



**Corridor Metropolitan Planning Organization
(Corridor MPO)**

PROFESSIONAL SERVICES AGREEMENT

BETWEEN

THE CORRIDOR METROPOLITAN PLANNING ORGANIZATION

AND

LSA ASSOCIATES, INC.

FOR

THE 2040 LONG-RANGE TRANSPORTATION PLAN UPDATE

(Contract No. CON_RFQ 01-09)

This is an agreement effective as of the 17th day of September, 2009 between the Corridor Metropolitan Planning Organization (hereinafter referred to as "MPO") and LSA Associates, Inc. (hereinafter referred to as "CONSULTANT"). The MPO intends to perform an update to its long-range transportation plan (hereinafter referred to as "PROJECT").

The MPO and CONSULTANT, in consideration of their mutual covenants herein, agree in respect of the performance or furnishing services by the CONSULTANT with respect to the PROJECT and the payment for those services by the MPO as set forth herein. Execution of this agreement by the CONSULTANT and the MPO constitutes written authorization to the CONSULTANT to proceed with the scope of services contained herein, and as set forth in the recitals hereinabove to continue such work as has previously been authorized.

SECTION 1 - GENERAL

1.1 STANDARD OF CARE - The CONSULTANT shall perform services for, and furnish deliverables to, the MPO pertaining to the PROJECT as set forth in this agreement. The CONSULTANT shall possess a degree of learning, care and skill ordinarily possessed by reputable professionals, practicing in this area under similar circumstances. The CONSULTANT shall use reasonable diligence and best judgment in the exercise of skill and application of learning.

1.2 INDEMNIFICATION - The CONSULTANT shall, and hereby agrees to, hold and save the MPO AND ITS EMPLOYEES harmless from any and all claims, settlements, and judgments, to include all reasonable investigative fees, attorneys' fees, suit and court costs for personal injury, property damage, and/or death to the extent caused by the CONSULTANT's, or any of its agents', servants', and employees' errors, omissions or negligent acts for services under this agreement, and for all injury and/or death to any and all of the CONSULTANT's personnel, or any of its agents, servants, and employees occurring under the Worker's Compensation Act of the State of Iowa, except those arising from errors, omissions or negligent acts of the MPO AND ITS EMPLOYEES.

1.3 OWNERSHIP OF DOCUMENTS - All data, documents and electronic media (hereinafter referred as "documents") pertaining to the PROJECT collected and prepared under this agreement, including but not limited to survey notes, reports, design plans, specifications, special studies, records and other data shall become the property of the MPO upon completion or

termination of the services of the CONSULTANT. The CONSULTANT may make copies of these documents for their records. The MPO may reuse these documents for other projects at their own risk. The CONSULTANT will not be responsible for any claim, liability, or other costs arising out of any unauthorized reuse or modification to the documents from, or through, the MPO without written authorization of the CONSULTANT.

1.4 TERMINATION - The obligation to provide further services under this agreement may be terminated as noted herein. The agreement may be terminated for cause by either party upon thirty days' written notice in the event of failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. The agreement may be terminated for cause by the CONSULTANT upon seven days' written notice if the CONSULTANT is being requested by the MPO to furnish or perform services contrary to the CONSULTANT's responsibilities as a licensed professional or if the CONSULTANT is delayed for more than ninety days for reasons beyond the CONSULTANT's control.

The agreement may be terminated for convenience by the MPO effective upon the receipt of notice by the CONSULTANT. In the event of termination, CONSULTANT shall receive payment for services performed until the date of termination.

1.5 SUCCESSORS AND ASSIGNS - The MPO and the CONSULTANT each is hereby bound and the partners, successors, executors, administrators and legal representatives of the MPO and the

CONSULTANT are hereby bound to the other party to this agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this agreement.

The CONSULTANT shall not sublet, assign or otherwise dispose of any portion of the services to be provided under this agreement without authorization to do so from the MPO. Requests to sublet or assign shall be in writing and shall name the services to be performed, the organization which will perform the services and the value of the services to be performed. SubCONSULTANTS which are shown as part of this agreement shall be deemed to be approved when this agreement is executed.

1.6 CONTROLLING LAW - The CONSULTANT shall comply with all federal, State and Local Laws and Ordinances applicable to this PROJECT in effect as of the date of this contract.

1.7 COMPLIANCE WITH TITLE 49, CODE OF FEDERAL REGULATIONS - During the performance of this agreement, the CONSULTANT and its assignees and successors in interest agree as follows:

1. The CONSULTANT will comply with the Regulations of the U.S. Department of Transportation, relative to nondiscrimination in federally assisted programs of the U.S. Department of Transportation (Title 49, Code of Federal Regulations, Part 21, hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this agreement.

2. The CONSULTANT, with regard to the work performed by it, will not discriminate on the grounds of race, religion, age, physical disability, color, sex or national origin in the selection and retention of sub-CONSULTANTS, including procurement of materials and leases of equipment. The CONSULTANT will not participate, either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the agreement covers a program set forth in Attachment D, E and F of the Regulations.

3. In all solicitations, either by competitive bidding or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurement of materials or equipment each potential subCONSULTANT or supplier shall be notified by the CONSULTANT of the CONSULTANT's obligation under this contract and the regulations relative to nondiscrimination on the grounds of race, religion, age, physical disability, sex, or national origin.

4. The CONSULTANT or its subCONSULTANTS agree(s) to ensure that minority business enterprises as defined in 49 CFR, Part 23 Subpart D and Amendments 106(C) have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Agreement. In this regard the CONSULTANT and all of its subCONSULTANTS shall take all necessary and reasonable steps in compliance with the Iowa DOT MBE/WBE Program to ensure minority and women business enterprises have the maximum opportunity to compete for and perform contracts. The CONSULTANT and their

subCONSULTANTs shall not discriminate on the basis of race, religion, age, physical disability, color, sex or national origin, in the award and performance of U.S. DOT assisted contracts. If, as a condition of assistance, the Iowa Department of Transportation has submitted to U.S. DOT, or the CONSULTANT has submitted to the Iowa Department of Transportation, and the U.S. DOT or Department has approved a minority and women business enterprise affirmative action program which the Iowa Department of Transportation and/or CONSULTANT agrees(s) to carry out, this program(s) is incorporated into this Agreement by reference. This program shall be treated as a legal obligation and failure to carry out its terms shall be treated as a violation of this financial assistance agreement. Upon notification to the CONSULTANT of its failure to carry out the approved program, the State and/or the U.S. DOT shall impose sanctions which may include termination of the Agreement or other measures that may affect the ability of the CONSULTANT to obtain future U.S. DOT financial assistance. The CONSULTANT or any of its subCONSULTANTs are hereby advised that failure to fully comply with the Iowa Department of Transportation's MBE/WBE Program shall constitute a breach of contract and may result in termination of this Agreement or agreement(s) by the MPO or such remedy as the MPO deems appropriate. Refer to Article 4.6 of the Agreement.

1.8 ACCESS TO RECORDS - The CONSULTANT shall maintain all documents, accounting records, and other evidence pertaining to cost incurred in performing the services under this agreement. The MPO or any duly authorized representative of the MPO shall

have access to all such information for the purpose of inspection, audit and copying during normal business hours. All such information shall be retained for three years from the date of final payment under this agreement.

This access shall be made available to the MPO or duly authorized agent and shall be considered incidental to the scope of services contained herein. As such, there shall be no additional compensation allowed the CONSULTANT for maintaining this information and allowing the herein described access.

1.9 NONDISCRIMINATION CLAUSE - All CONSULTANTs, subCONSULTANTs, CONSULTANTs and suppliers of goods and services that engage in contracts with the Corridor MPO, Iowa, of \$50,000.00 or more annually, agree as follows:

1. The CONSULTANT, subCONSULTANT, CONSULTANT and supplier of goods and services will not discriminate against any employee or applicant for employment because of race, creed, color, sex, religion, national origin, age, handicap or status as a disabled veteran or a veteran of the Vietnam era, except where age and sex are essential bona fide occupational requirements, or where handicap is a bona fide occupational disqualification. Such action shall include, but not be limited to the following:

- (a) Employment
- (b) Upgrading
- (c) Demotion or transfer
- (d) Recruitment and advertising
- (e) Layoff or termination
- (f) Rate of pay or other forms of compensation

(g) Selection for training, including apprenticeship

2. The CONSULTANT, subCONSULTANT, CONSULTANTs and suppliers of goods and services further assure that managers and employees comply with both the spirit and intent of federal, state, and local legislation, government regulation, and executive orders in providing affirmative action as well as equal opportunity without regard to race, color, sex, religion, national origin, handicap, or age.

3. The CONSULTANT, subCONSULTANT, CONSULTANT and supplier or his/her collective bargain representative will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the CONSULTANTs' commitments under this selection.

4. The CONSULTANT, subCONSULTANT, CONSULTANT and supplier of goods and services will include, or incorporate by reference, the provisions of the nondiscrimination clause in every contract, subcontract or purchase order unless exempt by the rules, regulations or orders of the City of Cedar Rapids Affirmative Action Program and will provide in every subcontract, or purchase order that said provision will be binding upon each CONSULTANT, subCONSULTANT or seller.

1.10 NONCOLLUSION CLAUSE - The CONSULTANT, nor anyone in the employment of the CONSULTANT has employed any person to solicit or procure

this contract nor will the CONSULTANT make any payment or agreement for payment of any compensation in connection with the procurement of this contract.

Furthermore, there is no contract, agreement or arrangement, either oral or written, expressed or implied, contemplating any division of compensation for services rendered under this contract, or participation therein, directly or indirectly, by any other person, firm or corporation, except if shown by the contract another CONSULTANT jointly serving the CONSULTANT in the same MPO.

Furthermore, the CONSULTANT nor anyone in the employment of the CONSULTANT has either directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this contract.

1.11 CONTRACT AMENDMENTS - The CONSULTANT shall prepare any necessary amendment to this agreement and submit it to the MPO for execution. Upon execution of the amendment by the CONSULTANT and the MPO, the amendment shall become part of this agreement.

