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

Agenda

Transportation Technical Advisory Committee
243 High Street Room 026 and by ZOOM
Morgantown WV
January 6th, 2026
1:00 PM

1. Call to Order
2. Approval of Minutes
3. TIP Amendments
4. Greenbelt Complete Streets RFQ
5. Stewartstown-Point Marion Road Intersection Study
6. Draft 2026 UPWP
7. Other Business
8. Meeting Adjournment

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MMMPO
morgantown monongalia
metropolitan planning organization

Memorandum

Date: December 31, 2025

To: MPO Committees

From: Bill Austin, AICP

Subject: Committee Meeting Agenda Items

MPO Committee Members please find below information on items to be considered at the January Meetings.

TIP Amendments

Mountain Line Transit and WVDOH have requested that the MPO amend the TIP to include several projects. Please find enclosed with the Agenda a memorandum documenting the requested amendments. We respectfully request that the Committee's recommend approval of the TIP Amendments to the Policy Board.

Greenbelt Complete Streets RFP

Please find attached an RFP for the UPWP's Complete Streets Study. 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. We welcome any comments you may have on the draft RFP.

Stewartstown Road-Point Marion Intersection Study

Please find included in the Agenda a memorandum 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.

Draft Unified Planning Work Program

Following is the draft budget table for FY 2026-2027. Staff welcomes Committee input into work items that should be completed in the upcoming fiscal year.

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 employe a 1,040 hour work year is used.

Proposed Line Item Fixed Operating Expenses

Category	Consolidated Federal Planning Funds	WVDOT	City/CountyMPO/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 Exenses				
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	$ 2,000	$ 250	$ 250	$2,500
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	$ 315,291	$ 40,111	$ 40,111	**$401,113**

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**

TRANSPORTATION TECHNICAL ADVISORY COMMITTEE

November 10, 2025

This meeting was held virtually on ZOOM and in-person at 243 High St (Court House), Room 026 in downtown Morgantown.

Members Present: Bill Austin (Chair), Andrew-Gast Bray, Michael Dougherty, Kimberly Fragola, Kara Greathouse, Kerri Wagner, Kevin Sullivan, Jeremy Evans, Michael Dodd

Others Present: Jacqueline Peate, Jing Zhang

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1. Call to Order

The TTAC meeting was held virtually and in person. The phone number and web address to access the teleconference were publicized. With a quorum present, Mr. Austin called the meeting of the TTAC to order at 1:06 PM.

2. Approval of Minutes

Mr. Austin noted that the minutes of the last meeting were included in the agenda package. Mr. Gast-Bray moved to approve the meeting minutes; seconded by Mr. Dougherty. The motion to approve the minutes passed unanimously.

3. 2025 - 2055 Metropolitan Transportation Plan

Mr. Austin stated that included in the agenda are staff recommendations for the 2055 Metropolitan Transportation Plan (MTP) project prioritization. The prioritization of the MTP's Projects is one of the most vital tasks of the MTP Update. It is respectfully requested that the MPO's Committee review these recommendations and recommend their adoption as part of the 2055 MTP. There is also a memorandum that identifies the public outreach process utilized to update the MMMPO 2050 Metropolitan Transportation Plan and to provide the MPO Committee's with a representative sampling of comments on the proposed 2055 MTP.

Mr. Doughtery asked about the Tier 1 project of closing Grumbein's Island closing and the other Tier 2 projects related to / like the closure. Mr. Austin stated there was a previous project in the previous plan, but the two projects will be merged.

Mr. Evans asked why the Signal Optimization project was listed at $3 million, as this price seems light. Mr. Austin stated this is because we would like to put in a local Traffic Control Center. This would have a computer center and have staff on site.

Mr. Evans moved to recommend approval of the 2025 – 2055 Metropolitan Transportation Plan; seconded by Mr. Gast-Bray. The motion passed unanimously.

4. 2025 Safety Performance Targets

Mr. Austin stated that the Safety Performance Management Measures regulation supports the Highway Safety Improvement Program (HSIP) which requires State Departments of Transportation (DOTs) and

Metropolitan Planning Organizations (MPOs) to set targets for 5 safety performance measures (Fatalities, Fatality Rate, Serious Injuries, Serious Injuries, and Non-Motorist Combined Fatalities and Serious Injuries). According to 23 CFR § 490.209, MPOs must establish safety performance targets within 180 days of the State DOT establishing and reporting targets in the State HSIP annual report. Part of the MPOs federal funds is utilized for these targets. The Safety Performance Measures include Fatalities, Fatality Rate, Serious Injuries, Serious

Injuries, and Non-Motorist Combined Fatalities and Serious Injuries for both annual and five-year target goals. They are shown below in individual tables.

