

**AGREEMENT BETWEEN THE  
CITY OF RAPID CITY  
AND THE  
SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION  
FOR ACCOMPLISHING THE RAPID CITY AREA  
TRANSPORTATION PLANNING PROCESS**

THIS AGREEMENT is entered into by and between the State of South Dakota, acting by and through its Department of Transportation, referred to in this Agreement as the "STATE," and the City of Rapid City, South Dakota, referred to in this Agreement as the "MPO," for the purpose of providing partial funding of the metropolitan planning area study activities scheduled to be performed during calendar year (CY) 2012, as outlined in the CY 2012 Unified Planning Work Program, attached to and made a part of this Agreement by reference, using planning funds available from apportionments made under Title 23, United States Code, Section 104, subsection f(4) and Title 49, United States Code, Section 5303.

**BACKGROUND:**

1. The Governor of the State of South Dakota has designated the MPO as being responsible for carrying out the provisions of Section 134 of Title 23 of the U.S.C. and Section 5303 of Title 49 of the U.S.C.; and
2. Federal-Aid Highway and Transit Planning Funds have been apportioned to the STATE for reimbursement of MPO activities; and
3. The MPO, acting on behalf of the local units of government, and the STATE, desire to cooperate to reach formal agreement on the objectives, organization, work program preparation, and Federal-Aid reimbursements for the Transportation Planning Process; and
4. The MPO and the STATE will prepare a mutually acceptable Unified Planning Work Program which must be adopted by the MPO.

In consideration of the foregoing, the parties agree as follows:

1. Scope of Work

A. The work to be performed under the terms of this Agreement for the Rapid City Metropolitan Transportation Planning Process will be conducted in accordance with the CY 2012 Unified Planning Work Program incorporated in this Agreement by reference as **Attachment D**.

B. MPO Responsibilities:

- 1) The MPO, acting by and through the Executive Policy Committee, is responsible for administration of the planning process in accordance with Section 134 of Title 23 of the U.S.C. and Section 5303 of Title 49 of the U.S.C.
- 2) The MPO will provide a Secretary for the Citizens Advisory Committee, Technical Advisory Committee and the Executive Policy Committee meetings (held for purposes of Transportation Planning relative to Section 134 of Title 23 of the U.S.C. and Section

5303 of Title 49 of the U.S.C.) to record committee action and to distribute meeting minutes to committee members and other interested persons.

- 3) The MPO will assure the accomplishment of work activities identified in the Unified Planning Work Program.
- 4) The MPO will schedule and conduct meetings and conferences pertaining only to Transportation Planning relative to Section 134 of Title 23 of the U.S.C. and Section 5303 of Title 49 of the U.S.C.
- 5) The MPO will review work activities and involve the principal participants and other interested groups in a continuing, cooperative, and comprehensive Transportation Planning that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals.
- 6) The MPO will submit technical documents and manuals prepared for use in accomplishing work activities to the Citizens Advisory Committee and the Technical Advisory Committee for its review and comment. Upon completion of the Citizens Advisory Committee's and the Technical Advisory Committee's review, the technical documents and manuals will then be submitted to the Executive Policy Committee for review and comment.
- 7) The MPO will disseminate information on all documents prepared under this Agreement to the local members for their review and comments.

C. STATE Responsibilities:

- 1) The STATE will administer the funds apportioned to South Dakota in accordance with FEDERAL HIGHWAY ADMINISTRATION Policies and procedures for Section 134 Title 23, U.S.C. and FEDERAL TRANSIT ADMINISTRATION Policies and procedures for Section 5303 of Title 49 of the U.S.C.
- 2) The STATE will provide staff assistance to the MPO and other assistance as necessary to implement the Unified Planning Work Program.
- 3) The STATE will transmit to the MPO any documents developed by the STATE that affect the local governmental entities comprising the MPO for review prior to submittal to the FEDERAL HIGHWAY ADMINISTRATION and FEDERAL TRANSIT ADMINISTRATION to assure that the local concerns are properly addressed.

2. Duration of Agreement

This Agreement covers the period from January 1, 2012, to April 30, 2013, unless terminated earlier pursuant to the terms of this Agreement.

3. Payment Procedures

- A. The maximum limiting amount will not exceed Four Hundred Ninety-four Thousand, Eight Hundred Thirty Dollars (\$494,830), and cannot be exceeded by the combined vouchering of the participating parties in the Rapid City Transportation Planning Process and for which this Agreement will be effective.

- B. The maximum distribution of FEDERAL HIGHWAY ADMINISTRATION Planning Funds is Four Hundred Ninety-four Thousand, Eight Hundred Thirty Dollars (\$494,830) for which this Agreement will regulate and be accountable for are as follows, until amended, for work in the CY 2012 Unified Planning Work Program.
- C. The STATE will provide compensation to the MPO on a cost reimbursement basis for the federal-participating share for eligible costs incurred for work activities in the approved CY 2012 Unified Planning Work Program. Compensation for Planning Funds will be on a cost reimbursement basis by payment of 81.95 percent of the total eligible costs incurred for work activities in the approved CY 2012 Unified Planning Work Program. Eligible costs are defined in 49 C FR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- D. The STATE will make payment to the MPO not more than once every four (4) weeks for costs incurred for services performed under this Agreement. The MPO will submit direct vouchers within twenty (20) days following the end of the period covered by the account. The direct vouchers will be the basis of payment and will include supporting documentation for all allowable costs. Duly authorized representatives of the STATE will provide an interim audit of each voucher. The STATE, upon receipt of the direct vouchers, will provide payment to the MPO of all allowable, documented costs within thirty (30) days of receipt of the voucher. Costs documented at a later date may be reimbursed on a subsequent voucher.
- E. The MPO agrees that employees of the MPO whose time is directly assignable to the program will keep and sign a time record showing the element of the program, date and hours worked, and title of position.
- F. The MPO will charge specific work items as contained in the approved CY 2012 Unified Planning Work Program. The MPO will provide the STATE with the MPO'S annual progress report.

