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 Kathy Gilliland  
 Transportation Commission

**MPO Staff**

- Terri Blackmore  
Executive Director
- Becky Karasko  
Regional Transportation  
Planning Director
- Rena Steffen  
Administrative Director
- Crystal Hedberg  
Finance Manager
- Mary Warring  
Mobility Coordinator

**Next Council Meeting**  
**April 2, 2015**  
**Brookside Gardens**  
**619 E. State Hwy 56**  
**Berthoud, CO**

**NORTH FRONT RANGE TRANSPORTATION &  
 AIR QUALITY PLANNING COUNCIL  
 MEETING AGENDA**

**March 5, 2015**  
**Riverside Library & Cultural Event Center-Banquet Room**  
**3700 Golden Street**  
**Evans, CO**

**Council Dinner 5:30 p.m.**  
 MPO Council Meeting – 6:00 to 8:30 p.m.

*Pledge of Allegiance/2-Minute Public Comment (accepted on items not for Action)*  
 Anyone in the audience will be given time to speak to any item on the Consent Agenda. Please ask for that item to be removed from the Consent Agenda. Items pulled will be heard at the beginning of the Regular Agenda. Members of the public will be given an opportunity to speak to the item before the Council acts upon it.

1. Acceptance of Meeting Agenda
2. Approval of Minutes-Lead Planning Agency for Air Quality/MPO- Feb 5, 2015

**PUBLIC HEARING:**

3. Air Quality Conformity Determinations      Horn/Blackmore      5 min

**Lead Planning Agency for Air Quality Agenda**

**COUNCIL REPORTS:**

4. Air Pollution Control Division Report      Chris Colclasure      60 min
5. Regional Air Quality Council      (Written Report)

**Metropolitan Planning Organization (MPO) Agenda**

- Executive Director Report      Terri Blackmore      5 min

**COMMITTEE REPORTS:**

7. TAC      (Written Report)
8. Mobility      (Written Report)
9. Finance      Kevin Ross      5 min

**ACTION ITEMS:**

10. Executive Session (February 5, 2015)      Sean Conway      5 min
11. Conformity Determination      Angela Horn      5 min
12. FY 2016-2019 TIP      Josh Johnson      5 min
13. 4<sup>th</sup> Quarter Unaudited Financials      Crystal Hedberg      5 min
14. Procurement Policies      Crystal Hedberg      15 min

**PRESENTATION:**

15. Bustang- Colorado's Interregional Express Bus System      Mike Timlin      20 min

**DISCUSSION:**

16. Executive Director Evaluation Process      Sean Conway      5 min

**COUNCIL REPORTS:**

- Transportation Commission Report      Kathy Gilliland      10 min
- CDOT Region 4 Report      Johnny Olson
- STAC Report      (Written Report)
- North I-25      Joan Shaffer
- Host Council Member Report      John Morris
- Other Council Members Reports      Council Members

**MEETING WRAP-UP:**

- Final Public Comment (2 minutes each)
- Next Month's Agenda Topic Suggestions      5 min



**MPO MEETING  
PROCEDURAL INFORMATION**

1. The order of the agenda will be maintained unless changed by the Planning Council Chair.
2. "Public Comment" is a time for citizens to address the Planning Council on matters that are not on the agenda. Each citizen shall be limited to a total of two (2) minutes time for public comment, or at the discretion of the MPO Chair.
3. Before addressing the Planning Council, each individual must be recognized by the Chair, come and stand before the Council and state name and address for the record. (All proceedings are taped.)
4. For each Action agenda item, the order of business is as follows:
  - MPO staff presentation
  - Planning Council discussion
  - Public input on the agenda item
  - Planning Council questions
  - Planning Council action
5. Public input on agenda items should be kept as brief as possible, and each citizen shall be limited to two (2) minutes time on each agenda item, subject to time constraints and the discretion of the MPO Chair.
6. During any discussion or presentation, no person may disturb the assembly by interrupting or by any action such as applause or comments. Any side conversations should be moved outside the meeting room. Courtesy shall be given to all speakers.
7. All remarks during the meeting should be germane to the immediate subject.

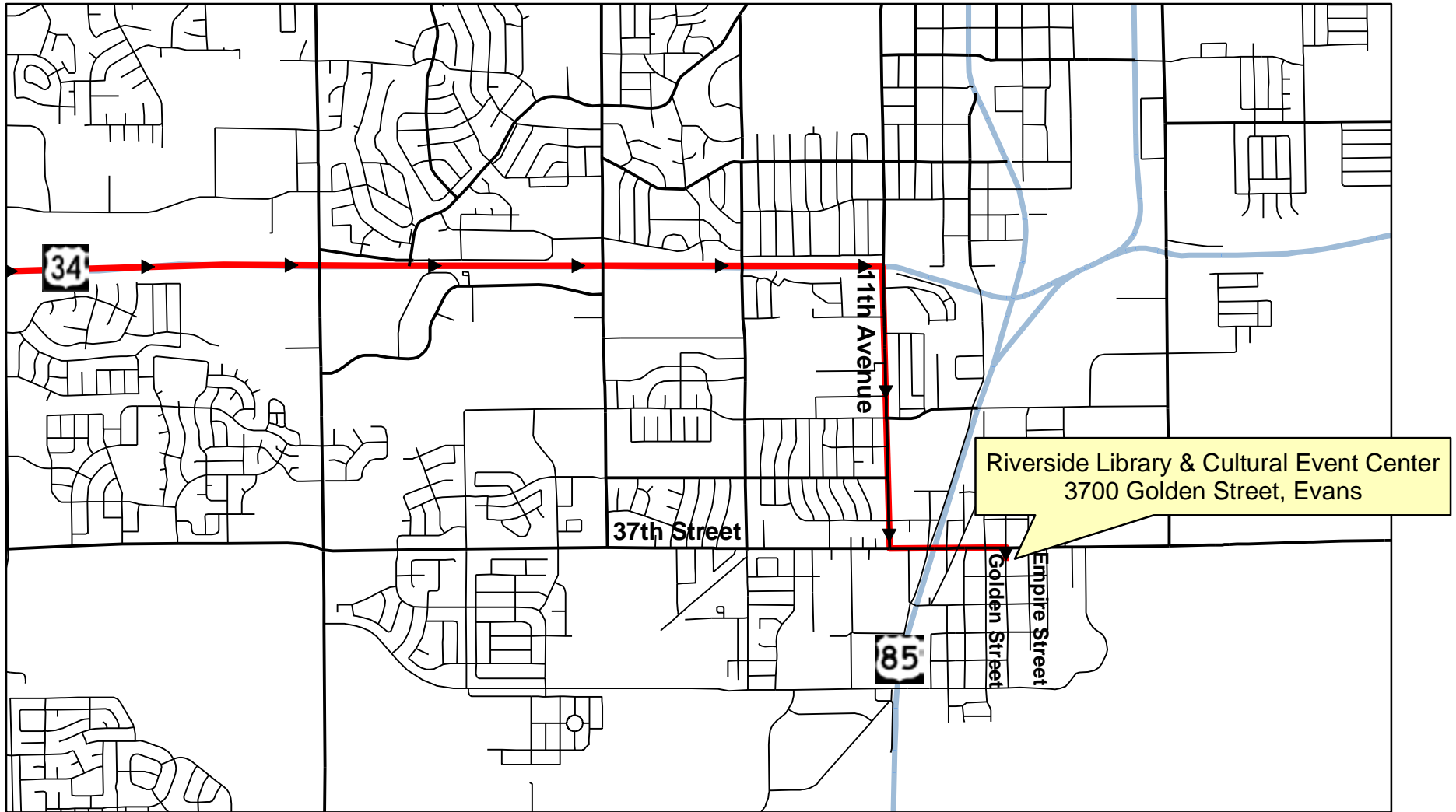
## GLOSSARY

1310	State funds for surface transportation
5303 & 5304	FTA program funding for multimodal transportation planning (jointly administered with FHWA) in metropolitan areas and States
5307	FTA program funding for public transportation in Urbanized Areas (i.e. with populations >50,000)
5309	FTA program funding for capital investments
5310	FTA program funding for enhanced mobility of seniors and individuals with disabilities
5311	FTA program funding for rural and small Urban Areas (Non-Urbanized Areas)
5316 (see 5307 or 5311)	FTA program funding for Job Access Reverse Commute (JARC; a pre-MAP-21 program)
5317 (see 5310)	FTA program funding for “New Freedom” (a pre-MAP-21 program)
5326	FTA program funding to define “state of good repair” and set standards for measuring the condition of capital assets
5337	FTA program funding to maintain public transportation in a state of good repair
5339	FTA program funding for buses and bus facilities
3C	Continuing, Comprehensive, and Cooperative
7th Pot	CDOT’s Strategic Investment Program and projects—originally using S.B. 97-01 funds
AASHTO	American Association of State Highway & Transportation Officials
ACP	Access Control Plan
ADA	Americans with Disabilities Act of 1990
ADT	Average Daily Traffic (also see AWD)
AIS	Agenda Item Summary
AMPO	Association of Metropolitan Planning Organizations
APCD	Air Pollution Control Division (of Colorado Department of Public Health & Environment)
AQC	Congestion Mitigation & Air Quality Improvement Program funds (also CMAQ)
AQCC	Air Quality Control Commission (of Colorado)
AQTC	Air Quality Technical Committee
AWD	Average Weekday Traffic (also see ADT)
CAAA	Clean Air Act Amendments of 1990 (federal)
CDOT	Colorado Department of Transportation
CDPHE	Colorado Department of Public Health and Environment
CMAQ	Congestion Mitigation and Air Quality (a FHWA funding program)
CMP	Congestion Management Process
CNG	Compressed Natural Gas
CO	Carbon Monoxide
CPG	Consolidated Planning Grant (combination of FHWA & FTA planning funds)
DOT	(United States) Department of Transportation

DRCOG	Denver Regional Council of Governments
DTD	CDOT Division of Transportation Development
DTR	CDOT Division of Transit & Rail
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
FASTER	Funding Advancements for Surface Transportation and Economic Recovery (Colorado's S.B. 09-108)
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FRA	Federal Railroad Administration
FY	Fiscal Year (October - September for federal funds; July to June for state funds)
FFY	Federal Fiscal Year
HOV	High Occupancy Vehicle
HPTE	High-Performance Transportation Enterprise (Colorado)
HTF	Highway Trust Fund (the primary federal funding source for surface transportation)
HUTF	Highway Users Tax Fund (the State's primary funding source for highways)
I&M or I/M	Inspection and Maintenance program (checking emissions of pollutants from vehicles)
ITS	Intelligent Transportation Systems
LRP or LRTP	Long Range Plan or Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century (2012 federal transportation legislation)
MDT	Model Development Team
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MVEB	Motor Vehicle Emissions Budget
NAA	Non-Attainment Area (for certain air pollutants)
NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act
NFRT & AQPC	North Front Range Transportation & Air Quality Planning Council (also NFRMPO)
NFRMPO	North Front Range Metropolitan Planning Organization (also NFRT & AQPC)
NHS	National Highway System
NOx	Nitrogen Oxide
OBD	On-Board Diagnostics (of a vehicle's engine efficiency and exhaust)
O <sub>3</sub>	Ozone
PL	Planning (funds)
PPP (also P3)	Public Private Partnership

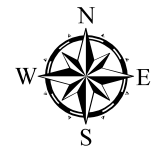
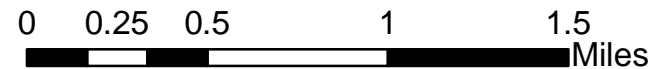
R4 or R-4	Region 4 of the Colorado Department of Transportation
RAQC	Regional Air Quality Council
RPP	Regional Priority Program (a funding program of the Transportation Commission)
RTP	Regional Transportation Plan
RTP ( <i>see TAP</i> )	Recreational Trails Funds - FHWA Environment funds
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (Replaced by MAP-21)
SH	State Highway
SIP	State Implementation Plan (air quality)
SOV	Single Occupant Vehicle
SPR	State Planning and Research (funds)
SRP	State Rail Plan
SRTS ( <i>see TAP</i> )	Safe Routes to School (a pre-MAP-21 FHWA funding program)
STAC	State Transportation Advisory Committee
STE ( <i>see TAP</i> )	Surface Transportation Program funds (FHWA) for Transportation Enhancement Activities (a pre-MAP-21 FHWA funding program)
STIP	Statewide Transportation Improvement Program
STU	Surface Transportation Metro (a FHWA funding program that is a subset of STP)
STP	Surface Transportation Program (a FHWA funding program)
STP-Metro	Surface Transportation Metro (a FHWA funding program that is a subset of STP)
TAC	Technical Advisory Committee (of the NFRMPO)
TAP	Transportation Alternatives Program (a FHWA funding program)
TAZ	Transportation Analysis Zone (used in travel demand forecasting)
TC	Transportation Commission of Colorado
TDM	Transportation Demand Management
TE	Surface Transportation Program funds for Transportation Enhancement Activities (a pre-MAP-21 FHWA funding program; now see TAP)
TEA-21	Transportation Equity Act for the 21st Century (replaced by MAP-21)
TIP	Transportation Improvement Program
Title VI	Refers to the U.S. Civil Rights Act of 1964, prohibiting discrimination in connection with programs and activities receiving federal financial assistance
TMA	Transportation Management Area (federally-designated place >200,000 population)
TOD	Transit Oriented Development
TPR	Transportation Planning Region (state-designated)
TRAC	Transit & Rail Advisory Committee (for CDOT)
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
VOC	Volatile Organic Compound

# Directions to Riverside Library & Cultural Event Center 3700 Golden Street, Evans



## Directions

Take I-25 to Exit 257  
Go east on US-34 / Eisenhower Blvd  
Take a right on 11th Avenue  
Take a left on 37th Street  
Take a right on Golden Street



February 5, 2015 Council Meeting Minutes

**Meeting Minutes of the  
NORTH FRONT RANGE TRANSPORTATION &  
AIR QUALITY PLANNING COUNCIL**

**February 5, 2015**

**6 p.m.**

**Larimer County- Carter Lake/Boyd Rooms  
200 W. Oak St.  
Fort Collins, CO**

**Voting Members**

**Present**

Jan Dowker  
Kevin Ross  
John Morris  
Gerry Horak  
Tom Norton  
Tom Donnelly  
Paula Cochran  
Joan Shaffer  
Paul Steinway  
Kathy Gilliland  
Sean Conway

**Absent**

-Berthoud	Mike Silverstein	-APCD
-Eaton	Brian Seifried	-Garden City
-Evans	Troy Mellon	-Johnstown
-Fort Collins	Jordan Jemiola	-Milliken
-Greeley	Don Brookshire	-Severance
-Larimer County	John Vazquez	-Windsor
-LaSalle		
-Loveland		
-Timnath		
-Trans. Comm.		
-Weld County		

**MPO STAFF:**

Terri Blackmore, Merry Anne Hood, Alex Gordon, Angela Horn, Josh Johnson, Becky Karasko, Renae Steffen,

**IN ATTENDANCE:**

Eric Bracke, Marissa Gaughan, Dave Klockeman, Janet Lundquist, Suzette Mallette, Bob Massaro, Steve Moreno, Johnny Olson, Bob Sakaguchi, Karen Schneiders, Jed Scott, Gary Thomas, Martina Wilkinson.

Chair Conway called the MPO Council meeting to order at 6:05 p.m.

**PUBLIC COMMENT:**

There was no public comment.

**1. ACCEPTANCE OF THE MEETING AGENDA:**

The agenda was accepted as presented.

**2. APPROVAL OF THE MINUTES:**

The January 8, 2015 Minutes were approved as submitted.



## **Metropolitan Planning Organization (MPO) Agenda**

Chair Conway opened the MPO portion of the meeting.

**3. Air Pollution Control Division Report** – A written report was provided.

**4. Executive Director Report:** Terri Blackmore, Executive Director, briefly reviewed the addendum to her February 2015 Director's Report.

### COUNCIL DISCUSSION:

Norton expounded on the importance of completing the freight analysis in spite of the time and cost required.

Blackmore replied that she was working on a \$50,000 grant to help purchase a great deal of the data that will be needed and added that Becky Karasko, Regional Transportation Planning Director, was hired, in part, because of her freight specialist background in Texas. Blackmore also highlighted information from the USDOT Mayors' Challenge for Safer People, Safer Streets handout and stated that every community can get involved.

Dowker said that she had recently met with Emily Traiforos of Go Rail, who had indicated that Colorado was quickly becoming a very popular place for elected officials to talk about the freight rail issue because of the efforts of Senator Gardner and others in the State.

Conway added that the February events for the National Association of Counties (NACO) and the National League of Cities (NLC) would provide additional opportunities to discuss some freight rail proposals with both elected officials and the legislature.

### ACTION ITEMS:

#### **5. Draft FY 2016-2019 TIP- Josh Johnson**

Josh Johnson, Transportation Planner, briefly reviewed information from the Draft FY 2016-2019 TIP AIS with the Council. He noted that the action needed was to release the draft for public comment for 30 days and that it would be up for approval at the March meeting following the public hearing.

***Ross moved to approve the Release the Draft FY2016-2019TIP for Public Comment for a period of thirty (30) days. The motion was seconded and passed unanimously.***

### COUNCIL DISCUSSION:

Dowker asked what data was used to create the Environmental Justice (EJ) map.

Johnson replied that they map all the census tracts that are above the regional average for minority populations as required for all EJ analysis by the Environmental Protection Agency (EPA), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). He added that the US Department of Housing and Urban Development sets the guidelines for the low income thresholds. The completed EJ map and EJ analysis will be provided to the Council in March.

**DISCUSSION ITEMS:****6. NFRMPO 2040 Plan Scenarios- Horn**

Angela Horn, Transportation Planner, reviewed the NFRMPO 2040 Plan Scenarios AIS with the Council.

**COUNCIL DISCUSSION:**

Blackmore stated that FHWA prefers to have additional scenarios like these added to the regional plan to show what, if anything, may actually make a significant impact on the plan.

Norton inquired how these scenarios were chosen.

Blackmore replied that these scenarios were chosen to show a glimpse of extremes to help conclude what may be needed the next time they run the plan. It may also help communities determine what should be done on their master plans, perhaps even outside of transportation issues.

Norton agreed that can be a significant factor in determining build-out status.

Donnelly said the scenarios were not feasible and asked what value they provided.

There was a lengthy discussion regarding the value of providing scenarios that show such extremes.

Eric Bracke, TAC Chair, clarified that these scenarios show a baseline and the two end points. The purpose of running the scenarios is to provide an exercise that shows how to get to a reasonable mid-point. He also confirmed that the final plan should reflect all local policies, including land use.

Shaffer inquired about how the final information will be relayed to the local policy bodies.

Blackmore replied that it will be documented in the 2040 final plan and be a starting point for future plans. She also indicated that it will be part of the public outreach for the Long Range Plan, thereby providing several opportunities for input from the public and every community's board or council.

Dowker referenced the second bullet of the AIS regarding investment options and asked about the possibility of pursuing Public/ Private Partnerships (P3's) on projects other than I-25.

Johnny Olson, CDOT R4, answered that although it is possible, it is necessary to assess what the plan looks like overall, have some options in between, and have the full build-out done on both ends.

Blackmore added that the bulleted item was meant show where communities will have to use their own financial resources to accommodate all of the potential traffic created from their build-outs.

Horn suggested that the Plan Scenarios are a good tool for the communities but do not replace a study.

Donnelly recognized that it was necessary to show what won't work in order to prove what will and he felt it was a good part of the planning process as it showed that neither extreme will solve all the problems.

Conway cited T-REX on I-25 as an example of a plan that had required both transit and lane expansion to solve issues brought about by future growth projections.

Steinway asked if the scenarios assumed future social norms and technology since it looked forward 28 years.

Blackmore replied they did not, they only utilized current technology.

Bracke added that is why the plans are done every 5 years.

## 7. Preliminary Conformity Results - Horn/Karasko

Horn briefly reviewed information from the Preliminary Conformity Determination Results AIS and gave the Preliminary Air Quality Conformity Results –Ozone and Carbon Monoxide (CO) presentation to the Council.

Steinway questioned why the model made it appear that emissions of CO are dropping so radically.

Suzette Mallette, Larimer County Transportation Program Manager, (formerly MPO Regional Transportation Planning Director) responded that more efficient emission standards on vehicles since the 1980's have helped lower carbon monoxide immensely, putting most areas around the U.S. into maintenance mode.

Steinway asked for confirmation that the emissions of individual vehicles are being driven downward by technology even though the number of vehicles is rising.

Mallette affirmed that was correct.

Horn added that the current maintenance status for Carbon Monoxide should expire in 2023 for Fort Collins and in 2019 for Greeley; the new attainment status will not require CO reporting. Ozone status will not be changing status at the end of that same ten year plan.

Blackmore informed the Council that the APCD presentation in March will review the possibility of lowering the ozone standard. She was unable to confirm what the new standard would be but indicated the range was expected to be between 0.065-0.075 ppm.

Donnelly asked if any public comment had been received on the conformity results.

Horn replied that no public comment had been received as of yet.

Donnelly suggested that the model data seemed to indicate that vehicle emissions were not the cause of ozone issues in the North Front Range MPO non-attainment area.

Blackmore replied that vehicle emissions caused about half of the ozone in that area.

Conway added that he and Donnelly had pointed out in 2009 that over time the scientific data would demonstrate that vehicle emissions were not a major contributor to ozone.

Blackmore stated that vehicle emissions testing is only required at the state level.

Conway stated he would be sharing this data with legislators in the hope that vehicle emission testing will eventually cease in Colorado.

## **COMMITTEE REPORTS:**

8. **Transportation Advisory Committee (TAC)** - A written report was provided.

9. **Finance**- Kevin Ross, Finance Committee Chair, briefly reviewed the Finance Committee Report and Finance Committee Minutes from January 21<sup>st</sup>. He highlighted the committee's request of Council members to share the draft procurement policies with their purchasing departments for review and offer suggestions back to the Crystal Hedberg, Finance Manager.

**COUNCIL DISCUSSION:**

Morris inquired about the additional cost of the A-133 audit.

Blackmore replied that she expected the additional cost to be between \$5000-\$6000 and that it would be split between all of the communities.

**COUNCIL REPORTS:**

Chair Conway acknowledged that Steve Moreno, Weld County Commissioner, was present and welcomed him to the meeting.

**Transportation Commission:** Kathy Gilliland, Transportation Commissioner, District 5, reported the following:

- Shailen Bhatt, the new CDOT Executive Director, will be touring Colorado. He will be at the Weld County Administration Building on February 12<sup>th</sup> from 10:30-11:30. She invited all to attend.
- Bustang will be introduced to the public in March, and will be part of the St. Patrick's Day Parade in Fort Collins. Elected officials are invited to ride Bustang in the parade, or walk along the parade route.

**CDOT Region 4:** Johnny Olson, CDOT R4, passed out the CDOT Project Status Updates (February 5, 2015) handout and reviewed it with the Council.

Shaffer asked if the Council was interested in sending a letter to Don Hunt to thank him for his years of service with CDOT and a letter to Shailen Bhatt welcoming him to Colorado.

Blackmore noted that Bhatt had been invited to attend a meet and greet prior to an MPO meeting when his schedule could accommodate it.

Conway agreed that sending letters would be appropriate and asked that Blackmore draft the letters and he would sign them. He added that he and Dowker had the chance to personally thank Hunt, on behalf of the MPO, for his service, especially concerning his efforts during the flood recovery.

Shaffer requested that Governor Hickenlooper also be copied on the letters.

Conway asked Olson for an update on SH34 E.

Olson replied that it was expected to be significantly complete sometime in July.

Donnelly questioned the reevaluation of the 287 Bypass project, stating he did not believe that a change of the base course material would get the project in line with the estimate and asked what the plan was to move it forward.

Olson replied that he strongly believed the project was high level and would get to RAMP governance. He added that the budgets have also been raised to stay up with the market sector.

Donnelly asked for an update on the SH 34 at Big Thompson project.

Olson reported that the project would be Construction Manager/General Contractor CMGC and they had approximately 20% design. He said the hope is to have an RFP out in the next few weeks and added that the project design would be phased.

Donnelly expressed concern over questions his constituents were asking about how CDOT was allocating the funding provided by the MPO for North I-25 in light of the fact that Bustang had just been launched.

Olson replied that a certain percentage of MAP-21 and FASTER funding has to be dedicated to transit or it would go to other communities.

There was a brief discussion regarding the need for an inter-connected transit system in Northern Colorado and how Bustang will help complete many necessary connections and meet much of that need.

Conway thanked Olson for his report.

**Statewide Transportation Advisory Committee (STAC) Report:** Jan Dowker, STAC Representative, briefly reviewed information from the January STAC Report with the Council.

Conway commended Dowker's persistence at the meeting when questioning why the Greeley Evans Transit (GET) program did not receive their requested funding.

Dowker indicated that CDOT determined that Greeley was not an underserved area when it was not awarded a bus match. She thanked CDOT R4 staff for providing the appropriate information prior to the meeting. She confirmed that CDOT was making another attempt to receive the funding for GET and that there was nothing Greeley should have done differently or could do now. She explained how the formulas work when combining different pots of money and suggested this may not always be beneficial to the smaller communities.

Morris thanked Dowker for her efforts.

Gilliland stated that Mark Imhoff, CDOT Director of Transit and Rail, would be reviewing the process to assess if the criteria are set properly and the guidelines are being followed consistently throughout the State.

**North I-25:** Shaffer and Conway reported on the following:

- There was not a January meeting.
- NACO will be attended by Conway and Barbara Kirkmeyer.
- Adams County will be representing North I-25 at the NLC.
- DRCOG is now participating in the N I-25 meetings.
- Shaffer attending NLC. Because the date was moved to early March, it now conflicts with congressional members' schedule. Shaffer has requested Senator Bennet's office help provide her an opportunity to meet with transportation leadership from the senate side. She is seeking assistance from others as well. Conway will also help provide opportunities.

**Host Council Member Report:** Donnelly welcomed everyone to the Larimer County Courthouse in beautiful downtown Fort Collins. He reported on the following:

- December 23<sup>rd</sup> was the ribbon cutting for CR 27 at the "Narrows" of the Buckhorn Canyon. The road is currently open, but will not be paved until spring.
- Total flood recovery efforts are estimated at \$125M in infrastructure on roads and bridges which includes approximately \$40M on CR43/Glen Haven Road.
- The NFRMPO was thanked for partnership on roundabout projects on CR 30, CR 11 and 11c from last Call for Projects. Installation is complete and they have improved those intersections dramatically.
- CR 17 project with the City of Fort Collins to replace structurally deficient bridge over the Poudre River is in progress.