The last adopted values were from 2020-2024. The current adopted values for 2021-2025 are shown in the tables below, and they have been adjusted to reflect the actual performance of the system since that time.

Mr. Gast-Bray moved to recommend approval of the 2025 Safety Performance Targets; seconded by Mr. Doughtery. The motion passed unanimously.

5. 2026 Meeting Dates

Mr. Austin stated there is a Memorandum in the Agenda that informs the Advisory Committees of the 2026 Meeting Dates. The May TTAC meeting has been moved to Monday May 11th 2026 due to Primary Election Day. The June meetings have been cancelled.

Mr. Doughtery moved to recommend approval of the 2026 Meeting Dates; seconded by Mr. Gast-Bray. The motion passed unanimously.

6. Draft UPWP Development

Mr. Austin stated he is in the process of creating the 2026 UPWP. He asked the board for recommendations of projects or tasks for staff for the upcoming year. Mr. Austin will have a draft ready by the January meetings.

7. Annual Listing of Obligated Projects

This item was not included in the agenda packet. Staff will email the board the WVDOH list of annual obligated projects. Mr. Austin stated to call or email with any questions regarding this document.

8. Other Business

No Other Business.

9. Meeting Adjournment

The meeting adjourned at 1:26 pm.

Memorandum

Date: Dec 17, 2025

To: TTAC, CAC, and Policy Board

From: MMMPO Staff

Subject: TIP Amendment and Adjustments - January, 2026

This memorandum is to document the amendment and administrative adjustments requested to the MPO's Transportation Improvement Program (TIP) for January, 2026.

Administrative Adjustments

Removing Obligated Projects

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.

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.

TIP Amendments

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

		2026		2027	
	Source	**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

		2028		2029	
	Source	**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

		2028		2029	
	Source	**Federal**	**Local**	**Federal**	**Local**
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

Request for Qualifications

Greenbelt Van Voorhis / West Run Section

Complete Street Study

Released: TBD

Due Date: TBD

243 High Street Room 026, Morgantown, WV 26505

<table>
<tr><td>1. Release Date
N/A</td><td>2. Due Date
N/A</td><td>3. Interview Period
N/A</td></tr>
<tr><td colspan="3">4. Task Name
Greenbelt Van Voorhis / West Run Section Complete Street Study</td></tr>
<tr><td colspan="2">5. Job Title
Transportation Planning and Engineering Consultant</td><td rowspan="2">7. Contact Information
Bill Austin, AICP, Executive Director
Phone: 304-291-9571
Email: baustin@plantogether.org
243 High Street Room 026
Morgantown, WV 26505</td></tr>
<tr><td colspan="2">6. Contract
Morgantown Monongalia Metropolitan Planning Organization
243 High Street Room 026
Morgantown, WV 26505</td></tr>
<tr><td colspan="2">8. Partnering Agencies
N/A</td><td>9. Funding Source
USDOT Complete Streets</td></tr>
<tr><td colspan="3">10. Supplementary Notes
N/A</td></tr>
<tr><td colspan="3">11. Scope of Work Abstract
The MPO is soliciting professional engineering and planning services to conduct a Complete Streets Study and develop Preliminary Engineering Designs (20%) for the Van Voorhis Road and West Run Road corridors. The primary focus of this study is to resolve critical pedestrian safety deficiencies while improving multimodal connectivity to the planned Greenbelt network and addressing vehicular conflicts at key intersections.
Study Area:
● Van Voorhis Rd: From Ackerman Rd to Clearview Ave.
● West Run Rd: From Van Voorhis Rd to the WVU Woodlot/Bakers Ridge Trailhead.
Scope: Includes roadway segments, intersections, adjacent intersecting streets, and relevant floodplain/trail interface zones.</td></tr>
<tr><td>12. UPWP FFY
2025-2026</td><td>13. Planning Horizon
N/A</td><td>14. Scale
Subarea</td></tr>
</table>

Table of Content

Section I - General Information

1.1 Background

The Morgantown Monongalia Metropolitan Planning Organization (MPO) is soliciting proposals from qualified consulting firms to conduct a comprehensive Complete Streets Study and Preliminary Engineering Design (20%) for the sections of West Run and Van Voorhis Road corridors. This project represents a critical step in advancing the Morgantown Greenbelt initiative—an interconnected loop of multimodal trails and infrastructure intended to connect neighborhoods, commercial districts, schools, parks, and other recreational and commercial assets in the greater Morgantown urban area.