4. Travel

All travel by the MPO which will use funds in accordance with this Agreement will be on the basis of the company policy and also subject to preauthorization by the STATE. Estimates of travel by the MPO staff which will use funds in accordance with the Agreement for CY 2012 are identified in the CY 2012 Unified Planning Work Program.

5. Unified Planning Work Program Acceptance and Modification

- A. Changes in the program may be made only after consultation with and approval in writing by the parties to this Agreement, the FEDERAL HIGHWAY ADMINISTRATION, and the MPO'S Board.
- B. Decisions affecting the composition, scope, and duration of the work will be subject to approval by the parties to this Agreement prior to proceeding with the program.
- C. If, as project work progresses, major changes are deemed necessary, adjustment for pay or modification in the scope of the work will be by a letter supplement to this Agreement.

6. Reports

Reports will be prepared as outlined in the Unified Planning Work Program, reviewed by the participating agencies, and then made available to the MPO'S Board.

7. Inspection of Work

The STATE and the MPO will, at all times, be accorded proper facilities for review and inspection of each other's work as outlined in the approved CY 2012 Unified Planning Work Program. In addition, the STATE and the MPO will also, at all times, provide proper facilities for review and inspection of this same work to authorized personnel of the FEDERAL HIGHWAY ADMINISTRATION and FEDERAL TRANSIT ADMINISTRATION.

8. Records and Audits

- A. All charges will be subject to audit in accordance with current STATE procedures and CFR Title 48, part 31.2.
- B. The MPO will maintain an accurate cost accounting system for all costs incurred under this Agreement, and costs will be clearly identified with activities performed under this Agreement.
- C. Upon reasonable notice, the MPO will allow STATE or FEDERAL HIGHWAY ADMINISTRATION representatives to have access to and the right to examine all records of the MPO related to this Agreement during the MPO'S normal business hours. The MPO will keep all records for a period of three (3) years after the date of final payment by STATE under this Agreement and all other pending matters are closed.
- D. If the MPO expends Five Hundred Thousand Dollars (\$500,000) or more in federal funds during any MPO calendar year covered under this Agreement, the MPO will be subject to the single agency audit requirements of the U. S. Office of Management and Budget (OMB) Circular A-133. If the MPO expends less than Five Hundred Thousand Dollars (\$500,000) in federal funds during any MPO calendar year, the STATE may perform a more limited program or performance audit related to the completion of Agreement objectives, the allowability of services or costs and adherence to Agreement provisions.

9. Ownership of Data

Documents and all products of this Agreement are to be the joint property of those participating in the Transportation Planning Process.

10. Publication or Release of Information

- A. The MPO will not copyright material developed under this Agreement without written authorization from the STATE, the FEDERAL HIGHWAY ADMINISTRATION and the FEDERAL TRANSIT ADMINISTRATION. The STATE, the FEDERAL HIGHWAY ADMINISTRATION, and the FEDERAL TRANSIT ADMINISTRATION reserve a royalty-free nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the work under this Agreement for government purposes.
- B. Either party to the Agreement may initiate a request for publication of any report or portion thereof. In the event of failure of agreement between the STATE and the MPO, each party reserves the right to publish independently, in which event nonconcurrence of the other party will be set forth, if requested.

- C. All reports published by the STATE or the MPO will contain a credit reference to the FEDERAL HIGHWAY ADMINISTRATION and FEDERAL TRANSIT ADMINISTRATION such as “prepared in Cooperation with the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration.”

11. Claims

The MPO will indemnify the STATE, its officers, agents, and employees against any and all actions, suits, damages, liability, or other proceedings that may arise as the result of performing services under this Agreement. This section does not require the MPO to be responsible for or defend against claims or damages arising from errors or omissions of the STATE, its officers, agents, or employees. It is further agreed that no employee of either party, while engaged in the performance of any work or services, will be considered an employee of the other party, and no claim that may or might arise under the South Dakota Workers' Compensation Act on behalf of said employee, while so engaged on any of the work or services provided to be rendered in this Agreement, will be the obligation or responsibility of the other party.

12. Subcontracting

The MPO, with the MPO'S own staff or by subcontract with other public agencies, will perform work valued at not less than fifty percent (50%) of the contract amount excluding specialized services. The MPO will submit to the STATE all agreements or contracts pertinent to the Work Program and subject to partial reimbursement under this Agreement for review and approval prior to final execution and will be approved by the MPO'S Board. All subcontracts must contain all of the provisions of this Agreement.

13. Nondiscrimination/ADA

The MPO will comply with the requirements of Title 49, CFR Part 21 and Title VI of the Civil Rights Act of 1964, the latter identified as **Attachment A** attached to and made a part of this Agreement. The MPO will submit, upon request, quarterly Title VI (Civil Rights) State of Contractor reports to the STATE. The MPO will provide services in compliance with the Americans With Disabilities Act of 1990, and any amendments.

14. Certification for Grants, Loans, and Cooperative Agreements

The MPO will comply with the requirements identified in **Attachment B**, attached to and made a part of this Agreement.