- Larimer County is actively pursuing some migration over to CNG. A \$400,000 fleet conversion plan has been partnered with Ward Alternative Energy to develop two CNG stations in the County. They are currently looking for a site in north Fort Collins.
- Antonio's Burritos from Loveland was acknowledged for providing the food for the meeting.

Conway thanked Donnelly and Larimer County for the meal and for hosting the MPO Council meeting.

### **Other Council Reports:**

Timnath- Steinway reported that Timnath is accelerating the town's funding for the widening of East Harmony Road to help with congestion at the I-25 and Harmony Road intersection brought on by the opening of Costco in Timnath.

Loveland- Shaffer reported on that Loveland's Valentine re-mailing program is wrapping up for the year. The final date for local mailings is February 10<sup>th</sup>. The program involves hundreds of volunteers, some who have dedicated several years of their time to the effort. She also stated that Chilson Recreation Center report shows it is operating at capacity and twelve members of the Loveland Youth Advisory Commission will be attending NLC this year.

Berthoud- Dowker announced that Love's Travel Stop at the I-25 SH 56 interchange in Berthoud is coming along. Other developers have expressed interest in that four corner's location.

Fort Collins- Horak applauded CDOT for their work on the Mulberry Bridge in Fort Collins.

Evans- Morris reported that Evans and surrounding communities are seeing a lot of interest in development along the US 85 corridor as well as residentially. The Riverside Park Redevelopment plan was authorized earlier in the week. They hope to open the park in late 2017 or early 2018. He is looking forward to finalizing repairs on some of the flood-damaged roads in Evans. CDOT will start on their Park-n-Ride in April.

**Final Public Comment:** There was no public comment.

### **EXECUTIVE SESSION:**

*Ross moved that the Council enter into an Executive Session Pursuant to Section 24-6-402(4)(f) of the Colorado Revised Statutes for Discussion of a Personnel Matter Involving the Current Year's 360 Evaluation of the MPO's Executive Director and her Potential Salary and Benefits. The motion was seconded and it passed unanimously.*

*The Council entered into an Executive Session at 8:12 p.m. The Session lasted one hour and 28 minutes.*

Conway reopened the regular MPO Council meeting.

### **EXECUTIVE SESSION REPORT:**

Conway stated that the Council had completed the Executive Director's 360 evaluation and had come to an agreement with her on contract changes. The Council will take formal action at the March meeting.

**FINAL WRAP-UP:**

**Next Month's Agenda Topic Suggestions:** Gilliland suggested that the Executive Committee formalize a standard process for the Executive Director's annual review with Blackmore and bring it to Council for discussion in March.

Conway thanked Gilliland for the suggestion and agreed to add the discussion item to the March agenda.

The meeting was adjourned at 10:04 p.m.

Meeting minutes submitted by: Renae Steffen, MPO Staff

Air Pollution Control Division Report: March 2015



## Monthly Report from CDPHE to the North Front Range Transportation and Air Quality Planning Council

March 2015

### The Air Quality Control Commission:

- The AQCC met on February 19<sup>th</sup>.
  - The Commission approved a request for a public meeting to consider the North Front Range's updated Transportation Improvement Program and the Upper Front Range's 2040 Transportation Plan conformity determinations.
  - The Commission discussed greenhouse gas emission reduction measures that the Air Pollution Control Division will be working on over the next 1-2 years.
- The Commission's next meeting is scheduled for March 19<sup>th</sup>.
  - The NFR MPO's conformity determination will be considered.
  - The Air Division will provide an update on oil and gas emission reduction measures.
- Information on the Commission's past and planned activities can be found on their website at: <https://www.colorado.gov/pacific/cdphe/aqcc>

### The Air Pollution Control Division:

- The Division is implementing changes to the vehicle emission inspection program.
  - As of January 2<sup>nd</sup>, the exemption period for new vehicles increased from four to seven years.
  - Vehicles that are 8-11 years old need their "On-Board Diagnostic" computer systems checked, instead of a treadmill test.
  - The new program is more convenient, reduces the number of tests required, and has resulted in shorter lines at testing stations.
- New leak detection and repair requirements took effect on January 1<sup>st</sup> for a number of oil and gas well production facilities and natural gas compressor stations. Under the new requirements, facilities must use infrared cameras or other approved instrument monitoring methods to detect leaks.

Regional Air Quality Control Report: March 2015

**Carbon Pollution Emission Guidelines for Existing Stationary Sources:  
Electric Utility Generating Units; Proposed Rule:**

**Western States' 111(d) Comments to EPA – Former Governor Bill Ritter, Jr**

- Thirteen States engaged in a dialogue convened by the Center for New Energy at CSU (three states won't sign the letter but are still part of the discussions and negotiations – NM, WY, ND)
- States signing the letter include: Arizona, California, Colorado, Idaho, Montana, Nevada, Oregon, South Dakota, Utah, and Washington
- Western electricity generation is very different from the eastern portion of the US. Some states are primarily standalone in both generation and use, some primarily import electricity, some export more than they use, although there are few tribal sources, they are significant in size.
- Many western suppliers are not regulated by state utilities commissions and often deliver power across state lines.
- The group of Western states recommend and agree that the rule should:
  - Allow for a range of planning options allowing flexibility for multistate or single state compliance
  - Allow flexible interim compliance targets
  - Coordinate action with tribal sources with compliance planning in Western region

**Legislation of Interest**

Bills RAQC is Currently Tracking

- SB 044 – Reduction in Colorado's Renewable Energy current Standard in years 2015-19 from 20% to 15% for investor owned utilities (such as Xcel), and from 30% to 15% for years 2020 and beyond. The bill also reduces the minimum amounts for coop electrical associations from 20% to 15% for the years 2020 and beyond.
- SB 092 – Concerning a Requirement for Coordinated Review Prior to the Adoption of a State Plan for the Reduction of Carbon Emissions by Colorado Electric utilities.
- HB 1134 – Concerning the New Vehicle Exemption for Emissions Testing of Heavier Diesel Vehicles with a Model Year that is No Older than 2014

**8 Hour Ozone Proposed Standard and Implementing Current Standard**

2015 Proposed Ozone Standard (65-70 ppb)

- December 17 EPA proposed revised primary and secondary standard 8-hour ozone National Ambient Air Quality Standards (NAAQS)
- Court requires that rule must be finalized by October 1, 2015

2008 Current Ozone Standard (75 ppb)

- December 23, 2014 – DC Circuit Court Ruling vacated two key parts of implementation rule:
  1. Extended deadline for attainment: deadline for attainment must be July 20, 2015 not December 31, 2015 so 2012, 2013, 2014 years must be used not 2013, 2014, 2015 – Denver/NFR will not meet attainment

2. Revocation of 1997 standard for Transportation Conformity – does not impact Denver/NFR because the area met the 1997 Transportation Conformity Standard

What it could mean for Denver/NFR Area

- Marginal Area attainment date of July 20, 2015 instead of December 31
- Based on 3 years of data 2012-2014
- “Bump-up” to Moderate nonattainment classification by January 2016
- New attainment deadline of July 20, 2018 (based on 2015-2017 data)
- State Implementation Plan (SIP) likely due 18-24 months after EPA determination

<b>EVENT</b>	<b>DATES</b>
<b>Ozone Modeling/SIP Development</b>	<b>Now thru Summer 2016</b>
<b>2011 Base Year Modeling</b>	<b>Spring 2015</b>
<b>2017 Attainment Year Baseline Modeling</b>	<b>Fall 2015</b>
<b>Control Strategy Evaluation and Selection (if nec.)</b>	<b>Thru Summer 2016</b>
<b>2017 Modeling of Selected Control Strategies</b>	<b>Winter-Spring 2016</b>
<b>Formal “Bump-Up” to Moderate Nonattainment</b>	<b>January 20, 2016</b>
<b>Proposed State Implementation Plan (SIP) – RAQC</b>	<b>Summer 2016</b>
<b>State Implementation Plan (SIP) Adoption – AQCC</b>	<b>Fall 2016</b>
<b>Legislative Review</b>	<b>Winter 2017</b>
<b>Submit to EPA</b>	<b>Winter/Spring 2017</b>
<b>Moderate Attainment Deadline (based on 2015-2017 data)</b>	<b>July 20, 2018</b>

Executive Director Report: March 2015

## March 2015 Director's Report

### EPA

- Chris Colclasure, the new Air Pollution Control Division representative from CDPHE will make a presentation at the March Planning Council meeting on the DC Circuit Court opinion that vacates the revocation of the 1997 Transportation Conformity standard and the 2008 EPA December attainment date when it issued the 2008 NAAQCS in July.
- The Environmental Protection Agency announced that it will issue a new ozone standard in October 2015.
- They are reviewing and taking comment on revising the O<sub>3</sub> NAAQS to .060-.070 ppm as both the primary and secondary standard from .075 ppm.
- A schedule for the new State Implementation Plan for Colorado is included in the RAQC report.

### Air Quality

- The NFRMPO, DRCOG, CDPHE and RAQC have agreed on an MOA that has been reviewed by the NFRMPO attorney. It is in the process of being signed
- The NFRMPO is negotiating a MOA with the RAQC.

### Regional Transit Element/Regional Transportation Plan

- Working with TAC, staff has scheduled public outreach for the RTE and RTP.
- The planned events to date are included below:

Date	Time	Event	Location
3/12/2015	6PM	US 85 Coalition	Eaton Town Hall
3/18/2015	12PM-1PM	Lunch presentation	Greeley Chamber of Commerce

### FY2016-2019 TIP Schedule

- There will be a public hearing for Conformity Determination for the TIP and the Upper Front Range 2040 Plan at the March 5 Planning Council meeting.

### Severance Transportation Plan

- The draft plan is completed and was presented at the January 19 Town board meeting.
- The Severance Town Board will consider the plan at their March meeting.
- Anyone interested in reviewing the plan can contact Josh Johnson at [jjohnson@nfrmpo.org](mailto:jjohnson@nfrmpo.org) or 970-416-2293.

### VanGo

- The VanGo™ program sold 8 vans at the Roller Auction on February 11 and earned \$ 56,120 minus transportation costs.

### Staff

- The NFRMPO hired Aaron Buckley and he started on February 12.
- The Planning department is fully staffed.
- The MPO may need to hire a part time data entry person for the VanGo™ program to replace an employee that left in August.

COMMITTEE REPORT: TAC – February 18, 2015

**EXECUTIVE SUMMARY of the  
TECHNICAL ADVISORY COMMITTEE (TAC)  
North Front Range Transportation and Air Quality Planning Council  
February 18, 2015**

**APPROVAL OF THE JANUARY 21, 2015 TAC MINUTES:**

The January 21, 2015 TAC meeting minutes were approved unanimously.

**DISCUSSION ITEMS:**

**Proposed Unified Planning Work Program Tasks**

Blackmore discussed items to be included in the 2015 Unified Planning Work Program (UPWP) including: 2016 NFR Transportation Profile, Freight Plan, updating the Non-Motorized Plan, US 287 inventory, updating NFRMPO website, and development reviews and model runs.

After discussion, TAC agreed items with the highest priority are the Freight Plan, US 287 Inventory, and updating the NFRMPO website. Remaining items should be included in the UPWP with lower priority.

**ACTION ITEMS:**

**Draft FY 2016 – 2019 TIP** –The TIP was placed on the NFRMPO website for public comment on February 6, 2015. Johnson requested TAC approve a process for allocating additional future funding. TAC discussed options for the additional CMAQ allocation and agreed funds are to be split between signal timing, bus replacement, and CNG vehicle purchase pools according to percentage breakdowns determined during the call for projects.

Johnson explained the environmental justice procedure to TAC and stated the TIP Narrative will be updated with minor changes from TAC members. The TIP will be sent to Council for action in March.

Wilkinson motioned to recommend Council approval of the TIP and it was approved unanimously.

**OUTSIDE PARTNERS REPORTS (verbal):**

**NoCo Bike Ped Collaborative** – Willis reported on the presentations given to the Collaborative at their February meeting by CDOT and Leslie Beckstrom regarding funding opportunities for bike/ped infrastructure. Willis reported guest speakers have been selected for the conference to be held at UNC in Greeley on November 5, 2015.

**Regional Transit items** – Jones reported GET is gathering public input on proposed route changes. Schneiders reported the Transportation Commission will be viewing projects selected during the consolidated call for transit projects. Bustang service is scheduled to begin in spring.

**PRESENTATIONS:**

**Update on 2014 5317 Funds – Transfort Bus Stop Improvements** – Emma Belmont presented on FY 2014 Federal Transit 5317 funds Transfort used to update accessibility to bus stops throughout the City.

**TAP Call for Projects Lessons Learned** – Schneiders presented CDOT's experiences with the recent call for projects and requested TAC feedback. TAC members discussed options to improve the process including setting project ceilings, separating the process from respective MPO calls, streamlining application information, and having sponsoring agencies prioritize project applications.

**DISCUSSION ITEMS:**

**2040 Regional Transit Element Schedule** – Karasko presented a schedule for the RTE. Chapters will begin to be presented for TAC review in March. Council action on the RTE is scheduled for July.

**2040 Regional Transportation Plan Schedule** – Karasko presented a schedule for the RTP. Chapters will begin to be presented for TAC review in March. Council action on the RTP is scheduled for August. TAC discussed extending the adoption schedule of the RTP beyond August to allow adequate review time, and requested chapters be sent to members as completed by staff.



COMMITTEE REPORT: Mobility- March 2015



# March 2015

## Larimer & Weld Coordinating Committee Meetings Report

### Weld County Mobility Council (WCMC)

January 23, 2015, 1:30 pm – Greeley History Museum

#### 1. Presentations

NFRMPO RTP & Outreach – MPO Planner, Alex Gordon gave a presentation on the 2040 RTP and the outreach plan. The WCMC had multiple questions and was most interested in the 2040 Regional Transit Corridors map and future transit corridor plans. They identified their transit route priorities including routes #1, 4, 7 & 9 and #3. Additional WCMC comments include the need for a universal bus pass and more specificity in the survey questions.

#### 2. Discussion Items

SH85 – Coalition Update – Warring shared she was unable to find out new information about the coalition or any transit plans relating to the Coalitions work but she will be attending their next meeting in February.

2015 WCMC Work Plan – The WCMC approved the 2015 Work plan which included project revisions & the addition of a Travel Training program in partnership with GET.

2015 Meeting Schedule/Revisions – The September meeting was moved to October and a lunch meeting to provide more in-depth discussion on the proposed GET route changes will be Tuesday February 24<sup>th</sup>.

#### 3. Updates

GET Update - .Jones shared the following:

- Open House re: Proposed route changes February 9<sup>th</sup> – 12:00pm – 7:00pm. There will also be a drawing for an annual GET pass.
- There will be a presentation to the Greeley City Council this week and next week Evans regarding the proposed route changes. The discussion will center on proposed routes & to see if there are any flaws/problems that need to be addressed. Elimination of routes spaced too closely together is of primary importance. Want to make it easier and quicker to get to and from. Route spacing ie distance between parallel routes is another goal. Using data driven information to decide on route changes. Will also discuss funding a council presentations.  
Q – Mumma. Do you have GET folks that drive the route and look for access problems and/or impediments?  
A - Jones – Yes. Looking at it w/ financial restraints in mind. Going over w/ engineering/overlay to ensure any issue might be addressed. – set aside funds.
- After school transit for after school activities have increased by 700%
- Funding secured for 14 new low floor CNG buses

Online Transit Resource Guide – Warring said she is making progress on database with consultants and should have a test site running in March. Asked about website name – looking for input on what might be best and most familiar to area residents.

#### **Next Meeting: Tuesday February 24, 2015**

February Agenda: GET Proposed Route Changes Discussion

#### Weld County Mobility Council (WCMC)

Mary Lu Walton - Chair

Envision

DeeAnn Groves – Co-Chair

Senior Resource Services (SRS)

Beth Danielson

Connections for Independent Living

Tim Marquart

CO Dept. of Labor & Employment

Sarita Reddy/Julie Glover

Greeley Center for independence

Will Jones

Greeley-Evans Transit (GET)

Jamie Clapp

North Range Behavioral Health

Libby Goode-Garasmick

Sunrise Community Health

Brad Taylor

Weld Advocacy Network for

Disabilities (WAND)

Lyle Smith-Graybeale

Weld County United Way

#### MPO Staff

Mary Warring



# March 2015

## Larimer & Weld Coordinating Committee Meetings Report

### Larimer County Mobility Council (LCMC)

February 19, 2015, 1:30 pm – Fort Collins Senior Center

#### 1. Action Items

FTA 5317 Elderhaus Grant Amendment – Thomas explained that Elderhaus would like to amend an FTA 5317 travel training grant awarded in 2010 by the LCMC for the purchase of two pre-owned vehicles for client transportation. This would expedite spending the remaining \$28K (an FTA request) and better serve Elderhaus as they move to their new location. The LCMC was supportive and approved a motion to amend the grant for purchase of the two vehicles.

Chair/Co-Chair Elections – Chair Thomas and Co-Chair Woodall were re-elected to serve the LCMC in 2015.

#### 2. Discussion Items

FTA 5307 Funding – Transfort General Manager, Kurt Ravenschlag was at the meeting at the request of the LCMC to provide an overview of the Fort Collins FTA 5307 program for the Fort Collins Transportation Management Area (TMA). Ravenschlag explained the formula funding process and how TMA transit agencies qualify to receive 5307 funds. Information on FTA 5339 and 5310 program funds were also discussed which segued into the Voucher program discussion.

Fort Collins Voucher Pilot Program - Transfort Operations Manager, Craig Dubin discussed the implementation of the voucher program for Dial-A-Ride (DAR) clients (only) starting in March 2015. The program was developed to expand the service area and hours of operation for clients. Dubin presented detailed program information and will send the PowerPoint presentation to Warring for inclusion in the LCMC April meeting packet.

#### 3. Presentation

FTA 5317 Transfort Bus Stop Improvements – Transfort Planner, Emma Belmont updated the LCMC on the status of bus stop improvements using FTA 5317 funds awarded by the LCMC. Belmont stated two stops had developed ROW issues so they were being replaced with two other stops without that issue (which can be further complicated when using FTA funding). Belmont will provide updates on the two remaining projects as they progress.

#### 4. Mobility Program Updates/Business Items (Larimer & Weld)

Online Transit Resource Guide – Warring said she is making progress on database with consultants and should have a test site running in March. Asked about website name – looking for input on what might be best and most familiar to area residents.

#### Next Meeting: April 16, 2015

April Agenda:           RAFT Member Presentation  
                                  Loveland Bus Stop Plan  
                                  LCMC 2015 Work Plan  
                                  Online Transit Resource Guide/NFRMPO Riders Guide

#### Larimer County Mobility Council (LCMC)

Gary Thomas - Chair

SAINT

Angela Woodall, Co-Chair

Foothills Gateway

Karen Corriveau

Touchstone Health Partners

JoAnn Vande Walle

Elderhaus

Stephanie Brothers

Berthoud Area Transit System

Garrett Mumma

CO Division of Voc. Rehabilitation

Yvonne Myers

Columbine Health Services

Toni Lueck

DARTAC (Transit Committee)

Kurt Ravenschlag

Fort Collins Transfort/Dial-A-Ride

TBD

Larimer County Sheriff's Office

Averill Strand

Larimer County Dept. of Health  
and Environment

Katy Mason

Larimer County Office on Aging

Michelle Miller

Larimer County Workforce Center

Mark Kirkpatrick

Loveland Transit (COLT)

John Teumer & Zach Wood

Loveland Disability AC

Ruth Carter-Fletcher

Berthoud RAFT

#### MPO Staff

Mary Warring

COMMITTEE REPORT: Finance – February 18, 2015

## Finance Committee Report

- Finance Committee met on February 18, 2015
- The auditors reviewed management's responsibilities, audit engagement objectives and the overall audit timeline with the committee.
- 4<sup>th</sup> Quarter 2014 Unaudited Financial Statements were reviewed
- The committee recommends that Council approve the statements as presented.
- The committee agreed that the current policy regarding authorized signatures on bank and investment accounts should remain.
- The positions authorized to sign on bank and investment accounts are the Executive Director, Regional Transportation Planning Director, Administrative Director and Finance Manager(with limitations).
- The Draft Procurement Policies and Procedures have been updated to incorporate the majority of the comments received by the member governments.
- The Finance Committee recommends that Council approve the Procurement Policies and Procedures.
- The Committee was updated on the timeline for the 2016 and 2017 UPWP.

# FINANCE COMMITTEE | Minutes

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Meeting date | time 2/18/2014 7:30 AM | Meeting location Mimis Café, 1450 Fall Rive Dr., Loveland

Meeting called by Terri Blackmore, Crystal Hedberg  
Type of meeting NFRMPO Financial Update

Members present  
Gerry Horak  
Paula Cochran Kevin Ross  
Guests present:  
Tyra Litzau Randy Watkins

1. Approval of Minutes  
Minutes of the January Finance Committee meeting were approved

## AGENDA TOPICS

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Time allotted | 7:30-8:00am | Agenda topic 2014 Audit | Presenters Tyra Litzau/Randy Watkins

2. Discussion: The auditors discussed the upcoming audit.

Conclusion: Tyra Litzau and Randy Watkins from Anton Collins Mitchell LLP attended the meeting. Their presentation included a review of management's responsibilities, Audit engagement objectives, and the overall audit timeline.

### Action items

### Person responsible

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None

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Time allotted | 8:00-8:10am | Agenda topic 4<sup>th</sup> Quarter 2014 Unaudited Financial Statements Presenter Terri Blackmore/Crystal Hedberg

3. Discussion: Review and recommendation on NFRMPO 4th Quarter unaudited financial statement. Review investment report.

Conclusion: The 4<sup>th</sup> quarter unaudited financial statements were reviewed. Horak moved to recommend Council accept the financial statements. Cochran seconded the motion. The motion passed

**Action items**

**Person responsible**

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Finance Committee recommends Council accept the 4th Quarter Unaudited Financial Statements	Kevin Ross
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*Time allotted | 8:10-8:20am | Agenda topic Authorized Signers on the bank and Investment Accounts Presenter Terri Blackmore/Crystal Hedberg*

4. Discussion: The Council approved the current investment policy at their February 2014 meeting. For some Financial Institutions, for staff to make investments in accordance with the policy, the finance committee needs to formalize the staff authorized to have signature rights on the accounts. Staff recommends that the following positions formally be given authority to sign on the accounts. Executive Director, (currently Terri Blackmore) Regional Transportation Planning Director, (currently Rebekah Karasko) Administrative Director, (currently Renae Steffen) and Finance Manager (currently Crystal Hedberg). Staff requests this authorization by position. The Finance Manager may only sign checks when they have prior approval from the Executive Director and they have the ability to transfer funds between accounts.

Conclusion: Horak made a motion that the following positions be given authority to sign on the bank and investment accounts: Executive Director, Regional Transportation Planning Director, Administrative Director and Finance Manager. Cochran seconded the motion. The motion passed.

**Action items**

**Person responsible**

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Finance Committee approves the positions of Executive Director, Regional Transportation Planning Director, Administrative Director and Finance Manager (with prior ED approval) be given the authority to have signature rights on bank accounts and to set up investment accounts.	Kevin Ross
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*Time allotted | 8:10-8:20am | Agenda topic Procurement Policies and Procedures Presenter Terri Blackmore/Crystal Hedberg*

1. Discussion: Procurement policies and procedures have been developed that meet federal requirements for procurements. They have been provided to all local communities for their review.

Conclusion: The Finance Committee had requested that Council members have the draft procurement policies and procedures reviewed by their individual purchasing departments. The majority of the comments received were incorporated into the document. The members present had reviewed the updated policies prior to the meeting.

Horak moved to recommend that Council approve the Procurement Policies and Procedures. Cochran seconded the motion. The motion passed.

**Action items**

**Person responsible**

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Finance Committee recommends Council approve the Procurement Policies and Procedures

Kevin Ross

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*Time allotted | 8:20-8:35am | Agenda topic 2016 and 2017 UPWP Presenter Terri Blackmore*

2. Discussion: The 2016 and 2017 UPWP must be completed and approved by council by June 2015. Staff has discussed this with TAC. Finance Committee's role will be to review and recommend the FY 2016 budget and the FY 2016 and FY 2017 UPWPs.

Conclusion: Terri Blackmore provided an update on the Unified Planning Work Plan (UPWP). CDOT requires a two year UPWP including budgets, which is prepared and submitted to Council for approval. The Council approves the two year UPWP but only approves the budget for the first year. For year two the UPWP is updated and the second year budget is approved at that time. TAC has been asked for input regarding projects to be included in the UPWP. The 2016 and 2017 UPWP will be drafted and brought back to the Finance Committee in April or May with Council approval slated for May or June.

**Action items**

**Person responsible**

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This is a discussion item only. No action is required.

