

EXHIBIT A

SIMPLIFIED STATEMENT OF WORK,
FISCAL YEAR 2004

FY 2004 SIMPLIFIED STATEMENT OF WORK

The purpose of the Simplified Statement of Work is to identify the tasks to be carried out in transportation planning by the DESIGNATED AGENCY for the Gainesville-Hall Transportation Study area for a one-year period. This FY 2004 Simplified Statement of Work for the Gainesville-Hall Transportation Study area describes the transportation planning activities that are proposed to be conducted between July 1, 2003 through June 30, 2004.

This Simplified Statement of Work will guide transportation planning activities towards the adopted goals and objectives of the Gainesville-Hall Transportation Study area. This program continues the transportation planning process for Gainesville-Hall Transportation Study with an emphasis on detailing the plans and programs that have been developed in previous planning programs. Other areas of the Simplified Statement of Work concentrate on developing the information, data, and procedures that are necessary to maintain a viable and effective transportation planning process.

SECTION I - PROGRAM ADMINISTRATION

Purpose

To set up, coordinate, and conduct the transportation planning activities of the Metropolitan Planning Organization (MPO) in compliance with all federal, state, and local laws, regulations, and requirements. This includes managing the basic operations of the MPO program through the following elements:

Element 101- Study Direction

The MPO is responsible for the direction and coordination of transportation planning activities in study area boundary.

Objective 101-1: Maintain proper records as required under the PL contract and preparation of budgets, financial records, reimbursement requests & an annual performance report.

Measurements: Create written quarterly invoices that include a status report for submission to GDOT. Develop an annual report for review by MPO Committees (Citizens Advisory Committee, Technical Advisory Committee and Policy Committee) and submission to GDOT.

Timeline: 1st – 4th quarters

Planning Factors

Addressed: 1-7

Objective 101-2: Form, coordinate and administer the MPO and its committees.

Measurements: Develop and execute the MPO's Memorandum of Understanding, which states the intent/purpose of the MPO, clarifies its membership and roles, and describes the processes of MPO transportation planning activities.

Formulate and implement MPO By-laws including descriptions of MPO structure, committees, and operations. Hold at least 4 meetings per committee in FY 2004; each must have a quorum of voting members and recorded minutes available to all committees for review by the next scheduled meeting.

Officially develop and adopt the Planning Horizon Boundary for the MPO study area.

Timeline: 1st – 4th quarters

Planning Factors

Addressed: 1-7

Objective 101-3: Develop a Public Involvement Program (PIP)

Measurements: Develop a draft PIP for review by MPO Committees and the public; address comments, finalize a PIP for review by Committees, and propose adoption by the Policy Committee.

Timeline: 1st – 4th quarters.

Planning Factors

Addressed: 1-7

Element 102 - Unified Planning Work Program

The Unified Planning Work Program (UPWP) provides a schedule of MPO planning activities and serves as a budgetary document.

Objective 102-1: Collect public and committee input on a proposed FY 2005 UPWP. Take into consideration MPO progress made on FY 2004 simplified statement of work. Develop draft & final UPWP.

Measurements: Based on funding estimates from GDOT, develop draft FY 2005 UPWP for presentation to MPO Committees and submission to GDOT by December 2003. Collect public and committee input, address comments, and finalize the FY 2005 UPWP for final review by MPO Committees, Policy Committee adoption, and transmittal to GDOT by May, 2004.

Timeline: 2nd – 4th quarters.

Planning Factors

Addressed: 1-7

Element 103 – Staff Education

MPO staff may attend transportation-related conferences, seminars and courses offered by the National Highway Institute, Federal Highway Administration and Federal Transit Administrations, GDOT, etc. To be eligible for reimbursement, MPO staff shall seek prior written approval from GDOT before charging to this element if the courses involve reimbursable expenses for fees, registration, travel, per diem, lodging, etc.

