



243 High Street Room 026
Morgantown, WV 26505
(304) 291-9571
www.plantgether.org

Agenda

Policy Board
City of Morgantown
389 Spruce Street
Morgantown WV
March 19, 2026
6:00 PM

1. Call to Order
2. Public Comment Period
3. Approval of Minutes
4. Committee Reports
 - a. Citizens Advisory Committee
 - b. Finance
 - c. Executive Director
 - d. Correspondence
5. 2026 March - TIP Amendments and Administrative Adjustments
6. On Call Consultant RFQ
7. 2026-2027 UPWP
8. Other Business
9. Meeting Adjournment



POLICY BOARD MEETING

City of Morgantown
389 Spruce Street
Morgantown, WV
January 15, 2026, 6 PM

Members Present:

Chairman Russ Rogerson - Morgantown Area Partnership, Mike Kelly – Board of Education, Mayor Patricia Lewis - Town of Granville, Mark Downs – City of Morgantown, Tom Bloom - Monongalia County, Jeff Arnett – Monongalia County, Brian Carr, WVDOT – DOH, Ron Justice – West Virginia University, Steve Blinco, Recorder, Star City, Bob Lucci – Mayor of Westover, Jenny Selin - City of Morgantown City Council

Others Present: Jing Zhang, Jackie Peate, Christiaan Abildso- CAC Chair

MPO Director: Bill Austin, AICP

1. Call to Order

With a quorum present, Chairman Rogerson called the meeting of the Morgantown Monongalia Metropolitan Planning Organization (MMMPO) Policy Board to order at 6:01 PM.

2. Public Comment

Matthew Cross, the Chair of the Pedestrian Safety Board for the City of Morgantown, CAC member, expressed his support for the RFQ For Greenbelt Complete Streets Project. He also thanked Mr. Austin for his great work over his years as Executive Director.

3. Election of Officers

The Nominating Committee recommended to keep Russ Rogerson as the Chair and Maria Smith as the Vice Chair.

Mr. Justice moved to approve the Election of Officers; seconded by Mr. Kelly. The motion passed unanimously.

4. Approval of Minutes

Commissioner Arnett moved to approve the minutes; seconded by Commissioner Bloom. The motion passed unanimously.

5. Committee Reports

a. Citizens Advisory Committee

Mr. Austin stated there was not a quorum, but the CAC had a good discussion and supported the agenda items.

b. Finance

Mayor Lewis provided the financial report for the months of November and December. The beginning balance in November was \$48,48.52, there were 2 deposits totaling \$6800.09, with 22 disbursements totaling \$36,094.82, leaving the ending balance at \$20,193.79. This carried over into December with 2 deposits totaling \$26,689.35, and 20 disbursements totaling \$35,780.87, leaving the ending balance at \$11,102.27.

Commissioner Arnett moved to approve the Financial Report; seconded by Mr. Justice. The motion passed unanimously.

Mr. Austin added that due to the low balance at the end of December, the MPO used its line of credit in the amount of \$30,000.

c. Executive Director

Mr. Austin stated Morgantown will be hosting the Statewide WVAMPO Planning Conference in June.

Mr. Austin also stated he will be retiring come June 30th. This is why the UPWP only has the financial part, so his successor can develop their own plans.

The board expressed their thanks for Mr. Austin's 17 years with the MPO. There is a selection committee in place to search for the new Executive Director.

Mr. Austin stated there should be some improvements to the areas of Dorsey Ave that have been under construction. The gas company is still working on that section. He also mentioned there was a very successful public meeting for the Harmony Grove Interchange last Tuesday.

Commissioner Arnett asked if the work on Greenbag was related to the Dorsey Ave work or the Greenbag work. Mr. Austin clarified that was related to the gas work on Dorsey Ave.

Mr. Austin stated the contract for the University Ave / Collins Ferry roundabout should be completed this coming fall. He also stated the MPO has worked with Mountain Line to work on getting an accommodation for a vehicle turnaround at the warming shelter on West Run as part of the West Run project.

6. TIP Amendments

Mr. Austin stated that the WVDOH is requesting the addition of new projects to the TIP, as the following:

Adding New Projects

SPRUCE ST +4. Federal ID: STBG0119589D, FFY 2026, ENG, Type of Work: Resurfacing, Funding Source: STBG 50-200K POP. Federal Funding: \$28,000. Total Funding: \$35,000.

SPRUCE ST +4. Federal ID: STBG0119590D, FFY 2027, CON, Type of Work: Resurfacing, Funding Source: STBG 50-200K POP. Federal Funding: \$1,200,000 Total Funding: \$1,500,000.

DUG HILL BRIDGE +1. Federal ID: STBG0119590D, FFY 2027, CON, Type of Work: Resurfacing, Funding Source: STBG 50-200K POP. Federal Funding: \$360,000 Total Funding: \$450,000.

Mr. Justice moved to approve the WVDOH TIP Amendments; seconded by Commissioner Bloom. The motion passed unanimously.

Mr. Austin also stated that they are Removing Obligated Projects as they now have funding.

SMITHTOWN ROAD TRAFFIC SIGNAL. Federal ID: HSIP0119501D, HSIP0119502D. Type of Work: Install Signal. Funding Source: HSIP. Total Cost (ROW and CON): \$3,800,000. I-79

EXIT 155 RAMPS TEMPORARY TRAFFIC SIGNAL. Federal ID: CARB1924001D. Type of Work: Install Signal. Funding Source: CRP 50-200K POP. Total Cost (CON): \$750,000.

Commissioner Bloom expressed thanks for the funding for these two projects.

Mr. Austin stated that Mountain Line Transit Authority requested the TIP Transit Project for the four Federal Fiscal Years ended September 30, 2029, as the following:

FYY 2026 -2027

	Source	2026		2027	
		Federal	Local	Federal	Local
Operating Assistance(1)	5307 -	\$3,375,864	\$3,375,864	\$3,443,143	\$3,443,143
Federal 5311(f) Intercity (2)	5311	\$345,000	\$345,000	\$300,000	\$300,000
Operating Assistance (3)	5310	\$98,000	\$24,500	\$98,000	\$24,500
Operating Assistance - Capital (4)	5307	\$250,000	\$62,500	\$250,000	\$62,500
Revenue Rolling Stock Replacement (5)	5339	\$447,362	\$111,841	\$150,000	\$37,500
Revenue Roof Replacement (6)	5339	\$1,400,000	\$350,000		
Bus Rolling Stock replacement (7)	5339	\$500,000	\$340,000		

FYY 2028 -2029

	Source	2028		2029	
		Federal	Local	Federal	Local
Operating Assistance(1)	5307 -	\$3,443,143	\$3,443,143	\$3,443,143	\$3,443,143
Federal 5311(f) Intercity (2)	5311	\$300,000	\$300,000	\$300,000	\$300,000
Operating Assistance (3)	5310	\$98,000	\$24,500	\$98,000	\$24,500
Operating Assistance - Capital (4)	5307	\$250,000	\$62,500	\$250,000	\$62,500
Revenue Rolling Stock Replacement (5)	5339	\$150,000	\$37,500	\$150,000	\$37,500
Revenue Roof Replacement (6)	5339				
Bus Rolling Stock replacement (7)	5339				

- (1) Costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year.
- (2) Regularly scheduled bus service for the general public that operates with
- (3) Mobility management is a capital project activity that consists of short-range planning and management activities and projects for improving coordination among public
- (4) 5307 Preventative Maintenance
- (5) For purchase of revenue producing
- (6) For Roof Replacement
- (7) For purchase of revenue producing

Ms. Selin moved to approve the MLTA Amendments; seconded by Commissioner Bloom. The motion passed unanimously.

7. RFQ For Greenbelt Complete Streets Project

Mr. Austin stated members could find the RFQ for the Greenbelt Complete Streets Study with the agenda. This document has been reviewed by the partners participating in the Greenbelt plan development. The partners include WVU, the WV Land Trust and the City of Morgantown. It is our intention to utilize the MPO’s on call consultant contract to implement this study after review by the Policy Board. Mr. Zhang and the Greenbelt group have been meeting once a week to develop this RFQ and conceptual locations for the Greenbelt. This group looked at the whole picture, and figured out the priority areas. The highest priority area is Suncrest and it is in the RFQ. This is the first study area for the whole Greenbelt, as this will be a project taken in many steps.

Mr. Downs moved to approve the Greenbelt Complete Streets RFQ; seconded by Commissioner Arnett. The motion passed unanimously.

8. Audit

Mr. Austin stated the Audit can be found in the Agenda Package. There were no findings or concerns found.

Mr. Kelly moved to approve the Audit; seconded by Commissioner Arnett. The motion passed unanimously.