During the course of performing services within the scope of services contained in this agreement, if the CONSULTANT identifies services which, in their opinion, are required for the successful completion of the PROJECT, and are not currently within the scope of services contained in this agreement, the CONSULTANT shall provide written notice to the MPO of this requirement prior to performing any services not in this agreement. The MPO shall evaluate the requirement for the additional

services and prepare an amendment as noted herein if one is required.

1.12 CLOSEOUT OF AGREEMENT - Upon completion of the services included in this agreement, the CONSULTANT shall submit the following:

- All those items noted in Section 1.3
- A FINAL invoice.

1.13 SURVIVAL - All express representations and indemnifications made in or given in this agreement will survive the completion of all services of the CONSULTANT under this agreement or the termination of this agreement for any reason.

1.14 U.S. DEPARTMENT OF TRANSPORTATION - The work under this Agreement shall be contingent upon and subject to the approval of the U.S. Department of Transportation (if applicable). The U.S. DOT shall have the right to participate in the conferences between the CONSULTANT and the MPO and to participate in the review or examination of the work in progress.

1.15 SEVERABILITY - Any provision or part of this agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the MPO and the CONSULTANT, who agree that the agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

SECTION 2 - SCOPE OF SERVICES

The scope of services to be provided by the CONSULTANT is included in the attached Exhibit A, "SCOPE OF SERVICES".

SECTION 3 - SCHEDULE

The schedule for which the scope of services contained in this agreement shall be performed is as set forth in Exhibit B, "SCHEDULE".

SECTION 4 - MPO'S RESPONSIBILITIES

The MPO shall be responsible for completion of the following items in a timely manner and at no cost to the CONSULTANT:

- Designate a person to act as the representative of the MPO for the PROJECT. Such person shall have a knowledge and understanding of the PROJECT, have authority to receive information, interpret the MPO's policies pertaining to the PROJECT and this agreement, and present issues to the decision making body for the MPO.
- Provide criteria and information as to the MPO's requirements pertaining to the PROJECT.
- Provide those items included in Exhibit C, "MPO'S RESPONSIBILITIES".

SECTION 5 - COMPENSATION

The MPO shall compensate the CONSULTANT for services rendered under this agreement. Compensation shall be on a time and expense basis in accordance with the CONSULTANT's standard fee schedule in affect on the date of this agreement. The maximum fee, including all time and expenses, shall not exceed \$579,540. If at any time during the work the CONSULTANT determines that its actual costs will exceed

the estimated actual costs it will promptly so notify the MPO in writing and describe what costs are causing the overrun and the reason. The CONSULTANT shall not exceed the estimated actual costs without the prior written approval of the MPO. The MPO may audit the CONSULTANT'S cost records prior to authorizing the use of change orders.

Only those services rendered on or after the date of this agreement shall be eligible for compensation except for those services previously authorized by the MPO.

The CONSULTANT shall submit invoices monthly. Complete invoices received on, or before, the fifth day of the month shall be paid by the twenty-fifth of the same month. Complete invoices received after the fifth day of the month shall be paid within thirty days.

A complete invoice shall, at a minimum, contain the following information:

- MPO project name and MPO contract number
- Resource utilization for the billing period in the following categories:
 - Individual Professional Staff rate and hours
 - Individual Technical Staff rate and hours
 - Individual Support Staff rate and hours
 - Direct expenses (mileage, equipment, etc.)
- Contract value information including the following:
 - Total contract value by project
 - Total value of previous invoices by project
 - Total value of current payment due by project

- Total authorized and total unauthorized contingency per project
- Total remaining contract value following the current payment
- A statement of the services rendered during the billing period.
- A statement of the progress of the completion of the scope of services.

In no case shall the remaining contract value be less than the value of the services remaining to complete the scope of services under this agreement, as determined by the MPO.

REIMBURSABLE EXPENSES

- A. Expenses:** The MPO agrees to reimburse CONSULTANT for related expenses for on-site activity, not to exceed \$ 3,000.00 over the term of this Agreement. All expenses must be documented by receipts, excluding meals, and submitted for payment approval within thirty (30) days from the date the expense was incurred.
- B. Reimbursable Expenses:** The CONSULTANT shall be compensated for certain work-related expenditures not covered by fees for CONSULTANT services, provided such expenditures are previously and expressly authorized by the MPO. All basic reimbursable costs including reproduction, deliverables, and travel should be included in a "not to exceed" amount for reimbursable expenses. The not to exceed reimbursable amount for this project is \$3,000. If authorized by the MPO and upon receipt of proper documentation (receipts, etc), the CONSULTANT will be compensated for such reimbursable

expenses at a rate of 1.0 times actual expenses. Request for reimbursement of these expenses shall include receipts to document expenses. Such expenses may include:

- a. Travel, Lodging and Meals, provided travel occurs in coach class and lodging and meals do not exceed the Domestic Per Diem rates listed in the current edition Appendix "A" of Chapter 301 of the Federal Travel Regulations.
- b. Courier Services.
- c. Facsimile (\$2.00 per facsimile).
- d. Photocopies (\$.0.15 per page).
- e. Long Distance and Conference Telephone Charges.
- f. 3rd Party expenses, such as printing, incurred on behalf of MPO.
- f. Personal expenses (movies, phone, entertainment, etc.)
- g. Towing, parking violation, traffic tickets, etc. incurred while traveling
- h. Flight or travel insurance
- i. Expenses for lodging at facilities that are not licensed as a hotel or motel
- j. Expenses that are usually and customarily included as part of the CONSULTANT's overhead such as typing, utilization of computer systems, cameras, recording or measuring devices, flashlights and other small portable equipment, safety supplies, phones, expendable office supplies, etc.
- k. Administrative fees for time spent in making travel arrangements, obtaining receipts and billing the MPO for reimbursable expenses

C. Non-reimbursable expenses:

- a. CONSULTANT travel time from point of departure to Corridor MPO project destination
- b. Alcoholic Beverages
- c. Maintenance or repair expenses to CONSULTANT's vehicle
- d. Tips (except what is allowed under meal & incidental expenses)
- e. Incidental expenses (laundry, dry cleaning) beyond what is allowed under meal & incidental expenses)

CONSULTANT agrees to be responsible for any and all expenses incurred by CONSULTANT or CONSULTANT's personnel, which exceed the above guidelines and rates.

SECTION 6 - INSURANCE REQUIREMENTS

CONSULTANT, at its own expense, shall procure and maintain during the entire term of this Agreement and any extensions thereof, the following insurance so as to cover all risk which shall arise directly or

indirectly from CONSULTANT'S obligations and activities.

1. **Workers Compensation and Employers Liability Insurance** meeting the requirements of the Iowa Workers Compensation Law covering all the CONSULTANT'S employees carrying out the work involved in this contract.

The MPO and its employees shall not be endorsed as additionally insured.

2. **General Liability Insurance** with limits of liability of at least \$1,000,000 per occurrence for Bodily Injury and Property Damage. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be included. This coverage shall protect the public or any person from injury or property damages sustained by reason of the CONSULTANT or its employees carrying out the work involved in this contract.

3. **Professional Liability Insurance** with limits of at least \$1,000,000 per occurrence covering all work performed by the CONSULTANT, its employees, subCONSULTANTS, or independent CONSULTANTS. If this coverage is written on a claims made policy form, the certificate of insurance must clearly state coverage is claims made and coverage must remain in effect for at least two years after final payment with the CONSULTANT continuing to furnish the MPO certificates of insurance.

The MPO and its employees shall not be endorsed as additionally insured.

4. **Automobile Liability Insurance** with **either** a combined limit of at least \$1,000,000 per occurrence for bodily injury and property damage without sub-limits **or** split limits of at least \$1,000,000 for bodily injury per person per occurrence and \$1,000,000 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this contract by the CONSULTANT or its employees.

SubCONSULTANTS: In the case of any work sublet, the CONSULTANT shall require subCONSULTANTS and independent CONSULTANTS working under the direction of either the CONSULTANT or a subCONSULTANT to carry and maintain the same workers compensation and liability insurance required of the CONSULTANT.

Qualifying Insurance: Policies shall be issued by insurers authorized to do business in the State of Iowa and currently having an A.M. Best Rating of "B" or better. All policies shall be occurrence form and not claims made form. The CONSULTANT shall be responsible for deductibles and self-insured retentions in the CONSULTANT'S insurance policies.

CERTIFICATE OF INSURANCE REQUIREMENTS

1. The Description area of the certificate should state: **(Long-range Transportation Plan Update)**
2. The minimum liability limits required by the MPO are: **(\$1,000,000)**. This

must be **occurrence form** liability coverage.

3. The following address must appear in the Certificate Holder section:

Corridor MPO
Department of Community
Development
3851 River Ridge Dr NE
Cedar Rapids IA 52402

4. Certificates may be sent by e-mail, fax (319-286-5130), mail or delivery. A certificate of insurance must be provided to the MPO prior to the execution of this Agreement.
5. During the term of the Agreement, CONSULTANT shall provide the MPO with renewal certificates of insurance 20 days prior to policy expiration dates.

IN WITNESS WHEREOF, the parties hereto have agreed to the agreement and is hereby executed by authorized personnel representing the MPO and the CONSULTANT

(Project Manager, LSA Associates, Inc)
Ray Moe

(Project Manager, Corridor MPO)
Adam Lindenlaub

ATTEST:-

(Executive Director, Corridor MPO)
Christine Butterfield

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This is **EXHIBIT A**, consisting of 21 page(s), referred to in the agreement between the MPO and CONSULTANT, effective September 17, 2009.

SCOPE OF SERVICES

The following scope of work provides our proposed methodology for preparing the update to the Corridor Metropolitan Planning Organization 2040 Long Range Transportation Plan (2040 LRTP).

TASK 1.0 – PROJECT MANAGEMENT

The preparation of the Corridor MPO 2040 Long Range Transportation Plan will involve a number of agency staff representatives, several local government representatives, federal and state agency coordination, and of course, the public. With less than one year to complete the 2040 LRTP, it will be critical to maintain communication with all project stakeholders. This task provides for the development of an organizational framework for the Plan which defines management and reporting structures, meeting schedules, public and key decision points, and schedule milestones. This will ensure that the Transportation Plan is accountable to the MPO Board, IDOT, FHWA, jurisdictional staff, the public, and other community stakeholders. Because of the limited number of pages, the descriptions in this task are brief, but are intended to convey the types of management that we would exercise to achieve a successful project.

