**MEMORANDUM OF UNDERSTANDING**
**BETWEEN THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY**
**AND THE CITY OF COUNCIL BLUFFS**
**FOR THE 1st AVENUE TRANSIT ALTERNATIVES STUDY**

1. **Parties** This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between the Omaha-Council Bluffs Metropolitan Area Planning Agency (hereinafter referred to as "MAPA"), and the City of Council Bluffs (hereinafter referred to as "the City").

2. **Purpose** The purpose of this MOU is to establish the terms and conditions under which MAPA and the City will administer and fund the 1st Avenue Transit Alternatives Study (hereinafter referred to as "the Study").

3. **Background** The City applied for funding through the Heartland 2050 mini grant program for the Study. The intent of the Study is to analyze transit feasibility based on different land use scenarios, addressing key questions of a) Under which conditions are different modes feasible? b) What assets or barriers exist in the corridor to providing different types of transit service? The proposed study area from downtown Omaha to downtown Council Bluffs between 2nd Avenue and Avenue A.

4. **Term of MOU** This MOU is effective upon the day and date signed and executed by the duly authorized representatives of the parties to this MOU and shall remain in full force and effect for at least three years from the date of the final cost settlement under MAPA's agreement with IDOT.

5. **Conditions of MOU** MAPA shall be considered the recipient of federal funds passed through IDOT. MAPA will be responsible for the administration of the federal funds including the oversight of the consultant, reporting to IDOT for reimbursement, payment to the consultant and securing an audit in accordance with 2 CFR 200. The City of Council Bluffs shall pay to MAPA local match of forty thousand dollars ($40,000) due upon submittal of an invoice to the City of Council Bluffs. A Steering Committee shall be established comprised of members from the City and MAPA that shall direct the study. A Stakeholder Committee shall be established as an advisory body to the Study. A Consultant shall be engaged to conduct the Study. Project costs are identified in the following:

| | |
|---|---|
| MAPA secured Federal Funding | $160,000 |
| City of Council Bluffs Local Match | 40,000 |
| Total Consultant fees | $200,000 |

As a federal-aid project, the Study must comply with all applicable federal and state requirements and policies. MAPA and its staff are responsible for ensuring that administrative procedures of the Study comply with these requirements and policies. Should the project fail to meet any eligibility requirements, through the fault of any other party than MAPA, the City understands that it could potentially result in the partial or total repayment of federal funds expended on the project and that in such case the City agrees to repay MAPA all previously paid federal funds, as determined by the IDOT, and any costs or expenses the IDOT has incurred for the project, including but not limited to, any costs reimbursed for the time and expenses of MAPA.

6. **Signatures** In witness whereof, the parties to this MOU, through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

OMAHA-COUNCIL BLUFFS
METROPOLITAN AREA PLANNING AGENCY

BY: _____ 3/28/19
Board Chairperson Date

PRINT NAME Douglas Kindig

ATTEST:

BY: _____ 3/29/19
Date

PRINT NAME Melissa Engel

CITY OF COUNCIL BLUFFS

BY: _____
Authorized Official Date

PRINT NAME _____

PRINT TITLE _____

ATTEST:

BY: _____
Date

PRINT NAME _____

MAPA Omaha - Council Bluffs Metropolitan Area Planning Agency

# 1. Introduction

The Metropolitan Area Planning Agency (MAPA) is soliciting consultant proposals for professional services to analyze alternatives for transit along the 1st Avenue Corridor in Council Bluffs.

This request invites qualified consultants to submit proposals for accomplishments of the items of work described below under Scope of Services. Proposals shall be prepared and submitted in accordance with the requirements described in this Request for Proposals (RFP). Once a firm is selected, a contract will be negotiated based on a mutually agreed upon scope of services.

MAPA is seeking a firm with documented expertise and experience in performing transportation planning studies.

The study area is from downtown Omaha to downtown Council Bluffs between 2nd Avenue and Avenue A. A map of this area is included as Attachment 1.