Kevin Ross

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**ACTION ITEM: Conformity Determination**

# AGENDA ITEM SUMMARY (AIS)

North Front Range Transportation & Air Quality Planning Council



Meeting Date	Agenda Item	Submitted By																				
March 5, 2015 Evans	Conformity Determination	Angela Horn																				
<b>Objective / Request Action</b>																						
Staff requests Council make a passing air quality conformity finding using the Denver-North Front Range (Northern Subarea) 8-Hour Ozone Conformity Determination Report and the Fort Collins and Greeley Carbon Monoxide (CO) Maintenance Areas Conformity Determination Report.		<input type="checkbox"/> Report <input type="checkbox"/> Work Session <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action																				
<b>Key Points</b>																						
<p>1. A requirement for an updated air quality conformity determination regarding <b>ozone</b> is being addressed at this time. This was prompted by the FY 2016-2019 Transportation Improvement Program (TIP) and 2040 Upper Front Range Regional Transportation Plan (RTP).</p> <p>2. The air quality conformity determination for <b>carbon monoxide</b> (CO) is being updated concurrently to keep the effective date the same as that for ozone.</p> <p>3. Both air quality conformity determination reports address assumptions about the future transportation system as programmed in the NFRMPO's FY 2016-19 TIP. The ozone report addresses proposed projects located in the Upper Front Range Transportation Planning Region (TPR) featured in the 2040 Upper Front Range RTP.</p> <p>Both reports require approval actions—conformity findings—by the Council with concurrence by Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Environmental Protection Administration (EPA).</p>																						
<b>Committee Discussion</b>																						
<p>Preliminary results of the updated model were reviewed by the Interagency Consultation Group (ICG) in cooperation with the Denver Regional Council of Governments (DRCOG) and the Regional Air Quality Council (RAQC). The ICG includes staff from regional, state, and federal transportation and environmental/health agencies. These conformity determination reports are being processed under the Colorado Air Quality Control Commission's (AQCC) Regulation Number 10 deemed by APCD as "non-routine," which requires a review by AQCC.</p>																						
<b>Supporting Information</b>																						
<p>The ozone standard for the Northern Subarea<sup>1</sup> of 0.075 ppm is classified as Marginal and does not require changes to the SIP. The emission budgets pertaining to ozone are based on precursor pollutants: volatile organic compounds (VOCs) and nitrogen oxides (NOx).</p> <p>The Motor Vehicle Emission Budgets (MVEB's) for carbon monoxide remain the same. The conformity report simply reflects changes due to the required change by EPA from the MOVES2010b model to the MOVES2014 air quality model.</p> <p>The test results for all pollutants (CO, NOx, and VOC) indicate no failures in the horizon years. Therefore, conformity is demonstrated for the Fort Collins and Greeley CO maintenance areas and the Denver-North Front Range 8-hour Ozone nonattainment area. These tables demonstrate compliance with MVEBs for CO and ozone precursors for the projected years.</p> <p style="text-align: center;"><b>CO Fort Collins Emissions Test (Tons per Day)</b></p> <table border="1" data-bbox="464 1776 1154 1902"> <thead> <tr> <th></th> <th>2015</th> <th>2023*</th> <th>2025</th> <th>2035</th> </tr> </thead> <tbody> <tr> <td><b>Emissions</b></td> <td>37.87</td> <td>32.61</td> <td>20.33</td> <td>11.80</td> </tr> <tr> <td><b>Budget</b></td> <td>94</td> <td>94</td> <td>94</td> <td>94</td> </tr> <tr> <td><b>Pass/Fail</b></td> <td>Pass</td> <td>Pass</td> <td>Pass</td> <td>Pass</td> </tr> </tbody> </table>				2015	2023*	2025	2035	<b>Emissions</b>	37.87	32.61	20.33	11.80	<b>Budget</b>	94	94	94	94	<b>Pass/Fail</b>	Pass	Pass	Pass	Pass
	2015	2023*	2025	2035																		
<b>Emissions</b>	37.87	32.61	20.33	11.80																		
<b>Budget</b>	94	94	94	94																		
<b>Pass/Fail</b>	Pass	Pass	Pass	Pass																		

**CO Greeley Emissions Test (Tons per Day)**

	2015	2019*	2025	2035
<b>Emissions</b>	23.47	20.65	14.07	8.55
<b>Budget</b>	60	60	60	60
<b>Pass/Fail</b>	Pass	Pass	Pass	Pass

\* Socioeconomic and vehicle travel data were interpolated for 2023 (for Fort Collins) and for 2019 (for Greeley) between the 2015 and 2025 model years in the regional travel model. The emissions test was run for these interpolated years, per 40 CFR 93.118(d)(2).

**8-Hour Ozone Conformity for Denver-North Front Range (Northern Subarea<sup>1</sup>)**  
(Emission Tons per Day<sup>2</sup>)

	SIP budgets	2015	2025	2035	Pass/Fail
<b>Volatile Organic Compounds (VOC)</b>	<b>19.5</b>	10.14	7.06	4.31	<b>Pass</b>
<b>Oxides of Nitrogen (NOx)</b>	<b>20.5</b>	17.51	8.79	4.40	<b>Pass</b>

<sup>1</sup>The Northern Subarea includes the NFRMPO region and the UFR TPR “donut” area (within the Northern Subarea).

<sup>2</sup>The emissions of both VOC and NOx shown in the table are considered conservative due to two modeling assumptions:

- Additional VOC emission reductions would have been calculated if a more stringent, lower gasoline Reid Vapor Pressure (RVP) specification had been modeled. The assumed RVP for the Northern Subarea was 8.5 pounds per square inch (psi) and 10 percent by volume ethanol in all gasoline. In contrast, EPA established an applicable standard for gasoline at 7.8 psi under the federal volatility control program in the Denver-Boulder-Greeley-Ft. Collins-Loveland, Colorado 1997 8-hour ozone nonattainment area--as codified in volume 40 of the Code of Federal Regulations (CFR) Part 81--during the high ozone season, effective on March 31, 2010.
- No emission reduction credit in the model had been calculated for the State-only inspection and maintenance (I/M) program that is currently active in Larimer and Weld Counties.

**Full Reports Online:**

The Fort Collins and Greeley Carbon Monoxide (CO) Maintenance Areas Conformity Determination and Denver-North Front Range (Northern Subarea) 8-Hour Ozone Conformity Determination documents are available on the NFRMPO website at: [www.nfrmpo.org/AirQuality.aspx](http://www.nfrmpo.org/AirQuality.aspx).

**Advantages**

- Approval of this conformity determination allows the Council to adopt the FY 2016-2019 Transportation Improvement Plan (TIP).
- Approval of this conformity determination also allows the Upper Front Range Regional Planning Commission to adopt their 2040 Regional Transportation Plan (RTP) without any amendments for air quality compliance.

**Disadvantages**

- None noted

**Analysis /Recommendation**

Staff requests Council review the conformity determination reports and any public comment received to make a positive conformity finding contingent on AQCC approval on March 15, 2015.

**Attachments**

- Resolution No. 2015-05
- See full reports online, as noted above.



**RESOLUTION NO. 2015-05**  
**OF THE NORTH FRONT RANGE TRANSPORTATION**  
**& AIR QUALITY PLANNING COUNCIL**  
**ADOPTING CONFORMITY DETERMINATIONS**  
**ON THE FY 2016-2019 TRANSPORTATION IMPROVEMENT PROGRAM, AND THE 2040 UPPER**  
**FRONT RANGE RTP**

**WHEREAS**, 49 CFR PART 613 §450.324 requires development through continuing, cooperative, and comprehensive (“3C”) multimodal transportation planning process of a fiscally constrained Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP) for Metropolitan Planning Organizations; and

**WHEREAS**, the Planning Council as the Metropolitan Planning Organization is the agency responsible for developing and amending the RTP and TIP; and

**WHEREAS**, the Planning Council through an MOA (2008) has agreed to perform ozone conformity determinations on the Northern Subarea of the Denver-North Front Range 8-hour ozone nonattainment area which includes portions of Larimer and Weld counties outside of the MPO contained in the Upper Front Range Transportation Planning Region (UFRTPR)

**WHEREAS**, the Environmental Protection Agency (EPA) requires the use of the new mobile emissions model, MOVES2014, with any conformity determinations starting in October 2016; and

**WHEREAS**, and the cities of Fort Collins and Greeley are currently designated as maintenance areas for carbon monoxide (CO) and will be brought up to date with the new emissions model; and

**WHEREAS**, the air quality conformity determinations conducted on the MPO’s FY 2016-2019 TIP and 2040 UFRTPR RTP using the EPA’s approved MOVES 2014 emissions model were within the federally approved emissions budgets; and

**WHEREAS**, the Planning Council received no public comment opposing the finding of conformity during the public comment period or during the public hearing;

**NOW, THEREFORE, BE IT RESOLVED BY North Front Range Transportation & Air Quality Planning Council**, that the Planning Council finds the FY 2016-2019 TIP, and the 2040 UFRTPR RTP conform with the State Implementation Plan demonstrating positive air quality conformity determinations.

Passed and adopted at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held the 5th day of March, 2015.

\_\_\_\_\_  
Sean Conway, Chair

ATTEST:

\_\_\_\_\_  
Terri Blackmore, Executive Director

ACTION ITEM: FY 2016-2019 TIP

# AGENDA ITEM SUMMARY (AIS)

North Front Range Transportation & Air Quality Planning Council



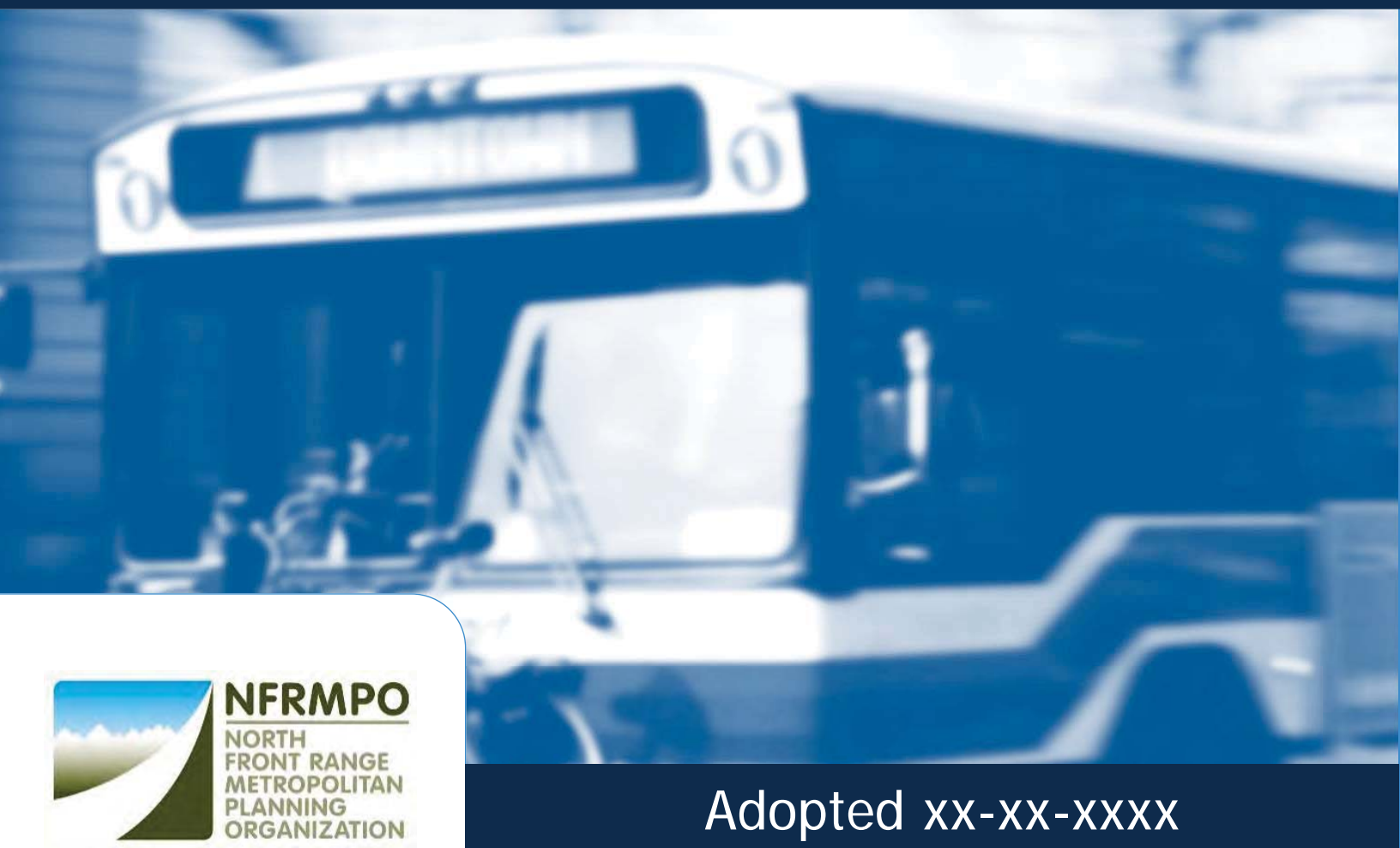
Meeting Date	Agenda Item	Submitted By
March 5, 2015 Evans	FY 2016-2019 TIP	Josh Johnson
<b>Objective / Request Action</b>		
Approve the FY 2016 – 2019 Transportation Improvement Program (TIP).		<input type="checkbox"/> Report <input type="checkbox"/> Work Session <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action
<b>Key Points</b>		
<ul style="list-style-type: none"> <li>• Council released the FY 2016-2019 TIP for the required 30-day public comment period which began on Friday, February 6, 2015 and ends Saturday, March 7, 2015. To date, no public comment has been received.</li> <li>• The TIP includes an updated narrative covering amendment and delay policies and procedures (previously approved by Council), Environmental Justice analysis, and a fiscally constrained project listing for the TAP, STP-Metro, CMAQ, CDOT, and Transit funding programs.</li> <li>• An Environmental Justice map and analysis, and financial conformity table are provided for adoption with the FY 2016-2019 TIP Narrative.</li> </ul>		
<b>Committee Discussion</b>		
TAC discussed the FY 2016-2019 TIP at their January 21 and February 18, 2015 meetings and recommends Council adopt the FY 2016 – 2019 TIP as provided, pending no negative public comment prior to March 7.		
<b>Supporting Information</b>		
<ul style="list-style-type: none"> <li>• Projects selected during the approved FY 2016-2019 Call for Projects Process are included in the FY 2016-2019 TIP for the TAP, STP-Metro, and CMAQ funding programs. The Cities of Loveland and Greeley requested three projects be rolled forward from the FY 2012-2017 TIP using CMAQ and the City of Evans requested one project be rolled forward using STP-Metro.</li> <li>• NFRMPO added project selections made through CDOT's processes into the FY 2016-2019 TIP (i.e. Bridge-On System and Bridge-Off System pools, Regional Priority Program (RPP) projects, FASTER Safety and Transit projects, and Regional TAP selections).</li> <li>• Transfort and GET project selections made through Federal Transit Administration (FTA) and CDOT processes are also added into the FY 2016-2019 TIP as the information becomes available.</li> <li>• The FY 2016-2019 TIP was made available for public comment on the NFRMPO website on February 6, 2015. The public comment period will close on March 7, 2015.</li> </ul>		
<b>Advantages</b>		
<ul style="list-style-type: none"> <li>• Approval of the FY 2016-2019 TIP ensures federal compliance and the timely merger of projects into the STIP so budget processes can occur for FY 2016.</li> </ul>		
<b>Disadvantages</b>		
<ul style="list-style-type: none"> <li>• None noted</li> </ul>		
<b>Analysis /Recommendation</b>		
The Air Pollution Control Division of the Colorado Division of Public Health and Environment completed the modeling and the FY 2016-2019 TIP passed Air Quality Conformity for both ozone and carbon monoxide. A public hearing will be held at the beginning of the March Planning Council meeting to take public comment on the Air Quality Conformity prior to this action. TAC recommends Planning Council adopt the FY 2016-2019 TIP.		
<b>Attachments</b>		
<ul style="list-style-type: none"> <li>• FY 2016 – 2019 TIP Narrative and Policy</li> </ul>	<ul style="list-style-type: none"> <li>• FY 2016 – 2019 TIP Tables</li> </ul>	

Rev. 9/17/2014





## 2016 – 2019 Transportation Improvement Program



Adopted xx-xx-xxxx

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# SECTION 1: TIP NARRATIVE AND POLICY

## INTRODUCTION and RESPONSIBILITIES

The North Front Range Transportation and Air Quality Planning Council (the Council) was officially formed on January 27, 1988. It was designated as the North Front Range Metropolitan Planning Organization (NFRMPO) on June 28, 1988, and as the Air Quality Lead Planning Agency for Carbon Monoxide on June 22, 1993. The Denver Metropolitan Area Regional Air Quality Council (RAQC) was designated as the Lead Planning Agency for Ozone in the North Front Range on July 19, 2013<sup>1</sup>. Local government members of the Council are Berthoud, Eaton, Evans, Fort Collins, Garden City, Greeley, Johnstown, LaSalle, Loveland, Milliken, Severance, Timnath, Windsor, and the counties of Larimer and Weld. The Colorado Transportation Commission and the Colorado Air Quality Control Commission also hold voting membership.

The MPO is responsible for the creation and adoption of a Transportation Improvement Program (TIP) at least every four years. The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) determine that the TIP is consistent with the regional transportation plan and is produced by the continuing, cooperative, and comprehensive transportation process. FHWA and FTA are also responsible for approving conformity determinations in accordance with 40 CFR Part 93. The FHWA, FTA, and the Environmental Protection Agency (EPA) approve the TIP.

The Air Quality Control Commission (AQCC) and the MPO Council are responsible for making and approving the conformity determinations on the TIP working with the Colorado Department of Public Health and Environment's Air Pollution Control Division.

A Technical Advisory Committee (TAC) assists in the planning process, recommends projects for funding, and advises the Council on technical matters. The TAC is comprised of one voting staff member from each member entity, one member from the Colorado Department of Transportation (CDOT), and a non-voting member representing seniors. The TAC reviews and makes recommendations on most matters considered by the Council.

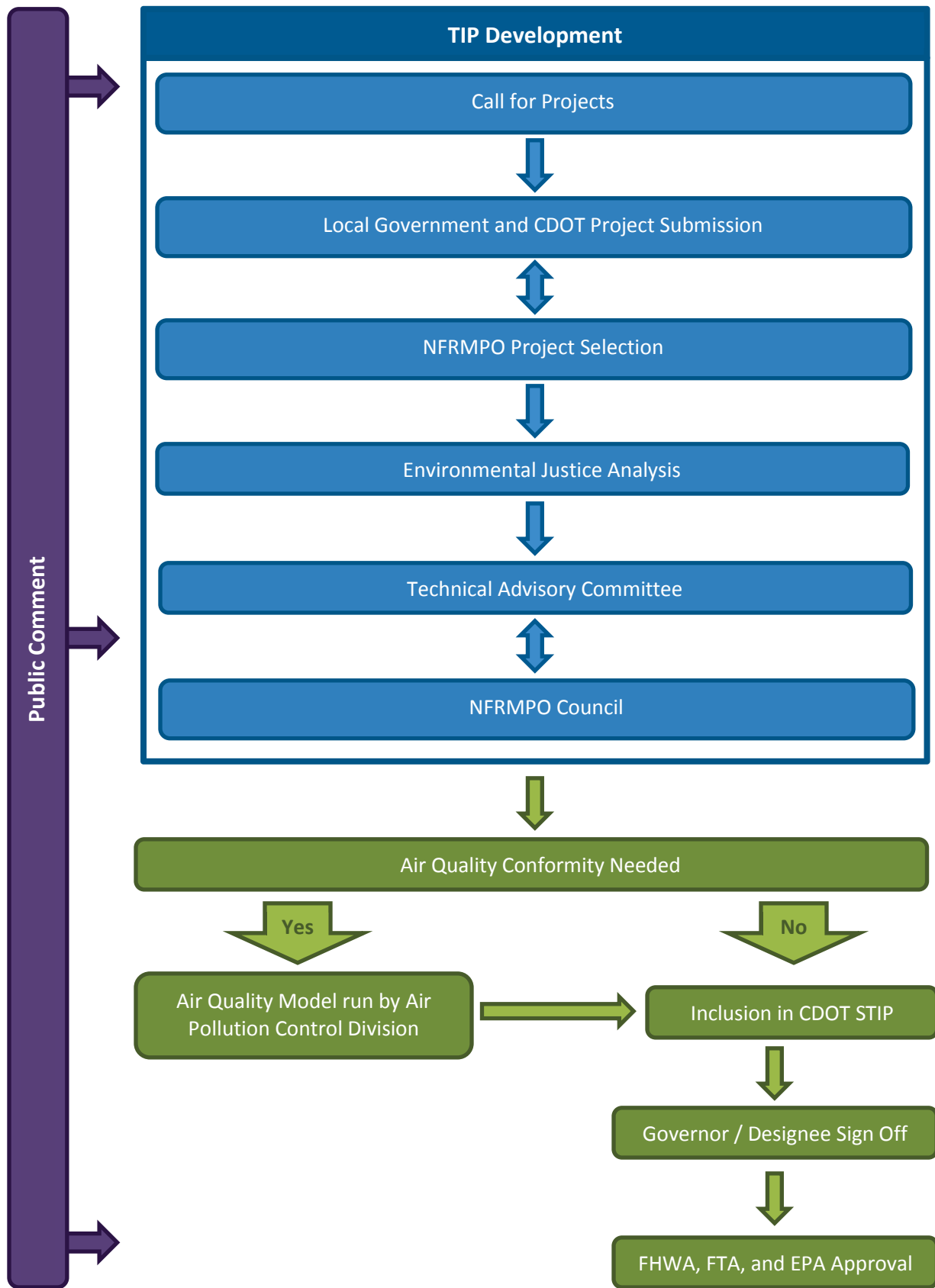
The Governor of the State of Colorado is responsible for the final approval of the TIP, as shown in **Figure 1**. The TIP is adopted into the Statewide Transportation Improvement Program (STIP) produced by CDOT.

While Figure 1 appears hierarchical, many of the identified groups work closely in the development and approval of the TIP in an iterative and collaborative process.

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<sup>1</sup> Colorado Executive Order B2013-007, July 19, 2013

Figure 1: NFRMPO TIP Process



## TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT

The NFRMPO, develops its transportation plans and programs using the “3C” (continuous, cooperative, and comprehensive) planning process, as required by FHWA 23 CFR § 450.306 and FTA in 23 CFR § 613.100. The Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) legislation, adopted July 6, 2012, is the most recent, comprehensive federal legislation addressing surface transportation guides the long range planning process. MAP-21 contains eight factors addressed by the 3C metropolitan transportation planning process:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for all motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

The NFRMPO’s 2035 Regional Transportation Plan Update (RTP), adopted in 2011, includes consideration of these planning factors as required under the Safe, Accountable, Flexible, and Efficient Transportation Equity Acts: A Legacy for Users (SAFETEA-LU). The 2040 RTP, currently in development, considers the factors included MAP-21.

The RTP is a corridor-based plan and does not identify specific projects, except regionally significant projects that require air quality analyses and air quality conformity for to Carbon Monoxide (CO), Volatile Organic Compounds (VOC), and Oxides of Nitrogen (NOx) budgets outlined in the Colorado State Implementation Plan (SIP). A corridor based RTP provides greater flexibility for financial constraint and selecting projects for the TIP.

The 3C metropolitan transportation planning processes requires the NFRMPO produce and maintain a multi-year TIP that is fiscally constrained by program, by year. This TIP presents a four-year program of multi-modal projects which use federal, state, and local funds. The time period for this TIP is October 1, 2016 through September 30, 2019 (FY 2016 – FY 2019).

The TIP identifies the type of improvement, the funding source(s), the sponsoring entity(ies), and the implementation schedule. The TIP has a significant element of flexibility and projects may be moved administratively within the four years of the TIP if funds become available or if priorities change. In addition, amendments may be made as necessary, according to the adopted TIP amendment process described later in this document.

The TIP’s project list must be included without changes into the STIP developed by CDOT and approved by the Governor of the State of Colorado.

## PROJECT PRIORITIZATION AND SELECTION

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Projects in the TIP must come from an approved RTP and follow the Congestion Management Process which is outlined in the 2035 RTP, updated in 2011. The TIP must be consistent with other transportation plans and programs within the region, and it must show conformity according to air quality budgets outlined in the SIP. The NFRMPO must provide citizens, public agencies, and other interested parties an opportunity to review and comment on the projects identified in the TIP prior to its approval.

MAP-21 requires that the TIP include:

- To the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets established in the RTP, linking investment priorities to those performance targets.
- A priority list of proposed federally supported projects and strategies to be carried out within each 4-year period after the initial adoption of the TIP.
- A financial plan that demonstrates how the TIP can be implemented, indicates resources from public and private sources that are reasonably expected to be available to carry out the program, and identifies innovative financing techniques to finance projects, programs, and strategies.  
In air quality nonattainment and maintenance areas, the TIP shall give priority to timely implementation of Transportation Control Measures (TCMs) contained in the applicable SIP in accordance with the Environmental Protection Agency's transportation conformity regulations.

NFRMPO and CDOT worked together to produce the financial plan for the TIP. On February 20, 2014, the Colorado Transportation Commission passed Resolution #TC-3139 approving Program Distribution for FY 2016-2040 which identifies federal sources anticipated to fund the various transportation programs. The NFRMPO staff presented a table of Total Funding Allocation for the CMAQ and TAP Programs and a table of Community Targets and Funding Allocation for the STP-Metro Program based on CDOT's forecasts. The funding levels shown for these programs were considered by CDOT to be reasonable estimates of what will be available for the four years of the TIP.

The NFRMPO selected projects for the Congestion Mitigation & Air Quality Improvements Program (CMAQ), Surface Transportation-Metropolitan Program (STP-Metro), and the Transportation Alternatives Program (TAP) of the FHWA using the FY 2016-2019 Project Scoring Criteria and Process approved on October 2, 2014 by the NFRMPO Council. Highway capacity projects to be programmed in the FY 2016-2019 TIP are required by the NFRMPO, FHWA and FTA to be consistent with the 2035 RTP and the adopted Congestion Management Process, as updated during 2011.

The TAC identified STP Metro funding targets for large and small communities allocating 71.5% of the funding to large communities and 28.5% to small communities. The TAC also recommended that small communities be allowed to use the federal STP Metro funding for heavy maintenance improvements. The TAC identified funding pools for CMAQ funding and allowed the communities within the pools to negotiate the award recommendations. The TAC recommended the two TAP projects vetted by the Northern Colorado Bike and Ped Collaborative (NoCo Bike Ped) for funding. The MPO Planning Council approved the TAC recommended four year Call for Projects on December 4, 2014.

These allocations are subject to change. Any further changes that exceed the NFRMPO TIP policies would prompt subsequent TIP amendments.

If additional funding is allocated to STP-Metro or CMAQ funding programs within the first two years of the TIP (FY 2016 and FY 2017), the following processes will be used to assign funds to projects:

- STP-Metro Program
  - Additional funding is split between the small and large community pots (71.5% for large communities, 28.5% for small communities) and the funding is assigned to the next highest ranked, partially-funded project in each respective pot. If the next partially-funded project in either pot is not ready to go in the fiscal year funds become available, the money is assigned to the next partially-funded project in the other community pot. Funds must be backfilled in the large or small pots as needed when they become available.
  
- CMAQ Program
  - Additional funding is split between three CMAQ project pools and assigned to the Onext highest ranked, partially-funded project in each pool. Funds are split into the three project pools (Signal Timing, Bus Replacement, and Compressed Natural Gas (CNG) Equipment) using the following guidelines\*:
    - Signal Timing: 6.1% of total
    - Bus Replacement: 52.2% of total
    - CNG Equipment: 41.7% of total

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100% CMAQ Funds

\*Percent allocations to be reevaluated before next call for projects

TAC agreed to issue a two-year call for projects in 2016 adding two years to the end of the TIP (FY 2020 and FY 2021). Projects not receiving any funds by the time the new call is issued in 2016 will need to re-submit applications for TAP, STP-Metro, and CMAQ. After the first four years of the TIP, a full, four-year call will be completed using reevaluated scoring criteria and performance measures.

CDOT is responsible for projects shown for several other funding programs and these are also required not to exceed fiscal constraints. Similarly, changes in allocations to CDOT-sponsored programs and projects would prompt TIP amendments.