SUBTASK 1.1 - PROJECT INITIATION

At the onset of the project, it will be necessary to establish the details of the planning process that will lead to the successful development of the 2040 LRTP. Since it is so important to develop working relationships among the local agency staff members and consultant staff, we propose a Kickoff Meeting during the project

initiation phase. Topics at the Kickoff Meeting will include the overall project scope and schedule refinement, including specific discussion on the introductory tasks, such as initial public involvement, the availability of relevant studies, the TransCAD model, and relevant data. With regard to public involvement, we will identify potential stakeholders, understand the level of participation desired, and define objectives for the public process.

SUBTASK 1.2 - STAFF COMMUNICATIONS & COORDINATION MEETINGS

LSA proposes that regular coordination meetings be established once a month to ensure that project coordination, issues, deliverables, and work efforts are being continually addressed. These meetings will be conducted via web-conference and include the pertinent LSA management team members required by the agenda, as well as other team members as necessary. Participation on behalf of the MPO staff will be at the discretion of the MPO Project Manager. Other participants may also be invited, particularly when coordinating analysis data and developing and evaluating alternatives. LSA's Project Manager will develop the agendas for these staff coordination meetings in advance of the meeting and will have the MPO's Project Manager review and approve the agenda for distribution to members of the management team. It is envisioned that representatives from IDOT, FHWA, and other state and federal partners would participate in these meetings as necessary to maintain coordination, rather than hold separate meetings.

SUBTASK 1.3 - LRTP DEVELOPMENT COMMITTEE SUPPORT

The LRTP Development Committee (LDC) will be engaged throughout the process. In addition, other committees such as the Transportation Technical Advisory Committee will be involved in review data and alternatives. The Corridor MPO Board will also need to be kept up-to-date throughout the process. It will be necessary to present information to these bodies for the duration of the Plan's development. Some of these briefings can be made by staff, and in some cases, a written progress report might be enough, but we also feel that providing formal presentations for the committees at key points in the Plan's development will be desirable in order to establish relationships, interest, and vesting. We understand that the overall 2040 LRTP development process will be guided by the LRTP Development Committee (LDC). As such, it will be extremely important to develop strong working relationships within and among the LDC members, staff, and consultants.

SUBTASK 1.4 - COORDINATION WITH STATE & FEDERAL PARTNERS

As the MPO staff is well-aware, a maze of federal and state planning requirements affect the development of a transportation plan for an MPO. These include SAFETEA-LU planning factors, the Metropolitan planning regulations, and others. As a result, it will be desirable to coordinate with representatives from federal and state partner agencies in person to establish working relationships among agency representatives and the study team and to understand the priorities of the local agency offices in the context of the Plan's development.

Task 1 Deliverables:

- Kickoff Meeting to discuss scope of work, schedule, communications and early actions
- Management Team Phone Numbers and Email List
- Staff Coordination Meeting Agendas and Action Items
- Schedule Compliance Monitoring
- Monthly Progress Reports, Briefing Materials, and Formal Presentations in Support of Committee Activities
- SAFETEA-LU Planning Requirements Technical Memorandum and PowerPoint
- Monthly Progress Report and Schedule Compliance

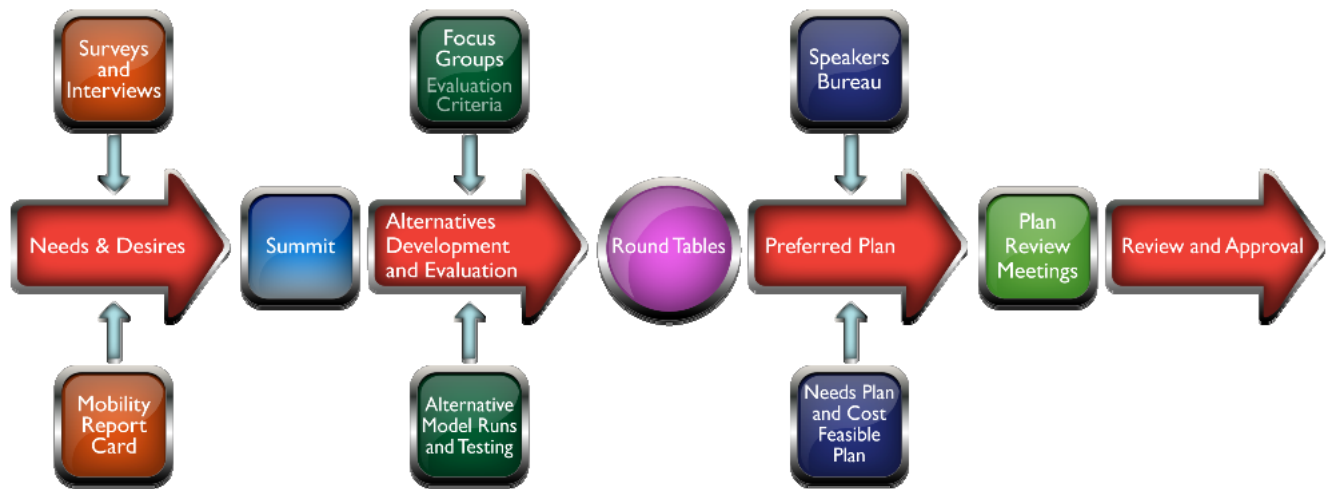
TASK 2.0 – PUBLIC INVOLVEMENT

The update to the 2040 LRTP is proposed to be completed by April 2010 and must be approved by June 2010. Developing implementation strategies could occur after this date. The 10-month LRTP development process is, therefore, limited and requires a strategic public outreach process for meaningful public input.

The LSA planning effort will focus on three keys to a successful Public Involvement Plan. The first is to raise public awareness about why the process is important and why "They Need to Be There." The second is to provide and promote multiple ways for people to get involved and to stay informed without major time commitments. The third key is to involve population groups that are traditionally under-represented in the process.

PUBLIC MEETING PROCESS

The public meeting process is based on three (3) major phases or decision points necessary to prepare the Corridor MPO 2040 Long Range Transportation Plan. The three phases are presented graphically in the following figure and details of the three phases follow.



DECISION POINT 1 – NEEDS AND DESIRES

We will begin the process of understanding needs and desires by conducting interviews with key stakeholders on our public process. This first step will help refine the public process so that it is well tailored to the Corridor MPO. The Plan will also benefit from eliciting support from specific stakeholders in publicizing events, recruiting participants and discussing our progress in the community. The initial online survey will also include questions about public preferences for learning about and participating in the plan. Our experience has shown that public input to the design of the process enhances the credibility of the process for making important regional choices.

Our next step is to share information that will provide a foundation for meaningful public input. One of the products of the data collection and analysis task is the preparation of mobility report card for the region. This report will describe how the existing transportation infrastructure is accommodating all modes of travel. In addition, we will provide a mobility report card on how development patterns affect travel.

KEY MESSAGES

The Mobility Report Card will be summarized into a series of key messages regarding the “state of transportation” in the Corridor MPO area. These messages become the starting point for a conversation with the public as to how they would like to see the future evolve. These key messages need to be short in number and easy to understand. Although it is not possible to define these key messages until we have conducted the research, there are some categories that may be pertinent in the Corridor MPO area.

- **Maintenance:** The percent of existing and forecasted roads and bridges in poor condition.
- **Traffic:** Increased vehicle miles of traffic, longer travel times and increased congestion.
- **Land Use:** Development patterns have shifted from central City cores with dense, mixed land uses to homogeneous land use growth pattern

with homogeneous and often segregated land uses.

- **Growth:** Magnitude and distribution of growth
- **Funding:** Costs are increasing and revenues dropping.
- **Ageing:** As we live longer, the fastest growing sector in the population will be seniors, which will increase mobility demands.

INQUIRIES ON THE GO

The regional visioning process and preparation of the LRTP will begin with identifying the regions needs and desires and how they might affect transportation choices. In the early phase of the process, we propose to develop an Inquiry on the Go for people throughout the region. The Inquiry will focus on the strengths of the region today and dreams for the future. It will invite people to think about what the region will look like in the future not just from a transportation perspective but including how the region grows and thrives. In addition to posting the Inquiry on the website, we will specifically invite people from throughout the region, including local and regional planners and engineers, civic organizations, students and advocacy groups to complete the Inquiries. Direct invitations will be sent to key stakeholders to reach a broad range of perspectives. Data from the Inquiries will be reviewed and discussed at the first workshop, thereby informing the work on transportation planning.

WORKSHOP

The culmination of the Needs and Desires phase is the Transportation Summit. This first meeting is extremely critical and serves as the launching point for the Plan. Typically, we

request jurisdictional members of the Corridor MPO to provide lists of key groups or individuals that should attend, followed up by a personal letter signed by the jurisdiction's mayor or other elected official formally inviting that person to attend because the future of the region needs their input.

Two sessions are proposed, one during the day for businesses, government agencies, and the public, with a second in the evening for the general public. It may be appropriate to specifically invite participants for the afternoon session to get the wide range of stakeholders that are interested in or affected by transportation working together. Alternatively, we may choose to convene the afternoon session as a public official's workshop to bring the region's elected and appointed officials together to discuss regional needs. Although meetings could be held throughout the region, we have found that it works well to have the meetings in a central, neutral location where representatives from all parts of the Corridor MPO region can sit down with each other to begin the conversation about the region's future. If there is a desire to get input from a broader spectrum of the public, rather from just those who typically attend these types of meetings, a representative cross selection of the population similar to a focus group could be selected for a separate workshop.

This first meeting or "summit" typically lasts two and a half to three hours. (Alternatively, the visioning and Connections exercises could be conducted in two separate workshops that build on each other.) In the first part of the workshop, participants will learn results from the Inquiries on the Go and use this information to describe their future visions for the region. Each table group will create a poster with a vision statement of the Corridor MPO in 30 years. This information will inform their choices in the

Connections exercise and provide a foundation for the Scenario Planning exercise in Task 7.