# 2. Scope of Services

Work will be conducted on this project as part of the following tasks:

- **Task 1** – Project Management & Administration
- **Task 2** – Stakeholder outreach and input
- **Task 3** – Data gathering and analysis
- **Task 4** – Final Report

## Task 1: Project Management & Administration

### 1.1. Detailed Workplan

The Consultant shall provide a detailed work plan that outlines key steps, processes and milestones necessary to complete the agreed-upon scope of work. The plan shall include a detailed schedule for each task and corresponding deliverables, as well as details on data maintenance and file management.

### 1.2. Reporting and Administration

The consultant shall submit progress reports according to a schedule agreed upon with MAPA that conforms to the required reporting schedule identified in the programmatic agreed upon between the grantor and MAPA. The consultant shall also take necessary steps to follow regulations and guidelines applicable to various funding sources.

## Task 2: Stakeholder Outreach and Input

### 2.1. Project Information content generation

The consultant shall periodically generate project status reports to MAPA staff, including (but not limited to) graphic/pictorial content, written content, or videos. These informational pieces will provide stakeholders, staff and the public a report on progress and findings of the process as it is undergone.

### 2.2. Steering Committee

A project steering committee comprised of key stakeholders will be developed by MAPA and the City of Council Bluffs. The consultant will periodically present to and interact with this group through MAPA's facilitation.

### 2.3. Public Involvement

MAPA will be the primary facilitator of public involvement for this project. The consultant will work with MAPA staff on the development of materials and will attend meetings as needed.

## Task 3: Data Gathering and Analysis

### 3.1. Inventory of Existing Conditions

The consultant will inventory current conditions in the study area. This will include, but is not limited to:

- Transit use in the area
- Existing land use
- Utility locations
- Employment & commuting patterns
- Demographics
- Existing plans and studies (Comprehensive Plan, West Broadway Corridor Plan, West Broadway Urban Renewal Plan, City Capital Improvement Program)

### 3.2. Walkability Study

The consultant will assess the walkability of the study area and its connections to the regional transportation network. Based on this assessment, the consultant will identify corridors best suited for walkability improvements that will complement future transit investment in Council Bluffs. This will include, but is not limited to:

- Highlighting the strengths and weaknesses of the existing network
- Uncovering barriers to access and usage
- Selection of prime walkability corridors, focusing on:
    - Connections to entertainment
    - Connections to employment
    - Connections to services
    - Connections to existing and future transit
    - Gaps to be filled in existing trail system

### 3.3. Alternatives Analysis

The analysis will focus on transit feasibility based on different land use scenarios, addressing key questions such as:

- Under which conditions are different modes feasible?
- What assets or barriers exist in the corridor to providing different types of transit service?

In addition to considering existing planning documents and MAPA's Travel Demand Model, the following variables should be evaluated:

- Density
- Land use
- Ridership
- Traffic impacts
- Capital costs
- Operating costs
- Community and economic development potential
- Environmental screening
- Travel time savings
- Connectivity with existing and future transit network

## Task 4: Final Report

### 4.1. Draft Report Production and Editing

The consultant shall document all work performed under Tasks 2 & 3 and draft a final document for review by MAPA staff and key stakeholders. The Final Report shall contain an Executive Summary that can function as a stand-alone item. The consultant shall edit and revise the document according to feedback given by MAPA staff and key stakeholders. A public meeting shall also be held to offer the draft plan for public comment and feedback.

### 4.2. Final Report and Documentation

The consultant shall incorporate feedback on the draft report into the final report. The report should be written as a free-standing document.

The consultant shall package and deliver the final plan document in both PDF and an editable format (Microsoft Word or Adobe InDesign), as well as a specified number of hard copies. All graphic content shall also be made available in PDF format as well as native live format (Adobe Illustrator or Photoshop).

The consultant shall package and deliver to MAPA all data generated, analyzed or refined over the course of their engagement. GIS data shall be delivered in file geodatabase or shapefile format, along with map documents. Any and all data generated, analyzed or refined under this contract shall become property of MAPA upon conclusion of the contract.