

GREAT FALLS URBAN TRANSPORTATION PLANNING PROCESS
TECHNICAL ADVISORY COMMITTEE
Meeting Minutes
December 13, 2012

CALL TO ORDER

Jim Rearden, Chairman, called the Great Falls Technical Advisory Committee (TAC) meeting to order at 10:57 a.m. in the Rainbow Room of the Great Falls Civic Center.

ROLL CALL OF TAC MEMBERS & ATTENDANCE

TAC Members Present/Represented:

Dave Dobbs	City Engineer, City of Great Falls
Andrew Finch	Sr. Transportation Planner, City of Great Falls
Courtney Lyerly	Civil Engineer, Special Projects, City of Great Falls
Jim Helgeson	Manager, Great Falls Transit District
Jerry McKinley	Traffic Supervisor, City of Great Falls
Jim Rearden	Director, Great Falls Public Works Department
Jim Turnbow	Street Supervisor, Great Falls Street Division
Bruce Treis	Environmental Health Specialist, City-County Health Department
Christie McOmer	District Project Engineer, Great Falls District MDT
Tom Kahle (for Zia Kazimi)	Project Manager, Helena MDT
Jerilee Weibel	Right-of-Way Supervisor, Great Falls District – MDT
Tristan Riddell	Cascade County Planning Department
Aaron Jewett (For John Hale)	Deputy Base Civil Engineer, Malmstrom Air Force Base
Wendy Thomas (for Mike Haynes)	Deputy Director, Planning & Community Development, City of Great Falls

TAC Members Absent/Not Represented:

Brian Clifton	Public Works Director, Cascade County
John Faulkner	Director Great Falls International Airport Authority
Lloyd H. Rue	Federal Highway Administration
Rick Schutz	Cascade County Public Works

Recognition of Others Present:

Galen Amy	Planner I, City of Great Falls
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MINUTES

Prior to the meeting, Committee members were provided a copy of the November 15, 2012 TAC meeting minutes.

MOTION: That the minutes of November 15, 2012 be approved.

Made by: Ms. Thomas
Second: Mr. Dobbs

Vote: The motion passed unanimously.

BUSINESS ITEMS

Prior to the meeting, TAC members were provided with copies of the TAC meeting agenda. Copies of the agenda and handout materials are attached and incorporated by reference.

6A. FFY 2011-2015 Transportation Improvement Program (TIP) Amendment #1

Mr. Finch stated that for ease of review, he highlighted the changes in the full TIP. The changes are mainly found in Table 4 to track new projects added, and funding categories or phases that have shifted from year to year. The reason for the change is in bold or italics to the right. Table 2 has been updated for costs that we now know about and more accurate projections for remaining years of the TIP. Cost estimates are updated in Table 1 for priority projects. No priorities have been shifted and new projects have been added in the 'other' category. The projects added are summarized in the agenda report that was included in the packet. There are about eight new projects which are mostly minor projects or big dollar projects but are included because a small portion of the project takes place in the Urban Area. Also, Great Falls Transit District received a grant that will allow veterans to schedule transportation across the state by being able to contact each public agency online. They are opening it up to the general public. They also received capital improvement grants that will also eventually go to buses.

This amendment will make the TIP ready for the next fiscal year, when whole the transportation plan will get updated. Mr. Rearden asked if the additional funding for Bootlegger is included in this Amendment or does it go to PCC. Mr. Finch stated that it will go to PCC, but the reason he has it listed separate is because locally TAC has a say on two major funding sources, Urban Funds and MACI funds, so new projects and new expenditures should go through the full process through TAC and PCC for approval. Since he has confirmed there are MACI funds available, TAC can now make a motion to include Bootlegger in the TIP.