In the second part of the Summit, we will focus on transportation choices. A PowerPoint presentation will frame key messages geared towards providing attendees with the "state of transportation" within the region. In breakout tables, participants will initially be asked to discuss what they thought was the most important key message and what they believe are the key needs and desires they want this Plan to achieve. It would likewise be appropriate to have the table weigh-in on goals and objectives for developing and evaluating alternatives and their values for the region, such as time, mobility, economy, and environment.

The table groups will then participate in a "CONNECTIONS" exercise where participants are given a defined transportation budget. As a table, they are asked to purchase maintenance, transportation infrastructure, and transit operating expenses represented by board pieces that they can place on their map. Multi-modal opportunities are a key ingredient in this exercise, as are maintenance activities with the existing transportation systems because of their important functions in the real world and their impact on the workshop participants' transportation budgets in the CONNECTIONS exercise. The purpose of the CONNECTIONS exercise is to have the participants visualize the limitation of existing funding as related to their transportation needs and desires. Often, we will allow the tables to go through a second round based on some new funding becoming available.

The final product of Decision Point 1 is an Executive Summary of the key messages and public needs and desires. The Executive Summary would also begin to identify what types of transportation improvements the public

would like to see to address their needs and desires.

DECISION POINT 2 – CHOICES: SCENARIO DEVELOPMENT AND EVALUATION

Upon completion of the initial needs and desires phase, the LSA Team will work with the Corridor MPO Advisory Committee and staff to develop three (3) land use and transportation scenarios for testing community input (see Task 7: Developing a Metropolitan Vision). These scenarios are not intended to test different visions from the future. As an example, these scenarios might include a status quo based on how the region has grown in the past, an alternative that minimizes infrastructure costs or an alternative which responds to a demographic shift in population to over 65.

As each scenario has their pluses and minuses, highlights of arguments in support of a choice and against a choice will be considered. In addition a summary evaluation of each scenario will be provided. This summary might provide statistical comparisons such as transportation improvement costs to implement the scenario, vehicle miles traveled, average trip length, or serving those with special needs.

The second round of public meetings would be held in January/February 2010, after the holiday period. This second meeting would be more of a roundtable for citizens to respond to the scenario and weigh in on whether alternatives meet their needs or desires. Similar to the first workshop, the meeting would begin with a PowerPoint presentation. It would begin by focusing in on Decision Point 1 messages and public direction on their needs and desires, followed by a presentation of the scenario and a summary of their performance in addressing the community's needs and desires. In workshop

breakout tables, the public will be asked about transportation choices for the region's future based on the three scenarios. Specific question that could be asked might include:

- How does each plan scenario fare based on the community's needs and desires?
- How should the region grow?
- What is the appropriate balance of modes for the Corridor MPO Area?
- What are the most important major deficiencies that need to be addressed?
- How do we get additional funding for what we need?

The presentation and workshop effort is not intended to be a "who are we" message of traffic problems and congestion with no federal and state funding to solve them. Rather, the importance of the second public meeting is to put forward three distinct futures that address the region's needs and desires and allow the public to weigh in on a preferred choice.

DECISION POINT 3 – SELECTION AND REFINEMENT OF A PREFERRED PLAN

Upon completion of the Decision Point 2, a Draft 2040 Long Range Transportation Plan will be developed based on public and stakeholder input on the three transportation scenarios. This effort will require both a 2040 Needs Plan and a Cost Feasible Plan including preliminary project lists for near and long term time frames. It is also important to provide a preliminary direction of future growth and transportation funding that addresses both existing and future needs. This third set of public meetings would occur after the Draft 2040 LRTP is prepared in April 2010. Ideally several meetings would be held at multiple locations, to respond to questions and issues that may arise from different geographical areas.

Ongoing Public Outreach

One of the keys to success is to provide and promote multiple ways for people to get involved and to stay informed without major time commitments. There needs to be an ongoing dialog throughout the process in many different forms. Public workshops are one important form. There are a variety of ways to get the message out and to notify the public. Public service announcements, ads, and posters throughout the region will notify the public of the process and upcoming events. In addition, a project website can provide the most updated information.

LSA will develop a project website that will both be stand alone and connected to the Corridor MPO web site. This website provides opportunities for filling in questionnaires, providing comments, and reviewing project materials to keep citizens coming back to see what has changed. Our approach to designing and conducting the public process will be to integrate the public process with the major decision points in the planning process. At the start, we will conduct research and surveys to understand the wide-range of stakeholders, their concerns, and their expectations for participation. We will clearly define the goals and objectives for the public process and design a program that meets those effectively and efficiently.

In this process, we will be especially sensitive to concerns about "public involvement burnout" and how to address this by capitalizing on existing channels of information and related meetings and events.

REACHING THE TRADITIONALLY UNDER-REPRESENTED

A final important public involvement strategy is to involve the traditionally under-represented. We typically recommend supplemental meetings with traditionally under-represented citizens in the planning process. These might

include low-income, minority, or senior citizens and might even include others who would not normally participate in the planning process. In the early part of the planning process, we will assess if there are "missing voices" and consider how best to reach them through the speakers bureau, focus groups or other mechanisms. This requires that we take the Plan to them.

Task 2 Deliverables:

- PowerPoint, Brochure, and Boards for each round of Public Meetings
- Connections Map and Transportation Facility Game Pieces
- Summary Report of each Public Meeting and Input from other Outreach Events

TASK 3.0 – DATA GATHERING AND SURVEYS

This task will include the collection of pertinent transportation and land use data that will be used to examine existing conditions and provide a base for forecasts. This task will also include collecting information from stakeholder interviews and surveys. The results of this data collection will be the development of a State of the Region "Mobility Report Card" (Task 4).

SUBTASK 3.1 - DATA COLLECTION AND INVENTORY

The team will prepare an inventory of materials that will be needed for the planning process. A list will be prepared by the Consultant Team and will include such items as existing/future land use, existing/proposed transportation infrastructure, existing urbanized land cover, existing population, population projections, environmentally sensitive/protected lands, previous transportation, land use and comprehensive plans, Transportation Improvement Program, travel model, GIS data and files, Synchro databases, traffic counts, transit routes and plans, bicycle plan and Aerial

Photography.

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SUBTASK 3.2 – STAKEHOLDER INTERVIEWS

We proposed to conduct 20 to 30 stakeholder interviews to understand the key transportation and growth issues of the study area. The stakeholders can include elected officials, members of the MPO Board, transportation and planning staff, business leaders, and those associated with transit, the chamber of commerce, developers, school districts, home owner organizations, and representatives of seniors. Upon completion of these interviews, the LSA Team will prepare a summary of findings regarding the stakeholders' key transportation needs and desires regarding the community and growth related issues.

SUBTASK 3.3 – RESIDENTIAL SURVEYS

LSA will prepare a residential internet survey to solicit community input to understand the needs and desires of the community. Using available services such as Survey Gizmo, surveys are quick to develop and provide relatively fast turn around time. Cross tabulation can quickly be provided. Questions that would be developed

by the consultant team with input from the Advisory Committee would be related to transportation issues, general quality of life questions and growth questions. Response rates can be improved and targeted through a series of public service announcements

SUBTASK 3.4 – EMPLOYER SURVEY

Similar to the residential survey, a separate employer internet survey will be developed. The Chamber of Commerce provides a large membership list of a vast majority of the businesses within the area. Questions regarding the economy, growth and the future of transportation are important to the business community and would promote members to take the time out and complete this important survey. Similar to the residential household survey, the LSA Team will prepare a questionnaire for review and input by the MPO. Upon completion a summary of the employer survey will be prepared.

SUBTASK 3.5 – TRADITIONALLY UNDERSERVED POPULATION – TRANSIT SURVEY

It should first be noted that this is just one tool for getting information from those identified as the traditionally underserved population. Other methods would be considered. The transit survey is relatively straight forward. A questionnaire (with pencil) is passed out to transit riders on selected busses. Survey forms can be distributed by bus drivers and returned to a drop box provided at bus exits. LSA will need to work with Cedar Rapids Transit for survey coordination and having transit operators assist in the survey process. Coordination with SRF Consulting Group will be required related to transit.

Task 3 Deliverables:

- Maps of Data Inventory
Summary Report: Residence, Employer and Traditionally Underserved Surveys

Task 4 – Mobility Report Card

LSA will review and analyze data collected as part of Task 3 and prepare an independent assessment of the status of the Corridor MPO transportation system and summarize this information into a simple to understand Mobility Report Card or State of Transportation within the region. This summary will include supportive maps, analysis, and a matrix which indicates the area is doing well, average or if there are issues to address. In addition to assessing the transportation facilities, the LSA Team will also evaluate the Corridor MPO areas man made environment including assessments such as density of development, diversity of use, urban design and proximity to destinations.

Subtask 4.1 – Transportation Facilities

The transportation facility assessment to be included in the Mobility Report Card may include, but not limited to:

- **Automobile:** Congestion, street improvements keeping up with demand, impacts of future growth.
- **Transit:** Coverage, Transit Access to downtown and employment areas, transit typology, transit expansion.
- **Bicycle:** Network, bicycle demand.
- **Pedestrian:** Downtown urban core, 60's to 80's development area, new development areas.
- **Multi-Modal:** Complete Streets, Modal Integration.
- **Maintenance:** Need versus what is funded.
- **Funding:** Historic and anticipated funding levels, which are generated

from either within the City or projected to be available from the federal or state.

Subtask 4.2 – Land Use/Transportation Integration: Four Ds (Density, Diversity, Design, and proximity to regional Destinations)

Typically, LRTP's examine transportation facilities, but not the underlying land use and development patterns which generate the mobility demand for which our transportation facilities are designed. The objective of this task is to assess the land development and mix patterns which generate the transportation demand. This assessment of land development and mix is sometimes referred to as a four D process which, evaluates the regions density, diversity, design and destinations of neighborhoods and incorporate these findings in the travel forecasting process.