15. Certification for Debarment, Suspension and Other Responsibility Matters

The MPO will comply with the requirements identified in **Attachment C** attached to and made a part of this Agreement.

16. Termination

Either party may terminate this Agreement by providing thirty (30) days' written notice to the other.

17. Availability of Funds

The payment of public funds under this Agreement is subject to the availability of MPO FEDERAL HIGHWAY ADMINISTRATION and FEDERAL TRANSIT ADMINISTRATION Planning Funds appropriated by Congress.

18. The MPO has designated its Chairman as the MPO'S authorized representative and has empowered the Chairman with the authority to sign this Agreement on behalf of the MPO. A copy of the MPO'S board minutes or resolution authorizing the execution of this Agreement by the Chairman as the MPO'S authorized representative is attached to this Agreement as **Attachment E**.

The parties have caused this Agreement to be executed by their proper officers and representatives.

City of Rapid City	State of South Dakota Department of Transportation
By: _____ Sam Kooiker	By: _____ Darin P. Bergquist
Its: Mayor	Its: Secretary
Date: _____	Date: _____
Attest:	Recommended By:
_____ City Finance Officer/Clerk	_____ Mike Behm, Project Development Engineer
(City Seal)	Approved as to Form:
Approved as to Form;	_____ Special Assistant Attorney General
_____ City Attorney	
Rapid City Metropolitan Planning Organization	
By: _____ Jerry Shoener	
Its: Chairman, Executive Policy Committee	
Date: _____	

ATTACHMENT A

ASSURANCE WITH REGARD TO THE CIVIL RIGHTS ACT OF 1964 AND  
THE U.S. DEPARTMENT OF TRANSPORTATION, TITLE 49, CODE OF  
FEDERAL REGULATIONS, PART 21

During the performance of this contract, the City of Rapid City, for itself, its assignees and successors in interest (hereinafter referred to as the "MPO") agrees as follows:

- (1) Compliance with Regulations: The MPO shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, "DOT"), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2) Nondiscrimination: The MPO, with regard to the work performed by MPO during the Agreement shall not discriminate on the grounds of race, color, age, sex, disability, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The MPO shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the MPO for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified by the MPO of MPO'S obligations under this Agreement and the Regulations relative to nondiscrimination on the ground of race, color, sex, age, disability, or national origin.
- (4) Information and Reports: The MPO shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the South Dakota Department of Transportation or the FEDERAL HIGHWAY ADMINISTRATION to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of the MPO is in the exclusive possession of another who fails or refuses to furnish this information, the MPO shall so certify to the South Dakota Department of Transportation, or the FEDERAL HIGHWAY ADMINISTRATION as appropriate, and shall set forth what efforts MPO has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the MPO'S noncompliance with the nondiscrimination provisions of this Agreement, the South Dakota Department of Transportation shall impose such contract sanctions as it or the FEDERAL HIGHWAY ADMINISTRATION may determine to be appropriate, including, but not limited to:
  - (a) withholding of payments to the contractor under the Agreement until the party complies, and
  - (b) cancellation, termination, or suspension of the Agreement, in whole or in part.

- (6) Incorporation of Provisions: The MPO will include the provisions of paragraph (1) through (5) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

The MPO shall take such action with respect to any subcontract or procurement as the South Dakota Department of Transportation or the FEDERAL HIGHWAY ADMINISTRATION and FEDERAL TRANSIT ADMINISTRATION may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event either party becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the MPO may request the South Dakota Department of Transportation to enter into such litigation to protect the interests of the South Dakota Department of Transportation, and, in addition, the MPO may request the United States to enter into such litigation to protect the interests of the United States.



## ATTACHMENT B

### CERTIFICATION FOR GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The MPO certifies, to the best of MPO'S knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the MPO, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The MPO will require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients will certify and disclose accordingly.

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

ATTACHMENT C

CERTIFICATION FOR DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The MPO, as a recipient of FEDERAL HIGHWAY ADMINISTRATION and FEDERAL TRANSIT ADMINISTRATION funds, certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.

The MPO certifies that if it becomes aware of any later information that contradicts the statements of paragraph (1) through (4) above, it will promptly inform FHWA or South Dakota Department of Transportation.

ATTACHMENT D

# Rapid City Area Metropolitan Planning Organization

## 2012 UNIFIED PLANNING WORK PROGRAM



Prepared by the  
City of Rapid City, Pennington County,  
Meade County, City of Box Elder, City of Summerset  
South Dakota Department of Transportation

In cooperation with the  
U.S. Department of Transportation  
Federal Highway Administration  
Federal Transit Administration

***“The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.”***

***Rapid City Metropolitan Planning Organization provides services without regard to race, color gender, religion, national origin, age or disability, according to the provisions contained in SDCL 20-13, Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990 and Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994.***

***Any person who has questions concerning this policy or who believes they have been discriminated against should contact the Human Relations Commission at 394-4110.***

## Table of Contents

<b>General Acronyms .....</b>	<b>iv</b>
<b>Introduction .....</b>	<b>1</b>
<b>Metropolitan Planning Organization Structure .....</b>	<b>1</b>
<b>Metropolitan Planning Organization Map.....</b>	<b>2</b>
<b>Federal Guidelines – SAFETEA-LU Considerations.....</b>	<b>4</b>
<b>Funding.....</b>	<b>5</b>
<b>2012 UPWP Work Activities</b>	
<b>Personnel Services .....</b>	<b>6</b>
<b>Professional Services/Consultants.....</b>	<b>11</b>
<b>Capital Resources .....</b>	<b>12</b>
<b>2012 UPWP Budget .....</b>	<b>13</b>

