public Participation	X	X	X	X	X	X	X	X	X	X	X	X
3.1	GIS/Travel Demand Model	X	X	X	X	X	X	X	X	X	X	X	X
3.2	Land Use Planning	X	X	X	X	X	X	X	X	X	X	X	X
3.3	Inter-/Multi-Modal Planning	X	X	X	X	X	X	X	X	X	X	X	X
3.4	Systems Analysis	X	X	X	X	X	X	X	X	X	X	X	X
4.1	TIP	X	X	X	X	X	X	X	X	X	X	X	X
4.2	Long Range Planning	X	X	X	X	X	X	X	X	X	X	X	X
4.3	Transit Planning	X	X	X	X	X	X	X	X	X	X	X	X
4.4	Special Studies							X	X	X	X	X	X

RESOLUTION FY2017-6

**VALDOSTA-LOWNDES
METROPOLITAN PLANNING ORGANIZATION**

A RESOLUTION authorizing the filing of an application with the Department of Transportation, United States of America, and Georgia Department of Transportation, for a grant under Title 49 U.S.C., Section 5303.

WHEREAS, the Secretary of the US Department of Transportation and the Commissioner of the Georgia Department of Transportation are authorized to make grants for mass transportation projects;

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local project costs;

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under Title 49 U.S.C. Section 5303 the Applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and other pertinent directives and the U.S. Department of Transportation requirements there under; and

WHEREAS, it is the goal of the Applicant that Minority Business Enterprise (Disadvantaged Business Enterprise and Women's Business Enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority business shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED by THE Valdosta-Lowndes Metropolitan Planning Organization Policy Committee:

1. That the Executive Director, or their designee, of the Southern Georgia Regional Commission (hereinafter referred to as The Official) is authorized to execute and file an application on behalf of the Southern Georgia Regional Commission as the designated Greater Lowndes Urban Transportation Study (better known as the Valdosta-Lowndes Metropolitan Planning Organization) with the Georgia Department of Transportation, to aid in the financing of a technical study grant to implement specific items of the FY2018 Valdosta Urbanized Area Unified Planning Work Program.
2. That the Official is authorized to execute and file with such application and assurance or any other document required by U.S. Department of Transportation and Georgia Department of Transportation effectuating the purposes of this grant.
3. That the Official is authorized to furnish such additional information as the U.S. Department of Transportation and the Georgia Department of Transportation may require in connection with the application or the project.
4. That the Official is authorized to set forth and execute Minority Business Enterprise, DBE (Disadvantaged Business Enterprise) and WBE (Women Business Enterprise) policies and procedures in connection with the project's procurement needs.

5. That the Official is authorized to execute a grant agreement on behalf of the Southern Georgia Regional Commission as the designated Greater Lowndes Urban Transportation Study (better known as the Valdosta-Lowndes Metropolitan Planning Organization) with the Georgia Department of Transportation to aid in the financing of a technical study grant to implement specific items of the Valdosta Urbanized Area Unified Planning Work Program.

CERTIFICATE

The undersigned duly qualified and acting as Chairman of the Valdosta-Lowndes Metropolitan Planning Organization Policy Committee certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Valdosta-Lowndes Metropolitan Planning Organization Policy Committee held on December 7, 2016.

John Gayle, Mayor, City of Valdosta
Chair, Valdosta-Lowndes Metropolitan Planning Organization Policy Committee