Transit operators are responsible for many of the projects shown in the “Transit” programs of the TIP. Funding levels shown for these programs are based on the anticipated allocations from federal (FTA) formulas or projections from past trends. The total amount available for a program is based on funding authorized under MAP-21 and is apportioned according to population. There are two transit providers that receive FTA funds based on population in the NFRMPO; City of Fort Collins (Transfort) and Greeley-Evans Transit (GET):

- Transfort receives funds based on an urbanized area formula program for areas with population between 200,000 and 999,999. Transfort receives the FTA funds on behalf of the Fort Collins – Loveland – Berthoud Transportation Management Area (TMA).
- GET receives funds based on an urbanized are formula program for areas with population between 50,000 and 199,999. GET uses the FTA funds to cover the Greeley – Evans area.

The two transit providers produce a program of projects each fiscal year based on FTA apportionments as published annually in the federal register. The program includes projects to be carried out using funds made available based on the urbanized area formulas. These projects include capital transit improvements, bus purchase and rehabilitation, bus facility upgrades, maintenance, and operation. The program of projects is

amended into the TIP as it is received. The FTA requires all projects to be included in the TIP and the STIP before funds can be obligated.

## CONGESTION MANAGEMENT

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Federal requirements state that regions with more than 200,000 people, known as Transportation Management Areas (TMA), must maintain a Congestion Management Process (CMP) and use it to make informed transportation planning and programming decisions. The CMP monitors performance on all regionally significant, congested corridors outlined in the RTP, and is reported on annually. The Fort Collins – Loveland – Berthoud area was designated a TMA in 2002 as a result of data from the 2000 U.S. Census.

The NFRMPO’s CMP requires project sponsors of projects located on RTP designated Regionally Significant Corridors to demonstrate conformity with the CMP. Annually, the NFRMPO tracks performance measures and monitors the system in an annual CMP report. Appendix A contains a list of the current Goals, Objectives, Performance Measures and Targets approved by the NFRMPO Council.

## PUBLIC PARTICIPATION

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The NFRMPO follows FHWA and FTA requirements for public participation for all planning projects. The NFRMPO carries out a process that is open to all desiring to participate, so that the public and private sectors have reasonable opportunities to comment on the TIP during its development. To notify the public, the NFRMPO makes copies of the document available for public review at the NFRMPO office and on the website, and holds at least two meetings to take public comments.

The Public Involvement Plan (PIP) is the document that guides the NFRMPO’s public participation activities for all plans and programs, including the TIP. The PIP is currently being updated in conjunction with the 2040 RTP.

## FUNDING SOURCES

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The project listings in Section 2 of the TIP are organized by funding program, consistent with those found in the STIP. Federal/non-federal match ratios vary across the funding types. The abbreviations used in the TIP for specific funding types shown in the project tables labeled under “Funding Type/Program” are shown in Table 1.

Funding types are subject to change. This list is current as of the publication of this policy document. Some programs listed here may not have funds assigned to North Front Range project locations during the period covered by this TIP. New funding sources may emerge or funding categories may change as new legislation is adopted and may be used for future projects in the TIP.

**Table 1: Funding Program Abbreviations**

HIGHWAY	
AQC	Congestion Mitigation and Air Quality Improvement (CMAQ)
BR	Bridge-On State System
BRO	Bridge-Off State System
CR	Congestion Relief
FAS	FASTER – Funding Advancement for Surface Transportation & Economic Recover (State) FASTER Safety FASTER Bridge Enterprise
RPP	Regional Priorities Program
SRH	Safety – Railroad Crossing Elimination
SRP	Safety – Railroad At-Grade Crossing Protection
SRTS GRNT	Grants: Safe Routes to School
STS	Surface Transportation Program – Safety
STU	Surface Transportation Program – Metropolitan (STP-Metro)
TAP	Transportation Alternatives Program
[Various]	Surface Treatment (CDOT)
TRANSIT	
FAS	FASTER – Funding Advancement for Surface Transportation & Economic Recovery (State) TRG-FASTER (State) transit funding for regional or State focused projects STL-FASTER (State) transit funding for locally focused projects
FTA5304	Transit 5304: Statewide Planning
FTA5307	Transit 5307: Urbanized Area Formula Program (FTA funds allocated on a formula basis to urban areas larger than 50,000)
FTA5309	Transit 5309: Capital Investment Program (discretionary capital funds)
FTA5310	Transit 5310: Transportation for Elderly Persons & Persons with Disabilities
FTA5311	Transit 5311: Rural & Small Urban Areas (Non-Urbanized Areas)
FTA5339	Transit 5339: Bus and Bus Facilities Program
ADDITIONAL ABBREVIATIONS: the following may also appear in project-specific entries:	
CDC	Capital Development Committee (State)
IM	Interstate Maintenance
IMD	Interstate Maintenance Discretionary
L	Local
LO	Local Overmatch
NHS	National Highway System
NHD	National Highway System – Discretionary
RAG	Railroad Crossing Program – At Grade
SHE	Surface Transportation Program – Hazard Elimination
SHF	State Highway Funding
STA	Surface Transportation Program – Any Area
STP	Surface Transportation Program
STF	Surface Transportation Program – Flexible
TCC	Transportation Commission Contingency (CDOT)

*Note: CDOT is updating and using abbreviations associated with various funding programs. As those are assigned to specific projects and would replace the abbreviations used initially in the TIP, the TIP will be administratively amended to reflect the changes as needed.*



## PROJECT DELAY PROCEDURE

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The goal of the NFRMPO's TIP Project Delay Procedure is to maximize the federal funding obligated each fiscal year and enable the MPO to redirect funds to alternate projects if any are inactive or not making progress.

The delay procedure applies to projects funded through the federal CMAQ, STP Metro, and TAP programs (or their successor/equivalents in federal surface transportation legislation).

The delay procedure provides an incentive for local agency sponsors to develop their projects adhering to the schedule, obligate the federal funds within the year programmed and expedite the use of federal funds. Projects are reviewed on an annual basis, in September, with TAC recommendations to Council on granting extensions, if necessary, occurring the month following review.

A "delay" occurs:

- When a construction-related project is not advertised during the fiscal year assigned in the TIP
- When a non-construction project or program is not issued a "Notice to Proceed" during the fiscal year programmed in the TIP

Granting extensions on delays:

- TAC may recommend a one year extension for projects that do not meet the advertisement or notice to proceed date if CDOT can guarantee the funds in the next fiscal year. This may only occur if that project has not received a previous extension.
- TAC may recommend a 2<sup>nd</sup> extension if a previously delayed project still cannot meet the advertisement or notice to proceed date within the programmed year. TAC may also recommend Council remove the funds from the project and fund another project or return the funds to the pool for the next fiscal year if the funding can be guaranteed by CDOT. Project sponsors may appeal the decision to the TAC and Council. The community may be granted a 2<sup>nd</sup> extension if extenuating circumstances exist outside the project sponsor's control preventing the project from moving forward. Council makes the final decision on 2<sup>nd</sup> extensions.

## ENTITIES ELIGIBLE FOR FUNDING

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Applications for TIP projects which involve public-private partnerships are only accepted from a member government when the member government assumes sole responsibility for the project. Private partners may include, but are not limited to, trail management groups, developers, and financiers. Member governments will represent their private partner(s) in all dealings with NFRMPO, CDOT, FHWA, or FTA. The private partner may not participate in such activities without the sponsoring local government present. Eligible projects must demonstrate a strong public benefit. Partnerships must have a legal, written agreement in place between the public agency and the private entity before a project may be included in the TIP.

## PARTIALLY-FUNDED PROJECTS AND PROGRAM EFFICIENCIES

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In some instances during the project selection process associated with a call for projects, the NFRMPO may stay within financial constraints by scaling back the funding (and consequently the scope) of a proposed project before it is programmed in the TIP. Such partially-funded projects may be awarded funding if and



when additional funding becomes available. In some instances, project sponsors may need to reapply in subsequent call for projects cycles to have their projects compete for funding along with any project requests.

An important consideration for Project Sponsors is the following excerpt from Title 23 of the U.S. Code:

“If on-site construction of or acquisition of right of way for a highway project is not commenced within 10 years (or such longer period as the State requests and the Secretary determines to be reasonable) after the date on which Federal funds are first made available, out of the Highway Trust Fund (other than Mass Transit Account), for preliminary engineering of such project, the State shall pay an amount equal to the amount of Federal funds reimbursed for the preliminary engineering. The Secretary shall deposit in such Fund all amounts paid to the Secretary under this section,” (23 U.S.C. §102). “

Typically, CDOT’s intergovernmental agreements (IGAs) with local agency Project Sponsors concerning federal-aid projects contain provisions to ensure that local agencies would, in turn, provide the state with the funds necessary to satisfy this cost reimbursement provision of the federal law.

Some projects that were initially programmed in the TIP prior to Fiscal Year 2016 remained active but have not reached the implementation phase at the time the TIP was being updated to the 2016-2019. In the project funding tables these projects are listed with the note, “Roll Forward,” because their implementation is scheduled to proceed in Fiscal Year 2016.

As each fiscal year draws to a close and a new one started, the TIP’s project funding tables are revised to reflect additional instances for which the funding for projects needs to be rolled forward. Rolling forward the projects subject to the NFRMPO’s Delay Policy occurs only if their schedules are being extended in accordance with those requirements and the funding remains available.

## TIP AMENDMENT PROCESS

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Amendments to the TIP are necessary in order to facilitate project implementation, identify changes in funding and scheduling, and add or delete projects. The NFRMPO forwards TIP amendments to CDOT upon approval at the appropriate organizational level, as described below. Amendments approved by the Council are accompanied by a Resolution of Adoption. Subsequently, each administrative modification will be provided for informational purposes to both the TAC and the NFRMPO Council. Any member may request Council review of any action taken by the NFRMPO staff or the TAC. The two types of amendments are described below.

### Policy Amendments

Policy Amendments require TAC review and Council approval for all CMAQ, STP, TAP and Air Quality Significant Projects.

Examples of Air Quality Significant Projects are:

- Adding a travel lane at least one mile in length, or completes a regional connection;
- Adding a new intersection on principal arterials or above;
- Adding new interchanges or grade separated intersections;
- Major improvements to existing interchanges excluding drainage improvements and ramp widening;
- Regional transit projects between jurisdictions;

- Regional transit projects on fixed guideways that offer a significant alternative to regional highway travel;
- Addition or deletion of major bus routes with 3,000 transit patrons per day, taking into account existing service levels.

The following items require a Policy Amendment:

1. Any project, outside of a pool, added to the TIP using federal funds including CMAQ, STP Metro or TAP funds, or if the project is an Air Quality Significant Project.
2. Any project that has all Federal funding removed or is deleted from the TIP.
3. A change of more than 25% or \$1 million in the federal portion of the project cost (whichever is higher).
4. A change in funding sources from 100% local to federal funds.
5. Any significant change in scope of a project. A scope change is defined as any sponsor-directed alteration that requires a modification in a project's activity, location or schedule that triggers a review of the National Environmental Policy Act (NEPA) process. Common scope changes are (1) engineering change, (2) quantity change, (3) location change, and (4) schedule change. Of particular interest would be any schedule changes that might affect the TIP's air quality conformity because the completion date of a regionally significant project would occur in a different time frame than that modeled by APCD.

### Administrative Modifications

1. A change between federal funding sources.
2. A change in project funding amount of less than 25% or \$1 million (whichever is higher) of federal funding, and which does not change the scope of the project.
3. A transfer of funds among project years, with concurrence of Project Sponsors, and not effecting conformity.
4. Changes in the total amounts of a STIP pool due to Transportation Commission action, a change in resource allocation, increased federal funding allocation.

For the CDOT managed pools, the NFRMPO TIP shows pool totals by year. CDOT will provide a list of the projects that comprise the pool. The NFRMPO TIP table refers readers to the CDOT Daily STIP Report for the most up-to-date project-by-project funding within the CDOT-managed pools.

## Environmental Justice

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### Executive Order 12898 – 1994

Executive Order 12898, Federal Action to address Environmental Justice (EJ) in minority and low-income Populations, requires the U.S. Department of Transportation (DOT) and the Federal Transit Administration (FTA), to make EJ part of the MPO's transportation planning mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of our programs, policies and activities on minority populations and/or low-income populations (collectively "EJ populations"). EJ at FTA and FHWA includes incorporating environmental justice and non-discrimination principles into transportation planning and decision-making processes as well as project-specific environmental reviews.

### DOT Order 5610.2(a) – May 2012

In May 2012, DOT issued an updated internal Order, Actions to Address EJ in Minority Populations and Low-Income Populations (DOT Order). The DOT Order updates the Department's original EJ Order, which was

published April 15, 1997. The DOT Order continues to be a key component of their strategy to promote the principles of EJ in all DOT programs, policies, and activities.

### NFRMPO Environmental Justice Process

An EJ analysis must be completed on all new TIP amendments. If a project included in an amendment lies within ¼ mile of or adjacent to an EJ population (either minority or low income), an EJ analysis must be completed on the project individually. If it does not, it is considered Non-EJ. The benefits and burdens of each project must be examined individually on all EJ and Non-EJ projects. And overall analysis on projects in the TIP determines if it meets EJ requirements. The analysis process follows three guiding principles outlined in DOT Order 5610.2(a):

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations in relation to transportation improvements.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Under DOT order, an adverse effect means:

- Bodily impairment, infirmity, illness, or death;
- Air, noise, and water pollution and soil contamination;
- Destruction or disruption of man-made or natural resources;
- Destruction or diminution of aesthetic values;
- Destruction or disruption of community cohesion or a community's economic vitality;
- Destruction or disruption of the availability of public and private facilities and services;
- Vibration;
- Adverse employment effects;
- Displacement of persons, businesses, farms, or non-profit organizations;
- Increased traffic congestion, isolation, exclusion, or separation of individuals within a given community or from the broader community;
- Denial of, reduction in, or significant delay in the receipt of benefits of DOT programs, policies, or activities.

An EJ analysis also includes a determination of whether the activity will result in a “disproportionately high and adverse effect on human health or the environment” as defined in DOT Order 5610.2(a) as:

- Being predominately borne by a minority population and/or low-income population, or
- Suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income populations.

All environmental justice analysis procedures are completed by NFRMPO staff.

**Table 2** lists the benefits and burdens of an EJ or Non-EJ project.

**Table 2: Environmental Justice Benefits and Burdens**

<b>Benefit</b>	<b>Burden</b>
Decrease in travel time	Air and water pollution
Improved air quality	Soil contamination
Expanded employment opportunities	Destruction or disruption of man-made or natural resources
Better access to transit options and alternative modes of transportation (walking and bicycling)	Adverse impacts on community cohesion or economic vitality
Improved quality of transit	Noise and vibration
Increased property values	Decrease in property value

## SECTION 2: FY 2016-2019 PROJECTS

### Project Tables

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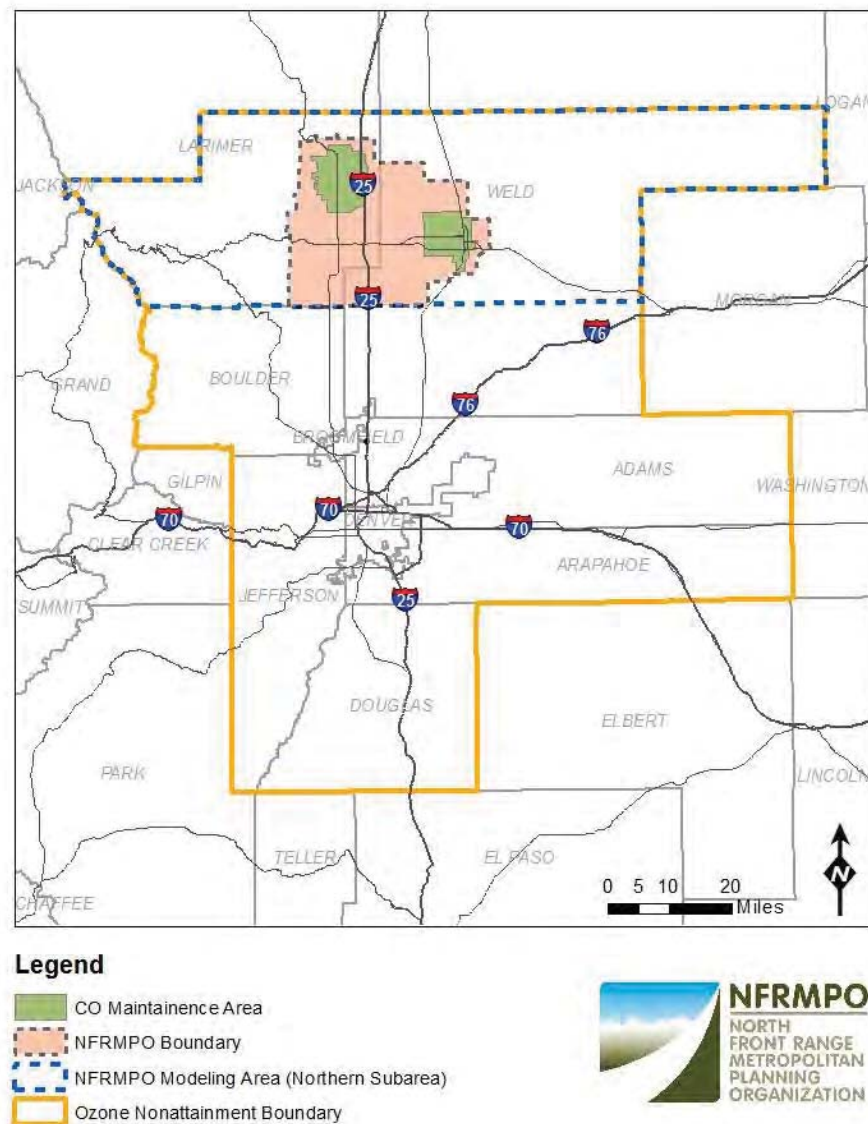
The table of project listings and is updated with each amendment. It is available online at [www.nfrmpo.org](http://www.nfrmpo.org). See the ***Transportation Improvement Program*** page.

# APPENDIX A: AIR QUALITY CONFORMITY FINDING

## AIR QUALITY

The NFRMPO is currently a marginal nonattainment area for ozone and a maintenance area for carbon monoxide (CO) as designated by the EPA. The NFRMPO region is entirely located within the Denver-North Front Range 8-Hour Ozone Nonattainment area. The Fort Collins and Greeley CO Maintenance Areas are located within the NFRMPO boundary, as shown in Figure 2. The nonattainment and maintenance statuses required a conformity determination to be performed on this TIP as it was revised to be consistent with the 2035 RTP adopted in September 2011.

Figure 2: NFRMPO Air Quality Boundaries



## APPENDIX B: CERTIFICATION OF PLANNING PROCESS

## APPENDIX C: RESOLUTION OF ADOPTION



To be Adopted by NFRT & AQ PLANNING COUNCIL 3-5-2014

### Transportation Improvement Program FY 2016 - FY 2019 North Front Range Transportation & Air Quality Planning Council

Statewide or Region Four Pool	Project Programmed / budgeted in pool
North Front Range Pool	Project's funds have been rolled forward

Dollars in Thousands

STIP ID / WBS ID Number	NFR TIP Number	Project Description/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/Program	FY 16	FY 17	FY 18	FY 19	TOTAL FY 16-19
<b>HIGHWAYS</b>											
<b>BRIDGE - ON STATE SYSTEM</b>											
SR46598		<b>Region 4 Bridge - On System Pool</b> <i>Funding amounts allocated for the North Front Range Region</i>	CDOT	Bridge	Federal State <b>Total</b>						
For the most current project funding information, please see CDOT's Daily STIP at <a href="http://www.coloradodot.info/business/budget">http://www.coloradodot.info/business/budget</a>											
SR45218.173		SH14C: Ft Collins East MP 135.7 - 139.5	CDOT Region 4	Bridge Reconstruct	Federal State Total	CBP CBP	0 0 0	1,234 256 1,490	0 0 0	0 0 0	1,234 256 1,490
SR45218.114		SH60: I-25 - Milliken MP 6-14	CDOT Region 4	Bridge Reconstruct	Federal State Total	CBP CBP	0 0 0	50 11 61	0 0 0	0 0 0	50 11 61
SR46598.036		<b>NFR Asset Mgmt Bridge Maintenance</b> MP 6-14	CDOT Region 4	Bridge Reconstruct	Federal State Total	CBP CBP	0 0 0	0 0 0	1,510 315 1,825	0 0 0	1,510 315 1,825
<b>BRIDGE - OFF STATE SYSTEM</b>											
SR46601		<b>Region 4 Bridge - Off System Pool</b> <i>Funding amounts allocated for the North Front Range Region</i>	Various	Bridge	Federal State <b>Total</b>						
For the most current project funding information, please see CDOT's Daily STIP at <a href="http://www.coloradodot.info/business/budget">http://www.coloradodot.info/business/budget</a>											

To be Adopted by NFRT & AQ PLANNING COUNCIL 3-5-2014

### Transportation Improvement Program FY 2016 - FY 2019 North Front Range Transportation & Air Quality Planning Council

Statewide or Region Four Pool	Project Programmed / budgeted in pool
North Front Range Pool	Project's funds have been rolled forward

Dollars in Thousands

STIP ID / WBS ID Number	NFR TIP Number	Project Description/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/Program	FY 16	FY 17	FY 18	FY 19	TOTAL FY 16-19	
<b>STRATEGIC</b>												
SSP4028 See Region Pools Section For the most current corridor funding information, please see CDOT's Daily STIP at <a href="http://www.coloradodot.info/business/budget">http://www.coloradodot.info/business/budget</a>		N. I-25 Corridor (Denver to Fort Collins) Construction <i>Funding amounts allocated for the North Front Range Region</i>	CDOT	Highway Added Capacity Modify & reconstruct	Federal State State <b>Total</b>	Regional Priority RAMP FASTER Safety	1,090 28,000 5,000 <b>34,090</b>	0 0 0 <b>0</b>	0 0 0 <b>0</b>	0 0 0 <b>0</b>	0 0 0 <b>0</b>	1,090 28,000 5,000 <b>34,090</b>
SSP4028	NF0998	I-25 North Front Range EIS	CDOT Region 4	Plans & Study Highway Added Capacity Modify & Reconstruct	State Total	RAMP	28,000 28,000	0 0	0 0	0 0	0 0	28,000 28,000
SSP4028	NF1045	I-25: SH 66 N/O SH 56	CDOT Region 4	Highway Added Capacity Modify & Reconstruct	State Federal Total	FASTER Safety Regional Priority	5,000 1,090 6,090	0 0 0	0 0 0	0 0 0	0 0 0	5,000 1,090 6,090

### FASTER (North Front Range Listings of State Highway Locations)

SR466006 See Region Pools Section For the most current project funding information, please see CDOT's Daily STIP at <a href="http://www.coloradodot.info/business/budget">http://www.coloradodot.info/business/budget</a>		Region 4 FASTER Safety Pool <i>Funding amounts allocated for the North Front Range Region</i>	CDOT	FASTER Safety	State Total	FAS	13,803 13,803	13,930 13,930	14,043 14,043	14,139 14,139	0 0	55,915 55,915
SR46606.059		US85 & SH392	CDOT Region 4	Intersection Improvement	State Total	FAS	0 0	2,500 2,500	0 0	0 0	0 0	2,500 2,500
SR46606.060		SH402 at CR 9E	CDOT Region 4	Intersection Improvement	State Total	FAS	0 0	0 0	2,500 2,500	0 0	0 0	2,500 2,500
ST46606.062		SH263: Safety Improvements	CDOT Region 4	Safety Improvement	State Total	FAS	0 0	0 0	0 0	0 0	0 0	1,000 1,000

SR46598 See Region Pools Section For the most current project funding information, please see CDOT's Daily STIP at <a href="http://www.coloradodot.info/business/budget">http://www.coloradodot.info/business/budget</a>		Region 4 State Bridge Enterprise Pool <i>Funding amounts allocated for the North Front Range Region</i>	CDOT	FASTER Bridge	State Total							
SR46606.40 See Region Pools Section For the most current project funding information, please see CDOT's Daily STIP at <a href="http://www.coloradodot.info/business/budget">http://www.coloradodot.info/business/budget</a>		Region 4 FASTER Safety Signal Pool <i>Funding amounts allocated for the North Front Range Region</i>	CDOT	FASTER Safety Signal	State Total							

To be Adopted by NFRT & AQ PLANNING COUNCIL 3-5-2014

### Transportation Improvement Program FY 2016 - FY 2019 North Front Range Transportation & Air Quality Planning Council

- Statewide or Region Four Pool
- North Front Range Pool

Project Programmed / budgeted in pool

Project's funds have been rolled forward

Dollars in Thousands

STIP ID / WBS ID Number	NFR TIP Number	Project Description/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/Program	FY 16	FY 17	FY 18	FY 19	TOTAL FY 16-19
SR46600.016		R-4 RPP <i>Funding amounts allocated for the North Front Range Region</i> For the most current project funding information, please see CDOT's Daily STIP at <a href="http://www.coloradodot.info/business/budget">http://www.coloradodot.info/business/budget</a>	CDOT		Federal State Total	RPP	11,621	11,283	10,955	10,635	44,494
SR45001		I-25 Post EIS Design & ROW	CDOT Region 4	Highway Added Capacity Modify & Reconstruct	Federal State Total	STA SHF	915 229 1,144	1,762 441 2,203	526 131 657	0 0 0	3,203 801 4,004
SR46600.031		US85 PEL	CDOT Region 4	Planning	Federal State Total	STA SHF	400 100 500	400 100 500	0 0 0	0 0 0	800 200 1,000
SR45218.129		US85 & US34 Intersection	CDOT Region 4	Intersection Improvement	Federal State Total	STA SHF	400 100 500	400 100 500	0 0 0	0 0 0	800 200 1,000
SR46603		Region 4 Congestion Relief Pool <i>Funding amounts allocated for the North Front Range Region</i>	CDOT		Federal State Total						

### CONGESTION RELIEF

To be Adopted by NFRT & AQ PLANNING COUNCIL 3-5-2014

### Transportation Improvement Program FY 2016 - FY 2019 North Front Range Transportation & Air Quality Planning Council

- Statewide or Region Four Pool
- Project Programmed / budgeted in pool
- North Front Range Pool
- Project's funds have been rolled forward