The four D process uses a series of overlays for each of the four Ds and then places those on top of one another to highlight the areas where multi-modal travel within the region could be most readily and least readily achieved given the current land use patterns. The following summarizes the four Ds:

- **Density:** Shading layer using GIS and modeling data to describe the areas within the region with the highest activity levels.
- **Diversity:** The mix of residential and non-residential land uses that allows local travel between trip origin and destination.
- **Design:** Compares areas within the region which have short blocks and complete sidewalks and grid with areas that have long blocks and curvilinear streets.

- **Destinations:** The proximity of areas or traffic analysis zones to regional destinations.

Task 4 Deliverables:

- Mobility Report: Summary Report, Maps and Matrix of the MPO's Transportation Facility and Man Made Environment

Task 5 – Update of the Travel Demand Model

LSA's approach to this model update is to improve components and capabilities, while helping to ready the model for future enhancements such as inclusion of a full-fledged mode choice model. During the model update process, it will be vital that Corridor MPO staff be kept up to date with review discoveries, recommendations, and progress. Past work has shown that travel models are utilized most efficiently when staff members who will be running the travel model are closely involved in the model development and when a peer review is incorporated into the update process. LSA will update the model as described in the subtasks below.

Subtask 5.1 – Modeling Methodology

LSA will meet with MPO Staff and Iowa DOT Staff to discuss key issues related to the model update such as base year and model methodology. At this meeting, the methodology used by the current model will be summarized by LSA and suggestions will be made for adjustments the methodology to be used in the updated model. Possible adjustments to the existing modeling methodology include the following:

- **Person Trip Generation:** Adjustment of trip generation to represent all person trips will facilitate better analysis of land use impacts on travel patterns. This

adjustment will also provide a foundation for a possible future mode choice model.

- **Additional Trip Purposes:** Expansion of the current six trip purposes to at least eight will improve the capability of the model to accurately predict travel. Recommended additional trip purposes include Home-based Shop (HBS) and Work-based other (WBO) trips.
- **Income Segmentation:** Pending a review of trip distribution characteristics, it may be desirable to segment the home-based work (HBW) trip purpose into income groups.
- **Basic Mode Split:** Inclusion of a simple mode split model will improve the model's sensitivity to land use policy options. LSA has designed simplified mode split models that include transit sensitivity as well as a distance based non-motorized (walk and bicycle) mode split process. This process can be implemented with minimal resources, but improves the model's capability to provide valuable information.
- **Land Use Sensitivity:** The model can be designed to provide sensitivity to land use characteristics such as density, diversity (mix of uses), design, and proximity to destinations. This tool, sometimes referred to as "4D," can improve the model's capability to provide feedback about land use policy scenarios.
- **Time of Day Assignment:** Traffic assignment will be performed separately for the AM, PM, and off-peak periods. This results in realistic directional peaking characteristics for the peak

hours, while also producing 24-hour traffic volumes.

- **Speed Feedback:** Travel speeds resulting from traffic assignment are often inconsistent with travel speeds used by the trip distribution process. Inclusion of a speed feedback loop will correct for this inconsistency.
- **Emissions Reporting:** The travel model will be set up to provide an inventory of greenhouse gas emissions, ozone precursor emissions, and carbon monoxide emissions.
- **Post Processing:** LSA has developed model post processing tools such as NCHRP-255 volume adjustments, turn movement forecasting, and signal warrant analysis and will work with the MPO to determine the tools most appropriate for inclusion.

LSA will prepare a technical memorandum summarizing the proposed modeling methodology based on the outcome of this discussion. The memorandum will be provided to MPO and DOT Staff for review and comment. After staff review, the memorandum will be presented to a peer review committee for further comment. Once a general approach has been agreed upon, LSA will implement the proposed approach as described in Subtasks 5.2 through 5.9.

A second peer review presentation will be held during model development and validation. Peer review meetings may be held by teleconference or web conference. Coordination with the Population & Employment Forecast Technical Advisory Committee (PEFTAC) maybe required during this process.

Subtask 5.1 Deliverables:

- Technical Memorandum: Modeling Methodology

Subtask 5.2 – Roadway Networks and Traffic Analysis Zones

LSA will update the existing model roadway network to accurately represent the new base year, using aerial photography and information provided by the MPO. LSA will provide the MPO with maps displaying facility type and number of lanes for review. Corrections will be made as necessary based on MPO comments.

LSA will organize the roadway network so that base year, interim year, and forecast year attributes can be maintained on a single integrated network database. In addition, multiple potential network improvements or "alternatives" can be stored in this integrated database. Alternatives and groups of alternatives can then be easily activated or deactivated using the graphical interface. This network organization technique provides ease of use, enforces network consistency between scenarios, and greatly improves the ability to create informative network comparison maps.

Roadway network speed and capacity assumptions will be developed based on network attributes. A specific methodology will be determined based on data availability, a review of existing methodology, and an evaluation of the MPO's needs.

Existing traffic count data will be coded on the TransCAD roadway network and reviewed for consistency and completeness. If traffic count coverage is not sufficient, a prioritized list of traffic count needs will be produced.

The existing traffic analysis zone (TAZ) layer will be reviewed and will be updated. TAZ boundaries will be updated as necessary to better align with parcel boundaries, Census

block boundaries, roadways, and natural barriers. TAZs may be split into multiple parts to improve consistency between TAZ activity levels or to better accommodate future growth. Centroids and centroid connectors will be added to the roadway network to accommodate the adjusted TAZs.

2000 base year socioeconomic data from the current model will be updated to represent the new base year and updated TAZ structure. LSA will identify the available household and employment data sources and recommend a specific methodology for data development. The recommended methodology will be presented to MPO Staff for review and comment. Upon approval from the MPO, LSA will update the base year socioeconomic dataset using the agreed upon approach. Resulting TAZ-level socioeconomic data will be checked at the regional level by comparing data to control totals, reviewing growth rates, and reviewing jobs/housing balance. Coordination with the Population & Employment Forecast Technical Advisory Committee (PEFTAC) may be required during this process.

Subtask 5.2 Deliverables:

- Technical Memorandum: Roadway Network and Traffic Analysis Zones
- Roadway Network in TransCAD Format
- Traffic Analysis Zones in TransCAD Format
- Updated Base Year Socioeconomic Data
- Roadway Network Plots in PDF format (for review)
- Traffic Analysis Zone Plots in PDF format (for review)

Subtask 5.3 – Trip Generation

LSA will update all components of the trip generation model, including trip rates, special

generators, and the external trip models. Basic methodology defined in subtask 5.1 will be further refined based on a review of the available data. All models will be implemented directly in the TransCAD software, replacing the current trip generation spreadsheet program.

LSA will use data from the recent Cedar Rapids add-on to the National Household Travel Survey (NHTS) to update the current trip production cross-classification variables, trip production rates, and trip attraction rates. The updated model will make use of readily available data, which may require inclusion of a household disaggregation model to convert summary variables such as TAZ median income or TAZ average size into a cross-classified distribution of households. LSA will work with MPO staff to ensure that trip generation data input requirements can be reasonably developed.

LSA will provide a recommendation on updating the existing special generators by adding, modifying, or deleting special generators. While special generators can be important in a well designed model, it is often the case that some special generators can be adequately represented through the trip generation process. LSA will review the effects of special generators and make a recommendation for retaining or removing each special generator from the updated model. In cases where updated trip rates provide an accurate representation of trip activity, a recommendation will be made to remove the special generators. Conversely, locations that are not adequately represented by the updated trip rates may be suggested as new special generators. Potential special generators will be considered in the context of nearby traffic counts, rates published in ITE's Trip Generation, and any locally available data.

External travel will be represented for each of the model's trip purposes. Internal/external and external/internal trip-ends internal to the modeling area will be represented by the purpose-specific productions and attractions resulting from application of trip generation rates. External trip ends will be specified at each external station based on traffic counts and an analysis of external station data in a manner consistent with the current model.

LSA will validate the base year balanced production and attraction model results. Trip generation model development and validation will be documented in a technical memorandum. The initial trip rates developed during this task may be adjusted during the traffic assignment calibration/validation phase.

Subtask 5.3 Deliverables:

- Technical Memorandum: Trip Generation
- Trip Generation Model Implemented in TransCAD

Subtask 5.4 – Trip Distribution

LSA will update the gravity-based trip distribution model using information from the NHTS add-on and the Census Transportation Planning Package (CTPP). New friction factors will be calibrated for each of the trip purposes included in the updated model using the NHTS add-on. Calibrated friction factors will be validated against available supplementary data, such as CTPP data. Friction factor calibration and validation will be based on trip length and/or time distributions, average trip lengths, and average travel times.

LSA will document the resulting trip distribution model, friction factors, and validation in a technical memorandum. Trip distribution parameters may be adjusted during the traffic assignment calibration/validation phase.

LSA will implement a speed feedback loop to replace estimated congested speeds that would otherwise be used to perform trip distribution. LSA will modify the model stream to iteratively run trip distribution and assignment until convergence criteria has been met. Feedback will be implemented using a direct feedback method, the Method of Successive Averages, or a Constant-Weight method. The best method will be chosen based on a comparison of convergence characteristics of the three methods.

Subtask 5.4 Deliverables:

- Technical Memorandum: Trip Distribution
- Trip Distribution Model Implemented in TransCAD
- Speed Feedback Loop Implemented in TransCAD (to be implemented during the final model validation phase)

Subtask 5.5 – Mode Split

LSA will develop and implement a simplified mode split procedure using a methodology to be determined as part of Subtask 5.1.1. Due to an expected lack of data for mode split model development, the model will be validated to CTPP data indicating home to work travel mode. The mode split procedure will not be sensitive to detailed route characteristics, but will be sensitive to the presence of or absence of fixed route transit service.

A processor will be implemented to increase or decrease intrazonal non-motorized trip capture based on development density, diversity and design.

Subtask 5.5 Deliverables:

- Technical Memorandum: Mode Split

- Mode Split Model Implemented in TransCAD

Subtask 5.6 – Traffic Assignment

Auto trip tables resulting from trip distribution and mode choice will represent all trips made within a 24-hour period in production/attraction format. LSA will develop a time of day conversion table that will convert trip data to origin/destination format by time period. This conversion will be applied directionally for each trip type using parameters estimated from NHTS data. The time of day model will be calibrated and validated for all time periods based on household survey data.