9. Stewartstown Road Point Marion Road Intersection Analysis (Informational)

Mr. Austin stated to find the Study in the agenda detailing the findings of the MPO Synchro model of the subject intersection. The MPO Policy Board has authorized the use of suballocated funds for this project. A TIP Amendment will be proposed in March for this project. Mr. Zhang has combined model techniques to figure out how to run a model in this complicated intersection. This study justifies why the Stewartstown Road Point Marion Road Intersection project is needed. The board was in agreement that this intersection is messy. Mr. Justice mentioned a property owner in the area had reached out to him with some ideas for improving this intersection and he would like to connect him with Mr. Austin and WVDOH. Mr. Austin stated that would be very helpful, but they are first working on the funding for the project.

10. FY 2026-2027 UPWP Development

Mr. Austin stated the Draft 2026 UPWP is included in the agenda. Staff welcomes Committee input into work items that should be completed in the upcoming fiscal year. This UPWP is a draft as Mr. Austin is retiring and would like to give the new Executive Director freedom to develop their own projects.

11. Other Business

Chair Rogerson pointed out the budget is included in the agenda package. He thanked Bill for his work and congratulated him on his retirement.

Ms. Selin asked the status of the intersection near Mineral Avenue. There is a new pool near this intersection, and she was curious how to improve the intersection. Mr. Austin stated Ella Belling has also inquired about this intersection as it connects to the Rail Trail. He stated this whole corridor is identified in the State's Vulnerable Road Users Plan. The State is hiring a consultant team to come look at this, but there have been some delays with staff changes. Mr. Downs mentioned community members would love a crosswalk at that intersection.

Commissioner Bloom asked about the sidewalks in Westover. Mr. Austin stated that the WVDOH got a RAISE grant to do the design portion in addition to grants Westover had. This was put on hold to coordinate. Mr. Austin will check back in with the state on this project. There will be some ongoing paving projects in this corridor that could help jumpstart the sidewalk projects.

Mr. Austin stated the town of Star City received a Safe Streets for All Grant, but turned the grant back to the FHWA.

12. Meeting Adjournment

The meeting adjured at 6:38pm.



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION**

1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444

Michael J. DeMers
Deputy Secretary of Transportation

Stephen T. Rumbaugh, P.E.
Secretary of Transportation
Commissioner of Highways

February 24, 2026

Mr. Bill Austin
Executive Director
Morgantown Monongalia Metropolitan
Planning Organization
243 High Street, Room 026
Morgantown, West Virginia 26505

Dear Mr. Austin:

Thank you for your recent letter regarding the widening of West Run Road (County Route 67/1) from Van Voorhis Road to Stewartstown Road in Monongalia County. We recognize the level of importance this project is for your area as noted in your Tier 1 Metropolitan Transportation Plan.

After discussions with our various staff members who will be overseeing this matter, the first order of business is to do an "Initial Design Study" with some accompanying National Environmental Policy Act (NEPA) work. This design study will include public involvement as well as feedback from the Metropolitan Planning Organization (MPO) and other area leaders. While at this level, it is uncertain what improvements are needed and the expected costs of such improvements.

Therefore, we will be programming a Design Study to be performed over Federal Fiscal Year (FFY) 2026 and FFY 2027. Upon completion of this design study, we will work to complete Engineering in FFY 2028, Right of Way (ROW) in FFY 2029 and begin Construction in FFY 2031. While a true cost is unknown at this time, we will program these phases with reasonable estimates and adjust as more information becomes available. These projects should be coming to you as soon as possible for a Transportation Improvement Plan (TIP) amendment to properly align with our Statewide Transportation Improvement Plan (STIP).

Should you have any questions or need additional information, please contact Mr. Brian Carr, P.E., Statewide Planning Section Head, Planning Division, by phone at (304) 414-6906, or email at Brian.E.Carr@wv.gov.

Sincerely,

DocuSigned by:

Handwritten signature of Gehan Elsayed in black ink.

B8A9C2E9B9BD4CB...

Gehan Elsayed, P.E., Ph.D.

Chief Engineer on Planning &
Program Implementation

GME:Cm



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Stephen T. Rumbaugh, P.E.
Secretary of Transportation
Commissioner of Highways

February 11, 2026

Mr. Bill Austin
Executive Director
Morgantown Monongalia Metropolitan
Planning Organization
243 High Street, Room 026
Morgantown, West Virginia 26505

Dear Mr. Austin:

Thank you for your recent letter and supporting information to the Division of Highways (DOH) regarding the improvement of the Stewartstown Road (County Route 67) and Point Marion (US 119) intersection. We recognize the level of importance this project is for your area as noted in your Tier 1 Metropolitan Transportation Plan.

After discussions with our various agency personnel who will be overseeing this matter, the first order of business is to do an "Initial Design Study" with accompanying National Environmental Policy Act (NEPA) work. This design study will include public involvement as well as feedback from the Morgantown Monongalia Metropolitan Planning Organization (MMMPO) and other area stakeholders. While at this level, it is uncertain what improvements are needed and the expected costs of such improvements. Therefore, the DOH would like to move forward with the Design Study utilizing \$1.2 million of your MMMPO suballocated Carbon Reduction Program (CRP) funds for this stage of development. Upon completion of this study, we will evaluate funding options for further development. Upon your approval, we will look to program this project, and the Engineering Division will begin the process shortly thereafter.

Please email us with your approval of our plan to utilize the CRP funds for this project as stated above. Should you have questions or need additional information, please contact Mr. Brian Carr, P.E., Statewide Planning Section Head with Planning Division, by phone at (304) 414-6906, or email at Brian.E.Carr@wv.gov.

Sincerely,

A handwritten signature in cursive script that reads "Gehan Elsayed".

Ms. Gehan Elsayed P. E., Ph.D.
Chief Engineer, Planning &
Program Implementation



4300 Wilson Blvd., Suite 220
Arlington, VA 22203
(202) 449-1993

February 4, 2026

Dear Chairman Rogerson,

I am writing to express my sincere appreciation for your support of Bill Austin's service on the AMPO Board of Directors.

AMPO's leadership brings together a wide range of perspectives from across the metropolitan planning organization community. Officers, and Board members play an essential role in shaping the association's priorities, supporting member needs, and advancing a shared national vision for metropolitan transportation planning. This leadership strengthens collaboration across regions, supports AMPO's policy and technical work, and helps ensure the organization continues to reflect the diversity and expertise of its membership.

Board members serve a vital governance role—guiding AMPO's mission, establishing priorities, and ensuring that MPO needs are reflected in national policy discussions and program development. Representing diverse geographies, planning contexts, and regional perspectives, these leaders elevate member voices, support continuity and accountability, and contribute to the organization's long-term effectiveness. Their collective insight helps AMPO remain responsive to the evolving needs of the MPO community.

We recognize that effective Board service requires meaningful institutional support, and we are grateful for your encouragement of Bill's involvement at the national level. Their leadership reflects positively on your organization and contributes to a stronger, more representative voice for MPOs nationwide.

Thank you again for your continued support of AMPO and the professionals who help advance our shared mission.

With gratitude,

A handwritten signature in blue ink that reads "William Keyrouze". The signature is written in a cursive, flowing style.

Bill Keyrouze,
Executive Director
Association of Metropolitan Planning Organizations (AMPO)

Morgantown - Mon County Trans. Planning Org.
 Checking Account
 As of January 31, 2026