Dollars in Thousands

STIP ID / WBS ID Number	NFR TIP Number	Project Description/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/Program	FY 16	FY 17	FY 18	FY 19	TOTAL FY 16-19
<b>SURFACE TREATMENT</b>											
SR45218.112		<b>Region 4 Surface Treatment</b> <i>Funding amounts allocated for the North Front Range Region</i> For the most current project funding information, please see CDOT's Daily STIP at <a href="http://www.coloradodot.info/business/budget">http://www.coloradodot.info/business/budget</a>	CDOT	Surface Treatment	Federal State <b>Total</b>	STA	58,338 58,338 <b>58,338</b>	58,320 61,098 <b>61,098</b>	61,098 <b>61,098</b>	0 0 <b>0</b>	177,756 <b>177,756</b>
SR45218.125		<b>SH56 Berthoud East</b> MP 4.6 - 9.4	CDOT Region 4	Minor Rehab	Federal State Total	STE SHF	3,700 800 4,500	0 0 0	0 0 0	0 0 0	3,700 800 4,500
SR45218.125		<b>SH392 Windsor to Lucerne</b> MP 105.4 - 115.4	CDOT Region 4	Minor Rehab	Federal State Total	STE SHF	7,300 1,535 8,835	0 0 0	0 0 0	0 0 0	7,300 1,535 8,835
SR45218.114		<b>SH60: I-25 to Milliken</b> MP 6 - 14 <i>Also, see Bridge - On State System</i>	CDOT Region 4	Minor Rehab	Federal State Total	STE SHF	0 0 0	4,140 860 5,000	0 0 0	0 0 0	4,140 860 5,000
SR45218.113		<b>SH60: US287 to I-25</b> MP 0 - 4.96	CDOT Region 4	Minor Rehab	Federal State Total	STE SHF	0 0 0	1,320 280 1,600	0 0 0	0 0 0	1,320 280 1,600
SR45218.153		<b>SH287: Jasper Rd North</b> MP 308.0 - 309.2	CDOT Region 4	Minor Rehab	Federal State Total	STE SHF	0 0 0	1,530 320 1,850	0 0 0	0 0 0	1,530 320 1,850
SR45218.173		<b>SH14 Ft Collins East</b> MP 135.7 - 139.5	CDOT Region 4	Minor Rehab	Federal State Total	STE SHF	0 0 0	0 0 0	9,110 1,890 11,000	0 0 0	9,110 1,890 11,000
SR45218.179		<b>US34: US85 east to US34A</b> MP 135.7 - 139.5	CDOT Region 4	Minor Rehab	Federal State Total	STE SHF	0 0 0	0 0 0	1,200 250 1,450	0 0 0	1,200 250 1,450

To be Adopted by NFRT & AQ PLANNING COUNCIL 3-5-2014

### Transportation Improvement Program FY 2016 - FY 2019 North Front Range Transportation & Air Quality Planning Council

Statewide or Region Four Pool	Project Programmed / budgeted in pool
North Front Range Pool	Project's funds have been rolled forward

Dollars in Thousands

STIP ID / WBS ID Number	NFR TIP Number	Project Description/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/Program	FY 16	FY 17	FY 18	FY 19	TOTAL FY 16-19
<b>CDOT REGION 4 TRANSPORTATION ALTERNATIVES PROGRAM</b>											
SR47020.005	New	<b>Region 4 TAP</b> <i>Funding amounts allocated for the North Front Range Region</i> For the most current project funding information, please see CDOT's Daily STIP at <a href="http://www.coloradodot.info/business/budget">http://www.coloradodot.info/business/budget</a>	CDOT Region 4	Transportation Alternatives	Federal Local <b>Total</b>	STE	2,238 935 <b>3,173</b>	1,000 250 <b>1,250</b>	0 0 <b>0</b>	0 0 <b>0</b>	<b>3,238</b> <b>1,185</b> <b>4,423</b>
SR47020.005	New	<b>Long View Corridor Trail Ft Collins &amp; Loveland</b> Along LCR 17 Fossil Cr Drive to Loveland Rec Trail	Larimer County	Bike/Ped Facility	Federal Local Local Overmatch Total	STE	1,000 350 1,850 3,200	0 0 0 0	0 0 0 0	0 0 0 0	<b>1,000</b> <b>350</b> <b>1,850</b> <b>3,200</b>
SR47020.016	New	<b>Sheep Draw Trail 2015 Greeley</b> Along Sheep Draw from 71st Ave West and south to 20th St	Greeley	Bike/Ped Facility	Federal Local Total	STE	419 381 800	0 0 0	0 0 0	0 0 0	<b>419</b> <b>381</b> <b>800</b>
SR47020.006	New	<b>Pitkin St Low Stress Bicycle Corridor</b> Clearview, Springfield, & Pitkin St from Overland Park to Riverside Ave	Fort Collins	Bike/Ped Facility	Federal Local Total	STE	593 148 741	0 0 0	0 0 0	0 0 0	<b>593</b> <b>148</b> <b>741</b>
SR47020.017	New	<b>Berthoud CR17 Bike Lanes</b> LCR 17 between LCR 16 & US287	Berthoud	Bike/Ped Facility	Federal Local Total	STE	0 0 0	1,000 250 1,250	0 0 0	0 0 0	<b>1,000</b> <b>250</b> <b>1,250</b>
SR47020.019	New	<b>Secure Bicycle Parking</b> Downtown Transit Center (250 N Mason St, Fort Collins) University MAX Station (University Ave & S Mason St, Fort Collins)	Fort Collins	Bike/Ped Facility	Federal Local Total	STE	226 56 282	0 0 0	0 0 0	0 0 0	<b>226</b> <b>56</b> <b>282</b>

To be Adopted by NERT & AQ PLANNING COUNCIL 3-5-2014

### Transportation Improvement Program FY 2016 - FY 2019 North Front Range Transportation & Air Quality Planning Council

- Statewide or Region Four Pool
- North Front Range Pool

Dollars in Thousands

STIP ID / WBS ID Number	NFR TIP Number	Project Description/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/Program	FY 16	FY 17	FY 18	FY 19	TOTAL FY 16-19
<b>NFR TRANSPORTATION ALTERNATIVES PROGRAM</b>											
SNF5094		NFR Not Assigned TAP			Federal Local <b>Total</b>	TNF	0 0 <b>0</b>	0 0 <b>0</b>	0 0 <b>0</b>	0 0 <b>0</b>	0 0 <b>0</b>
New		Colorado Front Range Trail	Larimer County Fort Collins Loveland	Bike/Ped Facility	Federal Local <b>Total</b>	TNF	250 63 <b>313</b>	200 50 <b>250</b>	0 0 <b>0</b>	0 0 <b>0</b>	450 113 <b>563</b>
New		Great Western Trail	Windsor Severance Eaton	Bike/Ped Facility	Federal Local <b>Total</b>	TNF	0 0 <b>0</b>	50 13 <b>63</b>	250 63 <b>313</b>	250 63 <b>313</b>	550 138 <b>688</b>
<b>Transportation Alternatives programmed in NFRMPO</b>											
					Federal Local <b>Total</b>	TNF	250 63 <b>313</b>	250 63 <b>313</b>	250 63 <b>313</b>	250 63 <b>313</b>	1,000 250 <b>1,250</b>

To be Adopted by NFRT & AQ PLANNING COUNCIL 3-5-2014

### Transportation Improvement Program FY 2016 - FY 2019 North Front Range Transportation & Air Quality Planning Council

- Statewide or Region Four Pool
- North Front Range Pool

Project Programmed / budgeted in pool

Project's funds have been rolled forward

Dollars in Thousands

STIP ID / WBS ID Number	NFR TIP Number	Project Description/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/Program	Dollars in Thousands					TOTAL FY 16-19	
							FY 16	FY 17	FY 18	FY 19	FY 16		
<b>CONGESTION MITIGATION &amp; AIR QUALITY (CMAQ)</b>													
SNF5173		NFR Not Assigned CMAQ			Federal Local Total	AOC	176 30 213	0 0 0	0 0 0	0 0 0	0 0 0	176 30 206	
New		Greeley Comprehensive Traffic Signal Timing	Greeley		Federal Total	AOC	185 185	0 0	0 0	0 0	0 0	185 185	
New		Loveland Traffic Optimization	Loveland		Federal Total	AOC	380 380	0 0	0 0	0 0	0 0	380 380	
New		GET CNG Bus Replacement	Greeley		Federal Local Total	AOC	765 159 924	778 162 940	779 162 941	1,558 324 1,882	0 0 0	3,880 807 4,687	
New		Transfort CNG Bus Replacement	Fort Collins		Federal Local Total	AOC	1,178 245 1,423	792 165 957	793 165 958	0 0 0	0 0 0	2,763 574 3,337	
New		COLT CNG Bus Replacement	Loveland		Federal Local Total	AOC	0 0 0	0 0 0	363 75 438	363 75 438	0 0 0	726 151 877	
New		Weld County CNG Vehciels & Expansion	Weld County		Federal Local Total	AOC	1,466 305 1,771	1,252 260 1,512	888 185 1,073	901 187 1,088	0 0 0	4,507 937 5,444	
New		Loveland CNG Vehicle Replacement	Loveland		Federal Local Total	AOC	0 0 0	128 27 155	128 27 155	128 27 155	0 0 0	384 80 464	
New		Larimer County CNG Vehicle Replacement	Larimer County		Federal Local Total	AOC	96 20 116	96 20 116	96 20 116	96 20 116	96 20 116	384 80 464	
NFI102 Loveland Traffic Signal Controllers													
							Federal	497					497
							Local	103					103
							Total	600					600

Roll Forward from 2012-2017 TIP

To be Adopted by NFRT & AQ PLANNING COUNCIL 3-5-2014

### Transportation Improvement Program FY 2016 - FY 2019 North Front Range Transportation & Air Quality Planning Council

Statewide or Region Four Pool Project Programmed / budgeted in pool

North Front Range Pool Project's funds have been rolled forward

Dollars in Thousands

STIP ID / WBS ID Number	NFR TIP Number	Project Description/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/Program	FY 16	FY 17	FY 18	FY 19	TOTAL FY 16-19
<b>CONGESTION MITIGATION &amp; AIR QUALITY (CMAQ) Continued</b>											
<i>NF1103 US 287 &amp; US 34 VMS Signs</i>											
		Loveland	Multi-Modal Traveler Information	Federal	AGC		497				
				Local			103				
				Total			600				
		Greeley	Access	Federal	AGC		1,000				
			Modify & Construct	Local			208				
				Total			1,208				
				Federal			4,070	3,046	3,047	3,046	13,209
				Local			729	633	633	633	2,628
				Total			4,799	3,679	3,680	3,679	15,837

<b>Congestion Mitigation &amp; Air Quality Improvements programmed in NFRMPO</b>											
Summary excludes Roll Forwards											
				Federal	AGC		4,070	3,046	3,047	3,046	13,209
				Local			729	633	633	633	2,628
				Total			4,799	3,679	3,680	3,679	15,837

### STP-METRO

SNF5788		NFR Not Assigned STP-Metro	NFRMPO	Planning	Federal	STU	0	0	0	0	0
					Local		0	0	0	0	0
					Total		0	0	0	0	0
New	New	I-25 Truck Climbing Lane	CDOT R4		Federal	STU	3,000	0	0	0	3,000
					Local	FAS	624	0	0	0	624
					Total		3,624	0	0	0	3,624
New	New	I-25 / Crossroads	CDOT R4		Federal	STU	0	1,000	1,000	0	2,000
					Local		0	208	208	0	416
					Total		0	1,208	1,208	0	2,416
New	New	Horseshoeth and College Intersection Improvements	Fort Collins		Federal	STU	0	1,253	1,115	0	2,368
					Local		0	260	232	0	492
					Total		0	1,513	1,347	0	2,860
New	New	US 34 Widening	Loveland		Federal	STU	0	0	647	462	1,109
					Local		0	0	134	96	231
					Total		0	0	781	558	1,340
New	New	LCR 17 Expansion	Larimer County Berthoud		Federal	STU	0	0	532	1,334	1,866
					Local		0	0	111	277	388
					Total		0	0	643	1,611	2,254





To be Adopted by NFRT & AQ PLANNING COUNCIL 3-5-2014

### Transportation Improvement Program FY 2016 - FY 2019 North Front Range Transportation & Air Quality Planning Council

	Project Programmed / budgeted in pool	
	Project's funds have been rolled forward	

Dollars in Thousands

STIP ID / WBS ID Number	NFR TIP Number	Project Description/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/Program	FY 16	FY 17	FY 18	FY 19	TOTAL FY 16-19
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**SAFETY**

SR46667 See Region Pools Section For the most current project funding information, please see CDOT's Daily STIP at <a href="http://www.coloradodot.info/business/budget">http://www.coloradodot.info/business/budget</a>		Region 4 Hot Spots <i>Funding amounts allocated for the North Front Range Region</i>		Safety	Federal State <b>Total</b>						
SR46668 See Region Pools Section For the most current project funding information, please see CDOT's Daily STIP at <a href="http://www.coloradodot.info/business/budget">http://www.coloradodot.info/business/budget</a>		Region 4 Traffic Signals <i>Funding amounts allocated for the North Front Range Region</i>		Safety	Federal State <b>Total</b>						
SR46669 See Region Pools Section For the most current project funding information, please see CDOT's Daily STIP at <a href="http://www.coloradodot.info/business/budget">http://www.coloradodot.info/business/budget</a>		Region 4 Safety Enhancement <i>Funding amounts allocated for the North Front Range Region</i>		Safety	Federal State <b>Total</b>						
SR46813 See Region Pools Section For the most current project funding information, please see CDOT's Daily STIP at <a href="http://www.coloradodot.info/business/budget">http://www.coloradodot.info/business/budget</a>		Region 4 Maintenance (Traffic Operations) <i>Funding amounts allocated for the North Front Range Region</i>		Safety	Federal State <b>Total</b>						
SR46666 See Region Pools Section For the most current project funding information, please see CDOT's Daily STIP at <a href="http://www.coloradodot.info/business/budget">http://www.coloradodot.info/business/budget</a>		Region 4 Hazard Elimination Pool <i>Funding amounts allocated for the North Front Range Region</i>		Safety	Federal State <b>Total</b>						

**RAILROAD AT-GRADE**

SR47000. For the most current project funding information, please see CDOT's Daily STIP at <a href="http://www.coloradodot.info/business/budget">http://www.coloradodot.info/business/budget</a>		CDOT Region 4 Railroad Crossing Pool		Safety							
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**GRANTS: SAFE ROUTES TO SCHOOLS**

To be Adopted by NFRT & AQ PLANNING COUNCIL 3-5-2014

**Transportation Improvement Program FY 2016 - FY 2019  
North Front Range Transportation & Air Quality Planning Council**

Statewide or Region Four Pool	Project Programmed / budgeted in pool
North Front Range Pool	Project's funds have been rolled forward

Dollars in Thousands

STIP ID / WBS ID Number	NFR TIP Number	Project Description/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/Program	FY 16	FY 17	FY 18	FY 19	TOTAL FY 16-19
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**TRANSIT**

**STRATEGIC TRANSIT PROJECTS**

<b>NRMPPO Strategic Transit Projects</b>											
					State	Strategic Transit					
					Local						
					Total						

**TRANSIT 5307: Urbanized Area Formula Program**

<b>Fort Collins-Loveland-Berthoud TMA</b>											
					Federal	FTA5307					
<b>Greeley Urbanized Area</b>											
					Federal	FTA5307					

**TRANSIT 5309: Capital Investment Program**

SST6740		Colorado Association of Transit Agencies appropriation request	Fort Collins		Federal	FTA 5309					
SST6740,076		Fort Collins: State of Good Repair	Fort Collins		Federal	FTA 5309					
SST6740		Colorado Association of Transit Agencies appropriation request	Greeley		Federal	FTA 5309					
SST6740		Colorado Association of Transit Agencies appropriation request	Loveland		Federal	FTA 5309					
SST6740		Loveland: State of Good Repair	Loveland		Federal	FTA 5309					

**TRANSIT 5310: Transportation for Elderly Persons & Persons with Disabilities**

SST6727		Transit USC 5310 Pool			Federal	FTA5310					
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**TRANSIT 5311: Rural & Small Urban Areas (Non-Urbanized areas)**

SST6729		Transit USC 5311 Pool			Federal	FTA5311					
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**TRANSIT 5339 - Bus and Bus Facilities Program**

To be Adopted by NFRT & AQ PLANNING COUNCIL 3-5-2014

**Transportation Improvement Program FY 2016 - FY 2019  
North Front Range Transportation & Air Quality Planning Council**

STIP ID / WBS ID Number	NFR TIP Number	Project Description/Location	Project Sponsor	Improvement Type	Source of Funds	Funding Type/Program	Dollars in Thousands				
							FY 16	FY 17	FY 18	FY 19	TOTAL FY 16-19
Statewide or Region Four Pool							Project Programmed / budgeted in pool				
North Front Range Pool							Project's funds have been rolled forward				

**FASTER Transit**

SR47005		CDOT Region 4 FASTER Transit Pool			State	TRG					
SS17035		CDOT DTR FASTER Transit Pool			State	TRG					

**LOCAL**

**RAMP PROJECTS**

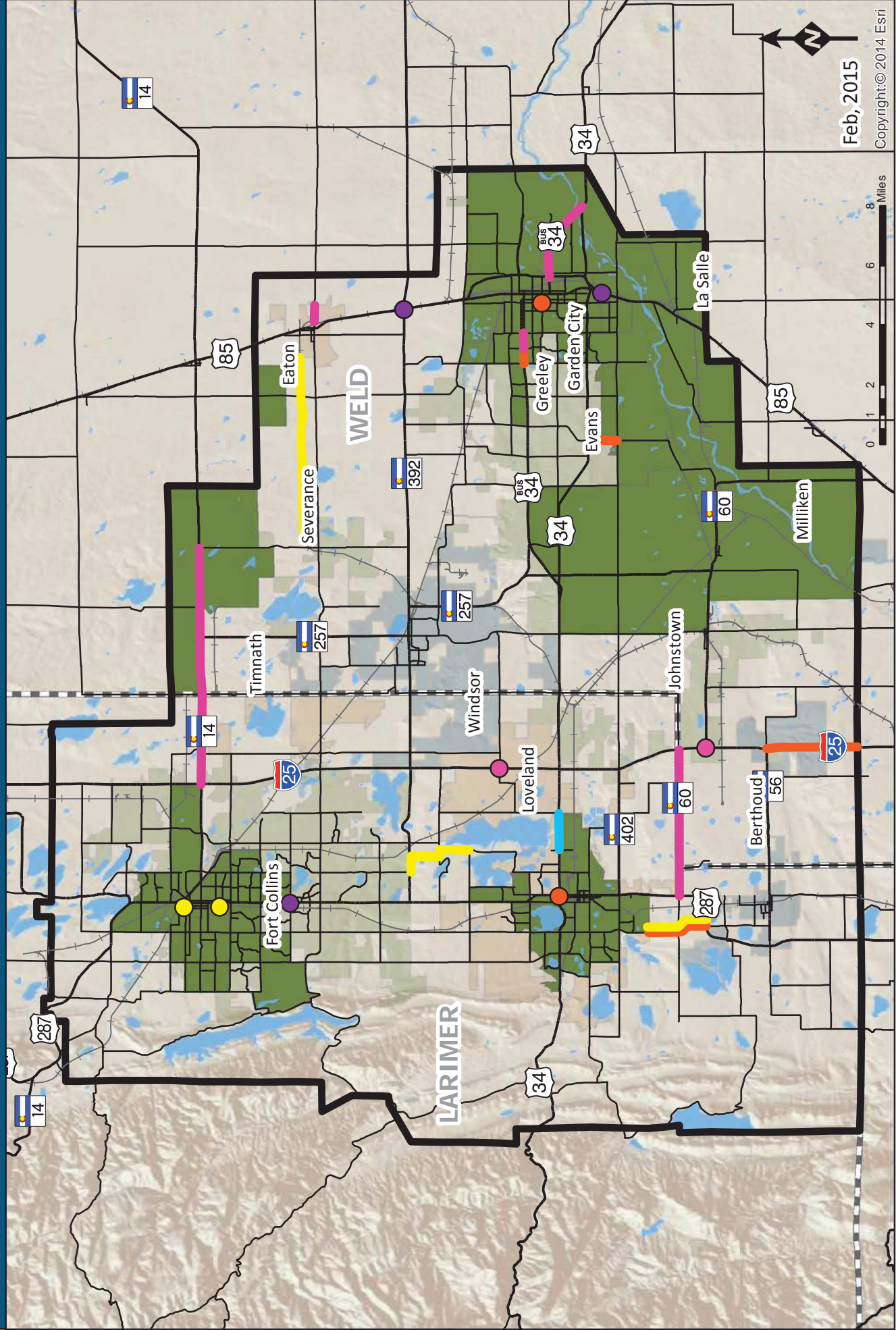
**Emergency Relief / TCC Contingency**

Federal and State Emergency Relief and TCC Contingency funds are used for these projects.

**ROLL FORWARDS (shown Program-by-Program above)**

Dollar figures flagged above as "Roll Forwards" (see light blue borders) address the need for rebudgeting created by the ERP system at CDOT when doing phase balance transfers within projects whose federal funds had been programmed in previous years. The NFRMPO understands that the dollars shown as Roll Forwards for completion of these projects do not deduct from the current TIP control totals within the various programs.

# Environmental Justice FY 2016 - 2019 TIP



Feb, 2015

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- Legend**
- Bridge Work
  - Intersection Improvement
  - Bike/Ped Facility
  - Operational Improvement
  - Capacity Change
  - Improve Pavement
  - Operational Improvement
  - Capacity Change
  - Improve Pavement
  - NFRMPO Boundary
  - County Boundary
  - Environmental Justice Areas



**RESOLUTION NO. 2015-06  
OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY  
PLANNING COUNCIL ADOPTING THE 2016-2019 TRANSPORTATION IMPROVEMENT  
PROGRAM (TIP)**

**WHEREAS**, 49 CFR PART 613.100 and 23 CFR 450.324 require the development of a fiscally constrained Transportation Improvement Program (TIP) through the continuing, cooperative, and comprehensive (“3C”) multimodal transportation planning process for Metropolitan Planning Organizations (MPO’s); and

**WHEREAS**, pursuant to the aforementioned legislation, the North Front Range Transportation & Air Quality Planning Council (Planning Council) was designated by the Governor of the State of Colorado as the MPO agency responsible for carrying out the transportation planning process, and for developing and amending the TIP; and

**WHEREAS**, the Cities of Fort Collins and Greeley are currently designated as maintenance areas for carbon monoxide (CO) and the North Front Range also is within the Denver-North Front Range 8-hour ozone nonattainment area, and the Planning Council was designated by the Governor of the State of Colorado as the lead Air Quality Planning Agency for Carbon Monoxide; and

**WHEREAS**, the Planning Council is responsible for determining conformity of all of its transportation plans and programs with the Clean Air Act, as amended, 1990, and the State Implementation Plan for air quality; and

**WHEREAS**, the transportation programming process shall address no less than a four-year programming horizon as of the effective date; and

**WHEREAS**, the air quality conformity determinations conducted on the MPO’s FY 2016-2019 TIP using the EPA’s approved MOVES 2014 emissions model were within the federally approved emissions budgets; and

**WHEREAS**, the Planning Council approves the TIP and submits copies for inclusion into the State Transportation Improvement Program and approval by the Governor;

**NOW, THEREFORE, BE IT RESOLVED THAT the North Front Range Transportation & Air Quality Planning Council** finds that the 2016-2019 Transportation Improvement Program (TIP), per Resolution No. 2015-06, is in conformance with the requirements of 49 CFR 613.100 and 23 CFR 450.324 .

Passed and adopted at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 5th day of March, 2015.