Peak periods will include at a minimum AM and PM peak periods and an off-peak period. Pending analysis of traffic count data and household travel survey data, a mid-day peak period may also be recommended.

LSA will assign all auto trips for each time period to the base year model network using equilibrium traffic assignment. Hourly capacities defined in Task 1 will be factored to represent period capacities for application of volume-delay equations. Results from peak period assignments will be factored to create peak-hour volumes and will be combined to create a 24-hour traffic assignment result. Traffic volumes will be combined using simple addition, while resulting congested speeds (and associated VHT and delay calculations) will be combined using a VMT-weighted average.

Subtask 5.6 Deliverables:

- Technical Memorandum: Traffic Assignment
- Traffic Assignment Model Implemented in TransCAD

Subtask 5.7 – Final Model Validation

Model calibration and validation are two distinct tasks that must be considered throughout the model development process – not just as model development is completed. During the review and update of *each* model step, calibrated model results will be validated to all available data sources. Then, if necessary, adjustments will be made to model parameters to improve validation. Experience has shown that utilizing this process reduces the need to make large or unreasonable adjustments to model parameters in the final validation stage.

LSA will validate final model results against household survey data, CTPP data, and traffic count data. In addition to the validation measures considered during model development, final model validation metrics will include:

- Count-VMT,
- Count/Volume ratio,
- Root Mean Square Error,
- R-Squared,
- Review of the 10 highest errors,
- Visual review of a volume / count plot

During the final validation stage, adjustments will be made to each model step as necessary.

Model validation will also be monitored during the initial stages of model application. Sensitivity tests will be performed using the first set of forecast year data and roadway scenarios to ensure that the model is appropriately sensitive to changes in input data. If concerns are identified, the model validation will be updated to address such concerns.

Subtask 5.7 Deliverables:

- Technical Memorandum: Model Validation Report
- Validated Base Year Model

- Validated Forecast Year Model (to be finalized during the initial alternatives analysis)

Subtask 5.8 – User Interface and Reporting

LSA will update the model with a user friendly automated model system. This system provides the user with a high degree of flexibility and control of model parameters and processes, but allows the model to be run with standard settings quickly and efficiently. This GISDK-based interface vastly reduces opportunity for operator error by eliminating the need for multiple tedious steps. Furthermore, the interface can be used to run many scenarios at once. This allows the model to be used in an alternatives analysis process in which a large number of options are being considered.

Once a model run is complete, the results will be summarized in a standardized performance report that contains key model results and statistics. This report can be copied to spreadsheet software to allow comparison of different model runs. Key information such as VMT, VHT, congestion delay, greenhouse gas emissions, and corridor travel times will be included in this report.

The model will be implemented in the latest version of the TransCAD software that is available at the time work commences. If newer software is released during the course of the project, LSA will update the model to the newer version of the software if the update can be done without expending additional resources.

Subtask 5.8 Deliverables:

- Model Interface and Performance Report Implemented in TransCAD

Subtask 5.9 – Final Documentation, Training, and Support

LSA will prepare a final document comprised of the individual technical memorandums produced as part of each model development subtask. In addition, a User's guide will provide details on use of the model's graphical user interface and data structures.

LSA will provide a two-day training session for MPO Staff and member governments. The training will be technical in nature and will focus on operation of the TransCAD software and the updated travel model. The training session will be customized to the needs of the MPO Staff.

LSA will provide on-call technical support service for a period of two years, estimated at a total of 20 hours of LSA staff time.

Subtask 5.9 Deliverables:

- Final Model Documentation
- Model User's Guide
- Two-Day Training Session

Subtask 5.10 – Model Application

LSA will produce information using travel model results using creative mapping techniques, intuitive summary information, and graphical presentation of concepts. Technical information produced by the model will be effectively communicated to decision makers and public participants.

Travel model results will be prepared for each of the plan scenarios. For each scenario, the travel model will be used to identify needs and possible mitigations, to quantify the effectiveness of various transportation system improvements, and to quantify the performance of the transportation system as a whole. System performance metrics will include:

- VMT,
- VHT,
- Congestion delay,
- Corridor travel time for selected corridors, and
- Emission totals.

Metrics can be reported per dollar spent, allowing for a cost-benefit analysis. The model will be used to aid in prioritization of transportation improvements to support the development of a fiscally constrained transportation plan as required by SAFETEA-LU.

Subtask 5.10 Deliverables:

- Travel Model Results as Required for the Planning Process

Task 6 – Preferred Roadway Typology Design

Communities throughout the United State have developed and implemented urban and rural street standards in response to the vital need for consistency in limiting access and protecting capacity. These same street standards favor automobile travel and limit opportunities for multi-modal pedestrian friendly environments. The purpose of this task is to prepare a progressive set of revised roadway designs which serve all transportation modes.

Subtask 6.1 – Initial Meeting

In order to develop a Roadway Typology Design for the region, it will be necessary to convene a committee, such as the Transportation Technology Committee to provide direction and oversight to the process. At this first meeting, it will be important to develop goals for this stage. This meeting would also present for review Complete Streets concepts and other precedents (Charlotte, Portland, etc). The objective of this meeting is

to determine level of detail and work product for this Task.

Subtask 6.2 – Visioning

LSA proposes to host a separate visioning process to review current approach versus a Complete Streets approach to determine if there's public support for a change by reviewing pros and cons of both approaches. This will involve a combination of workshops, website participation, perhaps using public TV station and internet preference surveys to gather feedback.

Subtask 6.3 – Technical Committee Workshop

Subsequent to the Visioning exercise in Subtask 6.2, the LSA Team will work with the Technical Committee to flesh out input from the public. This stage involves a detailed review of street cross-sections, as well as design of overall street networks. This piece involves preparation of guidelines, drawings, and purpose and intent statements followed by two to three meetings with the Technical Committee to review, discuss and refine the options.

Subtask 6.4 – Development of Roadway Typology Design Manual

Based on the iterative review and refinement process, a roadway typology design manual will be developed, this manual will address streets for multi-modes, purpose and intent statements, cross sections, applications, and multi-modal level of service and mobility evaluation.

Task 6 Deliverables:

- Roadway Typology Comparisons Brochure/PowerPoint
- Visioning Workshop and Internet Survey Documents

- Draft and Final Roadway Typology Design Manual

Task 7 – Developing a Metropolitan Vision

This is a critically important task for the Corridor MPO region. It is asking a simple question that will affect everyone: what is our vision for the future? Visioning begins with understanding of where you are today, your values, and what you are as a community. Visioning requires understanding the forces that will create change and how to best adapt to that change. It is a regional process which requires elected officials to come together to tackle the tough questions and set policy for the new future. We believe that this process can address most of the major questions identified in Task 6 of the RFP and believe it is important to include as many topics as possible to help frame alternative visions and to help select a preferred vision.

Subtask 7.1 – Scenario Definition

The purpose of this task is to build upon the visioning from the first phase of the public involvement process (specifically from the Inquiries on the Go and the Summit event) to develop a series of three to five vision scenarios which address various land use and transportation futures for the Corridor MPO region. From these alternative scenarios, selection of a preferred alternative or hybrid as a preferred vision will occur, the Long Range Transportation Plan will be based on this preferred vision. The methodology proposed for developing the various metropolitan vision scenarios is "Scenario Planning." In essence these scenarios are developed in response to what if questions. These questions could be:

What if:

- gas prices increased to over \$5.00 a gallon?

- there is a major shift in population to over 65?
- the region is mandated by the federal government to reduce green house gases?
- federal funding is cut to maintenance levels with no funds for capital improvements?
- we want an infrastructure system that has the least cost to construct and maintain?

These and many other questions are important and will need to be solicited from the public workshops and discussed and agreed to by the MPO staff and the LDC. Typically we will include the trends scenario as a base from which to compare other scenarios. We also propose keeping the number of households and jobs constant between the various scenarios, but they would be reallocated to best represent each scenario. The LSA team will also work with the LDC to develop a set of assumptions about the factors that influence where growth occurs in each of the scenarios.

Subtask 7.2 – Scenario Parameters Meeting

The LSA Team will meet with the LDC to review the three (3) to five (5) scenario concepts and finalize parameters or evaluation criteria that will guide the spatial models. Parameters will define what each scenario deems the “most desirable” locations for new development. By adjusting what is most desirable, each scenario will end up with a different population distribution. A set of parameters to guide the trend scenario might be:

- Access to employment centers via automobile;
- Proximity to existing development;
- New development at recent development densities; and
- Infill allowed, but no redevelopment.

Subtask 7.3 – Spatial Modeling and Visual Mapping

A spatial model will be created for each scenario using GIS that takes into account the agreed-upon factors that influence where growth will happen and distributes population growth accordingly as new developments, infill, or redevelopment. For each land use alternative, socioeconomic data will be developed by Traffic Analysis Zone. Output maps will be prepared per scenario illustrating spatial growth patterns, and future population and employment distribution.

Subtask 7.4 – Scenario Analysis

In order to evaluate the pros and cons of each scenario, it will be necessary to develop evaluation criteria. These criteria needs to evaluate the “what if” questions proposed and the project’s goals and objectives. The goals and objectives must also be converted to quantitative and qualitative measurements for evaluating each alternative. These measurements may include mobility measures, such as lane miles by level of service or congestion delay reductions; quality of life measures; efficiency criteria; accessibility; economic factors, such as infrastructure capital and maintenance costs; and others. LSA will develop a list of potential evaluation criteria and coordinate their definition and applicability with MPO staff and the Advisory Committee.

A base model run will be conducted for each scenario to determine deficiencies and needs. Transportation solutions to address these needs will be developed for each scenario. Utilizing the traffic model’s performance report, a standardized report of key criteria such as VMT, hours of congestion, mobility access, fuel consumption and green house gas emissions will be reported for each alternative. Pros and Cons will be developed for each alternative in a

Matrix form for presentation at the second round of public meetings – the Round Tables and the Public Officials Workshop.