## General Acronyms

<b>3-C</b>	Continuing, Comprehensive and Cooperative Transportation Planning
<b>ADA</b>	Americans with Disabilities Act of 1990. Mandates changes in building codes, transportation, and hiring practices to prevent discrimination against persons with disabilities. This act affects all existing and new public places, conveyances, and employers. The significance of ADA in transportation will be most apparent in transit operations, capital improvements, and hiring practices.
<b>BIT</b>	South Dakota Bureau of Information and Telecommunications
<b>CAC</b>	Citizens' Advisory Committee of the Metropolitan Planning Organization
<b>CFR</b>	Code of Federal Regulations
<b>CIP</b>	Capital Improvement Program
<b>CTPP</b>	Census Transportation Planning Package
<b>EPC</b>	Executive Policy Committee of the Metropolitan Planning Organization
<b>FDP</b>	Fugitive Dust Plan
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FY</b>	Fiscal Year
<b>GIS</b>	Geographic Information Systems
<b>ITS</b>	Intelligent Transportation Systems
<b>LRTP</b>	Long Range Transportation Plan
<b>LTP</b>	Local Transportation Programs
<b>MPO</b>	Metropolitan Planning Organization
<b>NTD</b>	National Transit Database
<b>PEA</b>	Planning Emphasis Area

<b>PL</b>	Metropolitan Planning Funds that have been set aside for transportation planning activities in Urbanized Areas.
<b>PTS</b>	Public Transportation System
<b>RCATSA</b>	Rapid City Area Transportation Study Area
<b>RFP</b>	Request for Proposals
<b>RTAB</b>	Rapid Transit Advisory Board
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. This five-year highway bill was approved in the year 2005, and carries on the previously established emphasis towards developing a balanced transportation system, including public transit, bicycle and pedestrian modes, and environmental and social consequences.
<b>SCNAFLUP</b>	Southeast Connector Neighborhood Area Future Land Use Plan
<b>SDDOT</b>	South Dakota Department of Transportation
<b>Section 5303</b>	Federal Transit Administration mass transportation planning funds.
<b>Section 5307</b>	Federal Transit Administration program that provides capital and operating assistance to urbanized areas.
<b>Section 5310</b>	Federal Transit Administration program that provides capital assistance to organizations that provide transportation services to elderly and disabled persons.
<b>STIP</b>	State Transportation Improvement Program
<b>TAZ</b>	Traffic Analysis Zone
<b>TCC</b>	Technical Coordinating Committee of the Metropolitan Planning Organization
<b>TDP</b>	Transit Development Plan
<b>TIP</b>	Transportation Improvement Program
<b>USC</b>	United States Code
<b>UPWP</b>	Unified Planning Work Program
<b>USDOT</b>	United States Department of Transportation

## **Introduction**

The purpose of the Unified Planning Work Program (UPWP) is to describe the annual activities, planning studies, and products to be developed by the Metropolitan Planning Organization (MPO) over a year time. The Unified Planning Work Program identifies who will be involved with the work tasks and the anticipated product or outcome. The Unified Planning Work Program also identifies funding for these tasks which includes total programmed expenditures for each one. The Metropolitan Planning Organization and its coordinating agencies work together to define work activities which will be performed over the year. The City of Rapid City oversees this work program in accordance with the agreements among the City of Rapid City, the City of Box Elder, the City of Summerset, Pennington County and Meade County. The South Dakota Department of Transportation (SDDOT), Ellsworth Air Force Base, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and the local school districts also participate in the development of the Unified Planning Work Program as members of the Technical Coordinating Committee.

Input from local entities is pursued during the development of the Unified Planning Work Program to ensure all transportation issues within the Rapid City Metropolitan Planning Organization's boundaries are considered. A boundary map is included for reference. It is important to obtain input from the Federal Highway Administration, the South Dakota Department of Transportation, the City of Rapid City, the City of Box Elder, the City of Summerset, Pennington County, Meade County and Rapid Transit to ensure the work program covers all aspects of transportation.

