



TRANSPORTATION TECHNICAL ADVISORY
COMMITTEE MEETING

January 12, 2020

This meeting was held virtually on
<https://morgantownmonongaliampo.my.webex.com/meet/baustin>

Members Present:

Bill Austin, Brian Carr, Andrew Gast-Bray, John Whitmore, Damien Davis, Michael Dougherty, Maria Smith, Latina Mayle

Other Present: Drew Gatlin, Amy Staud, Jason Carbee, Jing Zhang

1. Call to Order

Mr. Austin noted that due to the COVID-19 pandemic, the TTAC meeting is being held as a teleconference via WebEx. The phone number and web address to access the teleconference were publicized.

With a quorum present, Mr. Austin called the meeting of the TTAC to order at 1:30 PM.

2. Approval of Minutes

Mr. Austin noted that the minutes of the last meeting were included in the agenda packet. Mr. Dougherty noted that he attended the last meeting, but his name is not included in the minutes. Mr. Austin noted that staff will correct this error. Mr. Gast-Bray moved to approve the minutes, seconded by Mr. Carr. With no discussion, the motion was passed unanimously.

3. TIP Amendments

Mr. Austin noted that the West Virginia Division of Highways has proposed three TIP amendments. The first amendment is to delete the Decker Creek Landslide Repair project, which is superseded by Deckers Creek Trail Undercut Repair project. The second amendment is to add the information of Highway Planning and Research for the MMMPO's operation to the MMMPO's TIP. Mr. Austin noted that the federal regulation does not require that the highway planning and research funds be shown in the TIP. The WVDOH is adding this information for transparency purposes. The third amendment is to increase the funding for the right-of-way phase of the Van Voorhis Rd project associated with installation of sidewalk and drainage. Mr. Austin noted that the WVDOH will install sidewalks throughout the entire length of the project.

Damien asked if the Deckers Creek Trail Undercut Repair will include the full scope of the landslide repair project on Deckers Creek. Mr. Austin noted that the whole landslide will be merged into the undercut project. Mr. Carr noted that to keep projects more organized in the system, WVDOH is combining projects of overlapping scope of works under the same umbrella.

Mr. Gast-Bray moved to recommend approval of the proposed TIP amendments to the Policy Board; seconded by Mr. Whitmore. With no discussion, the motion was passed unanimously.

4. First Review of the Draft FY 2021-2022 UPWP

Mr. Austin noted that the primary items on the UPWP are a request for \$200,000 in additional funding for the Metropolitan Transportation Plan Update. The project will include extensive public involvement and regional travel demand model update. It will also include the public involvement portion of the comprehensive plan update for the local municipalities. The MTP update will integrate the recently adopted pedestrian and bicycle master plan, as well as the Mountain Line mid-term strategy plan that is expected to be adopted later this summer. Mr. Austin noted that the MMMPO staff will perform two studies for Mountain Line Transit. The UPWP also includes a proposed 2.75% cost of living increase for MMMPO staff.

Mr. Carr noted that the committee should be aware that the UPWP is a budgeting tool and it does not reflect the actual cost of the contracting services included in the program. Mr. Austin noted that the UPWP includes the budget for the Metropolitan Transportation Plan update. It does not include the finding for the comprehensive plan updates for municipalities.

This is an informational item and requires no actions from the committee.

5. Discussion of RFQ Ratings

Mr. Austin noted that the MMMPO received four responses to the Metropolitan Transportation Plan update/Comprehensive Plan Update RFQ. All of them are from major consulting firms. It is suggested that the committee interview all four firms. The interview will be held virtually.

Mr. Whitmore noted that the proposals from some firms are obviously better than others.

Mr. Carr noted that he knows all four firms. They all have worked with some other MPOs in the states on a variety of projects. They are well qualified and the MMMPO should select one based on the MMMPO's needs.

Mr. Dougherty noted that the ability to conduct effective community engagement under the pandemic environment is key to the success of the planning process.

Mr. Whitmore suggested requiring the interviewees to use their own virtual meeting platform to host the interview. It will allow the committee to evaluate their capabilities of holding virtual meetings.

Mrs. Smith noted that using the same set of questions will make it easier for the committee to compare the responses from different firms.

Mr. Carr agreed and noted that the committee should use the same questions for all interviews, to avoid giving any unfair advantages to any firms.

Mr. Gast-Bray agreed and noted that while using a fixed set of questions will help to ensure a fair interview process, the committee should also have the flexibility to follow up with additional questions as appropriate. He noted that the committee could take advantage of preset questions to compare the performance of each firm.

Mr. Austin noted that he will send out a doodle poll to schedule interviews. Each interview will take one hour, including a preparation period and a Q&A time. Predetermined questions will be sent to the candidates in advance of the interview.

6. Other Business

Mr. Dougherty asked about the time frame for municipalities' input on the consultant selection and final scope of works. Mr. Austin noted that he will lead the negotiation with the selected firm on the contract. A draft contract will be shared with municipalities for comments in February. It is expected that the final contract be submitted for approval in the March policy board meeting.

8. Meeting Adjournment

Meeting adjourned at 2:24 pm.