\_\_\_\_\_  
Sean Conway, Chair

ATTEST:

\_\_\_\_\_  
Terri Blackmore, Executive Director

ACTION ITEM: 4<sup>th</sup> Quarter Unaudited Financials



North Front Range Transportation and Air Quality Planning Council  
 Unaudited Statement of Net Assets-Combined  
 For the Twelve Months Ending Wednesday, December 31, 2014

	2014
<b>ASSETS</b>	
Cash and Cash	
Equivalents	\$175,834
Cash-Savings	673,754
Investments	432,870
Receivables	644,094
Prepays	8,729
Capital Assets, net	325,331
Grant Receivables for	
Long Term Liabilities	34,522
Total Assets	2,295,134
 <b>LIABILITIES AND NET ASSETS</b>	
<b>LIABILITIES</b>	
Accounts Payable and	
Accrued Liabilities	195,741
Deferred Revenue	47,182
Long-Term Liabilities	
Capital Leases	10,699
Accumulated Leave	34,522
Total Liabilities	288,144
 <b>FUND BALANCE</b>	
Unreserved	1,387,054
Current Year Revenue	
over (under) Expenditures	619,935
Total Fund Balance	2,006,990
 Total Liabilities and Fund	
Balance	2,295,134



North Front Range Transportation and Air Quality Planning Council  
 Unaudited Revenues, Expenditures, Change in Fund Balance-Combined  
 For the Twelve Months Ending Wednesday, December 31, 2014

	2014	2014	2014	2014	2014	2014	%
	4th Qtr Budget	4th Qtr Actual	Quarterly Variance	Annual Budget	4th Qtr Year to Date	Annual Variance	Complete
<b>REVENUE</b>							
FHWA - Federal Income - CPG	\$275,312	\$169,370	\$105,941	\$1,017,460	\$688,563	\$328,897	67.67%
FHWA - Federal Income - STP-Metro - Matched	42,755	8,286	34,468	216,930	155,274	61,656	71.58%
FHWA - Federal Income -STP Metro-Unmatched	9,375		9,375	408,875	399,500	9,375	97.71%
State Planning Funds	6,250	23,562	(17,312)	175,000	80,428	94,572	45.96% ①
State-APCD	6,250	4,067	2,183	25,000	19,377	5,623	77.51%
State - FASTER Funds	16,000		16,000	64,000	61,159	2,841	95.56%
FTA-Federal Income-Section 5307				306,037	306,039	(2)	100.00%
FTA - Federal income - Section 5310	20,000	10,556	9,444	92,542	78,725	13,817	85.07%
FTA-Federal Income - Section 5316							
FTA - Federal Income - Section 5317		120,977	(120,977)		173,968	(173,968)	0.00%
<b>Subtotal Grant Revenue</b>	<b>375,941</b>	<b>336,819</b>	<b>39,122</b>	<b>2,305,844</b>	<b>1,963,033</b>	<b>342,811</b>	<b>85.13%</b>
Local match - Member Entites	70,351	43,040	27,311	302,246	196,117	106,129	64.89%
Local - RTD		23,346	(23,346)	51,296	38,716	12,580	75.48%
100% Local	76	226	(150)	263	226	37	85.82%
<b>Subtotal Local - All Sources</b>	<b>70,426</b>	<b>66,611</b>	<b>3,815</b>	<b>353,805</b>	<b>235,059</b>	<b>118,746</b>	<b>66.44%</b>
Program Revenue - Fares	242,321	460,325	(218,004)	909,684	1,229,068	(319,384)	135.11% ②
RTD Funds		247,100	(247,100)	481,494	630,641	(149,147)	130.98% ③
City of Fort Collins Funds	56,078		56,078	388,310	224,310	162,000	58.06%
<b>Subtotal VanGo Revenue-All Sources</b>	<b>298,399</b>	<b>707,425</b>	<b>(409,026)</b>	<b>1,777,488</b>	<b>2,084,019</b>	<b>(306,531)</b>	<b>117.25%</b>
Miscellaneous Revenue		388	(388)		798	(798)	0.00%
Interest Earned		513	(513)		1,593	(1,593)	0.00%
<b>Subtotal Other Revenue Sources</b>		<b>901</b>	<b>(901)</b>		<b>2,391</b>	<b>(2,391)</b>	<b>0.00%</b>
<b>Total Revenue- Combined Sources</b>	<b>744,766</b>	<b>1,111,756</b>	<b>(366,990)</b>	<b>4,437,137</b>	<b>4,284,501</b>	<b>152,636</b>	<b>96.56%</b>
<b>EXPENDITURES/EXPENSES</b>							
Administration	58,951	36,317	22,634	476,551	203,213	273,338	42.64%
Transportation Planning	205,503	107,236	98,267	933,828	446,197	487,631	47.78%
VanGo	66,001	60,766	5,235	356,851	228,125	128,726	63.93%
Mobility Management	17,001	10,031	6,970	108,201	61,074	47,127	56.44%
<b>Subtotal Payroll Expense</b>	<b>347,456</b>	<b>214,351</b>	<b>133,105</b>	<b>1,875,431</b>	<b>938,608</b>	<b>936,823</b>	<b>50.05%</b> ④
Professional Services & Consulting	65,245	93,158	(27,913)	327,801	339,509	(11,708)	103.57%
<b>Subtotal professional Services &amp; Consulting</b>	<b>65,245</b>	<b>93,158</b>	<b>(27,913)</b>	<b>327,801</b>	<b>339,509</b>	<b>(11,708)</b>	<b>103.57%</b>
Fleet Expense	177,912	177,097	815	659,672	682,431	(22,759)	103.45%
Insurance Expense	1,000	1,466	(466)	5,500	14,799	(9,299)	269.07% ⑤
Office Furniture/Equipment (non-cap)	1,250	806	444	26,750	19,572	7,178	73.17%
Office Supplies	1,175	1,295	(120)	7,175	4,456	2,719	62.10%
Communications (phone/data/fax)	3,916	2,585	1,331	18,916	12,590	6,326	66.56%
Postage	800	507	293	4,640	2,451	2,189	52.82%
Printing	6,537	70	6,467	6,537	557	5,980	8.52%
Rent	26,792	25,213	1,579	105,542	107,035	(1,493)	101.41%
Credit Card Fees (VanGo)	5,000	4,233	767	23,281	16,163	7,118	69.43%
Other Office Operating (Facility, Repairs, Furniture move Recycling,Office Equipment Lease, Water)	8,155	7,882	273	47,058	30,804	16,254	65.46%
Dues and Subscriptions	2,480	1,101	1,379	7,985	6,533	1,452	81.81%
Maintenance Contracts / Licensing	14,432	26,642	(12,210)	46,911	68,025	(21,114)	145.01% ⑥
Software maintenance							
Employee Moving	12,500		12,500	13,625	1,051	12,574	7.71%
Bad Debt (VanGo)		1,494	(1,494)		1,494	(1,494)	0.00%
Event/Meeting Expense	3,276	1,730	1,546	20,856	12,049	8,807	57.77%
Indirect Costs							0.00%
Travel/Conference/Training Expense	5,739	2,072	3,666	15,676	7,186	8,490	45.84%
Capitalized Equipment /Vehicles	61,112	194,047	(132,935)	1,223,781	1,225,578	(1,797)	100.15%
Pass Through JARC/New Freedom Funds		110,103	(110,103)		173,676	(173,676)	0.00%
<b>Subtotal Other Expenses</b>	<b>332,076</b>	<b>558,343</b>	<b>(226,268)</b>	<b>2,233,905</b>	<b>2,386,450</b>	<b>(152,545)</b>	<b>106.83%</b>
<b>Total Expenditures/Expenses</b>	<b>744,777</b>	<b>865,853</b>	<b>(121,077)</b>	<b>4,437,137</b>	<b>3,664,566</b>	<b>772,571</b>	<b>82.59%</b>
Excess(Deficiency) of Revenue over Expenditures)	(11)	245,903	(245,914)		619,935	(619,935)	0.00% ⑦

**Explanation of Variances**

- ① These funds are the amount CDOT is paying for the Land Use/ Travel Demand model work. The project was not complete as of December
- ② Program revenue includes sales of 35 vans. Budget included sale of approximately 5 vans.
- ③ RTD increased our 2014 contract amount by \$100,000 for purchase of vans
- ④ During the year there have been various vacant positions which reduced the amount of payroll expense. Currently there is one position still
- ⑤ A personal injury claim was paid out during the year.
- ⑥ Two years worth of maintenance was paid for the VanGO website due to the sale of the company and extended negotiations. During 2014 we began tracking copier usage by program.
- ⑦ Of the \$619,935 Excess Revenue over Expenditures, \$536,412 comes from the VanGo™ program (the majority of this is due to receiving funds from Fort Collins in exchange for Federal Section 5307 funds and the sales of the 35 vans) and \$52,523 comes from the other programs. This amount is excess indirect costs billed based on CDOT's 2014 approved indirect cost rate which we will pay back next year and it will show up as a loss.

4th Quarter Professional Services & Consulting (f)	4th Quarter			Year-to-Date			%
	2014	2014	Variance Over (Under)	2014	2014	Variance Over (Under)	
<b>Professional Services &amp; Consulting</b>	Budget	Actual	Variance Over (Under)	Budget	Actual	Variance Over (Under)	
<b>Administration</b>							
<b>Information Technology Services</b>							
ITX Technology	\$6,250.00	\$6,919.25	\$669.25	\$30,000.00	\$28,475.75	(\$1,524.25)	94.92%
Njevity	500.00	218.75	(\$281.25)	2,000.00	962.50	(\$1,037.50)	48.13%
Dwight Saunders			\$0.00		150.00	\$150.00	0.00%
<b>Audit Services</b>							
Anton Collins Mitchell, LLP	3,125.00	0.00	(\$3,125.00)	9,600.00	9,600.00	\$0.00	100.00% (a)
<b>Legal Services</b>							
Hayes, Phillips, Hoffman & Carberry	500.00		(\$500.00)	2,000.00	2,007.50	\$7.50	100.38%
Bell, Gould & Scott PC		175.00			175.00	\$175.00	
<b>Human Services</b>							
Mountain States Employers Council							0.00%
	<b>\$10,375.00</b>	<b>\$7,313.00</b>	<b>(\$3,237.00)</b>	<b>\$43,600.00</b>	<b>\$41,370.75</b>	<b>(\$2,229.25)</b>	<b>94.89%</b>
<b>VanGo™ Program</b>							
Training and other programs	250.00	\$0.00	(\$250.00)	1,000.00	\$90.00	(\$910.00)	9.00%
<b>Planning</b>							
<b>Land Use/Travel Demand Model</b>							
Cambridge Systematics	\$38,070.80	\$47,047.38	8,976.58	\$152,283.20	\$153,926.54	\$1,643.34	101.08% (b)
Cambridge Systematics-CDOT	\$9,575.20	\$23,562.29	20,077.15	\$68,677.80	\$75,548.54	\$6,870.74	110.00% (b)
<b>Severence Transportation Plan</b>							
Felsburg Holt & Ullevig	\$5,724.00	\$13,988.63	8,264.63	\$57,240.00	\$52,406.76	(\$4,833.24)	91.56%
<b>Region 2 DOLA Annual Report</b>							
Arvilla Kirchoff			592.74		\$592.74	\$592.74	0.00%
<b>Tip Tool</b>							
Data Transfer Solutions			0.00		\$10,585.50	\$10,585.50	0.00%
	<b>\$53,370.00</b>	<b>\$84,598.30</b>	<b>\$37,911.10</b>	<b>\$278,201.00</b>	<b>\$293,060.08</b>	<b>\$14,859.08</b>	<b>105.34%</b>
<b>Mobility Management</b>							
Volunteer Drivers Program	\$1,250.00	\$1,246.95	(\$3.05)	\$5,000.00	\$4,987.80	(\$12.20)	99.76%
	<b>\$1,250.00</b>	<b>\$1,246.95</b>	<b>(\$3.05)</b>	<b>\$5,000.00</b>	<b>\$4,987.80</b>	<b>(\$12.20)</b>	<b>99.76%</b>
<b>4th Qtr Quarter Professional Services &amp; Consulting Total</b>	<b>\$65,245.00</b>	<b>\$93,158.25</b>	<b>\$27,913.25</b>				
<b>Year-to-Date Professional Services &amp; Consulting Total</b>				<b>\$327,801.00</b>	<b>\$339,508.63</b>	<b>\$11,707.63</b>	<b>103.57%</b>

(a) - auditing services are paid within the time frame that they are performed.

(b) Services were not complete at yearend. Carryover of contracted amounts at the end of the fiscal year (09/30/14) were not included in the last qtr budget.

North Front Range MPO  
 Unaudited Statement of Net Assets-MPO  
 For the Twelve Months Ending Wednesday, December 31, 2014

ASSETS	
Cash and Cash	
Equivalents	\$80,175
Cash-Savings	183,307
Investments	120,477
Receivables	378,542
Prepays	8,729
Capital Assets, net	37,367
Grant Receivables for	
Long Term Liabilities	<u>22,443</u>
Total Assets	<u><u>831,038</u></u>

LIABILITIES AND NET  
ASSETS

LIABILITIES	
Accounts Payable and	
Accrued Liabilities	169,109
Deferred Revenue	47,182
Long-Term Liabilities	
Capital Leases	9,812
Accumulated Leave	<u>22,443</u>
Total Liabilities	<u><u>248,547</u></u>

FUND BALANCE	
Unreserved	498,968
Current Year Revenue	
over (under) Expenditures	<u>83,523</u>
Total Fund Balance	<u><u>582,491</u></u>

Total Liabilities and Fund	
Balance	<u><u>831,038</u></u>



North Front Range MPO  
 Unaudited MPO Statement of Revenue  
 For the Twelve Months Ending Wednesday, December 31, 2014

	2014	2014	2014	2014	2014	2014	%
	4th Qtr Budget	4th Qtr Actual	Quarterly Variance	Annual Budget	4th Qtr year to Date	Annual Variance	Complete
<b>REVENUE</b>							
FHWA - Federal Income - CPG	\$275,312	\$169,370	\$105,941	\$1,017,460	\$688,563	\$328,897	67.67%
FHWA - Federal Income - STP-Metro - Matched	42,755	8,286	34,468	216,930	155,274	61,656	71.58%
FHWA - Federal Income -STP Metro-Unmatched							
State Planning Funds	6,250	23,562	(17,312)	175,000	80,428	94,572	45.96%
State-APCD	6,250	4,067	2,183	25,000	19,377	5,623	77.51%
State - FASTER Funds							
FTA-Federal Income-Section 5307							
FTA - Federal income - Section 5310	20,000	10,556	9,444	92,542	78,725	13,817	85.07%
FTA-Federal Income - Section 5316							
FTA - Federal Income - Section 5317		120,977	(120,977)		173,968	(173,968)	0.00%
<b>Subtotal Grant Revenue</b>	<b>350,566</b>	<b>336,819</b>	<b>13,747</b>	<b>1,526,932</b>	<b>1,196,335</b>	<b>330,698</b>	<b>78.35%</b>
Local match - Member Entities	70,351	43,040	27,311	302,246	196,117	106,129	64.89%
Local - RTD				38,457		38,457	0.00%
100% Local	76	226	(150)	263	226	37	85.82%
<b>Subtotal Local - All Sources</b>	<b>70,426</b>	<b>43,266</b>	<b>27,161</b>	<b>340,966</b>	<b>196,343</b>	<b>144,623</b>	<b>57.58%</b>
Miscellaneous Revenue		367	(367)		777	(777)	0.00%
Interest Earned		150	(150)		584	(584)	0.00%
<b>Subtotal Other Revenue Sources</b>		<b>517</b>	<b>(517)</b>		<b>1,361</b>	<b>(1,361)</b>	<b>0.00%</b>
<b>Total Revenue- Combined Sources</b>	<b>420,993</b>	<b>380,601</b>	<b>40,391</b>	<b>1,867,898</b>	<b>1,394,038</b>	<b>473,860</b>	<b>74.63%</b>
<b>EXPENDITURES/EXPENSES</b>							
Administration	58,951	36,317	22,634	476,551	203,213	273,338	42.64%
Transportation Planning	205,503	107,236	98,267	933,828	446,197	487,631	47.78%
Mobility Management	17,001	10,031	6,970	108,201	61,074	47,127	56.44%
<b>Subtotal Payroll Expense</b>	<b>281,455</b>	<b>153,585</b>	<b>127,870</b>	<b>1,518,580</b>	<b>710,483</b>	<b>808,097</b>	<b>46.79%</b> (1)
Professional Services & Consulting	65,245	93,158	(27,913)	327,433	339,241	(11,808)	103.61%
<b>Subtotal professional Services &amp; Consulting</b>	<b>65,245</b>	<b>93,158</b>	<b>(27,913)</b>	<b>327,433</b>	<b>339,241</b>	<b>(11,808)</b>	<b>103.61%</b>
Fleet Expense	3,125	628	2,497	9,275	4,245	5,030	45.77%
Insurance Expense	1,000	1,466	(466)	5,500	14,799	(9,299)	269.07% (2)
Office Furniture/Equipment (non-cap)	1,250	806	444	26,750	19,562	7,188	73.13%
Office Supplies	1,175	1,212	(37)	7,175	4,309	2,866	60.05%
Communications (phone/data/fax)	3,916	2,585	1,331	18,916	12,331	6,585	65.19%
Postage	625	261	364	3,625	2,165	1,460	59.72%
Printing	6,537	63	6,474	6,537	459	6,078	7.02%
Rent	26,792	25,213	1,579	105,542	107,035	(1,493)	101.41%
Credit Card Fees (VanGo)							
Other Office Operating (Facility, Repairs, Furniture move Recycling, Office Equipment Lease, Water)	3,125	7,896	(4,770)	31,850	18,596	13,254	58.39%
Dues and Subscriptions	1,875	820	1,055	6,330	4,478	1,852	70.75%
Maintenance Contracts /Licensing	9,902	7,575	2,327	28,881	30,819	(1,938)	106.71%
Software maintenance							
Employee Moving	12,500		12,500	13,625	1,051	12,574	7.71%
Bad Debt (VanGo)							
Event/Meeting Expense	2,026	1,804	221	16,068	9,751	6,337	60.61%
Indirect Costs	(29,832)	(22,522)	(7,310)	(29,832)	(165,324)	135,492	0.00%
Travel/Conference/Training Expense	4,613	1,750	2,863	10,613	4,657	5,956	43.88%
Capitalized Equipment /Vehicles	9,750		9,750	9,750	18,183	(8,433)	186.49% (3)
Pass Through JARC/New Freedom Funds		110,103	(110,103)		173,676	(173,676)	0.00%
<b>Subtotal Other Expenses</b>	<b>58,379</b>	<b>139,658</b>	<b>(81,279)</b>	<b>270,625</b>	<b>260,791</b>	<b>9,834</b>	<b>96.37%</b>
<b>Total Expenditures/Expenses</b>	<b>405,079</b>	<b>386,401</b>	<b>18,678</b>	<b>2,116,638</b>	<b>1,310,515</b>	<b>806,123</b>	<b>61.91%</b>
Excess(Deficiency) of Revenue over Expenditures)	15,914	(5,799)	21,713	(248,740)	83,523	(332,263)	-33.58%

(1) During the year there have been various vacant positions which reduced the amount of payroll expense. Currently there is one position still open.

(2) A personal injury claim was paid out during the year.

(3) One of the host servers failed requiring unbudgeted costs to replace

VanGo  
 Unaudited Statement of Net Assets  
 For the Twelve Months Ending Wednesday, December 31, 2014

ASSETS	
Cash and Cash	
Equivalents	\$95,659
Cash-Savings	490,447
Investments	312,394
Receivables	265,552
Capital Assets, net	287,965
Grant Receivables for	
Long Term Liabilities	<u>12,079</u>
Total Assets	<u><u>1,464,096</u></u>

LIABILITIES AND NET  
ASSETS

LIABILITIES	
Accounts Payable and	
Accrued Liabilities	26,632
Long-Term Liabilities	
Capital Leases	887
Accumulated Leave	<u>12,079</u>
Total Liabilities	<u><u>39,598</u></u>

FUND BALANCE	
Unreserved	888,086
Current Year Revenue	
over (under) Expenditures	<u>536,412</u>
Total Fund Balance	<u><u>1,424,498</u></u>

Total Liabilities and Fund	
Balance	<u><u>1,464,096</u></u>

VanGo  
 Unaudited Revenue, Expenditures Changes in Fund Balance  
 For the Twelve Months Ending Wednesday, December 31, 2014

	2014	2014	2014	2014	2014	2014	%
	4th Qtr Budget	4th Qtr Actual	Quarterly Variance	Annual Budget	4th Qtr Year to Date	Annual Variance	Complete
<b>REVENUE</b>							
FHWA - Federal Income -STP							
Metro-Unmatched	\$9,375		\$9,375	\$408,875	\$399,500	\$9,375	97.71%
State - FASTER Funds	16,000		16,000	64,000	61,159	2,841	95.56%
FTA-Federal Income-Section 5307				306,037	306,039	(2)	100.00%
<b>Subtotal Grant Revenue</b>	<b>25,375</b>		<b>25,375</b>	<b>778,912</b>	<b>766,698</b>	<b>12,214</b>	<b>98.43%</b>
Local - RTD		23,346	(23,346)	12,839	38,716	(25,877)	301.55%
<b>Subtotal Local - All Sources</b>		<b>23,346</b>	<b>(23,346)</b>	<b>12,839</b>	<b>38,716</b>	<b>(25,877)</b>	<b>301.55%</b>
Program Revenue - Fares	227,321	267,721	(40,400)	894,684	998,573	(103,889)	111.61%
Sale of Vehicles	15,000	192,605	(177,605)	15,000	230,495	(215,495)	1536.63% (a)
RTD Funds		247,100	(247,100)	481,494	630,641	(149,147)	130.98% (b)
City of Fort Collins Funds	56,078		56,078	386,310	224,310	162,000	58.06%
<b>Subtotal VanGo Revenue-All Sources</b>	<b>323,774</b>	<b>730,772</b>	<b>(406,998)</b>	<b>2,569,239</b>	<b>2,889,433</b>	<b>(320,194)</b>	<b>112.46%</b>
Interest Earned		384	(384)		1,030	(1,030)	0.00%
<b>Subtotal Other Revenue Sources</b>		<b>384</b>	<b>(384)</b>		<b>1,030</b>	<b>(1,030)</b>	<b>0.00%</b>
<b>Total Revenue- Combined Sources</b>	<b>323,774</b>	<b>731,156</b>	<b>(407,382)</b>	<b>2,569,239</b>	<b>2,890,463</b>	<b>(321,224)</b>	<b>112.50%</b>
<b>EXPENDITURES/EXPENSES</b>							
Fleet Expense							
Fleet Insurance	31,250	29,669	1,581	146,319	117,388	28,931	80.23%
Fleet Lease Payments	6,300	6,300		39,900	27,748	12,152	69.54%
Fleet Motor Fuel & Oil	72,511	46,644	25,867	253,922	281,790	(27,868)	110.98%
Fleet Repairs & Maintenance	58,650	84,561	(25,911)	196,358	229,690	(33,332)	116.98%
Fleet Repairs & Maintenance-Insurance Deductible	3,400	5,991	(2,591)	3,400	5,417	(2,017)	159.32% (c)
Guaranteed Ride Home	1,175	1,614	(439)	5,480	4,082	1,398	74.49%
Fleet Other	1,501	1,689	(188)	5,018	12,071	(7,053)	240.55% (d)
<b>Subtotal Fleet Expense</b>	<b>174,787</b>	<b>176,468</b>	<b>(1,681)</b>	<b>650,397</b>	<b>678,186</b>	<b>(27,789)</b>	<b>104.27%</b>
VanGo Payroll	66,001	60,766	5,235	356,851	228,125	128,726	63.93%
Professional Services and Consulting				368	268	100	72.83%
Office Furniture/Equipment (non-cap)					10	(10)	0.00%
Office Supplies		84	(84)		147	(147)	0.00%
Communications (phone/data/fax)					260	(260)	0.00%
Postage	175	245	(70)	1,015	286	729	28.18%
Credit Card Fees	5,000	4,233	767	23,281	16,163	7,118	69.43%
Other Office operating (Facility, Repairs, Furniture move, Recycling, Office Equipment lease, Water)		(6)	6	2,678	2,300	378	85.88%
Dues and Subscriptions	605	281	324	1,655	2,054	(399)	124.11% (e)
Maintenance Contracts / Licensing	4,530	19,067	(14,537)	18,030	37,206	(19,176)	206.36% (f)
Bad Debt		1,494	(1,494)		1,494	(1,494)	0.00%
Rideshare Promotion	5,030		5,030	12,530	10,005	2,525	79.85%
Event/Meeting Expense	1,251	(74)	1,325	4,768	2,298	2,470	48.20%
Indirect Costs	29,832	22,522	7,310	29,832	165,324	(135,492)	0.00%
Travel/Conference/ Training	1,126	323	803	5,063	2,529	2,534	49.95%
Capitalized Equipment/Vehicles	51,362	194,047	(142,685)	1,214,031	1,207,396	6,635	99.45%
<b>Subtotal Other Expenses</b>	<b>98,911</b>	<b>242,216</b>	<b>(143,305)</b>	<b>1,312,883</b>	<b>1,447,472</b>	<b>(134,589)</b>	<b>110.25%</b>
<b>Total Expenditures/Expenses</b>	<b>339,699</b>	<b>479,450</b>	<b>(139,751)</b>	<b>2,320,499</b>	<b>2,354,051</b>	<b>(33,552)</b>	<b>101.45%</b>
Excess(Deficiency) of Revenue over Expenditures	(15,925)	251,706	(267,631)	248,740	536,412	(287,672)	215.65%

**Explanation of Variances**

- |   |
|---|
| <p>(a) The VanGo program sold 35 vans. The budget included the sale of approximately 5 vans.</p> <p>(b) RTD added \$100,000 to their contract midyear to provide funds for van purchases.</p> <p>(c) The program had more insurance claims then budgeted. Part of the claims were for hail damage to the vans. Insurance Deductible costs were orginally budgeted with Repairs and Mainenance</p> <p>(d) Rider incentitives were budgeted as an offset to fares. The accounting has changed for these costs and they are now recorded as an expenses under fleet other</p> <p>(e) Membership in Northern Colo Clean Cities and 3 year SSL certificate was not budgeted.</p> <p>(f) Due to cost negotiations at the end of 2013 the program paid both 2013 and 2014 website maintenance and hosting in 2014 due to a sale of the company and extended negotiations. During 2014 we began tracking copier usage by program.</p> |
|---|

North Front Range Transportation and Air Quality Planning Council  
Cash and Investment Institution Listing  
As of December 31, 2014

<i>Institution</i>	<i>Account Number</i>	<i>Balance as of September 30, 2014</i>		
		<i>VanGo</i>	<i>MPO</i>	<i>Total</i>
<b>Cash</b>				
1st National Bank	0022		\$ 80,099.60	\$ 80,099.60
1st National Bank	7343	\$ 95,659.24		\$ 95,659.24
Petty Cash			\$ 75.00	\$ 75.00
<b>Total Cash</b>		<b>\$ 95,659.24</b>	<b>\$ 80,174.60</b>	<b>\$ 175,833.84</b>
<b>Savings</b>				
Community Banks of Colorado	0439		\$ 183,306.95	\$ 183,306.95
Public Service Credit Union	0095	\$ 245,320.56		\$ 245,320.56
1st National Bank	6539	\$ 245,126.22		\$ 245,126.22
<b>Total Savings</b>		<b>\$ 490,446.78</b>	<b>\$ 183,306.95</b>	<b>\$ 673,753.73</b>
<b>Investments</b>				
COLOTRUST	8001	\$ 262,393.86	\$ 120,476.60	\$ 382,870.46
First Bank	0597	\$ 50,000.00		\$ 50,000.00
<b>Total Investments</b>		<b>\$ 312,393.86</b>	<b>\$ 120,476.60</b>	<b>\$ 432,870.46</b>



ACTION ITEM: Procurement Policies



419 Canyon Avenue, Suite 300  
Fort Collins, Colorado 80521  
(970) 221-6243  
(800) 332-0950 (Colorado only)  
FAX: (970) 416-2406  
[www.nfrmpo.org](http://www.nfrmpo.org)  
[www.smarttrips.org](http://www.smarttrips.org)

#### **MPO Planning Council**

*Commissioner Sean Conway- Chair  
Weld County  
Joan Shaffer- Vice Chair  
City of Loveland  
Mayor Pro-Tem Jan Dowker - Past Chair  
Town of Berthoud  
Kevin Ross  
Town of Eaton  
Mayor John Morris  
City of Evans  
Mayor Pro-Tem Gerry Horak  
City of Fort Collins  
Brian Seifried  
Town of Garden City  
Mayor Tom Norton  
City of Greeley  
Troy Mellon  
Town of Johnstown  
Commissioner Tom Donnelly  
Larimer County  
Paula Cochran  
Town of LaSalle  
Jordan Jemiola  
Town of Milliken  
Mayor Don Brookshire  
Town of Severance  
Paul Steinway  
Town of Timnath  
Mayor John Vazquez  
Town of Windsor*

*Mike Silverstein- Interim  
Air Quality Control Commission  
Kathy Gilliland  
Transportation Commission*

#### **MPO Staff**

*Terri Blackmore  
Executive Director  
Becky Karasko  
Regional Transportation  
Planning Director  
Rena Steffen  
Administrative Director  
Crystal Hedberg  
Finance Manager  
Mary Warring  
Mobility Coordinator*

## **Memorandum**

To: NFRMPO Council

From: Crystal Hedberg

Date: March 5, 2015

Re: Procurement Policies and Procedures

### **Background**

The NFRMPO is required to follow federal guidelines when purchasing supplies and services. The draft procurement policies and procedures explain the requirements and processes to be followed to meet those requirements.