Objective 103-1: Develop MPO staff knowledge of transportation planning through relevant workshop attendance, as available.

Measurements: Attend educational programs and workshops sponsored by FHWA, FTA, GDOT, etc.

Timeline: 1st - 4th quarters

Planning Factors

Addressed: 3, 5, 6

Element 104 - Computer System Purchases

This element allows the MPO to acquire relevant software, peripherals, and computer upgrades and permits MPO staff to attend relevant training on computer hardware and software. Purchases for other associated office equipment may be eligible only if related to the MPO's transportation planning activities. Eligibility for reimbursement under this element is dependent on prior written concurrence of GDOT.

Objective 104-1: Maintain computer systems used by the MPO in line of relevant transportation planning activities. Acquire software and peripherals as necessary to maintain the MPO's transportation planning process.

Measurements: IT report of computer status.

Timeline: 1st – 4th quarters

Planning Factors

Addressed: 1-7

Responsible Agencies:

The MPO is the responsible agency for carrying out work elements 101, 102, 103, and 104. Element 102 is a shared responsibility between the MPO and GDOT (GDOT will provide input into the UPWP development).

COST ESTIMATES AND FUNDING SOURCES

Element Number	PL Funds			SPR Funds	
	FHWA PL	GDOT Match	Local Match	FHWA (SPR)	GDOT (SPR)
101	\$33,432	\$4,179	\$4,179	\$1,708	\$4,257
102	\$16,716	\$2,090	\$2,090	\$5,109	\$1,277
103	\$6,686	\$836	\$836	\$2,469	\$617
104	\$5,572	\$697	\$697	\$1,703	\$426

SECTION II – SYSTEM PERFORMANCE MODELING

Purpose:

Establish and maintain up-to-date information files that measure existing transportation system performance.

Element 201- Street Usage

Street usage will include the collection of Average Daily Traffic (ADT) data provided by GDOT, and inclusion of this data into the GIS database.

Objective 201-1: Use ADT data with GIS road data to analyze changes in ADT. Use the information to guide development of the Transportation improvement Program and Long Range Transportation Plan.

Measurements: Complete a report that illustrates changes in ADT.

Timeline: 2nd – 4th quarters

Planning Factors

Addressed: 2, 3, 7

Element 202 - Transportation Information Systems

Transportation Information Systems (TIS) will include the maintenance of a digital street and highway layer and land use layer.

Objective 202-1: Maintain a GIS transportation layer showing roads, airports, rail, transit, bikeways, sidewalks, and freight transfer points.

Measurements: Current roads information available on MPO servers.

Timeline: 1st – 4th quarters

Planning Factors

Addressed: 1, 2, 3, 4, 5, 7

Responsible Agencies:

The MPO is the responsible agency for carrying out work elements 201 and 202. GDOT will provide input into both elements as appropriate.

COST ESTIMATES AND FUNDING SOURCES

Element Number	PL Funds			SPR Funds	
	FHWA PL	GDOT Match	Local Match	FHWA (SPR)	GDOT (SPR)
201	\$6,686	\$836	\$836	\$3,406	\$851
202	\$5,572	\$697	\$697	\$3,406	\$851

SECTION III – SHORT RANGE PLANNING

Purpose

Undertake transportation planning activities that will lead to the development and implementation of a short range Transportation Program.

Element 301 - Transportation Improvement Program (TIP)

The TIP provides a listing of GDOT and local road improvement activities scheduled over a three-year period that can serve as a budgetary, coordination, and informational document. It is derived from information provided by GDOT and local governments represented on MPO committees.

Objective 301-1: Develop program of projects in place of TIP until Long Range Plan is adopted.

Measurements: Produce the draft FY 2005-2007 TIP for review by the public and MPO Committees prior to submission to GDOT in April, 2004. After addressing comments, present the FY 2005-2007 TIP for review by the public and MPO Committees before adoption by the Policy Committee and subsequent transmittal to GDOT in June, 2004.