10:50 AM
 03/16/2026
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Centra-Checking (voucher checks)								
Deposit	01/05/2026		United Bank	Deposit	√	Deposit from Line of Credit	30,000.00	11,102.37
Check	01/06/2026	9845	City of Morgantown		√	Salary	-117.00	40,985.37
Deposit	01/15/2026		Monongalia County	Deposit	√	Salary	2,948.76	43,934.13
Check	01/15/2026	9846	Retiree Health Benefit Trust Fund		√	Salary	-36.00	43,898.13
Check	01/15/2026	9847	Service Plus		√	Accounting	-141.10	43,757.03
Check	01/15/2026	9848	Public Employees Insurance Agency		√	Salary	-4,342.92	39,414.11
Check	01/15/2026	6381	Jing Zhang	Electronic Transfer	√	Salary	-1,813.26	37,600.85
Check	01/15/2026	6382	Jacqueline G. Peate	Electronic Transfer	√	Salary	-1,790.00	35,810.85
Check	01/15/2026	6383	J. William B. Austin	Electronic Transfer	√	Salary	-3,080.58	32,730.27
Check	01/15/2026	6384	ICMA. Retirement Corp		√	Salary	-1,985.84	30,744.43
Check	01/15/2026	941	IRS	Electronic Transfer	√	Salary	-2,083.36	28,661.07
Deposit	01/22/2026		WVDOH	Deposit	√	PL Funds (Funds)	22,336.47	50,997.54
Check	01/28/2026	012826	United Bank	Line of Credit payment	√	Administrative Overhead	-135.62	50,861.92
Check	01/30/2026	6385	Jing Zhang	Electronic Transfer	√	Salary	-1,813.27	49,048.65
Check	01/30/2026	6386	Jacqueline G. Peate	Electronic Transfer	√	Salary	-1,789.99	47,258.66
Check	01/30/2026	6387	J. William B. Austin	Electronic Transfer	√	Salary	-3,080.57	44,178.09
Check	01/30/2026	6388	ICMA. Retirement Corp		√	Salary	-1,985.84	42,192.25
Check	01/30/2026	941	IRS	Electronic Transfer	√	Salary	-2,083.38	40,108.87
Check	01/30/2026	013026	WV Dept of Tax and Revenue	Electronic Transfer	√	Salary	-616.00	39,492.87
Check	01/30/2026	9851	Centra Bank - Mastercard	WIX \$356.16 sftwre \$46.99	√	Web Hosting	-402.15	39,090.72
Check	01/30/2026	9852	Fringe Benefits Management Co.		√	Salary	-285.92	38,804.80
Check	01/30/2026	9853	Ogden Newspapers	TIP	√	Public Notices	-309.32	38,495.48
Check	01/30/2026	9854	Preston Videography	Jan PB Mtg	√	Public Notices	-150.00	38,345.48
Deposit	01/30/2026		WVDOH	Deposit	√	PL Funds (Funds)	28,569.50	<u>66,914.98</u>
Total Centra-Checking (voucher checks)								66,914.98

TOTAL

Morgantown - Mon County Trans. Planning Org.
 Checking Account
 As of February 28, 2026

10:59 AM
 03/10/2026

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Centra-Checking (voucher checks)								66,914.98
Check	02/11/2026	9855	AMPO	JP attend training conf.	√	Travel & Ent	-708.98	66,206.00
Check	02/11/2026	9856	Morgantown Area Partnership	Membership	√	Administrative Overhead	-350.00	65,856.00
Check	02/11/2026	9857	Retiree Health Benefit Trust Fund		√	Salary	-36.00	65,820.00
Check	02/11/2026	9858	Service Plus		√	Accounting (Accounting Fees)	-205.95	65,614.05
Check	02/11/2026	9859	United Bank	payment in full	√	Line of Credit Payment	-30,129.17	35,484.88
Check	02/11/2026	9860	Public Employees Insurance Agency		√	Salary	-4,342.92	31,141.96
Deposit	02/12/2026		Monongalia County	JP January	√	Salary	2,948.76	34,090.72
Check	02/13/2026	6392	ICMA. Retirement Corp		√	Salary	-1,985.84	32,104.88
Check	02/13/2026	6389	Jing Zhang	Electronic Transfer	√	Salary	-1,813.27	30,291.61
Check	02/13/2026	6390	Jacqueline G. Peate	Electronic Transfer	√	Salary	-1,790.00	28,501.61
Check	02/13/2026	6391	J. William B. Austin	Electronic Transfer	√	Salary	-3,080.59	25,421.02
Check	02/13/2026	941	IRS	Electronic Transfer	√	Salary	-2,083.32	23,337.70
Deposit	02/13/2026		WVDOH	Deposit	√	PL Funds (Funds)	26,089.72	49,427.42
Check	02/27/2026	6393	Jing Zhang	Electronic Transfer	√	Salary	-1,813.27	47,614.15
Check	02/27/2026	6394	Jacqueline G. Peate	Electronic Transfer	√	Salary	-1,789.99	45,824.16
Check	02/27/2026	6395	J. William B. Austin	Electronic Transfer	√	Salary	-3,080.58	42,743.58
Check	02/27/2026	6396	ICMA. Retirement Corp			Salary	-1,985.84	40,757.74
Check	02/27/2026	941	IRS	Electronic Transfer		Salary	-2,083.36	38,674.38
Check	02/27/2026	02272	WV Dept of Tax and Revenue	Electronic Transfer		Salary	-616.00	38,058.38
Check	02/27/2026	9861	Centra Bank - Mastercard	web and sftwre		Web Hosting	-933.33	37,125.05
Check	02/27/2026	9862	Fringe Benefits Management Co			Salary	-285.92	36,839.13
Check	02/27/2026	9863	Jacqueline G. Peate	State Research Summit	√	Travel & Ent	-402.84	36,436.29
Deposit	02/27/2026		WVDOH	Deposit	√	PL Funds (Funds)	23,031.31	59,467.60
Total Centra-Checking (voucher checks)								59,467.60

TOTAL



Memorandum

Date: Mar 3, 2026

To: TTAC, CAC, and Policy Board

From: MMMPO Staff

Subject: TIP Amendment and Adjustments - March, 2026

This memorandum documents the amendment and administrative adjustments requested for the MPO's Transportation Improvement Program (TIP) for March 2026.

The West Virginia Department of Transportation, Division of Highways, has requested the following amendments and administrative adjustments to the MPO's TIP:

TIP Amendment:

New Project:

WEST RUN RD WIDENING. Federal ID: TBD. FFY: 2028. Type of Work: WIDEN ROAD. Phase: Engineering. Funding Source: STBGFLEX. Federal Funding: \$1,600,000. Total Funding: \$2,000,000. Location Description: Westrun Rd from Van Voorhis Rd intersection to Stewartstown Rd intersection. (This is not a groupable project)

MORGANTOWN INDUSTRIAL PARK ACCESS ROAD (CONVERT AC). Federal ID: STBG2024025D. FFY: 2026. Type of Work: CONST NEW ROAD & BRIDGE. Phase: Construction. Requested Change: STBG-FLEX Funding decreased from \$5,200,000 to \$1,000,000. (This project is a non-groupable project)

CHAPLIN HILL GATEWAY (PHASE 1) (AUTH AC). Federal ID: NHPP0079156D. FFY: 2026. Type of Work: RECONSTRUCT I/C. Phase: Construction. Funding Source: MEGA GRANT. Federal Funding: \$31,000,000. Total Funding: \$135,000,000. (This is not a groupable

project. The project name was STAR CITY I/C IMPROVEMENT project under the same Federal ID)

CHAPLIN HILL GATEWAY (PHASE 2) (CONVERT AC). Federal ID: NHPP0079156D. FFY: 2027. Type of Work: RECONSTRUCT I/C. Phase: Construction. Funding Source: MEGA GRANT. Federal Funding: \$23,320,000. Total Funding: \$23,320,000. (This is not a groupable project. The project name was STAR CITY I/C IMPROVEMENT project under the same Federal ID)

Administrative Adjustments

Add New:

WEST RUN RD DESIGN STUDY. Federal ID: TBD. FFY: 2026. Phase: ENG. Type of Work: DESIGN STUDY. Funding Source: STBGFLEX. Federal funding: \$560,000. Total funding: \$700,000. Location Description: Westrun Rd from Van Voorhis Rd intersection to Stewartstown Rd intersection.

Project Removal

UNIVERSITY AVE +2. Federal ID: STP0055052D. FFY: 2025. Type of Work: DESIGN/BUILD ADA RAMPS. Phase: Construction. Federal funding: \$1,274,400. Total funding: \$1,593,000.

WEST RUN RD. Federal ID: HSIP0671006D. FFY: 2025. Type of Work: WIDEN ROAD. Phase: Construction. Federal funding: \$2,400,000. Total funding: \$2,400,000.

SABRATON TO CHEAT LAKE. Federal ID: NHPP0068223D. FFY: 2026. Type of Work: RESURFACING. Phase: Construction. Federal funding: \$8,000,000. Total funding: \$10,000,000.

SPRUCE ST +4. Federal ID: STBG0119589D. FFY: 2026. Type of Work: RESURFACING. Phase: Engineering. Federal funding: \$28,000. Total funding: \$35,000.

Project Rename

SPRUCE ST +5. Federal ID: STBG0119590D. FFY: 2027. Type of Work: RESURFACING. Phase: Construction. Federal funding: \$1,200,000. Total funding: \$1,500,000. Change: rename SPRUCE ST +4 to SPRUCE ST +5

I-79 CHAPLIN HILL GATEWAY (PHASE 1) (AUTH AC). Federal ID: NHPP0079156D. FFY: 2026. Type of Work: RECONSTRUCT I/C. Phase: CON. Funding Type: EARMARK WV108. Federal funding: \$2,000,000. Total funding: \$2,000,000. Change: rename STAR CITY I/C IMPROVEMENT to I-79 CHAPLIN HILL GATEWAY.

Funding Change

HARMONY GROVE I/C. Federal ID: NHPP0079109D. FFY: 2026. Type of Work: CONST NEW I/C. Phase: ENG. Change: Earmark WV 117 funding increases from \$1,500,000 to \$1,666,667. NHPP funding increases from \$1,760,000 to \$1,830,000.