About the Greenelt

The Greenbelt is a network of walking and biking routes that connects communities across the Morgantown and adjacent area. It is anchored by a 'primary' trail system, a high-standard, 6-10 foot wide natural- or paved-surface trail that partially exists in the Mon River and Deckers Creek Rail-Trails, new sections of high-standard trails, and supported by an on-road network that serves as a complementary feeder and connector. The Greenbelt represents a collaborative effort among the Mon Valley Greenspace Coalition, West Virginia University, the City of Morgantown, West Virginia Land Trust, and the Morgantown Monongalia MPO. The Greenbelt network is intended to connect city, county, and university assets as well as public and private lands and infrastructure, creating a comprehensive active transportation and recreation network for the area .

Below is a picture of the Greenbelt Conceptual Map and the methodology used to create the map.

Greenbelt Conceptual Map

A high resolution map is available by clicking on the link below.

https://drive.google.com/file/d/1fzlEBoACrLZ05Ou95WX-ZhvfoZgqAids/view?usp=sharing

1.2 Point of Contact

The point of contact for purposes of this Request for Proposals (RFP) is the MPO 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@plantogether.org

Section II

2.1 Project Objective

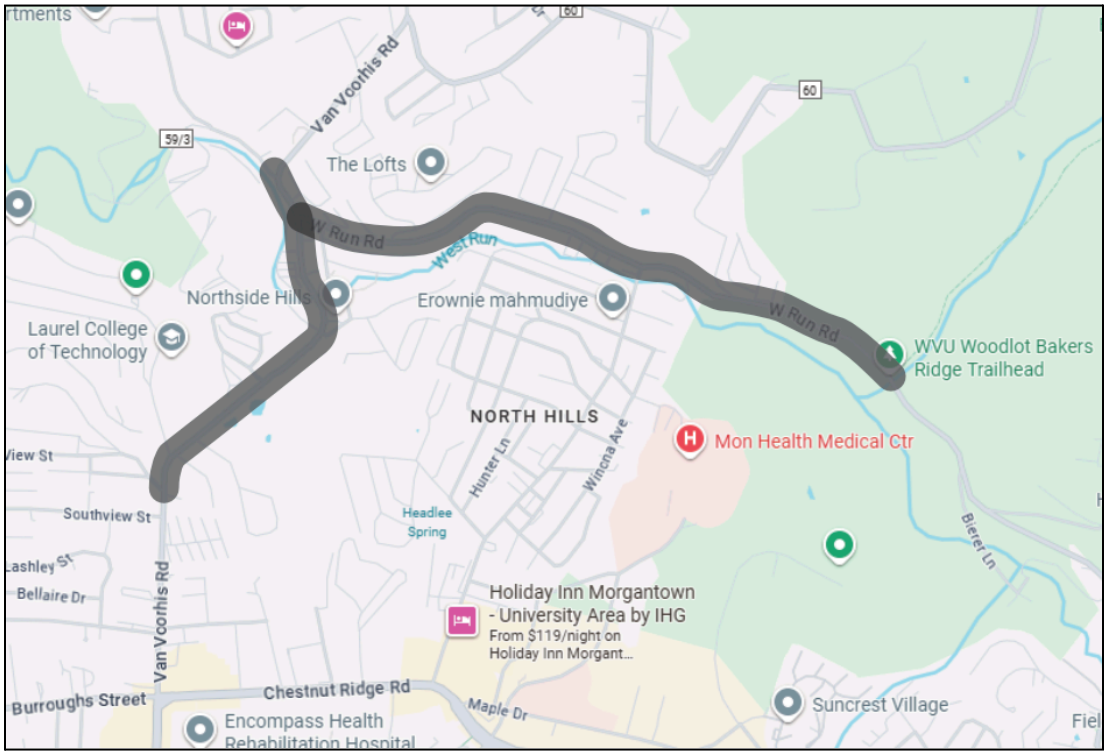
The objective of this project is to conduct a comprehensive Complete Streets Study and develop Preliminary Engineering Designs (20%) for the Van Voorhis Road and West Run Road corridors. The primary goal is to enhance pedestrian safety, improve multimodal connectivity to the planned Greenbelt trail network, and design the infrastructure that, when built, will resolve vehicular conflicts at key intersections.

