

Draft

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

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General Acronyms

3-C	Continuing, Comprehensive and Cooperative Transportation Planning
ADA	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.
BIT	South Dakota Bureau of Information and Telecommunications
CAC	Citizens' Advisory Committee of the Metropolitan Planning Organization
CFR	Code of Federal Regulations
CIP	Capital Improvement Program
CTPP	Census Transportation Planning Package
EPC	Executive Policy Committee of the Metropolitan Planning Organization
FDP	Fugitive Dust Plan
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographic Information Systems
ITS	Intelligent Transportation Systems
LRTP	Long Range Transportation Plan
LTP	Local Transportation Programs
MPO	Metropolitan Planning Organization
NTD	National Transit Database
PEA	Planning Emphasis Area

PL	Metropolitan Planning Funds that have been set aside for transportation planning activities in Urbanized Areas.
PTS	Public Transportation System
RCATSA	Rapid City Area Transportation Study Area
RFP	Request for Proposals
RTAB	Rapid Transit Advisory Board
SAFETEA-LU	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.
SCNAFLUP	Southeast Connector Neighborhood Area Future Land Use Plan
SDDOT	South Dakota Department of Transportation
Section 5303	Federal Transit Administration mass transportation planning funds.
Section 5307	Federal Transit Administration program that provides capital and operating assistance to urbanized areas.
Section 5310	Federal Transit Administration program that provides capital assistance to organizations that provide transportation services to elderly and disabled persons.
STIP	State Transportation Improvement Program
TAZ	Traffic Analysis Zone
TCC	Technical Coordinating Committee of the Metropolitan Planning Organization
TDP	Transit Development Plan
TIP	Transportation Improvement Program
USC	United States Code
UPWP	Unified Planning Work Program
USDOT	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.

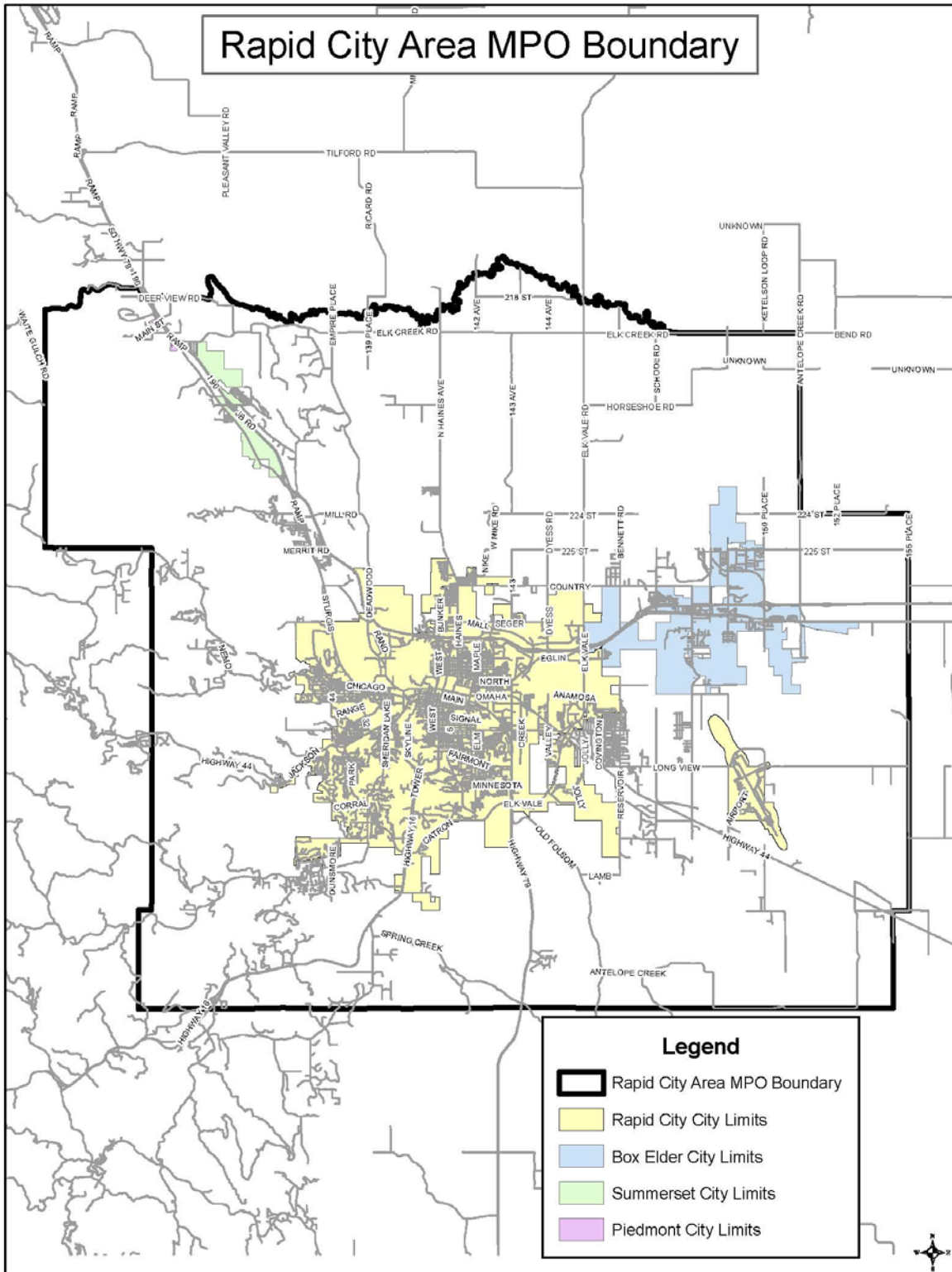
Input from local entities is pursued during the development of the Unified Planning Work Program to ensure all transportation issues within the Rapid City Metropolitan Planning Organization's boundaries are considered. A boundary map is included for reference. It is important to obtain input from the 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:

Citizens' Advisory Committee Members		
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:

Technical Coordinating Committee Members
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:

Executive Policy Committee Members
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 180 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 2012 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 previous 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.
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.
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 a corridor analysis of Omaha Street from I-190 to Deadwood Avenue that would develop: forecast traffic volumes for the corridor, recommendations for addressing any identified traffic safety issues, 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. Conduct a corridor analysis Interstate Justification Study for interchange modifications at LaCrosse Street and I-90.
- k. 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	\$243,587
Capital Resources		\$ 3,000				\$ 3,000
Total Cost		\$593,819	\$10,000		\$200,000	\$803,819
Federal Amount 81.95%		\$486,635	\$8,195		\$163,900	\$658,730
Local Match 18.05%		\$107,184	\$1,805		\$36,100	\$108,989
Total Cost		\$593,819	\$10,000		\$200,000	\$803,819