Timeline: 3rd – 4th quarters.

Planning Factors

Addressed: 2, 3, 4, 5, 6, 7

Responsible Agencies:

The MPO is the responsible agency for carrying out work element 301 (with input from GDOT).

COST ESTIMATES AND FUNDING SOURCES

Element Number	PL Funds			SPR Funds	
	FHWA PL	GDOT Match	Local Match	FHWA (SPR)	GDOT (SPR)
301	\$18,944	\$2,368	\$2,368	\$5,109	\$1,277

SECTION IV – LONG RANGE PLANNING

Purpose

Develop and review inputs for the eventual creation and adoption of a long-range, multi-modal Long Range Transportation Plan (LRTP) for the MPO study area.

<i>Element 401- Long Range Transportation Plan (LRTP)</i>
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<p>The LRTP provides project descriptions and cost estimates for proposed modifications for all modes of transportation. The document also contains information and plans for potential multimodal projects, transit, Transportation Enhancement projects, GDOT and local maintenance projects.</p>

Objective 401-1: Initiate the development of LRTP with ongoing input from the public and MPO committees.

Measurements: Create a LRTP subcommittee within the MPO, collect and analyze “base year” and “horizon year” socioeconomic data for use in GDOT’s travel demand model, and conduct other preliminary activities associated with the early stages of developing a LRTP.

Timeline: 1st – 4th quarters.

Planning Factors

Addressed: 1, 2, 3, 4, 5, 7

Responsible Agencies

The MPO is the primary responsible agency for carrying out this work element (with assistance and input from GDOT).

COST ESTIMATES AND FUNDING SOURCES

Element Number	PL Funds			SPR Funds	
	FHWA PL	GDOT Match	Local Match	FHWA (SPR)	GDOT (SPR)
401	\$16,716	\$2,090	\$2,090	\$6,811	\$1,703

SECTION V – SPECIAL STUDIES

Purpose

Provide transportation related studies requested by GHTS participants during FY 2004.

Element 501 – SPECIAL STUDIES

Under this element the MPO will fund and/or negotiate with outside consultants or prepare in-house any transportation or traffic studies which may be needed. These studies may include intersection signalization studies, trip generation for unanticipated land use changes, a bicycle and pedestrian plan, congestion management, or special studies and/or planning efforts required by air quality designations. Final selection of special studies will depend on the availability of nonfederal share funds.

Objective 501-1: Perform transportation studies as needed.

Measurements: To be determined on case by case basis.

Timeline: 1st – 4th quarters.

Planning Factors

Addressed: 1 - 7

Congestion Management Provision

GHTS recognizes that the southern portion of Hall County is also part of the Atlanta urbanized area. The Atlanta urbanized area was designated as a TMA, so all areas covered by the urbanized area, including the southern portion of Hall County, must develop a congestion management system. The Atlanta Regional Commission and GHTS have not decided who will develop the congestion management system for the southern portion of Hall County. In the event that GHTS assumes responsibility for this planning activity, special study funds will be allocated to complete this planning activity.

Responsible Agencies:

The MPO is the responsible agency for carrying out work element 501 (with input from GDOT).

COST ESTIMATES AND FUNDING SOURCES

Element Number	PL Funds			SPR Funds	
	FHWA PL	GDOT Match	Local Match	FHWA (SPR)	GDOT (SPR)
501	\$5,572	\$697	\$697	\$2,252	\$563