2.2 Study Area

The project limits are defined as:

- Van Voorhis Rd: From Ackerman Rd to Clearview Ave.
- West Run Rd: From Van Voorhis Rd to the WVU Woodlot/Bakers Ridge Trailhead.

The study area includes all mentioned street segments, intersections, and the immediate approaches of adjacent intersecting streets.



2.3 Scope of Services

Task 1: Existing Conditions & Data Analysis

Review existing roadway geometry, right-of-way (ROW) widths, utility locations, drainage/floodplain constraints, and existing pedestrian facilities.

Task 2: Pedestrian & Trail Connectivity Evaluation

Identify treatments to improve safety and connectivity. This includes feasibility analysis for:

- Corridor-Wide Pedestrian Safety: Recommendations for pedestrian infrastructures and traffic calming along Van Voorhis Rd and West Run Rd.
- Trail Connections:
    - Van Voorhis crossing on West Run Creek: Crossing design adjacent to the floodplain to accommodate trail connections.
    - Riddle Ave crossing on West Run Creek: Crossing adjacent to West Run Creek floodplain for trail connection.
    - Suncrest Connectivity: Crossing on Van Voorhis Rd to connect WVU Van Voorhis Woods to the west/north-west side, connecting to Clearview Ave and Valley View St.
    - Greenbelt Access: Identification of safe access points from West Run Rd to the potential West Run section of the Greenbelt trail.
    - WVU Woodlot: Access point design for the Bakers Ridge Trailhead.

Task 3: Intersection & Crossing Improvements

The Consultant shall evaluate and propose geometric improvements for pedestrian safety at the following intersections:

- Ackerman Rd & Van Voorhis Rd
- Riddle Ave & West Run Rd
- St. Clair Hill Rd & West Run Rd

Task 4: Preliminary Engineering (20% Design)

For the recommended improvements identified in Tasks 2 and 3, the Consultant shall prepare 20% Preliminary Engineering Plans. These plans must be sufficient to determine feasibility and estimated costs.

Task 5: Cost Estimates & Implementation Plan

- Opinion of Probable Cost: Itemized construction cost estimates for all recommended improvements, including contingencies for engineering and unknown utilities.
- Phasing Plan: A prioritized list of projects (e.g., "Short-term/Low-cost" vs. "Long-term/Capital Intensive") based on safety impact and feasibility.

2.4 Design Standards

All improvements must be evaluated against and compliant with:

- Relevant City/County standards.
- AASHTO *Guide for the Planning, Design, and Operation of Pedestrian Facilities*.
- ADA (Americans with Disabilities Act) and PROWAG (Public Right-of-Way Accessibility Guidelines).

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 ("MPO 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

3.2 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) roles in relation to each task.

3.3 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.

Experience—Key Personnel

All key personnel (project manager, transportation planner and modeler) from the responder's 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 multi-modal / active transportation connectivity 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.

3.4 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/Engineer

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.

Qualifications shall include:

- Minimum of seven (7) years of experience in related areas.
- Minimum of two (2) years of project management experience in related areas.
- 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:

- Minimum of four (4) years of engineering experience, similar in nature to the work required by the assignment.
- Significant knowledge and experience with all applicable reference material and design software.
- Professional Engineer/EIT, AICP Certified Planner, or demonstration of appropriate skill set based upon experience.
- Significant knowledge and experience with GIS.
- Preliminary identification of potential impacts to private and public properties. Should be able to thoroughly analyze and use tax and property maps in the area.

3.5 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.

Engineer & Design

Upon receiving a grant for implementing transportation project(s), the MPO 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.

3.6 Financial Statement Instructions

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.

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.

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 MPO 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 MPO 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 MPO to review all responses. 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.