Procurements fall within one of the following categories

- Micro Purchases (under \$3,000)
- Small Purchases (\$3,000-\$24,999)
- Competitive bids/proposals (\$25,000 and above)

As you move from micro purchases to competitive bids/proposal, the requirements increase.

The Council members were requested to have their individual purchasing departments review the draft policies and procedures and provide comments and/or suggestions. The majority of the comments that were received have been incorporated into the policies and procedures.

### **Action**

The Finance Committee recommends NFRMPO Planning Council review and approve the Procurement Policies and Procedures.

# Procurement Policy Manual

North Front Range Transportation &  
Air Quality Planning Council



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## INTRODUCTION

In the North Front Range area of Colorado the North Front Range Transportation & Air Quality Planning Council (NFRT&AQPC) doing business as (DBA) the North Front Range Metropolitan Planning Organization (NFRMPO) and VanGo™ is responsible for all MPO processes. The NFRT&AQPC, made up of 15 local entities, is the governing body of the NFRMPO.

The NFRMPO must keep abreast of available Federal funding sources in all its forms and amounts. Furthermore, it must ensure that Federal requirements are followed and that the agency remains in compliance with Federal regulations, which enable the agency to acquire and manage Federal grants.

The Purchasing Policies and Procedures manual provides requirements for conducting third-party procurement that meets local, state and federal laws.

These purchasing policies and procedures govern procurement of all goods and services procured directly by the NFRMPO or VanGo™. The reimbursement of expenses is beyond the scope of this manual and is not included. Other considerations excluded from the policy include:

- Piggybacking
- Contract administration procedures including evaluation of contractor performance.

This manual will describe the procedures that the NFRMPO will follow.

## METHOD OF PROCUREMENT

### **Micro-Purchases**

Procurements of micro-purchases are those purchases under \$3,000. Purchases below this threshold may be made without obtaining competitive quotations if the grantee determines that the price is fair and reasonable. Such purchases are exempt from Buy America requirements. There should be equitable distribution among qualified suppliers, and no splitting of procurements to avoid competition. The Davis-bacon Act applies to construction contracts over \$2,000. See Purchase Request Form (Exhibit F)

**Minimum documentation required:** A determination that the price is fair and reasonable and documentation of how this determination was derived must be prepared prior to the issuance of an award.

**The procedures for micro-purchases are as follows:**

#### **Requestor**

- Determines if purchase qualifies as a micro purchase (under \$3,000 and multiple sources)
- Determines fair & reasonable price by checking catalogs etc.
- Completes purchase spending request & approval from team lead. (Exhibit F)
- Forward request to purchasing agent

#### **Purchasing**

- Determines fair & reasonable price by checking catalogs etc.
- Determines eligibility of vendor by searching the System for Award Management (SAM) to identify debarred or suspended bidders
- Obtains approval of Finance Manager
- Makes purchase (Requester may make purchase if approved by purchasing)

### **Small purchases**

Small purchase procedures are to be used if the services, supplies, or other property costs are between \$3,000 and \$25,000 (See Exhibit F). If small purchases procedures are used, price or rate quotations shall be obtained from at least three (3) qualified sources - prior to the issuance of an award. These price or rate quotations shall be placed in the master file. Please use *the Price/Rate Quotation Form* (Exhibit B).



The procedures for small purchases are as follows:

**Requester**

- Determines if purchase qualifies as a small \$3,000-\$25,000 and multiple sources
- Complete spending request (Exhibit G), and obtain approval from team lead

**Purchasing**

- Obtain 3 written quotes
- Verifies eligibility of vendor by searching the System for Award Management (SAM) to identify debarred or suspended bidders
- Obtain approve of Finance Manager
- Makes purchase (Requester may make purchase if approved by purchasing)

**Sealed Bids/RFP**

MPO policy is that a sealed bid or RFP should be used for obtaining services \$25,000 and above, with CDOT and Federal approval. Equipment purchases should use a sealed bid or RFB for \$25,000 and above.

Sealed Bids and RFP must be conducted in a manner providing full and open competition and must not restrict competition. Some situations that restrict competition include, but are not limited to: unreasonable qualification requirements, unnecessary experience requirements, organizational conflict of interest, "brand name" only specifications, excessive bonding, etc.

Begin by thinking about the process you will use to hire services; it is likely that a committee will evaluate proposals and conduct interviews to assess vendor's qualifications based on criteria established by the RFP.

**Sealed bids/Request for Bid (RFB) - Services**

Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

- 1) In order for sealed bidding to be feasible, the following conditions should be present:
  - a. A complete, adequate, and realistic specification or purchase description is available;
  - b. Two or more responsible bidders are willing and able to compete effectively for the business;
  - c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price;
  - d. No discussion with bidders is needed.
- 2) If this procurement method is used, the following requirements apply;

- a. The invitation for bids will be publicly advertised and solicited providing known suppliers sufficient time to prepare bids prior to the date set for opening the bids;
- b. The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services sought in order for the bidder to properly respond;
- c. All bids will be publicly opened at the time and place prescribed in the invitation for bids;

If there is a sound documented business reason any or all bids may be rejected. Rejecting lower bids than the bid being accepted for award must be accompanied by a detailed written Determination of Findings outlining the reasons for rejection and included in the master file.

**The procedures for Sealed Bids/Request for Bid (RFB) are as follows:**

1. Prepare Scope of Work (SOW) – The SOW should contain an outline of what is to be done, list specific tasks, which party (MPO or vendor) will pay for public outreach (mailings, advertising, copies, etc.); what products and deliverables are desired in the end, along with a proposed timeline. Be sure to specify that this work will be paid for with federal dollars; so any responding vendors ensure their understanding and compliance with all federal regulations and requirements that apply to our funding sources (i.e., FHWA or FTA). Do not specify the budget amount in the RFB.
1. Alert Finance Manager and Purchasing of impending RFB (verbal or via e-mail)
2. E-mail Scope of Work to CDOT liaison for approval, specifying UPWP task and budget source and cc: the Finance Manager.
3. Complete any needed revisions on Scope, send to NFRMPO Purchasing and cc: the Finance Manager. Also be sure to give vendors enough time to develop a bid before your closing date. If you know particular vendors you want considered, provide list of names to Purchasing.
- 3) Purchasing sends out notifications of an RFB availability on the website to vendors using a public bidding website (i.e. [www.govbids.com](http://www.govbids.com)) and notifies specific vendors. You can call the vendors to alert them if desired once the RFB is posted.
- 4) Purchasing compiles all bids received by cutoff date. Bids are awarded to the lowest (best price) responsive (meets all specifications), and responsible (is qualified to perform the work) bidder
- 5) **PRIOR TO MAKING ANY AWARDS, ALL POTENTIAL VENDORS MUST BE LOOKED UP ON THE FEDERAL “SYSTEM FOR AWARD MANAGEMENT” WEBSITE ([www.SAM.gov](http://www.SAM.gov)) TO ENSURE THEY ARE ELIGIBLE TO DO BUSINESS WITH WHEN USING FEDERAL DOLLARS.**

6) If a contract is required, Finance Manager prepares contract using MPO PSA templates. Program Manager reviews contract and then e-mails it to CDOT for their pre-approval. After CDOT has approved contract, Finance Manager obtains all necessary signatures and distributes copies to Vendor, Purchasing, Contract File, and scans and emails to Project Manager. If no contract is required, purchasing completes a purchase order and the program manager obtains necessary signatures. The signed PO is returned to purchasing to be included in the master file.

### **Competitive Proposal/Request for proposals (RFP)/Request for Qualifications (RFQ)**

The competitive proposal method of procurement is normally conducted with more than one source submitting an offer or proposal. Either a fixed price or cost reimbursement type contract is awarded. This method of procurement is generally used when conditions are not appropriate for the use of sealed bids (i.e., when descriptions of experience, education, expertise, availability of serves, etc. are necessary for evaluation). If this procurement method is used the following requirements apply;

- Requests for proposals will be publicized.
- All evaluation factors will be identified and included along with their relative importance in the RFP. If scores are based on a uniform scale (i.e., 1-10 or 1-100), it is best to define in advance levels of compliance, skills, or proximity to be ideal that each step of the scale represents. (i.e., a bachelor's degree is worth 25 points, a master's degree is worth 50 points and a doctorate is worth 100 points)
- Proposals will be solicited from qualified sources using a public bidding website (i.e. [www.govbids.com](http://www.govbids.com)).
- Departments must have a written method in place for conducting technical evaluations of the proposals received and for selecting awardees. This documentation must be submitted to the Purchasing Department for approval and inclusion in the master file.
- Awards will be made to the responsible firm whose proposal is most advantageous to the grantee's program with price and other factors considered. Other factors may include labor rates, specifications, labor hours, and delivery schedule. Documentation of the award justification should clearly identify key determinations.

### **Mistakes in Proposals**

Since proposals are considered to be competitive negotiations there is more leeway allowed for correction of mistakes by the offeror. When it appears from a review of the proposal during evaluation and before award that a mistake has been made, the offeror may be asked to clarify their proposal in lieu of withdrawal.

### **Architectural and Engineering Services (A&E)**

Departments shall use competitive proposal procedures based on the Brooks Act, paragraph 9-5e, when contracting for A&E services as defined in 40 USC §541 and 40 USC §5325(d). The Brooks Act is federal policy relating to the selection of firms and individuals engaged to perform architectural, engineering and related services. Related services that lead to construction that should be procured using competitive proposal procedures based on the Brooks Act include program management, construction management, feasibility studies, preliminary engineering, design, surveying, mapping, and services which require performance by a registered or licensed architect or engineer.

The Brooks Act Requires that:

- An offeror's qualifications are evaluated;
- Price must be **excluded** as an evaluation factor;
- Negotiations be conducted with only the most qualified offeror; and
- Failing agreement on price, negotiations with the next most qualified offeror are conducted until a contract award can be made to the most qualified offeror whose price is fair and reasonable to the grantee.

This qualification-based procurement method can only be used for the procurement of A&E services and other services that lead to construction. This method of procurement cannot be used to obtain other types of services even though a firm that provided A&E services is also a potential source to perform other types of services.

### **Non-competitive Proposals (Sole Source)**

Sole Source procurements are accomplished through solicitation or acceptance of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. A contract amendment or change order that is not within the scope of the original contract is considered a sole source procurement that must comply with this subparagraph.

Reference: Circular 4220.1F, Chapter VI, Subsection 3(i)(1)(b):

FTE provides the following allowable conditions:

- Unique or innovative concept
- Patents or restrictive data rights
- Substantial duplication costs
- Unacceptable delay

- 1) Procurement of non-competitive proposals may be used only when the award of a contract is infeasible under small purchases procedures, sealed bids, or competitive proposals and **at least one** of the following circumstances applies;
  - a) The item is available only from a single source
  - b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
  - c) FTA authorizes non-competitive negotiations
  - d) After solicitation of a number of sources, competition is determined inadequate; or

- |
- 2) A cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profit, is required as well as a completed NFRMPO Noncompetitive Justification Form (Exhibit D).
  - 3) In the case of sole or single source procurement, justification for use of the source must be documented on the *Non-competitive Procurement Justification Form* (Attachment D).

**Best Value**

Best Value is a competitive, negotiated procurement process in which proposals contain both price and qualitative components, and award is based upon a combination of price and qualitative considerations. Qualitative considerations may include technical design, technical approach, quality of proposed personnel, and/or management plan. The award selection is based upon consideration of a combination of technical and price factors to determine the offer deemed most advantageous and of the greatest value to the organization.

DRAFT

## Mistakes after Award of Contract

### **Minor Informalities/Irregularities in Bids**

A minor informality or irregularity is one that is merely a matter of form and not substance. It also pertains to some immaterial defect in a bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders.

The defect or variation is considered immaterial when the effect on price, quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the services being acquired. If Purchasing determines that the bid submitted contains a minor informality or irregularity, then purchasing shall either give the bidder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a bid, or waive the deficiency, whichever is to the advantage of the NFRMPO.

In no event will the bidder be allowed to change the bid amount. Examples of minor informalities or irregularities include but are not limited to the following:

- Bidder fails to return the number of copies of signed bids required by the invitation to bid.
- Bidder fails to sign the bid, but only if – the unsigned bid is accompanied by other material evidence which indicates the bidder's intention to be bound by the unsigned bid. (such as bid bond, or signed cover letter which reference's the bid number or title, and the amount of bid)
- Bidder fails to acknowledge an amendment – this may be considered a minor informality only if the amendment, which was not acknowledged, is insignificant and involves only a matter of form or has either no effect or merely a negligible effect on price, quantity, or delivery of the item or services bid upon.

### **Mistakes where intended Correct Bid is Evident**

If the mistake and the intended correct bid are clearly evident to purchasing on the face of the bid document, the bid shall be corrected by the bidder to the intended correct bid and may not be withdrawn. Examples include typographical errors, errors in extending unit prices, and transposition errors.

### **Mistakes where intended Correct Bid is not Evident to the Manager**

A bidder may be permitted to withdraw a bid if the bidder submits proof of evidentiary value if the bid is withdrawn or contract negated due to the bid or contract containing mistakes despite the exercise by the bidder or contractor of reasonable care.

### **Mistakes Discovered before opening**

A bidder may correct mistakes discovered before the opening time and date by withdrawing or correcting the bid if the bidder's representative contacts Purchasing with a written request for withdrawal.

### **Mistake after Award of Contract**

When a mistake in a contractor's bid is not discovered until after award of a contract, the mistake may be corrected by contract change order if correcting the mistake would be favorable to the NFRMPO without changing the specification.

If the mistake is not in favor of the NFRMPO, Purchasing will have the following options:

- a. To rescind the contract via termination
- b. Deny the Contractor's request to correct the mistake, or
- c. To reform the contract by the following actions:
  - Delete the item(s) involved in the mistake
  - To increase the price of the contract by allowing the correction of the mistake, as long as the correction or increase in price does not exceed the price of the next lowest bidder.

Note: Partial corrections will not be allowed in order to stay below the next lowest bidder's price.

## PROTEST PROCEDURES

### Filing of Protest

1. When to File. Protest is submitted in writing and received by the Executive Director or his/her designee; 419 Canyon Avenue, Suite 300, Fort Collins, CO 80521 within seven (7) working days after the aggrieved person knows or should have known of the facts giving rise thereto.

Protests based upon restrictive specifications or alleged improprieties in any type of solicitation, which are apparent prior to bid opening or the closing date for receipt of initial proposals, is filed no later than three (3) working days prior to bid opening or the closing date for receipt of proposals.

2. Subject of Protest. Protestors may file a protest on any phase of solicitation or award, including but not limited to specification or award.

3. Form. The protest must be in writing and include, as a minimum, the following:

- (a) The name and address of the protestor.
- (b) Appropriate identification of the procurement by bid number.
- (c) A statement of the reasons for the protest.
- (d) Any available exhibits, evidence or documents substantiating the protest.

4. Decision. The Executive Director or his/her designee makes a decision, in writing, on a protest within seven (7) working days after receiving all relevant, requested information. The decision of the Executive Director or his/her designee is final.

5. Withholding of Award. When a protest has been filed before award, the North Front Range Transportation & Air Quality Planning Council will not make an award prior to the resolution of the protest, and when a protest has been filed before the opening of bids, the North Front Range Transportation & Air Quality Planning Council will not open bids prior to the resolution of the protest, unless the North Front Range Transportation & Air Quality Planning Council determines that:

- (a) The items to be procured are urgently required.
- (b) Delivery or performance will be unduly delayed by failure to make the award promptly.



(c) Failure to make prompt award will otherwise cause undue harm to the North Front Range Transportation & Air Quality Planning Council.

NOTE: Protests involving Federal Transit Administration (FTA) Funded Projects

- Vendors who protest an FTA funded purchase have an additional remedy if their protest is denied by the North Front Range Transportation & Air Quality Planning Council. They may also protest the award, (after these administrative processes have been exhausted) directly to the Federal Transit Administration.
- FTA will only entertain a protest that alleges the grantee failed to follow their protest procedures and that such a protest must be filed in accordance with Circular 4220.1F; and
- Allowance for request for reconsideration (if data becomes available that was not previously known, or there has been an error of law or regulation).
- The North Front Range Transportation & Air Quality Planning Council will notify FTA of any protests received relating to FTA funded projects.

## Purchasing with Federal Transit Administration (FTA) Funds

The following are additional requirements for the expenditure of Federal Administration funds.

*In addition to the requirement found in this Purchasing Policies and Procedure manual there are other items which must be done when purchasing with FTA funds. This section is designed to list those.*

*However, Buyers should consult FTA C 4220.1F and the Best Practices Manual which can be found at <http://www.fta.dot.gov/library/admin/BPPM/toc.html>.*

*Grantees and sub-grantees shall use their own procurement procedures that reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law, including the requirements and standards identified in this circular. If there is no State law on a particular aspect of procurement, Federal contract law principles will apply.*

## **Costing and Pricing**

### **Independent Cost Estimates**

Departments must make independent cost **estimates prior to initiation of the solicitation.** These estimates may be obtained from published competitive prices, results of competitive procurements, historical prices and trends, or by purchasing department estimates or outside estimators.

Departments must perform a cost or price analysis in connection with every procurement action, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation (FTA Circular 4420.1F Chapter VI-***The Cost and Price Analysis Form must be submitted to the Purchasing agent prior to issuing any solicitation. (Attachment C)***)

#### 1) Cost Analysis

- a) A cost analysis must be performed when the offeror is required to submit the elements (i.e., labor hours, overhead, materials, etc.) of the estimated cost, e.g., under professional consulting and architectural and engineering services contracts.
- b) A cost analysis will be necessary when adequate price competition is lacking and for sole source procurements, including contract modification or change orders, unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or on the basis of prices set by law or regulation.

#### 2) Price Analysis

- a) A price analysis may be used in all other instances to determine the reasonableness of the proposed contract price.

#### 3) Profit

- a) Departments will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis performed.
- b) To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

### **Federal Cost Principles**

Costs or prices based on estimated costs for contracts under grants will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal cost principals.

### **Cost Plus Percentage of Cost Prohibited**

The cost plus a percentage of cost shall not be used.

### **Full and Open Competition**

The principle of full and open competition has one primary and two secondary purposes. The primary purpose is to obtain the best quality and service at minimum cost or the best possible deal. The secondary purposes are to guard against favoritism and profiteering at public expense and to provide equal opportunities to participate in public business to every potential offeror.

Contracts with a value of more than \$25,000 shall be awarded by sealed bid or by the competitive proposal process unless there is an explicit exception. Departments must refrain from the following practices, which are deemed restrictive of competition:

- a. Unreasonable requirements placed on firms in order for them to qualify to do business;
- b. Unnecessary experience
- c. Noncompetitive pricing practices between firms or between affiliated companies;
- d. Noncompetitive awards to any person or firm on retainer contracts;
- e. Organization conflicts of interest;
- f. Restrictive use of brand names;
- g. Any arbitrary action in the procurement process; and
- h. Geographic preferences.

All departments must submit all required forms to Purchasing prior to issuance of an award letter.

### **Brand Name or Equals**

Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not contain features unduly restricting competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and when necessary shall set forth those minimum essential characteristics and standard to which it must conform if it is to satisfy its intended use.

Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equal” description may be used.

Departments shall use a “brand name or equal” description only when it cannot provide an adequate specification or more detailed description, without performing an inspection and analysis, in time for the acquisition under consideration.

Further, a department wishing to use “brand name or equal” must carefully identify its minimum needs and clearly set forth those salient physical and functional characteristics of the brand name product in the solicitation.

#### **NFRMPO Written Standards of Conduct/Conflicts of Interest**

No employee, officer, agent, Council member, or immediate family member shall participate in the selection of, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a *personal conflict of interest* would arise when any of the following has a financial interest or other interest in the firm selected for the award:

- 1) The employee, officer, agent, or Council member
- 2) Any member of his/her immediate family
- 3) His/her partner
- 4) An organization that employs, or is about to employ, any of the above

Employees, officers, agents, and Council members shall neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from actual contractors, potential contractors, or parties to sub-agreements, including but not limited to monies, credits, discounts, seasonal or special occasion presents, edibles, drinks, household appliances and furnishings, clothing, vacations, travel or hotel expenses, various forms of entertainment if:

- 1) It tends to influence the employee, officer, agent, or Council member in the discharge of employee's official duties
- 2) The employee, officer, agent, or Council member recently has been, or is now, or in the near future may be, involved in any official act or action directly affecting the donor or lender
- 3) The employee, officer, agent, or Council member has or appears to have influence over actions affecting the donor or lender in the employee's official capacity

Notwithstanding the above, this section shall not apply to the following scenarios:

- 1) An occasional unsolicited non-pecuniary gift of insignificant value such as accepting food or refreshment of nominal value on infrequent occasions in the ordinary course of a business luncheon or business dinner meeting or other meeting, or unsolicited thank you cards or gifts of insignificant value such as coupons, balloons, floral arrangements, or small gift baskets
- 2) Unsolicited advertising and promotional material such as pens, pencils, note pads, calendars, or other business-related items of nominal intrinsic value
- 3) An unsolicited gift, gratuity, favor, entertainment, or other thing of value when circumstances make it clear that an obvious long-standing social or family relationship rather than the business of the persons concerned is the motivating factor

Purchasing employees must recognize that their purchasing activities are of public interest and a matter of public record; therefore, their actions must be conducted in a manner so as to be fully substantiated and legally defended. At all times, employees must endeavor to keep from involvements that could result in a possible position of "conflict of interest."

When an actual or potential violation of any of these standards is discovered, the person involved shall promptly file a written statement concerning the matter with an appropriate supervisor.

The person may also request written instructions and disposition of the matter. If an actual violation occurs or is not disclosed and remedied, the employee involved may be reprimanded, suspended, or dismissed. The vendor or potential vendor may be barred from receiving future contracts and/or have an existing contract canceled.

The NFRMPO requires that all employees involved in procurement duties/functions sign a conflict of interest statement (Exhibit G) in January of each year, that members of the NFRT&AQPC sign the statement at the beginning of serving on the Council, and that the Procurement Officer keep these signed statements on file.

### **Organizational Conflicts of Interest**

An organizational conflict of interest occurs when any of the following circumstances arise:

- Lack of impartiality or impaired objectivity. When the contractor is unable, or potentially unable, to provide impartial and objective assistance or advice to the grantee due to other activities, relationships, contracts, or circumstances.
- Unequal access to information. The contractor has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.

- Biased ground rules. During the conduct of an earlier procurement, the contractor has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.

Purchasing and technical personnel are encouraged to work closely with senior management or legal counsel to review all situations that appear to have the potential for an organizational conflict of interest.

Senior management or counsel can assist with strategies to avoid, neutralize, or mitigate conflicts before contract award. If necessary, contact the NFRMPO attorneys for assistance.

### **Geographic Preferences**

Departments shall conduct procurements in a manner that prohibits the use of statutory or administratively imposed local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.

This does not preempt State licensing laws. However, geographic location may be a selection criterion in procurement for architectural and engineering (A&E) services provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

### **File Documentation**

Every procurement, bid, RFP, quote, sole source, or purchase order needs to contain the details of the procurement history and procedures to assure that these elements are contained in each FTA funded procurement file.

This includes written or oral quotes, bids, specification and independent cost analysis before and after award and documentation of the responsibility of the vendor.

### **File Documentation includes -**

**Procurement Method Used:** Provide the rationale for the method of procurement used for each contract.

**Contract Type:** Provide the reason for selecting the contract type used (fixed price, cost reimbursement, etc.)

**Contractor Selection:** Provide the reason for the selection or rejection of the contractor for all procurements exceeding the small purchase threshold.

Cost or Price: An evaluation and justification for a contract cost or price must be provided.

Prior to finalizing procurement the Buyer and Purchasing Agent will review the procurement file to determine if all elements are present.

### **File Retention Procedure**

All files will be retained for a minimum period of three years after completion of the project and/or after final project payment.

### **Surplus Property Management**

Property is declared surplus when it is no longer practical, necessary or economical to be retained by the North Front Range Transportation & Air Quality Planning Council. If you have furniture, equipment, scrap or supplies you no longer need, please notify Purchasing.

Whenever feasible and economical, trade-ins can be arranged to be credited against the cost of new equipment. Any item of property purchased with Federal grant money requires permission from the Federal agency prior to disposal if the proceeds from the sale of the property exceed \$5,000. These Federally funded items must be at the end of their useful life or the North Front Range Transportation & Air Quality Planning Council must repay the Federal Government based on the remaining value using straight line depreciation.

Departments should complete a Disposal of Assets Request Form (Attachment E) for any asset with a purchase cost of \$5,000 or more and forward to the Finance Manager.

### **Specific Requirements to be met for Disposal of FTA Funded Assets**

The Finance Manager will notify the FTA immediately in the event of any premature removals. No further action will be taken in the disposal of the equipment without FTA approval.

### **Required Federal Clauses**

When expending Federal Transit Administration Funds the additional clauses from the FTA must be included in the bid or RFP etc. and the contract. Buyers will check the FedForm section of the procurement electronic files. In addition a periodic review of the FTA web site [http://www.fta.dot.gov/documents/FY2015\\_Triennial\\_Review\\_Workshop\\_Workbook.pdf](http://www.fta.dot.gov/documents/FY2015_Triennial_Review_Workshop_Workbook.pdf) will be conducted to keep the documents up to date.