EXHIBIT B
WORK SCHEDULE

EXHIBIT C

BUDGET SUMMARY AND SOURCE OF FUNDS

GAINESVILLE MPO

FISCAL YEAR 2004

BUDGET SUMMARY & SOURCE OF FUNDS

Element	PL Funds			SPR Funds	
	FHWA PL	GDOT Match	Local Match	FHWA	GDOT Match
101- Study Direction	\$31,204	\$3,901	\$3,901	\$13,512	\$3,378
102- Unified Planning Work Program	\$15,602	\$1,950	\$1,950	\$5,109	\$1,277
103- Staff Education	\$6,686	\$836	\$836	\$2,702	\$676
104- Computer System Purchases	\$5,572	\$697	\$697	\$2,400	\$600
201- Street Usage	\$6,686	\$836	\$836	\$2,703	\$676
202- Transportation Information Systems	\$5,572	\$697	\$697	\$2,400	\$600
301- Transportation Improvement Program	\$17,830	\$2,229	\$2,229	\$7,206	\$1,801
401- Transportation Plan	\$16,716	\$2,090	\$2,090	\$6,756	\$1,689
501- Special Studies	\$ 5,572	\$697	\$697	\$2,252	\$563
Subtotals	\$111,440	\$13,933	\$13,933	\$45,040	\$11,260
Totals		\$139,330		\$56300	

APPENDIX A

Compliance with
Title VI of the Civil Rights Act of 1964 as amended, and 23 CFR 200

NOTICE OF CONTRACTORS

COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT of 1964 AS AMENDED BY THE CIVIL RIGHTS RESTORATION ACT OF 1987 FOR FEDERAL-AID CONTRACTS

During the performance of this Contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1) **Compliance with Regulations:** The Contractor will comply with the Regulations of the U. S. Department of Transportation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (Title 49, Code of Federal Regulations, Part 21, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed by it after award and prior to completion of contract work, will not in the selection and retention of subcontractors including procurement of materials and leases of equipment. The Contractor will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program, set forth in Appendix B. of the Regulations. In addition, the Contractor will not participate directly or indirectly in the discrimination prohibited by 23 CFR 200.
- (3) **Solicitations for Subcontracts, Including Procurement of Materials and equipment:**
In all solicitations, either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, national origin or sex.
- (4) **Information and Reports:** The Contractor will provide all information and reports required by the Regulations, to permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the DEPARTMENT, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the DEPARTMENT shall impose such contract sanctions as it appropriate, including, but not limited to,

- (a) withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - (b) cancellation, termination or suspension of the contract, in whole or in part.
- (6) **Incorporation of Provisions:** The Contractor will include the provision of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. The Contractor will take such action with respect to any subcontract or procurement as the DEPARTMENT or the Federal Highway Administration may direct a means of enforcing such provisions the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the State to enter into such litigation to protect the interest of the State, and in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

A P P E N D I X B

CERTIFICATION FOR STATE
REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS

**CERTIFICATION FOR STATE REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS**

The Hall County Planning Department, as an Applicant for a Federal PL Fund grant or cooperative agreement, certifies to the best of its knowledge and belief, that its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
- (2) Have not within a three year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission or any of the offenses enumerated in paragraph (2) of this certification; and
- (4) Have not within a three year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

Where the State is unable to certify to any of the statements in this certification with respect to its principals, the State shall attach an explanation to this proposal.

THE _____ CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

Authorized Official

Title of Authorized Official

Date

APPENDIX C

**CERTIFICATION OF CONSULTANT
DRUG-FREE WORKPLACE**

CERTIFICATION OF CONSULTANT

DRUG-FREE WORKPLACE

I hereby certify that I am a principle and duly authorized representative of Hall County Planning Department, whose address is P.O.Box 2496, 440 Prior Street, Gainesville, Georgia 30503 and it is also certified that:

- (1) The provisions of Section 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Work Place Act", have been complied with in full; and
- (2) A drug-free workplace will be provided for the consultant's employees during the performance of the contract; and
- (3) Each subcontractor, if any, hired by the DESIGNATED AGENCY shall be required to ensure that the subcontractor's employees are provided a drug-free workplace. The DESIGNATED AGENCY shall secure from that subcontractor the following written certification;

"As part of the subcontracting agreement with _____ certifies to the DESIGNATED AGENCY that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section 50-24-3", and

- (4) It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Signature

Date