Once the selection is completed, the MPO will begin the process of negotiating an hourly rate with the selected Responder(s). The rate will be negotiated for each job title to 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 a multiyear contract, the rate for each job title will be negotiated on an annual basis. MPO has the right to revoke the selection decision if the rate negotiation fails.

Memorandum

Date: December 30, 2025

To: MMMPO Staff

From: MMMPO Committees

Subject: Point Marion-Stewartstown Intersection Data Collection and Analysis

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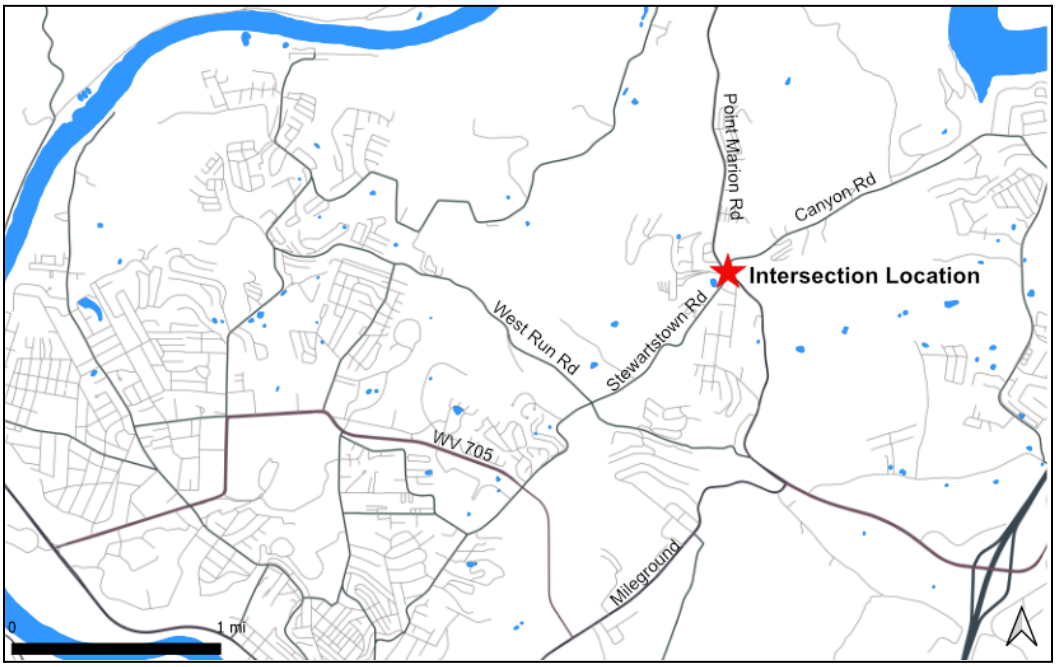
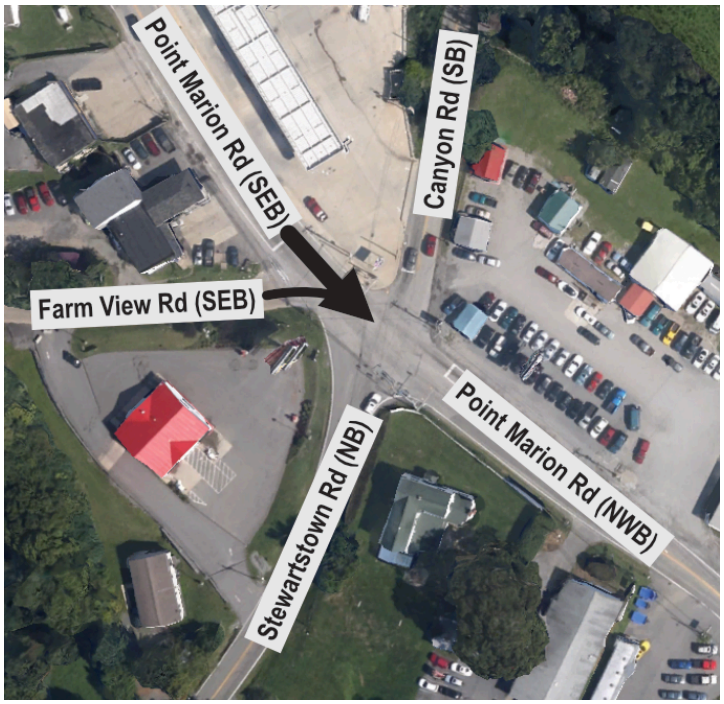
This memorandum documents observations conducted at the intersection of Point Marion Road and Stewartstown Road/Canyon Road during AM and PM peak periods. MPO staff conducted initial field observations on September 16 and 17, focusing on peak hours, queues, and general conditions in the intersection area. MPO staff did a follow-up traffic count and evaluation on September 30, focusing on traffic delay, movement pattern and signal timing.