DELLSLOW ARCH. Federal ID: HWI0007341D. FFY: 2027. Type of Work: DESIGN STUDY - REPLACEMENT. Phase: ENG. Funding Source: HWI-BR. Change: Federal funding decreases from \$440,000 to \$240,000. Total funding decreases from \$550,000 to \$300,000.

US MARINE SERGEANT DAVID PAUL MCCORD MEM BR. Federal ID: HWI0007325D. FFY: 2027. Type of Work: DESIGN STUDY - REPLACEMENT. Phase: ENG. Funding Source: HWI-BR. Federal funding decreases from \$400,000 to \$160,000. Total funding decreases from \$450,000 to \$200,000.

FFY Changes

I-79 Lighting. Federal ID: STBG0079084D. Type of Work Lighting. Phase: Construction. Change: The project moves from FY 2026 to FY 2027.

MORGANTOWN INDUSTRIAL PARK ACCESS ROAD (AC PAYBACK). Federal ID: STBG2024025D. Type of Work: CONST NEW ROAD & BRIDGE. Phase: Construction. Change: The project moves from FY 2029 to FY 2028.

WESTOVER FAIRMONT SIDEWALKS. Federal ID: TAP2023313D. Type of Work: SIDEWALKS. Phase: Engineering. Change: The project moves from FY 2026 to FY 2027.

HOLLAND AVE. Federal ID: NHPP0019610D. Type of Work: RESURFACE. Phase: Construction. Change: The project moves from FY 2026 to FY 2027.

UNIVERSITY AVE TRAFFIC SIGNALS. Federal ID: NHPP0019596D. Type of Work: SIGNALS. Phase: Construction. The project moves from FY 2026 to FY 2027.



Request for Qualifications

General Transportation Planning Service

Released: March 20th, 2026

Due Date: April 17th, 2026

Morgantown Monongalia Metropolitan Planning Organization

243 High Street Room 026, Morgantown, WV 26505

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Request for Qualification Summary Page

1. Release Date March 20, 2026	2. Due Date April 17, 2026	3. Interview Period April 20, 2026 – May 7, 2026
4. Task Name Transportation Planning and Engineering On-Call Service		
5. Job Title General Transportation Planning and Engineering Consultant		7. Contact Information Bill Austin, AICP, Executive Director
6. Contract Agency Name and Address Morgantown Monongalia Metropolitan Planning Organization 243 High Street Room 026 Morgantown, WV 26505		Phone: 304-291-9571 Email: baustin@plantogether.org 243 High Street Room 026 Morgantown, WV 26505
8. Partnering Agencies N/A		9. Funding Source FHWA, WV DOT, Monongalia County, City of Morgantown
10. Supplementary Notes N/A		
11. Scope of Work Abstract The purpose of this procurement is to make available to MMMPO qualified Consultant resources that will support the MPO planning process and ongoing responsibilities as well as a wide range of analyses that may be required to advance the MPO work program and to maintain the MPO’s role as a regional transportation leader. Areas in which the MPO may require contractor support during the term of this procurement include: <ul style="list-style-type: none"> • Travel Demand Modeling • Traffic Study • Traffic Count • Traffic Impact Study for Proposed Development • Special Studies, including Bicycle/pedestrian planning and facility design, land use modeling/scenario planning, freight movement planning, and economic impact studies. 		
12. UPWP FFY 2026-2027, 2027-2028	13. Planning Horizon N/A	14. Scale Regional

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Section I – General Information

1.1 Background and Understanding

The Morgantown Monongalia Metropolitan Planning Organization (MMMPO), hereafter referred to as MMMPO or MPO, is the federal and state designated regional transportation planning body for the urbanized areas in Monongalia County, West Virginia. The MMMPO coordinates the federally mandated transportation planning process in the Morgantown Urbanized Area.

Given the limited staffing of the MPO and the changing requirements resulting of the transportation legislation, the MPO is looking to have available a set of resources that will support the MPO planning process and at times help to address key elements of the Unified Planning Work Program (UPWP). We are seeking to have available innovative transportation analysis capability to support the MPO and to maintain our ability to provide appropriate leadership within the region.

Areas in which the MPO may require contractor support during the term of this procurement include:

- Travel Demand Modeling
- Traffic Study
- Traffic Count
- Traffic Impact Study for Proposed Development
- Special Studies, including Bicycle/pedestrian planning and facility design, land use modeling/scenario planning, freight movement planning, and economic impact studies.

The following scope of work will provide details on the kinds of analytical support that may be required.

1.2 Administrative/Contractual Information

1.2.1 Purpose

The purpose of this procurement is to make available to MMMPO qualified Consultant resources that will support the MPO planning process and ongoing responsibilities as well as a wide range of analyses that may be required to advance the MPO work program and to maintain the MPO's role as a regional transportation leader. This procurement follows all applicable processes outlined in the MMMPO's Policy for the Request for Proposal Process for Professional and Technical Services.

The Morgantown Monongalia Metropolitan Planning Organization, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d, et seq., and Title 49, Code of Federal Regulations hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business enterprises full opportunity to submit bids in response to this invitation, and will not discriminate on the grounds of race, color, sex or national origin in consideration for an award.

1.2.2 Point of Contact

The point of contact for purposes of this Request for Proposals (RFP) is the MMMPO Director hereafter referred to as Director or Procurement Officer as shown below:

Bill Austin, Executive Director
Morgantown Monongalia Metropolitan Planning Organization
243 High Street Room 026
Morgantown, WV 26505
Phone: 304-291-9571
Email: baustin@planttogether.org

1.2.3 Question and Inquiries

The Director will accept written questions from prospective Responders. As reasonably as possible and appropriate, written responses will be prepared and distributed to all that have received or requested the RFP packet. Questions may be submitted by mail or, preferably, by e-mail to the Director.

*The director/staff **will not** respond to telephone inquiries and **will not** meet individually with any potential contractors.*

1.2.4 Pre-Proposal Meeting

A Pre-Proposal Conference will be held at 10:30 A.M (EST/local time), on **Tuesday, March 31, 2026**. The meeting information is below:

Zoom Information:

Join Zoom Meeting

<https://zoom.us/j/93778622148?pwd=QTEeL6KKSqPJ1vIhFyMQSnI61vfxO.1>

Meeting ID: 937 7862 2148

Passcode: 576625

While attendance at this meeting is not mandatory for those wishing to submit proposals, it is strongly encouraged.

1.2.4 Submission Deadline

In order to be considered, proposals must be received no later than 3:00 p.m. ET **April 17, 2026**, and shall be submitted to the Point of Contact at the address as noted above. Responders submitting proposals by mail should allow sufficient mailing and delivery time to ensure timely receipt by the Director. Proposals arriving after the closing date and time shall be considered late and shall be rejected in accordance with applicable regulations. Electronic and fax proposal submissions will not be accepted.

The Qualifications & Experience, Technical Proposal and Financial Statement must each be submitted in separately sealed envelopes or packages addressed to the Director and must be clearly marked with the full name and address of the Responder and the contents of the envelopes or packages, e.g., “Qualifications & Experience”, “Technical Proposal”, or “Financial Statement”.

The Qualifications & Experience, Technical Proposal and Financial Statement must each be submitted in three separately sealed envelopes and shall include an electronic copy (PDF format) on a USB drive. In addition to a USB drive, the Financial Statement envelope must include One (1) bound hard copy original of the Financial Statement.

1.2.5 Anticipated Schedule of Activities

Event	Date
Policy Board Approval of the RFP	March 19, 2026
RFP Advertisement	March 20, 2026
Start Accepting Proposals Pre-Proposal Meeting	March 31, 2026
Deadline for receipt of questions (3:00 p.m. EDT)	April 7, 2026
Written Response to Questions	April 13, 2026
Closing Date for Receipt of Proposals (3:00 p.m. EST)	April 17, 2026
Selection Committee Evaluation, Interview	April 20 – May 5, 2026
Transportation Technical Advisory Committee Review	May 11, 2026
Citizens Advisory Committee Review	Mat 14, 2026
Recommendation for Award to Policy Board	May 21, 2026
Award Date (If approved)	May 26, 2026

1.2.6 Interview

MMMPO may interview all qualified Responders. The term “qualified Responder” includes only those responsible responders who submitted proposals initially judged by the Exec. Director and Selection Committee to be reasonably capable of being selected for award. Discussions shall be led by the Responder’s Team/Project Manager and will consist of an oral presentation by the Responder to the MMMPO Selection Committee, including questions from and discussions with the Committee. Responders shall be notified of the time, date and location of the discussions. A submission of a proposal does not guarantee a Responder the opportunity to be invited in for discussions.