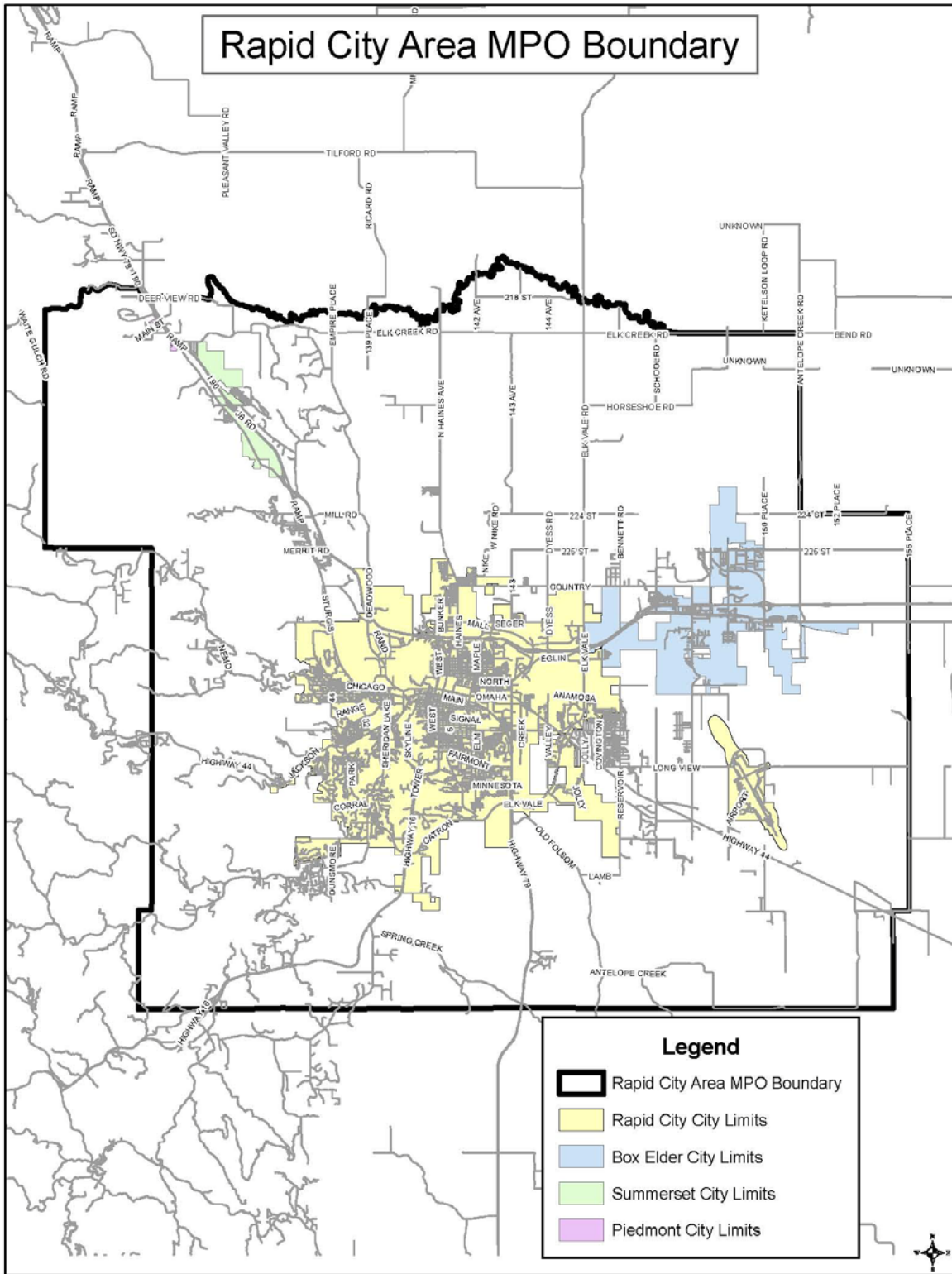
Once the state allotments have been established by the Federal Highway Administration and the Federal Transit Administration, the Metropolitan Planning Organization funding allocation is developed by the South Dakota Department of Transportation in conjunction with the South Dakota Metropolitan Planning Organizations. The FHWA and FTA approve the allocation amount and a contract is entered between the Metropolitan Planning Organizations and the South Dakota Department of Transportation to conduct the work tasks found in the Unified Planning Work Program.

## **Metropolitan Planning Organization Structure**

Effective transportation planning requires coordination and integration of all modes of travel. Good planning also involves input from the community to ensure common goals and community interests are addressed. The Metropolitan Planning Organization process includes citizens, technical experts and elected officials in adopting planning documents. The organizational structure consists of the Citizens' Advisory Committee (CAC), the Technical Coordinating Committee (TCC), and the Executive Policy Committee (EPC). This structure allows input from all three groups for transportation decisions.

The Citizens' Advisory Committee is comprised of private citizens whose involvement concerning transportation issues provides valuable input into the planning process. This committee ensures the public is included in the transportation planning process and that





public interests are considered for regional transportation decisions. Membership of the Citizens' Advisory Committee consists of nine voting members representing various sections of the Rapid City Area Metropolitan Planning Organization community. The current membership of this committee is as follows:

<b>Citizens' Advisory Committee Members</b>		
Sandra Burns	Dennis Landguth	Bob Burns
Tom Bodensteiner	Adeline Kalmbach	Matthew Fitting
Cal Wiest	Ann Van Loan	Kathy McDaniel
Wes Rick	Aaron Sanders	Ray Dvorak
Don Schultz		

The Technical Coordinating Committee consists of planners, engineers, safety officials, airport officials, school officials and representatives from federal and state agencies who all provide technical review and guidance to the Metropolitan Planning Organization. This group makes recommendations to the Executive Policy Committee concerning the adoption and approval of all transportation plans and programs such as the Long Range Transportation Plan, the Transportation Improvement Program, and various reports, studies and plans developed for the Metropolitan Planning Organization. The current active membership of the Technical Coordinating Committee is as follows:

<b>Technical Coordinating Committee Members</b>
Rapid City Growth Management, Community Planning;
Rapid City Public Works Department, Engineering Division;
Rapid City Public Works Department, Traffic Engineer;
Rapid City Public Works Department, Street Division;
Rapid City Public Works Department, Urban Systems Engineer;
Rapid City Public Works Department, Rapid Transit Manager;
Rapid City Regional Airport Administration;
Rapid City Police Department, Traffic Division;
Rapid City Growth Management Department;
Rapid City School District;
Pennington County Planning Department;
Pennington County Drainage Coordinator;
Pennington County Highway Department;
Pennington County Sheriff's Office;
Meade County Director of Equalization;
Meade County Sheriff's Department;
Meade County Highway Department;
Meade County Transportation Committee;
Meade School District 46-1;
City of Box Elder Planning Department;
City of Box Elder Public Works Department;
City of Box Elder Police Department;
City of Summerset Finance Office;
City of Summerset Mayor;