Subtask 7.5 – Speakers Bureau

In addition to the second round of public meetings where the various vision scenarios are presented and the public is provided with the opportunity to recommend their choices, the LSA Team proposes the development of a PowerPoint presentation and an accompanying brochure about the visioning process and a summary of each of the vision alternatives developed. This presentation could be made at various locations such as the Chamber of Commerce, groups of local and regional planners and engineers, planning commissions or other advocacy groups. The LSA Team could make some of these presentations, but we would make the presentation and script available to others including MPO staff and advisory groups for making presentations and collecting input.

Subtask 7.6 – Public Officials Workshop

If there is going to be any, it will rest with the elected public officials which represent the citizens and businesses of the region. The Public Officials Workshop will be a critical meeting for determining the region's future. We would propose that this meeting be held during the morning. All elected officials within the region would be invited and could bring along staff or advisors. The meeting would be divided in two parts. The first part will be a presentation of the mobility report card, key issues that face the region, and a summary of public input. We will also go through a Choices brochure that will talk about the visioning process and the things that are positive and negative with each vision scenario. The second portion of the meeting would be workshop exercises where the public officials identify what they like and do not like

about each vision. These results will be tallied during the meeting and results would be presented. An opportunity for discussions would be provided to help move toward a regional consensus.

Subtask 7.7 – Preferred Scenario Refinement and Visioning Report

Based on the outcome of the Public Officials Workshop, LSA will incorporate any changes to the preferred scenario's parameters and vision and create a set of maps that illustrate the development pattern of the preferred future growth scenario. The resulting Vision's population and employment distribution will be used for travel demand modeling and the development of the Corridor MPO LRTP. The final product will be a report which describes the visioning process, the alternatives, and the preferred alternative.

Task 7 Deliverables:

- Draft Scenario Questions
- Development of Three to Five Vision Alternatives
- Evaluation of Alternative Scenarios
- Preparation of a Choices Brochure (which describes the pros and cons of each scenario)
- Public Officials Workshop Presentation Materials, Brochure and Workshop Exercises
- Refined Vision and Mapping

Task 8 – Update the 2040 LRTP

The preparation of the 2040 LRTP will be prepared consistent with SAFETEA-LU requirements including the eight planning factors. The proposed LSA process provides a solid process for the development of the 2040 LRTP based on a strong foundation of public input and technical data. As the effort to prepare the 2040 LRTP moves from these

foundational stages into the actual Plan development, the public and project stakeholders will be able to see how all the pieces come together through the step-wise development of the multi-modal elements. In the development of the 2040 LRTP, the public involvement and technical process is as significant as the final product. To this end, LSA will lead the staff, committee members, community leaders, and other project stakeholders through the Plan development process in a methodical fashion by providing high-quality graphics, mapping, and presentation materials that are based on the research and data obtained from previous tasks.

Through the public involvement process we will address how far to go with the 2040 LRTP update regarding how the region plans and deploy their transportation system, push for a broader reach of land use changes, shifts in travel to alternative modes or high impact strategies that expands the land use and transportation changes throughout the region. Key components of the 2040 LRTP will include:

- **2040 Vision Plan:** Although the 2040 land use and transportation vision plan will not be fully funded given the financial realities of the region, it is important to establish the vision for the region which serves to support the pursuit of new funding sources or additional funding leverage from existing sources. The 2040 Vision Plan is a wish list of sorts, similar to the manner in which plans were typically prepared previous to ISTEA and TEA-21. The Vision Plan will be summarized in the draft document and a series of maps will be generated and added to the project's GIS mapping inventory.

- **Financial Analysis:** To support SAFETEA-LU's financial constraint requirements and to do what we feel is prudent planning; LSA will prepare a Financial Analysis. Existing funding sources, discretionary funding, and likely and possible new funding sources will be identified and a series of financial forecasts will be developed by LSA. IDOT, federal agencies, the MPO and others will be solicited to provide background data for this effort.
- **Transportation System Plan Scenarios and Prioritization/2040 Financially Constrained Plan:** LSA will utilize the evaluation criteria and weighting factors to develop rank-ordered projects by potential funding source to determine prioritized project lists for each scenario. The scenarios and project listings will be reviewed by the committees and public prior to selection. LSA will develop summary materials including spreadsheets and graphics to support these efforts. Once the financial issues are settled, LSA will finalize prioritized project listings. Environmental Justice issues will be examined with each funding scenario to assist with the selection and to minimize unnecessary impacts to potentially affected groups.
- **Transit Component:** The Transit Plan will include a short-range element and a long-range strategy assessment that identifies strategies and priorities. The Plan will be coordinated with human services agencies and transit providers and be based on recent planning efforts to manage the local systems and make efficiency adjustments. This will be coordinated with SRF Consulting Group.

- **Bicycle and Pedestrian Non-Motorized Component:** Bicycle and Pedestrian modal plans will be prepared for the region and local jurisdictions. A prioritization process for selecting missing connections, targeting strategic locations where the bicycle and pedestrian improvements will most positively affect mobility will be identified. This will be coordinated with the Cedar Rapids Bicycle Advisory Committee, Shive-Hattery (performing CR Comp Trail Plan), and Marion Master Trail Plan.
- **Short and Long-Term Implementation Plans:** The 2040 LRTP will include an implementation plan that matches prioritized needs with available funding. This Plan can be used for future reference in developing projects from the planning and design stages to engineering and construction. The current short and long-term project lists will be reviewed and updated to ensure that proposed actions will achieve and maintain an integrated, intermodal transportation system that is accessible and provides for the efficient movement of goods and services.
- **Roadway Typology Design:** Although roadway design guidelines are not specifically required in an LRTP, we believe they should be summarized and included as they reflect the regions desire to pursue complete streets and address mobility through all modes.
- **Draft Plan Document:** LSA will document all aspects of the planning process through which the 2040 LRTP will be developed, including the alternatives analyses, scenario evaluations, freight and inter-modal issues, ITS, TDM, the public process including environmental justice considerations, and other efforts. We will add discussions and specific policy actions for each of the modal chapters of the Draft Plan. Again, the Draft Plan's development represents a key decision point in the process, and committee and public involvement activities should be conducted at this point to receive public comment on the financial assumptions, project prioritizations and selection, environmental justice review, and other aspects of the planning process.
- **Final 2040 LRTP Document:** The final steps in the Plan's development process are refinement and adoption. These activities will be based on comments received from staff, Committees, and the general public. LSA will finalize the Plan in this task and update the implementation plan with identifiable milestones for each policy action and modal category. These activities will be coordinated with the MPO and implementation schedule for the regional Transportation Improvement Program (TIP). The Final 2040 LRTP Plan will also include an Executive Summary, Findings and Recommendations. The Executive Summary would be a stand-alone brochure-style document that is user-friendly and contains relevant summary information regarding transportation options and future transportation improvement activities. LSA can also develop a multi-modal folding map that identifies the current and future transportation systems for bicycle, pedestrian, transit, and roadway modes. These suggestions may be of interest to the MPO, or there may be other methods and formats that are more to

your liking. The final 2040 LRTP products will be visually interesting, comprehensive, easy to use, and of high-quality. The MPO may wish to discuss various formats and electronic versions that would best suit the Corridor MPO region.

completion of the 2040 LRTP, that we meet with Corridor MPO staff to discuss what those issues may be and what tasks should be included in this supplemental effort.

Task 8 Deliverables:

- Needs Assessment
- 2040 Vision Plan
- Unit Costs and Project Cost Estimates
- Potential Funding Sources and Financial Scenario Evaluation
- 2040 Cost Feasible Plan
- Executive Summary of the LRTP
- Multi-Modal Plan Map and other GIS Mapping

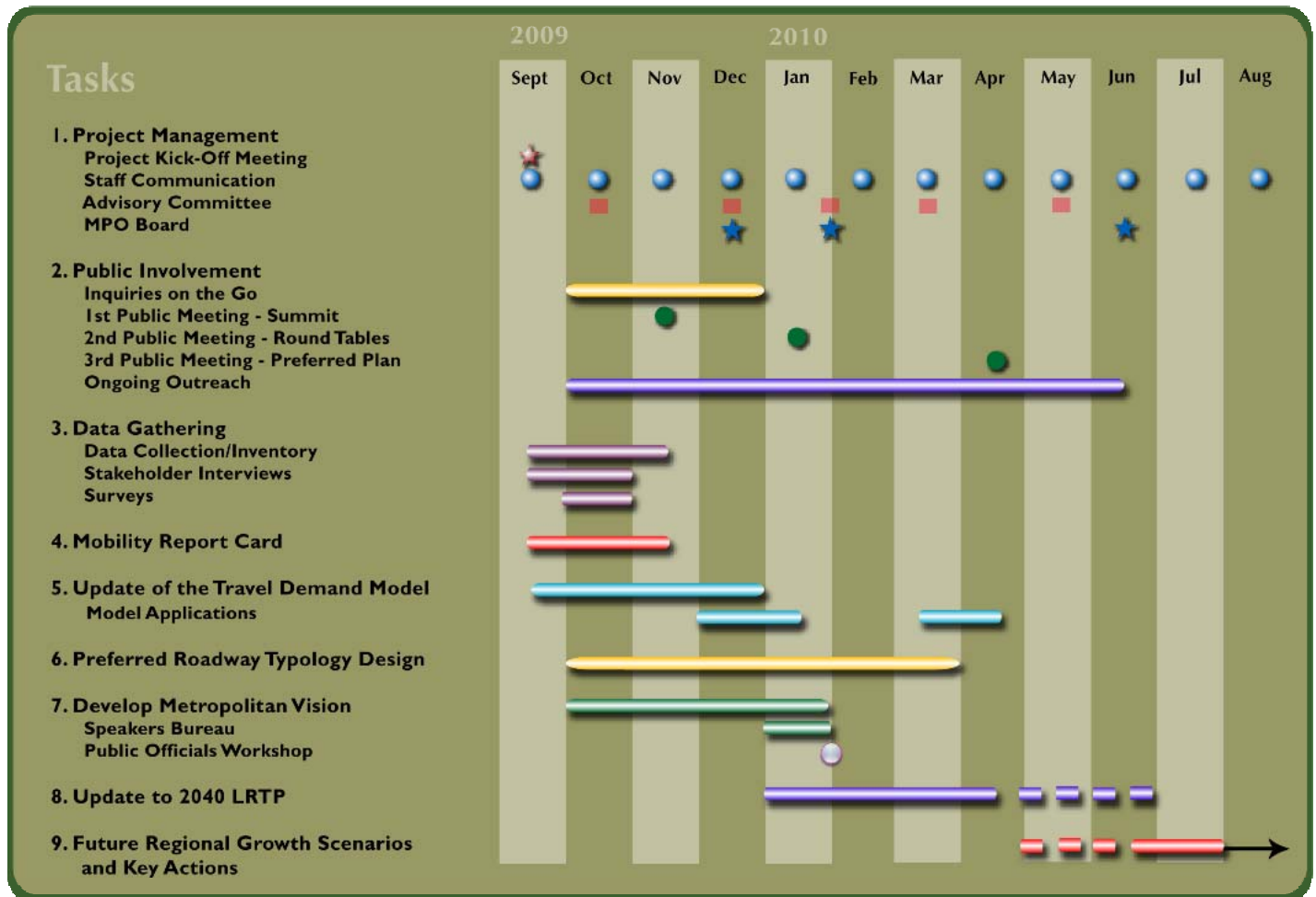
Task 9 – Future Regional Growth Scenarios and Key Actions