The MPO retains the right, at its discretion, not to hold discussions with Responders and may award a contract on the basis of Technical Proposals and Financial Statement as submitted if, in the judgement of the MPO Director and Selection Committee, the Responder’s response demonstrates sufficient competition so that acceptance of an initial offer without discussion or negotiation would result in a fair and reasonable selection.

1.2.7 Incurred Expenses

The MPO will not be responsible for any costs incurred by Responders in preparing and submitting a response to this RFP, any oral presentation(s), providing demonstrations, or for any other associated costs.

1.2.8 Multiple Proposals

A Responder may **not** submit multiple proposals in response to this solicitation. However, this does not preclude subcontractors (Disadvantaged Business Enterprises (DBEs) or others) from being on more than one Responder’s proposal.

1.2.9 Alternative Proposals

Alternative proposals to this RFP are allowable and should be addressed as outlined under Section 3.4 Alternative Proposals.

1.2.10 Compliance with Law

By submitting an offer in response to this RFP, the successful Responder(s) selected for award agrees that they shall comply with all Federal, State and local law applicable to their activities and obligations under the Contract.

1.2.11 Incorporation by Reference

All terms and conditions of the RFP and amendments thereto, all provisions of the successful Responder’s proposal and submittals in response to the RFP and amendments thereto, and all applicable State and Federal Laws, statutory and regulatory provisions and orders shall be

incorporated by reference and made a part of the contract to be entered into as a result of this RFP.

1.2.12 Contract Duration

The contract awarded through this RFP shall be effective for a period of **two (2) years** after Notice to Proceed. In addition to the 2-year base contract term, MMMPO reserves the unilateral option to renew this contract for up to **two additional consecutive one (1) year periods**.

1.2.13 Time for Completion

Task Orders under this contract will be prepared and submitted on an on-call, as requested basis. Each individual Task Order will have specific deliverables, estimated cost and completion dates. Each individual Task Order will require a separate written notice to proceed from the procurement officer.

1.2.14 Task Order(s)

MMMPO will prepare the task order(s) in writing and forward to the contractor. The contractor shall respond to the MPO in writing with a complete scope of work and estimated time commitment (# of hours) for individuals required to perform the assigned task(s). Hourly rates for proposed staff (either prime or subcontractor staff) must be the same rates as negotiated (for the various labor categories) in the contracting process. Rates other than those contractually agreed upon will not be accepted.

The MPO reserves the right to approve, disapprove or negotiate task order responses with regard to proposed individuals and/or the proposed time commitment (number of hours). Upon approval, the MPO will provide a written notice to proceed which will serve as the beginning of the project time schedule.

1.2.15 Multiple Successful Applications

The MPO may select up to 3 successful applications to provide the service as described.

Section II - Scope of Work

2.1 Task 1 through Task 4

The following tasks are intended to provide a general understanding for the potential tasks that could be part of this procurement. The details given below are only intended as examples for the purpose of completing the requirements of this RFP. The actual tasks will be developed at the time of the request for work to be completed. It should be noted that the list of these tasks does not ensure that work assignments will be guaranteed in each task. Work tasks will be developed on an as needed basis.

2.1.1 Task 1: Travel Demand Modeling

Provide the technical resources to ensure validation and calibration of the region's travel demand model as needed, including analysis of network alternatives and other activities associated with running and maintaining the model.

2.1.2 Task 2: Traffic Study

Provide the technical resources to perform traffic studies at problem intersections or roadway segments at planning and preliminary engineering level. The tasks include data collection and analysis, warrant evaluation, signal timing coordination and optimization, microsimulation, safety mitigation measures, and preliminary engineering design.

2.1.3 Task 3: Traffic Count

Provide the technical resources to perform and analyze traffic count, including annual traffic counts, turning movement counts, and pedestrian/bicycle traffic counts.

2.1.4 Task 4: Traffic Impact Study for Proposed Development

Provide the technical resources to perform traffic impact studies for proposed development, including data collection, land use analysis, travel forecast (trip generation, modal split, trip distribution, and trip assignment), traffic analysis, and traffic impact mitigation measure.

2.1.5 Task 5: Special Study

As the need arises, the MPO will initiate a special study to assist in the development of plans, reports or technical memorandums intended to evaluate specific problems or needs within the region. Examples of such studies include

- Bicycle/pedestrian, corridor or intersection planning and preliminary facility design
- Land use modeling/scenario planning
- Freight movement planning

- Economic impact studies.

This task is intended to ensure that appropriate resources are available to assist the MPO staff in completing potential special studies that may be initiated.

2.1.6 Task 6: Engineer & Design

Provide the technical resources to perform engineer and design tasks on roadway improvement projects, including intersection improvements, corridor improvements, and spot improvements for motor vehicles, pedestrians, and bicycles.

Section III – Responses to the RFP

A transmittal letter must accompany the **Qualifications & Experience, Technical Proposal and Financial Statement**. The purpose of this letter is to transmit the proposal and acknowledge the receipt of any addenda. The letter is to be signed by the individual who is authorized to commit the Responder to the services and requirements as stated in the RFP. While there is no page limit requirement for the transmittal letter, brevity is encouraged.

The Qualifications & Experience, Technical Proposal and Financial Statement must be submitted **in separate sealed packages** and must be clearly labeled appropriately as Qualifications & Experience, Technical Proposal and Financial Statement and must bear the name and address of the Responder, the name of the RFP (“MMMPO General Transportation Planning Services Proposal”) and the submission date of the RFP (i.e., “07-01-2020”) on the outside of the package. Inside the package, an **electronic original on USB drive** shall be provided. In addition, the Financial Statement package must also include one bound hard copy original. **All pages in the proposal should be sequentially numbered. There is a 25-page limit** requirement for the Qualifications & Experience, Technical Proposal and Financial Statement. Brevity is encouraged.

3.1 Qualifications & Experience

All Responders must identify themselves and any proposed sub-contractors (other than DBE sub-contractors) in accordance with the following format:

- Name
- Address
- Telephone
- Contact Person with e-mail address and phone number
- Primary Business Expertise

3.1.1 References

Project References – Summaries or brief descriptions of projects performed by the prime contractor and/or subcontractors which are most related to the various requirements of this procurement should be included. Limit descriptions to those most relevant to this procurement and most representative of the team’s capabilities. Project experience should present and briefly describe relevant project experience for each task and subtask, with the performing organization clearly noted for each project description.

Client References - References must be for relevant projects completed within the past five (5) years. For each reference, provide a contact person’s name, title, phone number, fax number and email address for verification.

Sub-contractor(s) Role

An explanation of the role any subcontractor(s) may perform should be included under the Qualifications and Experience section of the response. A brief description of the subcontractor’s relevant experience and capabilities should be included.

Include Disadvantaged Business Enterprise Certification number, if applicable. Include non-DBE subcontractor(s) role in relationship to each task.

3.1.2 Understanding of the Scope of Services

Responders should submit a narrative indicating a thorough understanding of and recommendations for conducting the work specified in this RFP with illustrations of Responder understanding and a plan for accomplishing all of the activities to be performed.

3.1.3 Experience—Key Personnel

All key personnel (project manager, transportation planner and modeler) from the responders organization that are proposed to work under this contract must be included in the qualifications and experience proposal describing each individual’s qualifications, familiarity with and understanding of the elements of the Scope of Work, planning/design practices, programs, policies and procedures, and previous experience on similar type projects. In general, resumes (maximum of one page each) will be an acceptable format. However, additional information regarding special expertise or experience relating to the fulfillment of this RFP should be highlighted.

All key personnel (project manager, transportation planner and modeler) from any and all subcontractors proposed to be used to fulfill the requirements of this RFP shall also submit information describing each individual’s qualifications, familiarity with and understanding of the elements of the Scope of Work, planning/design practices, programs, policies and procedures and previous experience on similar projects. In general, resumes (maximum of one page each) will be an acceptable format. Additional information regarding special expertise or experience relating to the fulfillment of this RFP should be highlighted.

On certain projects the MPO may require that certain proposed key personnel be assigned to the project. In this instance, said key personnel will be identified in the approved Task Order

Agreement. If one or more of the aforementioned personnel becomes unavailable for continuation of the work assignment, the consultant shall replace said individual(s) with personnel of substantially equal ability and qualifications. However, any changes to designated key personnel will require the prior written approval of the MPO designated Liaison. If acceptable, changes shall be affected without additional cost to the MPO and without formal modification of the Agreement.

3.1.4 Qualifications

The following employee classifications are to be assigned to the various projects performed under this contract depending upon the project scope. Not all classifications will be required for all project assignments. Required classifications will be determined prior to issuing the Notice to Proceed.

Project Manager

This position will be the MPO's point of contact with the Consultant. More than one project manager may be approved under this contract; though only one shall be assigned to a specific project.