Douglas School District;
Ellsworth Air Force Base;
SDDOT, Division of Planning and Engineering;
SDDOT, Office of Local Transportation Programs;
SDDOT, Division of Operations, Regional Engineer;
*FHWA

\*Denotes non-voting membership

The Executive Policy Committee (EPC) is the decision making body of the Metropolitan Planning Organization and is composed of locally elected officials, representatives from federal and state agencies, and other agencies interested in transportation planning for the region. The primary function of this group is to ensure federal guidelines are followed and that the development of the regional transportation system follows a coordinated, continuing, cooperative and comprehensive process. The current membership of the Executive Policy Committee includes the following:

<b>Executive Policy Committee Members</b>
Mayor, City of Rapid City
Mayor, City of Box Elder
Vice-Chairman, Pennington County Commission
Representative, Pennington County Commission
Chairman, Meade County Commission
Representative, Meade County Commission
Representative, Rapid City Council
Representative, Box Elder City Council
Representative, Rapid City Regional Airport
Representative, South Dakota Transportation Commission
*South Dakota Department of Transportation – Division of Planning and Engineering
*Federal Highway Administration
*Ellsworth Air Force Base

\* Denotes non-voting membership

The three committees operate under the Federal regulations established by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). These regulations define the procedures and organization of the Metropolitan Planning Organization process.

## **Federal Guidelines – SAFETEA-LU Considerations**

Included with SAFETEA-LU are eight (8) factors required for consideration in the planning process. The Unified Planning Work Program includes work tasks to be accomplished over the fiscal year which will address these requirements. These eight (8) factors include:

1. Supporting the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increasing the safety of the transportation system for motorized and non-motorized users.
3. Increasing the security of the transportation system for motorized and non-motorized users.
4. Increasing the accessibility and mobility options available to people and for freight.
5. Protecting and enhancing the environment, promoting energy conservation, and improving the quality of life.
6. Enhancing the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promoting efficient system management and operation.
8. Emphasizing the preservation of the existing transportation system.

## Funding

Each section of the UPWP indicates the entities and/or department within the entities responsible for participating in the task activities. Each task includes the 2012 work activities to be completed. FHWA and FTA planning (PL) funds budgeted in this program are based on the estimated 2012 allocation and distribution formula as agreed upon by the Metropolitan Planning Organization member agencies and the South Dakota Department of Transportation and are to be spent solely on Metropolitan Planning Organization tasks. Funds shown throughout this work program are provided through an agreement between SDDOT and the City of Rapid City, as the fiscal agent, for local government agency participation as part of a 23 U.S.C. Section 104, subsection f(4) and Title 49, U.S.C., Section 5303 grant for public transportation planning. Both sources of funds are matched by the entity utilizing the funds. The current matching ratios are as follows:

Federal planning (PL) funds:	81.95%
Local match:	18.05%

A comprehensive budget is contained at the back of this document. The budget sheet identifies individual tasks, programmed funds for each task and the funding source. All Unified Planning Work Program activities may allow contracts with outside parties upon receipt of approval of the South Dakota Department of Transportation and the Executive Policy Committee.

An Annual Report, prepared within 90 days after the end of each calendar year, will contain the financial statements of the Rapid City Area's Unified Planning Work Program. The report will include a summary of staff activities accomplished over the previous year.

## **2012 UPWP Work Activities**

### **Personnel Services**

These Unified Planning Work Program activities directly relate to a comprehensive, cooperative and continuing planning process emphasized within SAFETEA-LU, one that promotes, preserves and produces an efficient intermodal transportation system which supports economic development while improving security and safety.

#### ***2012 Work Activities:***

1. Staff will participate in the 2012 Rapid City Area Metropolitan Planning Organization Transportation Planning Certification Process. The South Dakota Department of Transportation will conduct a certification review with the Metropolitan Planning Organization on an as-needed basis. The Executive Policy Committee will self-certify the local transportation planning process. Environmental justice compliance will be addressed as part of the certification review.
2. Staff will coordinate the execution of the annual planning agreements among the South Dakota Department of Transportation, City of Rapid City, City of Box Elder, City of Summerset, Meade County and Pennington County.
3. Staff will coordinate and develop the 2013 Rapid City Area Metropolitan Planning Organization Unified Planning Work Program. The cost of staff time, public notices, and printing costs will be included in this activity.
4. Staff will coordinate with the South Dakota Department of Transportation to consolidate all consultant contracts and unobligated funding into the current Unified Planning Work Program.
5. Staff will prepare demographic profiles based on best available information (2010 US Census Bureau and local building permit data) to enhance the environmental justice requirements.
6. Staff will prepare the update to the Fugitive Dust Plan as needed.
7. Staff will continue updating and revising Metropolitan Planning Organization planning documents as needed including, but not limited to, the Participation Plan, the Operations Plan, the Bikeway/Walkway Plan, the Transit Development Plan, the Coordinated Public Transit – Human Service Transportation Plan, the Functional Classification Map and the Long Range Transportation Plan.