Synchro LOS Analysis

Geometrically, the intersection has five legs; however, the signal timing operates as a four-leg intersection. The Farm View Road approach is controlled by the same signal phase as the southeastbound (SEB) approach on Point Marion Road. Due to this configuration, and for the purpose of LOS analysis, traffic volumes from Farm View Road are combined with the SEB volumes on Point Marion Road rather than being analyzed as a separate approach.



The following table summarizes the analysis outcome. A more detailed report of this analysis is attached to the memo as an appendix.

Street Name		Stewartstown Rd	Canyon Rd	Point Marion Rd	
Direction		NB	SB	SEB	NWB
AM Peak	v/c Ration	1.37	0.95	1.37	1.56
	Approach Delay (second)	222	83	199	258
	Approach LOS	**F**	**F**	**F**	**F**
PM Peak	v/c Ration	1.56	0.36	1.34	1.08
	Approach Delay (second)	299	45	192	87
	Approach LOS	**F**	**D**	**F**	**F**

Key Findings

AM Peak Hours

- **Peak Hour Times**. The AM Peak hour starts around **6:45 AM** and ends at 7:45 AM. Traffic on the north leg of Point Marion Road experienced backups extending approximately 0.5 - 0.8 miles north of the intersection.
- **Intersection Delay & LOS.** The average delay on the north log of Point Marion Rd is approximately 3–4 minutes, which far exceeds the Level of Service (LOS) F threshold of 80 seconds.

PM Peak Hours

- **PM Peak Times**. The PM Peak hours span from 2:30 PM to 6:30 PM.
    - North leg of Point Marion Rd. The congestion extends about 0.5 miles during the peak period from 2:30 PM to 4:00 PM. During peak traffic, it takes up to three full signal cycles for a vehicle to pass through the intersection.
    - South leg of Point Marion Rd. The leg experienced backups of approximately 0.3 miles beginning around 4:30 PM.
    - Stewartstown Road. Traffic on Stewartstown Road began to queue at approximately 4:30 PM, extending 0.3 miles.
- **Intersection Delay & LOS.** All three legs experienced approximately 3-5 minutes delay. which far exceeds the Level of Service (LOS) F threshold of 80 seconds.

Signal Timing Setup

- **Exclusive Phasing.** The intersection is signalized with dedicated green phases for the Canyon Road and Stewartstown Road legs, due to safety considerations caused by the terrain.
- **Actuated Phasing**. The intersection is operated with actuated, uncoordinated traffic signals. During peak hours, signal timing adjusts dynamically to prioritize approaches with higher traffic volumes. For example, the green phase for southbound traffic on Point Marion Road varies between 25 and 55 seconds, depending on traffic conditions. On Canyon Road, the green phase transitions to yellow immediately when no vehicles are detected in the queue.
- **Farm View Road Access**. The northbound approach includes a dedicated left-turn phase serving traffic turning onto Farm View Road. This phase is actuated and activates only when vehicles are present in the left-turn bay. Providing this dedicated movement is essential to ensure access to the high-density residential development on Farm View Road and to prevent left-turn queues from impeding through traffic.

Turning Movement Pattern

- **Canyon Road Approach**: Traffic is primarily through movements (66.7%), with left turns accounting for 22.2% and right turns for 11.1%. Canyon Road functions mainly as a minor arterial through approach with some local left-turn demand.
- **Stewartstown Road Approach**: Stewartstown has a high proportion of left turns (43.6%), with through and right-turn movements both at 28.2%. This reflects a strong turning demand.
- **Point Marion Road Northbound and Southbound Approach**: Both approaches are heavily dominated by through traffic (73.0% - 79%), with left turns at 11.1% and right turns at 15.9%. The strong through demand confirms that Point Marion Road is the primary corridor.