The Project Manager will be qualified to oversee all aspects of an assignment.

- a. Qualifications shall include:
- b. Minimum of seven (7) years of experience in related area.
- c. Minimum of two (2) years of project management experience in related area.
- d. Professional Engineer, AICP Certified Planner or Project Manager Professional, dependent upon the project assignment.

Transportation Planner

This position will assist the Project Manager in completing assigned tasks. Typical areas of responsibility may include one or more of the following aspects of engineering: traffic analysis and design, travel demand modeling, air quality analysis and other activities associated with transportation planning. Qualifications shall include:

- e. Minimum of four (4) years of engineering experience, similar in nature to the work required by the assignment.
- f. Significant knowledge and experience with all applicable reference material and design software.
- g. Professional Engineer/EIT, AICP Certified Planner, or demonstration of appropriate skill set based upon experience.

Modeler

This position will assist the Project Manager/Transportation Planner in completing assigned tasks. Typical areas of responsibility may include both travel demand modeling and air quality analysis. Qualifications shall include:

- a. Minimum three (3) years of experience similar in nature to the work to be performed.
- b. Knowledge of and experience with all applicable reference material and design software.
- c. Knowledge of and experience with all applicable reference material and design software.
- d. Professional Engineer (PE) / Engineer in Training (EIT) registration, AICP Certified Planner, or demonstration of appropriate skill set based upon experience.

GIS Technician

This position will assist the Project Manager in completing the assigned tasks. This individual is primarily responsible for producing the finished drawings/Maps and performing appropriate analysis and data management. Qualifications shall include:

- a. Minimum three (3) years GIS experience on related projects.

Administrative

This position will assist the Project Manager in completing the assigned tasks. Typical responsibilities may include typing reports and providing copying and duplication services. There are no specific qualifications for this staff.

3.2 Technical Proposal Instructions

Under separate sealed cover, the contractor must submit an electronic original on USB Drive of the Technical Proposal. For all tasks, any work previously performed within the MPO region should be highlighted.

Travel Demand Modeling

Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. Of particular interest will be the range and quality of the Responder's experience various travel demand models and in particular the TransCAD modeling software. Also of particular interest will be the ability of the Responder to modify the model to meet the particular needs of localities within the modeling region.

Traffic Study

Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. Of particular interest would be demonstration of 1) using transportation software and tools to collect data, analyze and

evaluate traffic conditions, and identify solutions at intersection and corridor level. Innovative visualization is highly valued; 2) the ability to use effective strategies in reducing traffic hazards and improving operational efficiency; and 3) the ability to prepare such reports in compliance with WV DOH standards.

Traffic Count

Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. The MPO will evaluate the responder's experience in performing and analyzing short term vehicle traffic counts (24-48 hours), vehicle turning movement counts, and pedestrian/bicycle counts. Of particular interest will be the Responder's experience with the WV DOH traffic count data standard.

Traffic Impact Study

Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. Of particular interest would be demonstration of 1) using transportation software and tools to evaluate and visualize the impact of proposed development; and 2) appropriate use of the most recent ITE trip generation handbook and the Highway Capacity Manual; 3) the ability to identify effective traffic impact mitigation measures, and 4) at minimum the ability to prepare such report in compliance with WV DOH standards.

Special Study

Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. Of particular interest would be the demonstration of knowledge and experience in 1) planning and designing for pedestrian and bicycle facilities; 2) land use scenario planning; 3) freight movement planning; 4) economic impact studies. At minimum, the Responder should demonstrate the ability to prepare such reports in compliance with WV DOH standards.

Engineer & Design

Upon receiving grant for implementing transportation project(s), the MMMPO would request Responder to perform engineer and design tasks for specific project(s). Technical response should describe the Responder's experience relevant to this task and should describe how the Responder would tailor its relevant experience to this task. Of particular interest would be demonstrating knowledge and experience in 1) design of pedestrian and bicycle facilities, as well as roadway improvements for motor vehicles; and 2) the visualization of engineering design for community information.

3.3 Financial Statement Instructions

3.3.1 Financial Statement Format

Under separate sealed cover from the Qualifications & Experience and Technical Proposals and clearly identified with the same information noted on the Qualification & Experience and Technical Proposals, the Contractor must submit an electronic original on USB Drive and one (1) bound copy of the **Financial Statement**.

The Responder must submit the following with the Financial Statement:

1. Evidence that the Responder has the financial capacity to provide the services.
2. Copies of the last two (2) year-end financial statements or best available equivalent report.
3. An analysis of those financial statements/reports.

3.4 State Documentation

- Documentation of WVDOH approved audited overhead rate (for Consultant and Sub-consultant(s)).
- Copy of Certificate of Authorization from WV PE Board and/or current business registration from WV Secretary of State.

3.5 Alternative Proposals

Should the Responder find that additional employee classifications are necessary or if they wish to propose a more innovative technical or pricing proposal approach, such information should be specifically addressed in the Technical Proposal in a separate section labeled Alternate Approach.

Section IV – Evaluation and Selection Procedures

4.1 Evaluation Criteria

All Proposals submitted in response to this RFP will be evaluated according to the following criteria:

1. Organizational Expertise and Qualifications (Total Score 100)

- a. Ability to completely perform the activities as described in the RFP Scope of Work on time and within approved budgets. (20)
- b. Capacity, availability and responsiveness of Responder resources and personnel to meet expected project schedules and completion times of the MPO with regard to current commitments of the Responder. (20)
- c. Breadth of Responder technical resources and specialized expertise within the firm. (20)
- d. Relationship of prime and subcontractor(s). (20)
- e. Geographical relationship to the MMMPO region. (10)
- f. Information provided by Client references. (10)

2. Experience of Responder and Responder's personnel (Total Score 100)

- g. Prior experience of firm and key staff with Transportation Planning and Capital Programming. (50)
- h. Qualification of personnel to be assigned to this contract including relevant education, experience and training. Assurance of professional licenses, certifications, and registrations required under this RFP. (40)
- i. Previous experience on other MMMPO contracts. (10)

3. General Quality and adequacy of response to the Scope of Services (Total Score 100)

- j. Responders must demonstrate a complete understanding of and approach to the work to be performed. This should include examples of previous work performed by the firm as it relates to each task. (40)
- k. Quality and completeness of the proposal document submitted. (30)
- l. Ability to meet the procurement's goal and objectives. (20)
- m. Adherence to proposal instructions. (10)

4.2 Selection Process

A Selection Committee will be set up by the MMMPO to review all responses. The Selection Committee will first open and review each Responder's Qualifications & Experience.

If it is determined by the Selection Committee that a proposal has not met the standards and criteria listed in this RFP, the Responder shall be disqualified from further consideration.

If the Responder meets the criteria for Qualifications and Experience then the Selection Committee will open and review each Responder's Technical Proposal and Financial Statement.

At the sole discretion of the Selection Committee, Responders may be required to make one or more oral presentations in order to clarify their proposals and to respond to the questions of the Selection Committee. Only those Responders whose proposals have been judged to be reasonably susceptible of being selected for award, or potentially so, will be invited to make oral presentations. Presentations may be scheduled as virtual meetings.

If required, these oral presentations will be scheduled at the convenience of the MPO after the initial review and as part of the overall evaluation of the proposals. Representations made during an oral presentation must be reduced to writing and shall become part of the Responder's proposal and are binding if the contract is awarded.

If it is determined by the Selection Committee that a proposal has not met the standards and criteria listed in this RFP the Responder shall be disqualified from further consideration.

The Selection Committee will then select up to the 3 Responders. The MPO staff will inform the Responder(s) about the selection outcome and make recommendation on the selection of Responder(s) to the MPO's Policy Board. The selection process will be considered complete when, and only when, the MPO's Policy Board approves the selection of Responder(s).

Once the selection is completed, the MPO will begin the process of negotiating hourly rate with the selected Responder(s). The rate will be negotiated for each job title be contracted, and it must include a firm, fully loaded, fixed unit price that is inclusive of all costs, including all direct and indirect costs. For multiyear contract, the rate for each job title will be negotiated on annual basis. MPO has the right to revoke the selection decision if the rate negotiation fails.

UNIFIED PLANNING WORK PROGRAM

FISCAL YEAR 2026 – 2027



Adopted: March

Amended:

Monongalia County Courthouse
243 High Street Room 026
Morgantown, WV 26505
(304) 291-9571 phone
(304) 291-9573 fax

INTRODUCTION

In accordance with Federal Regulations, this document outlines the budget for the Morgantown Monongalia MPO for Fiscal Year 2026-2027, which begins July 1, 2026. This document is named the “Unified Planning Work Program” because it combines transportation planning efforts for both transit projects funded by the Federal Transit Administration and planning efforts highway projects funded by the Federal Highway Administration. This budget is supported by funds from the Federal Highway Administration, the Federal Transit Administration (both agencies combine to provide 80% of the funding for this UPWP.) The West Virginia Department of Transportation provides 10% of the funding for this UPWP. Monongalia County and the City of Morgantown each provide 5% of the funding for the UPWP. In addition to identifying the funding sources for work to be performed in the upcoming year, it also fulfills the requirement that the MPO provide a summary of the work the MPO has performed in the previous fiscal year.