8. Staff will maintain the Metropolitan Planning Organization's accounting and vouchering system, whereby participants in the local transportation planning process are reimbursed for eligible transportation planning work activities.
9. Staff will monitor work activities outlined in the 2012 Unified Planning Work Program and submit vouchers either monthly or quarterly for reimbursement of eligible transportation planning work activities.
10. Staff will monitor the implementation of grant activities and present Unified Planning Work Program budget amendments as necessary.
11. Staff will attend committee meetings, transportation planning meetings, and public meetings throughout the planning year. Staff will discuss and distribute information regarding the transportation planning process and transportation improvements.
12. Staff will continue to participate in regular meetings with non-profit transportation providers to assist with the development, implementation and monitoring of the Coordinated Public Transit Human Service Transportation Plan.
13. Staff will undertake supporting activities of the Metropolitan Planning Organization committees and the planning process including, but not limited to, the following: coordinating and staffing meetings and public hearings, developing committee agendas and taking meeting minutes, assembling and distributing meeting packets, posting and publishing public notices, developing reports and documents, managing committee membership, maintaining the Transportation Planning website, and distributing information.
14. Staff will attend/participate in various training courses, conferences, seminars, workshops and other activities related to professional development. The cost of training, travel and lodging, including staff time will be included in this activity. In-state and out of state travel must be approved by the South Dakota Department of Transportation via written travel request and justification in advance of the event. E-mail correspondence is an acceptable form of transmittal.
15. Staff will participate in Federal Highway Administration, Federal Transit Administration, and/or South Dakota Department of Transportation training opportunities and events which pertain to the operations and planning process of the Rapid City Area Metropolitan Planning Organization.
16. Staff, when requested, will assist member agencies of the Metropolitan Planning Organization with the development of their Comprehensive Plans. Assistance provided under the Unified Planning Work Program will be limited to land use assessments, street plan updates, tasks associated with the development of the travel demand model and the preparation of Geographic Information Systems generated maps.

17. Staff will assist communities within the Metropolitan Planning Organization in the preparation of Geographic Information Systems maps for land use data on an as needed basis.
18. Staff will develop, monitor and maintain the Geographic Information System database and Traffic Analysis Zone data for the Metropolitan Planning Organization area.
19. Staff will participate in agency professional memberships and subscriptions related to transportation planning.
20. Staff will review United States Department of Transportation regulations, guidance, and circulars, and review best practices information, from other sources, to ensure compliance with regulations.
21. Staff will maintain inventories of transportation information required for transportation planning. Specific inventories include traffic counts and turning movement counts. New data will be gathered and existing inventories will be updated and shall be available for Metropolitan Planning Organization functions.
22. Metropolitan Planning Organization member agencies may maintain inventories of data necessary for transportation planning. Inventories may include traffic counts, turning movement counts and crash statistics. This data will be collected and updated for the Metropolitan Planning Organizations use.
23. Traffic information, inventories and data gathering efforts will be coordinated with staff and transportation specialists from the South Dakota Department of Transportation.
24. Staff will cooperate with South Dakota Department of Transportation efforts to expand the Global Positioning System (GPS) control for South Dakota. As Global Positioning System data becomes available, it will continue to be used to establish accurate Geographic Information Systems position data.
25. Staff will maintain and update geographic information systems base inventory maps of the natural and man-made resources, features, and environmentally sensitive areas that could be adversely affected by changes in the region's transportation system. Geographic Information Systems staff will continue to expand the use of coordinate geometry to input plat information.
26. Staff will continue to add land use and socio-economic data to the Geographic Information Systems database.
27. Staff will conduct public involvement activities as identified in the Participation Plan.

28. City and County staff will review proposed land use changes and developmental proposals to determine their anticipated effects on the existing and future transportation system.
29. Staff will update socio-economic data, prepare socio-economic forecasts, and prepare the residential land use reports.
30. Staff will maintain the travel demand forecasting model and use the updated model to review transportation decisions.
31. Staff will analyze impacts related to land use and transportation system coordination on a corridor/study area basis.
32. Staff will prepare the public transportation portion of the Capital Improvement Program and the 2013-2017 Transportation Improvement Program. The Transportation Improvement Program shall include the five-year plan for proposed capital and operating expenditures for public transportation and will identify potential funding sources. The Transportation Improvement Program will be developed, adopted, and distributed in compliance with all federal, state, and local requirements. The Transportation Improvement Program shall include all transportation improvements planned by the member agencies within the Rapid City Metropolitan Planning Organization area for the 2013-2017 period, including both federal and non-federal funded projects.
33. Staff will evaluate all transportation improvement projects for consistency with the Long Range Transportation Plan. All transportation improvement projects will be reviewed for their impacts on intermodal facilities and routes within the urbanized area and the region and for consistency with the Long Range Transportation Plan.
34. Staff will account for life-cycle costs when comparing project estimates with projected financial resources.
35. Staff will study and continue the process of implementing a pavement management system. The Rapid City Engineering Services Division staff will take the lead on creation of the pavement management system and the implementation process.
36. Staff will continue to analyze crash statistics city-wide. A critical rate analysis method to identify high crash locations and program safety improvements is employed by the Rapid City Engineering Services Division. This process will be continued and the Crash Statistics and Analysis Report will be produced.
37. Staff will evaluate potential and existing safety issues for pedestrians and vehicles.
38. Staff will evaluate and monitor the transit system's operational characteristics in order to identify necessary changes. Staff will identify short-range improvements



- to the public transportation system and will continue to analyze the feasibility of various transit and paratransit service options.
39. Staff will coordinate with agencies with an interest in the areas of land use management, environmental resources, environmental protection, conservation, and historic preservation.
  40. Staff will provide for consideration and implementation of projects, strategies, and services to increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users.
  41. A year-end summary of work and financial activities will be provided to the South Dakota Department of Transportation.
  42. Staff may participate in activities associated with the transportation planning process which are not described in this Unified Planning Work Program only with prior agreement of the South Dakota Department of Transportation. These activities will need to meet the comprehensive, cooperative, and continuing transportation planning process.
  43. Staff will undertake the required activities necessary to administer, manage and complete the projects and studies identified in the 2012 Work Activities under Professional Services/Consultants contained herein.
  44. Staff will implement the Long Range Transportation Plan (LRTP).
  45. Staff will verify that the public transportation implications of the Americans with Disabilities Act (ADA) are being pursued through the ADA Transition Plan. The Transition Plan will also include transit stops.
  46. Staff will implement all requirements of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).
  47. Staff will participate with the development, management and implementation of the Long Range Transportation Plan update to include: TAZ update, travel demand modeling, network development, model validation, development of socio-economic data, development and update of inputs into the travel demand model, and coordinating the public process.
  48. Staff will coordinate the development and approval of future land use plans for developing areas within the Metropolitan Planning Organization boundary.
  49. Staff may complete other transit-related planning activities and special studies as approved by the transportation planning committees.