Mr. McKinley asked Ms. McOmber if the sequence timing for controller upgrades will only be on 10th Avenue South. Ms. McOmber stated she hasn't seen the scope of the project. Mr. Rearden asked if it will be paid for through maintenance funds, and Ms. McOmber said it says MDT MACI funds. Mr. Finch stated that he has been told that some of these projects haven't been fully scoped yet but now is the time to get them in the TIP and perhaps TAC members can give input regarding project scope to MDT. Ms. Weibel asked if Traffic or Maintenance is the lead on that project, and Ms. McOmber stated that Traffic is. Ms. Weibel stated they could check with Traffic to see what MDT has in mind.

MOTION: To approve the 2011-2015 TIP Amendment #1, including the \$460,000 in MACI funds for the Bootlegger Trail project.

Made by: Mr. Dobbs
Second: Mr. Helgeson

Vote: The motion passed unanimously.

6B. Transportation Plan consultant selection process

Mr. Finch passed out information for MDT's pre-qualification roster for consultants. He stated we are due for an update of the Transportation Plan. The base information was last fully updated in 2003. It will be a full update with a new traffic model, traffic analysis, data gathering and hopefully addressing some new requirements adopted by the new Transportation bill. This will not be done in-house. Mr. Finch desired to find out TAC's feeling about using the MDT's roster and selection process to select a consultant. He stated we gain two months of time because we don't go through the RFP process.

Mr. Kahle explained that there is a five member consultant selection board that meets the first Wednesday of each month. Each member has a vote, and they vote based on the type of project. City of Great Falls can

attend the meeting, and there is no guarantee that you would get the consultant you want. The expectation would be that if you went through the board, you would abide by their decision. The other option would be to go through a regular solicitation process and create our own selection committee.

Mr. Finch stated that if we did our own selection process, there would need to be more active participation and time from TAC to create a consultant selection committee and review proposals. Mr. Kahle stated that there is a form that gets filled out and we could make recommendations, but that there is not a guarantee that you'll get the consultant you want. Ms. Thomas asked if the consultants on the list would be able to respond to the deadlines and demonstrate capacity to complete the work required. Mr. Rearden asked what process we used last time. Mr. Finch stated it was the open RFP process. Ms. McOmber stated that the consultant list is updated every two years.

Ms. McOmber asked how it would be paid for and what the deadlines are. Mr. Finch stated PL funds - federal aid transportation funds, and April 2014 would be the date for final adoption. It comes down to the air quality determination, which lapses April of this year, but there is a one year grace period. Mr. Dobbs asked that since the consultant services agreement comes after a consultant is selected, why couldn't we get the scope of work lined up before consultant approval to know for sure if they could meet our deadlines? Mr. Kahle didn't know how feasible that would be to do beforehand.

Mr. Riddel asked if this process has been used before. Mr. Kahle stated that the City of Hamilton and Whitefish have gone through it. Mr. Lyerly asked if competitive pricing was a consideration, and Mr. Finch stated that decisions are strictly based on qualifications, but pricing would enter into the negotiations phase considerations. Mr. Rearden stated that we have more control if we use our own process. Ms. Thomas asked if some steps could be done concurrently. Mr. Kahle said the committee would work with you as much as possible for your needs and preferences, and that once the selection is made, the committee would drop out of the process and Staff would take over. Mr. Finch stated that there are a lot of firms that are not on this list.

Mr. Finch stated that if the MPO put out an RFQ/RFP process, then a subcommittee from TAC would review the responses and then give their recommendation to PCC. Mr. Finch collected a list of volunteers to serve on the committee including: Jim Helgeson, Dave Dobbs, Tom Kahle, Tristan Riddell, Andrew Finch and Galen Amy.

MOTION: To use the same process locally that was used last time the Transportation Plan was updated.

Made by: Mr. Helgeson

Second: Mr. Dobbs

Vote: The motion passed unanimously.

OTHER BUSINESS & PUBLIC COMMENTS

No Other Business or Public Comment stated.

ADJOURNMENT

There being no further business, Mr. Dobbs made a motion to adjourn. The meeting adjourned at 11:40 a.m.