DEVELOPMENT OF THE UPWP

The MMMPO’s Unified Planning Work Program is developed in consultation with the MMMPO’s member agencies. The process begins in November of the previous year when MPO staff requests that all member agencies including Mountain Line Transit provide us with any items they would like to see included in the upcoming year’s work program. A draft of the upcoming fiscal year work program is provided to the MPO’s committee members including the Policy Board at their January meeting. The final document is submitted to the committees for adoption at the March meetings.

STUDY AREA

The Morgantown Monongalia MPO covers Monongalia County including the municipalities of Blacksville, Granville, Morgantown, Star City, and Westover.

The MPO’s Policy Board includes representatives from:

1. Monongalia County (pays one half of any local match requirements) - three county commissioners
2. City of Morgantown (pays one half of any local match requirements) - three council members
3. City of Westover — one elected representative
4. Town of Star City — one elected representative
5. Town of Granville — one elected representative
6. Town of Blacksville — one elected representative
7. Mountain Line Transit Authority — one representative
8. Monongalia County Board of Education — one elected representative
9. West Virginia University — one representative
10. West Virginia Department of Transportation — MPO liaison
11. Morgantown Area Partnership-one representative (Non-voting)

Accomplishments

During Fiscal Year 2025-2026 the MMMPO staff worked with the West Virginia Department of Transportation and the area's local governments to improve transportation in the region. The MPO's efforts were focused on completing the ongoing Downtown Microsimulation Study and performing a minor update of the 2050 Long Range Transportation Plan. Please find below a short description of these and other activities.

The focus of the MPO during the early part of the fiscal year was working to implement the recommendations of the 2022 transportation plan. The primary effort was working with consultants to perform the Downtown Microsimulation Study a Tier One project for the area. The recommendations of this Study were adopted as part of the update to the Metropolitan Transportation Plan. MPO Staff is continuing work to evaluate the proper sequence for the implementation of the recommendations of the Downtown Microsimulation Study.

MPO Staff also prepared a pedestrian safety plan for the University Avenue corridor from Patteson Drive to Boyers Avenue. The Study's recommendations were adopted as part of the Metropolitan Transportation Plan update.

In addition to the two major efforts noted above MPO Staff performed work to evaluate the future need for improvements to Brookhaven Road as the area it serves grows. Staff also worked with Monongalia County to evaluate the need for pedestrian improvements to the zoned portions of unincorporated Monongalia County. Both projects were included in the Metropolitan Transportation Plan update adopted at the Policy Board's November meeting.

Other work performed by MPO Staff during FY 2025-26, included:

MPO Staff monitored the following projects: University Avenue/Collins Ferry Road intersection improvement project the Greenbag Road widening project, and the upgrades of the West Run, Van Voorhis Road corridor projects. MPO Staff also worked to keep the Harmony Grove interchange project and the Exit 155 grant project on schedule.

MPO Staff worked to develop the scope of work for the Greenbelt Complete Streets access project. This project is ongoing at this time. It is anticipated to be completed during FY 2026-27.

In addition to project work MPO staff, performed several duties to maintain and update traffic related databases these databases include an enhanced crash database developed from data newly available from WVDOH. In addition to working on the inventory of traffic data the MPO proposes to participate in the updating of aerial mapping and topographic data undertaken by a consortium of Monongalia County, the City of Morgantown and the Morgantown Utility Board. The MPO provided \$5000 to assist in funding this effort. As a partner in this effort all data collected is available to the MPO's jurisdictions and WVDOH at no charge.

MPO Staff continued to investigate potential pedestrian count technologies. The technology for pedestrian counting is evolving quickly and it is difficult to evaluate the various options available. MPO

Staff in cooperation with the Mon Valley Greenspace Coalition Staff prepared a map of a potential greenway network connecting non-motorized facilities throughout the area.

The MPO has been working to implement the Regional Transportation Demand Management program. During FY 2014-2015 MPO staff, working with Mountain Lines Mobility Coordinator instituted a coordinated advertising campaign and a redefined incentive package for new van pools. The momentum from this effort continued in FY 2019-2020 when there were two ongoing vanpools. Since that time the initial funding for the program has been spent. MPO Staff successfully sought funding for the continuation of this initiative in FY 2020-21. To date 28 vanpools have been started by this program with over half of them still operating after the expiration of the MPO's subsidy.

MPO Staff continues work begun in 2013-2014 with the other MPO's across the State to implement the WV Association of MPO's. The purpose of the organization is to share best practices in transportation planning and to enhance coordination with WVDOT, the Federal Highway Administration and the Federal Transit Administration.

With the addition of a part-time staff person in 2022 shared with Monongalia County the MPO has continued its expanded online presence to include several new platforms including Twitter, LinkedIn, a larger presence on Facebook and other social media. The new employee also worked to standardize the format of the MPO's letter head and other documents as well as beginning a quarterly MMMPO newsletter. Normal operations included MPO consideration of numerous TIP Amendments by the MPO's committees. MPO Staff also performed other normal administrative functions including financial management, staff technical support to the Pedestrian and Bicycle Board's, and other similar tasks.

It is anticipated that all of the work items proposed in the FY 2025-2026 UPWP will have been addressed. It should be noted that several items are intended to be ongoing parts of the MPO's Work Program which will never be "completed." These tasks include all forms of data collection, monitoring of performance measures, and administration. There is no provision to carry over funding from previous fiscal years in the MMMPO's arrangement with WVDOT.

FOCUS FOR FISCAL YEAR 2025-2026

Local initiatives:

Major initiatives to be under taken this year include:

The MMMPO will also continue to assist with the development of the proposed greenbelt being developed by a volunteer agency, the City of Morgantown and West Virginia University. This Greenbelt is to provide non-motorized access to the urban area. Preliminary work identifying potential corridors has been underway. This Study will look at both complete streets concepts as well as off road concepts developed by the area's green space coalition. In addition to verifying the feasibility of the proposed greenbelt the plan will develop an outline of implementation strategies for the proposed project. These strategies will include the identification of proposed partners and funding sources for the implementation of the project and a timeline of steps to be taken to implement the project. This project will also include public outreach and the prioritization of segments to be implemented. The funding for this project will exceed the Federal requirement for a minimum of 2.5% of the MPO's budget being for Complete Street planning based on the staff time to be allocated to the project.

Another key initiative will be evaluating the efficiency of Mountain Lines operations. The proposed budget includes funding for this analysis by a consultant.

It is also anticipated that staff will work on the implementation of the urban area's transportation plan. Particularly seeking funding for the MTP's tier one projects. This work will include small area studies, public meetings and work with State and Federal agencies to acquire project funding as well as grant applications.

MPO Staff will work to implement the process for monitoring and reporting on the impact of transportation decision-making in the TIP and the Metropolitan Transportation Plan on the safety and operational performance of the transportation system in accordance with the performance planning requirements of the IIJA, FAST Act and MAP 21. MPO Staff will continue to provide ongoing administrative functions including scheduling and staff meetings, preparation of minutes and other arrangements for the MPO's standing committee meetings. Staff will continue preparation of Transportation Improvement Program amendments, preparation of the budget, performance of human resource functions and intergovernmental relations and public involvement activities. Staff will also continue to provide technical assistance to area municipalities as well as the Bike Board and the Pedestrian Board. Staff will also review the MPO's Public Involvement Policy and the MPO's Bylaws to determine the need for an update to the provisions of those documents. Staff will also continue to work with the statewide MPO Association on issues common to all of the state's MPOs.

It is anticipated that some items may need to be added or deleted in this UPWP as the MPO's Staff changes. In the event there are changes to the UPWP MPO staff will ask the MPO Policy Board to amend the UPWP and the proposed changes will be forwarded to the West Virginia Department of Transportation and the appropriate Federal Agency.

BUDGET ITEMS BY MAJOR CATEGORY

The Project codes used in this document refer to the work codes identified in the MPO's Prospectus.

II-A Continuing Transportation Planning Activities-Surveillance of Inventory Data

II-A-1 Traffic Counts- The MPO will consider continuing the annual traffic count program under a new initiative under discussion with WVDOH.

II-A-3 Accident Reports-MPO Staff will continue to collect, quantify and locate traffic accident data as it becomes available.

II-A-10 Mapping- The MPO is using ArcGIS to work with Monongalia County to share data. This work will also include supplementing the County's recently acquired aerial photography with additional data.