## **Professional Services/Consultants**

These activities address both identified and unanticipated problems and needs that occur during the course of the work program year. Contractual services with consultants or other professionals to conduct studies and other Unified Planning Work Program activities shall be identified by a corresponding program year.

### ***2012 Work Activities:***

1. Staff will complete preliminary work on Request for Proposals and other necessary documentation.
2. Request for Proposals will be distributed, consultant selection procedures will be followed, and contracts will be prepared and executed. Staff will be responsible for contract preparation, contract execution, and project management.
3. Staff will request approval from the Metropolitan Planning Organization committees the implementation of special studies as identified in the Unified Planning Work Program. Work under this task may include coordination of meetings, budget preparation, and special analysis.
4. Staff will conduct transportation-related comprehensive planning, to include land use and major street plans within the Rapid City Metropolitan Planning Organization's planning study area.
5. Staff will undertake required activities necessary to administer, manage and complete the following projects and studies to the extent of available funding:
  - a. Conduct an interchange options study for the I-90 Exit 59 (LaCrosse Street) interchange and develop an access management plan for the LaCrosse Street corridor. The access management plan would forecast traffic volumes for the corridor, provide recommendations for addressing any identified traffic safety issues and provide recommendations for enhancing pedestrian and non-motorized facilities and alternatives for streetscape improvements.
  - b. Collect data needed to conduct transportation planning tasks identified in the Unified Planning Work Program.
  - c. Add the future land use and socio-economic data to the Geographic Information Systems geodatabase for the Northeast, Elk Vale Road, North Rapid, US Highway 16, South Robbinsdale, Downtown/Skyline Drive and Airport Neighborhood Areas.
  - d. Complete the review and approval process for the Piedmont Valley, Ellsworth, and Black Hawk Neighborhood Area Future Land Use Plans.

- e. Conduct an alternate alignment study for the extension of West Chicago Street.
- f. Conduct an alternate alignment study for the extension of Wildwood Drive.
- g. Update aerial photography within the Metropolitan Planning Organization Area.
- h. Conduct a Rapid Transit bus route review study.
- i. Conduct a shared use trail study within the City of Summerset.
- j. Complete the Pennington County Comprehensive Transportation Plan.

### **Capital Resources**

These activities include the capital investments necessary to carry out the transportation planning process.

1. The following will be acquired, as needed, to support the transportation planning process: computer hardware, software (including software upgrades) and peripheral devices; printing and plotting devices; recording equipment; traffic counters; digital aerial photos; digital contour maps; public notices; reference materials; and commercial printing and printing supplies.\*
2. All computers purchased with state funds must be in compliance with the Governor's moratorium.\*

*\* Federal approval is required before purchase of any item over \$5,000.*

*All capital purchases will be reviewed by the South Dakota Department of Transportation prior to acquisition. A letter of justification for the requested purchase and the cost of the requested purchase must be submitted to the South Dakota Department of Transportation. A minimum of three (3) quotes must be provided if the requested item is not going to be purchased in accordance with the State Purchasing Contract.*

*It is recommended that computer hardware and software be purchased in accordance with the State Purchasing Contract whenever possible. If the desired hardware or software is not available from the state bid list, it must be approved by the Bureau of Information and Telecommunications (BIT) prior to acquisition. A minimum of three (3) quotes must be provided with the justification for the requested hardware or software and the criteria for emergency purchase of computer hardware or software must be followed.*

*A letter explaining and justifying all emergency purchases must be signed by the head of the respective department. This process is being established in order to avoid confusion regarding authorization in an emergency.*

*Application for exemption from moratorium may be made in writing to the South Dakota Department of Transportation Metropolitan Planning Coordinator. Each exemption should include the following information:*

- 1. A description of the item to be purchased and indication of its compatibility with state government information systems.*
- 2. Cost of the item as well as an explanation of how the item is funded.*
- 3. An explanation of how this piece of equipment or software will impact state government.*
- 4. The name and phone number of a contact person in your department.*

### 2012 UPWP BUDGET

	City of Box Elder	Rapid City	City of Summerset	Meade County	SDDOT	Total
Personnel Services		\$457,232				\$457,232
Professional Services/ Consultants		\$133,587	\$10,000		\$200,000	\$343,587
Capital Resources		\$ 3,000				\$ 3,000
<b>Total Cost</b>		<b>\$593,819</b>	<b>\$10,000</b>		<b>\$200,000</b>	<b>\$803,819</b>
Federal Amount 81.95%		\$486,635	\$8,195		\$163,900	\$658,730
Local Match 18.05%		\$107,184	\$1,805		\$36,100	\$145,089
<b>Total Cost</b>		<b>\$593,819</b>	<b>\$10,000</b>		<b>\$200,000</b>	<b>\$803,819</b>