The LSA Team's objective is to provide, within the allotted time frame, a robust visioning process including the development of a preferred vision plan and financially constrained 2040 LRTP. This includes incorporating some of the question raised in the RFP's Task 6 into our visioning task. However, because of the limited time to prepare the 2040 LRTP, and the importance for the public to vest in the plan, it is quite likely that all of the issues regarding a future vision may not be completely fleshed out and that the actions to implementation may not be finalized. We therefore see this task as an insurance policy that provides for some remaining funds and time, the opportunity to conduct additional visioning and refinement of implementation strategies. LSA's proposed scope of work does not include a specific set of tasks for this effort, because we have not completed the development of the 2040 LRTP and do not yet know where the issues lie. Rather, we would propose that after the

This is **EXHIBIT B**, consisting of one page(s), referred to in the agreement between the MPO and CONSULTANT, effective September 17, 2009.

SCHEDULE

The scope of services shall be completed in accordance with the following schedule unless modified by mutual agreement or by factors beyond the control of the CONSULTANT:



This is **EXHIBIT C**, consisting of two page(s),
referred to in the agreement between the MPO
and CONSULTANT, effective September 17,
2009.

PROJECT BUDGET

The project budget follows this page:

2040 Long-Range Transportation Plan Update
 CON_RFQ 01-09
 Exhibit C, "PROJECT BUDGET"

		LSA Associates						Wallace Roberts & Todd				180 Degree Design				Catalyst		Total		
		Ray Moe	Everett Bacon	Sean McAtee	Transp. Planners / GIS Specialists	Graphics	Admin Support	Total Cost - LSA Associates	John Fenster/David Rouse	Andrew Dobshinsky	Adam Krom	Total Cost - WRT	Key in Klinkenberg	Brian Hendrickson	Staff Planner	Total Cost - 180 Degree Design	Barbara Lewis		Total Cost - Catalyst	
		\$ 180	\$ 145	\$ 115	\$ 90	\$ 90	\$ 60		\$ 200	\$ 100	\$ 125		\$ 150	\$ 150	\$ 75		\$ 140			
1	Project Management	96	44	0	0	0	0	\$23,660	16	44	0	\$7,600	16	0	0	\$ 2,400	44	\$6,160	\$39,820	
1.1	Project Initiation	16	12					\$4,620	16	24		\$5,600				\$ -		\$0	\$10,220	
1.2	Staff Communications and Coordination Meetings	20	12					\$5,340				\$0	16			\$ 2,400	20	\$2,800	\$10,540	
1.3	Committee Support	60						\$10,800		20		\$2,000				\$ -	24	\$3,360	\$16,160	
1.4	Coordination with State and Federal Partners		20					\$2,900				\$0				\$ -		\$0	\$2,900	
2	Public Involvement	80	36	0	0	60	36	\$27,180	32	24	40	\$13,800	16	0	0	\$ 2,400	100	\$14,000	\$57,380	
3	Data Gathering and Surveys	12	56	24	124	0	0	\$24,200	8	20	4	\$4,100	8	0	0	\$ 1,200	12	\$1,680	\$31,180	
4	Mobility Report Card	24	24	40	60	0	0	\$17,800	8	64	16	\$10,000	0	0	0	\$ -	0	\$0	\$27,800	
5	Update of the Travel Demand Model	40	140	396	604	8	4	\$128,360	0	0	0	\$0	0	0	0	\$ -	0	\$0	\$128,360	
6	Preferred Roadway Typology Design	56	0	0	0	0	0	\$10,080	0	0	0	\$0	126	76	140	\$ 40,800	0	\$0	\$50,880	
7	Developing a Metropolitan Vision	90	8	0	80	96	12	\$33,920	84	240	72	\$49,800	16	0	0	\$ 2,400	40	\$5,600	\$91,720	
8	Update the 2040 LRTP	100	60	40	100	60	40	\$48,100		20		\$2,000				\$ -		\$0	\$50,100	
Labor Total		498	368	500	968	224	92	\$313,300	148	412	132	\$87,300	182	76	140	\$ 49,200	196	\$27,440	\$477,240	
Direct Expenses (2% of labor)								\$6,300				\$1,700				\$1,000			\$9,000	\$18,000
Travel Costs (Number of Trips at \$700 per trip)		25						\$17,500	9			\$6,300	8			\$5,600	7		\$4,900	\$34,300
Total Cost (Tasks 1 - 8)								\$337,100				\$95,300				\$55,800		\$41,340	\$529,540	
Future Task 9: Regional Growth Scenarios and Key Actions - to be determined																			\$50,000	
Total Project																			\$579,540	

This is **EXHIBIT D**, consisting of one page(s), referred to in the agreement between the MPO and CONSULTANT, effective September 17, 2009.

MPO'S RESPONSIBILITIES

The Corridor MPO shall provide the following material and information related to the PROJECT:

- City & County Comprehensive Plans & Land Use Plans
- City & County Codes, Ordinances, & Standards
- City & County Street/Roadway Standards
- Land Use & Transportation Corridor Studies
- Population & Demographic Forecasts
- Other Relevant Land Use & Transportation Reports
- Corridor MPO Travel Demand Model
- Roadway Classification
- Surface Type & Condition
- Traffic Control (signals, stop signs, roundabouts, grade separation)
- Synchro Database & Timing Plans
- Transit Routes
- Transit Park N Ride
- On & Off Bicycle Facilities
- Trail Crossings at Major Intersections
- Committed Roadway Projects
- Committed Interchange Projects
- Committed Intersection Projects
- Committed ITS Projects
- Daily Traffic Counts with 15 minute Detail as available (non-PDF format preferred)
- Peak Hour Intersection Turn Movements (non-PDF format preferred)
- Existing Land Use
- Proposed Land Use
- ES-202 or Other Employment Datasets
- City & County Parcel Datasets
- Building Permit Data (2000 to present)
- NHTS Add-on Dataset
- Cordon or External Travel Survey Data (if available)
- Arterial/freeway Speed Study Data (if available)
- All Available GIS Data
- Fixed Route Analysis of CR Transit System Report (to be complete in November, 2009)
- All other available, applicable material and information not foreseen at time of signed contract

This is **EXHIBIT E**, consisting of one page(s),
referred to in the agreement between the MPO
and CONSULTANT, effective September 17,
2009

INSURANCE

The pertinent insurance certificates follow this page.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
9/16/09


PRODUCER Dealey, Renton & Associates P. O. Box 12675 Oakland, CA 94604-2675 510 465-3090	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED LSA Associates, Inc. 20 Executive Park, Suite 200, Irvine, CA 92614	INSURERS AFFORDING COVERAGE
	INSURER A: Zurich American Ins. Co.
	INSURER B: American Automobile Ins. Co.
	INSURER C: Hartford Fire Ins. Co.
	INSURER D:
	INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS			
A	GENERAL LIABILITY	GLO915744401	09/30/08	09/30/09	EACH OCCURRENCE \$1,000,000			
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$100,000			
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$5,000			
	<input checked="" type="checkbox"/> Contractual Liability				PERSONAL & ADV INJURY \$1,000,000			
GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$2,000,000			
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$2,000,000			
C	AUTOMOBILE LIABILITY	57UUNIF1488	09/30/08	09/30/09	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000			
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$			
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$			
	<input checked="" type="checkbox"/> HIRED AUTOS				PROPERTY DAMAGE (Per accident) \$			
<input checked="" type="checkbox"/> NON-OWNED AUTOS								
GARAGE LIABILITY					AUTO ONLY - EA ACCIDENT \$			
<input type="checkbox"/> ANY AUTO					OTHER THAN EA ACC \$			
<input type="checkbox"/>					AGG \$			
EXCESS LIABILITY					EACH OCCURRENCE \$			
<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE					AGGREGATE \$			
<input type="checkbox"/>					\$			
<input type="checkbox"/> DEDUCTIBLE					\$			
<input type="checkbox"/> RETENTION \$					\$			
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WZP80966169	09/30/08	09/30/09	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$1,000,000			
					E.L. EACH ACCIDENT \$1,000,000			
					E.L. DISEASE - EA EMPLOYEE \$1,000,000			
					E.L. DISEASE - POLICY LIMIT \$1,000,000			
A	OTHER Professional Liability	EOC916093501	09/30/08	09/30/09	\$2,000,000 per claim			
					\$4,000,000 annl aggr.			

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
General Liability policy excludes claims arising out of the performance of professional services.
Project Name/Number: Corridor MPO 2040 Long Range Transportation Plan Update

CERTIFICATE HOLDER Corridor MPO Attn: Adam Lindenlaub 3851 River Ridge Dr/, NE Cedar Rapids, IA 52402	ADDITIONAL INSURED; INSURER LETTER: _____ CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
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