II-B Long Range Transportation Plan Development

II-B-3 Model Update-The MPO regional travel demand model will be updated using data from the downtown micro-simulation study and ongoing work for the development of a new interchange.

II-B-6-Community Goals and Objectives-The MPO will have a robust public involvement process to identify any new community goals and objectives since the last major update in 2022. These activities will be part of a minor update of the MTP.

II-B-8 Deficiency Analysis-Ongoing efforts to identify deficient elements of the transportation network. These efforts will be focused on corridors identified by staff and the public including Brookhaven Road as part of the minor MTP Update.

II-B-9 Highway Element-The highway element of the MTP will be updated as needed to reflect changes proposed in the area's comprehensive plans, the Downtown Microsimulation Study and other ongoing studies.

II-B-10 Transit Element-The MPO will work with Mountain Line to incorporate recent changes in their operations into the overall Metropolitan Transportation Plan.

II-B-11 Bicycle and Pedestrian Planning- The MPO will incorporate new data into the Bicycle and Pedestrian Plan as it becomes available. Work in this category includes a Complete Street evaluation of the proposed urban area wide Greenbelt Map.

II-B-13 Collector Street Planning- MPO Staff will provide support to area municipalities in reviewing proposed development to ensure that the proposed collector streets are adequate. Staff will also review proposals to ensure that the proposed connection between major arterials and collector streets are consistent with the capacity anticipated in the Metropolitan Transportation Plan.

II-B-16 Financial Planning- MPO Staff will continue to work for the development of funding streams for transportation in general and especially for implementing the Metropolitan Transportation Plan.

II-B-17 Congestion Management Strategies- MPO staff will review and coordinate with WVDOT/DOH on potential congestion mitigation strategies. MPO staff will also work with Mountain Line staff on the vanpool program. MPO Staff will continue to provide information on operational improvements that may assist in the mitigation of congestion identified in the Downtown Microsimulation study.

III Administration

III-A Planning Work Program-MPO staff will monitor the revised Planning Work Program process to ensure it is being adequately implemented. Staff will also develop the 2027 Planning Work Program.

III-B Transportation Improvement Program-MPO staff will update the Transportation Improvement Program (TIP) as needed. The MPO will work with WVDOH on updating the State Transportation Improvement Program operating procedures and updating the TIP to meet the revised procedures.

III-C-6 Public Involvement-The MPO will continue to televise Policy Board Meetings. Staff also anticipates increased public involvement activities associated with the downtown microsimulation study and the MTP Update. The MPO will continue to distribute a newsletter and upgrade its online presence. Staff will also reach out to neighborhoods to inform residents about its activities.

III-C-7 Private Sector Participation-The MPO will seek to encourage private sector participation wherever possible with projects as they move forward. This effort will immediately focus on working with the Morgantown Area Partnerships Transportation Committee as the MPO Policy Advisory Committee.

III-C-8 Performance Measures-MAP 21 and the FAST Act require the States and MPOs to establish and report performance measures to ensure that transportation investments are addressing national, state, and local priorities for safety, air quality, system reliability and transit and highway asset management. These performance measures will be reflected in the MPO's Metropolitan Transportation Plan and Transportation Improvement Program. This will be an ongoing task.

III-D-1 Transportation Enhancement Planning-MPO Staff will prepare enhancement project applications and provide assistance with enhancement planning activities as requested by area agencies.

III-D-2 Environmental Coordination-MPO Staff will work with WVDOH to provide environmental resource agencies with information on projects proposed in the updated Metropolitan Transportation Plan to help ensure that environmental concerns are recognized as potential projects.

III-D-3 Special Studies- The MPO will fund an evaluation of the Mountain Lines operations. The last time a study of this nature was performed was 2017.

III-D-4 Regional and State Coordination-MPO Staff will continue to work with the West Virginia Association of MPOs to develop statewide policies. MPO staff will also coordinate with municipalities and regional entities outside of the MPO area as needed.

III-E Management and Operations- This line item includes normal administrative functions such as the cost of the MPO audit, supplies, insurance and other administrative costs.

Morgantown Monongalia Metropolitan Planning Organization Operating Budget FY 2026-27

Revenues and Expenditures By Major Category

Task Number	Task Item	Category	Consolidated Federal Planning Funds	WVDOT	City/County/MPO	Other	Total Cost Allocation
II-A							
	Inventory of Facilities						
	1	Traffic Counts	4,000	500	500		\$5,000
	3	Accident Reports	1,600	200	200		\$5,000
	10	Mapping	5,600	700	700		\$7,000
		Total	11,200	1,400	1,400		\$17,000
II-B							
	L RTP						
	3	Travel Model Update	900	50	50		\$2,000
	6	Community goals	1,600	200	200		\$2,000
	8	Deficiency Analysis	1,600	200	200		\$2,000
	9	Highway Element	2,400	300	300		\$3,000
	10	Transit Element	2,400	300	300		\$3,000
	11	Bicycle and Ped.	2,400	300	300		\$3,000
	13	Collector Street	2,400	300	300		\$3,000
	16	Financial Planning	800	100	100		\$1,000
		Total	\$13,600	\$1,700	\$1,700	\$0	\$19,000
III							
	Admin.					0	
	A	Work Program	2400	300	300		3000
	B	TIP	2400	300	300		3000
	C-6	Public Involvement	6000	750	750		7500
	C-7	Private Sector	2400	300	300		3000
	C-8	Performance	2400	300	300		3000
	D-1	Enhancement Plan	2400	300	300		3000
	D-2	Env. And Pre-TIP	2400	300	300		3000
	D-3	Special Studies*	40000	5000	5000		50000
	D-4	Regional and State	2400	300	300		3000
	E	Management and Ops	230480	28810	28810		288100
		Total	\$293,280	\$36,660	\$36,660	\$0	\$366,600
Grand Totals - All Programs			\$318,080	\$39,760	\$39,760	\$0	\$402,600

DRAFT Morgantown Monongalia MPO Operating Budget FY 2026-2027

Cost Allocation Rate Table	
All work performed outside program areas shall be charged at an hourly rate to cover actual expenses. Reimbursement/allocation rates are as follows:	
Position	Hourly Rate
Executive Director	\$ 73.41 Incl. benefits + Overhead
Planner II	\$ 46.77 Incl. benefits + Overhead
Shared Planner (50% MPO)	\$ 41.84 Includes benefits + Overhead
Additional Travel	US Gov Rate as adjusted
Note: The Director and the Planner II are salaried positions. Therefore, all holidays, vacation and sick leave benefits are included in the base wage rate. Hourly rate is calculated using a 2080 hour work year as the base line for full time employees. For the shared employee a 1,040 hour work year is used.	

Proposed Line Item Fixed Operating Expenses					
Category	Consolidated Federal Planning Funds	WVDOT	City/County/ M PO/Other	Total Cost Allocation	
Salaries*					
Director	\$ 84,000	\$ 10,500	\$ 10,500	\$105,000	
Planner 2	\$ 54,093	\$ 6,762	\$ 6,762	\$67,617	
Shared Planner	\$ 23,730	\$ 2,966	\$ 2,966	\$29,663	
Benefits (see below)	\$ 68,667	\$ 8,583	\$ 8,583	\$85,834	
Contracted/Capital Expenses					
Contracted Services	\$ 24,000	\$ 3,000	\$ 3,000	\$30,000	
Consulting Services*	\$ 40,000	\$ 5,000	\$ 5,000	\$50,000	
Computer Equipment	\$ 1,600	\$ 200	\$ 200	\$2,000	
Software	\$ 4,000	\$ 1,200	\$ 1,200	\$12,000	
Public Notices/Publishing	\$ 3,200	\$ 400	\$ 400	\$4,000	
Overhead					
Travel & Training	\$ 11,200	\$ 1,400	\$ 1,400	\$14,000	
Utilities (phone, internet, web site)	\$ 1,600	\$ 200	\$ 200	\$2,000	
Copier lease, supplies, postage	\$ 400	\$ 50	\$ 50	\$500	
Total	\$ 316,491	\$ 40,261	\$ 40,261	\$402,613	

Employee Benefit Expenditure Detail				
(Calculated on Total Wages = \$205,678)				
Description	Consolidated Federal Planning Funds	WVDOT	City/County/ Other	Total Cost Allocation
FICA (6.2%)	10,033	1,254	1,254	12,541
Worker's Compensation (2.3%)	3,722	465	465	4,652
Medicare (1.45%)	2,346	293	293	2,933
Retirement (9.0%)	12,428	1,554	1,554	15,536
Health Insurance 2026 + 4%	37,337	4,667	4,667	46,671
Dental & Vision Insurance	2,800	350	350	3,500
Total Employee Benefit Package				85,834