Surrounding Land Use

The observed congestion corresponds with student drop-off and pick-up times at University High School, when parents drive their children. Point Marion Road serves as the primary arterial connecting the school to major urban destinations, including university campuses, hospitals, commercial and employment centers as well as residences along the WV 705 corridor, and southern parts of Morgantown. This intersection is the only access point for traffic from north of Point Marion Rd toward the WV 705 corridor and the Mileground/Cheat Road areas.

Conclusion and Next Step

The intersection functions as a critical link within the eastern portion of the MPO's urban area. During peak periods, operational deficiencies are evident, driven primarily by school-related traffic, constrained intersection capacity, and geometric limitations. Analysis indicates that three of the four approaches (excluding Farm View Road) are currently operating at LOS F during peak periods, an indication of significant delay.

The intersection is controlled by an actuated signal system, which adjusts phase timing in response to traffic volumes. This control strategy has enhanced overall capacity and mitigated congestion to some extent; however, peak-hour volumes exceed the operational limits of signal control.

MPO staff recommend a detailed engineering study to evaluate feasible intersection improvement alternatives, first using designs identified in the 2022-2050 MTP.

Lanes, Volumes, Timings
1:

12/30/2025

Lane Group	NBL	NBT	NBR	SBL	SBT	SBR	SEL	SET	SER	NWL	NWT	NWR
Lane Configurations												
Traffic Volume (vph)	132	88	99	34	180	38	57	780	160	95	680	125
Future Volume (vph)	132	88	99	34	180	38	57	780	160	95	680	125
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		8%			10%			0%			0%	
Storage Length (ft)	0		0	0		0	0		0	0		0
Storage Lanes	0		0	0		0	0		0	0		0
Taper Length (ft)	0			0			0			0		
Satd. Flow (prot)	0	1679	0	0	1722	0	0	1816	0	0	1818	0
Flt Permitted		0.745			0.870			0.875			0.688	
Satd. Flow (perm)	0	1276	0	0	1509	0	0	1594	0	0	1257	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)		20			8			14			12	
Link Speed (mph)		30			30			30			30	
Link Distance (ft)		239			1035			1443			2605	
Travel Time (s)		5.4			23.5			32.8			59.2	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	347	0	0	274	0	0	1084	0	0	978	0
Turn Type	Perm	NA		Perm	NA		Perm	NA		Perm	NA	
Protected Phases		8			4			5			5	
Permitted Phases	8			4			5			5		
Total Split (s)	23.0	23.0		23.0	23.0		53.5	53.5		53.5	53.5	
Total Lost Time (s)		4.5			4.5			4.5			4.5	
Act Effct Green (s)		18.5			18.5			49.0			49.0	
Actuated g/C Ratio		0.19			0.19			0.49			0.49	
v/c Ratio		1.37			0.95			1.37			1.56	
Control Delay		222.2			83.4			199.0			285.8	
Queue Delay		0.0			0.0			0.0			0.0	
Total Delay		222.2			83.4			199.0			285.8	
LOS		F			F			F			F	
Approach Delay		222.2			83.4			199.0			285.8	
Approach LOS		F			F			F			F	
Queue Length 50th (ft)		~284			169			~916			~889	
Queue Length 95th (ft)		#461			#331			#1167			#1132	
Internal Link Dist (ft)		159			955			1363			2525	
Turn Bay Length (ft)												
Base Capacity (vph)		253			287			792			625	
Starvation Cap Reductn		0			0			0			0	
Spillback Cap Reductn		0			0			0			0	
Storage Cap Reductn		0			0			0			0	

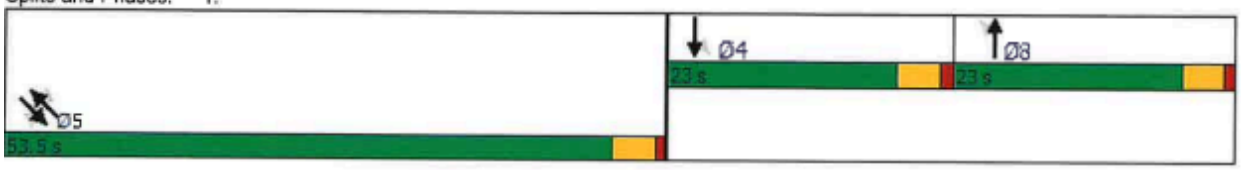
Lane Group	NBL	NBT	NBR	SBL	SBT	SBR	SEL	SET	SER	NWL	NWT	NWR
Reduced v/c Ratio		1.37			0.95			1.37			1.56	