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NFRMPO Procurement Policy Manual

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# Exhibits

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Exhibit "A"

# North Front Range Transportation and Air Quality Planning Council Method of Procurement Decision Matrix Form

To best determine which method of Procurement is suitable, classify your situation by checking off the appropriate boxes below. All elements must apply to use that method

### Sealed Bid (RFB)>25,000

Complete & adequate specs or purchase description	<input type="checkbox"/>
Two or more responsible bidders willing to compete	<input type="checkbox"/>
Selection can be made on basis of price	<input type="checkbox"/>
Procurement suitable for firm fixed price	<input type="checkbox"/>
No discussion with bidders needed after receipt of offers	<input type="checkbox"/>

### Competitive Proposals (RFP/RFQ)

Complete specifications not feasible	<input type="checkbox"/>
Bidder input needed for specification	<input type="checkbox"/>
Two or more responsible bidders willing to compete	<input type="checkbox"/>
Discussion needed with bidders after receipt of proposals, prior to award	<input type="checkbox"/>
Fixed price can be set after discussions	<input type="checkbox"/>

### Sole Source (Only On Element Needed to Apply)

Custom item	<input type="checkbox"/>
Only one source available	<input type="checkbox"/>
Approve by FTA-Sole Source	<input type="checkbox"/>
Competition is inadequate after public solicitation	<input type="checkbox"/>

**Exhibit "B"**  
North Front Range Transportation & Air Quality Planning Council  
Price/Rate Quotation Form

Subject \_\_\_\_\_

Report Date \_\_\_\_\_

Qty	Qty/Ctn	Item	Vendor	Price

Recommendation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approvals:

Purchasing Agent \_\_\_\_\_ Date \_\_\_\_\_

|

**Exhibit "C"**

North Front Range Transportation & Air Quality Planning Council  
Cost and Price Analysis Form

**Comparisons with other Competitive Proposals:**

Price quoted by vendor: \_\_\_\_\_  
Competitive prices obtained from other vendors: \_\_\_\_\_  
(State name of vendor and price): \_\_\_\_\_  
\_\_\_\_\_

**Previous Contracts:**

Date of Contract: \_\_\_\_\_  
Purchase Price: \_\_\_\_\_

**Catalog/Market Prices:**

Source: Purchase \_\_\_\_\_  
Price: \_\_\_\_\_

**Historical Prices:**

Date: Purchase \_\_\_\_\_  
Price: \_\_\_\_\_

**Independent Cost Estimates:**

Source: \_\_\_\_\_  
Date: \_\_\_\_\_  
Purchase Price: \_\_\_\_\_

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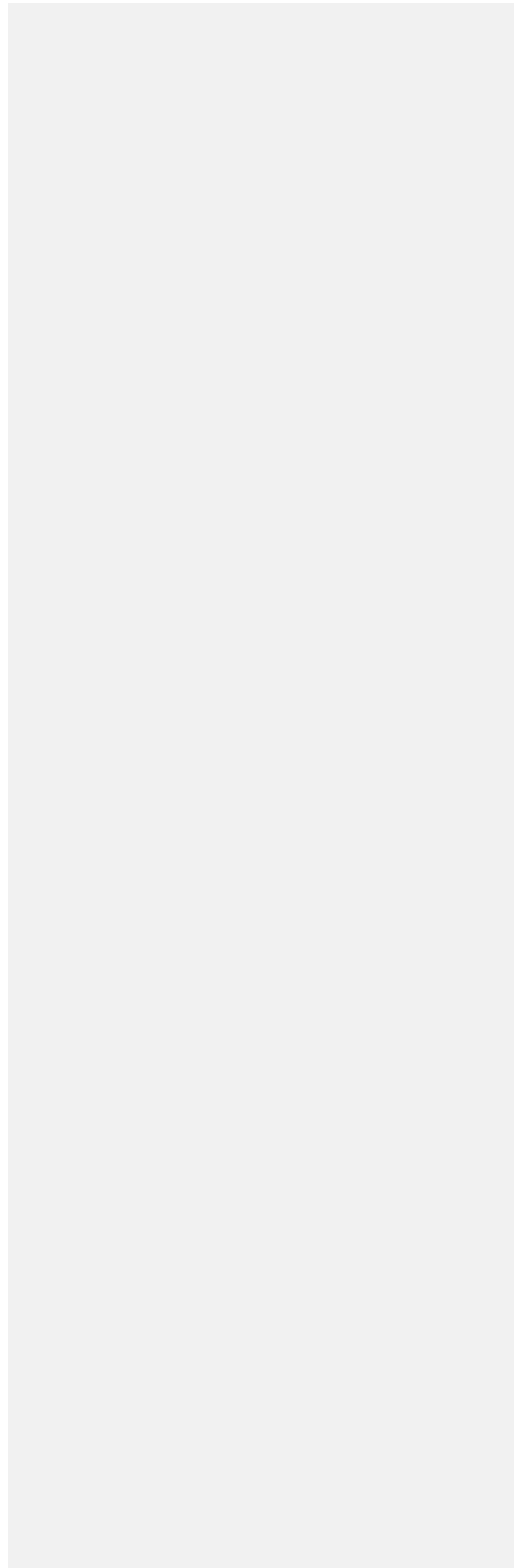


Exhibit "D"

# North Front Range & Transportation Planning Council Noncompetitive Procurement Justification Form

Check one

\_\_\_\_\_ The item is available only from a single source (sole source justification) is attached

\_\_\_\_\_ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency condition is attached)

\_\_\_\_\_ FTA Authorizes noncompetitive negotiations (letter of authorization is attached).

\_\_\_\_\_ After solicitation of a number of sources, competition is determined inadequate (record of source contacts is attached).

Comments:

---

---

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\_\_\_\_\_ Cost Analysis is attached

Purchasing

Team Lead

Date

Date

Exhibit "E"  
**North Front Range Transportation & Air Quality Planning Council**  
**Disposal of Assets Request Form**

Today's Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Item(s) to be Sold/Donated/Discarded;

Item: ID/Description (make, model, Serial #)	Age	General Condition	Other Information	Est. Amount \$	Purchased with	
					<input type="checkbox"/> FHWA funds	<input type="checkbox"/> Sold
					<input type="checkbox"/> FTA Funds	<input type="checkbox"/> Donated
					<input type="checkbox"/> State Funds	<input type="checkbox"/> Discarded
					<input type="checkbox"/> Other	
					<input type="checkbox"/> FHWA funds	<input type="checkbox"/> Sold
					<input type="checkbox"/> FTA Funds	<input type="checkbox"/> Donated
					<input type="checkbox"/> State Funds	<input type="checkbox"/> Discarded
					<input type="checkbox"/> Other	
					<input type="checkbox"/> FHWA funds	<input type="checkbox"/> Sold
					<input type="checkbox"/> FTA Funds	<input type="checkbox"/> Donated
					<input type="checkbox"/> State Funds	<input type="checkbox"/> Discarded
					<input type="checkbox"/> Other	
					<input type="checkbox"/> FHWA funds	<input type="checkbox"/> Sold
					<input type="checkbox"/> FTA Funds	<input type="checkbox"/> Donated
					<input type="checkbox"/> State Funds	<input type="checkbox"/> Discarded
					<input type="checkbox"/> Other	
					<input type="checkbox"/> FHWA funds	<input type="checkbox"/> Sold
					<input type="checkbox"/> FTA Funds	<input type="checkbox"/> Donated
					<input type="checkbox"/> State Funds	<input type="checkbox"/> Discarded
					<input type="checkbox"/> Other	
					<input type="checkbox"/> FHWA funds	<input type="checkbox"/> Sold
					<input type="checkbox"/> FTA Funds	<input type="checkbox"/> Donated
					<input type="checkbox"/> State Funds	<input type="checkbox"/> Discarded
					<input type="checkbox"/> Other	

Total \_\_\_\_\_

Purchasing: \_\_\_\_\_

Date: \_\_\_\_\_

Financial Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibit "F"  
**NFR MPO**  
**Purchase Request Form**

Today's Date: _____	Requested By: _____
Vendor Name/Company: (Please indicate if this is a new vendor and include all requested information)	
Name _____	Estimated Dollar Amount? \$ _____
Address _____	Checked Excluded Party List (If necessary) _____
City _____	Contact: _____
State _____	Phone: _____
Zip Code _____	Fax: _____
What are you purchasing / purpose?  _____	
Comments/Note: _____ _____ _____ _____ _____	
Requestor (Signature Required): _____	
1. Team Leader Approval: _____	Date: _____
2. Purchasing Agent Signoff: _____	Date: _____
3. Finance Manager Signoff: _____	Date: _____
4. Executive Director Approval: _____ (Required for all purchases >\$25,000)	Date: _____
5. Purchased By: _____	Date: _____
PO #: _____	Date: _____



**Exhibit “G”**

**Conflict of Interest Statement**

As a General Policy, the North Front Range Transportation & Air Quality Planning Council (NFRT&AQPC) seeks to prevent and avoid any conflicts of interest in the conduct of its business operations and to avoid any appearance of such conflicts to the public it services. Each council member or committee member has the duty to place the interests of the NFRT&AQPC foremost in any dealings on behalf of the organization and has a continuing responsibility to comply with this Policy.

In order to comply with the Policy, it is expected that:

If a council or committee member has an interest in a proposed transaction with the NFRT&AQPC in the form of a significant personal or organizational financial interest in the transaction or holds a position as trustee, director, officer or staff member in such organization or business, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction. The disclosure shall be recorded in the minutes of the meeting.

Any council or committee member who has a potential conflict of interest with respect to any matter coming before the council or a committee shall not participate in any discussion of or vote in connection with this matter. The disclosure shall be recorded in the minutes of the meeting.

Any council or committee member who gains privileged information by virtue of his or her role

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

as a council, committee or staff member shall not use that privileged information for personal or professional gain.

This Policy shall be distributed annually to council and committee members. A signature in the designated space at the bottom of the Policy will indicate that council or committee members’ agreement to abide by the Policy to the best of his or her ability. Noncompliance with the intent and spirit of the Conflict of Interest Policy may result in action deemed appropriate by the NFRT&AQPC.

This Policy may be revised or amended as determined appropriate by the NFRT&AQPC.

I have read the above statement of policy regarding conflict of interest and agree to abide by the policy to the best of my ability in my role as a council or committee member.



# Appendix A

## MPO Procedures for the Purchase of Minivans

**DRAFT**

## MPO Procedures for the Purchase of Minivans (FTA Funds)

1. An Independent Cost Estimate must be prepared before you advertise the bid or RFP. Base the estimate on previous orders or other recent awards. Add in an estimated Consumer Price Index (CPI) increase (if applicable), estimated cost of changes to equipment, known model year changes, etc.
2. Specifications must be clear and complete. Quotations must be received from two or more bidders. Bidders must provide a firm, fixed price and include current Buy America and Federal Motor Vehicle Safety Standards (FMVSS) documentation with their bid if over \$100,000. Selection is made on lowest price offered by a responsible and responsive bidder. Evaluate future purchase options as part of the selection process. Prepare a justification which shows that the award has been made to a responsible bidder.  
  
> Complete the Pre-Award certifications.
3. Do a price analysis. Conclude with a statement that the current price offered by (dealer name) is reasonable and fair. (Refer back to your ICE calculations and/or other bid awards to show why the price is reasonable and fair.)  
  
Note: The ICE, purchase justification, price analysis, and System for Award Management (SAM) search can all be combined in one document, with each action dated.
4. Complete a SAM search on the vendor. Print the resulting screen and paste it into a Word document for documentation of search. The screenshot shows the date and the results, which will be that the company name wasn't found in the search.
5. Purchasing will aid with collecting all the required certifications and documents. An FTA checklist for Sealed Bids must be completed by Purchasing. That checklist tracks the required actions.
6. Purchasing will set up and process the agreement covering the purchase. The MPO does not allow future purchases, called Options by the FTA.
7. Issue the purchase order to the dealer. The PO should reference the bid or RFP number and any related contract.
8. When vehicles are delivered Fleet inspects them. They should provide an inspection record. The dealer should provide current Buy America and FMVSS documentation.

> Complete the Post-Delivery certifications for each group of vans.

## North Front Range Municipal Planning Organization (MPO) Certifications for the Purchase of Vehicles using FTA Funds.

### PRE-AWARD BUY AMERICA COMPLIANCE CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart B, the MPO is satisfied that the vehicle to be purchased, ( ) (s) from \_\_\_\_\_, meets the requirements of Section 165(b)(3) of the Surface Transportation Assistance Act of 1982, as amended. The recipient has reviewed documentation provided by the manufacturer, which lists the proposed component and subcomponent parts of the vehicle identified by manufacturer, country of origin, and cost. Per Federal Register/ Vol. 75, No. 118, FR Doc. 2010-14992, issued June 15, 2010, the requirement for assembly of minivans in the United States has been waived.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

### PRE-AWARD PURCHASER'S REQUIREMENTS CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart B, the MPO certifies that the vehicle to be purchased, ( ) (s) from \_\_\_\_\_, are the same product described in the recipient's solicitation specification and that the proposed manufacturer is a responsible manufacturer with the capability to produce a vehicle that meets the specifications.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

### PRE-AWARD FMVSS COMPLIANCE CERTIFICATION

As required by Title 49 of the CFR, Part 663 – Subpart D, the MPO certifies that it received, at the pre-award stage, a copy of self-certification information stating that the vehicle, ( ) (s) from \_\_\_\_\_, will comply with the relevant Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in Title 49 of the Code of Federal Regulations, Part 571.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**CHECKLIST FOR SEALED BIDS: BID NO./Title: VanGo Minivans**

Checklist Item	Contract File Location	Comments
<p><b>7) Independent Cost Estimate</b></p> <p>The MPO made and documented an independent cost estimate before receipt of proposals.</p>		
<p><b>9) Unreasonable Qualification</b></p> <p>Requirements This solicitation did not contain unreasonable requirements placed on firms in order for them to qualify to do business.</p>		
<p><b>10) Unnecessary Experience and Excessive Bonding</b></p> <p>Unnecessary experience and excessive bonding requirements were not included in this solicitation or contract documents.</p>		
<p><b>11) Organizational Conflict of Interest (OCI)</b></p> <p>If there is an apparent or potential OCI the solicitation contains provisions to eliminate or mitigate the conflict (e.g. by inserting a clause that prohibits the contractor from competing for the follow-on contract to the current design or research contract) and OCI Certification is submitted by the contractor.</p>		

<p><b>12) Arbitrary Action</b></p> <p>There was no arbitrary action in the procurement process. (An example of arbitrary action is when award is made to other than the contractor who most satisfied all the MPOy requirements as specified in the solicitation and as evaluated by</p>		
<p><b>13) Brand Name Restrictions</b></p> <p>Brand Name or Equal. When it is impractical or uneconomical to provide a clear and accurate description of the technical requirements of the property to be acquired, a "brand name or equal" description may be used to define the performance or other salient characteristics of a specific type of property. The MPO must identify the salient characteristics of the named brand that offerors must provide. When using a "brand name" specification, the MPO does not need to reverse-engineer a complicated part to identify precise measurements or specifications in order to describe its salient characteristics. FT A's "Best Practices Procurement Manual" (BPPM) contains additional information on preparation of specifications including examples with specific language.</p>		
<p><b>14) Geographic Preferences</b></p> <p>The solicitation contains no in-State or local geographic preference except where Federal statutes mandate or encourage them.</p>		
<p><b>15) Contract Term Limitation</b></p> <p>The contract period of performance for rolling stock and replacement parts does not exceed five (5) years inclusive of options without prior written FTA approval. For all other types of contracts, the procurement file contains evidence that the contract term is based on sound business judgment.</p>		

<p><b>16) Written Procurement Selection Procedures</b></p> <p>The MPO has written selection procedures and the solicitation also identifies all requirements that offerors must fulfill and all other factors to be used in evaluating bids or proposals.</p>		
<p><b>17) Solicitation Prequalification Criteria</b></p> <p>The solicitation required prequalification of persons, firms, or products. The list is current includes enough qualified sources to ensure maximum full and open competition, and potential bidders are not precluded from qualifying during solicitation period from issuance of the solicitation to its closing date.</p> <p>If the solicitation does not contain a prequalification requirement, check NA.</p>		
<p><b>18) Award to Responsible Contractor</b></p> <p>The MPO made a determination that it was awarding to a responsible contractor considering such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.</p> <ol style="list-style-type: none"> <li>1. Appropriate Financial, equipment, facility and personnel. (Y/N)</li> <li>2. Ability to meet delivery schedule. (Y/N)</li> <li>3. Satisfactory period of performance. (Y/N)</li> <li>4. Satisfactory record of integrity not on declined or suspended listings. (Y/N)</li> <li>5. Receipt of all necessary data from vendor. (Y/N)</li> </ol>		
<p><b>19) Sound and Complete Agreement</b></p> <p>This contract is a sound and complete agreement. In addition, it includes remedies for breach of contract and provisions covering termination for cause and</p>		

convenience.		
<p><b>23) Price Quotations</b></p> <p>Price or rate quotations were obtained from an adequate number of qualified sources.</p>		
<p><b>24) Clear, Accurate, and Complete Specification</b></p> <p>A complete, adequate, and realistic specification or purchased description was available and included any specifications and pertinent attachments which define the items or services sought in order for the bidder to properly respond.</p>		
<p><b>25) Two Bidders</b></p> <p>Two or more responsible bidders were willing and able to compete effectively for the business.</p>		
<p><b>26) Firm Fixed Price</b></p> <p>A firm fixed price contract was appropriate for this procurement.</p>		
<p><b>27) Selection on Price</b></p> <p>The selection of the successful bidder could be made principally on the basis of price.</p>		
<p><b>28) Discussions Unnecessary</b></p> <p>In this procurement, other than a prebid conference, discussions with bidders should not be needed between solicitation and award.</p>		
<p><b>29) Advertising</b></p> <p>The Invitation for Bids was publically</p>		

advertised.		
<b>30) Adequate Number of Sources Solicited</b>  Bids were solicited from an adequate number of known suppliers.		
<b>31) Sufficient Bid Time</b>  Prospective bidders were provided sufficient time to prepare bids prior to the date set for opening the bids.		
<b>32) Bid Opening</b>  All bids were publicly opened at the time and place prescribed in the invitation for bids.		
<b>33) Responsiveness</b>  A firm fixed price contract was awarded in writing to the lowest responsive bidder.		
<b>34) Lowest Price</b>  The bidding documents specified that factors, such as discounts, transportation costs, and life cycle costs, would be considered in determining which bid was the lowest. These factors were considered by the MPO in determining which bid was the lowest.  If these factors were not specified, check NA.		
<b>35) Rejecting Bids</b>  A bid (or bids) was rejected for a sound documented business reason.  If no bids were rejected, check NA.		



<p><b>40) Evaluation of Options</b></p> <p>The option quantities or periods contained in the contractor's bid or offer were evaluated in order to determine contract award. (To be eligible for Federal funding, options must be evaluated as part of the price evaluation of offers, or must be treated as sole source awards.)</p>		
<p><b>41) Cost or Price Analysis</b></p> <p>Either a cost analysis or a price analysis was performed and documented. The price was determined to be fair and reasonable.</p>		
<p><b>42) Written Record of Procurement History</b></p> <p>The file contains records detailing the history of this procurement. At a minimum, these records include:</p> <ul style="list-style-type: none"> <li>(1) the rationale for the method of procurement,</li> <li>(2) Selection of contract type,</li> <li>(3) reasons for contractor selection or rejection, and</li> <li>(4) the basis for the contract price.</li> </ul>		
<p><b>43) Exercise of Options</b></p> <p>The grantee exercised an option on this contract adhering to the terms and conditions of the option stated in the contract and determined that the option price was better than prices available in the market or that the option was a more advantageous offer at the time the option was exercised.</p> <p>If an option was not exercised under this contract, check NA.</p>		

<p><b>44) Out of Scope Changes</b></p> <p>The grantee amended this contract outside the scope of the original contract. The amendment was treated as a sole source procurement (complying with the FTA requirements for a justification, cost analysis and profit negotiation).</p>		
<p><b>45) Advance Payment Provisions</b></p> <p>The contractor did not receive an advance payment utilizing FTA funds and the contract does not contain advance payment provisions or, if it did, prior written concurrence was obtained from FTA.</p>		
<p><b>46) Progress Payment Provisions</b></p> <p>The contract contains progress payments based on costs incurred (as opposed to percent of completion) and the contract contains a provision giving the grantee title to property (materials, work in progress, and finished goods) for which progress payments are made. The contract may contain other security in lieu of obtaining title.</p>		
<p><b>47) Time and Materials Contracts</b></p> <p>This is a time and materials contract; the grantee determined that no other type of contract is suitable; and the contract specifies a ceiling price.</p>		
<p><b>48) Cost Plus Percentage of Cost</b></p> <p>This is not a cost plus a percentage of cost type contract.</p>		
<p><b>49) Liquidated Damages Provisions</b></p> <p>This contract contains liquidated damages provisions and the assessment for damages is specified in the contract at a specific rate per day for each day of overrun in contract time.</p>		



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**POST-DELIVERY PURCHASER'S REQUIREMENTS CERTIFICATION**

As required by Title 49 of the CFR, Part 663 – Subpart C, after visually inspecting and road testing the contract vehicles, the MPO certifies that the vehicle, \_\_\_\_\_ ( ) (s) from \_\_\_\_\_, meets the contract specifications.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**POST-DELIVERY FMVSS COMPLIANCE CERTIFICATION**

As required by Title 49 of the CFR, Part 663 – Subpart D, the MPO certifies that it received, at the post-delivery stage, a copy of self-certification information stating that the vehicle(s), \_\_\_\_\_ ( ) (s), complies with the relevant Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in Title 49 Code of Federal Regulations, Part 571.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_


PRESENTATION: Bustang- Colorado's  
Interregional Express Bus System



**COLORADO**  
Department of Transportation  
Division of Transit & Rail

**Colorado's New Interregional Express Bus System**

1



"The Mission of the Colorado Department of Transportation is to provide the best multi-modal transportation system for Colorado that most effectively and safely moves people, goods and information."

### IX BUS CONCEPT

- January 16, 2014 the TC approved implementation.
  - CDOT becomes a transit operator
  - Begins to fulfill CDOT's multimodal mission
- IX's mission:
  - Connect Colorado's population/employment centers.
  - Interconnect with the State's largest ground transportation providers along the Front Range Urban Corridor and the I-70 Mountain Corridor.
  - Provide a viable alternative to the private automobile.
- Peak Period Commute & "essential service" express
  - Fast/minimal travel time
  - Limited stops/significant spacing
    - ✓ Utilize park-and -rides for broad local access
- Maximize fare box recovery ratio
  - Expect minimum 40%
  - By Policy Directive - 20% within two years

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## ROUTES

**Map of Routes**

- Green Line - North Route
- Blue Line - West Route
- Orange Line - South Route






3






GREEN ROUTE Denver – Fort Collins

- **6 round trips/weekday**
  - 4 peak commute times
  - 2 off-peak
  - Budget for expansion from 6 to 7 round trips per day
- **Park and Rides/Stations**
  - Downtown Fort Collins Transit Center
    - ✓ Off-peak only
  - I-25/Harmony Rd. PnR - Ft. Collins
  - I-25/US 34 PnR - Loveland
  - Denver Union Station
- **Utilize current/future managed lanes & direct DUS access**
- **Ridership estimate**
  - 171-257 passengers/day




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GREEN ROUTE DRAFT Schedule

**NORTH LINE - GREEN** **SOUTHBOUND**


North Line operates Monday - Friday Except Major Holidays

	601	603	605	607	631	633
Downtown Transit Center (Transfort)	-----	-----	-----	-----	11:00 AM	3:00 PM
Harmony Road	5:20 AM	5:45 AM	6:15 AM	6:45 AM	11:20 AM	3:20 PM
U.S. 34 & I-25 Loveland	5:30 AM	5:55 AM	6:25 AM	6:55 AM	11:30 AM	3:30 PM
Denver Union Station Arrive	6:25 AM	6:50 AM	7:20 AM	7:50 AM	12:15 PM	4:15 PM
Denver Union Station Depart	6:30 AM	6:55 AM	7:25 AM	7:55 AM	12:20 PM	4:20 PM
Denver Bus Center	6:40 AM	7:05 AM	7:35 AM	8:05 AM	12:30 PM	4:30 PM


**NORTH LINE - GREEN** **NORTHBOUND**

	630	632	600	602	604	606
Denver Bus Center	7:00 AM	1:00 PM	4:05 PM	4:20 PM	5:00 PM	5:50 PM
Denver Union Station Arrive	7:10 AM	1:10 PM	4:15 PM	4:30 PM	5:10 PM	6:00 PM
Denver Union Station Depart	7:15 AM	1:15 PM	4:20 PM	4:35 PM	5:15 PM	6:05 PM
U.S. 34 & I-25 Loveland	8:05 AM	2:05 PM	5:10 PM	5:25 PM	6:05 PM	6:55 PM
Harmony	8:20 AM	2:20 PM	5:25 PM	5:40 PM	6:20 PM	7:10 PM
Downtown Transit Center (Transfort)	8:40 AM	2:40 PM	-----	-----	-----	-----



No Passengers will be handled where the entire trip is within Larimer County and within the RTD District


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## VEHICLES

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- **13 - Motor Coach Industries model D4500 Commuter Coaches**
  - 51 seat capacity - ample leg room
  - Reclining high-back coach style seats
  - Fold down snack trays w/beverage slot
  - Wheel Chair Accessible
  - Drop-down hydraulic chains on drive wheel
  - Free passenger Wi-Fi
  - 110v & USB (2 each) per dual seat unit
    - ✓ Mounted on side wall for W/C sliding seat units
  - Restrooms
  - Bicycle rack - 2 bike capacity
    - ✓ Able to accommodate more in baggage bins.



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## CONTRACT OPERATOR

- Evergreen Trails, Inc. dba Horizon Coach Lines
- USDOT#12016
- Subsidiary of TMS
  - This nation's premier convention and large event transportation logistical planner/provider
- Operations in Denver, Orlando, Las Vegas, Tampa, Raleigh-Durham, Charlotte, Winston-Salem, Seattle
  - Denver RTD para-transit contractor
  - Denver - Black Hawk fixed route casino transit
  - United Airlines crew transport (DEN-DENTK) - United Airlines Flight Training Center - Stapleton Airport site.
  - Denver Convention, Tour, and Charter Services




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## FARE STRUCTURE

- Based on \$0.17/mile - Consistent with industry/peer evaluation.
- Single ticket-one way
  - Fort Collins - Denver \$10/trip
  - Loveland - Denver \$9/trip
  - Colorado Springs - Denver \$12/trip
  - Glenwood Springs - Denver \$28/trip
  - Vail - Denver \$17/trip
  - Senior (65+) and disabled 25% discount
- Multiple trip discounts
  - 10% - 10 ride ticket
  - 20% - 20 ride ticket
  - 25% - 40 ride ticket



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### AMBIENT ADVERTISING



#### Newspaper Takeover

A series of large, branded quarter-page hoofprints will appear in smaller, local newspapers, attracting attention and sparking curiosity. The final 'step' is a Bustang Is Coming message featuring the logo and call to action.

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### AMBIENT ADVERTISING



#### Vinyl Hoofprints

Vinyl branded hoofprints will be placed around town, making it look as if a giant purple mustang has recently passed through.

These could be placed at outdoor malls, light rail stations and RTD stops in strategic locations like Fort Collins, Frisco, Colorado Springs and Denver Metro Area suburbs.

This creates the opportunity to share through CDOT's 20,000+ followers on social media.

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**COLORADO**  
Department of Transportation  
Division of Transit & Rail



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### NEXT STEPS



- **Fleet delivered**...Bustang “wrap” in process
- **Finalize** partner agreements (MOU’s)
- **Horizon** to begin training operators as specified.
- **Launch** the Bustang Marketing/Communications Plan
- **Launch** “Maiden Voyage” Spring 2015



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**COLORADO**  
Department of Transportation  
Division of Transit & Rail



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# RIDEBUSTANG.COM

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