Intersection Summary			
Area Type:	Other		
Cycle Length: 99.5			
Actuated Cycle Length: 99.5			
Offset: 0 (0%), Referenced to phase 2: and 6:, Start of Green			
Control Type: Pretimed			
Maximum v/c Ratio: 1.56			
Intersection Signal Delay: 221.8		Intersection LOS: F	
Intersection Capacity Utilization 118.1%		ICU Level of Service H	
Analysis Period (min) 15			

~ Volume exceeds capacity, queue is theoretically infinite.
Queue shown is maximum after two cycles.

95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

Splits and Phases: 1:



Lanes, Volumes, Timings
1:

12/30/2025

Lane Group	NBL	NBT	NBR	SBL	SBT	SBR	SEL	SET	SER	NWL	NWT	NWR
Lane Configurations												
Traffic Volume (vph)	193	256	75	17	45	23	59	750	78	25	750	60
Future Volume (vph)	193	256	75	17	45	23	59	750	78	25	750	60
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		8%			10%			0%			0%	
Storage Length (ft)	0		0	0		0	0		0	0		0
Storage Lanes	0		0	0		0	0		0	0		0
Taper Length (ft)	0			0			0			0		
Satd. Flow (prot)	0	1723	0	0	1687	0	0	1835	0	0	1842	0
Flt Permitted		0.840			0.835			0.813			0.950	
Satd. Flow (perm)	0	1474	0	0	1423	0	0	1496	0	0	1752	0
Right Turn on Red			Yes			Yes			Yes			Yes
Satd. Flow (RTOR)		6			12			5			4	
Link Speed (mph)		30			30			30			30	
Link Distance (ft)		239			1035			1443			2605	
Travel Time (s)		5.4			23.5			32.8			59.2	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Growth Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Shared Lane Traffic (%)												
Lane Group Flow (vph)	0	570	0	0	92	0	0	964	0	0	907	0
Turn Type	Perm	NA		Perm	NA		D.Pm	NA		Perm	NA	
Protected Phases		8			4						6	
Permitted Phases	8			4			6	6		6		
Total Split (s)	36.5	36.5		27.0	27.0		67.0	67.0		67.0	67.0	
Total Lost Time (s)		4.5			4.5			4.5			4.5	
Act Effct Green (s)		32.0			22.5			62.5			62.5	
Actuated g/C Ratio		0.25			0.17			0.48			0.48	
v/c Ratio		1.56			0.36			1.34			1.08	
Control Delay		299.4			45.9			192.8			87.6	
Queue Delay		0.0			0.0			0.0			0.0	
Total Delay		299.4			45.9			192.8			87.6	
LOS		F			D			F			F	
Approach Delay		299.4			45.9			192.8			87.6	
Approach LOS		F			D			F			F	
Queue Length 50th (ft)		~682			60			~1067			~855	
Queue Length 95th (ft)		#910			116			#1326			#1110	
Internal Link Dist (ft)		159			955			1363			2525	
Turn Bay Length (ft)												
Base Capacity (vph)		365			255			719			841	
Starvation Cap Reductn		0			0			0			0	
Spillback Cap Reductn		0			0			0			0	
Storage Cap Reductn		0			0			0			0	

Lane Group	NBL	NBT	NBR	SBL	SBT	SBR	SEL	SET	SER	NWL	NWT	NWR
Reduced v/c Ratio		1.56			0.36			1.34			1.08	

Intersection Summary			
Area Type:	Other		
Cycle Length: 130.5			
Actuated Cycle Length: 130.5			
Offset: 0 (0%), Referenced to phase 2: and 6:NWSE, Start of Green			
Control Type: Pretimed			
Maximum v/c Ratio: 1.56			
Intersection Signal Delay: 173.8		Intersection LOS: F	
Intersection Capacity Utilization 113.8%		ICU Level of Service H	
Analysis Period (min) 15			

~ Volume exceeds capacity, queue is theoretically infinite.
Queue shown is maximum after two cycles.

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Splits and Phases: 1: